



AGENDA

ORDINARY COUNCIL MEETING

26 APRIL 2023

NOTICE OF ORDINARY MEETING OF COUNCIL

Dear Elected Members & Community Members

Pursuant to resolution 261022.009 of 26 October 2022, an Ordinary Meeting of the Shire of Narrogin will be held on 26 April 2023 in the Shire of Narrogin Council Chambers, 89 Earl Street, Narrogin, commencing at 7:00 pm.

Dale Stewart
Chief Executive Officer

Acknowledgement of Noongar People

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

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

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

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



Shire of
Narrogin
Love the life

STRATEGIC COMMUNITY PLAN 2017-27

SNAPSHOT

VISION

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

MISSION

Provide leadership, direction and opportunities for the community.

KEY PRINCIPLES

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

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

OUR VALUES

Care with Trust & Teamwork

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

Accountability - We accept responsibility for our actions and outcomes

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

Excellence - We go the extra mile to deliver outstanding services

Trust - We share without fear of consequences

Team Work - We work together for a common goal

ECONOMIC

Support growth and progress, locally and regionally...

Growth in revenue opportunities

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

Increased Tourism

- Promote, develop tourism and maintain local attractions

An effective well maintained transport network

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

Agriculture opportunities maintained and developed

- Support development of agricultural services

SOCIAL

Provide community facilities and promote social interaction...

Provision of youth services

- Develop and implement a youth strategy

Build a healthier and safer community

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

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

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

Cultural and heritage diversity is recognised

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

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

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

ENVIRONMENT

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

A preserved natural environment

- Conserve, enhance, promote and rehabilitate the natural environment

Effective waste services

- Support the provision of waste services

Efficient use of resources

- Increase resource usage efficiency

A well maintained built environment

- Improve and maintain built environment

CIVIC

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

An efficient and effective organisation

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

An employer of choice

- Provide a positive, desirable workplace

DISCLAIMER

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

No responsibility whatsoever is implied or accepted by the Shire of Narrogin for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff.

The Shire of Narrogin disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

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

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

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 | 8 |
| 6. APPLICATIONS FOR LEAVE OF ABSENCE | 8 |
| 7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS | 8 |
| 8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION | 9 |
| 9. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS | 9 |
| 10. MATTERS WHICH REQUIRE DECISIONS | 10 |
| 10.1 DEVELOPMENT AND REGULATORY SERVICES | 10 |
| 10.2 TECHNICAL AND RURAL SERVICES | 11 |
| 10.3 CORPORATE AND COMMUNITY SERVICES | 12 |
| 10.3.1 SCHEDULE OF ACCOUNTS PAID – MARCH 2023 | 12 |
| 10.3.2 MONTHLY FINANCIAL REPORTS – MARCH 2023 | 45 |
| 10.3.3 PROPOSED FEES & CHARGES FOR BUDGET 2023/24 | 65 |
| 10.4 OFFICE OF THE CHIEF EXECUTIVE OFFICER | 87 |
| 10.4.1 ANNUAL REVIEW OF DELEGATIONS | 87 |
| 10.4.2 LICENCE TO OCCUPY - PORTION OF PTA RESERVE 10856, L6850 FEDERAL STREET, NARROGIN | 209 |
| 10.4.3 POLICY MANUAL – 2023 REVIEW | 235 |
| 11. ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN | 486 |
| 12. NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING | 486 |
| 13. CLOSURE OF MEETING | 486 |

ORDINARY COUNCIL MEETING 26 APRIL 2023

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, President Ballard, declared the meeting open at 7: 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 M Furr – 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

The following responses were provided to Ms Raylene Storey in response to the statement made and questions taken on notice at the March Council Meeting:

Background from Ms Storey:

“Relating to Kooraminning Aboriginal Corporation, dire concerns relating to your request and presentation of legal action against Kooraminning Aboriginal Corporation (Kooraminning), relating to 7 Hartoge Street Narrogin and being Lot 43 on Plan 302647 on Certificate of Title Volume 2022, Folio 635; as well as 2/2-4 Hansard St Narrogin and being Lots 401 & 402 on Plan 302647 on Certificate of Title Volume 1213, Folio 498.”

Question 1.

Can the Shire President confirm that he has received the letter dated 10 March 2023, a letter of objection to the sale of the above mentioned properties from the Kooraminning Aboriginal Corporation Chairperson Mr Laurence Riley?

Yes the Shire's Chief Executive Officer has received the letter on 10 March and it has been provided to all elected members, but after the Council Meeting.

Question 2.

What actions have that Shire President and the Shire Council taken to remedy concerns raised in the letter dated 10 March 2023 from Kooraminning Aboriginal Corporation as related to the above mentioned properties?

The Chief Executive Officer has written to the Directors, including yourself, seeking a meeting with them with the Shire President and Deputy Shire President.

Question 3.

Does the Shire Council understand its role and responsibilities of implementing the Closing the Gap National Agreement, specifically Priority Reform One – Formal Partnership and Shared Decision Making, and Priority Reform Two – Building the Community-controlled Sector; and What does the Shire intend to do in relation to honouring the National Agreement considering Local Government is a signatory Party to the Agreement, as it relates directly to Kooraminning Aboriginal Corporation?

The Shire of Narrogin is yet consider how to specifically address its role assisting to address closing the gap locally, but welcomes ideas in how to achieve this, from indigenous and non indigenous residents.

Question 4.

Has immediate cessation of legal action for sale of the above mentioned properties occurred as a result of the letter from Kooraminning to the Shire dated 10 March 2023, if not, why not?

The question will be dealt with by the Council in coming weeks following a meeting with the Directors of Kooraminning Aboriginal Corporation including yourself as one of those listed Directors.

Question 5.

Is the Shire President, with support of the Shire Council inclined and committed to supporting the way forward through improvement, advancement and progression of Aboriginal Affairs in every Priority Reform area and every Socio-economic outcome of the National Agreement, if not, why not?

Yes absolutely, within the constraints of our resources and financial ability in partnership with local organisations, other tiers of government and agencies.

Question 6.

Is the Shire President and the Shire Council, prepared to apply a rates exemption for the properties of Kooraminning Aboriginal Corporation, in line with the Objectives of the Closing the Gap National Agreement, to better support the local Aboriginal community in Narrogin, and its surrounds, so not to disadvantage the Aboriginal people from losing economic base, if not, why not?

The Shire President advised that this would be a discussion for Council and no decision had been made at this stage.

5. PUBLIC QUESTION TIME

6. APPLICATIONS FOR LEAVE OF ABSENCE

The next Council meeting is scheduled for 24 May 2023.

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 March 2023 be confirmed as an accurate record of the proceedings.

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

9. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS

Arts Narrogin (Barbara Fletcher – Board Chair & Casey Thornton – Business Manager)
2022 Achievements and plans for 2023.

10. MATTERS WHICH REQUIRE DECISIONS

10.1 DEVELOPMENT AND REGULATORY SERVICES

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

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 – MARCH 2023

| | |
|--|---|
| 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 | 05 April 2023 |
| Author | Amy Lazenby – Finance Support Officer |
| Authorising Officer | Mark Furr – Executive Manager Corporate & Community Services |
| Attachments 1. Schedule of Accounts Paid – March 2023 | |

Summary

Council is requested to note the payments as presented in the Schedule of Accounts Paid for March 2023.

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 the Manager Corporate Services.

Statutory Environment

Local Government Act 1995, Section 6.8 (2)(b) and Local Government (Financial Management) Regulations 1996, clause 13 relates.

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 2022/23 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 |

Risk Implications

| Risk | Risk Likelihood | Risk Impact / Consequence | Risk Rating | Principal Risk Theme | Risk Action Plan (Controls or Treatment proposed) |
|--|-----------------|---------------------------|-------------|-------------------------|---|
| Failure to present a detailed listing of payments in the prescribed form would result in non-compliance with the Local Government (Financial Management) Regulations 1996, clause 13, which may result in a qualified audit. | Rare (1) | Minor (2) | Low (1-4) | Compliance Requirements | Accept Officer Recommendation |

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; work health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of two (2) has been determined for this item. Any items with a risk rating of 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

The Schedule of Accounts Paid – March 2023 is presented to Council for notation. Below is a summary of activity.

| March 2023 Payments | | |
|---------------------|--------------|--------|
| Payment Type | \$ | % |
| Cheque | 455.65 | 0.04 |
| EFT (incl Payroll) | 1,171,202.88 | 87.66 |
| Direct Debit | 151,664.60 | 11.35 |
| Credit Card | 12,727.76 | 0.95 |
| Trust | 0.00 | 0.00 |
| Total Payments | 1,336,050.89 | 100.00 |

| Regional Spending | \$ | % |
|---------------------|--------------|--------|
| Non Local/Statutory | 890,076.07 | 66.62 |
| Local Suppliers | 142,848.28 | 10.69 |
| Payroll | 303,126.54 | 22.69 |
| Total | 1,336,050.89 | 100.00 |

It is noted that the local supplier spending % in this particular month is relatively low. This is predominantly due to a single payment made to Fulton Hogan of \$209,035.86, with respect to road pavement activities, to which there is no local supplier that tendered.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to the Schedule of Accounts Paid for March 2023, Council note the Report as presented.

Cheque Payments

| | Date | # Days to Paid | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----------------|----------------|----------------|------|--------------------------------------|--------------------------------------|---------------|------|---------|
| 1 | 721 | 09/03/2023 | | Shire Of Narrogin - Petty Cash-admin | | 455.65 | | |
| 2 | INV MAR 23 | 09/03/2023 | 0 | Shire Of Narrogin - Petty Cash-admin | ADMIN PETTY CASH RECOUP - March 2023 | 260.65 | | |
| 3 | INV MAR 23 NHC | 09/03/2023 | 0 | Shire Of Narrogin - Petty Cash-admin | NHCP PETTY CASH RECOUP - March 2023 | 195.00 | | |
| Cheque Total \$ | | | | | | 455.65 | | |

EFT Payments

| | Date | # Days to Paid | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|----|----------------|----------------|------|----------------------|--|---------------|------|---------|
| 4 | EFT20406 | 02/03/2023 | | Best Office Systems | | 1,647.69 | L | |
| 5 | INV 613252 | 22/02/2023 | 8 | Best Office Systems | VARIOUS DEPARTMENTS - Photocopier Charges February 2023 | 1,587.04 | | |
| 6 | INV 613517 | 23/02/2023 | 7 | Best Office Systems | TOUR - VISITORS CENTRE BUILDING OPERATIONS - Photocopier Charges February 2023 | 60.65 | | |
| 7 | EFT20407 | 02/03/2023 | | Synergy | | 1,922.75 | | |
| 8 | INV 2073734051 | 10/02/2023 | 20 | Synergy | HISTORY HALL BUILDING OPERATIONS - Electricity Usage 03/12/2022 - 07/02/2023 | 131.59 | | |
| 9 | INV 2065744185 | 14/02/2023 | 16 | Synergy | 13 HOUGH ST OPERATIONS - Electricity Usage 07/12/2022 - 10/02/2023 | 139.96 | | |
| 10 | INV 2025763490 | 16/02/2023 | 14 | Synergy | OLD SHIRE OFFICE BUILDING OPERATIONS - Electricity Usage 13/12/2022 - 15/02/2023 | 312.10 | | |
| 11 | INV 2013769795 | 16/02/2023 | 14 | Synergy | CEO STAFF HOUSING - Electricity Usage 10/12/2022 - 14/02/2023 | 245.50 | | |
| 12 | INV 2013773770 | 22/02/2023 | 8 | Synergy | JOHN HIGGINS COMMUNITY COMPLEX BUILDING OPERATIONS - Electricity Usage 18/01/2023 - 15/02/2023 | 924.84 | | |
| 13 | INV 2049752991 | 23/02/2023 | 7 | Synergy | 30 GRAY ST BUILDING OPERATIONS (FORMALLY EAST NARROGIN OFFSITE KINDERGARTEN) - Electricity Usage 10/12/2022 - 14/02/2023 | 168.76 | | |
| 14 | EFT20408 | 02/03/2023 | | Narrogin Packaging | | 115.75 | L | |
| 15 | INV 00078933 | 21/02/2023 | 9 | Narrogin Packaging | CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Sprinkler Body | 7.50 | | |
| 16 | INV 00078986 | 23/02/2023 | 7 | Narrogin Packaging | HIGHBURY PUBLIC TOILETS OPERATIONS - Various Items For Toilet | 108.25 | | |
| 17 | EFT20409 | 02/03/2023 | | Great Southern Fuels | | 25,034.55 | L | |
| 18 | INV D2134188 | 15/02/2023 | 15 | Great Southern Fuels | STOCK - PURCHASE OF STOCK MATERIALS - 14,000L Diesel | 25,034.55 | | |
| 19 | EFT20410 | 02/03/2023 | | Water Corporation | | 2,002.99 | | |

| | | Date | # Days to Paid | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|----|-------------------|------------|----------------|---|--|----------------|---------------|------|---------|
| 20 | INV 0135 | 08/02/2023 | 22 | Water Corporation | RESTORATION GROUP (MUSUEM) BUILDING OPERATIONS - Water Usage 30/11/2022 - 07/02/2023 | 6.85 | | | |
| 21 | INV 0135 | 14/02/2023 | 16 | Water Corporation | MICHAEL BROWN PARK BUILDINGS OPERATIONS - Water Usage 05/12/2022 - 13/02/2023 | 858.22 | | | |
| 22 | INV 0140 | 14/02/2023 | 16 | Water Corporation | MAY ST PUBLIC TOILETS OPERATIONS - Water Usage 05/12/2022 - 13/02/2023 | 390.57 | | | |
| 23 | INV 0178 | 16/02/2023 | 14 | Water Corporation | COMMUNITY GARDEN MAINTENANCE/OPERATIONS - Water Usage 09/12/2022 - 15/02/2023 | 678.58 | | | |
| 24 | INV 0162 | 16/02/2023 | 14 | Water Corporation | OLD RAILWAY TENNIS BUILDING OPERATIONS - Water Usage 09/12/2022 - 15/02/2023 | 68.77 | | | |
| 25 | EFT20411 | 02/03/2023 | | St John Ambulance Western Australia Ltd | | | 480.00 | | F |
| 26 | INV FAINV01046101 | 11/01/2023 | 50 | St John Ambulance Western Australia Ltd | CHSP - OCCUPATIONAL HEALTH & SAFETY - First Aid Training | 120.00 | | | |
| 27 | INV FAINV01046102 | 11/01/2023 | 50 | St John Ambulance Western Australia Ltd | CHSP - OCCUPATIONAL HEALTH & SAFETY - First Aid Training | 120.00 | | | |
| 28 | INV FAINV01046103 | 11/01/2023 | 50 | St John Ambulance Western Australia Ltd | CHSP - OCCUPATIONAL HEALTH & SAFETY - First Aid Training | 120.00 | | | |
| 29 | INV FAINV01046104 | 10/02/2023 | 20 | St John Ambulance Western Australia Ltd | CHSP - OCCUPATIONAL HEALTH & SAFETY - First Aid Training | 120.00 | | | |
| 30 | EFT20412 | 02/03/2023 | | Kleenheat Gas | | | 3,344.15 | | |
| 31 | INV 2723745 | 14/02/2023 | 16 | Kleenheat Gas | NRLC UTILITY - ELECTRICITY - Electricity Supply 01/01/2023 - 11/01/2023 | 3,344.15 | | | |
| 32 | EFT20413 | 02/03/2023 | | Westrac Pty Ltd | | | 1,056.76 | | |
| 33 | INV PI7975268 | 22/02/2023 | 8 | Westrac Pty Ltd | NO237 2020 CATERPILLAR CW34NN RUBBER TYRED ROLLER - Supply Glass Window | 651.50 | | | |
| 34 | INV PI7980172 | 23/02/2023 | 7 | Westrac Pty Ltd | NO4141 2010 CATERPILLAR 432E BACKHOE LOADER - Supply Coupling | 405.26 | | | |
| 35 | EFT20414 | 02/03/2023 | | Narrogin Glass & Quick Fit Windscreens | | | 2,026.07 | L | I |
| 36 | INV 00059085 | 07/09/2022 | 176 | Narrogin Glass & Quick Fit Windscreens | NGN11555 2016 VOLKSWAGEN CADDY (NHC) - Insurance Claim Supply & Fit Windscreen | 2,026.07 | | | |
| 37 | EFT20415 | 02/03/2023 | | Great Southern Waste Disposal | | | 96,736.99 | | |
| 38 | INV IV00000002311 | 03/01/2023 | 58 | Great Southern Waste Disposal | RUBBISH COLLECTION VARIOUS DEPARTMENTS - December 2022 | 52,825.84 | | | |
| 39 | INV IV00000002353 | 07/02/2023 | 23 | Great Southern Waste Disposal | RUBBISH COLLECTION VARIOUS DEPARTMENTS - January 2023 | 43,911.15 | | | |
| 40 | EFT20416 | 02/03/2023 | | RJ Smith Engineering | | | 154.50 | L | |
| 41 | INV 9750 | 21/02/2023 | 9 | RJ Smith Engineering | 2017 VOLVO EC220DL EXCAVATOR - 1x Box Grease Cartridges, Bolts, Nuts & Washers | 154.50 | | | |
| 42 | EFT20417 | 02/03/2023 | | Octave Holdings Pty Ltd T/A Narrogin Toyota | | | 506.05 | L | |
| 43 | INV JC24037052 | 13/02/2023 | 17 | Octave Holdings Pty Ltd T/A Narrogin Toyota | NGN847 MAZDA CX-5 AUTO MAXX SPORT - 40,000Km Service | 35.11 | | | |

| | | Date | # Days to Paid | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|----|----------------|------------|----------------|---|--|----------------|---------------|------|---------|
| 44 | INV JC24037120 | 16/02/2023 | 14 | Octave Holdings Pty Ltd T/A Narrogin Toyota | NGN10179 2018 TOYOTA HIACE - Replacement of Spare Key | 470.94 | | | |
| 45 | EFT20418 | 02/03/2023 | | Air Response | | | 1,826.60 | L | |
| 46 | INV 156197A | 14/02/2023 | 16 | Air Response | RAILWAY INSTITUTE HALL & OFFICE BUILDING MAINTENANCE - Aircon Services | 240.00 | | | |
| 47 | INV 156189A | 23/02/2023 | 7 | Air Response | ADMIN OFFICE BUILDING MAINTENANCE - Lunchroom Aircon Unit Repair | 1,586.60 | | | |
| 48 | EFT20419 | 02/03/2023 | | Narrogin Amcal Chemist | | | 224.90 | L | F |
| 49 | INV I361011643 | 06/02/2023 | 24 | Narrogin Amcal Chemist | CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Jessie House Medical Equipment | 224.90 | | | |
| 50 | EFT20420 | 02/03/2023 | | GJ & SE Kulker | | | 99.00 | L | |
| 51 | INV 721 | 15/02/2023 | 15 | GJ & SE Kulker | MEMORIAL PARK TOILETS MAINTENANCE - Painting of Doors Due to Graffiti Damage | 99.00 | | | |
| 52 | EFT20421 | 02/03/2023 | | Mensheds Narrogin Incorporated | | | 1,000.00 | L | |
| 53 | INV 100 | 12/01/2023 | 49 | Mensheds Narrogin Incorporated | HEALTH - CONTROL EXPENSES - 1st Year Manufacturing & Distribution of Fruit Fly Traps | 1,000.00 | | | |
| 54 | EFT20422 | 02/03/2023 | | Upper Great Southern Hockey | | | 544.00 | L | |
| 55 | INV 00000491 | 16/02/2023 | 14 | Upper Great Southern Hockey | OTHCUL - AUSTRALIA DAY - Coffee Machine Hire | 544.00 | | | |
| 56 | EFT20423 | 02/03/2023 | | YMCA WA | | | 782.00 | | |
| 57 | INV SI-A011709 | 08/02/2023 | 22 | YMCA WA | OTHCUL - AUSTRALIA DAY - Movie Facility Hire | 782.00 | | | |
| 58 | EFT20424 | 02/03/2023 | | Torre Tasman Evans | | | 149.16 | L | |
| 59 | INV 20022023 | 20/02/2023 | 10 | Torre Tasman Evans | EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Electricity Usage 02/12/2022 - 06/02/2023 | 149.16 | | | |
| 60 | EFT20425 | 02/03/2023 | | Truck Centre (WA) Pty Ltd | | | 1,804.56 | | |
| 61 | INV 1717716 | 23/02/2023 | 7 | Truck Centre (WA) Pty Ltd | NO4 2010 NISSAN UD TIP TRUCK AUTO - Supply Gen 3 X-Y Shifter | 1,804.56 | | | |
| 62 | EFT20426 | 02/03/2023 | | Narrogin Auto Centre | | | 772.98 | L | |
| 63 | INV 319562 | 17/02/2023 | 13 | Narrogin Auto Centre | NGN219 2019 NISSAN X-TRAIL (CATS) - 40,000Km Service & Rear Vision Mirror | 772.98 | | | |
| 64 | EFT20427 | 02/03/2023 | | Divine Framing | | | 262.00 | | |
| 65 | INV INV0413 | 21/02/2023 | 9 | Divine Framing | OTHCUL - ARTWORK COLLECTION - 100x Blank Labels & Double Sided Tape | 262.00 | | | |
| 66 | EFT20428 | 02/03/2023 | | Elgas | | | 4,264.91 | | |
| 67 | INV 0361053390 | 17/02/2023 | 13 | Elgas | NRLC UTILITY - GAS - 2,906.0L Gas Supplied | 4,264.91 | | | |

| | | Date | # Days to Paid | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|----|--------------------|------------|----------------|--|--|----------------|---------------|------|---------|
| 68 | EFT20429 | 02/03/2023 | | BMR Mechanical Pty Ltd | | | 199.00 | L | |
| 69 | INV INV1696 | 22/02/2023 | 8 | BMR Mechanical Pty Ltd | NO2731 FOUR AXLE SIDE TIPPER TRAILER - Supply 2x Brake Boosters | 199.00 | | | |
| 70 | EFT20430 | 02/03/2023 | | Epic Fire Solutions T/As MCG Fire Services | | | 8,377.60 | | |
| 71 | INV INV2678 | 20/02/2023 | 10 | Epic Fire Solutions T/As MCG Fire Services | VARIOUS BUILDINGS - 6 Month Fire Service Inspections | 8,377.60 | | | |
| 72 | EFT20431 | 02/03/2023 | | Lite n' Easy Pty Ltd | | | 357.23 | | F |
| 73 | INV 6786355 | 21/02/2023 | 9 | Lite n' Easy Pty Ltd | CHCP - CLIENT PURCHASES - Lite n Easy | 231.08 | | | |
| 74 | INV 6739509 | 21/02/2023 | 9 | Lite n' Easy Pty Ltd | CHCP - CLIENT PURCHASES - Lite n Easy | 126.15 | | | |
| 75 | EFT20432 | 02/03/2023 | | Guardian Safety Pendants | | | 70.00 | L | F |
| 76 | INV INV42371 | 18/02/2023 | 12 | Guardian Safety Pendants | CHCP - CLIENT PURCHASES - Sim Card | 70.00 | | | |
| 77 | EFT20433 | 02/03/2023 | | Anna Prysiazna | | | 352.10 | L | |
| 78 | INV INV18871 | 28/02/2023 | 2 | Anna Prysiazna | COMMUNITY - TRAINING & DEVELOPMENT - Reimbursement For Accommodation & Meals | 352.10 | | | |
| 79 | EFT20434 | 02/03/2023 | | Narrogin Fruit Trading Pty Ltd | | | 59.50 | L | |
| 80 | INV 000C2023022028 | 20/02/2023 | 10 | Narrogin Fruit Trading Pty Ltd | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order | 59.50 | | | |
| 81 | EFT20435 | 02/03/2023 | | Regional Early Education and Development Inc. | | | 568.70 | L | I |
| 82 | INV INV0170 | 25/01/2023 | 36 | Regional Early Education and Development Inc. | REED BUILDING REPAIRS - FLOOD DAMAGE - Reimbursement For Flood Damage Costs | 568.70 | | | |
| 83 | EFT20436 | 07/03/2023 | | Department Of Human Services | | | 254.63 | | |
| 84 | INV DEDUCTION | 13/02/2023 | 22 | Department Of Human Services | Payroll deductions | 254.63 | | | |
| 85 | EFT20437 | 07/03/2023 | | Australian Services Union Western Australian Branc | | | 25.90 | | |
| 86 | INV DEDUCTION | 13/02/2023 | 22 | Australian Services Union Western Australian Branc | Payroll deductions | 25.90 | | | |
| 87 | EFT20438 | 09/03/2023 | | Coles | | | 121.55 | L | |
| 88 | INV 192 | 28/02/2023 | 9 | Coles | VARIOUS DEPARTMENTS - Coles Account February 2023 | 121.55 | | | |
| 89 | EFT20439 | 09/03/2023 | | Synergy | | | 279.02 | | |
| 90 | INV 2041744169 | 08/02/2023 | 29 | Synergy | LYDEKER DEPOT BUILDING OPERATIONS - Electricity Supply 03/12/2022 - 07/02/2023 | 279.02 | | | |
| 91 | EFT20440 | 09/03/2023 | | Narrogin Packaging | | | 234.00 | L | |

| | | Date | # Days to Paid | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|----------------|------------|----------------|--|--|----------------|---------------|------|---------|
| 92 | INV 00078721 | 13/02/2023 | 24 | Narrogin Packaging | LIBRARY BUILDING MAINTENANCE - PGJ Sprinkler | 154.00 | | | |
| 93 | INV 00078904 | 20/02/2023 | 17 | Narrogin Packaging | CEMETERY GRAVE DIGGING - Hire of Scaff Planks | 80.00 | | | |
| 94 | EFT20441 | 09/03/2023 | | Water Corporation | | | 1,174.00 | | |
| 95 | INV 9007714162 | 09/02/2023 | 28 | Water Corporation | MUSEUM BUILDING OPERATIONS - Water Usage 01/12/2022 - 08/02/2023 | 831.31 | | | |
| 96 | INV 0033 | 15/02/2023 | 22 | Water Corporation | CEO STAFF HOUSING - Water Usage 08/12/2022 - 14/02/2023 | 342.69 | | | |
| 97 | EFT20442 | 09/03/2023 | | Narrogin Carpets & Curtains | | | 715.00 | L | PF |
| 98 | INV B010239 | 01/03/2023 | 8 | Narrogin Carpets & Curtains | AIRPORT - SEAL GRAVEL RUNWAY - Supply 2x White Unserviceable Crosses | 715.00 | | | |
| 99 | EFT20443 | 09/03/2023 | | Hancocks Home Hardware | | | 16.00 | L | |
| 100 | INV 430250 | 28/02/2023 | 9 | Hancocks Home Hardware | TOWN HALL (FEDERAL ST) BUILDING MAINTENANCE - 3x Single Cut Key | 12.00 | | | |
| 101 | INV 420759 | 01/03/2023 | 8 | Hancocks Home Hardware | TOWN HALL (FEDERAL ST) BUILDING MAINTENANCE - Single Cut Key | 4.00 | | | |
| 102 | EFT20444 | 09/03/2023 | | Landgate | | | 112.80 | | |
| 103 | INV 1258474 | 01/03/2023 | 8 | Landgate | PLAN - TITLE/COMPANY SEARCHES - Copy of Survey & Certificate of Title | 112.80 | | | |
| 104 | EFT20445 | 09/03/2023 | | Parry's Narrogin | | | 620.85 | L | |
| 105 | INV 74490 | 20/12/2022 | 79 | Parry's Narrogin | PWO - WORKS - PROTECTIVE CLOTHING - Bucket Hat | 19.95 | | | |
| 106 | INV 74621 | 22/12/2022 | 77 | Parry's Narrogin | PWO - WORKS - PROTECTIVE CLOTHING - 1x Work Boots | 191.20 | | | |
| 107 | INV 76044 | 08/02/2023 | 29 | Parry's Narrogin | PWO - WORKS - PROTECTIVE CLOTHING - 3x Pants & 3x Shirts | 201.45 | | | |
| 108 | INV 76539 | 22/02/2023 | 15 | Parry's Narrogin | PWO WORKS - PROTECTIVE CLOTHING - Work Safety Boots | 208.25 | | | |
| 109 | EFT20446 | 09/03/2023 | | Susan Farrell | | | 80.00 | L | |
| 110 | INV 012 | 06/02/2023 | 31 | Susan Farrell | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Washing February 2023 | 80.00 | | | |
| 111 | EFT20447 | 09/03/2023 | | DFES-Department of Fire & Emergency Services | | | 88,945.51 | | |
| 112 | INV 155231 | 21/02/2023 | 16 | DFES-Department of Fire & Emergency Services | FESA ESL LIABILITY - 3rd Quarter Contribution 2022/23 | 88,945.51 | | | |
| 113 | EFT20448 | 09/03/2023 | | Moore Australia (WA) Pty Ltd | | | 880.00 | | |
| 114 | INV 2979 | 12/07/2022 | 240 | Moore Australia (WA) Pty Ltd | ADMIN - TRAINING & DEVELOPMENT - Moore Australia Employee Tax Obligations | 880.00 | | | |
| 115 | EFT20449 | 09/03/2023 | | Geoff Perkins Farm Machinery Centre | | | 271.47 | L | |

| | | Date | # Days to Paid | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|--|------------------|----------------|------|---|---|---------------|------|---------|
| 116 | | INV 108087 | 28/02/2023 | 9 | Geoff Perkins Farm Machinery Centre | NO4883 NEW HOLLAND T5060 TRACTOR - Supply Service Filters | 271.47 | | |
| 117 | | EFT20450 | 09/03/2023 | | Narrogin Electrical Services | | 1,210.36 | L | |
| 118 | | INV 2929 | 08/11/2022 | 121 | Narrogin Electrical Services | CEMETERY MAINTENANCE/OPERATIONS - Power For Retic Pump | 506.00 | | |
| 119 | | INV 2972 | 31/01/2023 | 37 | Narrogin Electrical Services | FITOUT OF RAILWAY STATION BUILDING - Fit TV Point & Power | 704.36 | | |
| 120 | | EFT20451 | 09/03/2023 | | It Vision | | 35,157.10 | | |
| 121 | | INV 38155 | 28/02/2023 | 9 | It Vision | PURCHASE OF ALTUS HR SYSTEM - Altus Payroll Milestone 3 | 34,662.10 | | |
| 122 | | INV 38154 | 28/02/2023 | 9 | It Vision | ADMIN - TRAINING & DEVELOPMENT - IT Vision Altus Payroll Award Changes | 495.00 | | |
| 123 | | EFT20452 | 09/03/2023 | | Duke Of York Hotel | | 197.94 | L | |
| 124 | | INV 40 | 28/02/2023 | 9 | Duke Of York Hotel | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - RCS Medical Students Sundowner Drinks Catering | 197.94 | | |
| 125 | | EFT20453 | 09/03/2023 | | Kulker Plumbing Service | | 480.00 | L | |
| 126 | | INV 13347 | 24/02/2023 | 13 | Kulker Plumbing Service | STANDPIPE MAINTENANCE/OPERATIONS - Test RPZ Valves | 480.00 | | |
| 127 | | EFT20454 | 09/03/2023 | | Mcleods | | 2,147.20 | | |
| 128 | | INV 128729 | 28/02/2023 | 9 | Mcleods | PLAN - CONTRACT TOWN PLANNING - Deed of Easement Various Town Lots | 1,477.10 | | |
| 129 | | INV 128730 | 28/02/2023 | 9 | Mcleods | PLAN - CONTRACT TOWN PLANNING - Deed of Easement Various Town Lots | 670.10 | | |
| 130 | | EFT20455 | 09/03/2023 | | Narrogin Glass & Quick Fit Windscreens | | 346.77 | L | |
| 131 | | INV 00060024 | 01/03/2023 | 8 | Narrogin Glass & Quick Fit Windscreens | NO4834 2014 HINO 300 SERIES CREW CAB (WORKS) Remove & Replace Driver Door Glass | 346.77 | | |
| 132 | | EFT20456 | 09/03/2023 | | Public Transport Authority | | 585.11 | | |
| 133 | | INV 31012023 | 31/01/2023 | 37 | Public Transport Authority | TRANSWA - AGENT LIABILITY - Ticket Sales January 2023 | 585.11 | | |
| 134 | | EFT20457 | 09/03/2023 | | Octave Holdings Pty Ltd T/A Narrogin Toyota | | 1,211.94 | L | |
| 135 | | INV PI23055304 | 13/12/2022 | 86 | Octave Holdings Pty Ltd T/A Narrogin Toyota | NGN182 TOYOTA HILUX 4X2 WORKMATE UTILITY - Seat Covers | 315.88 | | |
| 136 | | INV JC24037130 | 18/02/2023 | 19 | Octave Holdings Pty Ltd T/A Narrogin Toyota | 1NGN TOYOTA PRADO GXL DSL WAGON (CEO VEHICLE) - 40,000Km Service | 896.06 | | |
| 137 | | EFT20458 | 09/03/2023 | | Toll Transport Pty Ltd | | 295.24 | | |
| 138 | | INV 0572-T740710 | 19/02/2023 | 18 | Toll Transport Pty Ltd | VARIOUS VEHICLES - Freight Charges February 2023 | 295.24 | | |
| 139 | | EFT20459 | 09/03/2023 | | Farmers Centre (Narrogin) Pty Ltd | | 592.51 | L | |

| | | Date | # Days to Paid | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|-----------------|------------|----------------|---|--|----------------|---------------|------|---------|
| 140 | INV 86656 | 15/02/2023 | 22 | Farmers Centre (Narrogin) Pty Ltd | 1EYN610 KOMATSU WA380-6 WHEEL LOADER (WORKS) - Supply x2 Male & x2 Female Hydraulic Couplings | 544.70 | | | |
| 141 | INV 86787 | 28/02/2023 | 9 | Farmers Centre (Narrogin) Pty Ltd | 2019 JCB 5CX BACKHOE LOADER (WORKS) - Airconditioner Air Filters | 47.81 | | | |
| 142 | EFT20460 | 09/03/2023 | | Shire Of Narrogin | | | 49.14 | L | |
| 143 | INV 31012023 | 31/01/2023 | 37 | Shire Of Narrogin | TRANSWA - AGENT LIABILITY - Commission Ticket Sales January 2023 | 49.14 | | | |
| 144 | EFT20461 | 09/03/2023 | | Peerless Jal Pty Ltd | | | 3,070.45 | | |
| 145 | INV SI317805 | 02/03/2023 | 7 | Peerless Jal Pty Ltd | VARIOUS PUBLIC TOILETS - Cleaning Supplies | 3,070.45 | | | |
| 146 | EFT20462 | 09/03/2023 | | Narrogin Chamber Of Commerce | | | 350.00 | L | |
| 147 | INV 00004241 | 21/02/2023 | 16 | Narrogin Chamber Of Commerce | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - New Business Welcome Narrogin Dollars | 200.00 | | | |
| 148 | INV 00004244 | 01/03/2023 | 8 | Narrogin Chamber Of Commerce | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Narrogin Gratuity Voucher (D. Johnston) | 150.00 | | | |
| 149 | EFT20463 | 09/03/2023 | | Animal Care Equipment & Services (Australia) P/l | | | 416.50 | | |
| 150 | INV 00037094 | 22/02/2023 | 15 | Animal Care Equipment & Services (Australia) P/l | ANIMAL - EXPENSED MINOR ASSET PURCHASES - Various Pound Items & Freight | 416.50 | | | |
| 151 | EFT20464 | 09/03/2023 | | Marketforce Pty Ltd | | | 904.66 | | |
| 152 | INV 46941 | 23/02/2023 | 14 | Marketforce Pty Ltd | ADMIN - RECRUITMENT - Planning Position Advertisement Narrogin Observer | 368.96 | | | |
| 153 | INV 46942 | 23/02/2023 | 14 | Marketforce Pty Ltd | ADMIN - ADVERTISING - Community Budget Request 2023/24 Narrogin Observer | 277.46 | | | |
| 154 | INV 46940 | 23/02/2023 | 14 | Marketforce Pty Ltd | ADMIN - ADVERTISING - Community Chest Round 2 2022/23 Narrogin Observer | 258.24 | | | |
| 155 | EFT20465 | 09/03/2023 | | Belvedere Nursery | | | 1,050.00 | L | |
| 156 | INV I0000002111 | 02/03/2023 | 7 | Belvedere Nursery | CBD PARKS MAINTENANCE/OPERATIONS - x10 Cubic Meters Chunky Kimberly Red Mulch | 1,050.00 | | | |
| 157 | EFT20466 | 09/03/2023 | | Department of Mines, Industry Regulation and Safety | | | 3,000.57 | | |
| 158 | INV 107530 | 02/03/2023 | 7 | Department of Mines, Industry Regulation and Safety | BSL LEVY PAYMENTS - Outstanding Building Services Levy March 2023 | 3,000.57 | | | |
| 159 | EFT20467 | 09/03/2023 | | West Australian Newspapers Limited | | | 680.00 | | |
| 160 | INV 10280375 | 28/02/2023 | 9 | West Australian Newspapers Limited | ADVERTISING - Narrogin Narrative February 2023 | 680.00 | | | |
| 161 | EFT20468 | 09/03/2023 | | Bladon WA | | | 4,180.00 | | |
| 162 | INV BWAIS4533 | 28/02/2023 | 9 | Bladon WA | OTHGOV - PUBLIC RELATIONS EXPENSE - 1000x Carnaby Cotton Shoulder Tote Bags | 4,180.00 | | | |
| 163 | EFT20469 | 09/03/2023 | | Easifleet | | | 7,108.77 | | |

| | | Date | # Days to Paid | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|-----------------|------------|----------------|-----------------------------------|---|----------------|---------------|------|---------|
| 164 | INV 070323 | 07/03/2023 | 2 | Easifleet | NOVATED LEASES - Employee Expenses 01/03/2023 | 2,369.59 | | | |
| 165 | INV 07032023 | 07/03/2023 | 2 | Easifleet | NOVATED LEASES - Employee Expenses 15/02/2023 | 2,369.59 | | | |
| 166 | INV 150323 | 07/03/2023 | 2 | Easifleet | NOVATED LEASES - Employee Expenses 15/03/2023 | 2,369.59 | | | |
| 167 | EFT20470 | 09/03/2023 | | Truck Centre (WA) Pty Ltd | | | 176.82 | | |
| 168 | INV 2220676 | 28/05/2021 | 650 | Truck Centre (WA) Pty Ltd | NO1 2018 NISSAN UD TIP TRUCK (WORKS) - 2x 20L Engine Oil | 176.82 | | | |
| 169 | EFT20471 | 09/03/2023 | | AFGRI Equipment Australia Pty Ltd | | | 1,336.50 | L | |
| 170 | INV 2692123 | 03/03/2023 | 6 | AFGRI Equipment Australia Pty Ltd | NO4719 2019 JOHN DEERE 620G GRADER (WORKS) - Cross Slope & Cylinder Calibrations | 1,336.50 | | | |
| 171 | EFT20472 | 09/03/2023 | | Narrogin Bowling Club | | | 272.00 | L | |
| 172 | INV 160223 | 16/02/2023 | 21 | Narrogin Bowling Club | ADMIN TRAINING & DEVELOPEMENT - Nomination & Green Fees | 272.00 | | | |
| 173 | EFT20473 | 09/03/2023 | | Telair Pty Ltd | | | 1,525.00 | | |
| 174 | INV TA10781-044 | 28/02/2023 | 9 | Telair Pty Ltd | VARIOUS DEPARTMENTS - Telephone Charges February 2023 | 1,525.00 | | | |
| 175 | EFT20474 | 09/03/2023 | | Kulbardi Hill Consulting | | | 5,362.50 | | PF |
| 176 | INV 00226 | 27/02/2023 | 10 | Kulbardi Hill Consulting | WALK CYCLE & MOUNTAIN BIKE TRAILS PROJECTS - Assorted Signs | 5,362.50 | | | |
| 177 | EFT20475 | 09/03/2023 | | Alexander Mulenga | | | 523.28 | L | |
| 178 | INV 030323 | 03/03/2023 | 6 | Alexander Mulenga | ADMIN - SUBSCRIPTIONS AND MEMBERSHIPS - Reimbursement of ACCA Membership Fee as per Employment Contract | 523.28 | | | |
| 179 | EFT20476 | 09/03/2023 | | Edwards Isuzu Ute | | | 572.00 | L | |
| 180 | INV R50506 | 06/02/2023 | 31 | Edwards Isuzu Ute | FIRE - MOTOR VEHICLE EXPENSES - 84,000Km Service | 572.00 | | | |
| 181 | EFT20477 | 09/03/2023 | | Integrated ICT | | | 627.00 | | |
| 182 | INV 26022 | 28/02/2023 | 9 | Integrated ICT | ADMIN - INFORMATION SYSTEMS - Monthly Preventive Maintenance February 2023 | 627.00 | | | |
| 183 | EFT20478 | 09/03/2023 | | Position Partners PTY LTD | | | 2,111.78 | | |
| 184 | INV PSI-008254 | 20/02/2023 | 17 | Position Partners PTY LTD | NO4871 2014 JOHN DEERE 670G GRADER W/ TOP CON - Replacement Rotation Sensor 8 Pin Plug | 1,751.53 | | | |
| 185 | INV WO-008066 | 23/02/2023 | 14 | Position Partners PTY LTD | NO4719 2019 JOHN DEERE 620G GRADER (WORKS) - Refit Rotation Sensor & Control System Calibration | 360.25 | | | |
| 186 | EFT20479 | 09/03/2023 | | ORH Truck Solutions Pty Ltd | | | 737.00 | | |
| 187 | INV 1-050277 | 06/09/2022 | 184 | ORH Truck Solutions Pty Ltd | NO3 2020 NISSAN UD TIP TRUCK (WORKS) - Supply End Stroke Valve | 368.50 | | | |

| | | Date | # Days to Paid | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|--|--------------------|----------------|------|--------------------------------|--|---------------|------|---------|
| 188 | | INV 1-050677 | 02/11/2022 | 127 | ORH Truck Solutions Pty Ltd | NO3 2020 NISSAN UD TIP TRUCK (WORKS) - Supply End Stroke Valve | 368.50 | | |
| 189 | | EFT20480 | 09/03/2023 | | Guildford Town Garden Centre | | 374.95 | | |
| 190 | | INV 30555 | 10/10/2022 | 150 | Guildford Town Garden Centre | STREET TREE MAINTENANCE - 5x Potted Golden Elms Trees | 374.95 | | |
| 191 | | EFT20481 | 09/03/2023 | | Goodyear Auto Care Narrogin | | 152.00 | L | |
| 192 | | INV 100585 | 24/02/2023 | 13 | Goodyear Auto Care Narrogin | NO1 2018 NISSAN UD TIP TRUCK (WORKS) - Tyre Puncture Repair & Disposal | 106.00 | | |
| 193 | | INV 100619 | 02/03/2023 | 7 | Goodyear Auto Care Narrogin | NO2731 FOUR AXLE SIDE TIPPER TRAILER (WORKS) - Fitting & Disposal of Tyre | 46.00 | | |
| 194 | | EFT20482 | 09/03/2023 | | Narrogin Fruit Trading Pty Ltd | | 1,031.51 | L | |
| 195 | | INV 30 | 08/02/2023 | 29 | Narrogin Fruit Trading Pty Ltd | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - RCS Medical Students Welcome Catering | 508.00 | | |
| 196 | | INV 000C2023022438 | 24/02/2023 | 13 | Narrogin Fruit Trading Pty Ltd | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Council Meeting Catering | 449.25 | | |
| 197 | | INV 000C202322735 | 27/02/2023 | 10 | Narrogin Fruit Trading Pty Ltd | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order | 54.46 | | |
| 198 | | INV 000C2023030725 | 07/03/2023 | 2 | Narrogin Fruit Trading Pty Ltd | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order | 19.80 | | |
| 199 | | EFT20483 | 13/03/2023 | | Great Southern Fuels | | 6,704.04 | L | |
| 200 | | INV 00031307 | 28/02/2023 | 13 | Great Southern Fuels | VARIOUS VEHICLES - Fuel Card Charges February 2023 | 6,704.04 | | |
| 201 | | PAY 19 | 13/03/2023 | | PAYROLL | PAYROLL 19 - 13/03/2023 | 150,785.71 | | |
| 202 | | EFT20484 | 15/03/2023 | | Best Office Systems | | 298.00 | L | |
| 203 | | INV 613815 | 01/03/2023 | 14 | Best Office Systems | LIB - GENERAL OFFICE EXPENSES - Toner Ink For Public Use Printer | 298.00 | | |
| 204 | | EFT20485 | 15/03/2023 | | Synergy | | 15,340.54 | | |
| 205 | | INV 2093725500 | 14/02/2023 | 29 | Synergy | WASTE FACILITIES BUILDING OPERATIONS - Electricity Usage 07/12/2022 - 09/02/2023 | 420.56 | | |
| 206 | | INV 2041751316 | 16/02/2023 | 27 | Synergy | THOMAS HOGG OVAL BUILDINGS OPERATIONS - Electricity Usage 09/12/2022 - 13/02/2023 | 1,774.29 | | |
| 207 | | INV 2033771194 | 23/02/2023 | 20 | Synergy | HIGHBURY HALL BUILDING OPERATIONS - Electricity Usage 17/12/2022 - 20/02/2023 | 358.40 | | |
| 208 | | INV 2009770768 | 23/02/2023 | 20 | Synergy | HIGHBURY PUBLIC TOILETS OPERATIONS - Electricity Usage 17/12/2022 - 20/02/2023 | 195.83 | | |
| 209 | | INV 2029772087 | 07/03/2023 | 8 | Synergy | ROADM - STREET LIGHTING MAINTENANCE/OPERATION - Electricity Usage 25/01/2023 - 24/02/2023 | 12,591.46 | | |
| 210 | | EFT20486 | 15/03/2023 | | Narrogin Packaging | | 46.50 | L | |
| 211 | | INV 000791168 | 02/03/2023 | 13 | Narrogin Packaging | VERGE MAINTENANCE - Small Rec Valve Box | 46.50 | | |

| | | Date | # Days to Paid | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|-------------------|------------|----------------|---|---|----------------|---------------|------|---------|
| 212 | EFT20487 | 15/03/2023 | | Australia Post | | | 1,069.88 | | |
| 213 | INV 1012236717 | 03/03/2023 | 12 | Australia Post | VARIOUS DEPARTMENTS - Postal Charges February 2023 | 1,069.88 | | | |
| 214 | EFT20488 | 15/03/2023 | | Water Corporation | | | 10,688.36 | | |
| 215 | INV 0129 | 09/02/2023 | 34 | Water Corporation | HISTORY HALL BUILDING OPERATIONS - Water Usage 01/12/2022 - 08/02/2023 | 23.69 | | | |
| 216 | INV 0132 | 14/02/2023 | 29 | Water Corporation | MUSEUM BUILDING OPERATIONS - Water Usage 05/12/2022 - 13/02/2023 | 5.59 | | | |
| 217 | INV 0132 | 14/02/2023 | 29 | Water Corporation | OLD GOLF COURSE (BMX) BUILDING OPERATIONS - Water Usage 05/12/2022 - 13/02/2023 | 22.84 | | | |
| 218 | INV 0094 | 20/02/2023 | 23 | Water Corporation | HIGHBURY PUBLIC TOILETS OPERATIONS - Water Usage 14/12/2022 - 28/02/2023 | 254.53 | | | |
| 219 | INV 0164 | 20/02/2023 | 23 | Water Corporation | STANDPIPE MAINTENANCE/OPERATIONS - Water Usage 14/12/2022 - 17/02/2023 | 6,518.37 | | | |
| 220 | INV 0164 | 20/02/2023 | 23 | Water Corporation | STANDPIPE MAINTENANCE/OPERATIONS - Water Usage 13/12/2022 - 16/02/2023 | 710.44 | | | |
| 221 | INV 0140 | 20/02/2023 | 23 | Water Corporation | HIGHBURY HALL BUILDING OPERATIONS - Water Usage 14/12/2022 - 17/02/2023 | 590.17 | | | |
| 222 | INV 0169 | 23/02/2023 | 20 | Water Corporation | STANDPIPE MAINTENANCE/OPERATIONS - Water Usage 19/12/2022 - 22/02/2023 | 246.14 | | | |
| 223 | INV 0166 | 23/02/2023 | 20 | Water Corporation | STANDPIPE MAINTENANCE/OPERATIONS - Water Usage 16/12/2022 - 22/02/2023 | 1,543.94 | | | |
| 224 | INV 0109 | 02/03/2023 | 13 | Water Corporation | TOWN HALL (FEDERAL ST) BUILDING OPERATIONS - Service Charge 01/03/2023 - 30/04/2023 | 231.61 | | | |
| 225 | INV 9007713995 | 02/03/2023 | 13 | Water Corporation | CAFE - 45 FEDERAL ST BUILDING OPERATIONS - Service Charges 01/03/2023 - 30/04/2023 | 309.87 | | | |
| 226 | INV 9007713979 | 02/03/2023 | 13 | Water Corporation | GENERAL COMPUTERS 39 FEDERAL ST BUILDING OPERATIONS - Service Charges 01/03/2023 - 30/04/2023 | 231.17 | | | |
| 227 | EFT20489 | 15/03/2023 | | St John Ambulance Western Australia Ltd | | | 240.00 | | F |
| 228 | INV FAINV01052195 | 01/02/2023 | 42 | St John Ambulance Western Australia Ltd | CHSP - OCCUPATIONAL HEALTH & SAFETY - First Aid Training | 120.00 | | | |
| 229 | INV FAINV01059115 | 22/02/2023 | 21 | St John Ambulance Western Australia Ltd | CHSP - OCCUPATIONAL HEALTH & SAFETY - First Aid Training | 120.00 | | | |
| 230 | EFT20490 | 15/03/2023 | | Makit Narrogin Hardware | | | 696.40 | L | |
| 231 | INV 115002 | 06/02/2023 | 37 | Makit Narrogin Hardware | VARIOUS BUILDINGS - General Maintenance Items | 503.90 | | | |
| 232 | INV 115031 | 20/02/2023 | 23 | Makit Narrogin Hardware | VARIOUS BUILDINGS - General Maintenance Items | 192.50 | | | |
| 233 | EFT20491 | 15/03/2023 | | Hancocks Home Hardware | | | 124.75 | L | |
| 234 | INV 426371 | 02/03/2023 | 13 | Hancocks Home Hardware | CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Ezi-Wet Soil Soaker | 124.75 | | | |
| 235 | EFT20492 | 15/03/2023 | | Parry's Narrogin | | | 1,582.30 | L | |

| | | Date | # Days to Paid | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|-------------------|------------|----------------|--|---|----------------|---------------|------|---------|
| 236 | INV 76035 | 08/02/2023 | 35 | Parry's Narrogin | PWO - WORKS - PROTECTIVE CLOTHING - 2x Shirts, 2x Pants & Workboots | 395.15 | | | |
| 237 | INV 76078 | 09/02/2023 | 34 | Parry's Narrogin | ANIMAL - PROTECTIVE CLOTHING - 2x Shirts & 2x Pants | 263.40 | | | |
| 238 | INV 76260 | 14/02/2023 | 29 | Parry's Narrogin | PWO WORKS - PROTECTIVE CLOTHING - 3x Shirts | 76.35 | | | |
| 239 | INV 76456 | 20/02/2023 | 23 | Parry's Narrogin | PWO WORKS - PROTECTIVE CLOTHING - 2x Shirts & 2x Pants | 134.30 | | | |
| 240 | INV 76496 | 21/02/2023 | 22 | Parry's Narrogin | PWO - EMTRS - ALLOWANCES - Work Boots | 178.45 | | | |
| 241 | INV 76569 | 22/02/2023 | 21 | Parry's Narrogin | PWO WORKS - PROTECTIVE CLOTHING - 2x Shirts & 2x Pants | 137.70 | | | |
| 242 | INV 76568 | 22/02/2023 | 21 | Parry's Narrogin | PWO WORKS - PROTECTIVE CLOTHING - 2x Shirt, 2x Pants & Workboots | 396.95 | | | |
| 243 | EFT20493 | 15/03/2023 | | Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust | | | 423.50 | L | |
| 244 | INV IV00000002182 | 08/03/2023 | 7 | Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust | ROAD MAINTENANCE GENERAL EXPENSES - 7 Hour Steel Drum Roller Hire | 423.50 | | | |
| 245 | EFT20494 | 15/03/2023 | | Narrogin Meals On Wheels | | | 474.00 | L | F |
| 246 | INV FEB23 | 02/03/2023 | 13 | Narrogin Meals On Wheels | CHSP MEALS ON WHEELS COMMITTEE - February 2023 Meals | 474.00 | | | |
| 247 | EFT20495 | 15/03/2023 | | Narrogin Newsagency **DO NOT USE** | | | 30.80 | L | F |
| 248 | INV 304919 | 02/03/2023 | 13 | Narrogin Newsagency **DO NOT USE** | CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Observer & West For Jessie House | 30.80 | | | |
| 249 | EFT20496 | 15/03/2023 | | It Vision | | | 207.24 | | |
| 250 | INV 38153 | 28/02/2023 | 15 | It Vision | ADMIN - TRAINING & DEVELOPMENT - Synergy Soft Report Manager On-Site Training 2x Days | 207.24 | | | |
| 251 | EFT20497 | 15/03/2023 | | Narrogin Liquor Barons | | | 306.97 | L | |
| 252 | INV 00064827 | 06/02/2023 | 37 | Narrogin Liquor Barons | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTION - Refreshments For Council Chambers | 306.97 | | | |
| 253 | EFT20498 | 15/03/2023 | | Narrogin Betta Home Living | | | 171.50 | L | F |
| 254 | INV 25710075317 | 10/03/2023 | 5 | Narrogin Betta Home Living | CHSP - MOTOR VEHICLES EXPENSES - Westinghouse Cyclonic Vacuum Cleaner | 171.50 | | | |
| 255 | EFT20499 | 15/03/2023 | | Great Southern Waste Disposal | | | 43,921.13 | | |
| 256 | INV IV00000002400 | 07/03/2023 | 8 | Great Southern Waste Disposal | BIN COLLECTION VARIOUS DEPARTMENTS - February 2023 | 43,921.13 | | | |
| 257 | EFT20500 | 15/03/2023 | | RJ Smith Engineering | | | 95.66 | L | |
| 258 | INV 10063 | 07/03/2023 | 8 | RJ Smith Engineering | NGN12070 2002 MOWER CATCHER TRAILER - Supply Sampson 12mm Rod & 1.5m Flat Bar | 95.66 | | | |
| 259 | EFT20501 | 15/03/2023 | | Octave Holdings Pty Ltd T/A Narrogin Toyota | | | 1,408.34 | L | |

| | | Date | # Days to Paid | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|----------------|------------|----------------|--|---|----------------|---------------|------|---------|
| 260 | INV JC24036414 | 15/12/2022 | 90 | Octave Holdings Pty Ltd T/A Narrogin Toyota | NGN839 2019 Toyota Corrola CVT Ascent - 60,000Km Service | 401.21 | | | |
| 261 | INV PI23055728 | 31/01/2023 | 43 | Octave Holdings Pty Ltd T/A Narrogin Toyota | SMALL PLANT - Straight Edger, Pole Pruner, KM94 Combeingine & Orange Nylon Line | 1,007.13 | | | |
| 262 | EFT20502 | 15/03/2023 | | Country Paint Supplies | | | 38.00 | L | |
| 263 | INV 4802000161 | 01/03/2023 | 14 | Country Paint Supplies | SIGNS & TRAFFIC CONTROL EXPENSES - Street Sign Graffiti Remover | 38.00 | | | |
| 264 | EFT20503 | 15/03/2023 | | Narrogin Gasworx | | | 88.00 | L | F |
| 265 | INV 64420 | 10/03/2023 | 5 | Narrogin Gasworx | CHCP - CLIENT PURCHASES - Shoprider Tyre Repair | 88.00 | | | |
| 266 | EFT20504 | 15/03/2023 | | A & A Corasaniti Building Contractors Pty Ltd | | | 440.00 | L | |
| 267 | INV 416 | 05/03/2023 | 10 | A & A Corasaniti Building Contractors Pty Ltd | PRIVATE WORKS SMALL JOBS - Railway Dam Trench Dig For Water Meter Installation | 440.00 | | | |
| 268 | EFT20505 | 15/03/2023 | | T Yuen Construction | | | 1,053.00 | L | |
| 269 | INV 6035 | 07/03/2023 | 8 | T Yuen Construction | SMITH ST PUBLIC TOILETS (COLES CARPARK) MAINTENANCE - Vandalised Door & Accessible Toilet Deadlock Repair | 1,053.00 | | | |
| 270 | EFT20506 | 15/03/2023 | | AMPAC Debt Recovery Pty Ltd | | | 13,424.29 | | R |
| 271 | INV 93518 | 28/02/2023 | 15 | AMPAC Debt Recovery Pty Ltd | RATES - DEBT COLLECTION EXPENSES - Legal Charges Ferbruary 2023 | 13,424.29 | | | |
| 272 | EFT20507 | 15/03/2023 | | YMCA WA | | | 66,321.93 | | |
| 273 | INV SI-A011700 | 31/01/2023 | 43 | YMCA WA | POOL FILTERS - NRLC - Reimbursement of Aquatic Services | 14,973.20 | | | |
| 274 | INV SI-A011686 | 31/01/2023 | 43 | YMCA WA | NRLC - IRRIGATION PUMP - Reimbursement of Electrical Pits Service | 15,989.27 | | | |
| 275 | INV SI-A011761 | 28/02/2023 | 15 | YMCA WA | NRLC - CONTRACT MANAGEMENT EXPENSE - Defecit Funding February 2023 | 35,359.46 | | | |
| 276 | EFT20508 | 15/03/2023 | | BKS Electrical Pty Ltd | | | 3,300.00 | L | |
| 277 | INV 3283 | 13/03/2023 | 2 | BKS Electrical Pty Ltd | WESTPAC BUILDING MAINTENANCE - Rear Carpark Electrical Work | 3,300.00 | | | |
| 278 | EFT20509 | 15/03/2023 | | Win Television WA Pty Ltd T/A WIN Television Network | | | 1,221.00 | | |
| 279 | INV 1532482-1 | 28/02/2023 | 15 | Win Television WA Pty Ltd T/A WIN Television Network | TOUR - PUBLIC RELATIONS & AREA PROMOTION - TV Adverts March 2023 | 1,144.00 | | | |
| 280 | INV 1517458-2 | 28/02/2023 | 15 | Win Television WA Pty Ltd T/A WIN Television Network | TOUR - PUBLIC RELATIONS & AREA PROMOTION - TV Adverts March 2023 | 77.00 | | | |
| 281 | EFT20510 | 15/03/2023 | | Narrogin Fresh | | | 37.84 | L | F |

| | | Date | # Days to Paid | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|-------------------|------------|----------------|--------------------------------|---|----------------|---------------|------|---------|
| 282 | INV 17902 | 08/03/2023 | 7 | Narrogin Fresh | CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Jessie House Lunch Ingredients | 37.84 | | | |
| 283 | EFT20511 | 15/03/2023 | | Elgas | | | 6,877.27 | | |
| 284 | INV 0361053656 | 01/03/2023 | 14 | Elgas | NRLC UTILITY - GAS - 4,686.0L Gas Supplied | 6,877.27 | | | |
| 285 | EFT20512 | 15/03/2023 | | Earl Street Physiotherapy | | | 80.00 | L | F |
| 286 | INV 0035925 | 01/03/2023 | 14 | Earl Street Physiotherapy | CHCP - CLIENT PURCHASES - Standard Physiotherapy Consultation | 80.00 | | | |
| 287 | EFT20513 | 15/03/2023 | | Narrogin Auto Electrics | | | 688.34 | L | |
| 288 | INV 264800 | 15/02/2023 | 28 | Narrogin Auto Electrics | PARKS & GARDENS MAINTENANCE - Battery For Yiliminning Rock BBQ Starter | 150.34 | | | |
| 289 | INV 264801 | 16/02/2023 | 27 | Narrogin Auto Electrics | NO4871 2014 JOHN DEERE 670G GRADER w/ TOP CON - Repair & Replace Compressor on Airconditioner | 538.00 | | | |
| 290 | EFT20514 | 15/03/2023 | | Lite n' Easy Pty Ltd | | | 366.65 | | F |
| 291 | INV 6811803 | 07/03/2023 | 8 | Lite n' Easy Pty Ltd | CHCP - CLIENT PURCHASES - Lite n Easy | 109.38 | | | |
| 292 | INV 6763053 | 07/03/2023 | 8 | Lite n' Easy Pty Ltd | CHCP - CLIENT PURCHASES - Lite n Easy | 126.15 | | | |
| 293 | INV 6812119 | 07/03/2023 | 8 | Lite n' Easy Pty Ltd | CHCP - CLIENT PURCHASES - Lite n Easy | 131.12 | | | |
| 294 | EFT20515 | 15/03/2023 | | Bce Surveying Pty Ltd | | | 1,331.00 | | PF |
| 295 | INV 00014408 | 28/02/2023 | 15 | Bce Surveying Pty Ltd | AIRPORT - SEAL GRAVEL RUNWAY (100% RAPS FUNDED) - Survey & Centre Line Markings | 1,331.00 | | | |
| 296 | EFT20516 | 15/03/2023 | | Sharon Bell | | | 550.00 | | |
| 297 | INV 13032023 | 13/03/2023 | 2 | Sharon Bell | COMMUNITY - MOTOR VEHICLE EXPENSES - Reimbursement Vehicle Excess Due to Damage Whilst Attending Training | 550.00 | | | |
| 298 | EFT20517 | 15/03/2023 | | CRISP Wireless | | | 30.00 | L | |
| 299 | INV INV16468 | 08/03/2023 | 7 | CRISP Wireless | TOUR - VISITORS CENTRE BUILDING OPERATIONS - Thumb Drive For CCTV | 30.00 | | | |
| 300 | EFT20518 | 15/03/2023 | | Tyrecycle PTY LTD | | | 9,094.90 | | |
| 301 | INV 105397 | 08/03/2023 | 7 | Tyrecycle PTY LTD | SAN - WASTE DISPOSAL - Collection of Various Tyres | 9,094.90 | | | |
| 302 | EFT20519 | 15/03/2023 | | Narrogin Fruit Trading Pty Ltd | | | 9.90 | L | |
| 303 | INV 000C202303024 | 02/03/2023 | 13 | Narrogin Fruit Trading Pty Ltd | PWO - GENERAL OFFICE EXPENSES - Weekly Depot Order | 9.90 | | | |

| | | Date | # Days to Paid | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|-------------------|------------|----------------|--|---|----------------|---------------|------|---------|
| 304 | EFT20520 | 15/03/2023 | | Piano Magic | | | 330.00 | L | F |
| 305 | INV 22670 | 09/03/2023 | 6 | Piano Magic | CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Piano Tuning Jessie House | 330.00 | | | |
| 306 | EFT20521 | 15/03/2023 | | Shaun and Mandy Muller | | | 75.95 | L | |
| 307 | INV 08032023 | 08/03/2023 | 7 | Shaun and Mandy Muller | PWO - WORKS - TRAINING & DEVELOPMENT - Reimbursement of Meals | 75.95 | | | |
| 308 | EFT20522 | 21/03/2023 | | Narrogin Packaging | | | 58.00 | L | |
| 309 | INV 00079250 | 09/03/2023 | 12 | Narrogin Packaging | THOMAS HOGG OVAL MAINTENANCE/OPERATIONS - Pipe Cutter & 40mm Ext Joiner | 58.00 | | | |
| 310 | EFT20523 | 21/03/2023 | | Great Southern Fuels | | | 27,196.79 | L | |
| 311 | INV D2137064 | 15/03/2023 | 6 | Great Southern Fuels | STOCK - PURCHASE OF STOCK MATERIALS - 15,000L Diesel | 27,196.79 | | | |
| 312 | EFT20524 | 21/03/2023 | | Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust | | | 16,252.50 | L | |
| 313 | INV IV00000002179 | 08/03/2023 | 13 | Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust | DRAINAGE MAINTENANCE GENERAL - Float Hire to Move Excavator | 440.00 | | | |
| 314 | INV IV00000002201 | 15/03/2023 | 6 | Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust | VARIOUS ROADS - Bulldozer Hire to Push Up Gravel | 15,812.50 | | | |
| 315 | EFT20525 | 21/03/2023 | | Walga | | | 397.70 | | |
| 316 | INV SI-004310 | 16/03/2023 | 5 | Walga | ADMIN TRAINING & DEVELOPMENT - Cert III Local Government | 397.70 | | | |
| 317 | EFT20526 | 21/03/2023 | | Westrac Pty Ltd | | | 184.88 | | |
| 318 | INV PI8036284 | 10/03/2023 | 11 | Westrac Pty Ltd | 1EVP731 2015 CAT SKID STEER LOADER - Supply Service Filters | 184.88 | | | |
| 319 | EFT20527 | 21/03/2023 | | RJ Smith Engineering | | | 450.00 | L | |
| 320 | INV 10208 | 11/03/2023 | 10 | RJ Smith Engineering | NO2 2009 NISSAN UD TIP TRUCK - Repair of Tub Ball & Socket | 450.00 | | | |
| 321 | EFT20528 | 21/03/2023 | | Country Paint Supplies | | | 255.00 | L | |
| 322 | INV 4899001116 | 08/03/2023 | 13 | Country Paint Supplies | FITOUT OF RAILWAY STATION BUILDING - Tiles For Toilet Block | 255.00 | | | |
| 323 | EFT20529 | 21/03/2023 | | Toll Transport Pty Ltd | | | 129.68 | | |
| 324 | INV 0573-T740710 | 26/02/2023 | 23 | Toll Transport Pty Ltd | VARIOUS DEPARTMENTS - Freight Charges | 80.87 | | | |
| 325 | INV 0574-T740710 | 05/03/2023 | 16 | Toll Transport Pty Ltd | VARIOUS DEPARTMENTS - Freight Charges | 48.81 | | | |

| | | Date | # Days to Paid | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|-----------------|------------|----------------|--------------------------------------|---|----------------|---------------|------|---------|
| 326 | EFT20530 | 21/03/2023 | | Narrogin Cottage Homes Inc. | | | 2,500.00 | L | |
| 327 | INV 23807 | 15/03/2023 | 6 | Narrogin Cottage Homes Inc. | OTHCUL - EVENT/FESTIVAL MATCHING FUNDING - Narrogin Cottage Homes Event Sponsorship | 2,500.00 | | | |
| 328 | EFT20531 | 21/03/2023 | | Belvedere Nursery | | | 121.40 | L | |
| 329 | INV I0000002115 | 10/03/2023 | 11 | Belvedere Nursery | CBD PARKS - MAINTENANCE/OPERATIONS - Potting Mix & Pruning Shears | 121.40 | | | |
| 330 | EFT20532 | 21/03/2023 | | Narrogin Pumps Solar And Spraying | | | 360.04 | L | |
| 331 | INV 00047882 | 13/02/2023 | 36 | Narrogin Pumps Solar And Spraying | 1EYN610 KOMATSU WA380-6 WHEEL LOADER - 3x Male & 3x Female Camlocks & O-Rings | 210.44 | | | |
| 332 | INV 00047946 | 16/02/2023 | 33 | Narrogin Pumps Solar And Spraying | NO4 2010 NISSAN UD TIP TRUCK AUTO - Supply 4m of 75mm Suction Hose | 149.60 | | | |
| 333 | EFT20533 | 21/03/2023 | | Gbr Mechanical | | | 398.75 | L | |
| 334 | INV INV-1546 | 10/03/2023 | 11 | Gbr Mechanical | NO01 TOYOTA HILUX 4X4 2.8L DSL D/C - 40,000Km Service | 398.75 | | | |
| 335 | EFT20534 | 21/03/2023 | | YMCA WA | | | 5,607.80 | | |
| 336 | INV SI-A011685 | 31/01/2023 | 49 | YMCA WA | NRLC - PLANT & EQUIPMENT (CAPITAL) - Dolphin Commwave Pool Vacuum | 5,607.80 | | | |
| 337 | EFT20535 | 21/03/2023 | | Ross Storey | | | 300.00 | L | |
| 338 | INV 89 | 14/03/2023 | 7 | Ross Storey | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Wheatbelt Medical Student Welcome to Country | 300.00 | | | |
| 339 | EFT20536 | 21/03/2023 | | Noel Barrett White | | | 67.00 | L | |
| 340 | INV PAYREQ | 17/03/2023 | 4 | Noel Barrett White | ANIMAL - ANIMAL DESTRUCTION - Reimbursement of Firearm License Renewal | 67.00 | | | |
| 341 | EFT20537 | 21/03/2023 | | AFGRI Equipment Australia Pty Ltd | | | 344.52 | L | |
| 342 | INV 2680658 | 25/01/2023 | 55 | AFGRI Equipment Australia Pty Ltd | NO4719 2019 JOHN DEERE 620G GRADER - Supply Service Filters | 344.52 | | | |
| 343 | EFT20538 | 21/03/2023 | | Jcb Construction Equipment Australia | | | 477.73 | | |
| 344 | INV J1R140396P | 13/03/2023 | 8 | Jcb Construction Equipment Australia | 2019 JCB 5CX BACKHOE LOADER - Supply Service Filters | 477.73 | | | |
| 345 | EFT20539 | 21/03/2023 | | Narrogin Tyrepower | | | 143.00 | L | |
| 346 | INV 104207 | 15/03/2023 | 6 | Narrogin Tyrepower | NO3 2020 NISSAN UD TIP TRUCK - Fitting of 2x Remington Tyres | 55.00 | | | |
| 347 | INV 104224 | 16/03/2023 | 5 | Narrogin Tyrepower | NO3 2020 NISSAN UD TIP TRUCK - Disposal of 4x Truck Tyre Casings | 88.00 | | | |

| | | Date | # Days to Paid | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|--------------------|------------|----------------|-----------------------------------|---|----------------|---------------|------|---------|
| 348 | EFT20540 | 21/03/2023 | | Narrogin Auto Electrics | | | 257.50 | L | |
| 349 | INV 264802 | 06/02/2023 | 43 | Narrogin Auto Electrics | NO4719 2019 JOHN DEERE 620G GRADER - Repair Electrical Connector Hosing | 132.50 | | | |
| 350 | INV 264799 | 15/02/2023 | 34 | Narrogin Auto Electrics | ESL - BFB PLANT AND EQUIPMENT MAINTENANCE - Bushfire Radio Repair | 125.00 | | | |
| 351 | EFT20541 | 21/03/2023 | | Edwards Isuzu Ute | | | 146.82 | L | |
| 352 | INV 29042 | 13/02/2023 | 36 | Edwards Isuzu Ute | NO592 2021 ISUZU D-MAX 4X4 SX SINGLE CAB - Service Filters | 146.82 | | | |
| 353 | EFT20542 | 21/03/2023 | | Integrated ICT | | | 2,576.20 | | |
| 354 | INV 26094 | 28/02/2023 | 21 | Integrated ICT | ADMIN - INFORMATION SYSTEMS - Disaster Recovery For Financial Year 2022/23 | 941.71 | | | |
| 355 | INV 26132 | 28/02/2023 | 21 | Integrated ICT | ADMIN - INFORMATION SYSTEMS - Office 365 Licenses | 1,634.49 | | | |
| 356 | EFT20543 | 21/03/2023 | | Luminare Pty Ltd t/as Art Install | | | 566.50 | | I |
| 357 | INV INV-0218 | 14/03/2023 | 7 | Luminare Pty Ltd t/as Art Install | OTHCUL - ARTWORK COLLECTION - Art Transfer Perth to Narrogin 18x Artwork Pieces | 566.50 | | | |
| 358 | EFT20544 | 21/03/2023 | | Forms Express Pty Ltd | | | 430.10 | | |
| 359 | INV 243725 | 28/02/2023 | 21 | Forms Express Pty Ltd | RATES - PRINTING AND STATIONERY - Various Rates Notice Base Stock | 430.10 | | | |
| 360 | EFT20545 | 21/03/2023 | | Goodyear Auto Care Narrogin | | | 373.00 | L | |
| 361 | INV 100682 | 15/03/2023 | 6 | Goodyear Auto Care Narrogin | NO4871 2014 JOHN DEERE 670G GRADER w/ TOP CON - Major Repair to Grader Tyre | 373.00 | | | |
| 362 | EFT20546 | 21/03/2023 | | Narrogin Fruit Trading Pty Ltd | | | 72.06 | L | |
| 363 | INV 000C2023030736 | 07/03/2023 | 14 | Narrogin Fruit Trading Pty Ltd | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order | 72.06 | | | |
| 364 | EFT20547 | 21/03/2023 | | Narrogin Newsagency | | | 1,366.45 | L | |
| 365 | INV 304941 | 02/03/2023 | 19 | Narrogin Newsagency | ADMIN - PRINTING & STATIONERY - Newspaper Deliveries February 2023 | 8.80 | | | |
| 366 | INV 304959 | 02/03/2023 | 19 | Narrogin Newsagency | VARIOUS DEPARTMENTS - Stationary Order February 2023 | 1,357.65 | | | |
| 367 | EFT20548 | 21/03/2023 | | Burgess Rawson | | | 550.00 | | |
| 368 | INV 17591 | 11/01/2023 | 69 | Burgess Rawson | OTHGOV - LEGAL EXPENSES - Licence to Occupy Preparation Fee | 550.00 | | | |
| 369 | EFT20549 | 23/03/2023 | | Department Of Human Services | | | 254.63 | | |

| | | Date | # Days to Paid | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|----------------|------------|----------------|---|---|----------------|---------------|------|---------|
| 370 | INV 8 | 01/03/2023 | 22 | Department Of Human Services | Payroll Deductions/Contributions | 121.97 | | | |
| 371 | INV 8 | 01/03/2023 | 22 | Department Of Human Services | Payroll Deductions/Contributions | 132.66 | | | |
| 372 | EFT20550 | 23/03/2023 | | Australian Services Union Western Australian Branc | | | 25.90 | | |
| 373 | INV 8 | 01/03/2023 | 22 | Australian Services Union Western Australian Branc | Payroll Deductions/Contributions | 25.90 | | | |
| 374 | EFT20551 | 23/03/2023 | | Synergy | | | 18,707.37 | | |
| 375 | INV 2013786587 | 09/03/2023 | 14 | Synergy | NRLC UTILITY - ELECTRICITY - Electricity Usage 11/01/2023 - 07/03/2023 | 17,156.68 | | | |
| 376 | INV 2013786588 | 09/03/2023 | 14 | Synergy | CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Electricity Usage 08/02/2023 - 07/03/2023 | 1,550.69 | | | |
| 377 | EFT20552 | 23/03/2023 | | Narrogin Packaging | | | 839.00 | L | |
| 378 | INV 00079336 | 14/03/2023 | 9 | Narrogin Packaging | PARKS & GARDENS MAINTENANCE - Various Items | 7.40 | | | |
| 379 | INV 00079340 | 14/03/2023 | 9 | Narrogin Packaging | HIGHBURY PUBLIC TOILETS OPERATIONS - 1x Carton Toilet Rolls | 32.00 | | | |
| 380 | INV 00079406 | 17/03/2023 | 6 | Narrogin Packaging | VARIOUS PUBLIC PARKS - Toilet Supplies | 510.15 | | | |
| 381 | INV 00079408 | 17/03/2023 | 6 | Narrogin Packaging | ADMIN OFFICE BUILDING OPERATIONS - Interleave Towels & Bin Liners | 129.75 | | | |
| 382 | INV 00079435 | 18/03/2023 | 5 | Narrogin Packaging | CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Cleaning Supplies | 159.70 | | | |
| 383 | EFT20553 | 23/03/2023 | | Department Of Finance Shared Services State Library of WA | | | 709.43 | | |
| 384 | INV RI034781 | 16/03/2023 | 7 | Department Of Finance Shared Services State Library of WA | LIB - OTHER EXPENSES - Freight January - June 2023 | 709.43 | | | |
| 385 | EFT20554 | 23/03/2023 | | Allans Bobcat And Truck Hire | | | 1,188.00 | L | |
| 386 | INV 00001630 | 19/03/2023 | 4 | Allans Bobcat And Truck Hire | TIP MAINTENANCE - Bone Trench Digging | 528.00 | | | |
| 387 | INV 00001632 | 19/03/2023 | 4 | Allans Bobcat And Truck Hire | CEMETERY GRAVE DIGGING - 1x Grave Dig | 330.00 | | | |
| 388 | INV 00001632 | 19/03/2023 | 4 | Allans Bobcat And Truck Hire | CEMETERY GRAVE DIGGING - 1x Grave Dig | 330.00 | | | |
| 389 | EFT20555 | 23/03/2023 | | Air Response | | | 1,918.29 | L | F |
| 390 | INV 155809A | 09/12/2022 | 104 | Air Response | CHSP - BUILDING MAINTENANCE - Split System Repair & Regas at Jessie House | 1,918.29 | | | |
| 391 | EFT20556 | 23/03/2023 | | Melchiorre Plumbing & Gas | | | 1,553.09 | L | |

| | | Date | # Days to Paid | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|-----------------|------------|----------------|--|---|----------------|---------------|------|---------|
| 392 | INV 2062 | 15/03/2023 | 8 | Melchiorre Plumbing & Gas | PARKS & GARDENS MAINTENANCE - Install New Plumbing to Railway Dam | 1,553.09 | | | |
| 393 | EFT20557 | 23/03/2023 | | Belvedere Nursery | | | 660.00 | L | |
| 394 | INV I0000002036 | 12/10/2022 | 162 | Belvedere Nursery | CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Fertiliser & Wetting Agent | 660.00 | | | |
| 395 | EFT20558 | 23/03/2023 | | Fulton Hogan | | | 209,035.86 | | PF |
| 396 | INV 17440931 | 13/03/2023 | 10 | Fulton Hogan | AIRPORT- SEAL GRAVEL RUNWAY (100% RAPS FUNDED) - 1st & 2nd Coat Seal | 182,212.80 | | | |
| 397 | INV 17440930 | 13/03/2023 | 10 | Fulton Hogan | GORDEN STREET STABILISING - 1st & 2nd Coat Seal | 26,823.06 | | | |
| 398 | EFT20559 | 23/03/2023 | | Environmental Health Australia (wa) | | | 1,100.00 | | |
| 399 | INV 66603 | 17/03/2023 | 6 | Environmental Health Australia (wa) | HEALTH TRAINING & DEVELOPMENT - WA Conference 2023 Registration 2x Days | 1,100.00 | | | |
| 400 | EFT20560 | 23/03/2023 | | Easifleet | | | 2,369.59 | | |
| 401 | INV 210323 | 21/03/2023 | 2 | Easifleet | NOVATED LEASES - Employee Expenses 21/03/2023 | 2,369.59 | | | |
| 402 | EFT20561 | 23/03/2023 | | Bill & Ben Hot Bread Shop | | | 52.00 | L | |
| 403 | INV 51 | 20/03/2023 | 3 | Bill & Ben Hot Bread Shop | OTHGOV - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Bushfire Recovery Thankyou Catering | 52.00 | | | |
| 404 | EFT20562 | 23/03/2023 | | United Security Enforcement Corporation | | | 158.40 | | F |
| 405 | INV 00012902 | 13/03/2023 | 10 | United Security Enforcement Corporation | CHCP - SECURITY SYSTEM - Single Alarm Activation | 158.40 | | | |
| 406 | EFT20563 | 23/03/2023 | | Lotex Filter Cleaning Service | | | 226.39 | | |
| 407 | INV 00008922 | 09/02/2023 | 42 | Lotex Filter Cleaning Service | POC - PARTS & REPAIRS - Filter Cleaning Services | 226.39 | | | |
| 408 | EFT20564 | 23/03/2023 | | Corsign (WA) Pty Ltd | | | 959.20 | | |
| 409 | INV 00072873 | 15/02/2023 | 36 | Corsign (WA) Pty Ltd | SIGNS & TRAFFIC CONTROL EXPENSES - New Parking Signs & Various Items | 721.60 | | | |
| 410 | INV 00072663 | 16/03/2023 | 7 | Corsign (WA) Pty Ltd | SIGNS & TRAFFIC CONTROL EXPENSES - 2x Mackie Park Signs | 237.60 | | | |
| 411 | EFT20565 | 23/03/2023 | | The White Family Trust T/a Narrogin Valley Stockfeed | | | 125.00 | L | |
| 412 | INV NVS106649 | 22/03/2023 | 1 | The White Family Trust T/a Narrogin Valley Stockfeed | ANIMAL POUND MAINTENANCE - Dog Food | 125.00 | | | |
| 413 | EFT20566 | 23/03/2023 | | Johns Building Supplies | | | 245.42 | | |

| | | Date | # Days to Paid | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|----------------|------------|----------------|----------------------------------|---|----------------|---------------|------|---------|
| 414 | INV 70310 | 27/02/2023 | 24 | Johns Building Supplies | NRLC GROUNDS MAINTENANCE - Structural Tilt Panel Repair | 245.42 | | | |
| 415 | EFT20567 | 23/03/2023 | | Elgas | | | 2,619.70 | | |
| 416 | INV 0361053655 | 01/03/2023 | 22 | Elgas | CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - 850.0L Gas Supplied | 124.75 | | | |
| 417 | INV 0361053228 | 09/03/2023 | 14 | Elgas | NRLC UTILITY - GAS - 1,700.0L Gas Supplied | 2,494.95 | | | |
| 418 | EFT20568 | 23/03/2023 | | Earl Street Physiotherapy | | | 320.00 | L | F |
| 419 | INV 0036244 | 15/03/2023 | 8 | Earl Street Physiotherapy | CHCP - CLIENT PURCHASES - Move Your Body Program | 80.00 | | | |
| 420 | INV 0036241 | 15/03/2023 | 8 | Earl Street Physiotherapy | CHCP - CLIENT PURCHASES - Standard Client Consultation | 80.00 | | | |
| 421 | INV 0036229 | 15/03/2023 | 8 | Earl Street Physiotherapy | CHCP - CLIENT PURCHASES - Standard Client Consultation | 80.00 | | | |
| 422 | INV 0036286 | 17/03/2023 | 6 | Earl Street Physiotherapy | CHCP - CLIENT PURCHASES - Standard Client Consultation | 80.00 | | | |
| 423 | EFT20569 | 23/03/2023 | | Narrogin Country Fresh Meats | | | 156.48 | L | |
| 424 | INV 57 | 20/03/2023 | 3 | Narrogin Country Fresh Meats | OTHGOV - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Bushfire Recovery Thankyou Catering | 156.48 | | | |
| 425 | EFT20570 | 23/03/2023 | | ASSA ABLOY Australia Pty Limited | | | 1,246.31 | | |
| 426 | INV IN02428241 | 24/02/2023 | 27 | ASSA ABLOY Australia Pty Limited | ADMIN OFFICE BUILDING MAINTENANCE - 2x Square End Levers | 256.04 | | | |
| 427 | INV IN02432831 | 02/03/2023 | 21 | ASSA ABLOY Australia Pty Limited | ADMIN OFFICE BUILDING MAINTENANCE - Lockwood Oval Cylinder | 106.79 | | | |
| 428 | INV IN02432590 | 02/03/2023 | 21 | ASSA ABLOY Australia Pty Limited | TOWN HALL (FEDERAL ST) BUILDING - Door Lock Repairs Various Items | 749.85 | | | |
| 429 | INV IN02435727 | 07/03/2023 | 16 | ASSA ABLOY Australia Pty Limited | ADMIN OFFICE BUILDING MAINTENANCE - Universal Primary Lock 60mm | 133.63 | | | |
| 430 | EFT20571 | 23/03/2023 | | Lite n' Easy Pty Ltd | | | 219.43 | | F |
| 431 | INV 6798699 | 28/02/2023 | 23 | Lite n' Easy Pty Ltd | CHCP - CLIENT PURCHASES - Lite n Easy Meals | 98.18 | | | |
| 432 | INV 6822723 | 14/03/2023 | 9 | Lite n' Easy Pty Ltd | CHCP - CLIENT PURCHASES - Lite n Easy Meals | 121.25 | | | |
| 433 | EFT20572 | 23/03/2023 | | Bitumen Distributors Pty Ltd | | | 12,100.00 | | |
| 434 | INV 0000997 | 16/03/2023 | 7 | Bitumen Distributors Pty Ltd | RRG NOMANS LAKE SIDING RD (REHAB) SLK - 0.03 - 2.07 - Emulsion For Primer Seals | 12,100.00 | | | |
| 435 | EFT20573 | 23/03/2023 | | J Shed Ceramic Art Studio | | | 2,200.00 | | |

| | | Date | # Days to Paid | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|--------------------|------------|----------------|--------------------------------|--|----------------|---------------|------|---------|
| 436 | INV 1 | 11/03/2023 | 12 | J Shed Ceramic Art Studio | OTHCUL - ARTWORK COLLECTION - Table Repairs at Newton House (Public Art) | 2,200.00 | | | |
| 437 | EFT20574 | 23/03/2023 | | Shakespeare Solutions Pty Ltd | | | 408.40 | | |
| 438 | INV INV-2778 | 08/02/2023 | 43 | Shakespeare Solutions Pty Ltd | VARIOUS DEPARTMENTS - Supply & Delivery of Various Items | 408.40 | | | |
| 439 | EFT20575 | 23/03/2023 | | Anna Prysiashna | | | 41.50 | L | |
| 440 | INV 200323 | 20/03/2023 | 3 | Anna Prysiashna | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Reimbursement of Gifts For Medical Students | 41.50 | | | |
| 441 | EFT20576 | 23/03/2023 | | Narrogin Fruit Trading Pty Ltd | | | 596.52 | L | |
| 442 | INV 0008202303091 | 09/03/2023 | 14 | Narrogin Fruit Trading Pty Ltd | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - MBS Catering 15x People | 389.25 | | | |
| 443 | INV 0008202303092 | 09/03/2023 | 14 | Narrogin Fruit Trading Pty Ltd | FIRE - TRAINING & DEVELOPMENT - Catering For Meeting 5x People | 74.90 | | | |
| 444 | INV 000C2023031332 | 13/03/2023 | 10 | Narrogin Fruit Trading Pty Ltd | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order | 42.04 | | | |
| 445 | INV 000D202303135 | 13/03/2023 | 10 | Narrogin Fruit Trading Pty Ltd | PWO - GENERAL OFFICE EXPENSES - Weekly Depot Order | 10.50 | | | |
| 446 | INV 000C2023032026 | 20/03/2023 | 3 | Narrogin Fruit Trading Pty Ltd | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order | 79.83 | | | |
| 447 | EFT20577 | 23/03/2023 | | Narrogin Newsagency | | | 115.68 | L | PF |
| 448 | INV 304919 | 02/03/2023 | 21 | Narrogin Newsagency | CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Newspapers For Jessie House | 30.80 | | | |
| 449 | INV 304963 | 02/03/2023 | 21 | Narrogin Newsagency | LIB - PRINTING & STATIONERY - Newspaper Deliveries February 2023 | 84.88 | | | |
| 450 | EFT20578 | 23/03/2023 | | J & R Newman | | | 196.00 | L | |
| 451 | INV 20032023 | 20/03/2023 | 3 | J & R Newman | NARROGIN TOWN HALL - Main Hall Hire, Supper Room Hire & Cleaning Fee | 196.00 | | | |
| 452 | EFT20579 | 23/03/2023 | | Karen Norris | | | 239.00 | L | |
| 453 | INV 20032023 | 20/03/2023 | 3 | Karen Norris | ADMIN - RECRUITMENT - Reimbursement of Pre-Employment Medical & Police Clearance | 239.00 | | | |
| 454 | PAY 20 | 27/03/2023 | | PAYROLL | PAYROLL 20 - 27/03/2023 | 152,159.36 | | | |
| 455 | EFT20580 | 28/03/2023 | | Synergy | | | 750.45 | | |
| 456 | INV 2073732860 | 09/02/2023 | 47 | Synergy | OLD SHIRE DEPOT - FELSPAR ST - BUIDLING OPERATIONS - Electricity Usage 02/12/2022 - 06/02/2023 | 128.90 | | | |
| 457 | INV 2005760997 | 10/02/2023 | 46 | Synergy | SUNDRY DRY PARKS/RESERVES MAINTENANCE/OPERATIONS - Electricity Usage 03/12/2022 - 08/02/2023 | 130.82 | | | |

| | | Date | # Days to Paid | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|------------------|------------|----------------|--|---|----------------|---------------|------|---------|
| 458 | INV 2029786529 | 23/03/2023 | 5 | Synergy | ADMIN OFFICE BUILDING OPERATIONS - Electricity Usage 8/02/2023 - 28/02/2023 | 490.73 | | | |
| 459 | EFT20581 | 28/03/2023 | | Narrogin Packaging | | | 54.45 | L | |
| 460 | INV 00079300 | 10/03/2023 | 18 | Narrogin Packaging | PARKS & GARDENS MAINTENANCE - Oven Cleaner For BBQ's | 44.61 | | | |
| 461 | INV 0079312 | 13/03/2023 | 15 | Narrogin Packaging | PARKS & GARDENS MAINTENANCE - Cam Lock & 19mm Director | 9.84 | | | |
| 462 | EFT20582 | 28/03/2023 | | Great Southern Fuels | | | 277.01 | L | |
| 463 | INV D2137065 | 15/03/2023 | 13 | Great Southern Fuels | STOCK - PURCHASE OF STOCK MATERIALS - 150.0L Unleaded Fuel | 277.01 | | | |
| 464 | EFT20583 | 28/03/2023 | | Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust | | | 1,237.50 | L | |
| 465 | INV IV0000002208 | 21/03/2023 | 7 | Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust | DRAINAGE MAINTENANCE GENERAL - Supply 5m3 Stabilized Sand to Manaring Road Culvit | 1,237.50 | | | |
| 466 | EFT20584 | 28/03/2023 | | Susan Farrell | | | 70.00 | L | |
| 467 | INV 015 | 08/03/2023 | 20 | Susan Farrell | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Laundry March 2023 | 70.00 | | | |
| 468 | EFT20585 | 28/03/2023 | | Westrac Pty Ltd | | | 593.97 | | |
| 469 | INV PI8077316 | 21/03/2023 | 7 | Westrac Pty Ltd | NO237 2020 CATERPILLAR CW34NN RUBBER TYRED ROLLER - Supply Glass Window | 593.97 | | | |
| 470 | EFT20586 | 28/03/2023 | | Allans Bobcat And Truck Hire | | | 330.00 | L | |
| 471 | INV 00001632 | 19/03/2023 | 9 | Allans Bobcat And Truck Hire | CEMETERY GRAVE DIGGING - 1x Grave Dig | 330.00 | | | |
| 472 | EFT20587 | 28/03/2023 | | Narrogin Glass & Quick Fit Windscreens | | | 387.15 | L | F |
| 473 | INV 59752 | 21/03/2023 | 7 | Narrogin Glass & Quick Fit Windscreens | CHCP - GENERAL OFFICE EXPENSES - Service of Front Automatic Door | 387.15 | | | |
| 474 | EFT20588 | 28/03/2023 | | Octave Holdings Pty Ltd T/A Narrogin Toyota | | | 882.11 | L | |
| 475 | INV PI23056168 | 08/03/2023 | 20 | Octave Holdings Pty Ltd T/A Narrogin Toyota | SMALL PLANT - 1x Pole Pruner | 333.50 | | | |
| 476 | INV JC24037175 | 22/03/2023 | 6 | Octave Holdings Pty Ltd T/A Narrogin Toyota | NGN00 2021 TOYOTA KLUGER GX AWD PET WAGON - 45,000Km Service | 548.61 | | | |
| 477 | EFT20589 | 28/03/2023 | | Toll Transport Pty Ltd | | | 461.96 | | |
| 478 | INV 0575-T740710 | 12/03/2023 | 16 | Toll Transport Pty Ltd | VARIOUS DEPARTMENTS - Freight Charges February 2023 | 425.41 | | | |
| 479 | INV 0576-T740710 | 19/03/2023 | 9 | Toll Transport Pty Ltd | VARIOUS VEHICLES - Freight Charges | 36.55 | | | |

| | | Date | # Days to Paid | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|--------------------|------------|----------------|---|--|----------------|---------------|------|---------|
| 480 | EFT20590 | 28/03/2023 | | Peerless Jal Pty Ltd | | | 375.23 | | |
| 481 | INV SI318385 | 17/03/2023 | 11 | Peerless Jal Pty Ltd | HIGHBURY PUBLIC TOILETS CLEANING SUPPLIES - Graffiti Solvent 5L | 375.23 | | | |
| 482 | EFT20591 | 28/03/2023 | | A & A Corasaniti Building Contractors Pty Ltd | | | 176.00 | L | |
| 483 | INV 379 | 01/12/2022 | 117 | A & A Corasaniti Building Contractors Pty Ltd | CLAYTON OVAL MAINTENANCE/OPERATIONS - Hire of Ditch Witch For Trench | 176.00 | | | |
| 484 | EFT20592 | 28/03/2023 | | Narrogin Baptist Church | | | 735.45 | L | |
| 485 | INV 1032 | 22/03/2023 | 6 | Narrogin Baptist Church | OTHCUL - CAROLS BY CANDLELIGHT - Christmas Carols Narrogin Baptist Church Sponsorship | 735.45 | | | |
| 486 | EFT20593 | 28/03/2023 | | BKS Electrical Pty Ltd | | | 2,007.43 | L | |
| 487 | INV 3370 | 14/02/2023 | 42 | BKS Electrical Pty Ltd | LYDEKER DEPOT BUILDING MAINTENANCE - Replace Lights, Switches & Supply 1x Gate Remotes | 2,007.43 | | | |
| 488 | EFT20594 | 28/03/2023 | | Truck Centre (WA) Pty Ltd | | | 934.93 | | |
| 489 | INV 1721561-000001 | 21/03/2023 | 7 | Truck Centre (WA) Pty Ltd | NO3 2020 NISSAN UD TIP TRUCK - Supply 2x Brake Pad Kit | 934.93 | | | |
| 490 | EFT20595 | 28/03/2023 | | Elders Rural Services Narrogin | | | 579.98 | L | |
| 491 | INV CB77612 | 21/03/2023 | 7 | Elders Rural Services Narrogin | ROAD MAINTENANCE GENERAL EXPENSES - 200m Ringlock Fencing Wire & 25x Post Star Fence | 579.98 | | | |
| 492 | EFT20596 | 28/03/2023 | | Corsign (WA) Pty Ltd | | | 385.00 | | |
| 493 | INV 00072457 | 22/03/2023 | 6 | Corsign (WA) Pty Ltd | SIGNS & TRAFFIC CONTROL EXPENSES - Corflutes For Traffic Control | 385.00 | | | |
| 494 | EFT20597 | 28/03/2023 | | Farmworks Narrogin Pty Ltd | | | 1,919.50 | L | |
| 495 | INV 98489 | 21/03/2023 | 7 | Farmworks Narrogin Pty Ltd | VERGE MAINTENANCE - Poison For Spraying | 1,193.50 | | | |
| 496 | INV 98435 | 21/03/2023 | 7 | Farmworks Narrogin Pty Ltd | DRAINAGE MAINTENANCE GENERAL - 20L Roundup Biactive | 726.00 | | | |
| 497 | EFT20598 | 28/03/2023 | | Johns Building Supplies | | | 156.45 | | |
| 498 | INV 73443 | 21/03/2023 | 7 | Johns Building Supplies | ADMIN OFFICE BUILDING MAINTENANCE - New Rear Door to Building | 156.45 | | | |
| 499 | EFT20599 | 28/03/2023 | | Elgas | | | 3,086.40 | | |
| 500 | INV 0361053604 | 17/03/2023 | 11 | Elgas | NRLC UTILITY - GAS - 2,103.0L Gas Supplied | 3,086.40 | | | |
| 501 | EFT20600 | 28/03/2023 | | BMR Mechanical Pty Ltd | | | 851.50 | L | |

| | | Date | # Days to Paid | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|--|---------------------|----------------|------|---|--|---------------|------|---------|
| 502 | | INV INV-1750 | 10/03/2023 | 18 | BMR Mechanical Pty Ltd | NO4 2010 NISSAN UD TIP TRUCK AUTO - Fit New Gear Shifter & Replace Clutch Pump | 851.50 | | |
| 503 | | EFT20601 | 28/03/2023 | | Thing-a-me-bobs | | 27.44 | L | F |
| 504 | | INV 1187 | 21/03/2023 | 7 | Thing-a-me-bobs | CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Jessie House Crafts | 27.44 | | |
| 505 | | EFT20602 | 28/03/2023 | | Integrated ICT | | 198.00 | | |
| 506 | | INV 26243 | 22/03/2023 | 6 | Integrated ICT | ADMIN - INFORMATION SYSTEMS - NBN 2 Inks For Financial Year 2022-23 | 198.00 | | |
| 507 | | EFT20603 | 28/03/2023 | | Lite n' Easy Pty Ltd | | 229.38 | L | F |
| 508 | | INV 6786587 | 21/03/2023 | 7 | Lite n' Easy Pty Ltd | CHCP - CLIENT PURCHASES - Lite n Easy Meals | 98.85 | | |
| 509 | | INV 6836005 | 21/03/2023 | 7 | Lite n' Easy Pty Ltd | CHCP - CLIENT PURCHASES - Lite n Easy Meals | 61.05 | | |
| 510 | | INV 6835406 | 21/03/2023 | 7 | Lite n' Easy Pty Ltd | CHCP - CLIENT PURCHASES - Lite n Easy Meals | 69.48 | | |
| 511 | | EFT20604 | 28/03/2023 | | Non Stop Adz Pty Ltd Atf Investstar Holding Trust | | 510.40 | | F |
| 512 | | INV 90754 | 21/02/2023 | 35 | Non Stop Adz Pty Ltd Atf Investstar Holding Trust | CHSP & CHCP ADVERTISING & PROMOTIONS - Fridge Calendars | 510.40 | | |
| 513 | | EFT20605 | 28/03/2023 | | H+H Architects | | 1,716.00 | | |
| 514 | | INV 00007755 | 10/02/2023 | 46 | H+H Architects | PLAN - CONTRACT TOWN PLANNING - Narrogin Shopfront Colour Schemes | 1,716.00 | | |
| 515 | | EFT20606 | 28/03/2023 | | Narrogin Fruit Trading Pty Ltd | | 400.00 | L | |
| 516 | | INV 000E202212261-5 | 26/12/2022 | 92 | Narrogin Fruit Trading Pty Ltd | WORKS - OHS AND TOOLBOX MEETINGS - Depot Christmas Lunch Catering | 400.00 | | |
| 517 | | EFT20607 | 30/03/2023 | | Best Office Systems | | 1,448.61 | L | |
| 518 | | INV 614411 | 26/03/2023 | 4 | Best Office Systems | VARIOUS DEPARTMENTS - Photocopier Charges March 2023 | 1,448.61 | | |
| 519 | | EFT20608 | 30/03/2023 | | Narrogin Packaging | | 59.00 | L | |
| 520 | | INV 00079389 | 15/03/2023 | 15 | Narrogin Packaging | PARKS & GARDENS MAINTENANCE - Irrigation Items | 59.00 | | |
| 521 | | EFT20609 | 30/03/2023 | | Great Southern Fuels | | 409.35 | L | |
| 522 | | INV 19013082 | 23/03/2023 | 7 | Great Southern Fuels | 1HRW068 HINO ROAD SWEEPER 2021- Supply 3x 20L Drums Hydraulic Oil | 409.35 | | |
| 523 | | EFT20610 | 30/03/2023 | | Narrogin Bearing Service | | 1,599.00 | L | |

| | | Date | # Days to Paid | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|----------------|------------|----------------|--|--|----------------|---------------|------|---------|
| 524 | INV IN205694 | 24/03/2023 | 6 | Narrogin Bearing Service | VERGE MAINTENANCE - 4 Piece Milwaukee Power Pack | 1,599.00 | | | |
| 525 | EFT20611 | 30/03/2023 | | Country Paint Supplies | | | 602.95 | L | |
| 526 | INV 4899001139 | 27/03/2023 | 3 | Country Paint Supplies | SIGNS & TRAFFIC CONTROL EXPENSES - Paint Thinners & Spray Gun | 602.95 | | | |
| 527 | EFT20612 | 30/03/2023 | | New Security Installations Pty Ltd | | | 1,830.40 | | |
| 528 | INV 1182 | 24/03/2023 | 6 | New Security Installations Pty Ltd | TOWN HALL (FEDERAL ST) BUILDING MAINTENANCE - Alarm Monitoring 1x Year Subscription | 915.20 | | | |
| 529 | INV 1197 | 28/03/2023 | 2 | New Security Installations Pty Ltd | 30 GRAY ST BUILDING OPERATIONS - Alarm Monitoring 1x Year Subscription | 915.20 | | | |
| 530 | EFT20613 | 30/03/2023 | | Ggj Consultants | | | 825.00 | | F |
| 531 | INV INV-2481 | 24/03/2023 | 6 | Ggj Consultants | CHSP - SUBSCRIPTIONS & MEMBERSHIPS - Policies & Procedures Support Renewal 01/04/2022 - 31/03/2023 | 825.00 | | | |
| 532 | EFT20614 | 30/03/2023 | | Bill & Ben Hot Bread Shop | | | 230.00 | L | |
| 533 | INV 64 | 28/03/2023 | 2 | Bill & Ben Hot Bread Shop | MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Annual Elected Members Bus Tour Lunches | 230.00 | | | |
| 534 | EFT20615 | 30/03/2023 | | Komatsu Australia Pty Ltd | | | 91.75 | | |
| 535 | INV 003143372 | 23/03/2023 | 7 | Komatsu Australia Pty Ltd | 1EYN610 KOMATSU WA380-6 WHEEL LOADER - Supply Service Filters & Hydraulic Oil | 91.75 | | | |
| 536 | EFT20616 | 30/03/2023 | | Narrogin Tyrepower | | | 50.00 | L | |
| 537 | INV 104345 | 27/03/2023 | 3 | Narrogin Tyrepower | NO2706 FOUR AXLE SIDE TIPPER TRAILER - Fit & Disposal of 2x Trailer Tyres | 50.00 | | | |
| 538 | EFT20617 | 30/03/2023 | | The White Family Trust T/a Narrogin Valley Stockfeed | | | 387.95 | L | |
| 539 | INV NVS106723 | 23/03/2023 | 7 | The White Family Trust T/a Narrogin Valley Stockfeed | POUND ANIMAL MAINTENANCE - Various Items For Animals | 387.95 | | | |
| 540 | EFT20618 | 30/03/2023 | | Narrogin Auto Electrics | | | 135.00 | L | |
| 541 | INV 264841 | 17/11/2022 | 133 | Narrogin Auto Electrics | 1TBG649 1999 TRAILER MOUNTED TRANSFER PUMP - Replacement Battery | 135.00 | | | |
| 542 | EFT20619 | 30/03/2023 | | Narrogin Towns Soccer Club | | | 300.00 | L | |
| 543 | INV 2023-003 | 15/03/2023 | 15 | Narrogin Towns Soccer Club | OTHCUL - EVENT/FESTIVAL MATCHING FUNDING - Festival of Soccer Donation | 300.00 | | | |
| 544 | EFT20620 | 30/03/2023 | | CRISP Wireless | | | 658.90 | L | |
| 545 | INV INV16822 | 25/03/2023 | 5 | CRISP Wireless | ADMIN - INFORMATION SYSTEMS - Internet Connection Charges | 658.90 | | | |

| | | Date | # Days to Paid | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|------------|------------|----------------|--------------------------------|---|----------------------------------|---------------|------|---------|
| 546 | EFT20621 | 30/03/2023 | | Narrogin Fruit Trading Pty Ltd | | | 265.40 | L | |
| 547 | INV 93 | 20/03/2023 | 10 | Narrogin Fruit Trading Pty Ltd | OTHGOV - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - BFAC Catering Salads & Ice Bags | 265.40 | | | |
| 548 | EFT20622 | 30/03/2023 | | Eurofins ARL Pty Ltd | | | 363.00 | | |
| 549 | INV 762119 | 28/03/2023 | 2 | Eurofins ARL Pty Ltd | HEALTH - ANALYTICAL EXPENSES - Sample For ARL Analysis Asbestos ID | 363.00 | | | |
| | | | | | | EFT Total \$ 1,171,202.88 | | | |

| | Date | # Days to Paid | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|--|------|----------------|------|-------------|----------------|---------------|------|---------|
|--|------|----------------|------|-------------|----------------|---------------|------|---------|

Direct Debits

| | Date | # Days to Paid | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|-------------------------|----------------|----------------------------|---|----------------|---------------|------|---------|
| 550 | DD8546.1 | 01/03/2023 | Narrogin Bowling Club | | | - 272.00 | L | |
| 551 | INV EFT20347 | 01/03/2023 | Narrogin Bowling Club | ADMIN - TRAINING & DEVELOPMENT - Reversal of Transaction Due to Account Closure | - 272.00 | | | |
| 552 | DD8560.1 | 07/03/2023 | Australian Taxation Office | | | 37,740.00 | | |
| 553 | INV PAYGPPE13022023 | 07/03/2023 | Australian Taxation Office | PAYG February - PPE 13/02/2023 | 37,740.00 | | | |
| 554 | DD8561.1 | 02/03/2023 | Elders Real Estate Pty Ltd | | | 360.00 | L | |
| 555 | INV EMTRS RENT 020323 | 02/03/2023 | Elders Real Estate Pty Ltd | EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 02/03/2023 | 360.00 | | | |
| 556 | DD8561.2 | 03/03/2023 | Keenan & Tania Wenning | | | 1,386.67 | L | |
| 557 | INV EMDRS RENT 030323 | 03/03/2023 | Keenan & Tania Wenning | EMDRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent & Internet 03/03/2023 | 1,386.67 | | | |
| 558 | DD8597.1 | 16/03/2023 | Elders Real Estate Pty Ltd | | | 360.00 | L | |
| 559 | INV EMTRS RENT 16022023 | 16/03/2023 | Elders Real Estate Pty Ltd | EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 16/03/2023 | 360.00 | | | |
| 560 | DD8602.1 | 15/03/2023 | Sandwai Pty Ltd | | | 1,100.00 | | F |
| 561 | INV 15032023 | 15/03/2023 | Sandwai Pty Ltd | CHSP - INFORMATION SYSTEMS - Monthly Charges February 2023 | 1,100.00 | | | |
| 562 | DD8602.2 | 09/03/2023 | Elders Real Estate Pty Ltd | | | 360.00 | L | |
| 563 | INV 09032023 | 09/03/2023 | Elders Real Estate Pty Ltd | EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 09/03/2023 | 360.00 | | | |
| 564 | DD8608.1 | 22/03/2023 | Australian Taxation Office | | | 41,066.00 | | |
| 565 | INV PAYGPPE13/03/2023 | 22/03/2023 | Australian Taxation Office | PAYG March - PPE 13/03/2023 | 41,066.00 | | | |
| 566 | DD8609.1 | 22/03/2023 | Australian Taxation Office | | | 37,229.00 | | |
| 567 | INV PAYGPPE27/02/2023T | 22/03/2023 | Australian Taxation Office | PAYG February - PPE 27/02/2023 | 37,229.00 | | | |
| 568 | DD8610.1 | 22/03/2023 | Telstra | | | 1,956.63 | | |
| 569 | INV K603543601-9 | 12/03/2023 | Telstra | VARIOUS DEPARTMENTS - Telephone Charges February 2023 | 1,956.63 | | | |
| 570 | DD8617.1 | 23/03/2023 | Elders Real Estate Pty Ltd | | | 360.00 | L | |
| 571 | INV EMTRS RENT 230323 | 23/03/2023 | Elders Real Estate Pty Ltd | EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 23/03/2023 | 360.00 | | | |
| 572 | DD8618.1 | 03/03/2023 | Beam | | | 23,830.03 | | |
| 573 | INV PPE27/02/2023 | 03/03/2023 | Beam | SUPERANNUATION CONTRIBUTION - Pay Run 8 PPE 27/02/2023 | 23,830.03 | | | |
| 574 | DD8625.1 | 20/03/2023 | WA Treasury Corporation | | | 5,204.57 | | |

| | | Date | # Days to Paid | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|------------|------------|----------------|-------------------------|---|----------------|---------------|------|---------|
| 575 | INV 121B | 20/03/2023 | 0 | WA Treasury Corporation | Loan No. 121B Interest payment - Repayment of NLC Loan | 5,204.57 | | | |
| 576 | DD8633.1 | 27/03/2023 | | Easifleet | | | 924.70 | | |
| 577 | INV 171167 | 07/03/2023 | 20 | Easifleet | MOTOR VEHICLE EXPENSES - Lease of Holdon Colorado (NGN12398) for Bushfire Risk Planning | 924.70 | | | |
| 578 | DD8636.1 | 27/03/2023 | | Xero | | | 59.00 | | F |
| 579 | INV 270323 | 27/03/2023 | 0 | Xero | CHSP - INFORMATION SYSTEMS - Xero Monthly Subscription March 2023 | 59.00 | | | |

Direct Debit Total \$ 151,664.60

| | Date | # Days to Paid | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|--|------|----------------|------|-------------|----------------|---------------|------|---------|
|--|------|----------------|------|-------------|----------------|---------------|------|---------|

Credit Card Purchases

| | Date | # Days to Paid | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|-----|---------------|----------------|-------------------------------|---|----------------|---------------|------|---------|
| 580 | DD8621.1 | 27/03/2023 | General Credit Card Purchases | | | 12,727.76 | | PF |
| 581 | INV PRFEB0123 | 30/01/2023 | General Credit Card Purchases | CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Fresh Produce for Client Lunches | 86.20 | | | |
| 582 | INV PRFEB1023 | 13/02/2023 | General Credit Card Purchases | CHCP - GENERAL OFFICE EXPENSES - Keychain CPR Face Mask x50 | 123.37 | | | |
| 583 | INV PRFEB1123 | 16/02/2023 | General Credit Card Purchases | CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Kitchen Supplies | 13.80 | | | |
| 584 | INV PRFEB1223 | 16/02/2023 | General Credit Card Purchases | CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Fresh Produce for Client Lunches | 13.19 | | | |
| 585 | INV PRFEB1323 | 16/02/2023 | General Credit Card Purchases | CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Fresh Produce for Client Lunches | 52.81 | | | |
| 586 | INV PRFEB1423 | 17/02/2023 | General Credit Card Purchases | CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Fresh Produce for Client Lunches | 84.72 | | | |
| 587 | INV PRFEB1523 | 20/02/2023 | General Credit Card Purchases | CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Fresh Produce for Client Lunches | 13.50 | | | |
| 588 | INV PRFEB1623 | 23/02/2023 | General Credit Card Purchases | CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Fresh Produce for Client Lunches | 87.78 | | | |
| 589 | INV PRFEB1723 | 27/02/2023 | General Credit Card Purchases | CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Fresh Produce for Client Lunches | 76.73 | | | |
| 590 | INV MFFEB0123 | 09/02/2023 | General Credit Card Purchases | ADMIN - TRAINING & DEVELOPMENT - Budget Workshop x3 Attendees | 2,772.00 | | | |
| 591 | INV MFFEB0223 | 16/02/2023 | General Credit Card Purchases | VARIOUS DEPARTMENTS - Greeting Messages February 2023 | 151.80 | | | |
| 592 | INV PRFEB0223 | 01/02/2023 | General Credit Card Purchases | CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Fresh Produce for Client Lunches | 182.42 | | | |
| 593 | INV MFFEB0323 | 17/02/2023 | General Credit Card Purchases | ADMIN - OFFICE EQUIPMENT MTCE - Blue Bin Pickup & Deliver | 88.00 | | | |
| 594 | INV MFFEB0423 | 17/02/2023 | General Credit Card Purchases | ADMIN - TRAINING & DEVELOPMENT - Walga FBT Workshop | 880.00 | | | |
| 595 | INV MFFEB0523 | 20/02/2023 | General Credit Card Purchases | ADMIN - TRAVEL & ACCOMMODATION - Parking for Training Fees | 19.24 | | | |
| 596 | INV MFDEB0623 | 21/02/2023 | General Credit Card Purchases | ADMIN - TRAINING & DEVELOPMENT - Walga FBT Training | 880.00 | | | |
| 597 | INV MFFEB0723 | 23/02/2023 | General Credit Card Purchases | COMMUNITY - TRAVEL & ACCOMMODATION - Parking for Training Fees | 45.00 | | | |
| 598 | INV MFFEB0823 | 23/02/2023 | General Credit Card Purchases | COMMUNITY - TRAVEL & ACCOMMODATION - Parking for Training Fees | 45.00 | | | |
| 599 | INV MFFEB0923 | 28/02/2023 | General Credit Card Purchases | ADMIN - ALLOWANCES - Work Uniform | 287.80 | | | |
| 600 | INV DSFEB0123 | 31/01/2023 | General Credit Card Purchases | ADMIN - INFORMATION SYSTEMS - ADOBE Yearly Subscription | 347.82 | | | |
| 601 | INV DSFEB0223 | 31/01/2023 | General Credit Card Purchases | ADMIN - INFORMATION SYSTEMS - Adobe Express | 145.19 | | | |
| 602 | INV DSFEB0323 | 02/02/2023 | General Credit Card Purchases | ADMIN - ADVERTISING - Advertising of SFO - Strategic Position | 346.50 | | | |

| | | Date | # Days to Paid | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|----------------------|---------------|------------|----------------|-------------------------------|---|----------------|---------------|------|---------|
| 603 | INV PRFEB0323 | 03/02/2023 | 52 | General Credit Card Purchases | CHCP - TRAINING & DEVELOPMENT - Advanced Care Management Skills Online Training Course | 275.00 | | | |
| 604 | INV DSFEB0423 | 06/02/2023 | 49 | General Credit Card Purchases | ADMIN - RECRUITMENT - Advertising for Planning Officer | 302.50 | | | |
| 605 | INV DSFEB0523 | 08/02/2023 | 47 | General Credit Card Purchases | ADMIN - SUBSCRIPTIONS AND MEMBERSHIPS - Australian Institute of Company Directors Membership | 620.00 | | | |
| 606 | INV DSFEB0623 | 09/02/2023 | 46 | General Credit Card Purchases | ADMIN - TRAINING & DEVELOPMENT - Reform Workshop & Accomodation | 3,232.46 | | | |
| 607 | INV DSFEB0723 | 09/02/2023 | 46 | General Credit Card Purchases | LIB - OTHER EXPENSES - Advertising of Library Officer Position | 346.50 | | | |
| 608 | INV DSFEB0823 | 13/02/2023 | 42 | General Credit Card Purchases | ADMIN - TRAINING & DEVELOPMENT - Parking Fees For Training | 7.58 | | | |
| 609 | INV DSFEB0923 | 15/02/2023 | 40 | General Credit Card Purchases | FIRE PREVENTION/BURNING/CONTROL - Monthly SMS Charges January 2023 | 17.60 | | | |
| 610 | INV DSFEB1023 | 20/02/2023 | 35 | General Credit Card Purchases | LIBRARY BUILDING MAINTENANCE - Moddex Library Railing Supplies | 26.50 | | | |
| 611 | INV DSFEB1123 | 20/02/2023 | 35 | General Credit Card Purchases | WORKS - TRAINING & DEVELOPMENT - Accomodation for HR Driving Test (S Muller & A Charles) | 680.00 | | | |
| 612 | INV DSFEB1223 | 27/02/2023 | 28 | General Credit Card Purchases | LIBRARY BUILDING MAINTENANCE - Moddex Library Railing Supplies | 52.73 | | | |
| 613 | INV PRFEB0423 | 06/02/2023 | 49 | General Credit Card Purchases | CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Fresh Produce for Client Lunches | 34.49 | | | |
| 614 | INV PRFEB0523 | 09/02/2023 | 46 | General Credit Card Purchases | CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Fresh Produce for Client Lunches | 3.50 | | | |
| 615 | INV PRFEB0623 | 09/02/2023 | 46 | General Credit Card Purchases | CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Fresh Produce for Client Lunches | 17.16 | | | |
| 616 | INV PRFEB0723 | 09/02/2023 | 46 | General Credit Card Purchases | CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Fresh Produce for Client Lunches | 61.18 | | | |
| 617 | INV PRFEB0823 | 10/02/2023 | 45 | General Credit Card Purchases | CHCP - TRAINING & DEVELOPMENT - Understanding Home Care Package Expenditure & Excluded Items Online Training | 275.00 | | | |
| 618 | INV PRFEB0923 | 13/02/2023 | 42 | General Credit Card Purchases | CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Fresh Produce for Client Lunches | 32.69 | | | |
| Credit Card Total \$ | | | | | | 12,727.76 | | | |

| | Date | # Days to Paid | Name | Description | Invoice Amount | Payment Total | Type | Funding |
|--|------|----------------|------|-------------|----------------|---------------|------|---------|
|--|------|----------------|------|-------------|----------------|---------------|------|---------|

| ABBREVIATIONS | | | | Cheque Total (Less TD) | \$455.65 | 0.03% |
|---------------|-----------------------|--|--|----------------------------|----------------|---------|
| PF | Partially Funded | | | Term Deposits (TD) | | |
| I | Insurance | | | EFT Total* | \$868,076.34 | 64.97% |
| F | Funded | | | Payroll Total* | \$303,126.54 | 22.69% |
| L | Local Supplier | | | Direct Debit Total | \$151,664.60 | 11.35% |
| R | Recoverable | | | Credit Card Total | \$12,727.76 | 0.95% |
| PR | Partially Recoverable | | | Trust Total | | 0.00% |
| | | | | | \$1,336,050.89 | 100.00% |
| | | | | Total (Less Term Deposits) | \$1,336,050.89 | |
| | | | | | | |
| | | | | Local Suppliers | \$142,848.28 | 10.69% |
| | | | | Employees | \$303,126.54 | 22.69% |
| | | | | Combined Total | \$445,974.82 | 33.38% |

* Please note Payroll totals

33.38%

10.3.2 MONTHLY FINANCIAL REPORTS – MARCH 2023

| | |
|---|---|
| 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 | 05 April 2023 |
| Author | Mark Furr - Executive Manager Corporate & Community Services |
| Authorising Officer | Dale Stewart - Chief Executive Officer |
| Attachments 1. Monthly Financial Reports for March 2023; and 2. Strategic Projects Tracker – March 2023. | |

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

Nil

Consultation

Consultation has been undertaken with the Chief Executive Officer and 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 2022/23 Annual Budget or resulting from a Council resolution.

Council is requested to review the March 2023 Monthly Financial Report, noting that Council is advised of the following matters:

- Creditors - A total of 326 invoices were paid in March 2023, of which 85% were paid within 30 days. A register of non-compliant invoices is now being maintained and this data will inform future reports. The finance team is now measuring average days for invoices to be paid. In March, this average was 22.7 days.

- 90-day debtors in March was \$72k. This remains attributed mainly to two long term debts; an outstanding Hockey Club debt of \$55k which is agreed to be carried until the end of the financial year, and a long-standing debt collection matter. These two items attribute to 81% of the 90-day debt;
- Rates received to date is 90% of the total to be collected, and there is still more than \$751,497 to be collected from both current and arrears rates. It should be noted that there is approximately \$204k related to Pensioner Rate Deferments and a further \$200k related to three (3) rates debtors (five (5) properties) that have been owing for more than three (3) years, and the subject of auctions being scheduled imminently.
- The Budget process for 2023/24 is well underway, with Operational Expenditure, Fees and Charges and Capital Expenditure all progressed to a more than satisfactory state. Elected Member workshops will continue in May, with Rates Modelling, the Waste Model and Capital Expenditure workshops all planned.

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 |

Risk Implications

| Risk | Risk Likelihood | Risk Impact / Consequence | Risk Rating | Principal Risk Theme | Risk Action Plan (Controls or Treatment proposed) |
|--|-----------------|---------------------------|-------------|-------------------------|---|
| Failure to monitor the Shire's ongoing financial performance would increase the risk of a negative impact on the Shire's Financial position. As the monthly report is a legislative requirement, non-compliance may result in a qualified audit. | Rare (1) | Moderate (3) | Low (1-4) | Compliance Requirements | Accept Officer Recommendation |

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; work health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of three (3) has been determined for this item. Any items with a risk rating of 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

The March 2023 Monthly Financial Report is presented for review.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to the Monthly Financial Reports for March 2023, Council note the Reports as presented.

MONTHLY FINANCIAL REPORT
 (Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 31 MARCH 2023



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 summary | 9 |
| Cash Backed Reserves | 10 |
| Budget Amendments | 11 - 13 |

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023

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 31 MARCH 2023 | | | | | | | | |
| Opening Funding Surplus(Deficit) | | \$ 2,550,000 | \$ 2,539,662 | \$ 2,539,662 | \$ 2,539,662 | \$ 0 | % 0% | |
| Revenue from operating activities | | | | | | | | |
| General Purpose Funding - Rates | | 5,429,467 | 5,429,467 | 5,429,467 | 5,417,364 | (12,103) | 0% | |
| General Purpose Funding - Other | | 921,965 | 981,965 | 718,200 | 813,940 | 95,741 | 13% | ▲ |
| Governance | | 1,153 | 1,153 | 1,153 | 1,552 | 399 | 35% | |
| Law, Order and Public Safety | | 265,136 | 265,136 | 198,977 | 257,950 | 58,973 | 30% | ▲ |
| Health | | 17,313 | 17,313 | 12,984 | 23,544 | 10,559 | 81% | |
| Education and Welfare | | 2,094,046 | 2,094,046 | 1,568,671 | 1,575,650 | 6,979 | 0% | |
| Housing | | 17,651 | 17,651 | 14,272 | 16,718 | 2,447 | 17% | |
| Community Amenities | | 1,214,051 | 1,249,051 | 1,152,280 | 1,207,545 | 55,265 | 5% | |
| Recreation and Culture | | 57,575 | 57,575 | 50,681 | 78,977 | 28,296 | 56% | ▲ |
| Transport | | 358,876 | 362,916 | 273,197 | 254,905 | (18,292) | -7% | |
| Economic Services | | 444,393 | 413,668 | 320,085 | 319,181 | (904) | 0% | |
| Other Property and Services | | 176,115 | 178,115 | 133,600 | 74,245 | (59,355) | -44% | ▼ |
| | | 10,997,740 | 11,068,055 | 9,873,567 | 10,041,572 | 168,005 | 2% | |
| Expenditure from operating activities | | | | | | | | |
| General Purpose Funding | | (303,377) | (385,653) | (290,795) | (178,604) | 112,191 | 39% | ▲ |
| Governance | | (662,558) | (716,875) | (532,488) | (438,356) | 94,132 | 18% | ▲ |
| Law, Order and Public Safety | | (853,867) | (874,511) | (684,870) | (594,019) | 90,851 | 13% | ▲ |
| Health | | (338,061) | (281,742) | (245,744) | (203,807) | 41,937 | 17% | ▲ |
| Education and Welfare | | (2,078,303) | (2,024,445) | (1,549,776) | (1,312,767) | 237,010 | 15% | ▲ |
| Housing | | (57,524) | (57,524) | (35,673) | (40,530) | (4,857) | -14% | |
| Community Amenities | | (1,651,084) | (1,500,222) | (1,133,281) | (1,113,854) | 19,427 | 2% | |
| Recreation and Culture | | (3,332,463) | (3,323,803) | (2,519,031) | (2,537,244) | (18,213) | -1% | |
| Transport | | (3,463,725) | (3,708,453) | (2,791,663) | (2,431,882) | 359,781 | 13% | ▲ |
| Economic Services | | (819,671) | (792,415) | (594,168) | (545,779) | 48,389 | 8% | |
| Other Property and Services | | (158,124) | (106,793) | (162,869) | (166,506) | (3,637) | -2% | |
| | | (13,718,755) | (13,772,435) | (10,540,358) | (9,563,347) | 977,011 | | |
| Operating activities excluded from budget | | | | | | | | |
| Add back Depreciation | | 2,947,189 | 2,947,189 | 2,210,392 | 2,328,376 | 117,985 | 5% | |
| Adjust (Profit)/Loss on Asset Disposal | 12 | 67,476 | 67,476 | 50,607 | 3,149 | (47,458) | -94% | ▼ |
| Adjust Employee Benefits Provision (Non-Current) | | 0 | 0 | 0 | 0 | 0 | 0% | |
| Adjust Deferred Pensioner Rates (Non-Current) | | 0 | 0 | 0 | 0 | 0 | 0% | |
| Movement in Leave Reserve (Added Back) | | 0 | 0 | 0 | 0 | 0 | 0% | |
| Stock increase | | 0 | 0 | 0 | 0 | 0 | 0% | |
| Amount attributable to operating activities | | 2,843,650 | 2,849,946 | 4,133,870 | 5,349,413 | 1,215,543 | | |
| Investing Activities | | | | | | | | |
| Non-Operating Grants, Subsidies and Contributions | | 4,504,873 | 4,534,725 | 3,393,507 | 1,486,583 | (1,906,923) | 100% | |
| Purchase of Investments at fair value through P&L | | 7,795 | 7,795 | 0 | 0 | 0 | 0% | |
| Land and Buildings | 11 | (2,800,382) | (2,843,562) | (2,073,075) | (277,747) | 1,795,328 | 87% | ▲ |
| Plant and Equipment | 11 | (2,390,600) | (2,515,552) | (2,004,732) | (627,721) | 1,377,010 | 69% | ▲ |
| Furniture & Equipment | 11 | (588,674) | (584,674) | (379,506) | (142,900) | 236,606 | 100% | ▲ |
| Infrastructure Assets - Roads | 12 | (2,393,823) | (2,302,565) | (1,702,824) | (1,422,093) | 280,731 | 100% | ▲ |
| Infrastructure Assets - Footpaths | 11 | (51,000) | (51,000) | (38,250) | 0 | 38,250 | 100% | ▲ |
| Infrastructure Assets - Road Drainage | 11 | (30,000) | (30,000) | (22,500) | 0 | 22,500 | 100% | ▲ |
| Infrastructure Assets - Parks and Gardens | 11 | (350,520) | (310,520) | (278,520) | (93,921) | 184,599 | 100% | ▲ |
| Infrastructure Assets - Aerodromes | 11 | (30,000) | (30,000) | (25,500) | (27,273) | (1,773) | 100% | ▲ |
| Infrastructure Assets- Bridges | 12 | (588,000) | (588,000) | (373,800) | 0 | 373,800 | 100% | ▲ |
| Infrastructure Assets- Other | 12 | (515,733) | (514,494) | (207,433) | (100,841) | 106,592 | 51% | ▲ |
| Proceeds from Disposal of Assets | 12 | 232,000 | 290,044 | 292,000 | 186,868 | (105,132) | 0% | ▲ |
| Proceeds from insurance | | 0 | 0 | 0 | 0 | 0 | 0% | ▲ |
| Amount attributable to investing activities | | (4,994,064) | (4,937,803) | (3,420,632) | (1,019,045) | 2,401,587 | | ▲ |
| Financing Activities | | | | | | | | |
| Proceeds from New Debentures | 13 | 450,000 | 450,000 | 0 | 0 | 0 | 0% | ▼ |
| Proceeds from Advances | | 0 | 0 | 0 | 0 | 0 | 0% | |
| Repayment of Debentures | 13 | (214,581) | (214,903) | (124,204) | (122,575) | 1,629 | 1% | ▼ |
| Self-Supporting Loan Principal | | 0 | 0 | 0 | 0 | 0 | 0% | |
| Transfer from Reserves | 10 | 4,550,959 | 4,488,723 | 0 | 0 | 0 | 0% | |
| Advances to Community Groups | | 0 | 0 | 0 | 0 | 0 | 0% | |
| Transfer to Reserves | 10 | (2,635,964) | (2,635,964) | 0 | 0 | 0 | 0% | |
| Amount attributable to financing activities | | 2,150,414 | 2,087,855 | (124,204) | (122,575) | 1,629 | | |
| Net Capital | | (0) | (0) | 589,038 | 4,207,793 | 3,618,759 | | |
| Total Net Operating + Capital | | (0) | (0) | 589,038 | 4,207,793 | 3,618,759 | | |
| Closing Funding Surplus(Deficit) | 3 | (0) | (0) | 589,038 | 4,207,793 | 3,618,759 | | |

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 MARCH 2023

**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 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 | 95,741 | 13% | ▲ | Timing | Income higher due to increased investment activity in term deposits due to significantly improved interest rates. |
| Law, Order and Public Safety | 58,973 | 30% | ▲ | Timing | Income higher due to timing of receipt of Bush Fire Mitigation Officer Grant funding received from DFES \$153k. |
| Recreation and Culture | 28,296 | 56% | ▲ | Permanent | Income higher due to unanticipated grants from National Australia Day Council \$16k and Co-operative Bulk Handling \$9k, matched by increased expenditure. |
| Other Property and Services | (59,355) | (44%) | ▼ | Timing | Income lower due to the timing of private works income and admin grants. |
| Expenditure from operating activities | | | | | |
| General Purpose Funding | 112,191 | 39% | ▲ | Timing | Expenditure lower mainly due to variation to admin allocations \$62k and timing of debt collection and valuation expenses \$52k. |
| Governance | | 18% | ▲ | Timing | Expenditure lower due to timing of elected members expenses \$43k, and reduction in admin cost allocation \$50k. |
| Law, Order and Public Safety | 90,851 | 13% | ▲ | Timing | Expenditure lower mainly due to timing of operational expenses related to bushfire risk mitigation activities, animal control and reduction to admin cost allocations. |
| Health | 41,937 | 17% | ▲ | Timing | Expenditure lower due to Health Officer vacancy at the beginning of the financial year resulting in lower salary and wage costs. Vacancy now filled. |
| Education and Welfare | 237,010 | 15% | ▲ | Timing | Lower expenditure mainly due to timing of budgeted salary expense and services being provided to CHSP and CHCP customers as well as variation to admin allocations. |
| Transport | 359,781 | 13% | ▲ | Timing | Variance due to timing of general road maintenance and timing of processing loss/profit on disposal of plant. |
| Investing Activities | | | | | |
| Capital Acquisitions | 4,413,642 | 60% | ▲ | Timing | Project expenditure lower than predicted budget. However the variance is predominantly comprised of outstanding project purchase orders (\$1,549k) and timing of plant purchases. |

KEY INFORMATION

- ▲ Favourable variance
- ▼ Unfavourable variance

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MARCH 2023**

**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 the *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 Local Government 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

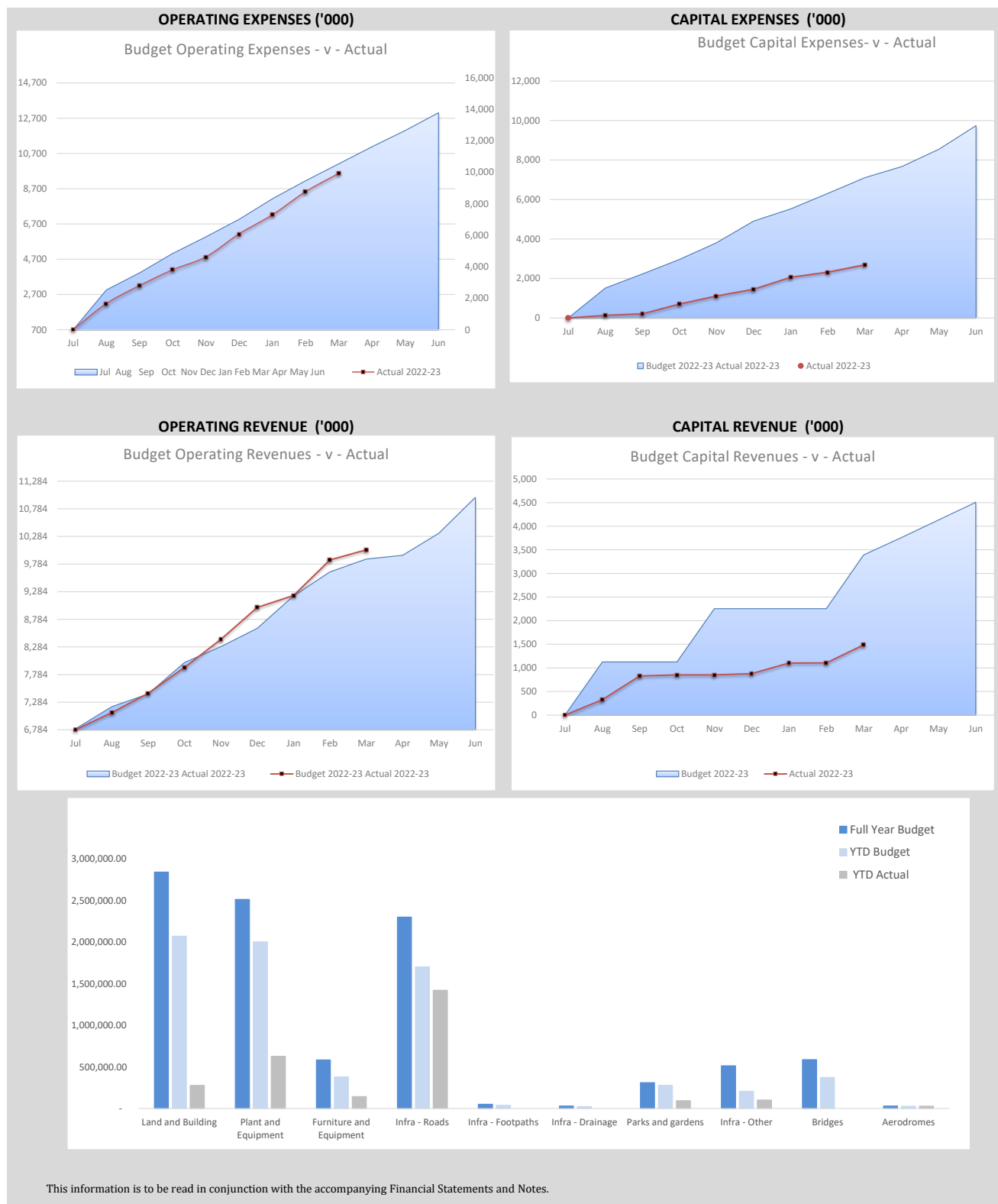
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions 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 MARCH 2023**

**MONTHLY SUMMARY INFORMATION
GRAPHS**



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MARCH 2023

NET CURRENT ASSETS

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Local Government's operational cycle. In the case of liabilities where Local Government does not have 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 resale where it is held as non current based on the Local Government'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 Local Government 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 Local Government 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 Local Government 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 Local Government 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

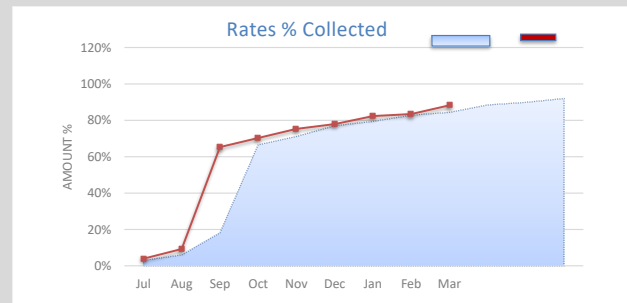
Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023**

**OPERATING ACTIVITIES
RECEIVABLES**

| Rates Receivable | 30 Jun 22 | 31 Mar 23 | Receivables - General | Current | 30 Days | 60 Days | 90+ Days | Total |
|---|----------------|----------------|--|---------|---------|---------|----------|-------------------|
| | \$ | \$ | | \$ | \$ | \$ | \$ | \$ |
| Opening Arrears Previous Years | 476,999 | 581,945 | Receivables - General | 23,253 | 35,908 | 1,307 | 72,555 | 133,023 |
| RATES - Rates Levied - GRV | 3,236,553 | 3,407,588 | Percentage | 17% | 27% | 1% | 55% | |
| RATES - Rates Levied - UV | 1,061,898 | 1,134,890 | | | | | | |
| RATES - Minimum Rates Levied - GRV | 605,360 | 645,213 | | | | | | |
| RATES - Minimum Rates Levied - UV | 201,942 | 229,673 | | | | | | |
| RATES - Interim Rates Levied - GRV | 10,525 | 12,155 | | | | | | |
| RATES - Back Rates Levied - GRV | (891) | 6,848 | | | | | | |
| RATES - Ex-Gratia Rates (CBH, etc.) | 10,627 | 11,525 | | | | | | |
| Instalment Admin fee | 0 | 32,723 | | | | | | |
| Private S/Pool Inspection fees | 1,914 | 1,860 | | | | | | |
| Domestic Refuse Collection Charges | 493,743 | 511,226 | | | | | | |
| Domestic Services (Additional) | 3,807 | 4,457 | | | | | | |
| Commercial Collection Charge | 45,561 | 184,223 | | | | | | |
| Commercial Collection Charge(additional) | 45,330 | 47,338 | | | | | | |
| Domestic Recycling Service | 180,224 | 184,223 | | | | | | |
| Non-Rateable Collection Charge | 39,984 | 73,541 | | | | | | |
| Non-Rateable Additional Pick Up | 33,345 | 37,338 | | | | | | |
| Commercial Additional Pick Up | 25,573 | 25,636 | | | | | | |
| FESA ESL | 280,218 | 296,485 | | | | | | |
| Total Rates and Rubbish (YTD) | 6,275,714 | 6,846,941 | | | | | | |
| Less Collections to date | (6,317,638) | (6,713,389) | | | | | | |
| Net Rates Collectable | 435,075 | 715,497 | | | | | | |
| % Collected (Current and Arrears) | 93.56% | 90.37% | | | | | | |
| Pensioner Deferred Rates | | (195,110) | | | | | | |
| Pensioner Deferred ESL | | (8,986) | | | | | | |
| Total Rates and Rubbish, ESL, Excess Rates | | 511,401 | | | | | | |
| | | | Balance per Trial Balance | | | | | |
| | | | Rates Pensioner Rebate Claims | | | | | 187,793 |
| | | | GST Input | | | | | |
| | | | Provision For Doubtful Debts (including Rates) | | | | | (136,225) |
| | | | Total Receivables General Outstanding | | | | | 184,590.44 |
| | | | Amounts shown above include GST (where applicable) | | | | | |

KEY INFORMATION



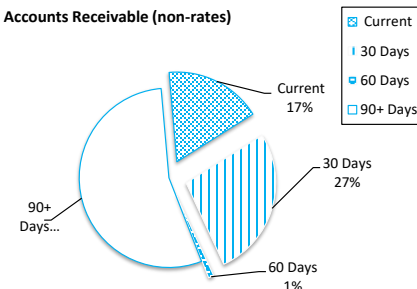
Collected

90%

Rates Due

\$511,401

Accounts Receivable (non-rates)



Debtors Due

\$133,023

Over 30 Days

27%

Over 90 Days

55%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023**

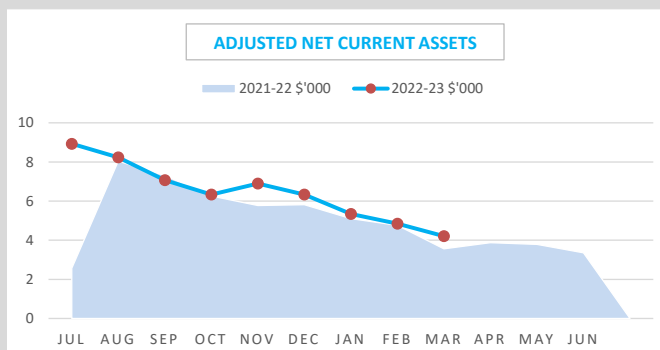
**OPERATING ACTIVITIES
ADJUSTED NET CURRENT ASSETS**

FOR THE PERIOD ENDED 31 MARCH 2023

| | Last Years Closing 30 Jun 2022 | This Time Last Year 31 Mar 2022 | Year to Date Actual 31 Mar 2023 |
|---|--------------------------------------|---------------------------------------|---------------------------------------|
| | \$ | \$ | \$ |
| Current Assets | | | |
| Cash Unrestricted | 3,151,510 | 3,115,033 | 3,763,282 |
| Cash Restricted - Reserves | 2,871,461 | 4,678,418 | 1,390 |
| Cash Restricted - Term Deposits | 2,000,000 | 0 | 4,948,699 |
| Cash Unrestricted- Term Deposits | 0 | 0 | 100,000 |
| Cash Restricted - Trust | 17,676 | 33,339 | 34,852 |
| Receivables - Rates and Rubbish, ESL, Excess Rates | 230,979 | 741,921 | 511,401 |
| Receivables - Other | 742,500 | 247,716 | 393,774 |
| Inventories | 26,579 | 31,363 | 65,264 |
| | 9,040,705 | 8,847,790 | 9,818,662 |
| Less: Current Liabilities | | | |
| Payables | (1,249,238) | (211,201) | (302,676) |
| Lease Liabilities | (36,042) | (11,769) | (36,042) |
| Loan Liability | (214,581) | (197,212) | (250,623) |
| Provisions | (695,826) | (749,986) | (695,826) |
| | (2,195,687) | (1,170,168) | (1,249,125) |
| Net Current Asset Position | 6,845,018 | 7,677,622 | 8,569,538 |
| Less: Cash Restricted | (4,871,461) | (4,678,418) | (4,950,089) |
| Add Back: Component of Leave Liability not Required to be funded | 361,204 | 361,089 | 361,204 |
| Add Back: Current Loan Liability | 214,581 | 197,212 | 250,623 |
| Current Portion of Lease Liability | 36,042 | 11,769 | 36,042 |
| Adjustment for Trust Transactions Within Muni | (1,721) | (3,256) | (4,525) |
| Longterm portion of sundry debtors | (44,000) | 0 | (55,000) |
| Net Current Funding Position | 2,539,662 | 3,566,018 | 4,207,793 |

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)

\$4.21 M

This Time Last Year

Surplus(Deficit)

\$3.57 M

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

| | Investment Value \$ | Maturity Date | Rate | Institution | Investment % |
|--|---------------------|---------------|-----------------------|-------------|--------------|
| <u>Cash Restricted (Reserves)</u> | | | | | |
| NAB (Investment 2) | 2,018,000 | 30/06/2023 | 4.25% | NAB | 40% |
| Bankwest (Investment 2) | 2,524,699 | 30/06/2023 | 3.30% | Bankwest | 50% |
| NAB (Investment 3) | 406,000 | 30/06/2023 | 4.25% | NAB | 8% |
| <u>Municipal Funds</u> | | | | | |
| NAB (Investment 3) | 100,000 | 30/06/2023 | 4.25% | NAB | 2% |
| | 5,048,699 | | | | 100% |
| <u>Investment Summary</u> | | | | | |
| NAB (Investments 2&3) | 2,524,000 | | Adheres to investment | | 50% |
| Bankwest (Investment 2) | 2,524,699 | | Policy | | 50% |
| | 5,048,699 | | | | 100% |

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023**

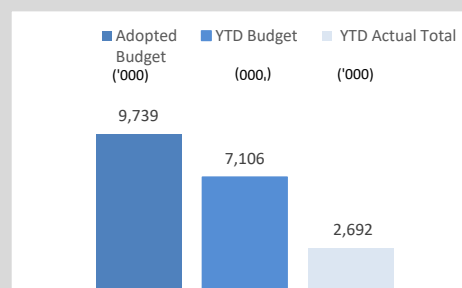
**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS**

| Capital Acquisitions | Adopted Budget | Current Budget | YTD Budget | YTD Actual Total | YTD Budget Variance |
|-----------------------------------|------------------|------------------|------------------|------------------|---------------------|
| | \$ | \$ | \$ | \$ | \$ |
| Land and Buildings | 2,800,382 | 2,843,562 | 2,073,075 | 277,747 | 1,795,328 |
| Plant & Equipment | 2,390,600 | 2,515,552 | 2,004,732 | 627,721 | 1,377,010 |
| Furniture & Equipment | 588,674 | 584,674 | 379,506 | 142,900 | 236,606 |
| Roads | 2,393,823 | 2,302,565 | 1,702,824 | 1,422,093 | 280,731 |
| Footpaths | 51,000 | 51,000 | 38,250 | 0 | 38,250 |
| Road Drainage | 30,000 | 30,000 | 22,500 | 0 | 22,500 |
| Infrastructure- Bridges | 588,000 | 588,000 | 373,800 | 0 | 373,800 |
| Other Infrastructure | 515,733 | 514,494 | 207,433 | 100,841 | 106,592 |
| Parks and Gardens | 350,520 | 310,520 | 278,520 | 93,921 | 184,599 |
| Aerodromes | 30,000 | 30,000 | 25,500 | 27,273 | (1,773) |
| Capital Expenditure Totals | 9,738,732 | 9,770,367 | 7,106,139 | 2,692,496 | 4,413,642 |

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 |
|--------------|-----------------------|-----------------|-----------------|------------|
| | \$9.74 M | \$9.77 M | \$2.69 M | 28% |

To be read in conjunction with Strategic Projects Tracker

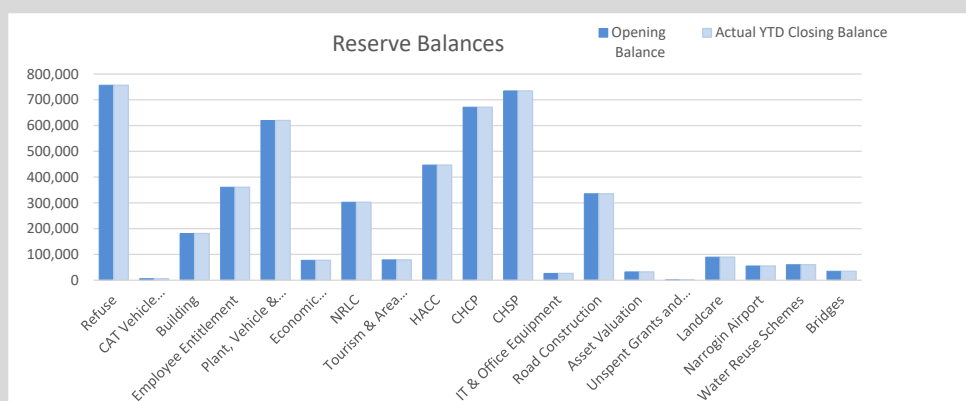
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023**

**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 | 756,251 | 9,390 | 0 | 47,390 | 0 | 35,000 | 0 | 768,641 | 756,251 |
| CAT Vehicle Replacement | 5,869 | 70 | 0 | 8,070 | 0 | 0 | 0 | 13,939 | 5,869 |
| Building | 181,118 | 2,240 | 0 | 2,240 | 0 | 150,355 | 0 | 33,003 | 181,118 |
| Employee Entitlement | 361,204 | 4,470 | 0 | 4,470 | 0 | 0 | 0 | 365,674 | 361,204 |
| Plant, Vehicle & Equipment | 619,492 | 7,680 | 0 | 432,680 | 0 | 833,000 | 0 | 219,172 | 619,492 |
| Economic Development | 77,403 | 950 | 0 | 950 | 0 | 40,000 | 0 | 38,353 | 77,403 |
| NRLC | 302,714 | 3,750 | 0 | 53,750 | 0 | 351,000 | 0 | 5,464 | 302,714 |
| Tourism & Area Promotion | 78,654 | 970 | 0 | 970 | 0 | 0 | 0 | 79,624 | 78,654 |
| HACC | 447,241 | 5,454 | 0 | 5,454 | 0 | 447,241 | 0 | 5,454 | 447,241 |
| CHCP | 671,570 | 8,320 | 0 | 759,083 | 0 | 906,578 | 0 | 524,075 | 671,570 |
| CHSP | 734,562 | 9,100 | 0 | 1,232,801 | 0 | 1,532,194 | 0 | 435,169 | 734,562 |
| IT & Office Equipment | 26,449 | 320 | 0 | 320 | 0 | 0 | 0 | 26,769 | 26,449 |
| Road Construction | 335,587 | 4,160 | 0 | 4,160 | 0 | 200,000 | 0 | 139,747 | 335,587 |
| Asset Valuation | 31,898 | 390 | 0 | 390 | 0 | 0 | 0 | 32,288 | 31,898 |
| Unspent Grants and Contributions | 132 | 0 | 0 | 0 | 0 | 0 | 0 | 132 | 132 |
| Landcare | 89,218 | 886 | 0 | 886 | 0 | 5,000 | 0 | 85,104 | 89,218 |
| Narrogin Airport | 55,198 | 680 | 0 | 15,680 | 0 | 0 | 0 | 70,878 | 55,198 |
| Water Reuse Schemes | 60,432 | 430 | 0 | 17,930 | 0 | 15,000 | 0 | 63,362 | 60,432 |
| Bridges | 35,002 | 740 | 0 | 48,740 | 0 | 35,591 | 0 | 48,151 | 35,002 |
| | | 60,000 | 0 | 41,518 | 0 | 4,550,959 | 0 | 2,954,998 | 4,869,993 |

KEY INFORMATION



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023**

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 |
|------|-----------------|--|--------------------|-------------------------|---------------------|----------------------------|----------------------------|--------------------------------|
| | 2030199 | RATES - Administration Allocated | 280922.006 | Operational Expenditure | | | (38,639) | (38,639) |
| | 2030299 | GENGRANT - Administration Allocated | 280922.006 | Operational Expenditure | | | (19,319) | (57,958) |
| | 2030399 | INVEST - Administration Allocated | 280922.006 | Operational Expenditure | | | (5,000) | (62,958) |
| | 2030499 | GENFUND - Administration Allocated | 280922.006 | Operational Expenditure | | | (19,319) | (82,277) |
| | 2040199 | MEMBERS - Administration Allocated | 280922.006 | Operational Expenditure | | 19,637 | | (62,640) |
| | 2040299 | OTHGOV - Administration Allocated | 280922.006 | Operational Expenditure | | | (56,955) | (119,595) |
| | 2050199 | FIRE - Administration Allocated | 280922.006 | Operational Expenditure | | 19,318 | | (100,277) |
| | 2050299 | ESL - Administration Allocated | 280922.006 | Operational Expenditure | | | (19,319) | (119,596) |
| | 2050399 | ANIMAL - Administration Allocated | 280922.006 | Operational Expenditure | | 19,319 | | (100,277) |
| | 2050499 | OLOPS - Administration Allocated | 280922.006 | Operational Expenditure | | 19,567 | | (80,710) |
| | 2070399 | HEALTH - Administration Allocated | 280922.006 | Operational Expenditure | | 19,319 | | (61,391) |
| | 2070699 | OTH HEALTH - Administration Allocated | 280922.006 | Operational Expenditure | | | (1,000) | (62,391) |
| | 2080199 | PRE-SCHOOL - Administration Allocated | 280922.006 | Operational Expenditure | | 8,159 | | (54,232) |
| | 2080499 | CHCP - Administration Allocated | 280922.006 | Operational Expenditure | | | (31,925) | (86,157) |
| | 2080599 | CHSP - Administration Allocated | 280922.006 | Operational Expenditure | | | (2,152) | (88,309) |
| | 2080699 | AGEDSNRS - Administration Allocated | 280922.006 | Operational Expenditure | | 32,800 | | (55,509) |
| | 2080799 | AGEDOTHER - Administration Allocated | 280922.006 | Operational Expenditure | | | (9,659) | (65,168) |
| | 2080899 | WELFARE - Administration Allocated | 280922.006 | Operational Expenditure | | 61,635 | | (3,533) |
| | 2100199 | SAN - Administration Allocated | 280922.006 | Operational Expenditure | | 131,542 | | 128,009 |
| | 2100299 | SANOTH - Administration Allocated | 280922.006 | Operational Expenditure | | 38,637 | | 166,647 |
| | 2100899 | COM AMEN - Administration Allocated | 280922.006 | Operational Expenditure | | | (19,319) | 147,328 |
| | 2110199 | HALLS - Administration Allocated | 280922.006 | Operational Expenditure | | 19,319 | | 166,647 |
| | 2110299 | NRLC - Administration Allocated | 280922.006 | Operational Expenditure | | | (19,318) | 147,328 |
| | 2110399 | REC - Administration Allocated | 280922.006 | Operational Expenditure | | | (19,319) | 128,009 |
| | 2110699 | HERITAGE - Administration Allocated | 280922.006 | Operational Expenditure | | | (9,659) | 118,350 |
| | 2110899 | OTHCUL - Administration Allocated | 280922.006 | Operational Expenditure | | 38,637 | | 156,987 |
| | 2120299 | ROADM - Administration Allocated | 280922.006 | Operational Expenditure | | | (172,684) | (15,697) |
| | 2120399 | PLANT - Administration Allocated | 280922.006 | Operational Expenditure | | | (19,319) | (35,016) |
| | 2120499 | AERO - Administration Allocated | 280922.006 | Operational Expenditure | | | (19,319) | (54,335) |
| | 2120599 | LICENSING - Administration Allocated | 280922.006 | Operational Expenditure | | | (28,978) | (83,313) |
| | 2130199 | RURAL - Administration Allocated | 280922.006 | Operational Expenditure | | 18,978 | | (64,335) |
| | 2130299 | TOUR - Administration Allocated | 280922.006 | Operational Expenditure | | 19,319 | | (45,016) |
| | 2130399 | BUILD - Administration Allocated | 280922.006 | Operational Expenditure | | 19,319 | | (25,697) |
| | 2130499 | SALEYARDS - Administration Allocated | 280922.006 | Operational Expenditure | | | (1,000) | (26,697) |
| | 2130699 | ECONOM - Administration Allocated | 280922.006 | Operational Expenditure | | | (28,978) | (55,676) |
| | 2140199 | PRIVATE - Administration Allocated | 280922.006 | Operational Expenditure | | 14,317 | | (41,359) |
| | 2140299 | PWO - Administration Allocated | 280922.006 | Operational Expenditure | | 73,011 | | 31,653 |
| | 2140399 | Plant Operating Costs-Administration Allocated | 280922.006 | Operational Expenditure | | | (31,653) | (0) |

| Date | GL / Job Number | Description | Council Resolution | Classification | Non Cash Adjustment | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|------|-----------------|--|--------------------|--------------------------|---------------------|----------------------------|----------------------------|--------------------------------|
| | IR339 | Ngn Valley Rd (Construction) 3.5Km Out It Transport | 280922.002 | Capital Expenses | | | (200,000) | (200,000) |
| | R2R212 | Narrogin Valley Road - Renewal (Rural) (R2R) | 280922.002 | Capital Expenses | | 200,000 | | 0 |
| | 5120150 | ROADC - Transfers From Reserve | 280922.002 | Capital Income | | | (128,758) | (128,758) |
| | R2R213 | Chomley Road (R2R) Reseal Slk 15.23 - 16.81 | 280922.002 | Capital Expenses | | 32,000 | | (96,758) |
| | R2R216 | Highbury West Road - Renewal (Rural) (R2R) | 280922.002 | Capital Expenses | | | (286) | (97,044) |
| | R2R337 | Bottle Creek Place (R2R) Reseal Slk 0 - 0.26 | 280922.002 | Capital Expenses | | 1,288 | | (95,756) |
| | R2R338 | George Street (R2R) Reseal Slk 0.36 - 0.77 | 280922.002 | Capital Expenses | | 8,666 | | (87,090) |
| | R2R339 | Katta Road (R2R) Reseal Slk 004-0.79 | 280922.002 | Capital Expenses | | 70,853 | | (16,237) |
| | R2R340 | Mccormick Way (R2R) Reseal Slk 0 - 0.18 | 280922.002 | Capital Expenses | | 2,315 | | (13,922) |
| | R2R341 | Newman Street (R2R) Reseal Slk 0 - 0.15 | 280922.002 | Capital Expenses | | 1,340 | | (12,582) |
| | R2R342 | Pitt Street (R2R) Reseal Slk 0.02 - 0.13 | 280922.002 | Capital Expenses | | 2,000 | | (10,582) |
| | R2R343 | Range Road (R2R) Reseal Slk 0 - 1.37 | 280922.002 | Capital Expenses | | 5,971 | | (4,611) |
| | R2R344 | Stewart Place (R2R) Reseal Slk 0 - 0.15 | 280922.002 | Capital Expenses | | | (1,671) | (6,282) |
| | R2R345 | Stewart Road (R2R) Reseal Slk 0 - 0.53 | 280922.002 | Capital Expenses | | | (2,428) | (8,710) |
| | R2R346 | Tanner Street (R2R) Reseal Slk 0 - 0.148 | 280922.002 | Capital Expenses | | | (1,050) | (9,760) |
| | R2R347 | Wiese Road (Town) (R2R) Reseal Slk 0 -0.409 | 280922.002 | Capital Expenses | | 9,760 | | 0 |
| | PA952 | Acquisition Of Fast Fill Trailer | 261022.007 | Capital Expenses | | | (15,000) | (15,000) |
| | 5050152 | FIRE - Grants (State) | 261022.007 | Capital Income | | 15,000 | | 0 |
| | PD8218 | Proceeds From Disposal - Jet Patcher (P8218) | 231122.003 | Capital Income | | 20,000 | | 20,000 |
| | PD8514A | Proceeds From Disposal Of Dynapak Padfoot | 231122.003 | Capital Income | | 40,000 | | 60,000 |
| | RBS204 | Blackspot Tarwonga Rd (Rehab) Slk 15.5 - 16 | 231122.003 | Capital Expenses | | | (15,000) | 45,000 |
| | RBS204 | Blackspot Tarwonga Rd (Rehab) Slk 15.5 - 16 | 231122.003 | Capital Expenses | | | (7,500) | 37,500 |
| | 5120352 | PLANT - Transfers from Reserve | 231122.003 | Capital Income | | | (37,500) | 0 |
| | | Opening Funding surplus/(deficit) as at 01/07/22 | 230222.010 | Opening Surplus(Deficit) | | | (10,388) | (10,388) |
| | 3030301 | INVEST - Interest Earned - Municipal Funds | 230222.010 | Operating Revenue | | 60,000 | | 49,612 |
| | 2040210 | OTHGOV - Audit Fees | 230222.010 | Operating Expenses | | | (17,000) | 32,612 |
| | 2070300 | HEALTH - Salaries & Wages | 230222.010 | Operating Expenses | | 38,000 | | 70,612 |
| | 2050119 | FIRE - Refund of Unspent Grant | 230222.010 | Operating Expenses | | | (59,529) | 11,083 |
| | 2080403 | CHCP - Allowances | 230222.010 | Operating Expenses | | | (2,500) | 8,583 |
| | 2080503 | CHSP - Allowances | 230222.010 | Operating Expenses | | | (2,500) | 6,083 |
| | 3100600 | PLAN - Planning Application Fees | 230222.010 | Operating Revenue | | 35,000 | | 41,083 |
| | W090 | Outdoor Gym Maintenance | 230222.010 | Operating Expenses | | | (1,000) | 40,083 |
| | W140 | Airstrip & Grounds Maintenance/Operations | 230222.010 | Operating Expenses | | | (4,423) | 35,660 |
| | 3120207 | INSURANCE - General Reimbursement | 230222.010 | Operating Revenue | | | 4,040 | 39,700 |
| | PD8514A | Proceeds From Disposal Of Dynapak Padfoot | 230222.010 | Capital Revenue | | | (12,500) | 27,200 |
| | PD8218 | Proceeds From Disposal - Jet Patcher (P8218) | 230222.010 | Capital Revenue | | | (10,000) | 17,200 |
| | 4130671 | ECONOM - Loan 127 Principal Repayments | 230222.010 | Capital Expenses | | | (13,000) | 4,200 |
| | BC185 | Town Hall Office #3 Refurbishment | 230222.010 | Capital Expenses | | | (16,390) | (12,190) |
| | BC208 | Narrogin Railway Station Interpretation Signage | 230222.010 | Capital Expenses | | | (29,704) | (41,894) |
| | 5110660 | HERITAGE GRANTS | 230222.010 | Capital Revenue | | 14,852 | | (27,042) |
| | BC269 | Provision For Accessible Toilets At Thomas Hogg Oval | 230222.010 | Capital Expenses | | 40,000 | | 12,958 |

| Date | GL / Job Number | Description | Council Resolution | Classification | Non Cash Adjustment | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|------|-----------------|--|--------------------|-------------------|---------------------|----------------------------|----------------------------|--------------------------------|
| | FE034 | Replacement Of Copier At Library | 230222.010 | Capital Expenses | | 4,000 | | 16,958 |
| | RBS204 | Blackspot Tarwonga Rd (Rehab) Slk 15.5 - 16 | 230222.010 | Capital Expenses | | | (15,000) | 1,958 |
| | IB205 | Whinbin Rock Rd Bridge 3125 | 230222.010 | Capital Expenses | | | (192,000) | (190,042) |
| | IB204 | Tarwonga Rd Bridge 4551 | 230222.010 | Capital Expenses | | | 192,000 | 1,958 |
| | PA072A | P56 Fuso Rosa (Bus) | 230222.010 | Capital Expenses | | | (47,000) | (45,042) |
| | PD072A | Chcp - Proceeds On Disposal Of Assets-P56 Fuso Rosa | 230222.010 | Capital Revenue | | | (15,000) | (60,042) |
| | PA043C | P43 Toyota Corolla | 230222.010 | Capital Expenses | | | (9,000) | (69,042) |
| | PD043B | Chcp - Proceeds On Disposal Of Assets-P43 Toyota Corolla | 230222.010 | Capital Revenue | | 9,000 | | (60,042) |
| | 5080552 | CHSP - Transfers From Reserve | 230222.010 | Capital Revenue | | 62,000 | | 1,958 |
| | IO180 | May St Stormwater Catchment Dam | 230222.010 | Capital Expenses | | | (1,576) | 382 |
| | BC201 | Museum Building (Capital)-Museum Restoration As Per Con | 230222.010 | Capital Expenses | | 16,914 | | 17,296 |
| | FE036 | Single Electric Bbq For Gnarojin Park Near Skate Park (To R€ | 230222.010 | Capital Expenses | | 2,815 | | 20,111 |
| | PE161 | Nrlc- Irrigation Pump | 230222.010 | Capital Expenses | | 2,114 | | 22,225 |
| | PA8219A | Hino 300 Series Crew Cab | 230222.010 | Capital Expenses | | | (9,262) | 12,963 |
| | PD8219A | Proceeds From Disposal Of Hino 300 Series Crew Cab | 230222.010 | Capital Revenue | | 10,000 | | 22,963 |
| | PA004E | Mg Hs Excite Wagon 2022 (Mclc)- Hybrid | 230222.010 | Capital Expenses | | | (10,690) | 12,273 |
| | PD004E | Proceeds From Disposal Of 2018 Mitsubishi (Mclc) | 230222.010 | Capital Revenue | | 1,454 | | 13,727 |
| | PA047G | 2018 Mitsubishi (Mf/Mcs) | 230222.010 | Capital Expenses | | | (14,532) | (805) |
| | PD047G | Proceeds From Disposal Of 2018 Mitsubishi (Mf) | 230222.010 | Capital Revenue | | 5,090 | | 4,285 |
| | PA065A | 2018 Holden(Eho) | 230222.010 | Capital Expenses | | | (10,690) | (6,405) |
| | PD065A | Proceeds On Disposal Eho Vehicle Trax 2018(P65) | 230222.010 | Capital Revenue | | 10,000 | | 3,595 |
| | PA8163C | 2020 Isuzu (Senior Ranger) | 230222.010 | Capital Expenses | | | (10,892) | (7,297) |
| | PD8163C | Proceeds From Disposal Of 2020 Isuzu (Senior Ranger) | 230222.010 | Capital Revenue | | 10,000 | | 2,703 |
| | 5120352 | PLANT - Transfers from Reserve | 230222.010 | Capital Revenue | | 42,022 | | 44,725 |
| | BC277 | Building Maintenance-Old Jewellers Shop | 230222.010 | Capital Expenses | | | (14,000) | 30,725 |
| | 3130300 | BUILD - Building License Fees | 230222.010 | Operating Revenue | | | (8,065) | 22,660 |
| | 3130303 | BUILD - Building Officer Regional Support Income | 230222.010 | Operating Revenue | | | (5,250) | 17,410 |
| | 3130600 | ECONOM - Commercial Property Lease income | 230222.010 | Operating Revenue | | | (17,410) | 0 |



For the Month Ending March 2023

| | Project Title/Task | COA Description | Job | COA | Renew Upgrade New | Original Budget | Current Budget | Actual Exp to 31/3/23 | Total Committed Expenditure | Outstanding PO Exp to 31/3/23 | Budget Remaining (incl P/Os) | Category | Current Risk of completion by 30/6, H=Unlikely | Comments | Accountability | Responsible Exec | Responsible Officer | Status | % Complete | Start Date | Due Date |
|----|---|-----------------|--------|----------|-------------------|---------------------------------|---------------------------------|---------------------------------|-----------------------------|---------------------------------|------------------------------|----------------------------|--|---|--------------------------------------|------------------|----------------------------|--|------------|---------------------------------------|--|
| 1 | Projects that are either strategic (plans/projects) or critical to implement and manage or of an asset renewal or creation (Capita) in nature that have a budget provision in the current Budget. | | | | | UV Code? To be added manually A | UV Code? To be added manually B | UV Code? To be added manually D | Calc column E= C + D | UV Code? To be added manually C | Calc column B - E | | | | Select from one of the 4 Departments | Mark Furr | If delegated to another... | - On Track - Off Track - Complete - In Trouble - On Hold | | Anticipated start date of the Project | Anticipated completion date of the Project |
| 7 | SES Building Project | | BC265 | 4050260 | | \$62,210 | \$62,210 | | \$0 | \$0 | \$62,210 | Consultancy | Low | to inform ESL Grant request in 23/24. 10/1/2023 - Peter Raykos DFES Grants Officer advised that the remaining unspent funds of \$62K can be redirected to offset the costs of the new collocated facility for the design and detail drawing and documentation for tender to construct. Concept drawing being sent to SES and BFB and DFES for comments prior to preparing detail drawings. Quotes also sought from Architect/Designer for detail design and documentation. 4/4/2023 - Design work and costing received for the concept design and costings for submission to the 2023/2024 Local Government Grant Scheme for the joint location of the SES/BFB Facility. | Development & Regulatory Services | Azhar Awang | Azhar Awang | On Track | 20% | 01/10/22 | 30/04/23 |
| 8 | Acquisition of Incident Control Vehicle | | PA950 | 4050255 | | \$881,900 | \$881,900 | \$0 | \$0 | \$0 | \$881,900 | Vehicle Acquisition | High | 17/8/2022 - To be fabricated by DFES 31/08/22 - Still awaiting receipt of vehicle 13/10/22 - DFES advised delivery will be some time away up to 2 years 23/12/22 - DFES advised Project commencement of the ICV is subject to the Operational Fleet Project award of contract for this appliance type which is currently in the concept development phase. At this point in time DFES is unable to provide any further information on the status of this unfortunately however can confirm that the Narrogin ICV build will be some time away. 4/4/2023 - Will be advised by DFES of arrival of ICV | Development & Regulatory Services | Azhar Awang | Azhar Awang | Off Track | 0% | 01/07/22 | 30/06/23 |
| 9 | PA952 21/22 Fast Fill Trailer (Carryover from 21/22) | | PA952 | 4050155 | | \$0.00 | \$7,000.00 | \$7,000 | \$7,000 | \$0 | \$0 | Vehicle Acquisition | Low | Budget Amended OCM 25/10/22 as C/Over not included in original 23/12/22 - The Trailer has been completed by Borgas Engineering and waiting for the pump to be installed from Narrogin Pumps before delivery to Normans Lake BFB. Anticipated delivery to Normans Lake end of February 2023. 18/4/23 - waiting for hose to be connected to the pump. Almost completed and to be delivered to Normans Lake end of this month. | Development & Regulatory Services | Azhar Awang | Azhar Awang | On Track | 90% | 01/07/22 | 30/06/23 |
| 10 | PA953 21/22 Fast Fill Trailer (Carryover from 21/22) | | PA953 | 4050155 | | \$0.00 | \$8,000.00 | \$0 | \$0 | \$0 | \$8,000 | Vehicle Acquisition | Medium | Budget Amended OCM 25/10/22 as C/Over not included in original 23/12/22 - Work will commence in February/March 2023. Anticipated to be completed by June 2023 | Development & Regulatory Services | Azhar Awang | Azhar Awang | On Track | 10% | 01/02/23 | 30/06/23 |
| 11 | Acquisition of General Rescue Utility | | PA951 | 4050255 | | \$110,200 | \$110,200 | \$0 | \$0 | \$0 | \$110,200 | Vehicle Acquisition | High | 17/8/2022 - To be fabricated by DFES 31/08/22 - Still awaiting receipt of vehicle 13/10/22 - DFES advised delivery has been delayed and will be a minimum of 18 months. 23/12/22 - DFES advised that the Approved GRU's has been delayed due to the current long (12-18 mth) lead times on the availability & delivery of chassis. The reduction of backlog has well and truly commenced, however the program will see those projects approved prior to Narrogin delivered first. 4/4/2023 - DFES will advise of completion and arrival of vehicle in due course (12-18 months time) | Development & Regulatory Services | Azhar Awang | Azhar Awang | Off Track | 0% | 01/07/22 | 30/06/23 |
| 13 | Narrogin Regional Homecare Ute | | PA073A | 4080455 | | \$45,000 | \$45,000 | \$22,488 | \$22,488 | \$0 | \$22,512 | Vehicle Acquisition | Completed | 15/08/22 - Meeting with EMTRS to commence procurement process for vehicle. 30/08/22 - RFQ created and disseminated to local providers. 21/09/22 - Quotes received option to purchase being determined and expect to submit purchase order in coming days. 17/10/22 - Vehicle purchased and already delivered to Homecare. | Corporate & Community Services | Mark Furr | Paula Raworth | Complete | 100% | 01/10/22 | 17/10/22 |
| 14 | P56 Fuso Rosa (Bus) | | PA072A | 4080455 | | \$190,000 | \$237,000 | \$0 | \$0 | \$0 | \$237,000 | Vehicle Acquisition | Low | 15/08/22 - Meeting with EMTRS to commence procurement process for vehicle. 30/08/22 - RFQ being prepared for dissemination to local providers. 17/10/22 - No change to previous update and within project timeframes 14/11/22 - RFQ being prepared for Dec 22. 05/12/22 - RFQ due for submission by 14 Dec 22. 16/12/22 - RFQ submitted 15/12/22. 25/01/23 - RFT closed with one submission. Quote is higher than budgeted. Reviewing options before progressing. 13/03/23 - With Fuso Rosa quote exceeding budget meeting with Toyota has resulted in quote being compiled for a coaster. Similar specifications but significantly lower in cost. 05/04/23 - Toyota Coaster being ordered without wheelchair modification other than step and handrails. | Corporate & Community Services | Mark Furr | Paula Raworth | On Track | 90% | 01/10/22 | 30/06/23 |
| 15 | P43 Toyota Corolla | | PA043C | 4080455 | | \$25,000 | \$34,000 | \$0 | \$31,723 | \$31,723 | \$2,277 | Vehicle Acquisition | Completed | 15/08/22 - Meeting with EMTRS to commence procurement process for vehicle. 30/08/22 - RFQ created and disseminated to local providers. 21/09/22 - RFQ completed, and quotes received, however RFQ process halted to allow consideration of new EV legislation from 01 Jul 22 17/10/22 - New legislation considered however relevant EV's not suitable for Homecare purpose and so reverting back to original RFQ determinations and finalising procurement. 14/11/22 - Preferred supplier identified and liaising to secure delivery of vehicle. 05/12/22 - Preferred supplier identified and liaising to secure delivery of vehicle. 25/1/23 - Investigating the acquisition of a Caddy vehicle (wheelchair compatible), due to client demand. If not possible then will revert to purchase of corolla. 13/02/23 - Caddy not available for 18 months, costs exceeding budget significantly. Quote for Corolla Cross approved and awaiting delivery. 13/03/23 - Vehicle to be delivered on 21 March 23. 27/3/2023 Vehicle delivered. | Corporate & Community Services | Mark Furr | Paula Raworth | Complete | 75% | 01/10/22 | 31/05/23 |
| 17 | Relocation of Narrogin Regional Homecare Services | | BC052 | 4080360 | | \$868,545 | \$868,545 | \$0 | \$0 | \$0 | \$868,545 | Building Construction/Mtce | High | Client - CEO (extreme political risk) 15/08/22 - Project meeting on 19/08 to discuss and agree project scope in consideration of previous resolution and activity associated to project in 21/22 31/08/22 - Meeting with Senior Citizen Centre Committee to take place with SP, CEO and EMCCS. Date to be confirmed by Client. EMCCS and MCCS visited Senior Citizen Centre. 17/10/22 - No further update at this time. 14/11/22 - No further update at this time. 05/12/22 - No further update at this time. 15/12/22 - Relocation unlikely in 22/23. 25/1/23 - No further update and relocation unlikely within FY22/23 13/03/23 - No further update at this time. 05/04/23 - No further update at this time. | Corporate & Community Services | Mark Furr | Paula Raworth | In Trouble | 0% | 27/07/22 | 30/06/23 |
| 19 | Mackie Park Financial Counselling Office Kitchenette | | BC130 | 4100850 | | \$8,000 | \$8,000 | \$0 | \$0 | \$0 | \$8,000 | Building Construction/Mtce | High | Quote sent to CR Fisher. Works suspended pending their advice as to how to proceed given price estimates / scope. | Development & Regulatory Services | Azhar Awang | Ben Kittow | On Hold | 10% | 01/01/23 | 31/05/23 |
| 20 | Recycling Shed (Tip Shop) - Subject to Grant | | BC274 | 4100160 | | \$50,000 | \$50,000 | \$0 | \$0 | \$0 | \$50,000 | Building Construction/Mtce | Medium | 17/8/2022 - Working with CDO for available funding through Lotterywest on Infrastructure. 4/4/2023 - Funding Submitted to Waste Infrastructure Grant on 31 March 2023. | Development & Regulatory Services | Azhar Awang | Azhar Awang | On Track | 10% | 01/01/23 | 30/04/23 |
| 21 | Landfill facility revegetation | | IO184 | 4100165 | | \$10,000 | \$10,000 | \$0 | \$2,040 | \$2,040 | \$7,960 | Other | Low | 500 tube stock ordered and available for planting in April 2023. Have met John Scott and discussed earthworks and mulching to be completed in April prior to planting. | Development & Regulatory Services | Torre Evans | Torre Evans | On Track | 0% | 27/07/22 | 01/05/23 |
| 23 | May St Stormwater Catchment Dam | | IO180 | 4110365 | | \$6,424 | \$8,000 | \$7,750 | \$7,750 | \$0 | \$250 | Other | Completed | All works now complete with dam fully functional and pumping water. Final actual due last week January 2023 | Technical & Rural Services | Torre Evans | John Warburton | Complete | 100% | 27/07/22 | 31/12/22 |
| 24 | Retic Pipe Upgrade Clayton Oval TWIS Dam | | IO002 | 4100350 | | \$15,000 | \$15,000 | \$13,421 | \$13,421 | \$0 | \$1,579 | Other | Completed | Works scheduled February | Technical & Rural Services | Torre Evans | John Warburton | Complete | 100% | 01/01/23 | 31/03/23 |
| 26 | Cemetery Upgrade | | IO026 | 4100860 | | \$62,502 | \$62,502 | \$59,391 | \$59,391 | \$0 | \$3,111 | Other | Completed | Grant project Complete and acquitted January 2023. Shelters, seats and bin surrounds installation were not part of the scope for the grant however will occur prior to 30 June 2023 pending staff availability and labour costs. | Technical & Rural Services | Torre Evans | John Warburton | Complete | 100% | 01/07/22 | 01/02/23 |
| 28 | Railway Dam Eco Totals (LRCP 3) | | BC275 | 4110355 | | \$53,817 | \$53,817 | \$0 | \$120 | \$120 | \$53,697 | Building Construction/Mtce | Medium | PO issued 13/02/2023 to M & V Ranen Building Contractors. Work to be complete April/May. Water meter installed and gravel pad in place. | Development & Regulatory Services | Azhar Awang | Ben Kittow | On Track | 30% | 01/10/22 | 30/04/23 |
| 29 | Fitout of Railway Station Building | | BC207 | 4110660 | | \$75,000 | \$75,000 | \$48,638 | \$74,568 | \$25,930 | \$432 | Consultancy Other | Low | Progressing well and on track for completion on time. | Office of CEO | Dale Stewart | Dale Stewart | On Track | 70% | 01/07/22 | 31/05/23 |
| 30 | Railway Station Restoration COVID recovery project | | BC202 | 4110660 | | \$100,000 | \$100,000 | \$68,126 | \$78,126 | \$10,000 | \$21,874 | Building Construction/Mtce | Low | Complete to 98% and under budget (final touches / adjustments now VC has moved in) bar photovoltaics on storage shed, however with savings taking opportunity to fit out Storage Shed. Date completion now changed to 31/5/23 for fitout of Storage Shed. Will review cost to determine savings for potential Council resol. reallocation to provide path from BP. | Office of CEO | Dale Stewart | Dale Stewart | On Track | 95% | 01/10/22 | 31/05/23 |
| 31 | Narrogin Railway Station and Footbridge Heritage Grant | | BC208 | 41106600 | | \$0 | \$29,704 | 0 | \$0 | 0 | \$29,704 | Other | | to be added Budget Review Feb 2023. | Development & Regulatory Services | Azhar Awang | Susan Guy | On Track | 5% | | 30/06/23 |

| | Project Title/Task | COA Description | Job | COA | Renew Upgrade New | Original Budget | Current Budget | Actual Exp to 31/3/23 | Total Committed Expenditure | Outstanding PO Exp to 31/3/23 | Budget Remaining (incl P/Os) | Category | Current Risk of completion by 30/6/23: H=Unlikely | Comments | Accountability | Responsible Exec | Responsible Officer | Status | % Complete | Start Date | Due Date |
|----|---|-----------------|--------|---------|-------------------|-----------------|----------------|-----------------------|-----------------------------|-------------------------------|------------------------------|----------------------------|---|---|-----------------------------------|------------------|---------------------|------------|------------|------------|----------|
| 32 | Museum Restoration as per conservation Report | | BC201 | 4110660 | | \$45,355 | \$28,441 | \$28,441 | \$28,441 | \$0 | \$0 | Building Construction/Mtce | Completed | Works Complete. Check remaining/outstanding PO's | Development & Regulatory Services | Azhar Awang | Ben Kittow | Complete | 100% | 01/10/22 | 31/12/22 |
| 33 | Public Art Strategy - Implementation & Carry Over | | IO113 | 4110860 | | \$45,455 | \$45,455 | \$16,142 | \$16,142 | \$0 | \$29,313 | Other | High | Last year's carryover works completed. This year's works progressing through quotes and via Townscape for Telstra Building facade. | Development & Regulatory Services | Azhar Awang | Susan Guy | On Track | 0% | 01/10/22 | 31/05/23 |
| 34 | Single Electric BBQ for Gnaroin park near Skate park (to replace the former one) | | FE036 | 4110860 | | \$10,000 | \$7,185 | \$7,185 | \$7,185 | \$0 | \$0 | Other | Completed | Delivered, installed and operational. | Technical & Rural Services | Torre Evans | Sue Roopchand | Complete | 100% | 01/10/22 | 31/03/23 |
| 35 | Two Inclusive Play Equipment Activities at Highbury \$50k (as requested by HDCC) | | IO181 | 4110365 | | \$50,000 | \$50,000 | \$0 | \$50,354 | \$50,354 | -\$354 | Other | Low | Have met with HDCC P/O issued. Delivery/Installation time April 2023. Retic modification and site prep by John and Scott | Technical & Rural Services | Torre Evans | Sue Roopchand | On Track | 50% | 01/01/23 | 28/04/23 |
| 36 | Two wheelchair accessible table settings at Highbury | | IO182 | 4110365 | | \$7,000 | \$7,000 | \$5,730 | \$5,730 | \$0 | \$1,270 | Other | Low | Delivered. One installed the other in April | Technical & Rural Services | Torre Evans | Sue Roopchand | On Track | 80% | 01/01/23 | 28/04/23 |
| 37 | Thomas Hogg Oval Sewer / Electrical upgrade | | BC269 | 4110355 | | \$50,000 | \$10,000 | \$0 | \$0 | \$0 | \$10,000 | Building Construction/Mtce | Low | New project to make compliant sewer and electrical to clubrooms following demolition of old ablutions. Quotes pending. Demolition scheduled mid April. 4/4/2023 - Demolition works not proceeding after meeting with Shire representative and Thomas Hogg members. Waiting for future direction. | Development & Regulatory Services | Azhar Awang | Ben Kittow | On Track | 10% | 03/03/23 | 31/05/23 |
| 38 | Thomas Hogg Oval Toilet Facility Demolition | | BC268 | 4110360 | | \$20,000 | \$20,000 | \$30 | \$321 | \$291 | \$19,679 | Building Construction/Mtce | Medium | Liaise with and consider timing / Revheads Eagles. Demolition scheduled mid April. 4/4/2023 - Demolition works not proceeding as per the meeting between the respective representatives. | Development & Regulatory Services | Azhar Awang | Ben Kittow | On Track | 0% | 01/10/22 | 31/05/23 |
| 39 | Walk Cycle & Mountain Bike Trails Projects | | IO129 | 4110360 | | \$138,854 | \$138,854 | \$50,615 | \$59,278 | \$8,663 | \$79,576 | Other | Low | Liaise Doug Sawkins 25/1/2023 - RFG advised closed 20 February 2023 4/4/2023 - PO issued to local contractor. | Development & Regulatory Services | Azhar Awang | Susan Guy | On Track | 70% | 27/07/22 | 30/04/23 |
| 41 | XA Class Train Mural Project | | IO131 | 4110670 | | \$20,000 | \$20,000 | \$0 | \$0 | \$0 | \$20,000 | Other | Medium | Awaiting completion of Goods Shed and PM706 debate. Mural two carriages? and Train after first high pressure clean, then securing properly, then mural / paint. ? Latter project - gut internals and make kid safe for play equipment. ? Possibility of painting being done for free (cost of clean / materials). Researching. | Office of CEO | Dale Stewart | Dale Stewart | On Track | 0% | 01/10/22 | 31/05/23 |
| 42 | ANZAC War memorial repair & restoration | | BC203 | 4110660 | | \$45,455 | \$45,455 | \$22,971 | \$35,352 | \$12,381 | \$10,103 | Building Construction/Mtce | Completed | New ceiling has been completed. Painting contractor to commence work in March 2023 with completion by the 31/3/2023. Approval from the Heritage Council to match with existing colour. 8/2/23 - Contractor advised that work is schedule to commence in the week of 27 February and will require two to three weeks to complete the work. Assurance being given by the contractor that the work will be completed by the end of March. 4/4/2023 - Painting completed. Minor electrical work to be completed. | Development & Regulatory Services | Azhar Awang | Ben Kittow | Complete | 90% | 27/07/22 | 31/03/23 |
| 43 | Upgrade of lighting to LED at Clayton Oval, Narrogin. – Narrogin Hawks Football- Subject to Grant | | BC279 | 4110355 | | \$243,000 | \$243,000 | \$0 | \$0 | \$0 | \$243,000 | Other | Low | Client Hawks - grant approved by DSR 24/11/22 at 60k...not 81k..so liaising with Dani Hawks re how they are progressing/financing if they chose higher quote. | Development & Regulatory Services | Azhar Awang | Ben Kittow | On Track | 0% | 01/01/23 | 30/06/23 |
| 44 | Library Extension Project (LRCP 3) | | IO080B | 4110560 | | \$400,000 | \$400,000 | \$5,848 | \$10,498 | \$4,650 | \$389,502 | Building Construction/Mtce | High | (LRCP 3) Relocation / logistics during construction? 15/08/22 - Project scoping meeting scheduled for 16/08. 30/08/22 - Meetings with Architect to confirm ACC and DRS. 21/09/22 - RFT expected in Oct 22 - Final detail being determined after Engineer's work is completed. 17/10/22 - RFT to be completed by 27 October for dissemination; additional documentation required being sourced and intensive engagement between stakeholders (Architect, Certifier, Structural Engineer to finalise required work). This process along with sewer realignment project separate to RFT process. 20/10/22 - Planning application lodged and approved. 14/11/22 - RFT written and now only waiting for drawings to be certified after further delay from external stakeholders, expected mid-November. 5/12/22 - All required documentation now received and so RFT to be submitted by 14 Dec 22. 25/01/23 - RFG submitted before Christmas with closing date of 27 Jan 23. No bids as of yet. 13/02/23 - Local Contractors contacted directly. 13/03/23 - Local contractors declined opportunity to participate. Eportal advert to be lodged. Contact with LRCP3 to carry over funding into 23/24 to be undertaken in April 2023. 05/04/23 - Awaiting quote from Programmed. Project back on track now that LRCP 3 grant has been extended by a further 12 months. | Development & Regulatory Services | Mark Furr | Ben Kittow | On Track | 25% | 27/07/22 | 30/06/23 |
| 46 | Mayor's Parlour (Town Hall) Hot Water System (Zipsystem/ Miniboil) | | BC182 | 4110160 | | \$5,000 | \$5,000 | \$1,650 | \$1,650 | \$0 | \$3,350 | Other | Completed | Liaise Arts Narrogin | Development & Regulatory Services | Azhar Awang | Ben Kittow | Complete | 100% | 01/10/22 | 31/12/22 |
| 47 | Equipment for Town Hall (Fans, Stage Light ..) | | BC181 | 4110160 | | \$20,000 | \$20,000 | \$0 | \$0 | \$0 | \$20,000 | Other | Medium | Liaise Arts Narrogin 4/4/2023 - Pending the design report from Peter Jago of Spirited Thinking. | Development & Regulatory Services | Azhar Awang | Ben Kittow | On Track | 0% | 01/10/22 | 31/05/23 |
| 48 | Town Hall Plan Upgrades- Heating, Cooling & Sundry (Circuit West) | | BC183 | 4110160 | | \$50,000 | \$50,000 | \$0 | \$0 | \$0 | \$50,000 | Other | Medium | Liaise Arts Narrogin 4/4/2023 - Pending the design report from Peter Jago of Spirited Thinking. | Development & Regulatory Services | Azhar Awang | Ben Kittow | On Track | 0% | 01/10/22 | 31/05/23 |
| 49 | Town Hall Stage Upgrade/ EWP / Rigging | | BC184 | 4110160 | | \$55,000 | \$55,000 | \$7,446 | \$22,311 | \$14,865 | \$32,689 | Other | Medium | Liaise Arts Narrogin 17/8/2022 - PO issued to Peter Jago of Spirited Thinking to develop the design fro the rigging and the needs of the event organiser including stakeholders. 25/1/2023 - Peter Jago to submit first draft by end of January 2023. 4/4/2023 - First report submitted and meeting held with representatives from the Shire and Arts Narrogin. Design sent to Structural Engineer to assess loading over stage area before finalising the design | Development & Regulatory Services | Azhar Awang | Azhar Awang | On Track | 20% | 01/10/22 | 31/05/23 |
| 50 | Town Hall Office No. 3 | | BC185 | 4110160 | | \$0 | \$16,000 | \$0 | \$9,616 | \$9,616 | \$6,384 | | Low | New Job OCM 22/2/23 | Development & Regulatory Services | Azhar Awang | Ben Kittow | On Track | 0% | 02/03/23 | 31/05/23 |
| 52 | 50 KV Generator & Trailer- Subject to Grant | | PE075 | 4110255 | | \$35,000 | \$35,000 | \$0 | \$0 | \$0 | \$35,000 | Plant & Equip Acquisition | High | EMDRS to source funding. | Development & Regulatory Services | Azhar Awang | Azhar Awang | In Trouble | 0% | 01/10/22 | 31/05/23 |
| 53 | Narrogin Tennis Courts Lighting & Surface Upgrading (LRCP 3) | | IO127 | 4110360 | | \$210,015 | \$210,015 | \$34,500 | \$204,940 | \$170,440 | \$5,075 | Other | Low | - (LRCP 3) - Lighting Component Quote of Viziona for Lighting Component let for \$35,700 plus GST - project 10 weeks from 31/7/22 - lighting completed and commissioned 24/11/22. - Courts Component Quote to Sports Surfaces accepted and let - timing of product availability not until March 2023- Need to recoup 2/3rds cash from NTC nearing completion. 22/2/23 - Plexipave courts end of April and then move on to the synthetic turf courts end of May. | Office of CEO | Dale Stewart | Dale Stewart | On Track | 50% | 28/07/22 | 31/05/23 |
| 54 | NRLC- Irigation Pump | | PE161 | 4110255 | | \$13,500 | \$11,386 | \$15,989 | \$15,989 | \$0 | -\$4,603 | Plant & Equip Acquisition | Completed | Installation now complete 27/10/22 and also accounts for exp on electrical pit drainage issue, which was urgent unbudgeted expenditure.. | Technical & Rural Services | Torre Evans | John Warburton | Complete | 100% | 27/07/22 | 31/12/22 |
| 55 | Rec Centre Stadium LED Lighting | | BC166 | 4110260 | | \$35,000 | \$35,000 | \$35,126 | \$35,126 | \$0 | -\$126 | Building Construction/Mtce | Completed | Works completed to courts 1 & 2 & 3. Squash court corridor lighting to be replaced 5/12/2022. Entire completion ETA12/12/2022. | Development & Regulatory Services | Azhar Awang | Azhar Awang | Complete | 100% | 01/10/22 | 31/03/23 |
| 56 | Installation of Custom Orb Sheeting to Sections of Walls of Court 1 & 3 at NRLC | | BC272 | 4110260 | | \$30,000 | \$30,000 | \$0 | \$21,166 | \$21,166 | \$8,834 | Building Construction/Mtce | Low | Work awarded to Ground Up construction. Work to commence in March. 4/4/2023 - works commencing and should be completed by end of teh month. | Development & Regulatory Services | Azhar Awang | Ben Kittow | On Track | 20% | 01/10/22 | 30/04/23 |
| 57 | Sound Shell at Alby Park | | BC273 | 4110260 | | \$50,000 | \$50,000 | \$0 | \$8,025 | \$8,025 | \$41,975 | Building Construction/Mtce | High | Judith McDougall has provided preliminary drawings. Amendments after review are underway. | Development & Regulatory Services | Azhar Awang | Ben Kittow | On Track | 5% | 01/01/23 | 30/06/23 |
| 58 | Pool Filters-NRLC | | PE072 | 4110255 | | \$96,000 | \$96,000 | \$25,331 | \$25,331 | \$0 | \$70,669 | Other | High | Liaise YMCA re pool downtime - timing / need | Development & Regulatory Services | Azhar Awang | Ben Kittow | On Track | 0% | 01/10/22 | 30/06/23 |
| 59 | Pool Liner-NRLC | | PE073 | 4110255 | | \$80,000 | \$80,000 | \$0 | \$0 | \$0 | \$80,000 | Other | High | Liaise YMCA re pool downtime - timing / need | Development & Regulatory Services | Azhar Awang | Ben Kittow | On Track | 0% | 01/10/22 | 30/06/23 |
| 60 | Boiler-NRLC | | PE074 | 4110255 | | \$75,000 | \$75,000 | \$0 | \$0 | \$0 | \$75,000 | Other | High | Liaise YMCA re pool downtime - timing / need | Development & Regulatory Services | Azhar Awang | Ben Kittow | On Track | 0% | 01/10/22 | 30/06/23 |
| 62 | Bottle Creek Place (R2R) Reseal SLK 0 - 0.26 | | R2R337 | 4120166 | | \$11,088 | \$11,088 | \$8,004 | \$8,004 | \$0 | \$3,084 | Road Reseal | Completed | Completed - awaiting invoice to be matched to PO 27/01/2023 - Invoice paid not using PO 16/03/2023 - Outstanding PO column amended to show \$0.00 balance | Technical & Rural Services | Torre Evans | John Warburton | Complete | 100% | 01/01/23 | 31/03/23 |
| 63 | George Street (R2R) Reseal SLK 0.36 - 0.77 | | R2R338 | 4120166 | | \$23,166 | \$23,166 | \$11,905 | \$11,905 | \$0 | \$11,261 | Road Reseal | Completed | Works in January. P/O issued to seal contractor awaiting to be matched to PO 27/01/2023 - Invoice paid not using PO 16/03/2023 - Outstanding PO column amended to show \$0.00 balance | Technical & Rural Services | Torre Evans | John Warburton | Complete | 100% | 01/01/23 | 31/03/23 |
| 64 | Highbury West Road (R2R) Reseal SLK 5.15 - 5.65 | | R2R216 | 4120166 | | \$15,714 | \$15,714 | \$14,403 | \$14,403 | \$0 | \$1,311 | Road Reseal | Completed | Works in January. P/O issued to seal contractor 27/01/2023 - Invoice paid not using PO 16/03/2023 - Outstanding PO column amended to show \$0.00 balance | Technical & Rural Services | Torre Evans | John Warburton | Complete | 100% | 01/01/23 | 31/03/23 |
| 65 | Katta Road (R2R) Reseal SLK 0.04 - 0.79 | | R2R339 | 4120166 | | \$95,953 | \$95,953 | \$22,913 | \$22,913 | \$0 | \$73,040 | Road Reseal | Completed | Completed - awaiting invoice 27/01/2023 - Invoice paid not using PO 16/03/2023 - Outstanding PO column amended to show \$0.00 balance | Technical & Rural Services | Torre Evans | John Warburton | Complete | 100% | 01/01/23 | 31/03/23 |
| 66 | McCormick Way (R2R) Reseal SLK 0 - 0.18 | | R2R340 | 4120166 | | \$8,415 | \$8,415 | \$5,925 | \$5,925 | \$0 | \$2,490 | Road Reseal | Completed | Waiting for invoice to be matched to PO 27/01/2023 - Invoice paid not using PO 16/03/2023 - Outstanding PO column amended to show \$0.00 balance | Technical & Rural Services | Torre Evans | John Warburton | Complete | 100% | 01/01/23 | 31/03/23 |
| 67 | Newman Street (R2R) Reseal SLK 0 - 0.15 | | R2R341 | 4120166 | | \$5,940 | \$5,940 | \$4,030 | \$4,030 | \$0 | \$1,910 | Road Reseal | Completed | Waiting for invoice to be matched to PO 27/01/2023 - Invoice paid not using PO 16/03/2023 - Outstanding PO column amended to show \$0.00 balance | Technical & Rural Services | Torre Evans | John Warburton | Complete | 100% | 01/01/23 | 31/03/23 |
| 68 | Pitt Street (R2R) Reseal SLK 0.02 - 0.13 | | R2R342 | 4120166 | | \$6,600 | \$6,600 | \$4,145 | \$4,145 | \$0 | \$2,455 | Road Reseal | Completed | Waiting for invoice to be matched to PO 27/01/2023 - Invoice paid not using PO 16/03/2023 - Outstanding PO column amended to show \$0.00 balance | Technical & Rural Services | Torre Evans | John Warburton | Complete | 100% | 01/01/23 | 31/03/23 |
| 69 | Range Road (R2R) Reseal SLK 0 - 1.37 | | R2R343 | 4120166 | | \$51,071 | \$51,071 | \$44,942 | \$44,942 | \$0 | \$6,129 | Road Reseal | Completed | Waiting for invoice to be matched to PO 27/01/2023 - Invoice paid not using PO 16/03/2023 - Outstanding PO column amended to show \$0.00 balance | Technical & Rural Services | Torre Evans | John Warburton | Complete | 100% | 01/01/23 | 31/03/23 |
| 70 | Stewart Place (R2R) Reseal SLK 0 - 0.15 | | R2R344 | 4120166 | | \$6,270 | \$6,270 | \$6,619 | \$6,619 | \$0 | -\$349 | Road Reseal | Completed | Waiting for invoice to be matched to PO 27/01/2023 - Invoice paid not using PO 16/03/2023 - Outstanding PO column amended to show \$0.00 balance | Technical & Rural Services | Torre Evans | John Warburton | Complete | 100% | 01/01/23 | 31/03/23 |
| 71 | Stewart Road (R2R) Reseal SLK 0 - 0.53 | | R2R345 | 4120166 | | \$22,572 | \$22,572 | \$14,909 | \$14,909 | \$0 | \$7,663 | Road Reseal | Completed | Waiting for invoice to be matched to PO 27/01/2023 - Invoice paid not using PO 16/03/2023 - Outstanding PO column amended to show \$0.00 balance | Technical & Rural Services | Torre Evans | John Warburton | Complete | 100% | 01/01/23 | 31/03/23 |
| | Shire of Narrogin | | | | | | | | | | | | | Ordinary Council Meeting 26 April 2023 Agenda | | | | | | | Page 62 |

| | Project Title/Task | COA Description | Job | COA | Renew Upgrade New | Original Budget | Current Budget | Actual Exp to 31/3/23 | Total Committed Expenditure | Outstanding PO Exp to 31/3/23 | Budget Remaining (incl P/Os) | Category | Current Risk of completion by 30/6; H=Unlikely | Comments | Accountability | Responsible Exec | Responsible Officer | Status | % Complete | Start Date | Due Date |
|-----|--|-----------------|---------|---------|-------------------|-----------------|----------------|-----------------------|-----------------------------|-------------------------------|------------------------------|-------------------------------|--|--|-----------------------------------|------------------|---------------------|----------------------------------|------------|------------|----------|
| 72 | Tanner Street (R2R) Reseal SLK 0 - 0.148 | | R2R346 | 4120166 | | \$4,950 | \$4,950 | \$4,168 | \$4,168 | \$0 | \$782 | Road Reseal | Completed | Waiting for invoice to be matched to PO 27/01/2023 - Invoice paid not using PO 16/03/2023 - Outstanding PO column amended to show \$0.00 balance | Technical & Rural Services | Torre Evans | John Warburton | Complete | 100% | 01/01/23 | 31/03/23 |
| 73 | Wiese Road (Town) (R2R) Reseal SLK 0 -0.409 | | R2R347 | 4120166 | | \$23,760 | \$23,760 | \$12,558 | \$12,558 | \$0 | \$11,202 | Road Reseal | Completed | Waiting for invoice to be matched to PO 27/01/2023 - Invoice paid not using PO 16/03/2023 - Outstanding PO column amended to show \$0.00 balance | Technical & Rural Services | Torre Evans | John Warburton | Complete | 100% | 01/01/23 | 31/03/23 |
| 74 | Chomley Road (R2R) Reseal SLK 15.23 - 16.81 | | R2R213 | 4120166 | | \$77,000 | \$77,000 | \$21,132 | \$21,132 | \$0 | \$55,868 | Road Reseal | Completed | Works in January, P/O issued to seal contractor 27/01/2023 - Invoice paid not using PO 16/03/2023 - Outstanding PO column amended to show \$0.00 balance | Technical & Rural Services | Torre Evans | John Warburton | Complete | 100% | 01/01/23 | 31/03/23 |
| 75 | Highbury East Rd Culvert Upgrade | | R2R348 | 4120166 | | \$60,000 | \$60,000 | \$19,041 | \$19,041 | \$0 | \$40,959 | Road Construction | Low | P/O issued to NEC, works in April | Technical & Rural Services | Torre Evans | John Warburton | On Track | 10% | 28/02/23 | 28/04/23 |
| 77 | Airport Patient Transfer Facility St John Ambulance / RFDS | | BC221 | 4120460 | | \$30,000 | \$30,000 | \$27,273.00 | \$27,273 | \$0 | \$2,727 | Building Construction/Mtce | Low | 28/11/22 - Grant advises that project all but complete for grant purposes - awaiting acquittal invoices. Dale to Check income treatment 21/22 and 22/23 \$10,000 paid 2122 - 7 \$20,000 due 22/23 but all income recorded in 22/23. 7 check \$10k in prepayments. 7 in balance sheet. | Office of CEO | Dale Stewart | Dale Stewart | On Track | 95% | 01/07/22 | 30/04/23 |
| 78 | Airport- Seal Gravel Runway (RAPS Funded) | | I00185 | 4120466 | | \$201,390 | \$201,390 | \$200,268 | \$200,268 | \$0 | \$1,122 | Road Construction | Low | Runway now sealed. Line marker engage to do line marking in late march | Technical & Rural Services | Torre Evans | John Warburton | On Track | 90% | 01/02/23 | 30/04/23 |
| 80 | RRG McKenzie Rd (Construction)-New seal over gravel - SLK 0 - 1.85 | | RRG338 | 4120167 | | \$424,275 | \$424,275 | \$394,628 | \$394,628 | \$0 | \$29,647 | Road Construction | Completed | Waiting for invoice | Technical & Rural Services | Torre Evans | John Warburton | Complete | 100% | 01/01/23 | 31/03/23 |
| 81 | RRG Nomans Lake Siding Rd (Rehab) SLK - 0.03 - 2.07 | | RRG339 | 4120167 | | \$244,797 | \$244,797 | \$110,843 | \$173,968 | \$63,125 | \$70,829 | Road Construction | Completed | Seal complete, still need to rehab pit that was used and finalise all costings. Seems there are some inconsistencies with synergy, have reported to Alex and Mark. | Technical & Rural Services | Torre Evans | John Warburton | Complete | 100% | 01/01/23 | 31/03/23 |
| 82 | RRG Wanerie Rd (Rehab) SLK 4.1 - 5.3 | | RRG340 | 4120167 | | \$163,492 | \$163,492 | \$72,681 | \$138,963 | \$66,282 | \$24,529 | Road Construction | Completed | Stabilisation works complete, asphaltting in March. | Technical & Rural Services | Torre Evans | John Warburton | Complete | 100% | 01/01/23 | 31/03/23 |
| 84 | WYSFN Wandering Road Development Works | | IR337 | 4120164 | | \$75,000 | \$75,000 | \$32,075 | \$62,775 | \$30,700 | \$12,225 | Road Construction | Low | Gravel pushed, surveyor/Geo engaged | Technical & Rural Services | Torre Evans | John Warburton | On Track | 75% | 01/07/22 | 30/04/23 |
| 86 | Blackspot Tarwonga Rd (Rehab) SLK 15.5 - 16 | | RBS204 | 4120168 | | \$132,000 | \$154,500 | \$363 | \$51,375 | \$51,012 | \$103,125 | Road Construction | High | Road design received from consultant February after much delay. Road design sent to RSA for audit received back 14/2/23. All doc's sent to MRWA for final comment before proceeding with works. Due to repeated delays from the consultant re design, this project will need to be carried forward to 2023/24 Budget to be completed when hot conditions are present again - Nov /Dec 2023 | Technical & Rural Services | Torre Evans | John Warburton | No Longer Proceeding This Budget | 25% | 01/01/23 | 31/03/23 |
| 88 | Drainage Easement Falcon St | | ID000 | 4120180 | | \$30,000 | \$30,000 | \$0 | \$0 | \$0 | \$30,000 | Road Construction | High | Awaiting administration completion from DRS. 21/2/23 Met with Azhar who advises that it is still with th landowner to sign. 16/2/2023 - Deed of agreement sent to affected property owner by McLeods Solicitors. Waiting for signed deed of agreement. Delay was a result of the subdivision and amalgamation of the Church land to be amalgamated to the affected property for the creation of the storm water easement. No change, awaiting DRS to complete administration. Landowner advises that they no longer wish project to proceed. Under review. | Technical & Rural Services | Torre Evans | John Warburton | In Trouble | 50% | 01/01/23 | 31/05/23 |
| 90 | NGN Valley Rd (Construction) SLK 4.83 - 6.83 | | R2R212 | 4120165 | | \$200,000 | \$200,000 | \$236,003 | \$236,003 | \$0 | -\$36,003 | Road Construction | Completed | Waiting for invoice, and will be over budget and the R2R adjusted to compensate with unders in other R2R areas. | Technical & Rural Services | Torre Evans | John Warburton | Complete | 100% | 01/01/23 | 31/03/23 |
| 91 | Park Street Widening (From Federal St to Church) | | IR340 | 4120165 | | \$13,423 | \$13,423 | \$0 | \$0 | \$0 | \$13,423 | Road Construction | Low | Start April 2023 | Technical & Rural Services | Torre Evans | John Warburton | On Track | 0% | 30/03/23 | 01/05/23 |
| 92 | Gorden Street Stabilising | | IR341 | 4120165 | | \$59,329 | \$59,329 | \$31,202 | \$50,118 | \$18,916 | \$9,211 | Road Construction | Completed | December start with stabilisation. 28 February for final seal | Technical & Rural Services | Torre Evans | John Warburton | Complete | 100% | 01/01/23 | 31/03/23 |
| 93 | Design new Intersection for Wanerie and Cooramining Roads | | IR338 | 4120165 | | \$40,000 | \$40,000 | \$0 | \$0 | \$0 | \$40,000 | Consultancy | Low | P/O issued with the full report expect back by end of May 2023 | Technical & Rural Services | Torre Evans | John Warburton | On Track | 70% | 01/04/23 | 30/06/23 |
| 94 | Manaring Rd Re-sheet (Currently Quartz) | | IR342 | 4120165 | | \$182,321 | \$182,321 | \$23,067 | \$23,067 | \$0 | \$159,254 | Road Resheet | Low | June | Technical & Rural Services | Torre Evans | John Warburton | On Track | 0% | 01/04/23 | 30/06/23 |
| 95 | Flavel Road Re-sheet (Currently Quartz) | | IR343 | 4120165 | | \$22,929 | \$22,929 | \$10,211 | \$11,561 | \$1,350 | \$11,368 | Road Resheet | Completed | June | Technical & Rural Services | Torre Evans | John Warburton | Complete | 100% | 01/04/23 | 30/06/23 |
| 96 | Highbury West Re-sheet (Currently Quartz) | | IR345 | 4120165 | | \$35,578 | \$35,578 | \$28,465 | \$30,882 | \$2,417 | \$4,696 | Road Resheet | Completed | June | Technical & Rural Services | Torre Evans | John Warburton | Complete | 100% | 01/04/23 | 30/06/23 |
| 97 | Pelthaybridge Rd Re-sheet (Currently Quartz) | | IR346 | 4120165 | | \$103,337 | \$103,337 | \$0 | \$0 | \$0 | \$103,337 | Road Resheet | Low | June | Technical & Rural Services | Torre Evans | John Warburton | On Track | 0% | 01/04/23 | 30/06/23 |
| 98 | Cowcher Rd Re-Sheet (Currently Gravel) | | IR347 | 4120165 | | \$31,366 | \$31,366 | \$0 | \$0 | \$0 | \$31,366 | Road Resheet | Low | June | Technical & Rural Services | Torre Evans | John Warburton | On Track | 0% | 01/04/23 | 30/06/23 |
| 99 | Chomley Road Seal (Weise) (Under policy 12.14) | | IR349 | 4120165 | | \$30,087 | \$30,087 | \$0 | \$0 | \$0 | \$30,087 | Road Construction | High | Obtain payment before completing. 22/3/23 This job tied in with the Black Spot works on Tarwonga Road to save money on mobilisation. The Black Spot job was delayed repeatedly by the design consultant to a point that the optimal time for construction works has past. Myself and Manager Operations met with the customer Mr Weise who advised that he understood and agreed that the job could be done in optimal time of November December 2023. Mr Weise also requested that a revised estimate be given to him for an additional 150m to seal a bend which will increase the original estimate from 300m of seal to 450m of seal. Mr and Mrs Weise are yet to respond to the new estimate. | Technical & Rural Services | Torre Evans | John Warburton | No Longer Proceeding This Budget | 0% | 01/04/23 | 30/06/23 |
| 100 | Two Solar (Mobile) Speed Detection Signs | | PE080 | 4120155 | | \$22,000 | \$22,000 | \$20,800 | \$0 | \$0 | \$1,460 | ITC Acquisition Plant & Equip | Completed | Delivered, install March | Technical & Rural Services | Torre Evans | Sue Roopchand | Complete | 100% | 01/04/23 | 30/06/23 |
| 102 | Burns Street Footpath (Kipling to Doney St) | | IF055 | 4120175 | | \$22,000 | \$22,000 | \$0 | \$0 | \$0 | \$22,000 | Footpath Construction | Low | RFQ complete and awarded. Installation 15February 2023. Some delays experienced from contractor. 21/2/23 Contractor advised that they can not do the works. MO contacting the next contractor NEC to see if they have the capacity to do the works at the same price. 13/03/2023 - New PO raised to NEC and provided to Creditors. 16/03/2023 - Outstanding PO amount amended to mirror new PO value on both Burns St and Doney Street works. Invoice yet to be received. | Technical & Rural Services | Torre Evans | John Warburton | On Track | 50% | 15/02/23 | 16/06/23 |
| 103 | Doney Street Footpath (Butler to Grey St) | | IF056 | 4120175 | | \$29,000 | \$29,000 | \$0 | \$25,032 | \$25,032 | \$3,968 | Footpath Construction | Low | 21.2.23 Same as above. | Technical & Rural Services | Torre Evans | John Warburton | On Track | 50% | 15/02/23 | 16/06/23 |
| 105 | Dynapak Padfoot- Outright Sale | | PA8514A | 4120356 | | \$40,000 | \$40,000 | \$0 | \$0 | \$0 | -\$40,000 | Vehicle Disposal | Completed | To go to public auction March 2023. Profit made over estimated disposal figure | Technical & Rural Services | Torre Evans | John Warburton | Complete | 100% | 01/10/22 | 31/03/23 |
| 106 | Flocon (p8215) Roadsealing - Trade old Flocon and purchase new | | PA8215 | 4120350 | | \$350,000 | \$350,000 | \$0 | \$349,881 | \$349,881 | \$119 | Vehicle Acquisition | Low | New Flocon due April 2023 | Technical & Rural Services | Torre Evans | John Warburton | On Track | 25% | 27/07/22 | 28/04/23 |
| 107 | Jet Patcher (p8218)- Outright Sale | | PA8169 | 4120350 | | \$20,000 | \$20,000 | \$0 | \$0 | \$0 | -\$20,000 | Vehicle Disposal | Low | To go to public auction when replacement arrives, expected May 2023 now. | Technical & Rural Services | Torre Evans | John Warburton | On Track | 75% | 01/10/22 | 31/05/23 |
| 108 | TCM Loader- Outright Sale | | PA835 | 4120350 | | \$5,000 | \$5,000 | \$0 | \$0 | \$0 | -\$5,000 | Vehicle Disposal | Completed | To go to public auction March 2023 | Technical & Rural Services | Torre Evans | John Warburton | Complete | 100% | 01/01/23 | 31/03/23 |
| 109 | Bobcat | | PA835A | 4120350 | | \$80,000 | \$80,000 | \$78,900 | \$78,900 | \$0 | \$1,100 | Vehicle Acquisition | Completed | RFQ complete and P/O issued Delivery November | Technical & Rural Services | Torre Evans | John Warburton | Complete | 100% | 01/01/23 | 31/03/23 |
| 110 | John Deere Ride On Mower (Parks) | | PA066A | 4120350 | | \$10,000 | \$10,000 | \$9,364 | \$9,364 | \$0 | \$636 | Vehicle Acquisition | Completed | Received | Technical & Rural Services | Torre Evans | John Warburton | Complete | 100% | 01/01/23 | 31/03/23 |
| 111 | John Deere Ride On Mower (Caravan Park) | | PA039A | 4120350 | | \$10,000 | \$10,000 | \$9,636 | \$9,636 | \$0 | \$364 | Vehicle Acquisition | Completed | Received | Technical & Rural Services | Torre Evans | John Warburton | Complete | 100% | 01/01/23 | 31/03/23 |
| 112 | Hino Road Sweeper | | PA024A | 4120350 | | \$350,000 | \$350,000 | \$348,500 | \$348,500 | \$0 | \$1,500 | Vehicle Acquisition | Completed | Truck delivered. | Technical & Rural Services | Torre Evans | John Warburton | Complete | 100% | 01/01/23 | 31/03/23 |
| 113 | Hino 300 Series Crew Cab | | PA8219A | 4120350 | | \$100,000 | \$109,262 | \$0 | \$109,262 | \$109,262 | \$0 | Vehicle Acquisition | Low | P/O issued, delivery April. Over expense counterbalanced and indeed small savings to budget made, by compensating increased trade. | Technical & Rural Services | Torre Evans | John Warburton | On Track | 90% | 01/01/23 | 30/04/23 |
| 114 | Single Cab Ute Isuzu (Parks/Curator) | | PA018C | 4120350 | | \$35,000 | \$35,000 | \$0 | \$29,035 | \$29,035 | \$5,965 | Vehicle Acquisition | Low | P/O issued awaiting delivery April | Technical & Rural Services | Torre Evans | John Warburton | On Track | 90% | 01/01/23 | 28/04/23 |
| 115 | 2018 Mitsubishi (MCLC) | | PA004E | 4120350 | | \$30,000 | \$40,690 | \$40,690 | \$40,690 | \$0 | \$0 | Vehicle Acquisition | Completed | Replaced with PHEV Hybrid, slightly over Budget however this additional expenditure will be made up in the first 12 months from FBT exemption. Additions funds made on sale of trade vehicle. Delivered complete. | Technical & Rural Services | Torre Evans | Torre Evans | Complete | 100% | 01/01/23 | 31/03/23 |
| 116 | 2018 Mitsubishi (MF) | | PA047G | 4120350 | | \$30,000 | \$44,532 | \$44,532 | \$44,532 | \$0 | \$0 | Vehicle Acquisition | Completed | Replaced with PHEV Hybrid, slightly over Budget however this additional expenditure will be made up in the first 12 months from FBT exemption. Additions funds made on sale of trade vehicle. Delivered complete. | Technical & Rural Services | Torre Evans | Torre Evans | Complete | 100% | 01/01/23 | 31/03/23 |
| 117 | 2018 Holden (EHO) | | PA065A | 4120350 | | \$30,000 | \$40,690 | \$40,690 | \$40,690 | \$0 | \$0 | Vehicle Acquisition | Completed | Replaced with PHEV Hybrid, slightly over Budget however this additional expenditure will be made up in the first 12 months from FBT exemption. Additions funds made on sale of trade vehicle. Delivered complete. | Technical & Rural Services | Torre Evans | Torre Evans | Complete | 100% | 01/01/23 | 31/03/23 |
| 118 | 2020 Isuzu (Senior Ranger) | | PA8163C | 4120350 | | \$45,000 | \$55,892 | \$0 | \$55,892 | \$55,892 | \$0 | Vehicle Acquisition | Low | Senior Ranger to facilitate RFQ - over expense counterbalanced by matching increased trade. 29/3/23 Delivery expected April. | Technical & Rural Services | Torre Evans | Guy | On Track | 50% | 01/01/23 | 30/04/23 |
| 120 | Tarwonga Road Bridge (MRWA Facilitate) | | IB204 | 4120181 | | \$192,000 | \$0 | \$0 | \$0 | \$0 | \$0 | Bridge Construction | High | MRWA have deferred this project until 2024/25 | Technical & Rural Services | Torre Evans | Torre Evans | No Longer Proceeding This Budget | 0% | 01/01/23 | 30/06/23 |
| 121 | Whinbin Rock Road Bridge (MRWA Facilitate) | | IB205 | 4120181 | | \$396,000 | \$588,000 | \$0 | \$0 | \$0 | \$588,000 | Bridge Construction | Low | MRWA to facilitate design and delivery. Start of construction 15 March with the project concluding 7 weeks later in May. Tarwonga Road Bridge deferred by MRWA TO 2025/27 | Technical & Rural Services | Torre Evans | Torre Evans | On Track | 0% | 01/01/23 | 30/06/23 |
| 124 | Caravan park upgrades(ablution blocks & Kitchen) | | BC238 | 4130260 | | \$45,000 | \$45,000 | \$7,081 | \$32,535 | \$25,454 | \$12,465 | Building Construction/Mtce | Low | Rendering awarded to local contractor to start 8 March, finish 2 weeks later. Painting of ablutions to be in summer. Stainless steel benches and tables in camp kitchen purchased and installed. | Technical & Rural Services | Torre Evans | John Warburton | On Track | 90% | 27/07/22 | 28/04/23 |
| 125 | Construction of 3 chalets at Caravan Park | | BC239 | 4130260 | | \$450,000 | \$450,000 | \$24,703 | \$361,296 | 336,593 | \$88,704 | Building Construction/Mtce | High | P/O issued to Fleetwood. 3 x 2br units ordered with expected delivery August 2023 | Technical & Rural Services | Torre Evans | Torre Evans | On Track | 50% | 01/10/22 | 30/06/23 |
| 127 | Land Development Opportunity | | LB030 | 4130640 | | \$40,000 | \$40,000 | \$0 | \$0 | \$0 | \$40,000 | Other | Medium | Havelock St Property sold to private owner and rates paid - available for reallocation at Budget Review, noting it was to be funded from the ED Reserve. | Office of CEO | Dale Stewart | Dale Stewart | On Hold | 0% | 01/08/22 | 30/04/23 |
| 128 | Building Maintenance - Old Jewellers Shop | | BC277 | 4130650 | | \$10,000 | \$24,000 | \$24,685 | \$24,685 | \$0 | -\$685 | Building Construction/Mtce | Completed | Over exp authorised by CEO - unbudgeted income will compensate from proposed tenancy New AC to be installed to complete works entirely. | Development & Regulatory Services | Azhar Awang | Ben Kitlow | Complete | 100% | 01/10/22 | 31/12/22 |
| 129 | Good Shed Roof & Wall Restoration (LRCP 3) | | BC278 | 4130650 | | \$300,000 | \$300,000 | \$2,640 | \$16,550 | \$13,910 | \$283,450 | Building Construction/Mtce | High | Heritage Application lodged. Referral number P3521-50123. Judith McDougall has been contracted to provide drawings/documents for RFQs. 21/02/2023 ETA 4 - 6 weeks. | Office of CEO | Dale Stewart | Dale Stewart | In Trouble | 10% | 01/10/22 | 30/06/23 |

133

136

137

138

139

140

141

142

143

144

145

146

147

10.3.3 PROPOSED FEES & CHARGES FOR BUDGET 2023/24

| | |
|---|---|
| File Reference | 12.4.1 |
| 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 | 01 April 2023 |
| Author | Mark Furr – Executive Manager Corporate & Community Services |
| Authorising Officer | Dale Stewart – Chief Executive Officer |
| Attachments | |
| 1. Proposed Fees & Charges for Budget 2023/24 | |

Summary

The Shire's proposed Fees and Charges are presented to Council for consideration for the Financial Year 2023/24. The approved Fees and Charges are proposed to be advertised (informing) for a minimum period of seven (7) days before the new fees and charges become effective from the commencement of the 2023/24 financial year.

The review process for the 2023/24 financial year has considered the WALGA economic data from the quarter ending March 2023, as part of the process in recommending fee and charge increases for the next financial year.

Background

The proposed Fees and Charges have been collated and compiled in consultation with Management, who collectively, are responsible for providing the relevant services to the community and ensuring appropriate levels of income/cost recovery are generated for the Shire.

Attached is a schedule of the proposed Fees and Charges for 2023/24, for Council's consideration. It includes some commentary alongside percentage variants for each fee change. Council is advised that where applicable, (and in consideration of high inflation rates currently at 6% to 7%), an increase of up to approximately 3.5% was applied before rounding up and down to the nearest 50c. This resulted in some minor percentile variants both (+/-) to certain items and in all cases the percentage variant change does not create any material impact to the consumer.

Consultation

In consideration of the forthcoming years fees and charges, the following consultation has occurred:

- Elected Members at the April Monthly Briefing Session;
- Chief Executive Officer;
- Executive Manager Corporate and Community Services;
- Executive Manager Development and Regulatory Services;
- Executive Manager Technical and Rural Services;

- Manager Corporate Services;
- Manager Operations;
- Manager Community Care Services;
- Manager Library Services; and
- Manager Community Leisure and Culture.

Statutory Environment

Local Government Act 1995, Section 6.16 (Imposition of Fees and charges), 6.17 (Setting level of fees and charges) and 6.19 (Local government to give notice of fees and charges). Local Government Act 1995, Section 1.7 (Local public notice).

Policy Implications

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

Financial Implications

The revenue raised from fees and charges set by Council will underpin to a degree, its ability to provide services and facilities for the following financial year and into the future.

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

A comprehensive review of fees and charges has been undertaken for consideration in 2023/24:

- 54% of the total fee items, (635), have remained the same as the previous year;
- 41% of the total fee items have increased, most at 3.5% and then (generally) rounded to the nearest 50c;
- Overall the Fees and Charges have increased by an average of 2.8%; and
- 1.5% of the total fees are new for 2023/24 and are created to reflect new activities.

A complete list of fees and charges (including statutory) have been included in the schedule to provide users with a single point of reference for fees and charges. Please note that Statutory Fees and Charges can be altered at any time by relevant Government Departments and if this occurs the Schedule will be updated.

Risk Implications

| Risk | Risk Likelihood | Risk Impact / Consequence | Risk Rating | Principal Risk Theme | Risk Action Plan (Controls or Treatment proposed) |
|--|-----------------|---------------------------|--------------|----------------------|---|
| Failure to effectively review the Shire's Fees and Charges for 2023/24 could result in undercharging, which would have a detrimental effect on service sustainability and subsequent additional draw on municipal funds. | Unlikely (2) | Moderate (3) | Medium (5-9) | Asset Sustainability | Accept Officer Recommendation |

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; work health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of six (6), has been determined for this item. Any items with a risk rating over 9 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

Voting Requirements

Absolute Majority

OFFICERS' RECOMMENDATION

That with respect to the proposed 2023/24 Fees and Charges (Attachment 1), Council:

1. Adopt the Fees and Charges, with the exception of the Rates in the \$ for Rates and the Refuse and Recycling Collection charges, which will be considered by the Council with the adoption of the 2023/24 Annual Budget; and
2. Undertake advertising by local public notice, pursuant to Section 6.19 of the Local Government Act 1995, for the information of the public, for a minimum of 7 days, enabling them to take effect from 1 July 2023.

Schedule of Fees and Charges 2023/24

| GL CODE | DESCRIPTION | Legislative Authority | GST (inc) | Statutory fee "S" | Statutory fee by law | 2022/23 | Proposed 2023/24 | Comment | Responsible Executive | Responsible Officer | % Increase 22/23 to 23/24 |
|--|---|-----------------------|-----------|-------------------|----------------------|----------|------------------|------------------|-----------------------|---------------------|---------------------------|
| BUSINESS UNIT: GENERAL PURPOSE FUNDING | | | | | | | | | | | |
| Rates | Rates | | | | | | | | | | |
| | Penalty interest | \$6.51 LGA | | S | S-max 11% | 7.00% | 11% | Policy Repealed | EMCCS | MCS | 57% |
| | Instalment Interest | \$6.45 LGA | | S | S-max 5.5% | 5.50% | 5.50% | No change | EMCCS | MCS | 0% |
| | Instalment charge (statutory 4 instalments) | \$6.45 LGA | | | | \$54.00 | \$55.50 | Increase applied | EMCCS | MCS | 3% |
| | Special Payment Arrangements | | | | | | | | | | |
| | 1 to 2 payments | \$6.16 LGA | | | | \$0.00 | \$0.00 | No change | EMCCS | MCS | 0% |
| | 2 to 5 payments | \$6.16 LGA | | | | \$19.00 | \$19.50 | Increase applied | EMCCS | MCS | 3% |
| | Greater than 5 | \$6.16 LGA | | | | \$53.00 | \$55.50 | Increase applied | EMCCS | MCS | 5% |
| | Payment arrangement - dishonour fee | \$6.16 LGA | | | | \$11.10 | \$11.50 | Increase applied | EMCCS | MCS | 4% |
| | Electoral roll copy | \$6.16 LGA | | | | \$15.30 | \$16.00 | Increase applied | EMCCS | MCS | 5% |
| | Rate Book (Paper copy) | \$6.16 LGA | Yes | | | \$102.00 | \$105.50 | Increase applied | EMCCS | MCS | 3% |
| | Rate Book (Electronic copy) | \$6.16 LGA | Yes | | | \$76.50 | \$79.00 | Increase applied | EMCCS | MCS | 3% |
| | Rate enquiries (Rate settlement statement) per property | \$6.16 LGA | | | | \$76.50 | \$79.00 | Increase applied | EMCCS | MCS | 3% |
| | Orders & Requisitions report per property | \$6.16 LGA | | | | \$137.70 | \$142.50 | Increase applied | EMCCS | MCS | 3% |
| | Request for additional copies of a Rate Notice (for a year other than current financial year) | \$6.16 LGA | | | | \$0.00 | \$0.00 | No change | EMCCS | MCS | 0% |
| | Debt collection fee - Landgate title search fee (per search) | \$6.16 LGA | | | | at cost | at cost | No change | EMCCS | MCS | 0% |
| | Debt collection fee - caveat withdrawal | \$6.16 LGA | | | | at cost | at cost | No change | EMCCS | MCS | 0% |
| | Debt collection fee - caveat lodgement | \$6.16 LGA | | | | at cost | at cost | No change | EMCCS | MCS | 0% |
| | Debt collection fee - property seize & sale order | \$6.16 LGA | | | | at cost | at cost | No change | EMCCS | MCS | 0% |
| Other General Purpose Funding | Other General Purpose Funding | | | | | | | | | | |
| | Outstanding sundry debtors | \$6.13 LGA | | S | S-max 11% | 7% | 11% | Policy Repealed | EMCCS | MCS | 57% |
| Office of CEO | Office of CEO | | | | | | | | | | |
| | Giant Dominos (Per Day) | \$6.16 LGA | Yes | | | \$51.50 | \$53.30 | Increase applied | EMCCS | MCS | 3% |
| | Giant Checkers (Per Day) | \$6.16 LGA | Yes | | | \$51.50 | \$53.30 | Increase applied | EMCCS | MCS | 3% |
| | Giant Pick Up Sticks (Per Day) | \$6.16 LGA | Yes | | | \$51.50 | \$53.30 | Increase applied | EMCCS | MCS | 3% |
| | Giant Yahtzee (Per Day) | \$6.16 LGA | Yes | | | \$51.50 | \$53.30 | Increase applied | EMCCS | MCS | 3% |
| | Giants Os & Xs (Per Day) | \$6.16 LGA | Yes | | | \$51.50 | \$53.30 | Increase applied | EMCCS | MCS | 3% |
| | Giant Jenga (Per Day) | \$6.16 LGA | Yes | | | \$51.50 | \$53.30 | Increase applied | EMCCS | MCS | 3% |
| | Bocce (Per Day) | \$6.16 LGA | Yes | | | \$51.50 | \$53.30 | Increase applied | EMCCS | MCS | 3% |
| BUSINESS UNIT: LAW, ORDER & PUBLIC SAFETY | | | | | | | | | | | |
| Ranger Services | Ranger Services | | | | | | | | | | |
| 3050302.1301 | Seizure impoundment registered dog/cat | S29 DA, S27 CAA | | S | | \$30.00 | \$30.00 | No change | EMDRS | Sr Ranger | 0% |
| 3050302.1301 | Seizure impoundment unregistered dog/cat | S29 DA, S27 CAA | | S | | \$100.00 | \$100.00 | No change | EMDRS | Sr Ranger | 0% |
| 3050300.1304 | Daily impound fee | \$6.16 LGA | | S | | \$20.00 | \$20.00 | No change | EMDRS | Sr Ranger | 0% |
| 3050303.1304 | Destruction/disposal of dog/cat | \$6.16 LGA | | S | | \$160.00 | \$160.00 | No change | EMDRS | Sr Ranger | 0% |
| 3050300.1304 | Surrender of dog/cat | \$6.16 LGA | | S | | \$50.00 | \$50.00 | No change | EMDRS | Sr Ranger | 0% |
| 3050300.1304 | Out of hours release fee | \$6.16 LGA | | S | | \$100.00 | \$100.00 | No change | EMDRS | Sr Ranger | 0% |
| 3050300.1304 | Sale of dog/cat (excluding license) | \$6.16 LGA | Yes | S | | \$53.00 | \$53.00 | No change | EMDRS | Sr Ranger | 0% |
| 3050301.1304 | Unsterilised dog registration fee 1 year | R17 DR | | S | | \$50.00 | \$50.00 | No change | EMDRS | Sr Ranger | 0% |
| 3050301.1304 | Unsterilised dog registration pensioner fee 1 year | R17 DR | | S | | \$25.00 | \$25.00 | No change | EMDRS | Sr Ranger | 0% |
| 3050301.1304 | Unsterilised dog registration fee 3 years | R17 DR | | S | | \$120.00 | \$120.00 | No change | EMDRS | Sr Ranger | 0% |
| 3050301.1304 | Unsterilised dog registration pensioner fee 3 years | R17 DR | | S | | \$60.00 | \$60.00 | No change | EMDRS | Sr Ranger | 0% |
| 3050301.1304 | Unsterilised dog registration fee life time | R17 DR | | S | | \$250.00 | \$250.00 | No change | EMDRS | Sr Ranger | 0% |
| 3050301.1304 | Unsterilised dog registration pensioner fee life time | R17 DR | | S | | \$125.00 | \$125.00 | No change | EMDRS | Sr Ranger | 0% |
| 3050301.1304 | Sterilised dog/cat registration fee 1 year | R17 DR & Sch 3 CR | | S | | \$20.00 | \$20.00 | No change | EMDRS | Sr Ranger | 0% |
| 3050301.1304 | Sterilised dog/cat registration pensioner fee 1 year | R17 DR & Sch 3 CR | | S | | \$10.00 | \$10.00 | No change | EMDRS | Sr Ranger | 0% |
| 3050301.1304 | Sterilised dog/cat registration fee 3 years | R17 DR & Sch 3 CR | | S | | \$42.50 | \$42.50 | No change | EMDRS | Sr Ranger | 0% |
| 3050301.1304 | Sterilised dog/cat registration pensioner fee 3 years | R17 DR & Sch 3 CR | | S | | \$21.25 | \$21.25 | No change | EMDRS | Sr Ranger | 0% |
| 3050301.1304 | Sterilised dog/cat registration fee life time | R17 DR & Sch 3 CR | | S | | \$100.00 | \$100.00 | No change | EMDRS | Sr Ranger | 0% |
| 3050301.1304 | Sterilised dog/cat registration pensioner fee life time | R17 DR & Sch 3 CR | | S | | \$50.00 | \$50.00 | No change | EMDRS | Sr Ranger | 0% |
| 3050301.1304 | Sterilised Working dog fee 1 year | R17 DR | | S | | \$5.00 | \$5.00 | No change | EMDRS | Sr Ranger | 0% |
| 3050301.1304 | Sterilised Working dog fee 3 year | R17 DR | | S | | \$10.60 | \$10.60 | No change | EMDRS | Sr Ranger | 0% |

Schedule of Fees and Charges 2023/24

| GL CODE | DESCRIPTION | Legislative Authority | GST (inc) | Statutory fee "S" | Statutory fee by law | 2022/23 | Proposed 2023/24 | Comment | Responsible Executive | Responsible Officer | % Increase 22/23 to 23/24 |
|------------------------------|---|-----------------------|-----------|-------------------|----------------------|------------------------|------------------------|--|-----------------------|---------------------|---------------------------|
| 3050301.1304 | Sterilised Working dog fee lifetime | R17 DR | | S | | \$25.00 | \$25.00 | No change | EMDRS | Sr Ranger | 0% |
| 3050301.1304 | Dangerous dog registration fee 1 year | R17 DR | | S | | \$50.00 | \$50.00 | No change | EMDRS | Sr Ranger | 0% |
| 3050301.1304 | Annual application for approval or renewal of approval to breed cats (per cat) | Sch 3 CR | | S | | \$100.00 | \$100.00 | No change | EMDRS | Sr Ranger | 0% |
| 3050305.1304 | Application to keep more than standard number of cats - residential | S6.16 LGA | | S | | \$20.00 | \$20.00 | No change | EMDRS | Sr Ranger | 0% |
| 3050305.1304 | Application to keep more than standard number of cats - cat management facility | S6.16 LGA | | S | | \$500.00 | \$500.00 | No change | EMDRS | Sr Ranger | 0% |
| 3050305.1304 | Renewal of permit - cat management facility or cat breeder | S6.16 LGA | | S | | \$100.00 | \$100.00 | No change | EMDRS | Sr Ranger | 0% |
| 3050301.1304 | Cats registered after 31 May in any year, for that registration year | Sch 3 CR | | S | | 50% of the fee payable | 50% of the fee payable | No change | EMDRS | Sr Ranger | 0% |
| 3050305.1304 | Application for a kennel licence | R17 DR | | S | | \$700.00 | \$700.00 | No change | EMDRS | Sr Ranger | 0% |
| 3050305.1304 | Issue of a kennel licence or renewal of a kennel licence | S6.16 LGA | | S | | \$100.00 | \$100.00 | No change | EMDRS | Sr Ranger | 0% |
| 3050305.1304 | Application to transfer a kennel licence | S6.16 LGA | | S | | \$100.00 | \$100.00 | No change | EMDRS | Sr Ranger | 0% |
| 3050305.1304 | Application to keep more than standard number of dogs | S6.16 LGA | | S | | \$50.00 | \$50.00 | No change | EMDRS | Sr Ranger | 0% |
| 3050305.1304 | Microchipping of impounded animal | R30A DR | | | | \$30.00 | \$30.00 | No change | EMDRS | Sr Ranger | 0% |
| 3050305.1304 | Impoundment of shopping trolley (per trolley) | S6.16 LGA | | S | | \$25.00 | \$25.00 | No change | EMDRS | Sr Ranger | 0% |
| 3050301.1304 | Dogs kept in approved kennel establishment licensed under section 27 of the Act, where not otherwise registered (per establishment) | S27 DA | | S | | \$200.00 | \$200.00 | No change | EMDRS | Sr Ranger | 0% |
| 3050301.1304 | <u>Penalties - Dog Act 1976</u> | R33 DR | | S | | | | Penalties too numerous to list. Only reference to legislation. | EMDRS | Sr Ranger | |
| 3050301.1304 | <u>Penalties - Cat Act 2011</u> | Sch 3 CR | | S | | | | Penalties too numerous to list. Only reference to legislation. | EMDRS | Sr Ranger | |
| 3050304.1304 | Ranger hourly rate (including travel time) | S6.16 LGA | Yes | S | | \$84.00 | \$84.00 | No change | EMDRS | Sr Ranger | 0% |
| 3050304.1304 | Mileage rate per km | S6.16 LGA | Yes | S | | \$1.50 | \$2.00 | No change | EMDRS | Sr Ranger | 33% |
| 3050305.1304 | Removal of trapped animal | S6.16 LGA | Yes | S | | \$21.00 | \$21.00 | No change | EMDRS | Sr Ranger | 0% |
| 3050305.1304 | Hire of small animal trap per week | S6.16 LGA | Yes | S | | \$21.00 | \$21.00 | No change | EMDRS | Sr Ranger | 0% |
| 3050305.1304 | Hire of large animal trap per week | S6.16 LGA | Yes | S | | \$32.00 | \$32.00 | No change | EMDRS | Sr Ranger | 0% |
| | Bond for animal trap | S6.16 LGA | | S | | \$58.00 | \$58.00 | No change | EMDRS | Sr Ranger | 0% |
| 3050305.1304 | Anti barking device per month | S6.16 LGA | Yes | S | | \$32.00 | \$32.00 | No change | EMDRS | Sr Ranger | 0% |
| | Anti barking device bond | S6.16 LGA | | S | | \$58.00 | \$58.00 | No change | EMDRS | Sr Ranger | 0% |
| | <u>Dangerous Dog Collar:</u> | | | | | | | | | | |
| 3050305.1304 | - Small | S6.16 LGA | Yes | | | \$35.00 | Cost plus 20% cost | Change to percentage to cover our cost | EMDRS | Sr Ranger | 0% |
| 3050305.1304 | - Medium | S6.16 LGA | Yes | | | \$55.00 | Cost plus 20% cost | Change to percentage to cover our cost | EMDRS | Sr Ranger | 0% |
| | - Large | S6.16 LGA | Yes | | | | Cost plus 20% cost | New - Did not have previous but have to collar | EMDRS | Sr Ranger | |
| 3050305.1304 | Dangerous dog sign | S6.16 LGA | Yes | | | \$32.00 | Cost plus 20% cost | Change to percentage to cover our cost | EMDRS | Sr Ranger | 0% |
| | <u>Abandoned / Impounded Vehicles</u> | | | | | | | | | | |
| 3050400.1301 | - Towing charge | S6.16 LGA | | | | Cost plus 20% | Cost plus 20% | No change | EMDRS | Sr Ranger | 0% |
| 3050400.1301 | - Storage of impounded vehicle (per month or part thereof) | S6.16 LGA | | | | \$70.00 | \$72.50 | No change | EMDRS | Sr Ranger | 4% |
| 3050400.1301 | - Administration | S6.16 LGA | | | | \$35.00 | \$36.50 | No change | EMDRS | Sr Ranger | 4% |
| | <u>Stock Impoundment</u> | | | | | | | | | | |
| 3050400.1301 | - As per Section 464 Local Government (Miscellaneous Provisions) Act 1960 | S464 LG(MP)A | | S | | As per Act | As per Act | No change | EMDRS | Sr Ranger | |
| | Penalties - Local Government Act (Misc) 1960 | | | | | | | | | | |
| BUSINESS UNIT: HEALTH | | | | | | | | | | | |
| Health Services | Health Services | | | | | | | | | | |
| | <u>Wastewater Treatment Systems</u> | | | | | | | | | | |
| 3070300.1300 | Application to install waste water treatment system | R4 HTS | | S | | \$121.50 | \$118.00 | Reduced | EMDRS | MEHS | (3%) |
| 3070300.1300 | Permit to use waste water treatment system | R4 HTS | | S | | \$121.50 | \$118.00 | Reduced | EMDRS | MEHS | (3%) |
| 3070300.1300 | Inspection fee of Waste Water treatment System | S6.16 LGA | Yes | | | \$129.00 | \$133.50 | No change | EMDRS | MEHS | 3% |
| 3070300.1300 | Local Government Report Fee | R4A HTS | Yes | | | \$129.00 | \$133.50 | No change | EMDRS | MEHS | 3% |
| | <u>Temporary Vendor /Stall</u> | | | | | | | | | | |
| 3070300.1300 | Annual itinerant food vendor/stallholder fee new or renewal (pro rata applies) | S140 FA | | | | \$374.00 | \$374.00 | No change | EMDRS | MEHS | 0% |
| 3070300.1300 | Itinerant food vendor/stallholder fee per day | S140 FA | | | | \$54.00 | \$54.00 | No change | EMDRS | MEHS | 0% |
| 3070300.1300 | Temporary Food Stall – Community group/organisation | S140 FA | | | | \$0.00 | \$0.00 | No change | EMDRS | MEHS | 0% |

Schedule of Fees and Charges 2023/24

| GL CODE | DESCRIPTION | Legislative Authority | GST (inc) | Statutory fee "S" | Statutory fee by law | 2022/23 | Proposed 2023/24 | Comment | Responsible Executive | Responsible Officer | % Increase 22/23 to 23/24 |
|--------------|--|-----------------------------------|-----------|-------------------|----------------------|----------|------------------|------------------|-----------------------|---------------------|---------------------------|
| | Itinerant vendor/stallholder fee per day | S6.16 LGA | | | | \$54.00 | \$54.00 | No Change | EMDRS | MEHS | |
| | Food Business | | | | | | | | | | |
| 3070301.1304 | New Food Business Notification fee | s6.16 LGA | | | | \$54.00 | \$54.00 | No change | EMDRS | MEHS | 0% |
| 3070301.1304 | New Food Business Registration fee | s6.16 LGA | | | | \$123.00 | \$123.00 | No change | EMDRS | MEHS | 0% |
| 3070301.1304 | Very Low Risk Classification - Exempt or Charitable Group | s6.16 LGA | | | | \$0.00 | \$0.00 | No change | EMDRS | MEHS | 0% |
| 3070301.1304 | Low Risk Classification - one inspection annually | s6.16 LGA | | | | \$123.00 | \$123.00 | No change | EMDRS | MEHS | 0% |
| 3070301.1304 | Medium Risk Classification - two inspections annually | s6.16 LGA | | | | \$246.00 | \$246.00 | No change | EMDRS | MEHS | 0% |
| 3070301.1304 | High Risk Classification - three inspections annually | s6.16 LGA | | | | \$369.00 | \$369.00 | No change | EMDRS | MEHS | 0% |
| 3070301.1304 | Food business follow up inspection for noncompliance | s6.16 LGA | | | | \$123.00 | \$123.00 | No change | EMDRS | MEHS | 0% |
| 3070301.1304 | Late Payment Administration Fee | s6.16 LGA | | | | \$50.00 | \$50.00 | No change | EMDRS | MEHS | 0% |
| 3070301.1304 | Food Business Fit out Inspection on Request | s6.16 LGA | | | | \$123.00 | \$123.00 | No change | EMDRS | MEHS | 0% |
| 3070301.1304 | Food Business Settlement Enquiry Inspection/Report | s6.16 LGA | | | | \$123.00 | \$123.00 | No change | EMDRS | MEHS | 0% |
| | Public Buildings | | | | | | | | | | |
| 3070300.1300 | Public Building fee - Licence premises (commercial) annually (2 inspections) | s6.16 LGA | | | | \$140.00 | \$140.00 | No change | EMDRS | MEHS | 0% |
| 3070300.1300 | Public Building fee - Non Licence premises (commercial) annually (1 inspections) | s6.16 LGA | | | | \$70.00 | \$70.00 | No change | EMDRS | MEHS | 0% |
| 3070300.1300 | Public Building fee (not for profit) per inspection | s6.16 LGA | | | | \$0.00 | \$0.00 | No change | EMDRS | MEHS | 0% |
| 3070300.1300 | New Public Building Application & Assessment fee | s6.16 LGA | | | | \$123.00 | \$123.00 | No change | EMDRS | MEHS | 0% |
| 3070300.1300 | Major Event Approval Application fee more than 500 attendees | s6.16 LGA | | | | \$246.00 | \$246.00 | No change | EMDRS | MEHS | 0% |
| 3070300.1300 | Minor Event Approval Application fee less than 500 attendees | s6.16 LGA | | | | \$123.00 | \$123.00 | No change | EMDRS | MEHS | 0% |
| 3070300.1300 | Major or Minor Event Approval Application fee for fundraising/community and charitable groups | s6.16 LGA | | | | \$0.00 | \$0.00 | No change | EMDRS | MEHS | 0% |
| | Caravan Parks and Camping Grounds | | | | | | | | | | 0% |
| 3070300.1300 | Application for grant or renewal of licence - Minimum (Regulation 45 Schedule 3 – Section 1a) per annum or | Sch.3 CP & CG Regs | | S | | \$200.00 | \$200.00 | No change | EMDRS | MEHS | 0% |
| | The amount calculated by multiplying the relevant amount set out in column 2 by the maximum number of sites (including any sites that may be used in an overflow area) of the particular type specified in the application. whichever is the greater amount. | Sch.3 CP & CG Regs | | S | | | | | | | |
| 3070300.1300 | Caravan Parks Licence – Long stay per site per annum | Sch.3 CP & CG Regs | | S | | \$6.00 | \$6.00 | No change | EMDRS | MEHS | 0% |
| 3070300.1300 | Caravan Parks Licence – Short stay and transit parks per site per annum | Sch.3 CP & CG Regs | | S | | \$6.00 | \$6.00 | No change | EMDRS | MEHS | 0% |
| 3070300.1300 | Caravan Parks Licence – Camp site per site per annum | Sch.3 CP & CG Regs | | S | | \$3.00 | \$3.00 | No change | EMDRS | MEHS | 0% |
| 3070300.1300 | Caravan Parks Licence – Overflow per site per annum | Sch.3 CP & CG Regs | | S | | \$1.50 | \$1.50 | No change | EMDRS | MEHS | 0% |
| 3070300.1300 | Caravan Parks Licence – Renewal after expiry per renewal | Sch.3 CP & CG Regs | | S | | \$20.00 | \$20.00 | No change | EMDRS | MEHS | 0% |
| 3070300.1300 | Caravan Parks Licence – Temporary Licence per site per annum | Sch.3 CP & CG Regs | | S | | \$100.00 | \$100.00 | No change | EMDRS | MEHS | 0% |
| 3070300.1300 | Caravan Parks Licence – Transfer of Licence per annum | Sch.3 CP & CG Regs | | S | | \$100.00 | \$100.00 | No change | EMDRS | MEHS | 0% |
| | Health Officer Charged Out | s6.16 LGA | Yes | | | | | | | | |
| 3070300.1304 | Manager/ Senior EHO per hour | s6.16 LGA | Yes | | | \$90.00 | \$90.00 | No change | EMDRS | MEHS | 0% |
| 3070300.1304 | EHO - per hour | s6.16 LGA | | | | \$64.00 | \$64.00 | No change | EMDRS | MEHS | 0% |
| 3070300.13 | Mileage rate per km | s6.16 LGA | | | | \$1.60 | \$2.00 | Increase applied | EMDRS | MEHS | 25% |
| | Liquor Licence/Permits | | | | | | | | | | |
| 3070300.13 | Liquor Act Certification Section 39 (commercial) | s6.16 LGA | | | | \$133.50 | \$133.50 | No change | EMDRS | MEHS | 0% |
| 3070300.13 | Liquor Act Certification Section 39 (not for profit) | s6.16 LGA | | | | \$66.00 | \$66.00 | No change | EMDRS | MEHS | 0% |
| | Hair Dressing and Skin Penetration Premises | | | | | | | | | | |
| 3070300.13 | Application & Assessment of New Skin Penetration Business | s6.16 LGA | | | | \$123.00 | \$123.00 | No change | EMDRS | MEHS | 0% |
| | Annual surveillance/inspection fee | s6.16 LGA | | | | \$123.00 | \$123.00 | No change | EMDRS | MEHS | 0% |
| | Application & Assessment of New Hairdresser Business | s6.16 LGA | | | | \$123.00 | \$123.00 | No change | EMDRS | MEHS | 0% |
| | Offensive Trades Registrations/Licences | | | | | | | | | | |
| 3070300.13 | Registration of Laundries, dry-cleaning establishments | Health (Offensive Trade Fees) Reg | | S | | \$147.00 | \$147.00 | No change | EMDRS | MEHS | 0% |
| | Registration of Abattoirs or slaughterhouses | Health (Offensive Trade Fees) Reg | | S | | \$298.00 | \$298.00 | No change | EMDRS | MEHS | 0% |
| | Registration of Piggeries | Health (Offensive Trade Fees) Reg | | S | | \$298.00 | \$298.00 | No change | EMDRS | MEHS | 0% |
| | Registration of Feedlots | Health (Offensive Trade Fees) Reg | | S | | \$298.00 | \$298.00 | No change | EMDRS | MEHS | 0% |
| | Registration of Manure works | Health (Offensive Trade Fees) Reg | | S | | \$211.00 | \$211.00 | No change | EMDRS | MEHS | 0% |
| | Registration of Poultry farming | Health (Offensive Trade Fees) Reg | | S | | \$298.00 | \$298.00 | No change | EMDRS | MEHS | 0% |
| | Registration of Fellmongeries and tanneries | Health (Offensive Trade Fees) Reg | | S | | \$171.00 | \$171.00 | No change | EMDRS | MEHS | 0% |
| | Any other offensive trade not specified | Health (Offensive Trade Fees) Reg | | S | | \$298.00 | \$298.00 | No change | EMDRS | MEHS | 0% |
| 3070300.13 | Other Health Licences/Registration | | | | | | | | | | |
| | Lodging House Initial Application | s6.16 LGA | | | | \$125.00 | \$125.00 | No change | EMDRS | MEHS | 0% |
| | Lodging House Annual Renewal of Licence | s6.16 LGA | | | | \$125.00 | \$125.00 | No change | EMDRS | MEHS | |
| | Bed & Breakfast Initial Application | s6.16 LGA | | | | \$125.00 | \$125.00 | No change | EMDRS | MEHS | |
| | Bed & Breakfast Annual Renewal of Licence | s6.16 LGA | | | | \$125.00 | \$125.00 | No change | EMDRS | MEHS | |

Schedule of Fees and Charges 2023/24

| GL CODE | DESCRIPTION | Legislative Authority | GST (inc) | Statutory fee "S" | Statutory fee by law | 2022/23 | Proposed 2023/24 | Comment | Responsible Executive | Responsible Officer | % Increase 22/23 to 23/24 |
|------------|---|-----------------------|-----------|-------------------|----------------------|-------------|------------------|-----------|-----------------------|---------------------|---------------------------|
| 3070300.13 | Licensing of Morgues | s6.16 LGA | | | | \$125.00 | \$125.00 | No change | EMDRS | MEHS | 0% |
| | Application for keeping Bees | s6.16 LGA | | | | \$125.00 | \$125.00 | No change | EMDRS | MEHS | 0% |
| | Sampling fee - Food & Water Sampling | | | | | | | | | | 0% |
| | On request non scheme drinking water sampling (excludes analytical and freight costs) - per request | s6.16 LGA | | | | \$125.00 | \$125.00 | No change | EMDRS | MEHS | 0% |
| 3070300.13 | Annual swimming pool sampling - Public & other accommodation places (excludes analytical and freight costs) | s6.16 LGA | | | | \$125.00 | \$125.00 | No change | EMDRS | MEHS | 0% |
| | Other Health fee | | | | | | | | EMDRS | MEHS | 0% |
| | Meat inspection | s6.16 LGA | | | | \$123.00 | \$123.00 | No change | EMDRS | MEHS | 0% |
| | Any other re-inspection | s6.16 LGA | | | | \$123.00 | \$123.00 | No change | EMDRS | MEHS | 0% |
| 3070300.13 | Noise | | | | | | | | | | |
| | Event Application (Non-compliant eg concerts) | R18 EP(N)R | | | | As per Regs | As per Regs | No Change | EMDRS | MEHS | |
| | Late Fee (Non-compliant eg concerts) | R18 EP(N)R | | | | As per Regs | As per Regs | No Change | EMDRS | MEHS | |
| | Application out of hours construction | R13 s6.16 LGA | | | | \$125.00 | \$125.00 | No Change | EMDRS | MEHS | |
| | Fines, infringements or modified penalties | | | | | | | | | | 0% |
| | Penalties under the Shire of Narrogin Health Local Law | Clause 16.3 HLL | | | | As Per Act | As Per Act | No change | EMDRS | MEHS | 0% |
| | Penalties under the Food Act 2008 and Food Regulations 2009 | FA & Regs | | S | | As Per Act | As Per Act | No change | EMDRS | MEHS | 0% |
| | Penalties under Environmental protection Act | Noise Regs | | S | | As Per Act | As Per Act | No change | EMDRS | MEHS | 0% |
| | Health (Asbestos) Amendment Regulations 2016 | HA Reg | | S | | As Per Act | As Per Act | No Change | EMDRS | MEHS | 0% |
| | | | | | | | | | | | |

BUSINESS UNIT: EDUCATION & WELFARE

| | | | | | | | | | | | |
|-------------------|---|----------|--|---|--|---------------|---------------|---|-------|------|-------|
| Homecare | Homecare | | | | | | | | | | |
| | HACC as set by Department of Health and Ageing schedule of fees and charges | | | | | | | | | | |
| | COMMONWEALTH HOME CARE PACKAGES (CHCP) | | | | | | | | | | |
| | Care fee (client cost) | S3.3 ACA | | S | | 25% | 20% | New- Reduced and statutory | EMCCS | MCCS | (20%) |
| | Package Management | S3.3 ACA | | S | | 10% | 10% | No change | EMCCS | MCCS | 0% |
| | - Contingency internal | S3.3 ACA | | S | | 10% | 10% | No change | EMCCS | MCCS | 0% |
| | - Contingency external | S3.3 ACA | | S | | 15% | 15% | No change | EMCCS | MCCS | 0% |
| | Support worker (week day) per hour (include Personal Care and Home Maintenance) | S3.3 ACA | | | | \$70 | \$75 | Increase applied | EMCCS | MCCS | 7% |
| | Support worker (week day after 6pm) per hour (include Personal Care and Home Maintenance) | S3.3 ACA | | | | \$80 | \$85 | Increase applied | EMCCS | MCCS | 6% |
| | Support worker (Saturday) | S3.3 ACA | | | | \$105.00 | \$110.00 | Increase applied | EMCCS | MCCS | 5% |
| | Support worker (Sunday) per hour | S3.3 ACA | | | | \$120.00 | \$130.00 | Increase applied | EMCCS | MCCS | 8% |
| | Support worker (Public Holiday) per hour | S3.3 ACA | | | | \$140.00 | \$150.00 | Increase applied | EMCCS | MCCS | 7% |
| | Social Support Group Weekdays (per day) | S3.3 ACA | | | | \$135.00 | \$145.00 | Increase applied | EMCCS | MCCS | 7% |
| | Social Support Group (Saturday) per day | S3.3 ACA | | | | \$0.00 | \$0.00 | No change | EMCCS | MCCS | 0% |
| | Social Support Group (Sunday and Public Holidays) per day | S3.3 ACA | | | | \$0.00 | \$0.00 | No change | EMCCS | MCCS | 0% |
| | Social Support Group transport 0 - 10km per trip (Driver Included) (Base Rate) | S3.3 ACA | | | | \$36.50 | \$39.00 | Fuel price increase taken into account | EMCCS | MCCS | 7% |
| | Social Support Group Transport per trip 11 - 20 kms Driver Included | S3.3 ACA | | | | \$54.50 | \$58.00 | Fuel price increase taken into account | EMCCS | MCCS | 6% |
| | Social Support Group Transport per trip 21- 40kms Driver Included | S3.3 ACA | | | | \$72.50 | \$77.50 | Fuel price increase taken into account | EMCCS | MCCS | 7% |
| | Travel per service over 40 kms per km: | S3.3 ACA | | | | \$1.25 per km | 1.35 per km | Increase applied | EMCCS | MCCS | 0% |
| | Meals provided per meal - delivered by Meals on Wheels Committee main meal | S3.3 ACA | | S | | Set by WACHS | Set by WACHS | No change | EMCCS | MCCS | |
| | Meals provided per meal - delivered by Meals on Wheels Committee main meal and dessert | S3.3 ACA | | S | | Set by WACHS | Set by WACHS | No change | EMCCS | MCCS | |
| | Meals delivered by NRHC | S3.3 ACA | | | | \$30.00 | \$32.00 | Increase applied | EMCCS | MCCS | 7% |
| | Meals delivered by NRHC - Sunday / Public Holiday | S3.3 ACA | | | | \$30.00 | \$32.00 | Increase applied | EMCCS | MCCS | 7% |
| | Co-ordination | | | | | | | | | | |
| | Travel per service per one way 0 - 10kms (Driver included) (Base Rate) | S3.3 ACA | | S | | \$36.50 | Set by WACHS | New- Reduced and statutory guidelines applied | EMCCS | MCCS | 0% |
| | Transport per service, one way 11 - 20 kms Driver Included | S3.3 ACA | | S | | \$54.50 | Set by WACHS | New- Reduced and statutory guidelines applied | EMCCS | MCCS | 0% |
| | Transport per service, one way 21-40 kms Driver included | S3.3 ACA | | S | | \$72.50 | Set by WACHS | New- Reduced and statutory guidelines applied | EMCCS | MCCS | 0% |
| | Travel per service over 40 kms per km. | S3.3 ACA | | | | \$1.25 per km | \$1.50 per km | Increase applied | EMCCS | MCCS | 0% |
| | Note: the applicable Support Worker Charge will also be incurred. | | | | | | | | | | |
| | Clinical Nursing Care | S3.3 ACA | | | | \$125 | \$142.50 | Increase applied | EMCCS | MCCS | 14% |
| | Allied Health | | | | | | | | | | |
| Shire of Narrogin | Flexible Respite or Cottage respite (weekdays) | S3.3 ACA | | | | \$1,085.00 | \$1,165.00 | Increase applied | EMCCS | MCCS | 7% |

Schedule of Fees and Charges 2023/24

| GL CODE | DESCRIPTION | Legislative Authority | GST (inc) | Statutory fee "S" | Statutory fee by law | 2022/23 | Proposed 2023/24 | Comment | Responsible Executive | Responsible Officer | % Increase 22/23 to 23/24 |
|------------------------------------|---|-----------------------|-----------|-------------------|----------------------|------------|------------------|-------------------------------------|-----------------------|---------------------|---------------------------|
| | Flexible Respite or Cottage respite (weekends and public holidays) | S3.3 ACA | | | | \$1,285.00 | \$1,375.00 | Increase applied | EMCCS | MCCS | 7% |
| | Our core service hours are 7 am to 6 pm. A minimum service duration of 2 hour will apply | | | | | | | | | | |
| | Late Notice Cancellation Charges- Where a service is cancelled with less than 24 hours’ notice a | | | | | | | | | | |
| | | | | | | | | | | | |
| | COMMONWEALTH HOME SUPPORT PROGRAM (CHSP) | | | | | | | | | | |
| | Commonwealth funded Flexible Respite Fees – per 24 hour period | S3.3 ACA | | | | \$995.00 | \$1,075.00 | Increase applied | EMCCS | MCCS | 8% |
| | Includes Eligible Home Care Package Clients | | | | | | | | | | |
| | Respite Care Fee (per 24 hour period) | S3.3 ACA | | | | \$90.00 | \$97.50 | Increase applied | EMCCS | MCCS | 8% |
| | Domestic Assistance, Personal Care, Home Maintenance, Social Support Individual | S3.3 ACA | | | | \$10.00 | \$11.00 | Increase applied | EMCCS | MCCS | 10% |
| | Nursing Care - per hour | S3.3 ACA | | | | \$10.00 | \$11.00 | Increase applied | EMCCS | MCCS | 10% |
| | Social Support Group | S3.3 ACA | | | | \$10.00 | \$11.00 | Increase applied | EMCCS | MCCS | 10% |
| | Social Support Group Meal | S3.3 ACA | | | | \$8.50 | \$9.00 | Increase applied | EMCCS | MCCS | 6% |
| | Social Support Group Transport (each way) | S3.3 ACA | | | | \$3.00 | \$3.50 | Increase applied | EMCCS | MCCS | 0% |
| | Transport - individual (each way) | S3.3 ACA | | | | \$4.00 | \$4.50 | Increase applied | EMCCS | MCCS | 13% |
| | Transport - shoppers bus | S3.3 ACA | | | | \$5.00 | \$5.00 | No Change - Each way | EMCCS | MCCS | 0% |
| | Monthly Excursion | S3.3 ACA | | | | \$15.50 | \$17.00 | Increase applied | EMCCS | MCCS | 10% |
| | Overnight excursions | S3.3 ACA | | | | at cost | at cost | No change | EMCCS | MCCS | 0% |
| | | | | | | | | | | | |
| | General Fees | | | | | | | | | | |
| | Brokerage (Up to) per hour | S3.3 ACA | Yes | | | \$120.00 | \$130.00 | Increase applied | EMCCS | MCCS | 8% |
| | Rosa bus hire per hour (No dry hire) | S3.3 ACA | Yes | | | \$124.00 | \$135.00 | Increase applied | EMCCS | MCCS | 9% |
| | Rosa bus driver rate per km | S3.3 ACA | Yes | | | \$1.25 | \$1.50 | Same as above | EMCCS | MCCS | 20% |
| | Hire of Jesse House (as approved by Manager) | S3.3 ACA | Yes | | | \$150.00 | \$150.00 | No change | EMCCS | MCCS | 0% |
| Other Welfare | Other Welfare | | | | | | | | | | |
| | Veterans as set by the Department of Veterans Affairs | | | | | | | | | | |
| | CATS vehicle | | | | | | | | | | |
| | Perth | S6.16 LGA | Yes | | | \$77.50 | \$82.50 | Increase applied | EMCCS | MCCS | 6% |
| | Busselton | S6.16 LGA | Yes | | | \$87.50 | \$93.50 | Increase applied | EMCCS | MCCS | 7% |
| | | | | | | | | | | | |
| BUSINESS UNIT: STAFF HOUSING | | | | | | | | | | | |
| Staff Housing | Staff Housing | | | | | | | | | | |
| | Staff will be charged the difference between the housing subsidy and the cost to the Shire of renting the residential building (unless the employment contract states otherwise). | S6.16 LGA | Yes | | | N/A | | | EMCCS | MCS | |
| | Chief Executive Officer | S6.16 LGA | | | | \$100.00 | \$100.00 | No change | EMCCS | MCS | 0% |
| | Executive Manager Corporate & Community Services | S6.16 LGA | | | | \$100.00 | \$100.00 | No change | EMCCS | MCS | 0% |
| | Executive Manager Technical & Rural Services | S6.16 LGA | | | | \$115.00 | \$115.00 | No change | EMCCS | MCS | 0% |
| | Executive Manager Development & Regulatory Services | S6.16 LGA | | | | \$115.00 | \$115.00 | No change | EMCCS | MCS | 0% |
| BUSINESS UNIT: COMMUNITY AMENITIES | | | | | | | | | | | |
| Sanitation - Household & Other | Sanitation - Household & Other | | | | | | | | | | |
| | Rubbish Charges | | | | | | | | | | |
| 3100100.1304 | Domestic refuse services (first service) | S6.16 LGA | | | | \$241.50 | TBA | Informed by waste closed loop model | EMDRS | Sr EHO | 0% |
| 3100101.1304 | Additional service - household/ domestic | S6.16 LGA | | | | \$241.50 | TBA | Informed by waste closed loop model | EMDRS | Sr EHO | 0% |
| 3100105.1304 | Domestic recycling service | S6.16 LGA | | | | \$91.00 | TBA | Informed by waste closed loop model | EMDRS | Sr EHO | 0% |
| 3100200.1304 | Commercial refuse services (first service) | S6.16 LGA | | | | \$246.50 | TBA | Informed by waste closed loop model | EMDRS | Sr EHO | 0% |
| 3100207.1304 | Additional service - commercial | S6.16 LGA | | | | \$270.50 | TBA | Informed by waste closed loop model | EMDRS | Sr EHO | 0% |
| 3100203.1304 | Special refuse service (first service) | S6.16 LGA | | | | \$368.50 | TBA | Informed by waste closed loop model | EMDRS | Sr EHO | 0% |
| 3100203.1304 | Additional service - special refuse service | S6.16 LGA | | | | \$362.50 | TBA | Informed by waste closed loop model | EMDRS | Sr EHO | 0% |
| 3100201.1304 | Additional pickup - commercial on a per bin per pick up basis | S6.16 LGA | | | | \$246.50 | TBA | Informed by waste closed loop model | EMDRS | Sr EHO | 0% |

Shire of Narrogin

Ordinary Council Meeting 26 April 2023 Agenda

Page 73

Schedule of Fees and Charges 2023/24

| GL CODE | DESCRIPTION | Legislative Authority | GST (inc) | Statutory fee "S" | Statutory fee by law | 2022/23 | Proposed 2023/24 | Comment | Responsible Executive | Responsible Officer | % Increase 22/23 to 23/24 |
|--|---|-----------------------|-----------|-------------------|----------------------|---|---|------------------|-----------------------|---------------------|---------------------------|
| Refuse Site Fees | | | | | | | | | | | |
| Free access for rate payers and residents who deliver capacities less than 1m3 to the refuse site, subject to proof of rate payer or residential status in the Shire of Narrogin with proof being demonstrated via an acceptable process such as, Shire of Narrogin registration plates, rate notice or driver's licence | | | | | | | | | | | |
| * NOTE: Quantities are per cubic metre or part thereof | | | | | | | | | | | |
| 3100202.1304 | Waste per cubic metre | S6.16 LGA | | | | \$16.50 | \$17.00 | Increase applied | EMDRS | Sr EHO | 3% |
| 3100202.1304 | Demolition waste per cubic metre | S6.16 LGA | | | | \$79.50 | \$82.50 | Increase applied | EMDRS | Sr EHO | 4% |
| 3100202.1304 | Truck bodies (all fluids, tyres and non-metal parts removed) | S6.16 LGA | | | | \$216.50 | \$224.00 | Increase applied | EMDRS | Sr EHO | 3% |
| 3100202.1304 | Passenger / Motorcycle tyre | S6.16 LGA | | | | \$8.50 | \$9.00 | Increase applied | EMDRS | Sr EHO | 6% |
| 3100202.1304 | Light truck tyre | S6.16 LGA | | | | \$11.50 | \$12.00 | Increase applied | EMDRS | Sr EHO | 4% |
| 3100202.1304 | Truck tyre | S6.16 LGA | | | | \$15.50 | \$16.00 | Increase applied | EMDRS | Sr EHO | 3% |
| 3100202.1304 | Car/truck battery | S6.16 LGA | | | | \$4.00 | \$4.00 | No change | EMDRS | Sr EHO | 0% |
| 3100202.1304 | Car bodies (all fluids, tyres and non-metal parts removed) | S6.16 LGA | | | | \$40.00 | \$41.50 | Increase applied | EMDRS | Sr EHO | 4% |
| 3100202.1304 | Small animal carcasses | S6.16 LGA | | | | \$28.00 | \$29.00 | Increase applied | EMDRS | Sr EHO | 4% |
| 3100202.1304 | Large animal carcasses | S6.16 LGA | | | | \$83.50 | \$86.50 | Increase applied | EMDRS | Sr EHO | 4% |
| 3100202.1304 | Liquid waste (mineral oil) recyclable (not cooking oil) non-commercial dollars per litre. | S6.16 LGA | | | | \$0.20 | \$0.50 | Increase applied | EMDRS | Sr EHO | 150% |
| 3100202.1304 | Liquid waste (mineral oil) recyclable (not cooking oil) commercial dollars per litre. | S6.16 LGA | | | | \$0.20 | \$0.50 | Increase applied | EMDRS | Sr EHO | 150% |
| 3100202.1304 | Liquid waste (excludes oils) per litre (dollars per litre) | S6.16 LGA | | | | \$0.20 | \$0.50 | No change | EMDRS | Sr EHO | 150% |
| 3100202.1304 | Green waste less than 1 cubic metre (MUST BE A RESIDENT OR RATEPAYER) | S6.16 LGA | | | | \$0.00 | \$0.00 | No change | EMDRS | Sr EHO | 0% |
| 3100202.1304 | Green waste greater than 1 cubic metre (including commercial) | S6.16 LGA | | | | \$7.00 | \$7.00 | No change | EMDRS | Sr EHO | 0% |
| 3100202.1304 | Contaminated/Hazardous waste including asbestos or soil per cubic metre (see *NOTE above) | S6.16 LGA | | | | \$156.50 | \$162.00 | Increase applied | EMDRS | Sr EHO | 4% |
| 3100202.1304 | Clinical/soiled waste NOT ACCEPTED | S6.16 LGA | | | | \$0.00 | \$0.00 | No change | EMDRS | Sr EHO | 0% |
| 3100202.1304 | Power pole butts per linear metre (inc contaminated timber) | S6.16 LGA | | | | \$152.50 | \$158.00 | Increase applied | EMDRS | Sr EHO | 4% |
| General Waste from Outside the Shire of Narrogin | | | | | | | | | | | |
| 3100202.1304 | General Waste generated outside the Shire of Narrogin per tonne - as a deterrent. | S6.16 LGA | | | | \$244/t | \$244/t | No change | EMDRS | Sr EHO | 3% |
| 3100202.1304 | - Waste from metropolitan areas (ie. Subject to Waste Levy) NOT ACCEPTED. | | | | | | | | | | |
| 3100202.1304 | General waste from the Shire of Cuballing subject to Council consent per tonne | S6.16 LGA | | | | \$84.50 | \$87.50 | Increase applied | EMDRS | Sr EHO | 4% |
| Recycled Water | | | | | | | | | | | |
| 310300.1304 | Sale of recycled water External Supply up to 30,000kl per annum per kilo litre rate | S6.16 LGA | Yes | | | \$1.35 | \$1.40 | Increase applied | EMTRS | MO | 3% |
| 310300.1304 | Sale of recycled water External Supply above 30,000kl per annum per kilo litre rate | S6.16 LGA | Yes | | | \$0 | \$1.50 | Increase applied | EMTRS | MO | 0% |
| 310300.1304 | Internal Supply Charge Sale of recycled water per kilo litre | S6.16 LGA | | | | \$1.15 | \$1.15 | No change | EMTRS | MO | 0% |
| Town Planning | | | | | | | | | | | |
| Town Planning | | | | | | | | | | | |
| Planning Services | | | | | | | | | | | |
| 3100600.1304 | Home Occupation - initial application fee | Part 7 PDR | | S | | \$222.00 | \$222.00 | No change | EMDRS | RPO | 0% |
| 3100600.1304 | Home Occupation - annual renewal fee | Part 7 PDR | | S | | \$73.00 | \$73.00 | No change | EMDRS | RBS | 0% |
| 3100600.1304 | Zoning Certificates, Property Settlements & Enquiries (Zoning) | Part 17 PDA | | S | | \$73.00 | \$73.00 | No change | EMDRS | RBS | 0% |
| Planning Application fees based on cost of development (as amended) | | | | | | | | | | | |
| 3100600.1304 | (a) Not more than \$50,000 | Part 17 PDA | | S | | \$147.00 | \$147.00 | No change | EMDRS | RPO | 0% |
| 3100600.1304 | (b) More than \$50,000 but not more than \$500,000 based on estimated costs | Part 17 PDA | | S | | 0.32% | 0.32% | No change | EMDRS | RPO | 0% |
| 3100600.1304 | (c) More than \$500,000 but not more than \$2.5 million | Part 17 PDA | | S | | \$1,700.00 plus 0.257% for every \$1 in excess of \$500,000 | \$1,700.00 plus 0.257% for every \$1 in excess of \$500,000 | No change | EMDRS | RPO | 0% |
| 3100600.1304 | (d) More than \$2.5 million but not more than \$5 million | Part 17 PDA | | S | | \$7,161.00 plus 0.206% for every \$1 in excess of \$2.5m | \$7,161.00 plus 0.206% for every \$1 in excess of \$2.5m | No change | EMDRS | RPO | 0% |
| 3100600.1304 | (e) More than \$5 million but not more than \$21.5 million | Part 17 PDA | | S | | \$12,633.00 plus 0.123% in excess of every \$1 in excess of \$5 million | \$12,633.00 plus 0.123% in excess of every \$1 in excess of \$5 million | No change | EMDRS | RPO | 0% |
| 3100600.1304 | (f) More than \$21.5 million | Part 17 PDA | | S | | \$34,196.00 | \$34,196.00 | No change | EMDRS | RPO | 0% |
| Subdivision/Strata Clearance fees | | | | | | | | | | | |

Schedule of Fees and Charges 2023/24

| GL CODE | DESCRIPTION | Legislative Authority | GST (inc) | Statutory fee "S" | Statutory fee by law | 2022/23 | Proposed 2023/24 | Comment | Responsible Executive | Responsible Officer | % Increase 22/23 to 23/24 |
|---|--|----------------------------------|-----------|-------------------|---|---|---|-----------|-----------------------|---------------------|---------------------------|
| 3100600.1304 | (a) Not more than 5 lots -per lot | Part 17 PDA | | S | | \$73.00 | \$73.00 | No change | EMDRS | RPO | 0% |
| 3100600.1304 | (b) More than 5 lots but not more than 195 lots - per lot over 5 | Part 17 PDA | | S | | \$35.00 | \$35.00 | No change | EMDRS | RPO | 0% |
| 3100600.1304 | (c) More than 195 Lots | Part 17 PDA | | S | | \$7,393.00 | \$7,393.00 | No change | EMDRS | RPO | 0% |
| 3100600.1304 | Change of use fee | Part 17 PDA | | S | | \$295.00 | \$295.00 | No change | EMDRS | RPO | 0% |
| 3100600.1304 | Fee for use/development already commenced | Part 17 PDA | | S | Development fee plus Twice the schedule fee | | Development fee plus Twice the schedule fee | No change | EMDRS | RPO | 0% |
| 3100600.1304 | Provision of Written Planning Advice | S6.16 LGA | Yes | | | \$73.00 | \$73.00 | No change | EMDRS | RPO | 0% |
| 3100600.1304 | Deemed to comply check – development approval exemption for Single House | Part 17 PDA | | S | | \$295.00 | \$295.00 | No change | EMDRS | RPO | 0% |
| 3100600.1304 | Determining an application to amend or cancel development approval | Part 17 PDA | Yes | | | \$295.00 | \$295.00 | No change | EMDRS | RPO | 0% |
| 3100600.1304 | Executive Manager Development & Regulatory Services - per hour | S6.16 LGA | Yes | | | \$130.00 | \$130.00 | No change | EMDRS | RPO | 0% |
| 3100600.1304 | Manager - per hour | S6.16 LGA | Yes | | | \$85.00 | \$85.00 | No change | EMDRS | RPO | 0% |
| 3100600.1304 | Town Planner - per hour | S6.16 LGA | Yes | | | \$60.00 | \$60.00 | No change | EMDRS | RPO | 0% |
| 3100600.1304 | Secretary Administrative Officer - per hour | S6.16 LGA | Yes | | | \$45.00 | \$45.00 | No change | EMDRS | RPO | 0% |
| 3100600.1304 | Vehicles mileage rate | S6.16 LGA | Yes | | | \$1.50 | \$2.00 | No change | EMDRS | RPO | 33% |
| Structure Plan and Local Development Plan | | | | | | | | | | | |
| <u>Scheme Amendment</u> | | | | | | | | | | | |
| 3100600.1304 | - Basic | Part 17 PDA | | | | \$2,800.00 | \$2,800.00 | No change | EMDRS | RPO | 0% |
| 3100600.1304 | | Part 17 PDA | | | | \$4,200.00 | \$4,200.00 | No change | EMDRS | RPO | 0% |
| 3100600.1304 | - Complex | Part 17 PDA | | | | \$5,500.00 | \$5,500.00 | No change | EMDRS | RPO | 0% |
| 3100600.1304 | Sign Application | Part 17 PDA | | | | \$147.00 | \$147.00 | No change | EMDRS | RPO | 0% |
| 3100600.1304 | Extractive Industry - new | Part 17 PDA | | | | \$739.00 | \$739.00 | No change | EMDRS | RPO | 0% |
| 3100600.1304 | Extractive Industry - commenced or carried out | Part 17 PDA | | | | \$1,478.00 | \$1,478.00 | No change | EMDRS | RPO | 0% |
| 3100600.1304 | Liquor Act Certification Section 40 | S6.16 LGA | | S | | \$122.00 | \$122.00 | No change | EMDRS | RPO | 0% |
| 3100601.1304 | Landgate title search fee (per search) | S6.16 LGA | | | | \$30.00 | \$30.00 | No change | EMDRS | RPO | 0% |
| | Public Art Contribution | S6.16 LGA | | | | 0.5% of the cost of Development over \$2 million | 0.5% of the cost of Development over \$2 million | No change | EMDRS | RPO | 0% |
| 3100600.1304 | Cost per car parking bay | S6.16 LGA | | | | \$9,000.00 | \$9,000.00 | No change | EMDRS | RPO | 0% |
| 3100600.1304 | Standard Crossover Charge | S6.16 LGA Council Policy 12.1 | | | | The Shire will contribute 50% of the cost of a standard crossover to a maximum contribution of \$1,500, first crossover only. Based on a standard crossover costing in total \$3,000. This is inclusive | The Shire will contribute 50% of the cost of a standard crossover to a maximum contribution of \$1,500, first crossover only. Based on a standard crossover costing in total \$3,000. This is inclusive of urban and rural) | No change | EMTRS | MO | 0% |
| <u>1 A DAP Application if estimate cost the development:</u> | | | | | | | | | | | |
| 3100600.1304 | (a) not less than \$2 million and less than \$7 million | Sch 1 r.10 PDR | | | | \$5,815.00 | \$5,815.00 | No change | EMDRS | RPO | 0% |
| 3100600.1304 | (b) not less than \$7 million and less than \$10 million | Sch 1 r.10 PDR | | | | \$8,977.00 | \$8,977.00 | No change | EMDRS | RPO | 0% |
| 3100600.1304 | (c) not less than \$10 million and less than \$12.5 million | Sch 1 r.10 PDR | | | | \$9,767.00 | \$9,767.00 | No change | EMDRS | RPO | 0% |
| 3100600.1304 | (d) not less than \$12.5 million and less than \$15 million | Sch 1 r.10 PDR | | | | \$10,045.00 | \$10,045.00 | No change | EMDRS | RPO | 0% |
| 3100600.1304 | (e) not less than \$15 million and less than \$17.5 million | Sch 1 r.10 PDR | | | | \$10,324.00 | \$10,324.00 | No change | EMDRS | RPO | 0% |
| 3100600.1304 | (f) not less than \$17.5 million and less than \$20 million | Sch 1 r.10 PDR | | | | \$10,604.00 | \$10,604.00 | No change | EMDRS | RPO | 0% |
| 3100600.1304 | (g) not less than \$20 million or more | Sch 1 r.10 PDR | | | | \$10,883.00 | \$10,883.00 | No change | EMDRS | RPO | 0% |
| 3100600.1304 | <u>2 An application under r. 17</u> | Sch 1 r.10 PDR | | | | \$249.00 | \$249.00 | No change | EMDRS | RPO | 0% |

Schedule of Fees and Charges 2023/24

| GL CODE | DESCRIPTION | Legislative Authority | GST (inc) | Statutory fee "S" | Statutory fee by law | 2022/23 | Proposed 2023/24 | Comment | Responsible Executive | Responsible Officer | % Increase 22/23 to 23/24 |
|---|---|-----------------------|-----------|-------------------|----------------------|------------|------------------|--------------------------------|-----------------------|---------------------|---------------------------|
| Cemetery | | | | | | | | | | | |
| Single Burial Permits: | | | | | | | | | | | |
| 3100800.1304 | Application | S53 CA | Yes | | | \$50.00 | \$51.75 | Increase applied, Reviewed and | EMTRS | MO | 3% |
| 3100800.1304 | Grant of Right of Burial (Lawn) | S53 CA | | | | \$1,250.00 | \$1,293.75 | Increase applied, Reviewed and | EMTRS | MO | 3% |
| 3100800.1304 | Grant of Right of Burial (Other than Lawn) | S53 CA | | | | \$750.00 | \$776.00 | Increase applied, Reviewed and | EMTRS | MO | 3% |
| 3100800.1304 | Interment in a grave up to 2.1 meters deep | S53 CA | Yes | | | \$1,000.00 | \$1,035.00 | Increase applied, Reviewed and | EMTRS | MO | 3% |
| 3100800.1304 | Re-opening of an ordinary grave for 2nd or 3rd burial | S53 CA | Yes | | | \$1,000.00 | \$1,035.00 | Increase applied, Reviewed and | EMTRS | MO | 3% |
| 3100800.1304 | Reinstatement, if required | S53 CA | Yes | | | \$500.00 | \$517.50 | Increase applied, Reviewed and | EMTRS | MO | 3% |
| 3100800.1304 | After hours interment - weekdays | S53 CA | Yes | | | \$250.00 | \$258.50 | Increase applied, Reviewed and | EMTRS | MO | 3% |
| 3100800.1304 | After hours interment - weekend/public holidays | S53 CA | Yes | | | \$500.00 | \$517.50 | Increase applied, Reviewed and | EMTRS | MO | 3% |
| Exhumation: | | | | | | | | | | | |
| 3100800.1304 | Exhumation | S53 CA | Yes | | | \$2,400.00 | \$2,484.00 | Increase applied, Reviewed and | EMTRS | MO | 3% |
| 3100800.1304 | Exhumation reinstatement in existing grave, if required | S53 CA | Yes | | | \$500.00 | \$517.50 | Increase applied, Reviewed and | EMTRS | MO | 3% |
| 3100800.1304 | Interment in a new grave after exhumation | S53 CA | Yes | | | \$1,000.00 | \$1,035.00 | Increase applied, Reviewed and | EMTRS | MO | 3% |
| Ashes | | | | | | | | | | | |
| 3100801.1304 | Application (single funeral permit & permission to place a plaque) | S53 CA | Yes | | | \$50.00 | \$51.50 | Increase applied, Reviewed and | EMTRS | MO | 3% |
| 3100801.1304 | Grant of Right of Burial - interment of ashes in Niche Wall | S53 CA | | | | \$250.00 | \$258.50 | Increase applied, Reviewed and | EMTRS | MO | 3% |
| 3100801.1304 | Interment - Niche Wall (temporary blank cover) | S53 CA | Yes | | | \$200.00 | \$207.00 | Increase applied, Reviewed and | EMTRS | MO | 3% |
| 3100801.1304 | Interment - garden | S53 CA | Yes | | | \$200.00 | \$207.00 | Increase applied, Reviewed and | EMTRS | MO | 3% |
| 3100801.1304 | Interment - grave | S53 CA | Yes | | | \$300.00 | \$310.50 | Increase applied, Reviewed and | EMTRS | MO | 3% |
| 3100801.1304 | After hours interment - weekdays | S53 CA | Yes | | | \$100.00 | \$103.50 | Increase applied, Reviewed and | EMTRS | MO | 3% |
| 3100801.1304 | After hours interment - weekend/public holidays | S53 CA | Yes | | | \$200.00 | \$207.00 | Increase applied, Reviewed and | EMTRS | MO | 3% |
| Pre-need services (Reservation)--25 Years: | | | | | | | | | | | |
| 3100800.1304 | Reservation (Grant of Right of Burial-Lawn) | S53 CA | | | | \$1,250.00 | \$1,293.50 | Increase applied, Reviewed and | EMTRS | MO | 3% |
| 3100800.1304 | Reservation (Grant of Right of Burial - Other than Lawn) | S53 CA | | | | \$750.00 | \$776.00 | Increase applied, Reviewed and | EMTRS | MO | 3% |
| 3100800.1304 | Reservation (Grant of Right of Placement - Niche Wall) | S53 CA | | | | \$250.00 | \$258.50 | Increase applied, Reviewed and | EMTRS | MO | 3% |
| Other | | | | | | | | | | | |
| 3100802.1304 | Permission to erect Memorial - grave, garden | S53 CA | Yes | | | \$80.00 | \$82.50 | Increase applied, Reviewed and | EMTRS | MO | 3% |
| 3100800.1304 | Transfer of Right of Burial/Reservation | S53 CA | | | | \$50.00 | \$51.50 | Increase applied, Reviewed and | EMTRS | MO | 3% |
| 3100800.1304 | Issue of a copy of Grant Right of Burial /Reservation | S53 CA | | | | \$50.00 | \$51.50 | Increase applied, Reviewed and | EMTRS | MO | 3% |
| 3100800.1304 | Renewal of Grant Right of Burial/Reservation - Lawn (further 25 years) | S53 CA | | | | \$1,250.00 | \$1,293.50 | Increase applied, Reviewed and | EMTRS | MO | 3% |
| 3100800.1304 | Renewal of Grant Right of Burial/Reservation - Other than Lawn (Further 25 Years) | S53 CA | | | | \$750.00 | \$776.00 | Increase applied, Reviewed and | EMTRS | MO | 3% |
| 3100800.1304 | Renewal of Reservation - Niche wall (further 25 Years) | S53 CA | | | | \$250.00 | \$258.50 | Increase applied, Reviewed and | EMTRS | MO | 3% |
| 3100800.1304 | Annual Funeral Director's Licence | S53 CA | | | | \$100.00 | \$103.50 | Increase applied, Reviewed and | EMTRS | MO | 3% |
| 3100800.1304 | Single Funeral Permit (Funeral Director's only) | S53 CA | | | | \$50.00 | \$51.50 | Increase applied, Reviewed and | EMTRS | MO | 3% |

| BUSINESS UNIT: RECREATION & CULTURE | | | | | | | | | | | |
|--|--|-----------|-----|--|--|---------------|---------------|------------------|-------|------|----|
| Public Halls & Civic Centres | | | | | | | | | | | |
| Town Hall & Reception Centre (Commercial Usage) | | | | | | | | | | | |
| 3110100.1302 | Town Hall Complex full day (Includes light & sound equipment if approved by CEO/EMCCS) (Excludes Mayors Parlour and Nexus Gallery) | S6.16 LGA | Yes | | | \$629.50 | \$651.50 | Increase applied | EMDRS | MCLC | 3% |
| 3110100.1302 | Town Hall Complex (Excludes Mayors Parlour and Nexus Gallery) hourly rate | S6.16 LGA | Yes | | | \$92.50 | \$95.50 | Increase applied | EMDRS | MCLC | 3% |
| 3110100.1302 | Town Hall full day | S6.16 LGA | Yes | | | \$371.50 | \$384.50 | Increase applied | EMDRS | MCLC | 3% |
| 3110100.1302 | Town Hall hourly rate | S6.16 LGA | Yes | | | \$82.50 | \$85.00 | Increase applied | EMDRS | MCLC | 3% |
| 3110100.1302 | Town Hall setting up full day | S6.16 LGA | Yes | | | \$124.00 | \$128.00 | Increase applied | EMDRS | MCLC | 3% |
| 3110100.1302 | Town Hall rehearsals hourly rate | S6.16 LGA | Yes | | | \$28.00 | \$29.00 | Increase applied | EMDRS | MCLC | 4% |
| 3110100.1302 | Kitchen only per day | S6.16 LGA | Yes | | | \$211.50 | \$219.00 | Increase applied | EMDRS | MCLC | 4% |
| 3110100.1302 | Kitchen only per hour | S6.16 LGA | Yes | | | \$43.50 | \$45.00 | Increase applied | EMDRS | MCLC | 3% |
| 3110100.1302 | Cutlery and crockery hire per person | S6.16 LGA | | | | \$0.00 | \$0.00 | No change | EMDRS | MCLC | 0% |
| 3110100.1302 | Damaged cutlery and crockery will be replaced at a charge of direct replacement cost plus 20% Administration charge | S6.16 LGA | Yes | | | Cost plus 20% | Cost plus 20% | No change | EMDRS | MCLC | 0% |
| 3110100.1302 | Light & sound equipment Use (not for relocation) (hires to persons deemed by CEO or EMCCS to have the skills to use) | S6.16 LGA | Yes | | | \$53.50 | \$55.00 | Increase applied | EMDRS | MCLC | 3% |
| 3110100.1302 | Supper room full day | S6.16 LGA | Yes | | | \$165.00 | \$171.00 | Increase applied | EMDRS | MCLC | 4% |
| 3110100.1302 | Supper room per hour | S6.16 LGA | Yes | | | \$33.00 | \$34.00 | Increase applied | EMDRS | MCLC | 3% |

Schedule of Fees and Charges 2023/24

| GL CODE | DESCRIPTION | Legislative Authority | GST (inc) | Statutory fee "S" | Statutory fee by law | 2022/23 | Proposed 2023/24 | Comment | Responsible Executive | Responsible Officer | % Increase 22/23 to 23/24 |
|------------------|--|-----------------------|-----------|-------------------|----------------------|---------------|------------------|------------------|-----------------------|---------------------|---------------------------|
| 3110100.1302 | Mayors Parlour full day | S6.16 LGA | Yes | | | \$165.50 | \$171.00 | Increase applied | EMDRS | MCLC | 3% |
| 3110100.1302 | Mayors Parlour per hour | S6.16 LGA | Yes | | | \$33.00 | \$34.00 | Increase applied | EMDRS | MCLC | 3% |
| 3110100.1302 | Baby grand piano full day (not to be removed from site) | S6.16 LGA | Yes | | | \$108.00 | \$112.00 | Increase applied | EMDRS | MCLC | 4% |
| 3110100.1302 | Baby grand piano hourly rate | S6.16 LGA | Yes | | | \$15.50 | \$16.00 | Increase applied | EMDRS | MCLC | 3% |
| 3110100.1302 | Upright piano hire (internal) (to be retuned on return to Town Hall) | S6.16 LGA | Yes | | | \$20.50 | \$21.00 | Increase applied | EMDRS | MCLC | 2% |
| 3110100.1302 | Upright piano hire (external) (the Hirer is to fund all relocation costs and retune the piano on return to the Town Hall) | S6.16 LGA | Yes | | | Cost plus 20% | Cost plus 20% | No change | EMDRS | MCLC | 0% |
| 3110100.1302 | Reception Centre full day | S6.16 LGA | Yes | | | \$423.00 | \$438.00 | Increase applied | EMDRS | MCLC | 4% |
| 3110100.1302 | Reception Centre hourly rate | S6.16 LGA | Yes | | | \$67.00 | \$69.00 | Increase applied | EMDRS | MCLC | 3% |
| 3110100.1302 | Cleaning | S6.16 LGA | Yes | | | Cost plus 20% | Cost plus 20% | No change | EMDRS | MCLC | 0% |
| 3110100.1302 | Setting up hourly rate (per staff member involved) (minimum 1 hour charge) | S6.16 LGA | Yes | | | \$93.00 | \$96.00 | Increase applied | EMDRS | MCLC | 3% |
| 3110100.1302 | Nexus Gallery full day | S6.16 LGA | Yes | | | \$0.00 | \$0.00 | No change | EMDRS | MCLC | 0% |
| 3110100.1302 | Nexus Gallery hourly rate | S6.16 LGA | Yes | | | \$0.00 | \$0.00 | No change | EMDRS | MCLC | 0% |
| 3110100.1302 | Nexus Gallery Art hire per day | S6.16 LGA | Yes | | | \$0.00 | \$0.00 | No change | EMDRS | MCLC | 0% |
| | Bond without alcohol | S6.16 LGA | | | | \$351.00 | \$360.00 | Increase applied | EMDRS | MCLC | 3% |
| | Bond with alcohol | S6.16 LGA | | | | \$1,166.00 | \$1,200.00 | Increase applied | EMDRS | MCLC | 3% |
| | Town Hall & Reception Centre (Not for Profit(*)/Individual Resident or Ratepayer (Not a business)) | | | | | | | | | MCLC | |
| 3110100.1302 | Town Hall Complex full day (Includes Light & Sound Equipment if approved by CEO/EMCCS) (Excludes Mayors Parlour and Nexus Gallery) | S6.16 LGA | Yes | | | \$213.50 | \$221.00 | Increase applied | EMDRS | MCLC | 4% |
| 3110100.1302 | Town Hall Complex (Excludes Mayors Parlour and Nexus Gallery) hourly rate | S6.16 LGA | Yes | | | \$33.00 | \$34.00 | Increase applied | EMDRS | MCLC | 3% |
| 3110100.1302 | Town Hall full day | S6.16 LGA | Yes | | | \$160.00 | \$165.50 | Increase applied | EMDRS | MCLC | 3% |
| 3110100.1302 | Town Hall hourly rate | S6.16 LGA | Yes | | | \$28.00 | \$29.00 | Increase applied | EMDRS | MCLC | 4% |
| 3110100.1302 | Town Hall setting up full day | S6.16 LGA | Yes | | | \$160.00 | \$165.50 | Increase applied | EMDRS | MCLC | 3% |
| 3110100.1302 | Town Hall rehearsals hourly rate | S6.16 LGA | Yes | | | \$28.00 | \$29.00 | Increase applied | EMDRS | MCLC | 4% |
| 3110100.1302 | Kitchen only per day | S6.16 LGA | Yes | | | \$108.50 | \$112.00 | Increase applied | EMDRS | MCLC | 3% |
| 3110100.1302 | Kitchen only per hour | S6.16 LGA | Yes | | | \$22.50 | \$23.00 | Increase applied | EMDRS | MCLC | 2% |
| 3110100.1302 | Damaged cutlery and crockery will be replaced at a charge of direct replacement cost plus 20% | S6.16 LGA | Yes | | | Cost plus 20% | Cost plus 20% | No change | EMDRS | MCLC | 0% |
| 3110100.1302 | Administration charge | | | | | | | | | | |
| 3110100.1302 | Light & sound equipment use (not for relocation) (hires to persons deemed by CEO or EMCCS to have the skills to use) | S6.16 LGA | Yes | | | \$33.00 | \$34.00 | Increase applied | EMDRS | MCLC | 3% |
| 3110100.1302 | Supper Room full day | S6.16 LGA | Yes | | | \$82.50 | \$85.00 | Increase applied | EMDRS | MCLC | 3% |
| 3110100.1302 | Supper Room per hour | S6.16 LGA | Yes | | | \$16.50 | \$17.00 | Increase applied | EMDRS | MCLC | 3% |
| 3110100.1302 | Mayors Parlour full day | S6.16 LGA | Yes | | | \$82.50 | \$85.50 | Increase applied | EMDRS | MCLC | 4% |
| 3110100.1302 | Mayors Parlour per hour | S6.16 LGA | Yes | | | \$16.50 | \$17.00 | Increase applied | EMDRS | MCLC | 3% |
| 3110100.1302 | Baby grand piano full day (not to be removed from site) | S6.16 LGA | Yes | | | \$53.50 | \$55.50 | Increase applied | EMDRS | MCLC | 4% |
| 3110100.1302 | Baby grand piano hourly rate (not to be removed from site) | S6.16 LGA | Yes | | | \$11.50 | \$12.00 | Increase applied | EMDRS | MCLC | 4% |
| 3110100.1302 | Upright piano hire (Internal) (to be retuned on return to Town Hall) | S6.16 LGA | Yes | | | \$16.50 | \$17.00 | Increase applied | EMDRS | MCLC | 3% |
| 3110100.1302 | Upright piano hire (External) (The Hirer is to fund all relocation costs and retune the piano on return to the Town Hall) | S6.16 LGA | Yes | | | Cost plus 20% | Cost plus 20% | No change | EMDRS | MCLC | 0% |
| 3110100.1302 | Reception Centre full day | S6.16 LGA | Yes | | | \$160.00 | \$165.50 | Increase applied | EMDRS | MCLC | 3% |
| 3110100.1302 | Reception Centre hourly rate | S6.16 LGA | Yes | | | \$28.00 | \$29.00 | Increase applied | EMDRS | MCLC | 4% |
| 3110100.1302 | Setting up hourly rate (per staff member involved) (minimum 1 hour charge) | S6.16 LGA | Yes | | | Cost plus 20% | Cost plus 20% | No change | EMDRS | MCLC | 0% |
| 3110100.1302 | Cleaning | S6.16 LGA | Yes | | | \$93.00 | \$96.00 | Increase applied | EMDRS | MCLC | 3% |
| | CEO is given authority to negotiate a hire fee for significant functions and conferences at the JHCC and Town Hall | | Yes | | | | | | | | |
| | Bond without alcohol | S6.16 LGA | | | | \$294.00 | \$300.00 | Increase applied | CEO | EMCCS | 2% |
| | Bond with alcohol | S6.16 LGA | | | | \$593.50 | \$600.00 | No change | CEO | EMCCS | 1% |
| | NB: Any function or event that is subject to the 'Not for Profit' Fees and Charges rates must acknowledge the Shire sponsorship at the function/event. | | | | | | | | | | |
| Other Recreation | | Other Recreation | | | | | | | | | |
| | Sportsgrounds | | | | | | | | | | |
| 3110301.1302 | Half day hire (schools & non sporting organisations) | S6.16 LGA | Yes | | | \$0.00 | \$0.00 | No change | EMDRS | MCLC | 0% |
| 3110301.1302 | Full day hire (schools & non sporting organisations) | S6.16 LGA | Yes | | | \$160.00 | \$165.50 | Increase applied | EMDRS | MCLC | 3% |
| 3110301.1302 | Half day hire commercial | S6.16 LGA | Yes | | | \$255.00 | \$264.00 | Increase applied | EMDRS | MCLC | 4% |

Shire of Narrogin

Ordinary Council Meeting 26 April 2023 Agenda

Page 77

Schedule of Fees and Charges 2023/24

| GL CODE | DESCRIPTION | Legislative Authority | GST (inc) | Statutory fee "S" | Statutory fee by law | 2022/23 | Proposed 2023/24 | Comment | Responsible Executive | Responsible Officer | % Increase 22/23 to 23/24 |
|--|---|-----------------------|-----------|-------------------|----------------------|----------------|------------------|------------------|-----------------------|---------------------|---------------------------|
| 3110301.1302 | Full day commercial | S6.16 LGA | Yes | | | \$425.00 | \$440.00 | Increase applied | EMDRS | MCLC | 4% |
| 3110301.1302 | Narrogin Towns Cricket Club - yearly charge | S6.16 LGA | Yes | | | \$1,398.00 | \$1,447.00 | Increase applied | EMDRS | MCLC | 4% |
| 3110301.1302 | Narrogin Hawks Football Club - yearly charge | S6.16 LGA | Yes | | | \$3,237.50 | \$3,351.00 | Increase applied | EMDRS | MCLC | 4% |
| | Bond for commercial use | S6.16 LGA | Yes | | | \$2,456.00 | \$2,500.00 | Rounded | EMDRS | MCLC | 2% |
| | Bond for community use if required by the EMCCS | S6.16 LGA | Yes | | | \$612.00 | \$600.00 | Rounded | EMDRS | MCLC | (2%) |
| Narrogin Regional Recreation Centre | | | | | | | | | | | |
| <u>Fees and Charges provided by the YMCA.</u> | | | | | | | | | | | |
| <u>Retail</u> | | | | | | | | | | | |
| | Merchandise & Sundry Items | S6.16 LGA | Yes | | | Cost plus 100% | Cost plus 100% | No change | EMDRS | MCLC | 0% |
| <u>Aquatics (Casual)</u> | | | | | | | | | | | |
| | Adult Swim | S6.16 LGA | Yes | | | \$6.20 | \$6.50 | Increase applied | EMDRS | MCLC | 5% |
| | Child Swim -U10 (Supervised) | S6.16 LGA | Yes | | | \$0.00 | \$0.00 | No change | EMDRS | MCLC | 0% |
| | Concession Swim | S6.16 LGA | Yes | | | \$5.00 | \$5.50 | Increase applied | EMDRS | MCLC | 10% |
| | Family Swim | S6.16 LGA | Yes | | | \$20.60 | \$22.00 | Increase applied | EMDRS | MCLC | 7% |
| | Concession Family Swim | S6.16 LGA | Yes | | | \$14.30 | \$15.00 | Increase applied | EMDRS | MCLC | 5% |
| | Spectator (Over 9 yrs) | S6.16 LGA | Yes | | | \$1.00 | \$2.00 | Increase applied | EMDRS | MCLC | 100% |
| | Inflatable Entry | | | | | \$1.00 | \$1.00 | No change | | | 0% |
| <u>Visit Passes (Book of 10)</u> | | | | | | | | | | | |
| | Adult | S6.16 LGA | Yes | | | \$55.60 | \$60.00 | Increase applied | EMDRS | MCLC | 8% |
| | Child | S6.16 LGA | Yes | | | \$46.30 | \$50.00 | Increase applied | EMDRS | MCLC | 8% |
| <u>Lane / Hire</u> | | | | | | | | | | | |
| | Lane Hire | S6.16 LGA | Yes | | | \$8.50 | \$9.00 | Increase applied | EMDRS | MCLC | 5.88% |
| | Inflatable Hire | S6.16 LGA | Yes | | | \$100.00 | \$100.00 | No change | EMDRS | MCLC | 0% |
| | Movie Hire | | | | | \$350.00 | \$375.00 | Increase applied | | | 7% |
| | PA Hire | | | | | \$50.00 | \$75.00 | Increase applied | | | 50% |
| <u>Schools</u> | | | | | | | | | | | |
| | Vacation Swimming | S6.16 LGA | Yes | | | \$3.60 | \$4.00 | Increase applied | EMDRS | MCLC | 11% |
| | In Term Swimming | S6.16 LGA | Yes | | | \$2.60 | \$3.00 | Increase applied | EMDRS | MCLC | 15% |
| <u>Casual Group Fitness</u> | | | | | | | | | | | |
| | Aqua Aerobics | S6.16 LGA | Yes | | | \$15.50 | \$16.50 | Increase applied | EMDRS | MCLC | 6% |
| | Aqua Aerobics (Concession) | S6.16 LGA | Yes | | | \$12.50 | \$13.50 | Increase applied | EMDRS | MCLC | 8% |
| | Group Fitness | S6.16 LGA | Yes | | | \$15.50 | \$16.50 | Increase applied | EMDRS | MCLC | 6% |
| | Group Fitness (Concession) | S6.16 LGA | Yes | | | \$12.50 | \$13.50 | Increase applied | EMDRS | MCLC | 8% |
| | Spin | S6.16 LGA | Yes | | | \$15.50 | \$16.50 | Increase applied | EMDRS | MCLC | 6% |
| <u>Casual Gym</u> | | | | | | | | | | | |
| | Gym - Casual | S6.16 LGA | Yes | | | \$13.50 | \$14.50 | Increase applied | EMDRS | MCLC | 7% |
| | Gym - Concession | S6.16 LGA | Yes | | | \$10.80 | \$11.50 | Increase applied | EMDRS | MCLC | 6% |
| <u>Memberships (per fortnight)</u> | | | | | | | | | | | |
| Full membership includes gym, swim & group fitness | | | | | | | | | | | |
| | Full Centre Membership | S6.16 LGA | Yes | | | \$41.20 | \$43.00 | Increase applied | EMDRS | MCLC | 4% |
| | Full Centre Membership Joining Fee | S6.16 LGA | Yes | | | \$47.00 | \$47.00 | No change | EMDRS | MCLC | 0% |
| | Full Centre Membership (Concession) | S6.16 LGA | Yes | | | \$35.00 | \$37.00 | Increase applied | EMDRS | MCLC | 6% |
| | Full Centre Membership Joining Fee (Concession) | S6.16 LGA | Yes | | | \$35.00 | \$35.00 | No change | EMDRS | MCLC | 0% |
| | Full Centre Family Membership | S6.16 LGA | Yes | | | \$82.00 | \$86.00 | Increase applied | EMDRS | MCLC | 5% |
| | Full Centre Family Membership Joining Fee | S6.16 LGA | Yes | | | \$94.00 | \$94.00 | No change | EMDRS | MCLC | 0% |
| | Gym Membership | S6.16 LGA | Yes | | | \$31.00 | \$32.00 | Increase applied | EMDRS | MCLC | 3% |
| | Gym Membership Joining Fee | S6.16 LGA | Yes | | | \$47.00 | \$47.00 | No change | EMDRS | MCLC | 0% |

Schedule of Fees and Charges 2023/24

| GL CODE | DESCRIPTION | Legislative Authority | GST (inc) | Statutory fee "S" | Statutory fee by law | 2022/23 | Proposed 2023/24 | Comment | Responsible Executive | Responsible Officer | % Increase 22/23 to 23/24 |
|---------|--|-----------------------|-----------|-------------------|----------------------|-------------|------------------|------------------|-----------------------|---------------------|---------------------------|
| | Gym Membership (Concession) | S6.16 LGA | Yes | | | \$25.00 | \$26.00 | Increase applied | EMDRS | MCLC | 4% |
| | Gym Membership Joining Fee (Concession) | S6.16 LGA | Yes | | | \$35.00 | \$35.00 | No change | EMDRS | MCLC | 0% |
| | Aquatic Membership | S6.16 LGA | Yes | | | \$31.00 | \$33.50 | Increase applied | EMDRS | MCLC | 8% |
| | Aquatic Membership Joining Fee | S6.16 LGA | Yes | | | \$47.00 | \$47.00 | No change | EMDRS | MCLC | 0% |
| | Aquatic Membership Fee (Child) - Under 10 | S6.16 LGA | | | | \$0.00 | \$0.00 | No change | EMDRS | MCLC | 0% |
| | Aquatic Membership Joining Fee (Child) | S6.16 LGA | | | | \$0.00 | \$0.00 | No change | EMDRS | MCLC | 0% |
| | Aquatic Membership Fee (Concession) | S6.16 LGA | Yes | | | \$25.00 | \$27.00 | Increase applied | EMDRS | MCLC | 8% |
| | Aquatic Membership Joining Fee (Concession) | S6.16 LGA | Yes | | | \$35.00 | \$35.00 | No change | EMDRS | MCLC | 0% |
| | Group Fitness Membership Fee | S6.16 LGA | Yes | | | \$31.00 | \$33.00 | Increase applied | EMDRS | MCLC | 6% |
| | Group Fitness Membership Joining Fee | S6.16 LGA | Yes | | | \$47.00 | \$47.00 | No change | EMDRS | MCLC | 0% |
| | Group Fitness Membership (Concession) | S6.16 LGA | Yes | | | \$25.00 | \$26.50 | Increase applied | EMDRS | MCLC | 6% |
| | Group Fitness Membership Joining Fee (Concession) | S6.16 LGA | Yes | | | \$35.00 | \$35.00 | No change | EMDRS | MCLC | 0% |
| | <u>Swimming Lessons (10 weeks)</u> | | | | | | | | | | |
| | Swimming Lessons Per Term | S6.16 LGA | Yes | | | \$117.00 | \$122.00 | Increase applied | EMDRS | MCLC | 4% |
| | Swimming Lessons Per Term (Concession) | S6.16 LGA | Yes | | | \$90.00 | \$96.00 | Increase applied | EMDRS | MCLC | 7% |
| | <u>Stadium</u> | | | | | | | | | | |
| | Social Sports Game Fees | S6.16 LGA | Yes | | | \$61.00 | \$61.00 | No change | EMDRS | MCLC | 0% |
| | Social Sports Registration Fee | S6.16 LGA | Yes | | | \$82.00 | \$82.00 | No change | EMDRS | MCLC | 0% |
| | Adult Sports Court Entry | S6.16 LGA | Yes | | | \$6.00 | \$6.50 | Increase applied | EMDRS | MCLC | 8% |
| | Concession Sports Court Entry | S6.16 LGA | Yes | | | \$4.80 | \$5.00 | Increase applied | EMDRS | MCLC | 4% |
| | Basketball Association Indoor Court Hire (Per Hour) | S6.16 LGA | Yes | | | \$61.50 | \$61.50 | No change | EMDRS | MCLC | 0% |
| | Basketball Association Outdoor Court Hire (Per Hour) | S6.16 LGA | Yes | | | \$30.00 | \$30.00 | No change | EMDRS | MCLC | 0% |
| | Netball Association Indoor Court Hire (Per Hour) | S6.16 LGA | Yes | | | \$61.50 | \$61.50 | No change | EMDRS | MCLC | 0% |
| | Netball Association Outdoor Court Hire (Per Hour) | S6.16 LGA | Yes | | | \$30.00 | \$30.00 | No change | EMDRS | MCLC | 0% |
| | Outdoor Court Hire (Per Hour), (Per Individual) | S6.16 LGA | Yes | | | \$2.50 | \$2.50 | No change | EMDRS | MCLC | 0% |
| | Spectator (Over 9yrs) (Operational Discretion) | S6.16 LGA | Yes | | | \$1.00 | \$1.00 | No change | EMDRS | MCLC | 0% |
| | Forfeit Fee | S6.16 LGA | Yes | | | \$60.00 | \$60.00 | No change | EMDRS | MCLC | 0% |
| | <u>Squash</u> | | | | | | | | | | |
| | Squash Court Hire Per Hour | S6.16 LGA | Yes | | | \$15.50 | \$16.50 | Increase applied | EMDRS | MCLC | 6% |
| | Squash Court Hire Per Hour (Concession) | S6.16 LGA | Yes | | | \$12.00 | \$13.00 | Increase applied | EMDRS | MCLC | 8% |
| | Adult Squash Per Hour | S6.16 LGA | Yes | | | \$7.50 | \$7.50 | No change | EMDRS | MCLC | 0% |
| | Concession Squash Per Hour | S6.16 LGA | Yes | | | \$6.00 | \$6.00 | No change | EMDRS | MCLC | 0% |
| | <u>Synthetic Hockey Pitch</u> | | | | | | | | | | |
| | Annual UGSHA Charge for lease of Pitch (Agreement Expires 30/6/21) | S6.16 LGA | Yes | | | \$75,000.00 | \$75,000.00 | No change | EMDRS | MCLC | 0% |
| | Annual Narrogin Senior High School Facilities Charge | S6.16 LGA | | | | \$10,000.00 | \$10,000.00 | No change | EMDRS | MCLC | 0% |
| | Narrogin High Academy | S6.16 LGA | Yes | | | \$28.00 | \$30.00 | Increase applied | EMDRS | MCLC | 7% |
| | Full pitch hire per hour | S6.16 LGA | Yes | | | \$135.00 | \$135.00 | No change | EMDRS | MCLC | 0% |
| | Full pitch hire per hour (Concession) | S6.16 LGA | Yes | | | \$100.00 | \$100.00 | No change | EMDRS | MCLC | 0% |
| | <u>Creche (per child) \$4.00 per hour</u> | | | | | | | | | | |
| | Creche one session (1.5hrs) member | S6.16 LGA | Yes | | | \$7.80 | \$8.00 | No change | EMDRS | MCLC | 3% |
| | Creche - one session (1.5hrs) non-member | S6.16 LGA | Yes | | | \$14.00 | \$14.00 | No change | EMDRS | MCLC | 0% |
| | Creche 10 pass (members) | S6.16 LGA | Yes | | | \$69.50 | \$69.50 | No change | EMDRS | MCLC | 0% |
| | Creche 10 pass (Non members) | S6.16 LGA | Yes | | | \$124.00 | \$124.00 | No change | EMDRS | MCLC | 0% |
| | Move and Groove | S6.16 LGA | | | | \$8.00 | \$8.00 | No change | EMDRS | MCLC | 0% |
| | Kindy Gym | S6.16 LGA | Yes | | | \$5.00 | \$5.00 | No change | EMDRS | MCLC | 0% |
| | Child term Program Cost | S6.16 LGA | Yes | | | \$103.00 | \$103.00 | No change | EMDRS | MCLC | 0% |
| | <u>School Usage (per child)</u> | | | | | | | | | | |

Schedule of Fees and Charges 2023/24

| GL CODE | DESCRIPTION | Legislative Authority | GST (inc) | Statutory fee "S" | Statutory fee by law | 2022/23 | Proposed 2023/24 | Comment | Responsible Executive | Responsible Officer | % Increase 22/23 to 23/24 |
|------------------|--|-----------------------|-----------|-------------------|----------------------|------------|------------------|------------------|-----------------------|---------------------|---------------------------|
| | Hockey Turf | S6.16 LGA | Yes | | | \$2.60 | \$3.00 | Increase applied | EMDRS | MCLC | 15% |
| | Squash | S6.16 LGA | Yes | | | \$2.60 | \$3.00 | Increase applied | EMDRS | MCLC | 15% |
| | Stadium | S6.16 LGA | Yes | | | \$2.60 | \$3.00 | Increase applied | EMDRS | MCLC | 15% |
| | Outdoor Netball | S6.16 LGA | Yes | | | \$2.60 | \$3.00 | Increase applied | EMDRS | MCLC | 15% |
| | Gym | S6.16 LGA | Yes | | | \$5.50 | \$6.00 | Increase applied | EMDRS | MCLC | 9% |
| | Pool entry | S6.16 LGA | Yes | | | \$2.60 | \$3.00 | Increase applied | EMDRS | MCLC | 15% |
| | John Higgins Community Complex | | | | | | | | | | |
| | Hall hire full day | S6.16 LGA | Yes | | | \$580.00 | \$580.00 | No change | EMDRS | MCLC | 0% |
| | Hall hire half day | S6.16 LGA | Yes | | | \$298.00 | \$298.00 | No change | EMDRS | MCLC | 0% |
| | Half Hall Full day | S6.16 LGA | Yes | | | \$289.00 | \$289.00 | No change | EMDRS | MCLC | 0% |
| | Half Hall half day | S6.16 LGA | Yes | | | \$149.00 | \$149.00 | No change | EMDRS | MCLC | 0% |
| | Hall Hire per hour | S6.16 LGA | Yes | | | \$77.00 | \$77.00 | No change | EMDRS | MCLC | 0% |
| | Half Hall Hire per hour | S6.16 LGA | Yes | | | \$38.50 | \$40.00 | Increase applied | EMDRS | MCLC | 4% |
| | Kitchen Hire - additional flat rate per hall booking | S6.16 LGA | Yes | | | \$50.00 | \$50.00 | No change | EMDRS | MCLC | 0% |
| | Kitchen Hire per hour | S6.16 LGA | Yes | | | \$30.00 | \$30.00 | No change | EMDRS | MCLC | 0% |
| | Out of Hours staffing fee (per hour or part thereof) | S6.16 LGA | Yes | | | \$52.00 | \$56.50 | Increase applied | EMDRS | MCLC | 9% |
| | Office Lease - per week | | | | | | | | | | |
| | JHCC - 3m x 3m - Office 1 - WAFC (WA Football Commission) | S6.16 LGA | Yes | | | \$82.50 | \$92.00 | Increase applied | EMDRS | MCLC | 12% |
| | JHCC - 3m x 3m - Office 2 - NDNA (Narrogin District Netball Association) | S6.16 LGA | Yes | | | \$10.00 | \$10.00 | No change | EMDRS | MCLC | 0% |
| | JHCC - 3m x 3m - Office 3 - NJBA (Narrogin Junior Basket Ball Association) | S6.16 LGA | Yes | | | \$10.00 | \$10.00 | No change | EMDRS | MCLC | 0% |
| | JHCC - 3m x 3m - Office 4 - UGSHA (hire included in agreed annual payment) (Upper Great Southern Hockey Association) | S6.16 LGA | Yes | | | \$0.00 | \$0.00 | No change | EMDRS | MCLC | 0% |
| | JHCC - 3m x 3m - Office 5 - Parents Next | S6.16 LGA | Yes | | | \$82.50 | \$82.50 | No change | EMDRS | MCLC | 0% |
| | JHCC - 3m x 3m - Office 6 - Ag Society (\$300 pa per agreement expired 30/6/20) | S6.16 LGA | Yes | | | \$10.00 | \$10.00 | No change | EMDRS | MCLC | 0% |
| | Internal - 6m x 3m office (Nb Toy Library free) | S6.16 LGA | Yes | | | \$0.00 | \$0.00 | No change | EMDRS | MCLC | 0% |
| | Internal - 8m x 3m office FULL HIRE (Nb DSR (Dept of Sport & Recreation) portion @ \$104.50pw) | S6.16 LGA | Yes | | | \$108.00 | \$108.00 | No change | EMDRS | MCLC | 0% |
| | Internal - 10m x 3m office FULL HIRE | S6.16 LGA | Yes | | | \$309.00 | \$319.00 | Increase applied | EMDRS | MCLC | 3% |
| | Internal - 10m x 3m office HALF HIRE | S6.16 LGA | Yes | | | \$154.50 | \$160.00 | Increase applied | EMDRS | MCLC | 4% |
| | NB: Above rentals apply whilst current tenants continue to occupy. When vacated the following rentals apply. | | | | | | | | | | |
| | 3m x 3m offices are rented by commercial tenants | S6.16 LGA | Yes | | | \$92.70 | \$95.00 | Increase applied | EMDRS | MCLC | 2% |
| | 8m x 3m (Full) offices are rented by commercial tenants | S6.16 LGA | Yes | | | \$247.68 | \$250.00 | Increase applied | EMDRS | MCLC | 1% |
| | 8m x 3m (Half) offices are rented by commercial tenants | S6.16 LGA | Yes | | | \$123.60 | \$125.00 | Increase applied | EMDRS | MCLC | 1% |
| | Sports Grounds | | | | | | | | | | |
| | Thomas Hogg, Clayton Rd & Centre Sports | | | | | | | | | | |
| | Hourly Rate | S6.16 LGA | Yes | | | \$20.00 | \$20.50 | Increase applied | EMDRS | MCLC | 2% |
| | Half Day Hire (4hrs) | S6.16 LGA | Yes | | | \$82.00 | \$85.00 | Increase applied | EMDRS | MCLC | 4% |
| | Full Day Hire (8hrs) | S6.16 LGA | Yes | | | \$165.00 | \$170.00 | Increase applied | EMDRS | MCLC | 3% |
| | Whole Facility | | | | | | | | | | |
| | Agricultural Show or similar whole of facility hire (N.B.Narrogin Agricultural Show payable by the Shire) | S6.16 LGA | Yes | | | \$5,150.00 | \$5,300.00 | Increase applied | EMDRS | MCLC | 3% |
| Libraries | Libraries | | | | | | | | | | |
| | RW (Bob) Farr Memorial Library | | | | | | | | | | |
| 3110500.1304 | Email access 30 minutes | S6.16 LGA | Yes | | | \$2.00 | \$2.00 | No change | EMCCS | MLS | 0% |
| 3110501.1301 | First overdue notice - book | S6.16 LGA | Yes | | | \$0.00 | \$0.00 | No change | EMCCS | MLS | 0% |
| 3110501.1301 | Second overdue notice - book | S6.16 LGA | Yes | | | \$0.00 | \$0.00 | No change | EMCCS | MLS | 0% |
| 3110501.1301 | Lost or damaged book/dvd | S6.16 LGA | Yes | | | \$0.00 | \$0.00 | No change | EMCCS | MLS | 0% |
| 3110500.1304 | Handling fee for invoice | S6.16 LGA | Yes | | | \$13.50 | \$14.00 | Increase applied | EMCCS | MLS | 4% |
| 3110500.1304 | Laminating A4 size | S6.16 LGA | Yes | | | \$2.00 | \$2.00 | No change | EMCCS | MLS | 0% |
| 3110500.1304 | Laminating A3 size | S6.16 LGA | Yes | | | \$4.00 | \$4.00 | No change | EMCCS | MLS | 0% |
| 3110500.1304 | Scanning per page | S6.16 LGA | Yes | | | \$2.00 | \$2.00 | No change | EMCCS | MLS | 0% |

Schedule of Fees and Charges 2023/24

| GL CODE | DESCRIPTION | Legislative Authority | GST (inc) | Statutory fee "S" | Statutory fee by law | 2022/23 | Proposed 2023/24 | Comment | Responsible Executive | Responsible Officer | % Increase 22/23 to 23/24 |
|---|--|-----------------------|-----------|-------------------|----------------------|----------------------|----------------------|---|-----------------------|---------------------|---------------------------|
| 3110500.1304 | Disk repair (CD/DVD) | S6.16 LGA | Yes | | | \$5.00 | \$5.00 | No change | EMCCS | MLS | 0% |
| 3110500.1304 | Disk cleaning (CD/DVD) | S6.16 LGA | Yes | | | \$2.00 | \$2.00 | No change | EMCCS | MLS | 0% |
| 3110500.1304 | A4 Single sided photocopy per copy | S6.16 LGA | Yes | | | \$0.40 | \$0.50 | Increase applied | EMCCS | MLS | 25% |
| 3110500.1304 | A4 double sided photocopy per copy | S6.16 LGA | Yes | | | \$0.50 | \$0.50 | No change | EMCCS | MLS | 0% |
| 3110500.1304 | A3 double sided per copy | S6.16 LGA | Yes | | | \$1.00 | \$1.00 | No change | EMCCS | MLS | 0% |
| 3110500.1304 | A4 single sided colour per copy | S6.16 LGA | Yes | | | \$2.00 | \$2.00 | No change | EMCCS | MLS | 0% |
| 3110500.1304 | A3 single & A4 double sided colour per copy | S6.16 LGA | Yes | | | \$4.00 | \$4.00 | No change | EMCCS | MLS | 0% |
| 3110500.1304 | Coffee / Tea (if provided by the Shire) | S6.16 LGA | Yes | | | \$2.00 | \$2.00 | No change | EMCCS | MLS | 0% |
| 3110500.1304 | Restricted wireless internet access | S6.16 LGA | Yes | | | \$0.00 | \$0.00 | No change | EMCCS | MLS | 0% |
| 3110500.1304 | Historical research (Town & Shire of Narrogin residence) e.g. family history per hour | S6.16 LGA | Yes | | | \$36.00 | \$37.50 | Increase applied | EMCCS | MLS | 4% |
| 3110500.1304 | Historical research (Non Town or Shire of Narrogin residence)e.g. family history per hour | S6.16 LGA | Yes | | | \$62.00 | \$64.00 | Increase applied | EMCCS | MLS | 3% |
| | Sale of other Items at RRP or cost plus 20% which ever is the higher. | S6.16 LGA | Yes | | | RRP or cost plus 20% | RRP or cost plus 20% | No Change | EMCCS | MLS | N/A |
| BUSINESS UNIT: TRANSPORT | | | | | | | | | | | |
| Transport | Transport | | | | | | | | | | |
| | <u>Aerodrome</u> | | | | | | | | | | |
| 3120405.1304 | Nil refer to Leases information | | | | | | | | | | |
| | <u>Rural Property Numbering</u> | | | | | | | | | | |
| 3120212.1103 | Rural property numbering | S6.16 LGA | Yes | | | \$43.50 | \$45.00 | Increase applied | EMTRS | MO | 3% |
| | <u>Licencing</u> | | | | | | | | | | |
| | Shire number plates (transfer of plates not included) | S6.16 LGA | Yes | | | Cost plus 20% | Cost plus 20% | No change | EMCCS | MCS | 0% |
| BUSINESS UNIT: ECONOMIC SERVICES | | | | | | | | | | | |
| Tourism and Area Promotion | Tourism and Area Promotion | | | | | | | | | | |
| | <u>Narrogin Caravan Park</u> | | | | | | | | | | |
| 3130200.1303 | Caravan site fees per day (up to 2 adults and 2 children) | S6.16 LGA | Yes | | | \$35.00 | \$36.50 | Rounded up to the closest 50c | EMTRS | MCP | 4% |
| 3130200.1303 | Caravan site fees per half day (up to 2 adults and 2 children) | S6.16 LGA | Yes | | | \$17.50 | \$18.50 | Rounded up to the closest 50c | EMTRS | MCP | 6% |
| 3130200.1303 | Caravan site fees per week (up to 2 adults and 2 children) up to the first four weeks | S6.16 LGA | Yes | | | \$172.50 | \$178.50 | Rounded down to allow multiples of 7 | EMTRS | MCP | 3% |
| 3130200.1303 | Caravan site fees per week (up to 2 adults and 2 children) after the first four weeks | S6.16 LGA | Yes | | | \$162.00 | \$168.00 | Rounded up to allow multiples of 7 | EMTRS | MCP | 4% |
| 3130200.1303 | Each additional person caravan site single night | S6.16 LGA | Yes | | | \$9.00 | \$9.50 | Rounded up to the closest 50c | EMTRS | MCP | 6% |
| 3130200.1303 | Each additional person caravan site weekly | S6.16 LGA | Yes | | | \$51.50 | \$52.50 | Rounded down to allow multiples of 7 | EMTRS | MCP | 2% |
| 3130200.1303 | Camping site fees (no power) (up to 2 adults and 2 children of the same family) per day | S6.16 LGA | Yes | | | \$15.50 | \$16.00 | Rounded down to the closest 50c | EMTRS | MCP | 3% |
| 3130200.1303 | Camping site fees (power) (up to 2 adults and 2 children of the same family) per day | S6.16 LGA | Yes | | | \$26.00 | \$27.00 | Rounded up to the closest 50c | EMTRS | MCP | 4% |
| 3130200.1303 | Additional person camping site (no power) | S6.16 LGA | Yes | | | \$6.50 | \$7.00 | Rounded up to the closest 50c | EMTRS | MCP | 8% |
| 3130200.1303 | Additional person camping site (power) | S6.16 LGA | Yes | | | \$8.50 | \$9.00 | Rounded up to the closest 50c | EMTRS | MCP | 6% |
| | Caravan park site and camping fees should be paid in advance. However if payment is made in arrears additional fees may apply. | | | | | | | | | | |
| 3130200.1303 | Penalty fee for late payment of site or camping fees | S6.16 LGA | Yes | | | \$6.50 | \$7.00 | Rounded up to the closest 50c | EMTRS | MCP | 8% |
| 3130200.1303 | Washing machines per cycle (fees can only change in dollar increments) | S6.16 LGA | Yes | | | \$5.00 | \$6.00 | Rounded up to the nearest dollar- | EMTRS | MCP | 20% |
| 3130200.1303 | Driers up to approximately 30 minutes (fees can only change in dollar increments) | S6.16 LGA | Yes | | | \$4.00 | \$5.00 | power increases Rounded up to the nearest dollar- | EMTRS | MCP | 25% |
| 3130200.1303 | Caravan storage (caravan not to be sited at a caravan site and unoccupied) per week | S6.16 LGA | Yes | | | \$134.00 | \$136.50 | power increases Rounded up to allow multiples of 7 | EMTRS | MCP | 2% |
| 3130200.1303 | Self contained RV (short stay) (not using any of the CP facilities) per night (subject to the official RV site being within the Narrogin caravan site) | S6.16 LGA | Yes | | | \$6.50 | \$7.00 | Rounded up to the closest 50c | EMTRS | MCP | 8% |
| 3130200.1303 | Use of showers and/or toilet only per use (persons not stay in caravan park) subject to the approval of the Shire | S6.16 LGA | Yes | | | \$6.50 | \$7.00 | Rounded up to the closest 50c | EMTRS | MCP | 8% |
| | <u>Accommodation Units</u> | | | | | | | | | | |
| | <u>Daily Rates</u> | | | | | | | | | | |
| 3130200.1303 | Accommodation Unit per night (2 People, 1-6 nights) | S6.16 LGA | Yes | | | \$143.00 | \$148.00 | Increase applied | EMTRS | MCP | 3% |
| 3130200.1303 | Accommodation Unit additional person per night | S6.16 LGA | Yes | | | \$21.00 | \$22.00 | Rounded up to the closest 50c | EMTRS | MCP | 5% |
| | <u>Weekly Rates</u> | | | | | | | | | | |
| 3130200.1303 | Accommodation Unit per week (2 People) Full Week 7 - 90 days based on discounted rate of \$128.57p/n) | S6.16 LGA | Yes | | | 900.00 | 931.00 | Rounded down to allow multiples of 7 | EMTRS | MCP | 3% |
| 3130200.1303 | Accommodation Unit additional person per night | S6.16 LGA | Yes | | | 21.00 | 22.00 | Increase applied | EMTRS | MCP | 5% |

Schedule of Fees and Charges 2023/24

| GL CODE | DESCRIPTION | Legislative Authority | GST (inc) | Statutory fee "S" | Statutory fee by law | 2022/23 | Proposed 2023/24 | Comment | Responsible Executive | Responsible Officer | % Increase 22/23 to 23/24 |
|-------------------------|--|-------------------------|-----------|-------------------|--------------------------|----------------------|--------------------------|------------------|-----------------------|---------------------|---------------------------|
| 3130200.1303 | 2 Bed Accommodation Unit per night (4 People, 1-6 nights) | \$6.16 LGA | Yes | | | 0.00 | 185.00 New | | EMTRS | MCP | 0% |
| 3130200.1303 | Accommodation Unit per week (2 People) Full Week 7 - 90 days based on discounted rate of \$128.57p/n) | \$6.16 LGA | Yes | | | 0.00 | 1,176.00 New | | EMTRS | MCP | 0% |
| | For stays longer than a full week a 10% deposit is required. Cancellation of these bookings less than 24 hours prior to stay will forfeited the deposit. | | | | | | | | | | |
| | Booking fees for accommodation units include the following service/clean: - Bookings less than 7 days - daily service if requested - Bookings greater than 7 days - weekly service | | | | | | | | | | |
| | Other Tourism & Area Promotion | | | | | | | | | | |
| | Visitor Centre Merchandise | \$6.16 LGA | Yes | | | Cost plus 100% | Cost plus 100% | No change | EMDRS | MCLC | N/A |
| | Visitor Centre Merchandise | \$6.16 LGA | Yes | | | Cost plus 100% | Cost plus 100% | No change | EMDRS | MCLC | N/A |
| | Station Master's Room at Visitor Centre Hourly Rate | \$6.16 LGA | Yes | | | | \$25.00 New | | EMDRS | MCLC | N/A |
| | Station Master's Room at Visitor Centre Half Day Hire (4hrs) | \$6.16 LGA | Yes | | | | \$60.00 New | | EMDRS | MCLC | N/A |
| | Station Master's Room at Visitor Centre Full Day Hire (8hrs) | \$6.16 LGA | Yes | | | | \$120.00 New | | EMDRS | MCLC | N/A |
| 3130200.1303 | Sale of other promotional material at RRP or cost plus 20% | \$6.16 LGA | Yes | | | RRP or Cost plus 20% | RRP or Cost plus 20% | No change | EMDRS | MCLC | 0% |
| 3130200.1303 | RV permit fee (at approved RV sites external to the Caravan Park) | \$6.16 LGA | Yes | | | N/A | N/A | No change | EMTRS | MCP | N/A |
| Building Control | | Building Control | | | | | | | | | |
| | Building Services | | | | | | | | | | |
| 3130300.1304 | Building Surveyor hourly rate | \$6.16 LGA | Yes | | | \$95.50 | \$99.00 | Increase applied | EMDRS | RBS | 4% |
| 3130300.1304 | Trainee Building Surveyor charge hourly rate | \$6.16 LGA | Yes | | | \$72.00 | \$74.50 | Increase applied | EMDRS | RBS | 3% |
| 3130300.1304 | Vehicles mileage rate | \$6.16 LGA | Yes | | | \$1.54 | \$2.00 | Increase applied | EMDRS | RBS | 30% |
| 3130300.1304 | Retrieval of building plans | \$6.16 LGA | Yes | | | \$51.50 | \$53.50 | Increase applied | EMDRS | RBS | 4% |
| 3130300.1304 | Class 1 & 10 Building Permit fee 0.32% - minimum | Sch 2 BR | | S | | \$113.50 | \$113.50 | No change | EMDRS | RBS | 0% |
| 3130300.1304 | Class 2-9 Building Permit fee 0.09% - minimum | Sch 2 BR | | S | | \$113.50 | \$113.50 | No change | EMDRS | RBS | 0% |
| BUILDING | Building Services Levy fee 0.137% - minimum | R 12 BS | | S | | \$63.50 | \$63.50 | No change | EMDRS | RBS | 0% |
| BUILDING | Building Industry Fund .2% (once work over \$20,000 value) | Reg 3 BCITFLA | | S | | | | No change | | | |
| T4 | Footpath, kerb and road deposit (per street frontage) 1% of value of proposed works with a minimum of \$1,500 | Sch 2 BR | | S | | \$0.00 | \$0.00 | No change | EMDRS | RBS | 0% |
| 3130300.1304 | Certificate of Design Compliance as per staff time (\$340 min) or 0.2%, whichever is greater - minimum | Sch 2 BR | | S | | \$351.00 | \$351.00 | No change | EMDRS | RBS | 0% |
| 3130300.1304 | Certificate of Built Compliance - as per staff time (\$340 min) or 0.2%, whichever is greater - minimum | Sch 2 BR | | S | | \$351.00 | \$351.00 | No change | EMDRS | RBS | 0% |
| 3130300.1304 | Certificates of Construction Compliance - as per staff time (\$340 min) or 0.2%, whichever is greater -minimum | Sch 2 BR | | S | | \$351.00 | \$351.00 | No change | EMDRS | RBS | 0% |
| 3130300.1304 | Approval of battery powered smoke alarms | R61 BR | | S | | \$185.00 | \$185.00 | No change | EMDRS | RBS | 0% |
| 3130300.1304 | Other charges as per the Building Regulations 2012 | Sch 2 BR | | S | As per the regulation | | As per the regulation | No change | EMDRS | RBS | |
| 3130300.1304 | Swimming pool inspection fee (\$58.45/4 years) Reg 53 Building Regulations 2012 | R 53 BR | | S | | \$15.00 | \$15.00 | No change | EMDRS | RBS | 0% |
| Other Economic Services | | Other Economic Services | | | | | | | | | |
| 3130607.1304 | Commercial Stand pipe per 1,000L | \$6.16 LGA | Yes | | | \$7.00 | \$7.50 | Increase applied | EMTRS | MO | 7% |
| 3130607.1304 | Commercial Stand pipe access swipe card | \$6.16 LGA | Yes | | | \$20.50 | \$21.50 | Increase applied | EMTRS | MO | 5% |
| | Advertising and Sponsorship signs (policy 11.5) | | | | | | | | | | |
| 3130604.1304 | Naming Rights Sponsor | \$6.16 LGA | | | | \$0.00 | \$0.00 | No change | EMTRS | MO | 0% |
| 3130604.1304 | Long Term Sponsor | \$6.16 LGA | | | | \$0.00 | \$0.00 | No change | | | |
| 3130604.1304 | Small (up to 60cm X 90cm) | \$6.16 LGA | | | | \$103.00 | \$106.50 | Increase applied | EMTRS | MO | 3% |
| 3130604.1304 | Large up to 120cm x 240cm | \$6.16 LGA | | | | \$206.50 | \$213.50 | Increase applied | EMTRS | MO | 3% |
| 3130604.1304 | Oversize | \$6.16 LGA | | | As determined by Council | | As determined by Council | No change | EMTRS | MO | |
| 3130604.1304 | Seasonal Sponsor | | | | | | | | | | |
| 3130604.1304 | Small (up to 60cm X 90cm) | \$6.16 LGA | | | | \$103.00 | \$106.50 | Increase applied | CEO | EMCCS | 3% |
| 3130604.1304 | Large up to 120cm x 240cm | \$6.16 LGA | | | | \$206.50 | \$213.50 | Increase applied | CEO | EMCCS | 3% |

Schedule of Fees and Charges 2023/24

| GL CODE | DESCRIPTION | Legislative Authority | GST (inc) | Statutory fee "S" | Statutory fee by law | 2022/23 | Proposed 2023/24 | Comment | Responsible Executive | Responsible Officer | % Increase 22/23 to 23/24 |
|---|---|-----------------------|-----------|-------------------|----------------------|--------------------------|--------------------------|------------------|-----------------------|---------------------|---------------------------|
| 3130604.1304 | Oversize | S6.16 LGA | | | | As determined by Council | As determined by Council | No change | CEO | EMCCS | 0% |
| 3130604.1304 | Event Sponsor | S6.16 LGA | | | | As determined | As determined by | No change | CEO | EMCCS | 0% |
| 3130604.1304 | Community/ Not for Profit/ Service Group | S6.16 LGA | | | | As determined | As determined by | No change | CEO | EMCCS | 0% |
| 3130604.1304 | Small (up to 60cm X 90cm) | S6.16 LGA | | | | As determined | As determined by | No change | CEO | EMCCS | 0% |
| 3130604.1304 | Large up to 120cm x 240cm | S6.16 LGA | | | | As determined | As determined by | No change | CEO | EMCCS | 0% |
| 3130604.1304 | Oversize | S6.16 LGA | | | | As determined | As determined by | No change | CEO | EMCCS | 0% |
| BUSINESS UNIT: OTHER PROPERTY & SERVICES | | | | | | | | | | | |
| Private Works | Private Works | | | | | | | | | | |
| | <u>Charge Out Rates for Private Works</u> | | | | | | | | | | |
| | <u>With Operator (Labour rates included in price)</u> | | | | | | | | | | |
| 3140100.1304 | Grader per hour | S6.16 LGA | Yes | | | \$196.50 | \$203.50 | Increase applied | EMTRS | MO | 4% |
| 3140100.1304 | Loader per hour | S6.16 LGA | Yes | | | \$182.00 | \$188.50 | Increase applied | EMTRS | MO | 4% |
| 3140100.1304 | Backhoe per hour | S6.16 LGA | Yes | | | \$139.50 | \$144.50 | Increase applied | EMTRS | MO | 4% |
| 3140100.1304 | Truck (12 tonne) per hour | S6.16 LGA | Yes | | | \$183.00 | \$189.50 | Increase applied | EMTRS | MO | 4% |
| 3140100.1304 | Truck (3 tonne) per hour | S6.16 LGA | Yes | | | \$151.00 | \$156.00 | Increase applied | EMTRS | MO | 3% |
| 3140100.1304 | Truck & float per hour | S6.16 LGA | Yes | | | \$235.00 | \$243.00 | Increase applied | EMTRS | MO | 3% |
| 3140100.1304 | Jet patcher per hour | S6.16 LGA | Yes | | | \$175.00 | \$181.00 | Increase applied | EMTRS | MO | 3% |
| 3140100.1304 | Multi- roller per hour | S6.16 LGA | Yes | | | \$175.00 | \$181.00 | Increase applied | EMTRS | MO | 3% |
| 3140100.1304 | Vibe (Hamm) roller per hour | S6.16 LGA | Yes | | | \$219.00 | \$226.50 | Increase applied | EMTRS | MO | 3% |
| 3140100.1304 | Excavator per hour | S6.16 LGA | Yes | | | \$183.00 | \$189.50 | Increase applied | EMTRS | MO | 4% |
| 3140100.1304 | Road sweeper per hour | S6.16 LGA | Yes | | | \$191.50 | \$198.00 | Increase applied | EMTRS | MO | 3% |
| 3140100.1304 | JD tractor per hour | S6.16 LGA | Yes | | | \$231.00 | \$239.00 | Increase applied | EMTRS | MO | 3% |
| 3140100.1304 | Bomag vibrating roller per hour | S6.16 LGA | Yes | | | \$151.00 | \$156.50 | Increase applied | EMTRS | MO | 4% |
| 3140100.1304 | Cat multi terrain loader per hour | S6.16 LGA | Yes | | | \$144.00 | \$149.00 | Increase applied | EMTRS | MO | 3% |
| 3140100.1304 | JD backhoe per hour | S6.16 LGA | Yes | | | \$140.00 | \$145.00 | Increase applied | EMTRS | MO | 4% |
| 3140100.1304 | Trailers (truck dog) | S6.16 LGA | Yes | | | \$53.00 | \$55.00 | Increase applied | EMTRS | MO | 4% |
| 3140100.1304 | Slasher (tractor attachment) | S6.16 LGA | Yes | | | \$31.00 | \$32.00 | Increase applied | EMTRS | MO | 3% |
| 3140100.1304 | Turf Aerator (tractor attachment) | S6.16 LGA | Yes | | | \$31.00 | \$32.00 | Increase applied | EMTRS | MO | 3% |
| 3140100.1304 | New Holland tractor per hour | S6.16 LGA | Yes | | | \$176.00 | \$182.00 | Increase applied | EMTRS | MO | 3% |
| 3140100.1304 | JD ride on mower (with trailer) per hour | S6.16 LGA | Yes | | | \$131.50 | \$136.00 | Increase applied | EMTRS | MO | 3% |
| 3140100.1304 | Toro ride on mower (with trailer) per hour | S6.16 LGA | Yes | | | \$143.00 | \$148.00 | Increase applied | EMTRS | MO | 3% |
| 3140100.1304 | Flail Mower (tractor attachment) | S6.16 LGA | Yes | | | \$84.00 | \$87.00 | Increase applied | EMTRS | MO | 4% |
| 3140100.1304 | 10 tonne Mitsubishi Fuso | S6.16 LGA | Yes | | | \$183.00 | \$189.50 | Increase applied | EMTRS | MO | 4% |
| 3140100.1304 | Tow behind broom per hour | S6.16 LGA | Yes | | | \$133.50 | \$138.00 | Increase applied | EMTRS | MO | 3% |
| 3140100.1304 | Generator hire per day or part there of (commercial) | S6.16 LGA | Yes | | | \$533.00 | \$551.50 | Increase applied | EMTRS | MO | 3% |
| 3140100.1304 | Generator hire per day or part there of (non commercial) | S6.16 LGA | Yes | | | \$267.00 | \$276.50 | Increase applied | EMTRS | MO | 4% |
| 3140100.1304 | Materials, Contracts, Plant & Labour Rates | S6.16 LGA | Yes | | | Cost plus 20% | Cost plus 20% | No change | EMTRS | MO | 0% |
| 3140100.1304 | Works crew labour per hour | S6.16 LGA | Yes | | | \$94.00 | \$97.50 | Increase applied | EMTRS | MO | 4% |
| 3140100.1304 | Works Foreman per hour | S6.16 LGA | Yes | | | \$117.00 | \$121.00 | Increase applied | EMTRS | MO | 3% |
| 3140100.1304 | Operations Manager | S6.16 LGA | Yes | | | \$128.00 | \$132.50 | Increase applied | EMTRS | MO | 4% |
| 3140100.1304 | Mileage rate per km | S6.16 LGA | Yes | | | \$1.57 | \$2.00 | Rounded up | EMTRS | MO | 27% |
| 3140100.1304 | Gravel per Cubic metre ex pit excluding delivery | S6.16 LGA | Yes | | | \$10.50 | \$11.00 | Increase applied | EMTRS | MO | 5% |
| | * No dry hire of plant. Only experienced ticketed Shire staff to operate plant at discretion of CEO or EMTRS | | | | | | | | | | |
| | <u>All other charges not separately listed in this schedule that is not set by specific legislation</u> | S6.16 LGA | Yes | | | Cost plus 20% | Cost plus 20% | No change | EMTRS | MO | 0% |
| 3120214.1300 | Gate Permits | S6.16 LGA | Yes | | | \$259.00 | \$260.00 | Increase applied | EMTRS | MO | 0% |
| Administration | Administration | | | | | | | | | | |
| | <u>Administration/Office</u> | | | | | | | | | | |
| 3040203.1304 | Photocopy charges - single A4 per copy | S6.16 LGA | Yes | | | \$0.50 | \$0.50 | No change | EMCCS | MCS | 0% |
| 3040203.1304 | Photocopy charges - single A3 per copy | S6.16 LGA | Yes | | | \$1.00 | \$1.00 | No change | EMCCS | MCS | 0% |

Schedule of Fees and Charges 2023/24

| GL CODE | DESCRIPTION | Legislative Authority | GST (inc) | Statutory fee "S" | Statutory fee by law | 2022/23 | Proposed 2023/24 | Comment | Responsible Executive | Responsible Officer | % Increase 22/23 to 23/24 |
|--------------|--|-----------------------|-----------|-------------------|----------------------|----------|------------------|------------------|-----------------------|---------------------|---------------------------|
| 3040203.1304 | Photocopy charges - A4 single colour per copy | S6.16 LGA | Yes | | | \$2.00 | \$2.00 | No change | EMCCS | MCS | 0% |
| 3040203.1304 | Photocopy charges - A4 double / A3 single colour per copy | S6.16 LGA | Yes | | | \$4.00 | \$4.00 | No change | EMCCS | MCS | 0% |
| 3040204.1304 | Minutes or Agendas (free at council meeting) | S6.16 LGA | Yes | | | \$26.00 | \$27.00 | Increase applied | EMCCS | MCS | 4% |
| 3040206.1304 | Digital projector per day | S6.16 LGA | Yes | | | \$37.00 | \$38.50 | Increase applied | EMCCS | MCS | 4% |
| 3040206.1304 | Portable wireless speaker (individual) | S6.16 LGA | Yes | | | \$34.00 | \$35.00 | Increase applied | EMCCS | MCS | 3% |
| 3040206.1304 | Portable wireless speakers (pair) | S6.16 LGA | Yes | | | \$57.00 | \$59.00 | Increase applied | EMCCS | MCS | 4% |
| 3040101.1302 | Council chambers full day | S6.16 LGA | Yes | | | \$413.00 | \$427.50 | Increase applied | EMCCS | MCS | 4% |
| 3040101.1302 | Council chambers per hour | S6.16 LGA | Yes | | | \$52.50 | \$54.50 | Increase applied | EMCCS | MCS | 4% |
| 3040101.1302 | Meeting room full day | S6.16 LGA | Yes | | | \$247.50 | \$256.00 | Increase applied | EMCCS | MCS | 3% |
| 3040101.1302 | Meeting room per hour | S6.16 LGA | Yes | | | \$42.50 | \$44.00 | Increase applied | EMCCS | MCS | 4% |
| 3040205.1304 | Secretarial support per hour | S6.16 LGA | Yes | | | \$73.00 | \$75.50 | Increase applied | EMCCS | MCS | 3% |
| 3040206.1304 | FOI as per statutory fees | S6.16 LGA | Yes | S | | \$0.00 | \$0.00 | No change | EMCCS | MCS | 0% |
| 3040206.1304 | Cleaning | S6.16 LGA | Yes | | | \$0.00 | \$0.00 | No change | EMCCS | MCS | 0% |
| 3140511.1304 | IT Officer charge out income (per hour) | S6.16 LGA | Yes | | | \$73.00 | \$75.50 | Increase applied | EMCCS | MCS | 3% |
| | Copy of CCTV Footage (fixed Cost) includes first hour. WAPOL exempt | S6.16 LGA | Yes | | | \$103.00 | \$106.50 | Increase applied | EMCCS | MCS | 3% |
| | Copy of CCTV Footage (Hourly fee or part there of) WAPOL exempt | S6.16 LGA | Yes | | | \$72.00 | \$74.50 | Increase applied | EMCCS | MCS | 3% |
| 3140511.1304 | Vehicles mileage rate | S6.16 LGA | Yes | | | \$0.00 | \$0.00 | No change | EMCCS | MCS | 0% |
| | Security key bond | S6.16 LGA | Yes | | | \$263.00 | \$272.00 | Increase applied | EMCCS | MCS | 3% |
| | Bonds that have been approved by the CEO or EMCCS to be paid by credit cards will attract a fee equal to that of the bank fees paid by the Shire associated with that particular transaction. | | | | | | | | | | |

| BUSINESS UNIT: OTHER PROPERTY & SERVICES | LEASES/LICENCES |
|--|---|
| Annually Unless Stated | Annually Unless Stated |
| | Portion of 105 Federal Street - Arts Narrogin Inc. |
| | Reserve 137717 Lake Road - Nomans Lake Hall Committee |
| | Portion of Lot 1561 Clayton Road - Narrogin Agricultural Society |
| | 43 Federal Street - CSBP Ltd |
| | 30-50 Clayton Road - Upper Great Southern Hockey Association |
| | Lot 1561 Clayton Road - Narrogin Race & Pace |
| | Portion of Lot 205 Great Southern Highway - Richard Boothey |
| | Lot 3265541 Federal Street - Barry McNab |
| | 38 Fortune Street - Westpac Banking Corporation |
| | 45 Federal Street - Linda & Clinton Olsson (Est 1978) |
| | Town Hall Office 1 & 2 Federal Street - Tutti Music - Leigh Jennings |
| | 95 Earl Street - Menshed Narrogin Inc. |
| | 166 Clayton Road Menshed Narrogin Inc. |
| | Lot 123 Earl Street - John Chadwick |
| | 1-3 Fathom Street - Narrogin & Districts Senior Citizens Centre |
| | Lot 3000 Williams Road - Narrogin Golf Club |
| | 6 William Kennedy Way - Narrogin Regional Child Care Services Inc. |
| | Lot 109 Williams-Kondinin Road - Narrogin Clay Target Club |
| | Lot 109 Williams-Kondinin Road - Narrogin Speedway Club |
| | Lot 15801 Contine Road - Narrogin Sporting Shooters |
| | Lot 109 Williams-Kondinin Road - Narrogin Dirt Bike Association |
| | 61 Fairway Street - Narrogin Restoration Group |
| | Lot 135 Burley Street - Roy & Diana Kirby - owns adjoining land |
| | Lot R12584 Clayton Road - Brenton, Clayton & Lewis Hardie (land user - owns surrounding land) |
| | Lot R12856 Clayton Road - Barry Hardie (land user - owns surrounding land) |
| | Lot 301 Yilliminning Road - K Quartermaine (land user - owns surrounding land) |
| | Lot 50 Narrogin Valley Road - Adrian Veitch (land user - owns surrounding land) |
| | 75 Federal Street - Narrogin Community Support Association Inc. / Narrogin Financial |
| | Counselling Service (formerly the Narrogin Youth Support Association Inc. |
| | Portion of Lot 1561 Clayton Road - Narrogin & Districts Stud Sheep Breeders Association & Narrogin Agricultural Society Inc |
| | Portion of Lot 1561 Clayton Road - Narrogin Amateur Swimming Club |
| | Portion of Lot 1561 Clayton Road - Narrogin Towns Cricket Club Inc. |
| | Portion of Lot 1561 Clayton Road - Narrogin Poultry Society |

Schedule of Fees and Charges 2023/24

| GL CODE | DESCRIPTION | Legislative Authority | GST (inc) | Statutory fee "S" | Statutory fee by law | 2022/23 | Proposed 2023/24 | Comment | Responsible Executive | Responsible Officer | % Increase 22/23 to 23/24 |
|---------|---|-----------------------|-----------|-------------------|----------------------|------------|------------------|-----------|-----------------------|---------------------|---------------------------|
| | Kevin Norwell Velodrome - The Nutty Mob Inc. | S6.16 LGA | Yes | S | S | \$1.00 | \$1.00 | No change | CEO | EMCCS | 0% |
| | Lot 8 Clayton Road - Licence - Narrogin Hawks Football Club | S6.16 LGA | Yes | S | S | \$0.00 | \$0.00 | No change | CEO | EMCCS | 0% |
| | Lot 205 Mokine Road - Licence - Vern Gibson | S6.16 LGA | Yes | S | S | \$0.00 | \$0.00 | No change | CEO | EMCCS | 0% |
| | Portion of 105 Federal Street - Narrogin Gymnastics Club Inc. | S6.16 LGA | Yes | S | S | \$5,000.00 | \$5,000.00 | No change | EMDRS | MCLC | 0% |
| | Lot 1721 Hale Street - Gnarojin Community Gardens Incorporated | S6.16 LGA | Yes | S | S | \$1.00 | \$1.00 | No change | CEO | EMCCS | 0% |
| | Portion of R20443, 39 Bannister Street - Narrogin Eagles Sporting Club | S6.16 LGA | Yes | S | S | \$1.00 | \$1.00 | No change | EMDRS | MCLC | 0% |
| | Portion of Lots 26 & 27 Burley Street - Highbury Tennis Club | S6.16 LGA | Yes | S | S | \$1.00 | \$1.00 | No change | CEO | EMCCS | 0% |
| | Portion of Lots 26 & 27 Burley Street - Highbury District Community Council | S6.16 LGA | Yes | S | S | \$1.00 | \$1.00 | No change | EMDRS | MCLC | 0% |
| | Portion of Lot 1561 Clayton Road - Narrogin Tennis Club Inc. | S6.16 LGA | Yes | S | S | \$1.00 | \$1.00 | No change | CEO | EMCCS | 0% |
| | Portion of Lot 1561 Clayton Road - Narrogin Croquet Club | S6.16 LGA | Yes | S | S | \$1.00 | \$1.00 | No change | EMDRS | MCLC | 0% |
| | Portion of Lot 1561 Clayton Road - Narrogin Bowling Club | S6.16 LGA | Yes | S | S | \$1.00 | \$1.00 | No change | EMDRS | MCLC | 0% |
| | 2194 Clayton Road - Narrogin Gliding Club | S6.16 LGA | Yes | S | S | \$700.00 | \$700.00 | No change | EMTRS | MO | 0% |
| | 2202 Clayton Road - Narrogin Flying Club | S6.16 LGA | Yes | S | S | \$350.00 | \$350 plus CPI | No change | EMTRS | MO | 0% |
| | 2202 Clayton Road - St John Ambulance - Patient Transfer Facility | S6.16 LGA | Yes | S | S | \$1.00 | \$1.00 | No change | EMTRS | MO | 0% |
| | 58-70 Portion of Lot 1561 Clayton Road - Narrogin Hawks Football Club | S6.16 LGA | Yes | S | S | \$1.00 | \$1.00 | No change | EMDRS | MCLC | 0% |
| | Shop 2 & Office 82 Federal Street - Holyoake Australian Institution for Alcohol and Drug Addiction Resolution Inc | S6.16 LGA | Yes | S | S | | \$11,330.00 | New | CEO | CEO | |

NOTES

| | |
|---|--|
| Additional Items about the Shire's Fees and Charges | |
|---|--|

| | |
|------------------------------|--|
| Rounding | Fees and Charges are to be rounded to the nearest 50c, where practical. |
| Concession Rate | A person who can prove at the time of purchase they are either under 18 years of age or a holder of a Seniors or Health Care Card. |
| Bonds | <p>Bonds are to be paid before the hire of facilities, equipment or the supplying of keys.</p> <p>All Bonds are to be paid by Cash or Bank Cheque unless approved by the CEO or EMCCS.</p> <p>If the CEO or EMCCS approve payment of Bond by Credit Card then additional fees will apply and the bond will be increase by 3% to cover the loss of bank fees.</p> <p>The CEO or EMCCS may amend or impose an additional bond for the use of the Shire facilities by any group or individuals where they believe it is in the best interest of the Shire to do so.</p> |
| Cleaning Requirements | Unless special arrangements have been agreed to by the Shire, all facilities are to be cleaned to the same standard as the facility was originally hired, at the end of the hire. |
| Other | All above figures are in Australian Dollars (AUD). |
| Statutory Fees | Any statutory fees imposed by other government agencies are subject to change without warning. Prior to considering change to any of these fees relevant legislation should be read. |
| GST | All prices with Yes in the GST column include GST. |
| Cost plus 20% | All other charges not separately listed in this schedule that is not set by specific legislation will be charged at cost plus 20%. |

| | |
|---------------------------|---|
| Abbreviations used | <u>Fees & Charges - References</u> |
| ACA | Aged Care Act 1997 (Federal) |
| BFA | Bushfires Act 1954 |
| BR | Building Regulations 2012 |
| BS | Building Services (Complaint Resolution and Administration) regulations 2011 |
| CA | Cemeteries Act 1986 |
| CAA | Cat Act 2011 |
| CR | Cat Regulations 2012 |
| DA | Dog Act 1976 |
| DR | Dog Regulations 2013 |
| FA | Food Act 2008 |
| HLL | Health Local Law 2022 |
| HA | Health Act 1911 |
| PHA | Public Health Act 2016 |
| HTS | Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974 |
| LG(MP)A | Local Government (Miscellaneous Provisions) Act 1960 |
| LGA | Local Government Act 1995 |
| PDA | Planning and Development Act 2005 |
| PDR | Planning and Development Regulations 2009 |

Schedule of Fees and Charges 2023/24

| GL CODE | DESCRIPTION | Legislative Authority | GST (inc) | Statutory fee "S" | Statutory fee by law | 2022/23 | Proposed 2023/24 | Comment | Responsible Executive | Responsible Officer | % Increase 22/23 to 23/24 |
|---------|------------------------------------|-----------------------|-----------|-------------------|----------------------|---------|------------------|---------|-----------------------|---------------------|---------------------------|
| WA FOI | WA Freedom of Information Act 1992 | | | | | | | | | | |

10.4 OFFICE OF THE CHIEF EXECUTIVE OFFICER

10.4.1 ANNUAL REVIEW OF DELEGATIONS

| | |
|--|--|
| File Reference | 13.5.6 |
| Disclosure of Interest | Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that require disclosure. |
| Applicant | Shire of Narrogin |
| Previous Item Numbers | Nil |
| Date | 18 April 2023 |
| Author | Dale Stewart – Chief Executive Officer |
| Authorising Officer | Dale Stewart – Chief Executive Officer |
| Attachments 1. Delegations Register – Review 2023 (changes tracked) | |

Summary

That the Council is requested to consider the review of the Delegations Register, previously endorsed by Council, which must be reviewed at least every 12 months, and consider any other delegations desired or required.

Background

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

There remain no delegations of power or duties to committees.

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

Consultation

Consultation has occurred with the following:

- Chief Executive Officer;
- Executive Managers;
- Managers; and
- Records and Governance Officer.

Statutory Environment

Local Government Act 1995 –

- 5.42 – delegation of powers and discharge of duties to the CEO by absolute majority decision;
- 5.43 – limits on delegations to CEO; and
- 5.44 – CEO may delegate to other employees in writing.

Bush Fires Act 1954 –

- 18(10) – delegation to vary prohibited burning periods to the President and Chief Bush Fire Control Officer jointly; and
- 18 – delegation of powers to CEO, sub-delegation by CEO not permitted.

Policy Implications

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

Financial Implications

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

Strategic Implications

| | | |
|------------|-------|--|
| Objective: | 4. | Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community) |
| Outcome: | 4.1 | An efficient and effective organisation |
| Strategy: | 4.1.1 | Continually improve operational efficiencies and provide effective services |
| Strategy: | 4.1.2 | Continue to enhance communication and transparency |
| Outcome: | 4.2 | An employer of choice |
| Strategy: | 4.2.1 | Provide a positive, desirable workplace |

Risk Implications

| Risk | Risk Likelihood | Risk Impact / Consequence | Risk Rating | Principal Risk Theme | Risk Action Plan (Controls or Treatment proposed) |
|--|-----------------|---------------------------|-------------|-------------------------|---|
| Failure to annually review the Delegations Register in accordance with Sections 5.42, 5.43 and 5.44 of the Local Government Act 1995 and Section 18 (10) of the Bushfire Act 1954 may result in a qualified audit. | Rare (1) | Moderate (3) | Low (1-4) | Compliance Requirements | Accept Officer Recommendation |

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of three (3) has been determined for this item. Any items with a risk rating over 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

The review is now complete with minimal changes suggested.

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

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

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

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

- Inclusion of Delegation No 112 from the Department of Environment Regulation to the CEO duties under the Environmental Protection (Noise) Regulations 1997.
- Delegation No 3.11 – Donations/Sponsorship – Financial and In-kind Works/Services – suggesting that the CEO delegated amount to be changed from \$300 to \$500 ex GST in any financial year to account for the fact that this amount has not altered for at least 5 years.

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

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

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

Voting Requirements

Absolute Majority

OFFICERS' RECOMMENDATION

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

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



89 Earl Street, Narrogin
Correspondence to:
PO Box 1145, Narrogin WA 6312
T (08) 9890 0900
E enquiries@narrogin.wa.gov.au
W www.narrogin.wa.gov.au

REGISTER OF DELEGATIONS

REVIEW – ~~1727~~ APRIL 202~~32~~

History Summary

| Item | Date | Action | Description |
|------|------------------|---------------|--|
| 1 | 12 July 2016 | Establishment | Resolution 0714.107 - Delegations Register 2016/2017 – Adoption of Shire Delegations Register. |
| 2 | 9 August 2016 | Amendment | Resolution 0814.119 - Incorporation of: 4.3 Cats Local Law 2016; 4.5 Dogs Local Law 2016; 4.8 Parking Local Law 2016; and 7.1 Cemetery local Law 2016. |
| 3 | 20 December 2016 | Amendment | Resolution 1216.195 – Incorporation of: 10.5 Fencing Local Law 2016; and 11.3 Public Places and Local Government Property Local Law 2016. |
| 4 | 23 May 2017 | Nil | Resolution 0517.064 - Annual Review. |
| 5 | 23 May 2018 | Amendment | Resolution 0518.051 – Annual Review Delegation 3.1 Tenders..., the following text was replaced: <i>The CEO is delegated authority to accept tenders called where the value of the proposed purchase is less than the tender threshold stipulated by Regulations, without further reference to Council.</i> with: <i>All tenders and expressions of interest, equal to or above the threshold, are to be approved by Council.</i> |
| 6 | 26/11/18 | Editing | 26/11/2018 – Preface incorporated, Appendix brought to front as 'Summary'. Certification page removed. |
| 7 | 24/7/19 | Annual Review | Resolution 0719.13 – Annual Review. |
| 8 | 14/8/2019 | Amendment | Addition of Summary of Delegations table prior to Section 1. |
| 9 | 18 Dec 2019 | Amendment | Resolution 1219.008 inserting Delegation 1.1 clause 2(i) for appointment of Waste Local Law authorised persons. |
| 10 | 25 Feb 2020 | Amendment | Resolution 0220.019 Incorporation of Delegation 6.5 Waste Local Law 2019. |
| 11 | 26 May 2020 | Annual Review | Resolution 0520.106 – Annual Review. |
| 12 | 24 February 2021 | Amendment | Resolution 0221.108 – 1.2 Acting CEO Appointment - repealed. |
| 13 | 26 May 2021 | Annual Review | Resolution 0521.010 - Annual Review |
| 14 | 27 April 2022 | Annual Review | Resolution 0427.012 – Annual review of Delegations |

PREFACE

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

Delegations are over-ridden by –

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

Delegations override –

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

The decisions can be made at any time, and may be varied at Council's discretion. Delegation is binding on employees and officers, unless discretion is stated. Delegated power is to be considered as Council's instructions.

The Local Government Act requires –

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

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

Within the Delegations Register is a detailed outline of –

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

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

ARRANGEMENT

| | |
|--|-----|
| PREFACE | 3 |
| ARRANGEMENT | 4 |
| CONTENTS | 5 |
| SUMMARY | 9 |
| Section 1 - Council / Governance | 15 |
| Section 2 - Administration / Organisation | 19 |
| Section 3 - Financial Management | 24 |
| Section 4 - Order / public safety | 43 |
| Section 5 - Fire Control | 56 |
| Section 6 - Environmental Health / Food | 61 |
| Section 7 - Community Services | 71 |
| Section 8 - Personnel | 72 |
| Section 9 - Occupational Safety & Health | 76 |
| Section 10 - Building / Development | 77 |
| Section 11 - Public Facilities | 87 |
| Section 12 - Transport (renamed) | 92 |
| Section 13 - Natural Resource Management | 114 |
| Former Section 14 – Plant / Equipment (transferred to Section 12) | 118 |
| Former Section 15 – Natural Resources (renumbered as Section 13) | 118 |
| Former Section 16 – Unclassified (transferred to Section 12) | 118 |
| Former Section 17 – Building and Development (deleted) | 118 |
| Former Section 18 – Environmental Health / Food (transferred to Section 6) | 118 |
| Former Section 19 – Fire Control (deleted or transferred to Section 5) | 118 |

CONTENTS

[PREFACE](#)

[ARRANGEMENT](#)

[CONTENTS](#)

[SUMMARY](#)

[Statutory context](#)

[Corporate context](#)

[Definitions](#)

[Guidelines No.17 – Delegations \(Department of Local Government\)](#)

[Making, amending and revoking delegations](#)

[Use of delegations](#)

[Record of use of delegations](#)

[Review of delegations](#)

[Primary delegation](#)

[Secondary delegation by CEO](#)

[Section 1 - Council / Governance](#)

[1.1 Appointment of authorised persons](#)

[1.2 Acting CEO – Appointment](#)

[Section 2 - Administration / Organisation](#)

[2.1 Common Seal – Execution of documents](#)

[2.2 Destruction of Records \(Deleted\)](#)

[2.3 Confidential records – Inspection](#)

[Section 3 - Financial Management](#)

[3.1 Tenders – power to set specifications, criteria, call, accept, vary](#)

[3.2 Contracts – Variations](#)

[3.3 Disposing of property, and impounded, confiscated or uncollected goods](#)

[3.4 Disposing of land – leases, rentals etc](#)

[3.5 Rates record, extensions and objections](#)

[3.6 Sundry and rate debtors – Recovery and agreements](#)

[3.7 Write off of sundry and rate debts](#)

[3.8 Municipal Fund – Incurring expenditure \(Deleted\)](#)

[3.9 Municipal Fund and Trust Fund – Payments from Bank Accounts](#)

[3.10 Investments](#)

[3.11 Donations/Sponsorship – Financial and In-kind Works / Services](#)

[3.12 Ex-Gratia Payments](#)

[Section 4 - Order / public safety](#)

[4.1 Disposal of sick or injured animals](#)

[4.2 Cat Act 2011](#)

[4.3 Cats Local Law 2016](#)

[4.4 Dog Act 1976](#)

[4.5 Dogs Local Law 2016](#)

[4.6 Impounding of vehicles and goods](#)

[4.7 Impounding of cattle etc](#)

[4.8 Parking Local Law 2016](#)

[Section 5 - Fire Control](#)

[5.1 Issue of burning permits – CEO](#)

[5.2 Fire Fighting – Emergency Plant Hire \(Deleted\)](#)

[5.3 Restricted burning periods – Variations](#)

[5.4 Prohibited burning periods – Variations](#)

[Section 6 - Environmental Health / Food](#)

[6.1 Control of environmental health matters](#)

[6.2 Health Local Law 2022](#)

[6.3 Amenity Local Law 2016 \(Deleted\)](#)

[6.4 Control of food matters](#)

[6.5 Waste Local Law 2019](#)

[6.6 Environmental Protection \(Noise\) Regulations 1997](#)

[Section 7 - Community Services](#)

[7.1 Cemetery Local Law 2016](#)

[Section 8 - Personnel](#)

[8.1 Designated senior employee – Vacancy](#)

[8.2 Long service leave](#)

[Section 9 - Occupational Safety & Health](#)

[Section 10 - Building / Development](#)

[10.1 Control of building matters](#)

[10.2 Illegal development](#)

[10.3 Control of planning matters](#)

[10.4 Applications for subdivision and amalgamations](#)

[10.5 Fencing Local Law 2016](#)

[Section 11 - Public Facilities](#)

[11.1 Liquor Control Act](#)

[11.2 Discount/waiver/subsidy of facility hire fees](#)

[11.3 Public Places and Local Government Property Local Law 2016](#)

[Section 12 - Transport \(renamed\)](#)

[12.1 Reserves under control of the local government](#)

[12.2 Things to be done on land not local government property](#)

[12.3 Works on land outside the district](#)

[12.4 Materials from land not under local government control](#)

[12.5 Notices requiring certain things to be done](#)

[12.6 Notice of local government works](#)

[12.7 Private works/infrastructure on, over or under public land](#)

[12.8 Events on roads](#)

[12.9 Temporary road closures](#)

[12.10 Restricted Access Vehicles on Shire Roads](#)

[12.11 Gates across roads / thoroughfares](#)

[Section 13 - Natural Resource Management](#)

[13.1 Control of Vehicles \(Off-road Areas\) Act 1978](#)

[13.2 Native flora and fauna](#)

[Former Section 14 – Plant / Equipment \(transferred to Section 12\)](#)

[Former Section 15 – Natural Resources \(renumbered as Section 13\)](#)

[Former Section 16 – Unclassified \(transferred to Section 12\)](#)

[Former Section 17 – Building and Development \(deleted\)](#)

[Former Section 18 – Environmental Health / Food \(transferred to Section 6\)](#)

[Former Section 19 – Fire Control \(deleted or transferred to Section 5\)](#)

[PREFACE](#)

Formatted: Default Paragraph Font, Font: Not Bold

ARRANGEMENTCONTENTSSUMMARYStatutory contextCorporate contextDefinitionsGuidelines No.17 – Delegations (Department of Local Government)Making, amending and revoking delegationsUse of delegationsRecord of use of delegationsReview of delegationsPrimary delegationSecondary delegation by CEOSection 1 – Council / Governance1.1 – Appointment of authorised persons1.2 – Acting CEO – AppointmentSection 2 – Administration / Organisation2.1 – Common Seal – Execution of documents2.2 – Destruction of Records (Deleted)2.3 – Confidential records – InspectionSection 3 – Financial Management3.1 – Tenders – power to set specifications, criteria, call, accept, vary3.2 – Contracts – Variations3.3 – Disposing of property, and impounded, confiscated or uncollected goods3.4 – Disposing of land – leases, rentals etc3.5 – Rates record, extensions and objections3.6 – Sundry and rate debtors – Recovery and agreements3.7 – Write off of sundry and rate debts3.8 – Municipal Fund – Incurring expenditure (Deleted)3.9 – Municipal Fund and Trust Fund – Payments from Bank Accounts3.10 – Investments3.11 – Donations – Financial and In-kind Works / Services3.12 – Ex-Gratia PaymentsSection 4 – Order / public safety4.1 – Disposal of sick or injured animals4.2 – Cat Act 20114.3 – Cats Local Law 20164.4 – Dog Act 19764.5 – Dogs Local Law 20164.6 – Impounding of vehicles and goods4.7 – Impounding of cattle etc4.8 – Parking Local Law 2016Section 5 – Fire Control5.1 – Issue of burning permits – CEO5.2 – Fire Fighting – Emergency Plan Hire (Deleted)5.3 – Restricted burning periods – Variations5.4 – Prohibited burning periods – VariationsSection 6 – Environmental Health / Food

Formatted: Default Paragraph Font, Font: Not Bold

Formatted: Default Paragraph Font, Font: Not Bold

Formatted: Default Paragraph Font, Font: Not Bold

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted: Default Paragraph Font

Formatted ...

Formatted ...

Formatted: Default Paragraph Font

Formatted ...

Formatted ...

Formatted ...

Formatted: Default Paragraph Font

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted: Default Paragraph Font

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted: Default Paragraph Font

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted ...

Formatted: Default Paragraph Font

| | |
|--|--|
| 6.1—Control of environmental health matters | Formatted: Default Paragraph Font, English (Australia), Check spelling and grammar |
| 6.2—Health Local Law 2022 | Formatted: Default Paragraph Font, Check spelling and grammar |
| 6.3—Amenity Local Law 2016 (Deleted) | Formatted: Default Paragraph Font, Check spelling and grammar |
| 6.4—Control of food matters | Formatted: Default Paragraph Font, Check spelling and grammar |
| 6.5—Waste Local Law 2019 | Formatted: Default Paragraph Font, Check spelling and grammar |
| Section 7—Community Services | Formatted: Default Paragraph Font, Check spelling and grammar |
| 7.1—Cemetery Local Law 2016 | Formatted: Default Paragraph Font, Check spelling and grammar |
| Section 8—Personnel | Formatted: Default Paragraph Font |
| 8.1—Designated senior employee—Vacancy | Formatted: Default Paragraph Font, Check spelling and grammar |
| 8.2—Long service leave | Formatted: Default Paragraph Font |
| Section 9—Occupational Safety & Health | Formatted: Default Paragraph Font |
| Section 10—Building / Development | Formatted: Default Paragraph Font, Check spelling and grammar |
| 10.1—Control of building matters | Formatted: Default Paragraph Font, Check spelling and grammar |
| 10.2—Illegal development | Formatted: Default Paragraph Font, Check spelling and grammar |
| 10.3—Control of planning matters | Formatted: Default Paragraph Font |
| 10.4—Applications for subdivision and amalgamations | Formatted: Default Paragraph Font |
| 10.5—Fencing Local Law 2016 | Formatted: Default Paragraph Font, Check spelling and grammar |
| Section 11—Public Facilities | Formatted: Default Paragraph Font, Check spelling and grammar |
| 11.1—Liquor Control Act | Formatted: Default Paragraph Font, Check spelling and grammar |
| 11.2—Discount/waiver/subsidy of facility hire fees | Formatted: Default Paragraph Font, Check spelling and grammar |
| 11.3—Public Places and Local Government Property Local Law 2016 | Formatted: Default Paragraph Font, Check spelling and grammar |
| Section 12—Transport (renamed) | Formatted |
| 12.1—Reserves under control of the local government | Formatted |
| 12.2—Things to be done on land not local government property | Formatted: Default Paragraph Font |
| 12.3—Works on land outside the district | Formatted |
| 12.4—Materials from land not under local government control | Formatted |
| 12.5—Notices requiring certain things to be done | Formatted |
| 12.6—Notice of local government works | Formatted: Default Paragraph Font |
| 12.7—Private works/infrastructure on, over or under public land | Formatted |
| 12.8—Events on roads | Formatted |
| 12.9—Temporary road closures | Formatted |
| 12.10—Restricted Access Vehicles on Shire Roads | Formatted |
| 12.11—Gates across roads / thoroughfares | Formatted |
| Section 13—Natural Resource Management | Formatted |
| 13.1—Control of Vehicles (Off road Areas) Act 1978 | Formatted |
| 13.2—Native flora and fauna | Formatted |
| Former Section 14—Plant / Equipment (transferred to Section 12) | Formatted |
| Former Section 15—Natural Resources (renumbered as Section 13) | Formatted |
| Former Section 16—Unclassified (transferred to Section 12) | Formatted |
| Former Section 17—Building and Development (deleted) | Formatted: Default Paragraph Font |
| Former Section 18—Environmental Health / Food (transferred to Section 6) | Formatted |
| Former Section 19—Fire Control (deleted or transferred to Section 5) | Formatted: Default Paragraph Font |
| | Formatted: Default Paragraph Font |
| | Formatted: Default Paragraph Font |
| | Formatted: Default Paragraph Font |
| | Formatted: Default Paragraph Font |
| | Formatted: Default Paragraph Font |
| | Formatted: Default Paragraph Font |

SUMMARY

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

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

Statutory context

This Delegations Register has been prepared in accordance with –

Local Government Act 1995:

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

- Separate document as differing provisions apply

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

s.5.18 – Register of delegations to committees

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

s.5.43 – Limits on delegations to CEO

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

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

Local Government (Administration) Regulations 1996 –

r.19 – Record to be kept by delegates

Other legislation includes, but is not limited to –

Building Act 2011

Bushfires Act 1954

Cat Act

Dog Act 1976

Food Act 2008

Health (Miscellaneous Provisions) Act 1911

Public Health Act 2016

Local Government (Miscellaneous Provisions) Act 1960

Planning and Development Act 2005

Local Government Local Laws, currently adopted –

Cat Local Law 2016 (amended)

Cemetery Local Law 2016 (amended)

Dog Local Law 2016 (amended)

Fencing Local Law 2016

Health Local Law 2022

Meeting Procedures Local Law 2016 (amended)

Parking Local Law 2016 (amended)

Public Places and Local Government Property Local Law 2016 (amended)

Local Planning Scheme

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

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

Local Government Act 1995 –

5.42. Delegation of some powers and duties to CEO

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

* *Absolute majority required.*

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

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

Council expects the CEO to apply the provisions of the Local Government Act s.5.44 and other legislation to delegate powers and duties to other employees, including s.5.44(3) powers and duties which have been delegated to the CEO under s.5.42.

Corporate context

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

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

The order of priority for compliance is –

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

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

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

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

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

Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Making, amending and revoking delegations

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

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

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

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

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

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

Use of delegations

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

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

Record of use of delegations

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

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

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

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

Review of delegations

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

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

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

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

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

Primary delegation

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

Secondary delegation by CEO

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

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

The delegation by the CEO is to be –

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

| SUMMARY OF DELEGATIONS as at 27April 2022 | | Council to: | | | CEO to: | | | | | | |
|---|--|---|-----------|-----|---------------|--------------|--------------|-----|-------------------|----|-----|
| | | SP | CBF CO | CEO | EM CCS | EM DRS | EM TRS | MCS | MEHO & REHO | MO | RBS |
| 1.1 | Appointment of authorised persons | | | F | Not Permitted | | | | | | |
| 1.2 | Acting CEO – Appointment | | | F | Not Permitted | | | | | | |
| 2.1 | Common Seal – Execution of documents | | | F | Not Permitted | | | | | | |
| 2.3 | Confidential records – Inspection | | | F | F | | | | | | |
| 3.1 | Tenders – power to set specs, criteria, call, accept, vary | | | F | R | R | R | | | | |
| 3.2 | Contracts – Variations | | | F | R | R | R | | | | |
| 3.3 | Disp. of property & impounded, confisc. or uncoll. goods | | | F | R | R | R | | | | |
| 3.4 | Disposing of land – leases, rentals etc | | | F | | | | | | | |
| 3.5 | Rates record, extensions and objections | | | F | F | | | | | | |
| 3.6 | Sundry and rate debtors – Recovery and agreements | | | F | F | | | | | | |
| 3.7 | Write off of sundry and rate debts | | | F | F | | | | | | |
| 3.9 | Municipal Fund & Trust Fund – Payments from Bank Accs | | | F | R | R | R | R | | | |
| 3.10 | Investments | | | F | R | R | R | R | | | |
| 3.11 | Donations – Financial and In-kind Works / Services | | | F | Not Permitted | | | | | | |
| 3.12 | Ex-Gratia Payments | | | F | Not Permitted | | | | | | |
| 4.1 | Disposal of sick or injured animals | | | F | F | F | F | | | | |
| 4.2 | Cat Act 2011 | | | F | F | F | | | | | |
| 4.3 | Cats Local Law 2016 | | | F | F | F | | | | | |
| 4.4 | Dog Act 1976 | | | F | F | F | | | | | |
| 4.5 | Dogs Local Law 2016 | | | F | F | F | | | | | |
| 4.6 | Impounding of vehicles and goods | | | F | F | F | F | | | | |
| 4.7 | Impounding of cattle etc | | | F | F | F | F | | | | |
| 4.8 | Parking Local Law 2016 | | | F | | F | | | | | |
| 5.1 | Issue of burning permits – CEO | | | F | Not Permitted | | | | | | |
| 5.3 | Restricted burning periods – Variations | | | F | Not Permitted | | | | | | |
| 5.4 | Prohibited burning periods – Variations | Jointly | | | Not Permitted | | | | | | |
| 6.1 | Control of environmental health matters | | | F | | F | | | R | | |
| 6.4 | Control of food matters | | | F | Not Permitted | | | | | | |
| 6.5 | Waste Local Law | | | F | F | F | | | | | |
| 7.1 | Cemetery Local Law 2016 | | | F | | F | F | | | | |
| 8.1 | Designated senior employee – Vacancy | | | F | Not Permitted | | | | | | |
| 8.2 | Long service leave | | | F | R | | | | | | |
| 10.1 | Control of building matters | | | F | | F | | | | | F |
| 10.2 | Illegal development | | | F | | F | | | | | |
| 10.3 | Control of planning matters | | | F | | F | | | | | |
| 10.4 | Applications for subdivision and amalgamations | | | F | | F | | | | | |
| 10.5 | Fencing Local Law 2016 | | | F | | F | | | | | |
| 11.1 | Liquor Control Act | | | F | | F | | | | | |
| 11.2 | Discount/waiver/subsidy of facility hire fees | | | F | F | | | | | | |
| 11.3 | Public Places and Local Government Property Local Law | | | F | F | F | F | | | | |
| 12.1 | Reserves under control of the local government | | | F | F | F | F | | | | |
| 12.2 | Things to be done on land not local government property | | | F | F | F | F | | | R | |
| 12.3 | Works on land outside the district | | | F | F | | F | | | R | |
| 12.4 | Materials from land not under local government control | | | F | F | | F | | | R | |
| 12.5 | Notices requiring certain things to be done | | | F | F | F | F | | | | |
| 12.6 | Notice of local government works | | | F | F | F | F | | | | |
| 12.7 | Private works/infrastructure on, over or under public land | | | F | | | F | | | | |
| 12.8 | Events on roads | | | F | F | F | F | | | | |
| 12.9 | Temporary road closures | | | F | F | F | F | | | F | |
| 12.10 | Restricted Access Vehicles on Shire Roads | | | F | | | R | | | | |
| 13.1 | Control of Vehicles (Off-road Areas) Act 1978 | | | F | F | F | F | | | | |
| 13.2 | Native flora and fauna | | | F | | | F | | | | |
| | | F=Full Delegation R=Restricted Delegation | | | | | | | | | |

Formatted: Strikethrough

Formatted Table

Section 1 - Council / Governance

1.1 Appointment of authorised persons

Statutory context

Local Government Act 1995 –

- s.3.18 – local government to administer its local laws and perform its required functions under the Act
- s.9.10 – Appointment of authorised persons

Criminal Procedure Act 2004 –

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

Corporate context None

History

| | |
|----------------------|----------------------|
| Last Reviewed | 26 May 2021 |
| Amended | 26 May 2021 |
| Reviewed and amended | 27 April 2022 |
| <u>Reviewed</u> | <u>17 April 2023</u> |

Delegation from Council to CEO

Functions to be performed

1. Legislation

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

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

2. Local Laws

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

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

- f) Fencing Local Law 2016;³⁷
- g) Public Places and Local Government Property Local Law 2016;
- h) Parking Local Law 2016;¹
- i) Health Local Law 2022;¹
- j) *Deleted*
- k) *Deleted*
- l) Waste Local Law 2019.²

3. Planning

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

- a) Local Planning Scheme; ^{and}
- b) Local Planning Policy.

4. Infringement Notices

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

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

Conditions on use of delegation

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

Sub-delegation permitted to

Not permitted

Delegation by CEO to other employees

Not permitted

References

Formal record of use Authorised person's certificate of authorisation
 File copy of authorisation

File number Personnel file
 Relevant subject file

Notes

No delegated power for –

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

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

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

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

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

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

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

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

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

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

Shire of Narrogin Local Planning Scheme No.3 is expected to be published in the Government Gazette in July 2023²². Statutory references will change accordingly.

1.2 Acting CEO – Appointment

Statutory context

Corporate context

History

| | |
|---------------|---|
| Last Reviewed | 26 May 2021 |
| Repealed | 24 February 2021 by resolution of Council 0221.018 and replaced with Council Policy 2.1 – Senior Employees – Designation. |

Section 2 - Administration / Organisation

2.1 Common Seal – Execution of documents

Statutory context

Local Government Act 1995 –

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

Local Government (Functions & General) Regulations 1996 –

- r.34 – Common seal, unauthorised use of

Corporate context

Policy Manual –

- 1.11 – Common Seal

History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

Reviewed 17 April 2023

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

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

Sub-delegation permitted to

Not permitted under the Local Government Act section 9.49A.

Delegation by CEO to other employees

Not permitted

References

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

File number Various according to subject

Notes

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

2.2 Destruction of Records (Deleted)

2.3 Confidential records – Inspection

Statutory context

Local Government Act 1995 –

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

Administration Regulations 1996 –

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

Rules of Conduct Regulations 2007 –

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

Corporate context

Shire of Narrogin Record Keeping Plan

History

| | |
|-----------------|----------------------|
| Last Reviewed | 26 May 2021 |
| Reviewed | 27 April 2022 |
| <u>Reviewed</u> | <u>17 April 2023</u> |

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

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

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services

Delegation by CEO to other employees

To –

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

References

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

File number 16.3.1 / 16.3.2

Notes

Examples of information that is required to remain confidential includes –

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

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

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

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

Section 3 - Financial Management

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

Statutory context

Local Government Act 1995 –

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

Local Government (Functions and General) Regulations 1996 –

Part 4 – provision of goods and services

Division 1 – Purchasing policies for local government

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

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

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

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

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

Part 4A – Regional Price Preference

Part 6 - Miscellaneous

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

Corporate context

Delegation Register –

- 3.8 – Municipal Fund – Incurring expenditure

Policy Manual –

- 3.1 – Purchasing
- 3.2 – Local Price Preference

History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

Reviewed 17 April 2023

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

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

Sub-delegation permitted to

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

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
To set specifications and criteria, and to call within Corporate & Community Services division
- b) **Executive Manager Technical & Rural Services**
To set specifications and criteria, and to call within Technical a& Rural Services division
- c) **Executive Manager Development & Regulatory Services**
To set specifications and criteria, and to call within Development & Regulatory Services division

References

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

File number 1.2.1

Notes:

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

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

3.2 Contracts – Variations

Statutory context

Local Government (Functions and General) Regulations 1996 –

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

Corporate context

Policy Manual –

- 3.1 - Purchasing

History

| | |
|-----------------|----------------------|
| Last Reviewed | 26 May 2021 |
| Reviewed | 27 April 2022 |
| <u>Reviewed</u> | <u>17 April 2023</u> |

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

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

Sub-delegation permitted

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

Delegation by CEO to other employees

To –

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

References

| | |
|-----------------------------|-------------------------------------|
| Formal record of use | File copy of approved variation |
| File number | Various according to subject matter |

Notes

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

Statutory context

Local Government Act 1995 –

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

Local Government (Functions and General) Regulations 1996 –

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

Corporate context None

History

| | |
|-----------------|----------------------|
| Last Reviewed | 26 May 2021 |
| Reviewed | 27 April 2022 |
| <u>Reviewed</u> | <u>17 April 2023</u> |

| |
|--------------------------------|
| Delegation from Council to CEO |
|--------------------------------|

Function/s to be performed

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

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

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

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

Conditions on use of delegation

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

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

Sub-delegation permitted to

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

Delegation by CEO to other employees

To –

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

References**Formal record of use** Acceptance of offer on disposal file**File number** 23.4.1**Notes**

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

3.4 Disposing of land – leases, rentals etc

Statutory context

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

Residential Tenancies Act 1987

Caravan Parks and Camping Grounds Act 1985

Commercial Tenancy (Retail Shops) Agreements Act 1985

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

Corporate context None

History

Last Reviewed 26 May 2021

Amended 26 May 2021

Reviewed 27 April 2022

Reviewed 17 April 2023

Delegation from Council to CEO**Functions to be performed**

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

Conditions on use of delegation

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

Sub-delegation permitted to

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

Delegation by CEO to other employees

Nil

References

Formal record of use File copy of notice

File number 5.1.5

Notes

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

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

3.5 Rates record, extensions and objections

Statutory context

Local Government Act 1995 –

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

Corporate context None

History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

Reviewed 17 April 2023

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

None

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services

Delegation by CEO to other employees

To –

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

References

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

File number 25.3.1
Property / Assessment file

Notes

3.6 Sundry and rate debtors – Recovery and agreements

Statutory context

Local Government Act 1995 –

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

Corporate context None

History

Last Reviewed 26 May 2021
 Reviewed 27 April 2022
 Reviewed 17 April 2023

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

None

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services

Delegation by CEO to other employees

To –

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

References

Formal record of use File copy of instruction to court or debt collection agency etc, written agreement with debtor, notice tenant etc

File number 12.7.1 / 25.5.2 / Property file

Notes

3.7 Write off of sundry and rate debts

Statutory context

Local Government Act 1995 –

- s.5.95 – information that is required to remain confidential
- s.6.12(1)(c) – Power to write off any amount of money

Local Government (Financial Management) Regulations 1996 –

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

Corporate context None

History

Last Reviewed 26 May 2021
 Reviewed 27 April 2022
Reviewed 17 April 2023

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

None

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services

Delegation by CEO to other employees

To –

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

References

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

File number 12.7.1

Notes

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

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

3.8 Municipal Fund – Incurring expenditure (Deleted)

3.9 Municipal Fund and Trust Fund – Payments from Bank Accounts

Statutory context

Local Government Act 1995 –

- s.6.8 – expenditure from Municipal Fund
- s.6.8(1)(c) – Payment in an emergency

Local Government (Financial Management) Regulations 1996 –

- r.5 – CEO's duties as to financial management
- r.11 – Payments, procedures for making etc
- r.12 – Payments from municipal fund or trust fund, restrictions on making
- r.13 – Duties of CEO

Local Government (Audit) Regulations

- r.16 – CEO to review certain systems and procedures

Corporate context None

History

Last Reviewed 26 May 2021
 Reviewed 27 April 2022
 Reviewed 17 April 2023

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

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

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

Sub-delegation permitted to

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

d) Manager Corporate Services

Delegation by CEO to other employees

To –

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

References

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

File number Not applicable

Notes

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

3.10 Investments

Statutory context

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

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

Corporate context

Policy Manual –
3.7 – Investments

History

| | |
|-----------------|----------------------|
| Last Reviewed | 26 May 2021 |
| Reviewed | 27 April 2022 |
| <u>Reviewed</u> | <u>17 April 2023</u> |

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

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

Sub-delegation permitted to

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

Delegation by CEO to other employees

To –

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

References

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

File number 12.3.2

Notes

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

3.11 Donations/~~Sponsorship~~ – Financial and In-kind Works / Services

| | |
|--------------------------|---|
| Statutory context | Local Government Act 1995 |
| Corporate context | Delegations Register – 11.2 – Discount/waiver/subsidy of facility hire fees Annual Budget |

History

| | |
|-----------------|----------------------|
| Last Reviewed | 26 May 2021 |
| Reviewed | 27 April 2022 |
| <u>Reviewed</u> | <u>17 April 2023</u> |

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

1. Financial

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

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

- a) the amount does not exceed \$~~3~~500 ex GST in any financial year; and
- b) the recipient is a community group, sporting club or non-profit organisation; or
- c) the recipient is based locally, or the purpose has particular benefit or application to the district.

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

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

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

2. In-kind works and services

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

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

Sub-delegation permitted to

Not permitted

Delegation by CEO to other employees

Not permitted

References

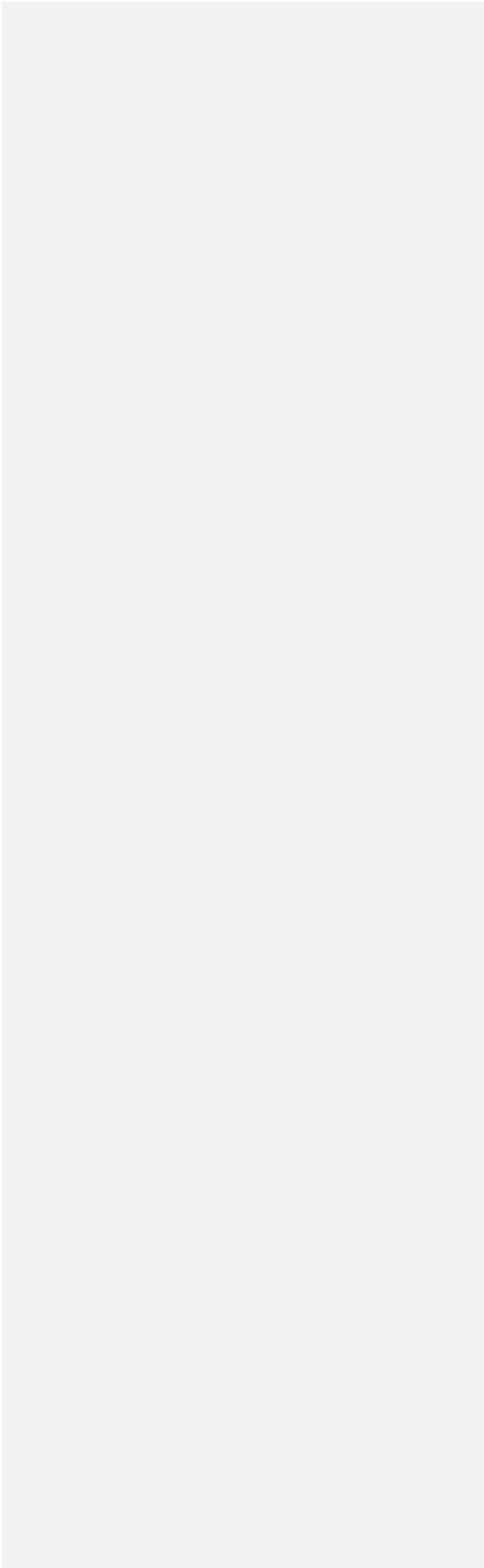
Formal record of use Office copy of approval / authorisation in Register of Grants, Discounts, Sponsorship, Waivers & Donations Paid

File reference 2.10.1

Form [FCCS031 \(Donations\)](#)

Field Code Changed

Notes



3.12 Ex-Gratia Payments

Statutory context

Local Government Act 1995

Corporate context

Policy Manual –

3.4 – Ex-gratia payments

History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

Reviewed 17 April 2023

Delegation from Council to CEO**Functions to be performed**

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

Conditions on use of delegations

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

Sub-delegation permitted to

Not permitted

Delegation by CEO to other employees

Not permitted

References

Formal record of use Office copy of letters on subject file

File reference 2.10.1

Notes

Section 4 - Order / public safety

4.1 Disposal of sick or injured animals

Statutory context Local Government Act 1995 –
s.3.47A – Sick or injured animals, disposal of

Corporate context None

History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

Reviewed 17 April 2023

Delegation from Council to CEO**Functions to be performed**

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

Conditions on use of delegation

None

Sub-delegation permitted to

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

Delegation by CEO to other employees

To –

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

References

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

File number 19.1.3

Notes

4.2 Cat Act 2011

| | |
|--------------------------|---|
| Statutory context | Cat Act 2011 – s.44 – Council may delegate to CEO s.45 – CEO may delegate to any employee s.70 – dealing with objections – to be by Council s.73(1) – Prosecutions under the Act Local Government Act 1995 – s.9.10 – Appointment of authorised persons |
|--------------------------|---|

| | |
|--------------------------|------|
| Corporate context | None |
|--------------------------|------|

History

| | |
|-----------------|----------------------|
| Last Reviewed | 26 May 2021 |
| Amended | 26 May 2021 |
| Reviewed | 27 April 2022 |
| <u>Reviewed</u> | <u>17 April 2023</u> |

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

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

Sub-delegation permitted to

- Executive Manager Corporate & Community Services
- Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

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

References

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

File number 19.7.5

Notes

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

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

4.3 Cats Local Law 2016

Statutory context

Cats Act 2011

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

Local Government Act 1995 –

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

Shire of Narrogin Cats Local Law 2016

Corporate context None

History

| | |
|-----------------|----------------------|
| Last Reviewed | 26 May 2021 |
| Reviewed | 27 April 2022 |
| <u>Reviewed</u> | <u>17 April 2023</u> |

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

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

Sub-delegation permitted to

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

Delegation by CEO to other employees

To –

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

Formatted: Indent: Left: 1.27 cm, No bullets or numbering

| |
|------------|
| References |
|------------|

Formal record of use File copy of approval of discretionary use

File number 19.7.5

Notes

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

4.4 Dog Act 1976

Statutory context

Dog Act 1976 –

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

Local Government Act 1995 –

- s.9.10 – Appointment of authorised persons

Corporate context None

History

| | |
|---------------|---------------|
| Last Reviewed | 26 May 2021 |
| Reviewed | 27 April 2022 |
| Reviewed | 17 April 2023 |

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

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

Sub-delegation permitted to

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

Delegation by CEO to other employees

To –

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

In full

| |
|------------|
| References |
|------------|

Formal record of use File copy of notice

File number 19.7.4

Notes

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

4.5 Dogs Local Law 2016

Statutory context

Dogs Act 2016 –

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

Local Government Act 1995 –

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

Shire of Narrogin Dogs Local Law 2016 –

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

Corporate context None

History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

Reviewed 17 April 2023

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

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

Sub-delegation permitted to

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

Delegation by CEO to other employees

To –

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

Formatted: Indent: Left: 1.25 cm, No bullets or numbering

| |
|------------|
| References |
|------------|

Formal record of use File copy of approval of discretionary use

File number 19.7.4

Notes

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

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

4.6 Impounding of vehicles and goods

Statutory context

Local Government Act 1995 –

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

s.3.37 to s.3.48

Corporate context None

History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

Reviewed 17 April 2023

Delegation from Council to CEO

Functions to be performed

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

Formatted: English (Australia)

Formatted: Indent: Left: 1.27 cm, No bullets or numbering

Conditions on use of delegation

None

Sub-delegation permitted to

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

Delegation by CEO to other employees

To –

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

References

Formal record of use File copy of notice

File number 19.4.2

Notes

Disposal of impounded vehicles or goods is covered by Delegation 3.2

4.7 Impounding of cattle etc

Statutory context

Local Government (Miscellaneous Provisions) Act 1960 –

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

Corporate context None

History

Last Reviewed 26 May 2021
Reviewed 27 April 2022
Reviewed 17 April 2023

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

None

Sub-delegation permitted to

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

Delegation by CEO to other employees

To –

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

References

Formal record of use Impounding register

File number 19.1.3

Notes

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

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

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

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

4.8 Parking Local Law 2016

Statutory context Shire of Narrogin Parking Local Law 2016

Corporate context None

History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

Reviewed 17 April 2023

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

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

Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

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

References

Formal record of use File copy of approval of discretionary use

File number 19.7.3

Notes

Formatted: Indent: Left: 1.25 cm, No bullets or numbering

Section 5 - Fire Control

5.1 Issue of burning permits – CEO

Statutory context

Bush Fires Act 1954 –

- s.18 – Restricted burning times
 - (1) – nothing in this section permits burning in prohibited period
 - (2) – prohibited & restricted times to be published in Government Gazette
 - (5) – Local government may vary burning periods after consultation
 - (5B) – variation for maximum of 14 days
 - (5C) – burning period restrictions apply to variation period
 - (6) – permit required to set fire to bush from either FCO or CEO
 - (7) – person issuing permit may apply requirements or conditions
 - (8) – permit holder to comply with conditions
 - (9) – permit may authorise burning of bush on adjoining road reserve
 - (10A) – local government may adopt enforceable schedule for burning
 - (11) – if fire escapes etc expenses up to \$10,000 may be recouped
 - (12) – penalty on first breach \$4,500, subsequent breaches \$10,000
- s.23(2)(a)(iv) – road verge burning between constructed portion of road and established fire break only
- s.24A – clover may be burnt in prohibited burning period with permit
- s.48(1) – power to delegate to CEO
- s.48(3) – no power of sub-delegation

Bush Fire Regulations 1954 –

- r.15(1) – Permit to burn as per section 18 of the Act
- r.15(2) – If request to burn is conditional or refused, review is only by the local government or Chief BFCO
- r.15A – ~~Chief~~ BFCO to comply with directions of local government
- r.15B – Permit holder to comply with permit conditions
- r.15C – Local Government may prohibit burning on certain days
- r.16 – CEO or specifically authorised person may permit burning of clover in prohibited period
- r.17 – permit required to burn clover
- r.18 – 7 days' notice of clover burn required, under specified restrictions
- r.19A – duties of clover burning permit holder
- r.20 – local government may prohibit issue of clover burn permits
- r.21A – permit holder may be required to advertise clover burn
- r.21B – FCO may postpone clover burn

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

Corporate context None

History

| | |
|-----------------|----------------------|
| Last Reviewed | 26 May 2021 |
| Reviewed | 27 April 2022 |
| <u>Reviewed</u> | <u>17 April 2023</u> |

| |
|--------------------------------|
| Delegation from Council to CEO |
|--------------------------------|

Functions to be performed

1. The CEO is delegated power to issue, vary or prohibit burning permits in accordance with Bush Fires Act s.18 and Bush Fires Regulations r.15(1).

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

Conditions on use of delegation

None

Sub-delegation permitted to

Not permitted

Delegation by CEO to other employees

Not permitted

References**Formal record of use** Duplicate copy of permit issued**File number** Not applicable**Notes**

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

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

Refer also Delegation 5.4.

Issue of burning permits may be done by an authorised person – see Delegation 1.1.

5.2 Fire Fighting – Emergency Plant Hire (Deleted)

5.3 Restricted burning periods – Variations

Statutory context

Bush Fires Act, 1954 –

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

Corporate context None

History

| | |
|-----------------|----------------------|
| Last Reviewed | 26 May 2021 |
| Reviewed | 27 April 2022 |
| <u>Reviewed</u> | <u>17 April 2023</u> |

| |
|--------------------------------|
| Delegation from Council to CEO |
|--------------------------------|

Functions to be performed

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

Conditions on use of delegation

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

Sub-delegation permitted to

Not permitted

| |
|--------------------------------------|
| Delegation by CEO to other employees |
|--------------------------------------|

Not permitted

| |
|------------|
| References |
|------------|

Formal record of use File copy of variations approved

File number 9.2.1

Notes

5.4 Prohibited burning periods – Variations

Statutory context

Bush Fires Act, 1954 –

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

Corporate context None

History

Last Reviewed 26 May 2021
Reviewed 27 April 2022
Reviewed 17 April 2023

Delegation from Council to President and Chief Bushfire Control Officer jointly

Functions to be performed

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

Conditions on use of delegation

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

Sub-delegation permitted to

Not permitted

Delegation by President and CBFCO to other officers

Not permitted

References

Formal record of use Written advice to CEO

File number 9.2.1

Notes

Section 6 - Environmental Health / Food

6.1 Control of environmental health matters

Statutory context

Public Health Act 2016

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

Health (Miscellaneous Provisions) Act 1911 –

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

Government Gazette 24 Jan 2017 – Designation of Health Authorised Officers

Corporate context None

History

Last Reviewed 26 May 2021
 Reviewed and amended 27 April 2022
Reviewed 17 April 2023

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

1. Where approvals are required, compliance with the Public Health Act and Regulations, Health (Miscellaneous Provisions) Act and Regulations, the Building Code of Australia, the Local Planning Scheme and Local Planning Policies is mandatory.
2. Any application not complying is to be refused, unless there is a discretion, in which case it is to be referred to Council for decision.
3. The delegation excludes –
 - (a) determination of any fee or charge;
 - (b) dealing with an objection,
4. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
 - (a) is of such severity that the action is appropriate or
 - (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.
5. Any prosecution proposed is to be referred to Council for decision to proceed.

Sub-delegation permitted to

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

Delegation by CEO to other employees

To –

- a) **Executive Manager Development & Regulatory Services**
In full
- b) **Environmental Health Officers**
Restricted, as specified in Delegation Conditions

References

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

File number 11.1.1

Notes

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

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

The Public Health Act 2016 –

21. Enforcement agency may delegate

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

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

Authorised person must be either –

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

Shire of Narrogin Local Planning Scheme No.3 is expected to be published in the Government Gazette in July 202223. Statutory references will change accordingly.

6.2 Health Local Law 2022

Statutory context

Shire of Narrogin Health Local Law 2022

Corporate context None

History

Adopted 27 April 2022

Reviewed 17 April 2023

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to approve all discretionary matters in the Shire of Narrogin Health Local Law 2022 including –
 - (a) granting, refusal, cancellation and setting conditions of approval to conduct activities;
 - (b) issue of all notices and infringements etc;
 - (c) extending the time period within which infringement notices may be paid;-
 - (d) withdrawal of an infringement notice issued by an authorised person, following consideration of any submissions of special circumstances relating to it received from the authorised person, the notice recipient or other persons;
 - (e) carrying out of works in default of a duly served notice; and
 - (f) authorising persons to undertake inspection and enforcement activities including the issuing of infringements, licences and renewals.

Conditions on use of delegation

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

Sub-delegation permitted to

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

Formatted: Not Highlight

Delegation by CEO to other employees

To –

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

Formatted: Not Highlight

References

Formal record of use File copy of approval of discretionary use

File number

Notes

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

6.3 Amenity Local Law 2016 (Deleted)

6.4 Control of food matters

Statutory context

Food Act 2008 –

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

Food Regulations 2009 –

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

Public Health Act 2016

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

Government Gazette 24 Jan 2017 – Designation of Health Authorised Officers

Corporate context None

History

| | |
|-----------------|----------------------|
| Last Reviewed | 26 May 2021 |
| Reviewed | 27 April 2022 |
| <u>Reviewed</u> | <u>17 April 2023</u> |

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

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

Sub-delegation permitted to

Not permitted

Delegation by CEO to other employees

Not permitted

References

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

File number 19.6.4 / 24.3.1 / 24.3.2 / Property file

Notes

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

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

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

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

6.5 Waste Local Law 2019

Statutory context Shire of Narrogin Waste Local Law 2019

Corporate context None

History

Adopted 25 February 2020

Reviewed 26 May 2021

Reviewed 27 April 2022

Reviewed 17 April 2023

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

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

Sub-delegation permitted to

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

Sub-delegation permitted to

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

Delegation by CEO to other employees

To –

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

References

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

File number

Notes

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

6.6 Environmental Protection (Noise) Regulations 1997

Statutory context

Environmental Protection Act 1986 –
Delegation No.112

Corporate context None

History

Adopted 17 April 2023

Delegation from Council to CEO

Functions to be performed

2. The CEO is delegated power to approve all discretionary matters in the Environmental Protection (Noise) Regulations 1997 including –
- (g) waste collection and other works – noise management plans relating to specified works under regulation 14A or 14B;
 - (h) bellringing or amplified calls to worship – the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi);
 - (i) community activities – noise control notices in respect of community noise under regulation 16;
 - (j) motor sport venues – noise management plans in relation to motor sport venues under Part 2 Division 3;
 - (k) shooting venues – noise management plans in relation to shooting venues under Part 2 Division 4;
 - (l) calibration results – requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;
 - (m) sporting, cultural and entertainment events – approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation –
 - (i) Subregulation 18(13)(b) is not delegated.

Conditions on use of delegation

3. The delegation excludes –
- (c) determination of any fee or charge; and
 - (d) dealing with an objection.

References

Formal record of use File copy of approval of discretionary use

File number

Notes

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

Section 7 - Community Services

7.1 Cemetery Local Law 2016**Statutory context** Cemetery Local Law 2016**Corporate context** None**History**

Last Reviewed 26 May 2021

Reviewed 27 April 2022

Reviewed 17 April 2023**Delegation from Council to CEO****Functions to be performed**

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

Conditions on use of delegation

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

Sub-delegation permitted to

- a) Executive Manager ~~Development & Regulatory~~Technical & Rural Services

Delegation by CEO to other employees

To –

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

References

Formal record of use File copy of approval of grant of right of burial, pre-need certificate, notice etc
Duplicate copy of infringement etc

File number 24.7.1

Notes

Section 8 - Personnel

Applying to all matters in relation to personnel and employment –

Local Government Act 1995 –

s.5.41 Functions of CEO

The CEO's functions are to –

....

(a) manage the day to day operations of the local government; and

....

(g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and

....

Policy 1.1 – Code of Conduct

(Adopted in accordance with the Local Government (Model Code of Conduct) Regulations 2021)

Schedule 1.1 –

20. Relationship with local government employees

(1) In this clause –

local government employee means a person –

- (a) employed by a local government under section 5.36(1) of the Act; or
- (b) engaged by a local government under a contract for services.

(2) A council member or candidate must not –

- (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
- (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
- (c) act in an abusive or threatening manner towards a local government employee.

....

For clarification regarding appointment, management and direction of employees –

| Employee class | Council involvement | Elected member / Committee involvement | CEO involvement |
|-----------------------------------|--|--|---|
| CEO | <u>Required</u> – May delegate selection and interview to a Committee. Appointment must be by Council resolution. | <u>Permitted</u> – to interview and recommend to Council. <u>Prohibited</u> – to appoint, manage or direct. | As directed by Council, usually limited to process, research and reporting on an applicant. |
| Designated staff LG Act s.3.57 | <u>Required</u> – to consent to appointment or dismissal. <u>Permitted</u> – Interview & recommendation can be done by CEO alone or with elected member input. <u>Prohibited</u> – management or direction. | <u>Permitted</u> – to interview and recommend to Council. <u>Prohibited</u> – to appoint, manage or direct. | <u>Required</u> to initiate / consent to appointment or dismissal. <u>Statutory function</u> – to manage and direct. |
| EHO | <u>If designated senior officer</u> – as above, otherwise – <u>In all cases</u> – qualification must comply with Public Health Act 2016 s.17. | | |
| Other staff (non-designated) | <u>Prohibited</u> – Involvement in appointment, management or direction. | <u>Prohibited</u> – involvement in appointment, management or direction. | <u>Statutory function</u> – to appoint, manage, direct etc. |

8.1 Designated senior employee – Vacancy

Statutory context Local Government Act 1995 –
s.5.37 (3) – advertising of designated senior positions

Corporate context None

History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

Reviewed 17 April 2023

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to determine an appropriate employment package for designated senior staff other than CEO, with consideration to include but not limited to –
 - (a) Salary;
 - (b) salary sacrifice options;
 - (c) removal expenses;
 - (d) accommodation arrangements;
 - (e) private use of vehicle etc; and
 - (f) any associated FBT implications.
2. The CEO is delegated power to advertise the vacancy when, as and for an appropriate period.

Conditions on use of delegation

None

Sub-delegation permitted to

Not permitted

Delegation by CEO to other employees

Not permitted

References

Formal record of use Report to Council recommending appointment
File copy of finalised Information Package

File number Personnel file

Notes

This delegation does not extend to –

- the appointment of a person to the vacancy without Council consent.
- determining the remuneration package for a CEO.

Information Package for a vacancy to include –

- remuneration range;
- other benefits available;
- selection criteria or key position requirements;
- closing date and application submission requirements; and
- any additional information appropriate.

8.2 Long service leave

Statutory context

Local Government Act 1995 –

s.5.48 – Long service leave benefits for employees

Local Government (Long Service Leave Regulations)

r.6A – long service leave on half pay

r.6B – long service leave on double pay

r.7 – taking of long service leave

r.8(2) – Payment for or in lieu of leave

Corporate context None

History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

Reviewed2 17 April 2023

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to approve –
 - (a) applications for long service leave at half pay;
 - (b) applications for long service leave at double pay;
 - (c) appropriate period or period for taking of long service leave;
 - (d) on application of the employee, to defer taking of long service leave beyond 6 months of becoming entitled subject, subject to the employee's agreement to –
 - (i) deferral being for not more than 2 years; and
 - (ii) rate of pay shall not exceed that applicable to the employee at the end of 6 months of becoming entitled.

Conditions on use of delegation

1. On application, the CEO is to advise the employee that deferral of long service leave beyond six months of becoming due may be approved however when the leave is taken it will be paid at the hourly rate earned by the employee at the anniversary of the 10th year plus six months.
2. Applications that are to be referred to Council –
 - (a) deferment of long service leave for more than 2 years;
 - (b) request for payment at a rate greater than the rate applicable at 6 months after becoming entitled;
 - (c) payment at the higher rate, where long service leave has been deferred at the request of the CEO.

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
All employees other than CEO or Executive Managers

References

Formal record of use Personnel file copy of letter to employee advising of decision

File number Personnel file

Notes

Section 9 - Occupational Safety & Health

This section is currently empty

Section 10 - Building / Development

10.1 Control of building matters

Statutory context

Local Government Act 1995 –

s.5.36 – Local government employees

Building Act 2011 –

s.3 – authorised person to be designated under s.96

s.96(3) – the local government may designate a person to be authorised

s.127(3) – delegation by a local government must be to an employee

s.127(6A) – further delegation of power given to CEO

Building Regulations 2012

Building Services (Registration) Act 2011

s.17 – registration of building service practitioners

Building Services (Registration) Regulations 2011 –

r.4 – prescribed levels for building surveying

Part 3A – Building surveyors

Corporate context

Delegations Register –

1.1 Appointment of Authorised Persons

(4) – restrictions on issue, withdrawal and extension of time to pay infringements

History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

Reviewed 17 April 2023

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to determine matters under the *Building Act 2011* including but not limited to
 - (a) sections 18, 20, 22, 23, 24 – Building permits
 - (b) sections 21, 22, 23, 24 – Demolition permits
 - (c) section 27 – Conditions for building permit or demolition permit
 - (d) section 32 – Duration of building permit or demolition permit
 - (e) sections 58, 59, 60 – occupancy permit
 - (f) section 62 – conditions of occupancy permit
 - (g) section 65 – duration of occupancy permit
 - (h) sections 110, 111, 112 – Issue of notices and building orders
 - (i) section 117 – Revocation of building orders
 - (j) section 118 – giving effect to building order if non-compliance
 - (k) section 131 – inspection and copies of building records
- 1A. The CEO is delegated power to determine matters under the *Building Regulations 2012* including but not limited to –
 - (a) regulation 51 – approvals for variations to private swimming pool barrier fencing
 - (b) regulation 61 – approval of battery powered smoke alarms

2. The CEO only is permitted to withdraw or extend time to pay an infringement in accordance with Delegation 1.1 clause 4.

Conditions on use of delegation

1. The delegation excludes –
 - (a) determination of matter requiring a registered building surveyor
2. The CEO is to be consulted prior to use of any sub-delegation in relation to Functions clause 1 items (b), (h), (i) and (j).
3. A building permit may be issued if –
 - (a) a valid Certificate of Design Compliance is presented;
 - (b) compliance with requirements for bush fire prone areas;
 - (c) all buildings where permitted in accordance with the Building Act 2011²⁴; and
 - (d) the information required by the Regulations is provided.
4. A building permit is not to be issued unless payment has been received for –
 - (a) the assessed building permit fees
 - (b) Building Services Levy
 - (c) Building and Construction Industry Training Fund levy, or production of evidence of payment or exemption where applicable
5. The following matters are to be referred to Council for decision –
 - (a) s.192 – Dangerous Buildings
 - (b) s.193 – Removal of Neglected Building
6. The CEO only is permitted to withdraw or extend time to pay an infringement in accordance with Delegation 1.1 clause 4.
7. Any prosecution proposed is to be referred to Council for decision to proceed.

Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services
- b) Regional Building Surveyor / [Building Surveyor](#)

Delegation by CEO to other employees

To –

- a) **Executive Manager Development & Regulatory Services**
In full
- b) **Regional Building Surveyor / [Building Surveyor](#)**
In full

References

Formal record of use Report to Council via monthly briefing papers – Functions clause 1 items (a), (b), (h), (i)
File copy of permit, notice etc issued

File number Property file

Notes

Building permits are separate from Local Planning Scheme functions, but are governed by them.

Any authorised person can issue a permit or notice etc – certifications can only be issued by a Registered Building Surveyor

For the purposes of this delegation, a Registered Building Surveyor under contract is considered to be an employee.

The Building Act 2011 requires response –

- within 10 days of lodgment, if a valid CDC is presented, as all assessment and preparation is done prior to lodgment in order to obtain the CDC, accordingly there is no reason that the CEO and other appropriate persons cannot be authorised to approve applications.
- for Class 1 and 10 buildings only, within 25 days of lodgement if a valid CDC is not presented, and the local government is required to source/provide the CDC.

With the Building Act 2011, the functions separated are –

- (a) Issue of permits, notices etc –
 - o does not require a registered person (Registered Building Surveyor), since the Certificate of Design Compliance has to be signed by a registered person
 - o the decision is on the basis of whether all the requirements of CDC have been met, and any appropriate person can do that if authorised
 - o delegation to issue permits can be made under this amended delegation
- (b) Building inspection and certification of plans still requires a registered person –
 - o who is registered as per the Act and Regulations and holding appropriate qualifications
 - o to provide a building certification service

Shire of Narrogin Local Planning Scheme No.3 is expected to be published in the Government Gazette in July 202~~2~~3. Statutory references will change accordingly.

10.2 Illegal development

Statutory context

Local Government Act 1995 –

- s.5.42(1)(b) – Delegation to CEO of powers under the Planning and Development Act 2005 s.214(2), (3) and (5)

Planning and Development Act 2005 –

- s.214 – development in contravention of planning scheme or interim development order
 (2) – power to order stop work
 (3) – power to remove, alter etc and restore land to original condition
 (5) – if delay interferes with scheme operation, power to order work to be undertaken

Town of Narrogin Town Planning Scheme No. 2 –
 Part VI – Planning Consent

Shire of Narrogin Town Planning Scheme No. 2 –
 Part 6 – Use and Development of Land

Corporate context Shire of Narrogin Local Planning Policies

History

Last Reviewed 26 May 2021
 Reviewed 27 April 2022
 Reviewed 17 April 2023

Delegation from Council to CEO

Functions to be performed

- The CEO is delegated power to issue notices in relation to illegal or delayed works in accordance with the Planning and Development Act 2005 s 214(2), (3) and (5).

Conditions on use of delegation

- Where a notice is not complied with, the CEO may commence prosecution without reference to Council.

Sub-delegation permitted to

- Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

- Executive Manager Development & Regulatory Services**
 In full

References

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

File number Property file

Notes

Shire of Narrogin Local Planning Scheme No.3 is expected to be published in the Government Gazette in July 2023~~2~~. -Statutory references will change accordingly.

10.3 Control of planning matters

Statutory context

Planning and Development Act 2005 –

Part 5 – Local planning schemes

s.68 – Town planning schemes continued as local planning schemes

s.72 – Local government may prepare or adopt scheme

s.73 – Provisions of a local planning scheme

s.214 (2)(3)(5) – development works not in compliance may have written stop work or remedial action order issued

Town of Narrogin Town Planning Scheme No. 2 –

Part VI – Planning Consent

Shire of Narrogin Town Planning Scheme No. 2 –

Part 6 – Use and Development of Land

Corporate context

Shire of Narrogin Local Planning Policies

History

Last Reviewed 26 May 2021

Reviewed and amended 27 April 2022

Reviewed and amended 17 April 2023

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to administer all planning matters or functions for the Shire of Narrogin, subject to compliance with –
 - a) Planning and Development Act~~;~~
 - b) Planning Regulations~~;~~
 - c) Residential R Codes~~;~~
 - d) Local Planning Scheme~~;~~ and
 - e) Local Planning Policies.
2. The CEO is delegated power to respond to –
 - a) any appeal against a discretionary decision of the local government in accordance with the local government's decision on the matter to which the appeal or request for reconsideration relates~~;~~ and;
 - b) Development Assessment Panel requirements.

Conditions on use of delegation

1. Any proposal that is not compliant, where discretionary approval by the local government may be considered, is to be referred to Council for decision.
2. Any proposal requiring a decision but which has been refused is to be notified to Council for information.
3. Where a planning approval is not complied with, the CEO may commence prosecution without reference to Council.

Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

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

References**Formal record of use** Office copy of notice**File reference** Property file**Notes**

Shire of Narrogin Local Planning Scheme No.3 is expected to be published in the Government Gazette in July 202~~2~~3. Statutory references will change accordingly.

10.4 Applications for subdivision and amalgamations

Statutory context

Planning and Development Act 2005 –

- s.4 – Subdivision includes amalgamation
- s.135 – subdivision (and amalgamation) not permitted without WA Planning Commission approval
- s.138(2) – Commission to have due regard to local planning scheme
- s.142 – Commission to seek local government's comments, objections, recommendations

Town of Narrogin Town Planning Scheme No. 2 –

Shire of Narrogin Town Planning Scheme No. 2 –

Corporate context

Shire of Narrogin Local Planning Policies

History

Last Reviewed 26 May 2021

Reviewed and amended 27 April 2022

Reviewed 17 April 2023

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power in respect to an application received from the *Western Australian Planning Commission (WAPC)* to subdivide, re-subdivide or amalgamate land contained within the local government and to recommend to the WAPC –
 - (a) No objection to the granting of approval of an application to amalgamate or subdivide involving five (5) lots or less (including lots forming part of any strata-title scheme), unless prior planning consent has been granted to a co-ordinated development over the land;
 - (b) No objection to the granting of approval of an application to rationalise or reconfigure existing allotments where there is no net increase in lots created, and the new lot sizes will conform with the relevant requirements of the local planning scheme and their policies, and policies adopted in accordance with the Planning and Development Act s.26 relating to State planning policies; and
 - (c) the imposition of relevant conditions on any approval proposed to be granted by the WAPC, considered necessary to secure the objectives of the local planning scheme, and any land use plan or strategy adopted by Council;
2. The CEO is delegated power to certify to the WAPC compliance with conditions imposed on an approval to subdivide, re-subdivide or amalgamate land have been completed to the satisfaction of the Shire.

Conditions on use of delegation

1. Standard conditions of subdivision approval as endorsed by the WA Planning Commission are to be used where possible.

Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

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

References

Formal record of use File copy of advice of decision to applicant, developer etc

File number 18.6.4

Notes

Refer Planning Policy.

Shire of Narrogin Local Planning Scheme No.3 is expected to be published in the Government Gazette in July 202~~2~~3. Statutory references will change accordingly.

10.5 Fencing Local Law 2016

Statutory context

Fencing Local Law 2016

cl.7.1 – dealing with objections – to be by Council

Town of Narrogin Town Planning Scheme No. 2 –
Part VI – Planning Consent

Shire of Narrogin Town Planning Scheme No. 2 –
Part 6 – Use and Development of Land

Corporate context None

History

Last Reviewed 26 May 2021
Reviewed 27 April 2022

Reviewed 17 April 2023

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

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

Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

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

References

Formal record of use File copy of advice of decision to applicant, developer etc

File number Property file

Notes

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

Shire of Narrogin Local Planning Scheme No.3 is expected to be published in the Government Gazette in July 202~~2~~³. Statutory references will change accordingly.

Section 11 - Public Facilities

11.1 Liquor Control Act

Statutory context

Liquor Control Act 1988 –

- s.39 – Certificate of local government of compliance with laws
- s.40 – Certificate of planning authority of compliance with planning laws
- s.156 – Local governments, functions of

Town of Narrogin Town Planning Scheme No. 2 –
Part VI – Planning Consent

Shire of Narrogin Town Planning Scheme No. 2 –
Part 6 – Use and Development of Land

Corporate context

Shire of Narrogin Local Planning Policies

History

Last Reviewed 26 May 2021
Reviewed 27 April 2022
Reviewed 17 April 2023

Delegation from Council to CEO

Functions to be performed

The CEO is delegated power to –

- (a) s.39 – Issue Certificates advising compliance with Food, Health and Local Government laws;
- (b) s.40 – Issue Certificates of the Local Planning Authority;
- (c) s.66 (1)(d) and (2) – Respond to applications for Extended Trading Permits;
- (d) s.69 (8) – Make submissions on health grounds regarding a license;
- (e) s.153 (2) – Request copies of reports produced by the Liquor Licensing Authority; and
- (f) s.156 – Report to the Liquor Licensing Authority any offences committed by a licensee and ensure appropriate assistance is given to the Authority if requested.

Conditions on use of delegation

None

Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

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

References

Formal record of use File copy of notice

File number 3.2.3

Notes

Shire of Narrogin Local Planning Scheme No.3 is expected to be published in the Government Gazette in July 202~~2~~³. Statutory references will change accordingly.

11.2 Discount/waiver/subsidy of facility hire fees

Statutory context

Local Government Act 1995 –

s.6.12(1)(b) – Power to defer, grant discounts etc

Corporate context

Delegations Register –

3.11 – Donations – Financial and In-Kind Works and Services

History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

Reviewed 17 April 2023

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to approve reduction in fees and charges of local government owned facilities, subject to –
 - a) the request is from a local community, charitable or not-for-profit organisation;
 - b) the event is for the specific benefit of the local community;
 - c) each request of the organisation does not exceed \$500 ex GST; and
 - d) cleaning cost of the venue hire is not to be discounted.

Conditions on use of delegation

None

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services

Delegation by CEO to other employees

To –

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

References

Formal record of use Copy of approval of written request

File number 12.15.3

Notes

11.3 Public Places and Local Government Property Local Law 2016

Statutory context

Shire of Narrogin Public Places and Local Government Property Local Law 2016

Corporate context

None

History

| | |
|-----------------|----------------------|
| Last reviewed | 26 May 2021 |
| Reviewed | 27 April 2022 |
| <u>Reviewed</u> | <u>17 April 2023</u> |

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

1. The delegation excludes the following clauses of the Public Places and Local Government Property Local Law 2016 –
 - cl.1.5 – setting of any fee or charge
 - cl.2.1 – making of a Determination;
 - cl.2.6 – amending or revoking a Determination;
 - cl.4.1 – Activities requiring a licence on local government property for the following –
 - (c) erect a structure for amusement in excess of 28 days;
 - (m) erect a building or refuelling site;
 - (o) erect or install a structure for water, power, sewer, communication, television or similar service;
 - cl.6.9 – giving notice of crossover in unsafe location;
 - cl.11.1 – dealing with an objection;
2. On written application made under cl.3.3, the CEO may give permission to hirers of premises or land under the control and management of the local government to consume and sell liquor on the premises or land, under such conditions and in such areas as considered appropriate.
3. Every permit issued for consumption/sale of alcohol is to be advised to Narrogin Police.
4. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
 - (a) is of such severity that the action is appropriate; or
 - (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

Sub-delegation permitted to

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

Delegation by CEO to other employees

To –

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

References

Formal record of use File copy of hire, approval, notice, etc
File copy of advice of decision to applicant, developer etc
Duplicate copy of infringement etc

File number Property file
Facility hire record, diary, receipt etc
Local government property file

Notes

Refer Delegation 11.2 – Discount/waiver/subsidy of facility hire fees

Refer Delegation 13.2 – Native flora and Fauna

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

Former Section 12 – Tourism replaced

Section 12 - Transport (renamed)

12.1 Reserves under control of the local government

Statutory context

Local Government Act 1995 –

s.3.54(1) – Reserves under control of a Local Government

Land Administration Act 1997

Corporate context

Policy Manual –

12.1 – Standard Crossovers

12.2 – Roads – Developer Conditions

12.3 – Roads – Access to Lots / Locations without Road Frontage

12.4 – Road Reserves – Stormwater Discharge

History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

Reviewed 17 April 2023

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to do anything on land vested or under the control and management of Council
 - a) subject to prior budget provision having been made; or
 - b) to give effect to a Council decision.

Conditions on use of delegation

None

Sub-delegation permitted to

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

Delegation by CEO to other employees

To –

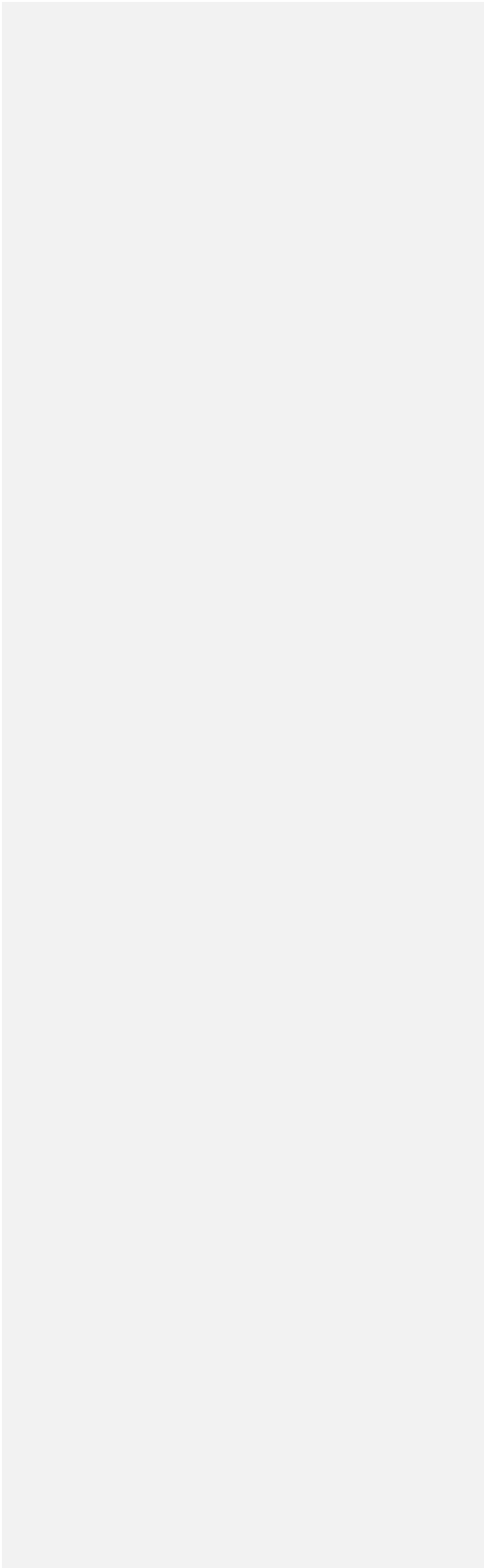
- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Technical & Rural Services**
In full
- c) **Executive Manager Development & Regulatory Services**
In full

References

Formal record of use File copy of decision on written application

File number 21.4.2

Notes



12.2 Things to be done on land not local government property

Statutory context

Local Government Act 1995 –

- s.3.24 – Authorising person under this subdivision
- s.3.27 – Particular things local government can do on land that is not local government property
- s.3.33 – Entry under warrant
- s.3.34(2) – Entry in an emergency
- Sch.3.2 – Particular things local governments can do on land even though it is not local government property

Corporate context None

History

Last Reviewed 26 May 2021
Reviewed 27 April 2022
Reviewed 17 April 2023

Delegation from Council to CEO

Function to be performed

1. The CEO is delegated power to carry out work on land that is not local government property.

Conditions on use of delegation

1. The exercise of this delegation is subject to –
 - a) prior budget provision having been made,
 - b) to give effect to a Council decision;
 - c) if the matter is considered to be an emergency;
 - d) the consent is obtained of –
 - the owner of the land;
 - if the land is occupied, the occupier of the land; and
 - if the land is under the control or management of any other person, that other person.
 - e) compensation agreed for the functions is provided for within the adopted Budget or is specifically approved.

Sub-delegation permitted to

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

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Technical & Rural Services**
In full
- c) **Executive Manager Development & Regulatory Services**
In full
- d) **Manager Operations**
Restricted as specified in Delegation Conditions to works currently in progress

References**Formal record of use** File copy of notice**File number** Property file**Notes**

The delegation applies to land not under local government control that is within the district, and is in relation to things being done on the land, not taken from the land.

12.3 Works on land outside the district

Statutory context

Local Government Act 1995 –

- s.3.20 – performing function outside the district
- s.3.21 – duties when performing functions
- s.3.22 - compensation

Corporate context None

History

Last Reviewed 26 May 2021
Reviewed 27 April 2022
Reviewed 17 April 2023

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to undertake necessary executive functions on land outside the district that is not property of the Shire.

Conditions on use of delegation

1. The exercise of this delegation is subject to –
 - a) the consent is obtained of –
 - the owner of the land;
 - if the land is occupied, the occupier of the land; and
 - if the land is under the control or management of any other person, that other person.
 - b) compensation agreed for the functions is provided for within the adopted Budget or is specifically approved.

Sub-delegation permitted to

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

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Technical & Rural Services**
In full
- c) **Manager Operations**
Restricted as specified in Delegation Conditions to works currently in progress

References

Formal record of use File copy of agreement, consent etc

File number 28.4.2

Notes

Executive functions does not include private works requested of the Shire by an individual or other local government, but does apply to sourcing of roadmaking materials and water.

The delegation applies to land not under local government control that is outside the district, and is in relation to things being done on the land, not taken from the land.

12.4 Materials from land not under local government control

Statutory context

Local Government Act 1995 –

s.3.21 – Duties when performing functions

s.3.22 – Compensation for materials, damage, access etc

Corporate context None

History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

Reviewed 17 April 2023

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to negotiate with land owners and/or occupiers for access to materials required for local government functions, principally –
 - a) extraction of gravel, sand or other materials from land;
 - b) water, etc.
2. The CEO is delegated power to apply to the Department of Environmental Regulation for permits to clear vegetation as applicable.

Conditions on use of delegation

1. The agreement reached with the land owner/occupier is to –
 - a) state a specific duration, that it is indefinite or otherwise provide for termination;
 - b) provide for mutually agreed compensation;
 - c) specify rehabilitation responsibilities if appropriate; and
 - d) within the budget provision.

Sub-delegation permitted to

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

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Technical & Rural Services**
In full
- c) **Manager Operations**
Restricted as specified in Delegation Conditions to works currently in progress

References

Formal record of use Written agreement with land owner/occupier

File number 28.4.2
Property file where the land is within the district

Notes

The delegation applies to land not under local government control that that may be either within or outside the district, and is in relation to materials to be taken from the land, not things being done on the land.

Until such time as agreement is signed, or compulsory notice of acquisition is given under the Act, employees should not access the materials.

12.5 Notices requiring certain things to be done

Statutory context

Local Government Act 1995 –

- s.3.24 – Authorising person under this subdivision
- s.3.25(1) – Notices requiring certain things to be done by owner or occupier of land
- s.3.26(2) – Additional powers when notice is given
- s.3.33 – Entry under warrant
- s.3.34(2) – Entry in an emergency
- s.9.60 – Regulations that operate as local laws
- Sch.3.1 – Powers under notices to owners or occupiers of land
- Sch.9.1(6) – dangerous excavations in or near public thoroughfare
- Sch.9.1(7) – Matters for which regulations under s.9.60 may be made

Local Government (Uniform Local Provisions) Regulations 1996 –

- r.11 – dangerous excavation in or near public thoroughfare
- 13 – Requirement to construct or repair crossing

Corporate context None

History

| | |
|-----------------|----------------------|
| Last Reviewed | 26 May 2021 |
| Reviewed | 27 April 2022 |
| <u>Reviewed</u> | <u>17 April 2023</u> |

Delegation from Council to CEO

Function/s to be performed

1. The CEO is delegated power to issue notices requiring certain things to be done by the owner or occupier of land.
2. The CEO is delegated power to take any necessary action to achieve the purpose for which the notice was given in the event of non-compliance of the notice recipient.
3. The CEO is delegated power to seek a warrant for entry to carry out the works of a notice where the owner or occupier of land has not complied with the notice in the time specified.

Conditions on use of delegation

1. Any prosecution proposed resulting from non-compliance with a notice is to be referred to Council for decision to proceed.

Sub-delegation permitted to

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

Delegation by CEO to other employees

To –

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

| |
|------------|
| References |
|------------|

Formal record of use File copy of notice

File number Property file

Notes

Under LG Act s.9.6(1) an objection to a notice must be dealt with by Council and cannot be delegated.

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

12.6 Notice of local government works

Statutory context

Local Government Act 1995 –

s.3.51(3) – notice to adjoining owners affected by works

Corporate context None

History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

Reviewed 17 April 2023

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to give the required public notice and individual notice to landowners and occupiers adjoining proposed works to –
 - a) fix or alter the levels, or the alignment of a public thoroughfare~~2~~₄ or
 - b) drain water from a public thoroughfare or public place onto adjoining land

Conditions on use of delegation

None

Sub-delegation permitted to

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

Delegation by CEO to other employees

To –

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

References

Formal record of use File copy of notice

File number Advertisement records – 16.2.2 / 16.2.4
Property file

Notes

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

Statutory context

Local Government Act 1995 –

- s.3.37 – Contraventions that can lead to impounding
- s.9.60 – Regulations that operate as local laws
- Sch.9.1(8) – Private works/infrastructure on, over, or under public places
- Sch.9.2(5) – gates across public thoroughfares

Local Government (Uniform Local Provisions) Regulations 1996 –

- r.9 – gates across a public thoroughfare
- r.17 – Private works on, over, or under public places

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

Corporate context None

History

Last Reviewed 26 May 2021
Reviewed 27 April 2022
Reviewed 17 April 2023

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to approve private works/infrastructure on, over or under public places.

Conditions on use of delegation

1. The exercise of this delegation is subject to –
 - (a) written application being made;
 - (b) the applicant accepts all liability for every part and aspect of the works/infrastructure;
 - (c) impose conditions, such as –
 - building permit, structural engineering certification, environmental assessment etc, where appropriate;
 - any damage or interference to public assets to be made good to the satisfaction of CEO (roadway, fence, other structure etc)
 - traffic management plan to be approved
 - (d) where deemed appropriate, an insurance certificate indemnifying the Shire while works are underway, or for any structure, is to be provided;
 - (e) estimated value of works does not exceed \$25,000 ex GST.
2. The CEO may enter into an agreement with the applicant to carry out the works/infrastructure as a private works.
3. Any prosecution proposed for non-compliance is to be referred to Council for decision to proceed.

Sub-delegation permitted to

- a) Executive Manager Technical & Rural Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Technical & Rural Services**
In full

References

Formal record of use Report to Council via monthly briefing papers if significant infrastructure
File copy of written approval

File number Property file of applicant
Copy on road/reserve/local government property file

Notes

Local Government (Uniform Local Provisions) Regulations 1996 –

r.17 – Private works on, over, or under public places

(4) – approval of local government required

(5) – conditions may be imposed

(6) – mandatory conditions – no permanent impairment of public use, public safety to be ensured, damaged to be fully repaired

(7) – penalty for non-compliance is \$5,000 and \$500 daily

(8) – person constructing is responsible for maintenance, and must insure structure, specifically indemnifying the local government against any claim

(9) – unauthorised constructions, or contravention of approval/conditions can lead to impounding

If insurance indemnity is required, a certificate is to be provided to the Shire annually. It is to be a condition of approval, that a lapse of insurance means automatic withdrawal of approval, and removal of the previously insured structure is required within 14 days.

This delegation includes minor works on the road such as –

- drilling for soil testing;
- pressure or gravity pipe from a water tank or windmill to a stock trough;
- farm drainage.

12.8 Events on roads

Statutory context

Road Traffic Act 1974 –

- s.81C(2) – Making order for road closure for event
- s.81D – Road closure, how effected by local government

Road Traffic (Administration) Act 2008 –

- s.139(2) – Temporary suspension of road law

Road Traffic (Events on Roads) Regulations 1991 –

- r.4 – local government approval and payment of fee required
- r.9 – Erection of barriers, signs and other equipment

Shire of Narrogin Public Places and Local Government Property Local Law 2016

activities on land under local government management and control including roads

Corporate context None

History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

Reviewed 17 April 2023

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power –
 - (a) in consultation with the President, to approve with or without conditions or refuse to approve, an event or function on a thoroughfare in accordance with section 81C of the *Road Traffic Act 1974*;
 - (b) in consultation with the President, to approve with or without conditions, or refuse to approve, the temporary suspension of written law in accordance with section 83 of the *Road Traffic Act 1974*; and
 - (c) make all necessary arrangement to comply with Road Traffic (Events on Roads) Regulations r.9.
2. The CEO is delegated power, in consultation with the President, to respond to any request for information made under section 7(1) of the *Public Order in Streets Act 1984*.

Conditions on use of delegation

1. In considering any application, the CEO is to have regard to Police and Main Roads WA guidelines.

Sub-delegation permitted to

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

Delegation by CEO to other employees

To –

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

References

Formal record of use File copy of decision on written application

File number 28.7.1

Notes

See Road Traffic (Administration) Act –

135. Protection from liability for wrongdoing

- (1) An action in tort does not lie against a person for anything that the person has done, in good faith, in the performance or purported performance of a function under a road law.
- (3) A local government is also relieved of any liability that it might otherwise have had for another person having done anything as described in subsection (1) in relation to a function of a local government under section 11, 139 or 141.

141. Closure of roads

- (2) A local government may cause a road in its district to be closed for such period that the local government considers necessary if the local government considers that the road is unsafe for traffic but the road cannot be closed by the local government for more than one month without with the Minister's written approval to do so.

See Events on Roads Regulations –

9. Erection of barriers, signs and other equipment

- (1) A road closure ordered by the Commissioner of Police under Part VA of the Act shall be effected by the erection and maintenance by the local government for the district within which the road concerned is situated of —
 - (a) barriers, being free standing posts and rails, or other barriers which are substantial and uniform in construction;
 - (b) signs, being substantial and uniform in design, with the words "Road Closed" or similar, clearly printed in black letters upon a reflective background; and
 - (c) such other equipment as the local government considers is reasonably necessary to effect the road closure.
- (2) The costs of erecting, maintaining and removing barriers, signs and other equipment to effect a road closure are payable to the local government by the person or body who applied for the order for that road closure.
- (3) A local government may waive the payment of all or any of the costs referred to in subregulation (2).
- (4) Any costs payable to a local government under subregulation (2) may be recovered as a debt due to that local government in a court of competent jurisdiction.

Main Roads WA – Traffic Management for Events on Roads: "Code of Practice"

12.9 Temporary road closures

Statutory context

Local Government Act 1995 –

s.3.50 – closing to vehicles

s.3.50A – closure for repairs or maintenance

Road Traffic Act 1974

s.81D – how a road is to be closed

s.92 – power to close unsafe roads

Shire of Narrogin Public Places and Local Government Property Local Law 2016 –

cl.5.2 – no entry to closed local government property

cl.6.13 – no driving on closed thoroughfare

Corporate context None

History

Last reviewed 26 May 2021

Reviewed 27 April 2022

Reviewed 17 April 2023

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to –
 - a) temporarily close a thoroughfare or a portion of a street for a period not exceeding 28 days (without providing local public notice) if of the opinion –
 - a thoroughfare is likely to be damaged by the passage of traffic generally or traffic of any particular class;
 - that the thoroughfare is unsafe for use.
 - b) temporarily close a road or portion of a road for repairs and maintenance;
 - c) temporarily close a thoroughfare for a period in excess of 28 days by providing local public notice.

Conditions on use of delegation

1. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
 - a) is of such severity that the action is appropriate; or
 - b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

Sub-delegation permitted to

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

Delegation by CEO to other employees

To –

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

| |
|------------|
| References |
|------------|

Formal record of use File copy of public notice, instruction to staff etc

File number 28.7.1

Notes

12.10 Restricted Access Vehicles on Shire Roads

Statutory context

Local Government Act 1995

Land Administration Act 1997 –

s.56(2) – road reserves under the control of the local government

Public Works Act 1902 –

s.86(2) – Governor may declare roads to be under the control of the local government

Road Traffic (Vehicle Standards) Regulations 2002

Public Places and Local Government Property Local Law 2016

Corporate context

Policy Manual –

12.12 Restricted Access Vehicles on Shire Roads

History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

Reviewed 17 April 2023

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to determine any application referred from Main Roads WA to use heavy haulage vehicles (Restricted Access Vehicles) on any local road within the district, recommending approval or refusal–
 - a) in accordance with Council Policy 12.12 Restricted Access Vehicles on Shire Roads;
 - b) where the estimated volume is 50,000 tonnes per year or less;
 - c) if the road has already been assessed by Main Roads WA as being suitable for the configuration proposed by the applicant;
 - d) recommending CA07 conditions on roads where deemed necessary to manage RAV access in order to preserve the condition of the road and avoid heavy vehicle damage; and
 - e) written agreement of the application accepting liability for damage to the roads that exceeds fair use.

Conditions on use of delegation

1. All other applications are to be referred to Council.
2. Where the CEO declines an application, the applicant has the right to lodge a written appeal which will be presented to Council for consideration.

Sub-delegation permitted to

- a) Executive Manager Technical & Rural Services

Delegation by CEO to other employees

To –

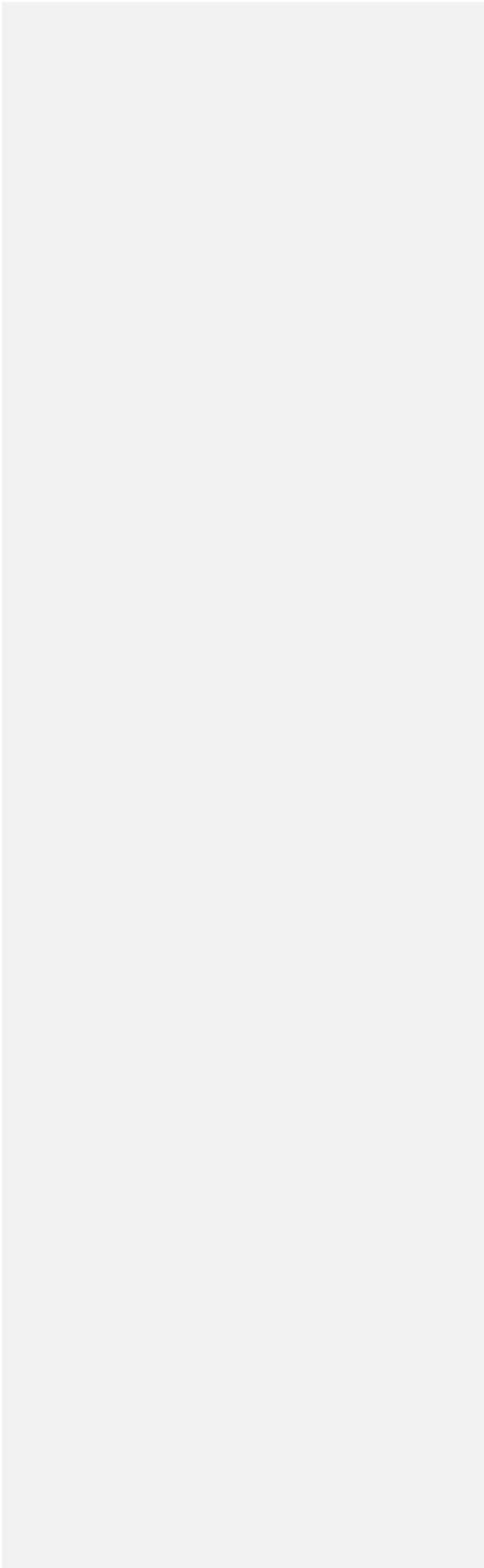
- a) **Executive Manager Technical & Rural Services**
Negotiations for all matters prior to signing of agreement

References

Formal record of use File copy of decision on written application

File number 3.2.2

Notes



12.11 Gates across roads / thoroughfares

Statutory context

Local Government Act 1995

- Schedule 9.1 cl.5 – Governor may make regulations concerning gates across public thoroughfares
- Schedule 9.3 cl.38 – gates across thoroughfares in cities or towns

Local Government (Uniform Local Provisions) 1996

- r.9 – Permission to have gate across public thoroughfare
- r.9(8) – Register of Gates

Environmental Protection Act 1986

- s.3(1) – definition of “native vegetation” includes dead vegetation
- s.51A – definitions of “clearing” and “clearing principles”
- Sch.5 – Principles for clearing native vegetation

Environmental Protection (Clearing of Native Vegetation) Regulations 2004

- r.5 – Prescribed clearing s.51C
- Sch.2 – Clearing for maintenance in existing transport corridors

Shire of Narrogin Public Places and Local Government Property Local Law 2016

- activities on land under local government management and control including roads

Corporate context

Delegation Register –

- 13.2 – Native flora and fauna

Policy Manual –

- 12.7 – Private works / infrastructure on, over or under public land
- 13.1 – Road reserves – clearing

History

Adopted 26 May 2021

Reviewed 27 April 2022

Reviewed 17 April 2023

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to approve gates or other devices on roads for the purpose of enabling motor traffic or pedestrians to pass across the thoroughfare and prevents stock from straying, including any associated fencing necessary.

Conditions on use of delegation

1. The delegation excludes –
 - (a) determination of any fee or charge;
 - (b) dealing with an objection.
2. The CEO is to have regard to –
 - (a) whether or not the road is a through road;
 - (b) the opinions of any other landowners or occupiers adjacent to the affected portion of the road;
 - (c) likely traffic volume other than that of the applicant.
3. The exercise of this delegation is subject to –
 - (a) written application being made;
 - (b) payment of any fee for initial approval and subsequent annual approval;

- (c) details of position and construction of the gate or other device and any associated fencing being provided;
 - (d) the applicant accepting all liability for every part and aspect of the gate or other device, and associated fencing;
 - (e) accepting responsibility for maintenance of the gated section of road / thoroughfare in a safe and adequate condition;
 - (f) approval for a maximum 12 month period, ending 30 June annually, and may be renewed upon application;
 - (g) imposition of standard conditions, and any further condition considered appropriate by the CEO.
4. The following standard conditions apply to approval of all gates or other devices across roads / thoroughfares –
- a) the applicant is to maintain the gated section of road / thoroughfare, the gate and any associated fencing in good order;
 - b) the construction of the gates will be to the satisfaction of the Chief Executive Officer;
 - c) the gates cannot be locked;
 - d) the applicant understands that the installation of gates does not prevent access to the road reserve by any person;
 - e) all associated costs for the gates including purchase, signage, installation and maintenance are to be met by the applicant;
 - f) reflective signage, to the satisfaction of the Chief Executive Officer, is to be secured to the gates and kept in good visual condition at all times by the applicant;
 - g) pruning of vegetation is limited to that permitted by the Environment Protection (Clearing of Native Vegetation) Regulations 2004 Schedule 2;
 - h) clearing of vegetation is not permitted without prior Shire approval, and will not be considered unless in compliance with Policy 13.1;
 - i) the gated section of road / thoroughfare, the gate and any associated fencing may be inspected by an authorised person at any time.
5. CEO may apply additional conditions if considered appropriate.
6. If the relevant portion of the road, gate or fencing is not maintained in a safe and adequate standard, or the conditions imposed are not met –
- a) notice may be issued specifying the remedial action required and the time in which such action is to be completed;
 - b) the approval for the gate may be revoked, and the gate and fencing required to be removed within a specified period;
 - c) the Shire may carry out removal or remedial works, and the applicant charged the cost of removal, maintenance or repairs at private works rates as adopted by Council.
7. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
- (a) is of such severity that the action is appropriate; or
 - (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

Sub-delegation permitted to

- a) Executive Manager Technical & Rural Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Technical & Rural Services**
In full, excluding Conditions clause 7.

References

Formal record of use File copy of notice, record of inspection etc
Register of Gates to be maintained in Corporate records

File number

Notes

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

Plant / Equipment

Section 13 - Natural Resource Management

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

Statutory context

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

- s.5(1) – Duty of local government to administer and enforce the Act
- s.38(3) – appointment of authorised persons

Local Government Act 1995 –

- s.9.10 – Appointment of authorised persons

Corporate context None

History

| | |
|-----------------|----------------------|
| Last Reviewed | 26 May 2021 |
| Amended | 26 May 2021 |
| Reviewed | 27 April 2022 |
| <u>Reviewed</u> | <u>17 April 2023</u> |

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to exercise all discretionary matters in the Control of Vehicles (Off-road Areas) Act 1978, including –
 - a) granting, refusal, cancellation and setting conditions of approval to conduct activities;
 - b) issue of all notices and infringements etc.;
 - c) extending the time period within which infringement notices may be paid;
 - d) withdrawal of an infringement notice issued by an authorised person, following consideration of any submissions of special circumstances relating to it received from the authorised person, the notice recipient or other persons;
 - e) carrying out of works in default of a duly served notice; and
 - f) authorising officers to undertake enforcement activities such as the issuing of infringements.

Conditions on use of delegation

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

Sub-delegation permitted to

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

Delegation by CEO to other employees

To –

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

In full

| |
|------------|
| References |
|------------|

| | |
|-----------------------------|---------------------|
| Formal record of use | File copy of notice |
|-----------------------------|---------------------|

| | |
|-----------------------|--------|
| File reference | 19.6.5 |
|-----------------------|--------|

Notes

13.2 Native flora and fauna

Statutory context

Environmental Protection Act 1986 –

s.51C – Unauthorised clearing of native vegetation

Wildlife Conservation Act 1950 –

s.14 – Protection of fauna

s.23C – Licences to take protected flora

s.23D – Taking and sales of protected flora on private land

Wildlife Conservation Regulations 1970

Public Places and Local Government Property Local Law 2016 –

cl.4.4(2) – Written authority of local government required to remove, damage, interfere with any flora on local government property

Corporate context None

History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

Reviewed 17 April 2023

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to approve a request for permission to pick wildflowers and / or collect seed on lands under Council's control, under the following conditions –
 - (a) written application is to be made;
 - (b) it is for their own domestic or hobby use;
 - (c) permission is given for a period not exceeding one week;
 - (d) the area of picking and/or collection is strictly limited;
 - (e) not more than one collector is permitted in any one location; and
 - (f) a maximum of 10% of seed only to be taken in any one area.

Conditions on use of delegation

1. All applications for commercial picking of wildflowers or collection of seed are to be referred to Council for consideration, and required details include –
 - (a) collector's credentials and purpose (collector includes the permit holder and up to 2 assistants);;
 - (b) duration of approval, if any;;
 - (c) the area of picking and/or collection;;
 - (d) not more than one collector being permitted in any one location; and
 - (e) a maximum of 25% of seed only to be taken in any one area.;
2. All applications for the collection of animals, reptiles, amphibians and birds from lands under Council's control, are to be referred to Council for consideration.
3. All applications to collect flora or fauna are to provide the following information at minimum –
 - (a) collector's credentials, including any person acting on the collector's behalf;;
 - (b) purpose of collection – domestic, hobby, display, educational, commercial;;
 - (c) flora/fauna to be collected – rarity, locality, need for preservation etc;;
 - (d) locality of collection – ease of access, likelihood of general public-knowledge or access; and
 - (e) period or duration sought.;
4. Where Council has previously permitted an application, the CEO may issue permission in subsequent consecutive years under identical terms and conditions, without further reference to Council.
5. The following statement is to be included in every approval by the CEO –

The approval of the Department of Parks and Wildlife is mandatory, and Shire permission is invalid without the Department's written consent accompanying Shire approval.

Sub-delegation permitted to

- a) Executive Manager Technical & Rural Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Technical & Rural Services**
In full

References

Formal record of use File copy of notice of approval

File number 11.3.1

Notes

Dept of Biodiversity, Conservation and Attractions –

- may issue a permit for a maximum of one year;
- is to be provided a copy of every approved application.

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

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

Former Section 16 – Unclassified (transferred to Section 12)

Former Section 17 – Building and Development (deleted)

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

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

10.4.2 LICENCE TO OCCUPY - PORTION OF PTA RESERVE 10856, L6850 FEDERAL STREET, NARROGIN

| | |
|---|--|
| File Reference | A340246 |
| 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 | 18 April 2023 |
| Author | Victoria Anderson – Records and Governance Officer |
| Authorising Officer | Dale Stewart – Chief Executive Officer |
| Attachments 1. Licence to Occupy PTA – L6850 | |

Summary

Council is asked to consider granting approval to sign the Licence to Occupy, for portion of Public Transport Authority (PTA) Reserve 10856, L6850 Federal Street, Narrogin, which comprises portion of the former Narrogin to Williams Rail line (long since disused).

Background

In September 2001 the former Town of Narrogin signed a ten year Licence to Occupy, for a Portion of PTA Reserve 10856, L6850 Federal Street, Narrogin. Following the amalgamation of the Town of Narrogin and the former Shire of Narrogin in 2016, the new Shire of Narrogin assumed this Licence and although the initial term expired on 19 September 2011, and has continued on a month-to-month basis.

During this time the area has been sub-leased for the purpose of sheep grazing.

Consultation

Consultation has occurred with the following:

- Chief Executive Officer; and
- Burgess Rawson on behalf of the Public Transport Authority.

Statutory Environment

The relevant Statutory implications to be complied with include:

- Subsequent on-leasing (or licensing) requirements of the Local Government Act 1995 (Section 3.57); and
- Council Delegation 2.1 Common Seal – Execution of Documents.

Policy Implications

Council Policy 1.11 Common Seal relates.

Financial Implications

There are no known meaningful financial implications relative to this matter in excess of officer time in establishing the rights agreement and minor administrative costs.

Strategic Implications

| Shire of Narrogin Strategic Community Plan 2017-2027 | | |
|--|-------|---|
| Objective | 2. | Social Objective (To provide community facilities and promote social interaction) |
| Strategy: | 2.3.2 | Engage and support community groups and volunteers |

Risk Implications

| Risk | Risk Likelihood | Risk Impact / Consequence | Risk Rating | Principal Risk Theme | Risk Action Plan (Controls or Treatment proposed) |
|--|-----------------|---------------------------|--------------|------------------------|---|
| Failure to enter into a Licence to secure continuing access to this property could result in an inability to realise the Shire's medium – long term intent to connect and integrate the Shire's future Walking and Mountain Bike Trail networks. | Possible (3) | Minor (2) | Medium (5-9) | Asset Sustainability | Accept Officer Recommendation |
| Not securing the Licence could result in an increased fire risk and also increased habitat for venomous reptiles adjacent to residential properties. | Possible (3) | Minor (2) | Medium (5-9) | Environment Management | Accept Officer Recommendation |

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; work health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and risk ratings of six (6) have been determined for this item. Any items with a risk rating of 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

The Shire, or its predecessors, has continually licensed this reserve from the PTA since at least 2001. Since that time the Shire has also concurrently re-licensed the reserve to Mr BJ McNab, who owns the adjoining historic Butter Factory on Federal Street (used as a residence). Mr McNab continues to utilise the reserve for grazing, to reduce the fire hazard to the historic property as well as to abate the threat of vermin and venomous snakes. Mr McNab enjoys access to the property at the annual licence fee of \$1 pa (on demand), whilst assuming responsibility for firebreaks, fencing and noxious weed control. The current license expires on 19 September 2024, however it is noted as being valid only whilst a head licence exists with the PTA. This license is normally signed through Council's delegation to the Chief Executive Officer.

Medium to long term, the reserve will be important for use as part of strategic interconnectivity of the Narrogin – Williams Rail Trail (proposed) and or existing and future potential walk and mountain bike trails, between the Shire's iconic tourism assets of Gnarojin Park, Railway Dam and Foxes Lair.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to the proposed Licence for Portion of the Public Transport Authority (PTA) Reserve 10856, L6850 Federal Street, Narrogin, Council, authorise the Shire President and the Chief Executive Officer to prepare, sign and affix the common seal for a licence term of 10 years.

**LICENCE TO OCCUPY
L6850-3 – NARROGIN**

PARTIES

**PUBLIC TRANSPORT AUTHORITY
OF WESTERN AUSTRALIA
(Licensor)**

**SHIRE TOWNTOWN OF NARROGIN
(Licensee)**

Schedule

Item 1 **Licensor**

PUBLIC TRANSPORT AUTHORITY OF WESTERN AUSTRALIA (ABN 61 850 109 576) of PO Box 8125, Perth Business Centre, Perth, Western Australia, 6849 (**PTA**)

Item 2 **Licensee**

~~**SHIRE TOWN OF NARROGIN**~~ of PO BOX ~~1145, 488~~, Narrogin WA 6312
(**Licensee**)

Formatted: Strikethrough

Formatted: Strikethrough

Item 3 **Grant of Licence to Occupy**

PTA grants a licence to the Licensee and the Licensee takes a licence of the Licensed Area on the terms set out in this Licence.

Item 4 **Licensed Area**

The Licensed Area the subject of this Licence is located in the rail reserve at **Narrogin** and known as **Federal Street** as identified on plan number **L6850 Rev B**.

The Licensed Area is shown **coloured green** on the plan attached to this Licence and is approximately **9611 m2**.

The Licensed Area includes any PTA's Property situated in the Licensed Area.

The PTA's Property includes the following specific items:

NIL

Item 5 **Term**

The term is 10 (ten) years commencing on **1 February 2023** and ending on **31 January 2033**.

Item 6 **Licence fee**

The licence fee payable by the Licensee for this Licence is \$1.00 each year payable if and when demanded.

Item 7 **Outgoings**

The Licensee must pay to the relevant supplier or Authority or as otherwise directed by the PTA before they become overdue:

- all charges for services (including but not limited to electricity, gas water and sewerage and telephone and communication services) used by the Licensee in connection with the Licensed Area;

- any rates and taxes and similar charges and assessments levied in respect of the Licensed Area or the Licensee's use or occupation of the Licensed Area; and
- management and administration fees reasonably charged by the PTA in respect of this Licence,

as invoiced to the Licensee by the PTA. In the case of any amounts which are levied on other land as well as the Licensed Area, the Licensee must pay reasonable proportion of such charges, rates, and taxes relevant to the Licensed Area as reasonably determined by the PTA.

Item 8 **Permitted Use**

The Licensed Area may only be used for **Fenced Yard for Community Purpose** subject to the Licensee obtaining all relevant written approvals from all Authorities for the use of the Licensed Area for this purpose.

Item 9 **Insurance Requirements**

The Licensee must take out the following insurances:

- (1) public risk insurance for an amount not less than \$20,000,000.
- (2) insurance for all buildings, structures and improvements comprised in the Licensed Area and all the PTA's Property to their full insurable value on a replacement or reinstatement basis against those risks which the PTA may reasonably require.
- (3) insurance for all Licensee's Property to its full insurable value on a replacement or reinstatement basis against those risks which the PTA may reasonably require.
- (4) employer's indemnity insurance against any liability under common law or statute to pay damages to an employee.

Without limiting clause 5 of the General Licence Terms the Licensee must no later than:

- (1) the Commencement Date; and
- (2) each anniversary of the renewal date as specified in the relevant insurance policy,

provide the PTA with a certificate of currency issued by the insurer and noting the interests of the PTA to confirm that each required policy of insurance has been taken out and is current as required by this Licence.

Item 10 **Licensee's Obligations**

The Licensee covenants with the PTA to comply with the Licensee's Obligations.

Item 11 **PTA's General Licence Terms**

The PTA General Licence Terms in the form attached to this Licence are incorporated in this Licence.

Item 12 **Defined Terms**

Words defined in the PTA General Licence Terms have the same meaning when used in this Licence and are shown with an initial capital letter.

Item 13 **Additional Terms**

The additional terms attached to this Licence are incorporated in this Licence.

Dated

2023

EXECUTED as a deed.

Signed for and on behalf of the **PUBLIC**)
TRANSPORT AUTHORITY OF)
WESTERN AUSTRALIA by)

an officer of the Authority duly)
authorised by the Authority pursuant to)
section 51(5) of the *Public Transport*)
Authority Act 2003 for that purpose in)
the presence of:

.....
Signature of Duly Authorised Officer

.....
Name (Please Print)

.....
Witness (signature)

.....
Position held

.....
Name (Please Print)

.....
Address

.....
Occupation

The Common Seal of the ~~Shire~~ **Town of Narrogin** was duly affixed
Hereto in the presence of

Formatted: Strikethrough

.....
Signature

.....
Signature

.....
~~President~~ Mayor (Name)

.....
Chief Executive Officer (Name)

Formatted: Strikethrough

Plan

Page 5

Additional Terms

1 Lights

The Licensee is to ensure that there is not at any time any light (white or coloured) on the Licensed Area in a position where it can affect any person on a train or other railway vehicle.

2 Plants and Trees

The Licensee is not to plant or allow any other person to plant a tree or shrub within the Licensed Area which is closer than 5 metres to any level crossing or which is within any area shown hatched black on the plan attached to the Licence as an area where trees or shrubs cannot be planted. The Licensee must maintain (including trimming and lopping) all plants and trees within the Licensed Area.

3 Licensee's Property and the PTA's Property

The Licensee is to ensure that at all times all items of Licensee's Property and the PTA's Property in the Licensed Area are:

- (1) kept in a good state of repair and well maintained;
- (2) properly painted or treated; and
- (3) otherwise kept in a presentable and tidy condition.

4 Stock

The Licensee is to ensure that at all times no stock or other animals stray on to the Licensed Area or through the Licensed Area on to other property owned by the PTA.

5 No building, stacking or obstruction of views

The Licensee is to ensure that at all times:

- (1) no building or other structure is constructed or allowed to remain; and
- (2) no property is stacked or otherwise stored; and
- (3) no other item of property is installed, positioned or located,

on any part of the Licensed Area if the result is to obstruct the view of any person driving a train or other railway vehicle.

6 Drainage System

If required by the PTA or any other person or Authority responsible for the condition of the railway, as soon as reasonably possible after the Commencement Date the Licensee is to construct a drainage system on the Licensed Area to prevent water damage to the railway line running through or near the Licensed Area. The Licensee is

to construct the drainage system in accordance with the design and specifications stipulated by the PTA. The cost of the drainage system, including the cost of complying with the PTA's reasonable directions, is to be paid by the Licensee. The Licensee is to properly maintain the drainage system after it is constructed and if it is damaged the Licensee is to repair the damage as soon as reasonably possible.

7 Firebreaks

The Licensee is to provide firebreaks to comply with the requirements of any Authority and all laws, including by-laws and regulations.

8 Telephone Pole

The Licensee is to do everything reasonably possible to prevent damage occurring to any telephone pole and associated equipment including aerial lines belonging to the PTA and located on or near the Licensed Area.

9 Telecommunications Cable

The Licensee is not to interfere with or disturb any telecommunications cable on the Licensed Area and is to prevent any other person interfering with or disturbing any such telecommunications cable.

10 Fences

If required by the PTA, the Licensee is to erect and maintain fences on the Licensed Area to the satisfaction of the PTA.

11 Environmental Obligations

11.1 Definitions

In this clause:

- (1) **Authorisation** includes a consent, declaration, authorisation, registration, agreement, certificate, permission, licence, approval, authority or exemption from, by or with a Government Agency, including any renewal or amendment;
- (2) **Contamination** means the presence of a substance in, on or under water or land at a concentration above the concentration at which the substance is normally present in the same locality, being a concentration that presents, or has the potential to present, a risk of harm to human health, the Environment or any Environmental Aspect;
- (3) **Environment** has the same meaning as that term is defined in the *Environmental Protection Act 1986* (Western Australia) (as amended);
- (4) **Environmental Aspect** means in respect of any area:
 - (a) each interaction of any activity on the area or of the area itself within the Environment;
 - (b) each of the following aspects of that area;

- (c) heritage items on the land within the area or heritage values or significance of the area or anything on it;
 - (i) the flora and fauna in the area including threatened species, populations or ecological communities or their habitats in the area;
 - (ii) critical habitat in the area;
 - (iii) the propensity of the area to be affected by natural disasters such as bushfires, flooding or geotechnical characteristics of the area or any structures on it; and
 - (d) the zoning or permissible uses of the area.
- (5) **Environmental Expert** means a reputable person who is suitably qualified and experienced in identifying and remediating Contamination, Pollution and Environmental Harm;
- (6) **Environmental Harm** means any serious or material harm, damage or detriment to the Environment or an Environmental Aspect which is not Pollution or Contamination;
- (7) **Environmental Law** means any law relating to any aspect of the Environment or health or having as its objective the protection or enhancement of the Environment or any Environmental Aspect;
- (8) **Environmental Notice** means any notice, direction, order, demand or other requirement to take any action or refrain from taking any action from any Government Agency, whether written, oral or otherwise and in connection with any Environmental Law;
- (9) **Government Agency** means:
- (a) a government or government department or other government body;
 - (b) governmental, semi-governmental, or judicial person, entity or authority; or
 - (c) a person (whether autonomous or not) who is charged with the administration of any law.
- (10) **Pollution** means any unauthorised alteration of the Environment or an Environmental Aspect to its detriment or degradation which involves the release of any substance, the discharge of waste, an emission of noise, odour or electromagnetic radiation or the transmission of electromagnetic radiation;
- (11) **Relevant Land** means the Licensed Area and the Surrounding Land;
- (12) **Remediation Date** means the earlier of:
- (a) the date on which the Licensee assigns this Licence;

- (b) the date on which the Term of this Licence expires; or
- (c) 60 days after this Licence is terminated.

(13) **Remedial Work** means any work to restore land affected by Contamination, Pollution or Environmental Harm, including to:

- (a) remove, destroy or reduce;
- (b) dispose of or disperse;
- (c) contain or encapsulate;
- (d) treat;
- (e) manage (including restrict or prohibit access to or use of the affected land); or
- (f) abate or control,

any Contamination, Pollution or Environmental Harm and to remove or minimise any risk or potential risk it presents to human health, the Environment or any Environmental Aspect;

(14) **Surrounding Land** means any land adjacent to or in the vicinity of the Licensed Area.

11.2 Licensee's obligations

The Licensee must:

- (1) obtain any Authorisation required for the Permitted Use, before that use is undertaken and must keep all such Authorisations in full force and effect throughout the Term;
- (2) use the Licensed Area in a manner which complies with each Environmental Law and each Authorisation held by the Licensee in accordance with paragraph (1) and any other Authorisation provided to the Licensee by the PTA;
- (3) not do or omit to do any act which might directly or indirectly result in the revocation, suspension or modification of:
 - (a) an Authorisation relating to:
 - (i) the Licensed Area; or
 - (ii) any conduct or activity relating to the Permitted Use, or
 - (b) any Authorisation from time to time relating to the Relevant Land when a copy of such Authorisation is provided by the PTA to the Licensee;
- (4) not cause or allow Pollution, Contamination, or Environmental Harm to occur in, on or under the Relevant Land and if any of those do occur the Licensee must

minimise and remediate any resultant damage and harm to the reasonable satisfaction of the PTA;

- (5) notify the PTA immediately on becoming aware of:
 - (a) the existence of any Contamination affecting the Relevant Land;
 - (b) any Pollution affecting the Relevant Land;
 - (c) the making of a complaint to any person, including but not limited to, the Licensee or the commencement of proceedings against the Licensee relating to an alleged failure by the Licensee to comply with an obligation under an Environmental Law or Authorisation; or
 - (d) an Environmental Notice being served on the Licensee or any other person which relates to or arises from the Licensee's use of the Licensed Area;
- (6) at the Licensee's cost, comply with every Environmental Notice issued in respect of, arising from or relating to, the Licensee's use of the Licensed Area, whether the notice is served on the PTA or the Licensee;
- (7) provide to the PTA on demand, copies of all Authorisations relating to the Licensee's use of the Licensed Area.

11.3 No representation or warranty in respect of Contamination, Pollution or Environmental Harm

The PTA makes no warranties or representations concerning the existence or non-existence of Contamination, Pollution or Environmental Harm on the Relevant Land. The Licensee relies on its own investigations concerning the existence or non-existence of Contamination, Pollution or Environmental Harm on the Relevant Land.

11.4 Licensee to Remediate at end of Term

- (1) If the Licensee does not comply with clause 11.2, the Licensee must, at its cost, perform any necessary Remedial Work in relation to the Relevant Land by the Remediation Date.
- (2) The PTA may direct the Licensee to, at the Licensee's expense, engage an Environmental Expert to certify that the Licensee has completed the Remedial Work in accordance with paragraph (1).
- (3) If the PTA terminates this Licence, or the Licensee fails to comply with this clause 11.4, the PTA may engage an Environmental Expert to do those things outlined in this clause 11.4 at the Licensee's expense and the Licensee indemnifies the PTA against all costs incurred by the PTA under this paragraph (3).
- (4) The Licensee's obligations in this clause 11.4 survive termination of this Licence.

- (5) To the extent that the Licensee's obligation under this Licence is to perform Remedial Work that the PTA or another person would otherwise be responsible for under any Environmental Law, the Licensee must do everything necessary to transfer that responsibility from the PTA or that other person to the Licensee in accordance with any Environmental Law.

11.5 Environmental Release

The Licensee releases the PTA from all claims, actions, loss, damage, liability, costs and expenses arising from or connected with (directly or indirectly) the presence of any Contamination, Pollution or Environmental Harm in, on or under the Relevant Land at any time.

12 Termination before end of Term

12.1 Notice of Termination

Notwithstanding any other provision of this Licence if a party wants to terminate this Licence before the end of the Term for any reason, that party may terminate this Licence by giving the other party written notice. The termination is to take effect on the date specified in the notice. That date must be at least 6 months after the notice is given unless the other party agrees to a shorter period. If no date is specified in the notice, the termination is to take effect 6 months after the notice is given.

12.2 On termination

On the termination date, this Licence will terminate and the Licensee, and any sub-Licensee or occupier of the Licensed Area, is to give up vacant possession of the Licensed Area to the PTA.

12.3 Liability for payment and obligations

The Licensee remains liable for the payment of all money due under this Licence and to comply with its other obligations under this Licence until the termination date, and in the case of obligations which are expressed to survive the termination of this Licence, until they have been met.

13 Increase in Licence fee on Change in Use

If at any time the Licensee requests the PTA to allow the Licensee to change the Permitted Use, the PTA may, as a condition of agreeing to that request, require that the Licence fee be increased from a date (after the Licensee's request) stipulated by the PTA and that this Licence be otherwise varied in the manner required by the PTA. The Licensee is responsible for and must pay the PTA's reasonable costs incurred as a result of any change of the Permitted Use and anything required under this clause.

14 Access

14.1 Access Location

If any part of the land owned by the PTA and adjoining the Licensed Area is shown on the plan attached to the Licence as available for the purpose of access to and from the Licensed Area, the Licensee may use that part, subject to this clause 14. The Licensee

may not use that land for any other purpose. The Licensee is to ensure that no vehicles are parked on that land and that it is not obstructed in any way by the Licensee's Employees, Agents and Visitors.

14.2 Compliance with directions

The Licensee is to promptly comply with directions given by the PTA concerning the use of the land referred to in this clause for access purposes.

14.3 Application of indemnity

Every indemnity given by the Licensee in the Licence and the provisions of the Licence imposing obligations on the Licensee to maintain insurance apply to the land used by the Licensee for access purposes as if that land forms part of the Licensed Area.

14.4 Non-Liability

The PTA is not liable to the Licensee in any way if the Licensee is not able to use the land referred to in this clause for access purposes, except if the Licensee is prevented from using the land without lawful reason by the PTA or by an employee or agent or other person under the control of the PTA.

15 Access to Services

The Licensee is to allow any Authority (including its employees, contractors, agents, consultants or other authorised representatives) access to any Services on the Licensed Area for any purpose lawfully required by the Authority.

16 Redecoration

The Licensee is to redecorate the interior of any building on the Licensed Area to the reasonable satisfaction of the PTA at least once in every period of 5 years from the Commencement Date. Redecoration of the building includes replacing floor coverings, wall coverings (including wall tiles) curtains, blinds, lights and other furnishings which are worn or damaged, repainting all surfaces previously repainted with at least 2 coats of high quality paint in colours approved by the PTA and otherwise treating all surfaces in the manner previously treated.

17 Goods and Services Tax

17.1 Definitions

Unless otherwise stated, in this clause:

GST means a tax levied on the value of a good or service or property supplied, including but not limited to the value represented by the Licence fee and Outgoings or other money payable to the PTA for goods or services or property.

Supply means a good or service or property supplied under this Licence, including but not limited to the Licensed Area, and other goods or services or property the cost of which comprises part of the Outgoings.

17.2 Licensee must pay GST

The Licensee must pay to the PTA the amount of any GST the PTA pays or is liable to pay on a Supply.

17.3 Licensee must pay GST at same time

The Licensee must pay to the PTA the amount of the GST that the Licensee is liable to pay at the same time and in the same manner as the Licensee is obliged to pay for that Supply, including in relation to Licence fee, Operating Expenses and Rates and Taxes, at the time the Licensee is obliged to pay those amounts.

17.4 Prices do not include GST

The price for each Supply, including Licence fee, fixed or determined under this Licence does not include GST on that Supply and the Licensee must pay the amount of GST in addition to the price for that Supply fixed or determined under this Licence.

17.5 Apportionment of GST

Where a Supply is not separately supplied to the Licensee, the liability of the Licensee for any amount for GST in relation to that Supply is determined on the same basis as the Licensee's Contribution to Operating Expenses is determined.

17.6 Statement of GST paid is conclusive

A written statement given to the Licensee by the PTA of the amount of GST that the Supplier pays or is liable to pay is conclusive as between the parties except in the case of an obvious error.

18 Electrical Work

18.1 Landlord's consent

The Licensee must not carry out any electrical work in or upon the Licensed Area without the prior written consent of the PTA, such consent not to be unreasonably withheld.

18.2 Licensed Electrical contractor

The Licensee must ensure that any electrical work carried out in or on the Licensed Area:

- (1) is performed by an electrical contractor who is duly qualified and licensed as required by all relevant acts, regulations and by-laws; and
- (2) complies with all requirements of any statute (State or Federal) regulation or by-law relating to the work and is carried out in accordance with best industry practice.

19 Holding over

If the Licensee continues to occupy the Licensed Area after the end of the Term with the consent of the PTA:

- (1) the Licensee is a monthly Licensee of the Licensed Area: and
- (2) the monthly licence may be terminated by either party giving to the other at least 1 month's notice which may expire on any day; and
- (3) all the provisions of this Licence apply to the monthly tenancy except any option to extend the Term.

20 Graffiti

The Licensee must remove all graffiti appearing on the Licensed Area after the Licensee becomes aware of it, or is made aware of it by the PTA, within the following periods:

- (1) in the case of offensive or obscene graffiti – 1 hour;
- (2) in the case of other graffiti – 24 hours.

PTA General Licence Terms

These terms may be incorporated in any licence granted by the PTA.

Words which are defined at the end of these the PTA General Licence Terms have an initial capital letter.

1 Term

1.1 Term Specified in the Schedule

The Licence is granted for the Term specified in Item 5 of the Schedule, subject to clause 1.2.

1.2 Immediate Termination by the PTA

Without limitation, the PTA may terminate the Licence by notice to the Licensee at any time that:

- (1) the PTA determines in the PTA's discretion that the Licensed Area is required for the provision of services or other use or uses for the benefit of the general public; or
- (2) the Licensee does not comply with the Licensee's Obligations in the Licence.

1.3 No compensation

No compensation is payable by the PTA to the Licensee if the PTA terminates the Licence under clause 1.2.

2 Licence fee and Outgoings

The Licensee is to pay the Licence fee and the Outgoings to the PTA as specified in the Schedule.

3 Assignment and sub-letting

3.1 No interest to be created without consent

The Licensee must not assign, transfer, sub-licence or otherwise part with or give any person any right or interest in the Licence or the Licensed Area or allow any person to use or occupy the Licensed Area without the PTA's consent in writing, and then only subject to any conditions on which consent is given.

3.2 Requirements

If the PTA consents to a proposed assignment or sub-licence, then the Licensee is to, before the proposed date of change in possession deliver to the PTA a deed executed by the proposed assignee or sub-licensee in a form prepared by or approved by the PTA, by which the proposed assignee or sub-licensee agrees to be bound by the Licence from the date that the assignment or sub-licence takes effect.

If the Licensee is a corporation the shares in which are not quoted on the Australian Stock Exchange, any change in ownership or control of the shares is deemed to be an assignment of the Licence and clause 3.1 applies accordingly.

3.3 Exclusion of statutory provisions

The provisions of sections 80 and 82 of the Property Law Act 1969 do not apply to the Licence.

3.4 Costs and expenses

The Licensee is to pay to the PTA on demand all fees and expenses incurred by the PTA in connection with a proposed assignment or sub-licence.

4 Use of Licensed Area

4.1 Permitted Use

The Licensee must use the Licensed Area only for the Permitted Use and the Licensee must not use the Licensed Area for any other purpose unless the PTA consents.

4.2 Licensee's own enquiries

The Licensee acknowledges that it has relied on its own enquiries as to how the Licensed Area may be used and not on any representation from the PTA.

4.3 Approval for Use

The Licensee must obtain all approvals required from all Authorities for the Permitted Use and if requested must give a copy of any such approval to the PTA.

4.4 No Warranty by the PTA

The PTA does not warrant that the Licensed Area is suitable for any purpose for which the Licensee intends to use it. To the extent permitted by law, any warranty in relation to the Licensed Area which is implied by law is excluded and does not apply to the Licence.

5 Insurances

In respect of insurances required by the Licence, the Licensee must:

- (1) give the PTA a certificate of currency whenever requested by the PTA;
- (2) pay each premium before the due date; and
- (3) give notice to the PTA immediately if an event occurs which may give rise to a claim under any of the insurances or which could adversely affect any of them or if any insurance is cancelled.

Without limitation, if the Licensee does not comply with the obligation to take out and maintain any insurance required by the Licence, the PTA may take out and maintain

that insurance and the Licensee must pay all costs incurred by the PTA in doing so on demand.

6 Indemnity

6.1 By the Licensee

The Licensee indemnifies the PTA against any cost, expense, loss or other liability resulting from:

- (1) any loss or damage to the Licensed Area or other property; or
- (2) the death of or injury to or illness of any person,

caused by:

- (3) any act, negligence or default of the Licensee or the Licensee's Employees, Agents and Visitors; or
- (4) any danger created by the Licensee or the Licensee's Employees, Agents and Visitors.

6.2 PTA not liable

The PTA is not liable for any cost, expense, loss or other liability resulting from any accident, loss of life, injury, damage, malfunction or other event in or affecting the Licensed Area unless caused by the negligence of the PTA or any employee or agent of the PTA.

7 Compliance with laws and requirements

The Licensee must comply with all requirements of any Authority and all laws in connection with the Licensed Area, the Licensee's Property and the Licensee's Activities.

8 Maintenance, repair and alteration

8.1 Maintenance and repair

The Licensee must at all times:

- (1) keep and maintain the Licensed Area in a clean and tidy condition and promptly remove any rubbish or waste;
- (2) maintain all authorised signs in or attached to the Licensed Area in good condition;
- (3) maintain any drains and pipes on the Licensed Area in a clean and free flowing condition; and
- (4) keep the Licensee's Property in good repair and condition.

8.2 No interference with Services

The Licensee must not modify or interfere with the Services serving the Licensed Area or any equipment connected to those Services.

8.3 Alterations to the Licensed Area

The Licensee must not make any alteration or addition to the Licensed Area unless the PTA consents.

8.4 Damage to the Licensed Area

The Licensee must not cause or allow damage to the Licensed Area.

8.5 Building work

In carrying out its obligations to maintain the Licensed Area in good condition and to redecorate and if making any alterations or additions to the Licensed Area the Licensee must:

- (1) before carrying out any building work, obtain the PTA's approval to the plans and specifications for the work;
- (2) (if the PTA consents) comply with any conditions of consent and also comply with the requirements of any Authority and all laws and standards which apply to the work at the time the work is carried out; and
- (3) carry out the work in a safe and proper manner.

9 Licensee's general obligations

9.1 Positive obligations

The Licensee must:

- (1) carry out all Licensee's Activities in the Licensed Area in a safe and proper manner;
- (2) install and maintain in safe working order residual current free devices to all fixed electricity supply sockets in the Licensed Area which may be used for portable or hand held electrical equipment in accordance with the Occupational Safety and Health Regulations 1996;
- (3) immediately comply with the PTA's directions for the purpose of protecting property or persons in the Licensed Area;

9.2 Negative obligations

In connection with the Licensed Area, the Licensee must not:

- (1) do anything which is offensive or a nuisance;
- (2) interfere with or obstruct access to the Services;

- (3) use facilities in or near the Licensed Area, including the toilets and drains, for any improper purpose;
- (4) put up any signs, notices or advertisements without the PTA's consent.

10 PTA's Entry Rights

The PTA may at any reasonable time and without the need for prior notice enter the Licensed Area with or without workmen, plant, equipment and materials to:

- (1) inspect the state of repair of the Licensed Area;
- (2) verify that the Licensee is complying with the Licensee's Obligations;
- (3) maintain, repair or alter the Licensed Area or the Services;
- (4) carry out structural alterations or other works to the Licensed Area required by the PTA or an Authority; and
- (5) remove harmful substances.

11 Termination for Default

If at any time:

- (1) any money payable by the Licensee remains unpaid for 14 days after becoming due; or
- (2) the Licensee is in breach of any other Licensee's Obligation for more than 14 days after notice has been given to the Licensee of the breach;
- (3) a judgment, order or an encumbrance is enforced, or becomes enforceable against the Licensee's interest in the Licence or the Licensee's Property; or
- (4) an Insolvency Event occurs in respect of the Licensee,
- (5) the Licensee abandons the Licensed Area or otherwise repudiates the Licence,

the PTA may terminate the Licence by re-entering the Licensed Area without notice or by notice to the Licensee.

12 Licensee's Obligations on termination

12.1 Licensee to vacate

Immediately on the termination of the Licence for any reason, the Licensee must vacate the Licensed Area, remove the Licensee's Property and make good to the satisfaction of the PTA any damage caused by that removal.

12.2 Non-removal

The obligation to remove the Licensee's Property in clause 12.1 does not apply to any buildings, improvements or other fixtures which the PTA requires, by notice to the Licensee, not to be removed.

12.3 Removal of Licensee's Property

If the Licensee does not comply with clause 12.1, the PTA may remove the Licensee's Property from the Licensed Area and dispose of it in any manner.

13 Costs, expenses, duties and fees

The Licensee must pay or reimburse the PTA on demand for all the PTA's costs and expenses, including legal costs and expenses and consultants and agents fees, in relation to the preparation of the Licence.

14 Interpretation

14.1 Definitions

In these PTA General Licence Terms and in the Licence:

- (1) **Authority** means any governmental or other public body, local authority or other authority of any kind.
- (2) **Commencement Date** means the commencement date of the Term stated in the Licence.
- (3) **Insolvency Event** means the happening of any of the following events in relation to the Licensee:
 - (a) an application is made to a court for it to be wound up or for the appointment of a provisional liquidator;
 - (b) it becomes an externally-administered body corporate (within the meaning of the Corporations Act 2001);
 - (c) the appointment of a controller, as defined by the Corporations Act 2001, in respect of any of its assets;
 - (d) it is wound up or dissolved;
 - (e) it proposes to enter into or enters into any form of arrangement (formal or informal) with its creditors or any of them;
 - (f) it is, or is deemed to be or is presumed by law to be insolvent or unable to pay its debts; or
 - (g) it becomes an insolvent under administration as defined in section 9 of the *Corporations Act 2001*.

- (4) **Licence** means any licence which incorporates these PTA General Licence Terms.
- (5) **Licensed Area** has the meaning given in Item 4 of the Schedule.
- (6) **Outgoings** means the outgoings referred to in Item 7 of the Schedule.
- (7) **Permitted Use** means the use of the Licensed Area stated in the Licence.
- (8) **PTA's Property** means all the plant and equipment, fixtures, fittings, furniture including curtains, blinds and lights in or fixed to the Licensed Area that are not the Licensee's Property, including any items specified in the Schedule.
- (9) **Licence fee** means the annual licence fee stated in the Licence.
- (10) **Services** means services running through or servicing the Licensed Area including air conditioning equipment, power, water, sewerage, drainage, gas, telecommunications and fire sprinkler system.
- (11) **Licensee** means the person stated in the Licence as the Licensee including successors and any assignee or sub-Licensee.
- (12) **Licensee's Activities** any activities of the Licensee in connection with the Licensed Area.
- (13) **Licensee's Employees, Agents and Visitors** means each of the Licensee's employees, agents, contractors, service suppliers, sub-lessees, licensees, other visitors, and any other person who at any time is on the Licensed Area with the consent of the Licensee.
- (14) **Licensee's Obligations** means the obligations of the Licensee in the Licence.
- (15) **Licensee's Property** means any buildings, improvements, other fixtures, and any plant or equipment, fittings, furniture and furnishings or other property which the Licensee constructs on or installs in or fixes to the Licensed Area or brings on to the Licensed Area.
- (16) **Schedule** means the Schedule in the Licence.
- (17) **Term** means the term specified in the Licence.

14.2 Interpretation Rules

In these PTA General Licence Terms and the Licence, unless otherwise stated:

- (1) a reference to a statute, code or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them occurring at any time before or after the date of the Licence;
- (2) the singular includes the plural and vice versa;
- (3) the word person includes a firm, a body corporate, an unincorporated association or an Authority;

- (4) an obligation, representation or warranty on the part of two or more persons binds them jointly and severally;
- (5) where a period of time is expressed to be calculated from or after a specified day, that day is included in the period, and
- (6) a reference to a month is to a calendar month;
- (7) where the word 'including' or 'include' is used, it is to be taken to be followed, where the context permits, by the words: 'but not limited to'; and
- (8) a reference to the PTA includes any person authorised by the PTA to represent the PTA in connection with the Licence.

10.4.3 POLICY MANUAL – 2023 REVIEW

| | |
|--|--|
| File Reference | 13.5.6 |
| Disclosure of Interest | Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure. |
| Applicant | Shire of Narrogin |
| Previous Item Numbers | None |
| Date | 18 April 2023 |
| Author | Dale Stewart – Chief Executive Officer |
| Authorising Officer | Dale Stewart – Chief Executive Officer |
| Attachments 1. Policy Manual Review 2023 – incorporating draft amendments (track changes) | |

Summary

To consider amendments to the Policy Manual, in accordance with best practice, and the preamble to the Council's adopted document, is to be reviewed at least once every two (2) years.

Background

The Policy Manual records various matters that are either required by legislation, or are standing instructions of Council to staff on a range of legislative and internal processes.

The Local Government Act 1995, section 2.7, provides that it is a role of Council to set (and adopt) the policies for the local government.

Consultation

Consultation has occurred with the following:

- Chief Executive Officer;
- Executive Managers:
- Managers; and
- Records and Governance Officer.

Statutory Environment

Local Government Act 1995 –

- 2.7 – Council role to determine the policies of the local government.

Policy Implications

Changes as outlined in the comment below.

Financial Implications

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

Strategic Implications

| Shire of Narrogin Strategic Community Plan 2017-2027 | | |
|--|-------|--|
| Objective | 4. | Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community) |
| Outcome: | 4.1 | An efficient and effective organisation |
| Strategy: | 4.1.1 | Continually improve operational efficiencies and provide effective services |
| Strategy: | 4.1.2 | Continue to enhance communication and transparency |
| Outcome: | 4.2 | An employer of choice |
| Strategy: | 4.2.1 | Provide a positive, desirable workplace |

Risk Implications

| Risk | Risk Likelihood | Risk Impact / Consequence | Risk Rating | Principal Risk Theme | Risk Action Plan (Controls or Treatment proposed) |
|---|-----------------|---------------------------|-------------|----------------------|---|
| Failure to undertake a review of the Council's Policies, from time to time, may result in inconsistent or outdated practices being applied. | Rare (1) | Moderate (3) | Low (1-4) | Document Management | Accept Officer Recommendation |

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; work health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of three (3) has been determined for this item. Any items with a risk rating of 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

The review is now complete with some changes recommended.

In line with the preface of the document, changes have been made –

- in the administrative section and notes to correct or to add statutory references, corporate references, or guidance on use of the policy etc, and
- within the Policy Statement, only to correct spelling and punctuation.

The following are the proposed major changes:

- 3.12 – COVID 19 Financial Hardship – This policy has now been repealed due to the withdrawal of the Local Government (COVID-19 Response) Amendment Order 2022.
- 8.7 – Leave – Community Service – The Fair Work Act 2009 has now been replaced by the Industrial Relations Act 1979.
- 8.20 - Employee Superannuation, where the superannuation default fund is now Aware Super (previously WA Super).

The attached Policy Manual is now also reflective of the resolution of the 22 March 2023 Council Meeting in respect to the additional training requirements in Policy 5.2 Bush Fire Brigades – Management (Clause 7).

In coming months, with the Local Government Act 1995 changes proposed by the State Government, several Policies will need to be reviewed including;

- 1.4 Public Question Time – Management; and
- 1.6 Recording of Council Meetings.

Policies may be amended at any time by Council resolution. However, several require absolute majority, and several also require advertising of amendments (if changes are made). These requirements are advised within the Notes section of the relevant policies. None of these particular policies are proposed to be changed, hence, only a simple majority is required.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That Council adopt the Policy Manual, as amended, in accordance with Attachment 1.



89 Earl Street, Narrogin
Correspondence to:
PO Box 1145, Narrogin WA 6312
T (08) 9890 0900
E enquiries@narrogin.wa.gov.au
W www.narrogin.wa.gov.au

COUNCIL POLICY MANUAL

(NOTE: Including Standards adopted under the Local Government Act 1995, but excluding policies adopted by the Council pursuant to the Planning and Development Act 2005 and former Shire of Narrogin Town Planning Scheme No. 2 and former Town of Narrogin Town Planning Scheme No. 2)

CURRENT AS AT ~~4~~23 MARCH 2023

History Summary

| Item | Date | Action | Description |
|------|-------------------|-----------------------|---|
| 1 | 26 April 2017 | Revocation | Resolution of Council 0417.048 All previous policies, except – 1.3 - Elected Members – Recognition of Service |
| 2 | 26 April 2017 | Adoption | Resolution of Council 0417.048 All policies adopted |
| 3 | 28 June 2017 | Adoption | Resolution of Council 0617.081 1.10 - Related Parties Policy |
| 4 | 27 September 2017 | Amendment | Resolution of Council 0917.115 14.2 - Plant Equipment and Vehicle Replacement (now 12.10) |
| 5 | 22 August 2018 | New Policy | Resolution of Council 0818.080 14.3 - Asset Management Policy (now 12.11) |
| 6 | 26 September 2018 | New Policy | Resolution of Council 0918.095 3.7 - Investments and 3.8 - Transaction Cards policies |
| 8 | 24 October 2018 | New Policy | Resolution of Council 1018.101 15.3 – Street Trees (now 13.3) |
| 9 | 26 November 2018 | Edit | 28/11/2018 – Editing to insert preface into front of Manual and note on front cover relating to TPS policies. |
| 10 | 20 December 2018 | New Policy | Resolution of Council 1218.133 3.9 – Complaints Management |
| 11 | 24 July 2019 | Major Biennial Review | Resolution of Council 0719.12 |
| 12 | 16 August 2019 | Amendment | As per resolution 0719.012, the word "Trust" changed to 'Municipal' in Policy 10.1, paragraph 3. |
| 13. | 24 September 2019 | Edit | Referencing form to be used in policy 1.10 |
| 14. | 8 October 2019 | Amendment | Addition to Notes section with Form FCE0041 to Policy 1.1 |
| 15. | 8 October 2019 | New Policy | Resolution of Council 0919.004 1.14 - Community Engagement Policy |
| 16. | 27 November 2019 | New Policy | Resolution of Council 1119.016 2.9 - Annual Closure During Christmas Period |
| 17. | 25 February 2020 | New Policy | Resolution of Council 0220.023 1.15 - Elected Member, Chief Executive Officer and Employee Attendance at Events Policy |
| 18. | 16 March 2020 | Amendment | Administrative – Linked Customer Service Charter under heading of Forms and Templates into policy 3.9. |
| 19. | 23 June 2020 | New Policy | Resolution of Council 0320.014 1.16 - Fraud and Corruption Prevention Policy |
| 20. | 23 June 2020 | New Policy | Resolution of Council 0320.017 1.17 - Continuing Professional Development |
| 21. | 23 June 2020 | New Policy | Resolution of Council 0420.005 6.1 - Itinerant Vendor Policy |
| 22. | 25 June 2020 | Amendment | Resolution of Council 0520.017 Policy 3.1. - Purchasing |

| Item | Date | Action | Description |
|------|-------------------|---------------------------|--|
| 23. | 29 July 2020 | New Policy | Resolution of Council 0720.003 Policy 10.3 - Colour Palette and Sign Guide (Central Business Precinct). |
| 24. | 29 July 2020 | New Policy | Resolution of Council 0720.012 Policy 3.12 - COVID 19 Financial Hardship |
| 25. | 24 September 2020 | New Policy | Resolution of Council 0720.015 Policy 3.13 - Rating – Change in Predominant Use of Rural Land |
| 26. | 24 September 2020 | New Policy | Resolution of Council 0820.003 Policy 11.4 - Public Art Contribution Policy |
| 27. | 24 September 2020 | New Policy | Resolution of Council 0920.008 Policy 3.14 - Rating – Contiguous Land Use |
| 28. | 24 September 2020 | Amendment | Resolution of Council 0419.002 Policy 5.2 - Bush Fire Brigades Management |
| 29. | 25 November 2020 | Amendment | Resolution of Council – 1120.004 Policy 9.1 Occupational Safety & Health Policy |
| 30. | 5 February 2021 | Amendment | Administrative edit to preface for purposes of recording policies requiring adoption, eg insertion of red text to alert author. |
| 31. | 25 February 2021 | Amendment | Preface updated as a result of new Policies adopted at Council Meeting of 24/2/21. |
| 32. | 25 February 2021 | New Policy | Resolution of Council 0221.016 Replacement of Policy 1.1 with new Code of Conduct for Council Members, Committee Members and Candidates for Local Government Elections. |
| 33. | 25 February 2021 | New Policy (Standard) | Resolution of Council 0221.017 Inclusion of new mandatory minimum standards that cover the recruitment, selection, performance review and early termination of LG CEO – Policy 1.18. |
| 34. | 25 February 2021 | Amendment | Resolution of Council 0221.018 Amended Policy 2.1 - Senior Employees and Acting Chief Executive Officer appointments. |
| 35. | 29 April 2021 | Amendment | CEO Requested that notes be added to 3.10 Portable and Attractive Assets – Reference was added to the Notes section of Policy 3.10 Portable and Attractive Assets, and a link to the SoN Artwork Collection. |
| 36. | 29 April 2021 | New Policy | Resolution of Council 0421.009 11.5 Advertising/Sponsorship signs – in Shire buildings and facilities. |
| 37. | 26 May 2021 | Amended policy | Resolution 0521.009 3.14 Rating – Contiguous Land Use |
| 38. | 23 June 2021 | Policy Manual Review 2021 | Resolution 0621.010 Policy Manual as per Attachment 1 of the Council agenda item was adopted. |
| 39. | 27 July 2021 | Amendment | Administrative amendment – notes added to 5.2 Bush Fire Brigades – Management. |
| 40. | 27 July 2021 | Amendment | Administrative amendment – every occurrence of 'Occupational Safety and Health Act 1984' was replaced with 'Work Health and Safety Act 2020' |
| 41. | 2 August 2021 | Amendment | Resolution 0721.009 - 3.8 Transactions Cards. |
| 42. | 7 September 2021 | Amendment | Administrative amendment -Corporate Context updated to include RPP policy |
| 43. | 25 November 2021 | Amendment | Resolution 1124.009 Policy 1.17 Continuing Professional Development |
| 44. | 30 November 2021 | New Policy | Resolution 1124.002 Policy 6.2 The Healthy Eat Policy |
| 45. | 30 November 2021 | New Policy | Resolution 1124.002 |

| Item | Date | Action | Description |
|------------|----------------------|------------------|--|
| | | | Policy 6.3 The Active Narrogin Policy |
| 46. | 30 November 2021 | New Policy | Resolution 1124.002 Policy 6.4 The Alcohol and Drug Policy |
| 47. | 30 March 2022 | Amendment | Resolution 0323.008 Policy 9.1 Work Health and Safety Policy |
| 48. | 12 May 2022 | Amendment | Resolution 0427.002 Policy 5.1 Bush Fire Brigades - Establishment |
| 49. | 12 May 2022 | Amendment | Resolution 0427.003 Policy 5.2 Bush Fire Brigades - Management |
| 50. | 12 May 2022 | New Policy | Resolution 0427.007 Policy 12.14 Funding Contribution – Application for Advancement of Sealing of Shire Gravel Roads |
| 51. | 18 May 2022 | Amendment | Administrative amendment – Risk Management Procedures & Framework added to Policy 2.8 – Enterprise Risk Management |
| 52. | 7 July 2022 | Amendment | Administrative Amendment – 5.1 Bush Fire Brigades – Establishment. Deletion of Duplicated Policy Schedule 5.1 – Bush Fire Brigade areas |
| 53. | 11 July 2022 | Amendment | Administrative Amendment – 3.12 COVID 19 Financial Hardship end date extended to 30 June 2023. |
| 54. | 13 July 2022 | Amendment | Administrative Amendment – 2.8 – Enterprise Risk Management – Risk Register added and Document links added for Risk Management Procedures Framework. |
| 55. | 19 October 2022 | Amendment | Administrative Amendment – 3.9 Complaints Management |
| 56. | 2 December 2022 | Amendment | Administrative Amendment – 11.5 Advertising / Sponsorship in Shire Buildings and Facilities |
| 57. | 31 January 2023 | Amendment | Administrative Amendment – 3.12 COVID 19 Financial Hardship end date change to 3 February 2023 |
| 58. | 1 March 2023 | New Policy | Resolution of Council 230222.004 6.5 Environmental Health Policy |
| 59. | 1 March 2023 | New Policy | Resolution of Council 230222.006 6.6 – Approval for Venues for Sporting, Cultural or Entertainment Events: Regulation 18 and 19B |
| <u>60.</u> | <u>23 March 2023</u> | <u>Amendment</u> | <u>Resolution of Council 220323.09</u> <u>5.2 – Bush Fire Brigades Management</u> |

Preface

The Policy Manual is the compiled decisions of Council to the Chief Executive Officer (CEO), employees and other officers, detailing how specific matters are to be administered, the standards to apply etc.

Council Policy is over-ridden by –

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

Council Policy overrides –

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

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

The Local Government Act requires the development of only a few policies, otherwise all policies are at Council's sole discretion.

Policies, Codes or Standards of a local government required by the Local Government Act 1995 include:

- Adoption of an Attendance at Events Policy (S5.90A)
- Adoption of a Council Members, committee members and candidates Code of Conduct (S5.104)
- Adoption of an Employees Code of Conduct (S5.51A), to be made by the CEO
- Adoption of Continuing Professional Development Policy for Elected Members (S5.128)
- Adoption of a Policy relating to employing a CEO or Acting CEO (S5.39A and B and C)
- Adoption of Regional Price Preference Policy (R24C Local Government (Functions and General) Regulations 1996)
- Adoption of a Policy that pays employees more than required by their contract or award (recognition of service / gratuity) (S5.50); and
- Adoption of a Standard for CEO recruitment, performance and termination (based on model) (S5.39B).

Other than the above, policies are generally not required to be based on or in legislation, but can be a stand-alone instruction of Council. However, it cannot be inconsistent with legislation.

Within the Policy Manual is a detailed outline of –

- how actions and administrative decisions are to be made,
- when they are to be implemented or made,
- limitations and restrictions etc.

The Policy Statement is resolved by Council. All procedural or reference information, formatting and spelling errors may be amended or updated by the CEO.

Contents

| | |
|---|----|
| INTRODUCTION | 12 |
| Section 1 - COUNCIL / GOVERNANCE | 16 |
| 1.1 Code of Conduct | 16 |
| Policy Schedule 1.1 – Code of Conduct | 17 |
| 1.2 Acknowledgement of Noongar People | 24 |
| 1.3 Elected Members – Recognition of Service | 25 |
| 1.4 Public Question Time – Management | 27 |
| Policy Schedule 1.4 – Public Question Time | 28 |
| 1.5 Elected Members – Briefing Sessions | 29 |
| 1.6 Recording of Council Meetings | 31 |
| 1.7 Legal Representation for Elected Members and Employees | 32 |
| Policy Schedule 1.7 – Legal Costs Indemnification | 33 |
| 1.8 Elected Members – Conference, Training, Travel and out of pocket Expenses | 34 |
| 1.9 Elected Member Records – Capture and Management | 36 |
| 1.10 Related Party Disclosures (AASB 124) | 38 |
| Policy Schedule 1.10 – Related Party Disclosures – Definitions | 42 |
| 1.11 Common Seal | 43 |
| 1.12 Internal Control | 44 |
| 1.13 Legislative compliance | 46 |
| 1.14 Community Engagement Policy | 49 |
| 1.15 Elected Member and Chief Executive Officer Attendance at Events Policy | 55 |
| 1.16 Fraud and Corruption Prevention | 59 |
| 1.17 Continuing Professional Development | 60 |
| 1.18 Standards for CEO Recruitment, Performance and Termination | 62 |
| Policy Schedule 1.18 Standards for CEO Recruitment, Performance and Termination | 63 |
| Section 2 - ADMINISTRATION / ORGANISATION | 67 |
| 2.1 Senior Employees – Designation & Appointing Acting CEO | 67 |
| 2.2 Acting / Relieving Staff Authority | 68 |
| 2.3 Display of National and Other Flags | 69 |
| 2.4 Amendments to Council Policy | 70 |
| 2.5 Information & Communications Technology Usage | 71 |
| 2.6 Social Media | 72 |
| 2.7 Shire Logo | 73 |
| 2.8 Enterprise Risk Management | 74 |
| Policy Schedule 2.8 – Risk Appetite | 76 |
| 2.9 Annual Closure During Christmas Period | 78 |
| Section 3 - FINANCIAL MANAGEMENT | 79 |
| 3.1 Purchasing | 79 |
| Policy Schedule 3.1(a) – Purchasing Principles | 82 |
| Policy Schedule 3.1(b) – Purchasing Thresholds and Requirements | 84 |
| Policy Schedule 3.1(c) – Regulatory Compliance | 88 |
| 3.2 Purchasing – Regional Price Preference | 90 |
| Policy Schedule 3.2 – Regional Price Preference | 92 |
| 3.3 Self-Supporting Loans | 95 |
| 3.4 Ex-Gratia Payments | 96 |

| | | |
|--|---|------------|
| 3.5 | Rates – Prize Eligibility | 96 |
| 3.6 | Rating – Merger Parity Transition | 98 |
| 3.7 | Investments..... | 101 |
| 3.8 | Transaction Cards..... | 105 |
| 3.9 | Complaints Management | 109 |
| 3.10 | Portable and Attractive Assets..... | 113 |
| 3.11 | Significant Accounting Policies | 116 |
| 3.12 | COVID 19 Financial Hardship (Repealed)..... | 117 |
| 3.13 | Rating – Change in Predominant Use of Rural Land | 120 |
| 3.14 | Rating – Contiguous Land Use | 122 |
| Section 4 - ORDER / PUBLIC SAFETY | | 124 |
| Section 5 - FIRE CONTROL | | 125 |
| 5.1 | Bush Fire Brigades – Establishment..... | 125 |
| | Policy Schedule 5.1 – Bush Fire Brigade areas | 125 |
| 5.2 | Bush Fire Brigades – Management | 128 |
| 5.3 | Firebreaks and Fuel Hazard Reduction – Inspection & Prosecution | 131 |
| 5.4 | Harvest & Movement of Vehicles Bans | 132 |
| 5.5 | FCO Duties | 133 |
| 5.6 | Fire Fighting – Emergency plant hire..... | 134 |
| Section 6 - ENVIRONMENTAL HEALTH / FOOD | | 135 |
| 6.1 | Itinerant Vendor Policy..... | 135 |
| 6.2 | Healthy Eating Policy | 140 |
| 6.3 | Active Narrogin Policy..... | 142 |
| 6.4 | Alcohol and Drug Policy | 144 |
| 6.5 | Environmental Health Policy..... | 146 |
| 6.6 | Approval for Venues for Sporting, Cultural or Entertainment Events: Regulation 18 and 19B Policy..... | 148 |
| Section 7 - COMMUNITY SERVICES..... | | 151 |
| 7.1 | Narrogin Regional Homecare – Management | 151 |
| | Policy Schedule 7.1 – Narrogin Regional Homecare Procedures Manual | 152 |
| Section 8 - PERSONNEL | | 153 |
| 8.1 | Disciplinary Action..... | 155 |
| 8.2 | Discrimination, Harassment and Bullying | 156 |
| 8.3 | Employee Performance and Development..... | 157 |
| 8.4 | Grievance..... | 158 |
| 8.5 | Higher Duties | 159 |
| 8.6 | Leave – Award Entitlements | 160 |
| 8.7 | Leave – Community Service..... | 161 |
| 8.8 | Leave – Long Service | 163 |
| 8.9 | Probationary Periods of Employment | 164 |
| 8.10 | Recruitment and Selection | 165 |
| 8.11 | Rostered Days Off | 166 |
| 8.12 | Secondary Employment..... | 167 |
| 8.13 | Training, Study and Education..... | 168 |
| 8.14 | Uniforms, PPE and Personal Presentation..... | 170 |
| 8.15 | Use of Fleet Vehicles – Work and Private Usage..... | 171 |
| 8.16 | Use of Private Vehicles – Work Purposes | 172 |
| 8.17 | Workplace Surveillance | 173 |

| | | |
|--|---|------------|
| 8.18 | Salary Sacrifice | 174 |
| 8.19 | Employees – Recognition of Service (Gratuity) | 175 |
| 8.20 | Employee Superannuation | 177 |
| 8.21 | Equal Employment Opportunity | 178 |
| Section 9 - WORK SAFETY & HEALTH | | 180 |
| 9.1 | Work Health and Safety Policy | 180 |
| 9.2 | Work Safety & Health – Executive Instructions | 182 |
| 9.3 | Drugs and Alcohol | 183 |
| 9.4 | Health and Wellbeing | 187 |
| 9.5 | Workplace Visitors – Management | 190 |
| 9.6 | Risk Management - Deleted | 191 |
| Section 10 - BUILDING / DEVELOPMENT | | 192 |
| 10.1 | Kerb / Footpath Deposit – Adjoining Works | 192 |
| 10.2 | Shade Cloth Structures | 193 |
| 10.3 | Colour Palette and Sign Guide (Central Business Precinct) | 194 |
| Section 11 - PUBLIC FACILITIES | | 199 |
| 11.1 | RW (Bob) Farr Memorial Library – User Rules – Deleted | 199 |
| 11.2 | Hire of Venues – General | 200 |
| | Policy Schedule 11.2(a) – Hire of Venues – Requirements to Hire | 201 |
| | Policy Schedule 11.2(b) – Hire of Venues etc – Conditions of Hire | 203 |
| 11.3 | Hire of Venues – Annual or Seasonal Use | 205 |
| 11.4 | Public Art Contribution Policy | 206 |
| 11.5 | Advertising / Sponsorship signs – in Shire buildings and facilities | 209 |
| Former Section 12 – Tourism replaced | | 214 |
| Section 12 - TRANSPORT (renamed) | | 214 |
| 12.1 | Standard Crossovers | 214 |
| 12.2 | Roads – Developer Subdivisions | 216 |
| 12.3 | Roads – Access to Lots / Locations without Road Frontage | 218 |
| 12.4 | Road Reserves – Stormwater Discharge | 219 |
| 12.5 | Road Reserves – Closure | 221 |
| 12.6 | Private Works | 222 |
| 12.7 | Road Making Materials – Non-Shire Controlled Land | 223 |
| 12.8 | Directional Street Signs – Non-commercial | 224 |
| 12.9 | After Hours Use of Depot, Plant, Vehicles, Equipment and Tools | 225 |
| 12.10 | Plant, Equipment and Vehicle Replacement | 226 |
| 12.11 | Asset Management | 228 |
| 12.12 | Restricted Access Vehicles on Shire Roads | 232 |
| | Policy Schedule 12.12(a) – Information for Application to Use Shire Roads | 234 |
| | Policy Schedule 12.12(b) – CA07 Conditions that may be applied | 235 |
| | Policy Schedule 12.12(c) – Components for Agreement to Use Shire Roads | 236 |
| | Policy Schedule 12.12(d) – Calculation of User Contributions | 238 |
| 12.13 | Number Plates – Local Authority Fundraiser Series | 239 |
| 12.14 | Funding Contribution – Application for Advancement of Sealing of Shire Gravel Roads | 240 |
| Section 13 - NATURAL RESOURCE MANAGEMENT | | 242 |
| 13.1 | Road Reserves – Clearing | 242 |
| 13.2 | Road Reserves – Cutting Firewood | 244 |
| 13.3 | Street Trees | 245 |
| Former Section 14 – Plant / Equipment transferred to Section 12 | | 248 |

| | |
|--|-----------|
| Former Section 15 – Natural Resources renumbered as Section 13..... | 248 |
| Former Section 16 – Unclassified transferred to Section 12..... | 248 |
| INTRODUCTION..... | 9 |
| Section 1 – COUNCIL / GOVERNANCE..... | 13 |
| 1.1 – Code of Conduct..... | 13 |
| Policy Schedule 1.1 – Code of Conduct..... | 14 |
| 1.2 – Acknowledgement of Noongar People..... | 21 |
| 1.3 – Elected Members – Recognition of Service..... | 22 |
| 1.4 – Public Question Time – Management..... | 24 |
| Policy Schedule 1.4 – Public Question Time..... | 25 |
| 1.5 – Elected Members – Briefing Sessions..... | 26 |
| 1.6 – Recording of Council Meetings..... | 28 |
| 1.7 – Legal Representation for Elected Members and Employees..... | 29 |
| Policy Schedule 1.7 – Legal Costs Indemnification..... | 30 |
| 1.8 – Elected Members – Conference, Training, Travel and out of pocket Expenses..... | 31 |
| 1.9 – Elected Member Records – Capture and Management..... | 33 |
| 1.10 – Related Party Disclosures (AASB 124)..... | 35 |
| Policy Schedule 1.10 – Related Party Disclosures – Definitions..... | 39 |
| 1.11 – Common Seal..... | 40 |
| 1.12 – Internal Control..... | 41 |
| 1.13 – Legislative compliance..... | 43 |
| 1.14 – Community Engagement Policy..... | 46 |
| 1.15 – Elected Member and Chief Executive Officer Attendance at Events Policy..... | 52 |
| 1.16 – Fraud and Corruption Prevention..... | 56 |
| 1.17 – Continuing Professional Development..... | 57 |
| 1.18 – Standards for CEO Recruitment, Performance and Termination..... | 59 |
| Policy Schedule 1.18 Standards for CEO Recruitment, Performance and Termination..... | 60 |
| Section 2 – ADMINISTRATION / ORGANISATION..... | 64 |
| 2.1 – Senior Employees – Designation & Appointing Acting CEO..... | 64 |
| 2.2 – Acting / Relieving Staff Authority..... | 65 |
| 2.3 – Display of National and Other Flags..... | 66 |
| 2.4 – Amendments to Council Policy..... | 67 |
| 2.5 – Information & Communications Technology Usage..... | 68 |
| 2.6 – Social Media..... | 69 |
| 2.7 – Shire Logo..... | 70 |
| 2.8 – Enterprise Risk Management..... | 71 |
| Policy Schedule 2.8 – Risk Appetite..... | 73 |
| 2.9 – Annual Closure During Christmas Period..... | 75 |
| Section 3 – FINANCIAL MANAGEMENT..... | 76 |
| 3.1 – Purchasing..... | 76 |
| Policy Schedule 3.1(a) – Purchasing Principles..... | 79 |
| Policy Schedule 3.1(b) – Purchasing Thresholds and Requirements..... | 81 |
| Policy Schedule 3.1(c) – Regulatory Compliance..... | 85 |
| 3.2 – Purchasing – Regional Price Preference..... | 87 |
| Policy Schedule 3.2 – Regional Price Preference..... | 89 |
| 3.3 – Self-Supporting Loans..... | 92 |
| 3.4 – Ex-Gratia Payments..... | 93 |
| 3.5 – Rates – Prize Eligibility..... | 93 |

Formatted: Default Paragraph Font

Formatted: Default Paragraph Font

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: Default Paragraph Font

Formatted: Default Paragraph Font, Check spelling and grammar

Formatted: ...

Formatted: ...

Formatted: Default Paragraph Font

Formatted: ...

Formatted: ...

Formatted: ...

Formatted: Default Paragraph Font

Formatted: ...

Formatted: ...

Formatted: ...

Formatted: Default Paragraph Font

Formatted: ...

Formatted: ...

Formatted: ...

Formatted: ...

Formatted: ...

Formatted: ...

Formatted: ...

Formatted: ...

Formatted: Default Paragraph Font

Formatted: Default Paragraph Font

Formatted: ...

Formatted: ...

Formatted: ...

Formatted: ...

Formatted: ...

Formatted: ...

Formatted: ...

Formatted: ...

Formatted: Default Paragraph Font

Formatted: ...

Formatted: Default Paragraph Font

Formatted: ...

Formatted: Default Paragraph Font

Formatted: Default Paragraph Font

Formatted: Default Paragraph Font

Formatted: ...

Formatted: Default Paragraph Font

Formatted: ...

Formatted: ...

Formatted: ...

| | | | |
|--|-----|-----------------------------------|-----|
| 3.6 Rating – Merger Parity Transition | 95 | Formatted | ... |
| 3.7 Investments | 98 | Formatted | ... |
| 3.8 Transaction Cards | 102 | Formatted | ... |
| 3.9 Complaints Management | 106 | Formatted | ... |
| 3.10 Portable and Attractive Assets | 110 | Formatted | ... |
| 3.11 Significant Accounting Policies | 113 | Formatted | ... |
| 3.12 COVID 19 Financial Hardship | 114 | Formatted | ... |
| 3.13 Rating – Change in Predominant Use of Rural Land | 117 | Formatted | ... |
| 3.14 Rating – Contiguous Land Use | 118 | Formatted | ... |
| Section 4 ORDER / PUBLIC SAFETY | 120 | Formatted: Default Paragraph Font | |
| Section 5 FIRE CONTROL | 121 | Formatted: Default Paragraph Font | |
| 5.1 Bush Fire Brigades – Establishment | 121 | Formatted | ... |
| Policy Schedule 5.1 – Bush Fire Brigade areas | 121 | Formatted: Default Paragraph Font | |
| 5.2 Bush Fire Brigades – Management | 123 | Formatted | ... |
| 5.3 Firebreaks and Fuel Hazard Reduction – Inspection & Prosecution | 125 | Formatted | ... |
| 5.4 Harvest & Movement of Vehicles Bans | 126 | Formatted | ... |
| 5.5 FCO Duties | 127 | Formatted | ... |
| 5.6 Fire Fighting – Emergency plant hire | 128 | Formatted | ... |
| Section 6 ENVIRONMENTAL HEALTH / FOOD | 129 | Formatted: Default Paragraph Font | |
| 6.1 Itinerant Vendor Policy | 129 | Formatted | ... |
| 6.2 Healthy Eating Policy | 134 | Formatted | ... |
| 6.3 Active Narrogin Policy | 136 | Formatted | ... |
| 6.4 Alcohol and Drug Policy | 138 | Formatted | ... |
| 6.5 Environmental Health Policy | 140 | Formatted | ... |
| 6.6 Approval for Venues for Sporting, Cultural or Entertainment Events: Regulation 18 and 19B Policy | 142 | Formatted | ... |
| Section 7 COMMUNITY SERVICES | 145 | Formatted: Default Paragraph Font | |
| 7.1 Narrogin Regional Homecare – Management | 145 | Formatted | ... |
| Policy Schedule 7.1 – Narrogin Regional Homecare Procedures Manual | 146 | Formatted: Default Paragraph Font | |
| Section 8 PERSONNEL | 147 | Formatted: Default Paragraph Font | |
| 8.1 Disciplinary Action | 149 | Formatted | ... |
| 8.2 Discrimination, Harassment and Bullying | 150 | Formatted | ... |
| 8.3 Employee Performance and Development | 151 | Formatted | ... |
| 8.4 Grievance | 152 | Formatted | ... |
| 8.5 Higher Duties | 153 | Formatted | ... |
| 8.6 Leave – Award Entitlements | 154 | Formatted | ... |
| 8.7 Leave – Community Service | 155 | Formatted | ... |
| 8.8 Leave – Long Service | 157 | Formatted | ... |
| 8.9 Probationary Periods of Employment | 158 | Formatted | ... |
| 8.10 Recruitment and Selection | 159 | Formatted | ... |
| 8.11 Rostered Days Off | 160 | Formatted | ... |
| 8.12 Secondary Employment | 161 | Formatted | ... |
| 8.13 Training, Study and Education | 162 | Formatted | ... |
| 8.14 Uniforms, PPE and Personal Presentation | 164 | Formatted | ... |
| 8.15 Use of Fleet Vehicles – Work and Private Usage | 165 | Formatted | ... |
| 8.16 Use of Private Vehicles – Work Purposes | 166 | Formatted | ... |
| 8.17 Workplace Surveillance | 167 | Formatted | ... |
| 8.18 Salary Sacrifice | 168 | Formatted | ... |

| | | | |
|---|------------|-----------------------------------|-----|
| 8.19 — Employees — Recognition of Service (Gratuity) | 169 | Formatted | ... |
| 8.20 — Employee Superannuation | 171 | Formatted | ... |
| 8.21 — Equal Employment Opportunity | 172 | Formatted | ... |
| Section 9 — WORK SAFETY & HEALTH | 174 | Formatted: Default Paragraph Font | |
| 9.1 — Work Health and Safety Policy | 174 | Formatted | ... |
| 9.2 — Work Safety & Health — Executive Instructions | 176 | Formatted | ... |
| 9.3 — Drugs and Alcohol | 177 | Formatted | ... |
| 9.4 — Health and Wellbeing | 181 | Formatted | ... |
| 9.5 — Workplace Visitors — Management | 184 | Formatted | ... |
| 9.6 — Risk Management — Deleted | 185 | Formatted | ... |
| Section 10 — BUILDING / DEVELOPMENT | 186 | Formatted: Default Paragraph Font | |
| 10.1 — Kerb / Footpath Deposit — Adjoining Works | 186 | Formatted | ... |
| 10.2 — Shade Cloth Structures | 187 | Formatted | ... |
| 10.3 — Colour Palette and Sign Guide (Central Business Precinct) | 188 | Formatted | ... |
| Section 11 — PUBLIC FACILITIES | 193 | Formatted: Default Paragraph Font | |
| 11.1 — RW (Bob) Farr Memorial Library — User Rules — Deleted | 193 | Formatted | ... |
| 11.2 — Hire of Venues — General | 194 | Formatted | ... |
| Policy Schedule 11.2(a) — Hire of Venues — Requirements to Hire | 195 | Formatted: Default Paragraph Font | |
| Policy Schedule 11.2(b) — Hire of Venues etc — Conditions of Hire | 197 | Formatted: Default Paragraph Font | |
| 11.3 — Hire of Venues — Annual or Seasonal Use | 199 | Formatted | ... |
| 11.4 — Public Art Contribution Policy | 200 | Formatted | ... |
| 11.5 — Advertising / Sponsorship signs — in Shire buildings and facilities | 203 | Formatted | ... |
| Former Section 12 — Tourism replaced | 208 | Formatted: Default Paragraph Font | |
| Section 12 — TRANSPORT (renamed) | 208 | Formatted: Default Paragraph Font | |
| 12.1 — Standard Crossovers | 208 | Formatted | ... |
| 12.2 — Roads — Developer Subdivisions | 210 | Formatted | ... |
| 12.3 — Roads — Access to Lots / Locations without Road Frontage | 212 | Formatted | ... |
| 12.4 — Road Reserves — Stormwater Discharge | 213 | Formatted | ... |
| 12.5 — Road Reserves — Closure | 215 | Formatted | ... |
| 12.6 — Private Works | 216 | Formatted | ... |
| 12.7 — Road Making Materials — Non-Shire Controlled Land | 217 | Formatted | ... |
| 12.8 — Directional Street Signs — Non-commercial | 218 | Formatted | ... |
| 12.9 — After Hours Use of Depot, Plant, Vehicles, Equipment and Tools | 219 | Formatted | ... |
| 12.10 — Plant, Equipment and Vehicle Replacement | 220 | Formatted | ... |
| 12.11 — Asset Management | 222 | Formatted | ... |
| 12.12 — Restricted Access Vehicles on Shire Roads | 226 | Formatted | ... |
| Policy Schedule 12.12(a) — Information for Application to Use Shire Roads | 228 | Formatted: Default Paragraph Font | |
| Policy Schedule 12.12(b) — CA07 Conditions that may be applied | 229 | Formatted: Default Paragraph Font | |
| Policy Schedule 12.12(c) — Components for Agreement to Use Shire Roads | 230 | Formatted: Default Paragraph Font | |
| Policy Schedule 12.12(d) — Calculation of User Contributions | 232 | Formatted: Default Paragraph Font | |
| 12.13 — Number Plates — Local Authority Fundraiser Series | 233 | Formatted: Default Paragraph Font | |
| 12.14 — Funding Contribution — Application for Advancement of Sealing of Shire Gravel Roads | 234 | Formatted | ... |
| Section 13 — NATURAL RESOURCE MANAGEMENT | 236 | Formatted | ... |
| 13.1 — Road Reserves — Clearing | 236 | Formatted: Default Paragraph Font | |
| 13.2 — Road Reserves — Cutting Firewood | 238 | Formatted | ... |
| 13.3 — Street Trees | 239 | Formatted | ... |
| Former Section 14 — Plant / Equipment transferred to Section 12 | 242 | Formatted | ... |
| | | Formatted: Default Paragraph Font | |

~~Former Section 15 – Natural Resources renumbered as Section 13..... 242~~

Formatted: Default Paragraph Font

~~Former Section 16 – Unclassified transferred to Section 12..... 242~~

Formatted: Default Paragraph Font

INTRODUCTION

Statutory and Corporate context

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

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

The order of priority for compliance is –

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

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

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

Unless specifically resolved that the instruction is to be included in the Policy Manual, it is considered that it is for a specific matter, and is not a general or on-going instruction.

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

IMPORTANT – Consequences of Breaching Council Policy

Where there is a breach of Council Policy –

- a) it may result in disciplinary action up to and including termination of employment,
- b) the Shire may also be obligated to refer a breach to an external agency where an employee may be held personally liable for their actions;
- c) the employee in breach may also be personally liable for their actions, such costs charged to the Shire or to repair as a result of the private/personal or unauthorised use.

Application – is to staff, not to community

Policy generally cannot be used to control or manage the general community – it is essentially an instruction to staff that in particular circumstances, a specific action or process is to be followed, for instance –

- Hire of facilities – if there is damage, then staff are to invoice the hirer or cancel their booking etc
- Caravan Park Rules – if a patron does not comply with these, staff are to take action
- HR / Personnel policies – outlines the circumstances in which actions are to be taken

- Crossovers – staff may approve if an application complies with requirements, or take action if a crossover does not comply.

A Policy generally cannot be applied directly to the community as they may not be aware of its adoption. The community has to have had the opportunity to be aware of the requirements imposed on them. If a policy is to be applied to the community or to a specific applicant, there are legislative requirements that must be observed.

However, policy may require staff to apply specific conditions to a licence, permit etc, and to provide a written copy of the conditions being applied. These conditions applied are then enforceable.

Advertising of a local law constitutes community wide notification, whether the person is aware of it or not. Accordingly, many policies expand on how a Local Law is to be interpreted or acted upon by staff.

Definitions

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

- s.5.16 refers to “... the exercise of any of its powers and duties ...”
- s.5.42 refers to “... the exercise of any of its powers or the discharge of any of its duties ...”

The term “policy” is not defined anywhere in the LG Act, however, Departmental guidelines refer to Council “acting through” the administration to fulfil requirements and obligations.

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

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

- the Local Government Act, Regulation or other legislation,
- a delegation made by Council,
- a Council Policy,
- a specific decision of Council, or
- an Executive Instruction.

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

employee means a person employed by the Shire and is on the payroll, and does not include contractors or consultants

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

Executive Instruction is a standing instruction issued by the CEO as to how a particular matter is to be implemented.

instruction means the requirement for a staff member to act in accordance with a direction given by the Council, the CEO, senior employee or supervisor.

officer generally only to be used in the context of a formal authorisation, and may include an authorised employee

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

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

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

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

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

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

Making, amending and revoking Council Policy

Administrative Policy generally requires approval by a simple majority of Council, and may be made, amended or revoked at any time by Council.

A number of policies are required by legislation to be adopted or amended by absolute majority, and these are referenced in the Notes section of the relevant policy.

Council may impose limitations on Policy or the functions delegated as they see fit.

Review of Council Policy

There is no required timetable for the review of policy, however, it is suggested that it should be done regularly to ensure that policies are relevant, current and understood.

To maintain the Policy Manual up to date, an administrative review should be reviewed at least once a year, and a report made to Council on matters needing amendment or inclusion.

It is suggested that detailed consideration of all policies be undertaken by Council at least once every two years.

Section 1 - COUNCIL / GOVERNANCE

1.1 Code of Conduct

Statutory context Sections of the Acts, Regulations and/or Local Laws that apply to this item include:
Local Government Act 1995
Local Government (Model Code of Conduct) Regulations 2021.

Corporate context

History

| | |
|---------------|------------------|
| Adopted | 24 February 2021 |
| Last reviewed | 7 June 2021 |

Policy Statement

1. The following Council Policy Schedule is adopted, and forms part of this Statement –
1.1– Code of Conduct for Council Members, Committee Members and Candidates
2. The Code of Conduct applies to Council Members, Committee Members and Candidates of Local Government Elections.

– End of Policy

Notes

Statutory requirement –

The Local Government Act requires that the code may only be adopted or amended by absolute majority.

Procedures

All Council Members, Committee Members and Candidates of LG Elections are provided with the Code of Conduct upon their appointment and /or induction.

Pursuant to Council resolution 0221.016, and the Local Government (Model Code of Conduct) Regulations 2021;

Clause 11 (3), Council has authorised the following persons to receive Division 3 complaints and withdrawals of same, relating to Council Members, Committee Members and Candidates (that become Council Members):

- i) The Shire President with respect to complaints made by anyone, excluding the Shire President;
- ii) The Deputy Shire President with respect to complaints made by the Shire President, excluding those made of the Deputy Shire President;
- iii) The Deputy Shire President with respect to complaints about the Shire President; and
- iv) A committee comprising all of the Council Members, excluding the Shire President and Deputy Shire President, with respect to complaints about the Deputy Shire President made by the Shire President.

Forms and Templates

A person making a complaint, alleging a breach against the Code is to submit the complaint on the form approved by the local government below.

[FCEO049 – Complaint about alleged Breach](#)

-- See over for Code of Conduct Policy Schedule --

Policy Schedule 1.1 – Code of Conduct

Page | 1

Code of Conduct for Council Members, Committee Members and Candidates



Division 1 — Preliminary provisions

1. Citation

This is the *Shire of Narrogin* Code of Conduct for Council Members, Committee Members and Candidates.

2. Terms used

(1) In this code —

Act means the *Local Government Act 1995*;

candidate means a candidate for election as a council member;

complaint means a complaint made under clause 11(1);

publish includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — General principles

3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

(1) A council member, committee member or candidate should —

- (a) act with reasonable care and diligence; and
- (b) act with honesty and integrity; and
- (c) act lawfully; and
- (d) identify and appropriately manage any conflict of interest; and
- (e) avoid damage to the reputation of the local government.

(2) A council member or committee member should —

- (a) act in accordance with the trust placed in council members and committee members; and
- (b) participate in decision-making in an honest, fair, impartial and timely manner; and
- (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
- (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationship with others

- (1) A council member, committee member or candidate should —
 - (a) treat others with respect, courtesy and fairness; and
 - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive working environment.

6. Accountability

- A council member or committee member should —
- (a) base decisions on relevant and factually correct information; and
 - (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
 - (c) read all agenda papers given to them in relation to council or committee meetings; and
 - (d) be open and accountable to, and represent, the community in the district.

Division 3 — Behaviour**7. Overview of Division**

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

- (1) A council member, committee member or candidate —
 - (a) must ensure that their use of social media and other forms of communication complies with this code; and
 - (b) must only publish material that is factually correct.
- (2) A council member or committee member —
 - (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
 - (b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

- A council member, committee member or candidate —
- (a) must not bully or harass another person in any way; and
 - (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
 - (c) must not use offensive or derogatory language when referring to another person; and
 - (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
 - (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
 - (a) in writing in [the form approved by the local government](#); and
 - (b) to a person authorised under subclause (3); and
 - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

12. Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
 - (a) take no further action; or
 - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
 - (a) engage in mediation;
 - (b) undertake counselling;
 - (c) undertake training;
 - (d) take other action the local government considers appropriate.

- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
- (a) its finding and the reasons for its finding; and
 - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

13. Dismissal of complaint

- (1) The local government must dismiss a complaint if it is satisfied that —
- (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
 - (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
- (a) in writing; and
 - (b) given to a person authorised under clause 11(3).

15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

Division 4 — Rules of conduct

Notes for this Division:

1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

- (1) In this clause —

electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;

resources of a local government includes —

- (a) local government property; and
 - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office —
 - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
 - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

19. Prohibition against involvement in administration

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

- (1) In this clause —

local government employee means a person —

 - (a) employed by a local government under section 5.36(1) of the Act; or
 - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not —
 - (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
 - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
 - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
 - (a) make a statement that a local government employee is incompetent or dishonest; or
 - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

21. Disclosure of information

- (1) In this clause —
closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;
confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;
document includes a part of a document;
non-confidential document means a document that is not a confidential document.
- (2) A council member must not disclose information that the council member —
 (a) derived from a confidential document; or
 (b) acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
 (a) at a closed meeting; or
 (b) to the extent specified by the council and subject to such other conditions as the council determines; or
 (c) that is already in the public domain; or
 (d) to an officer of the Department; or
 (e) to the Minister; or
 (f) to a legal practitioner for the purpose of obtaining legal advice; or
 (g) if the disclosure is required or permitted by law.

22. Disclosure of interests

- (1) In this clause —
interest —
 (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
 (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
 (a) in a written notice given to the CEO before the meeting; or
 (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
 (a) that they had an interest in the matter; or
 (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
 (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and

- (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
 - (6) Subclause (7) applies in relation to an interest if —
 - (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
 - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
 - (7) The nature of the interest must be recorded in the minutes of the meeting.
- 23. Compliance with plan requirement**
- If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.
-

1.2 Acknowledgement of Noongar People

Statutory context None

Corporate context None

History

| | |
|---------------|---------------|
| Adopted | 26 April 2017 |
| Last reviewed | 24 July 2019 |
| Last reviewed | 7 June 2021 |

Policy Statement

1. A Welcome to Country is to be arranged with a local Noongar Elder to recognise the traditional custodians of the area, for official major Shire of Narrogin events, including but not limited to –
 - a) events celebrating Aboriginal and Torres Strait Islander people and culture such as the official opening of NAIDOC Week,
 - b) Australia Day Citizenship Ceremonies.
2. An Acknowledgement of the Noongar People is to be read aloud at these events by the official representative of the Shire, and at other events where considered appropriate.
3. An Acknowledgment of the Noongar People is to be placed by the Shire of Narrogin in appropriate written forms, including but not limited to –
 - a) Strategic Community Plan,
 - b) Corporate Business Plan,
 - c) Shire of Narrogin website.
4. The following statement is the official Acknowledgement of Noongar people by the Shire of Narrogin –

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.

– End of Policy

Notes

1.3 Elected Members – Recognition of Service

| | |
|--------------------------|---|
| Statutory context | <p>Local Government Act 1995 –</p> <ul style="list-style-type: none"> - s.5.60 – when a person has an interest - s.5.60A – financial interest - s.5.69 – Minister may allow members disclosing interests to participate etc. in meetings - s.5.100A – gifts to elected members may only be made in prescribed circumstances <p>Local Government (Administration) Regulations 1996 –</p> <ul style="list-style-type: none"> - r.34AC – gifts to council members, when permitted etc. <ul style="list-style-type: none"> (1) at least one 4 year term must be completed (2) maximum gift of \$100 per year of service to maximum of \$1,000 |
|--------------------------|---|

| | |
|--------------------------|------|
| Corporate context | None |
|--------------------------|------|

| | | |
|----------------|---------------|-----------------|
| History | Adopted | 11 October 2016 |
| | Last reviewed | 24 July 2019 |
| | Last reviewed | 7 June 2021 |

Policy Statement

1. The CEO is to arrange a suitable gift for departing elected members, to the value permitted by the *Local Government (Administration) Regulations 1996* s.34AC, on the basis of –
 - a) \$50.00 per year for each Elected Member,
 - b) an additional \$25.00 per year for each year of service as Deputy President / Mayor,
 - c) an additional \$50.00 per year for each year of service as President / Mayor,
2. Multiple terms of service as a member of Council are to be considered individually according to each period, and not cumulatively.
3. Each departing elected member shall also receive an appropriate plaque or certificate of service.
4. Presentation of the gift and plaque or certificate will generally be made at the final meeting being attended by the elected member, or at a suitable function.
5. Where qualifying, application for a Certificate of Appreciation from the Minister is to be made through the Department of Local Government.

– End of Policy

Notes

Statutory requirement –

Prior to adoption, amendment or revocation to clauses 1, 2 or 3 of this Policy, elected members must –

- **declare a financial interest in accordance with the Local Government Act, and**
- **receive written permission of the Minister for Local Government to participate and vote.**

This Policy is a Financial Interest as defined by the Local Government Act s.5.60 and 5.60A. Exemption from the Minister under s.5.69 is therefore required prior to any amendment, alteration or revocation of the Policy whatsoever.

Although elected members are able to claim meeting fees, travel etc as of right, it is considered appropriate that there be some recognition from the Shire on behalf of the community, for their commitment to the district. Where qualifying, enquiries should also be made through the Department of Local Government and Communities to obtain a Certificate of Appreciation from the Minister

1.4 Public Question Time – Management

| | |
|--------------------------|--|
| Statutory context | <p>Local Government Act 1995 –</p> <ul style="list-style-type: none"> - s.5.24 – requirement for public question time <p>Local Government (Administration) Regulations 1996 –</p> <ul style="list-style-type: none"> - r.5 – meetings where public question time is required - r.6 – minimum time for public question time - r.7 – procedure for public question time <p>Shire of Narrogin Meeting Procedures Local Law 2016 –</p> <ul style="list-style-type: none"> - cl.6.7 – Other procedures for public question time <ol style="list-style-type: none"> (1) questioner to state name and address (2) question may be taken on notice (3) if on notice, response to be in writing and a summary in next agenda (4) any interest is to be declared if question is directed to a relevant person (5) two minutes to submit question or questions, unless extended (6) all members of the public to ask their questions before additional questions (7) where submitted in writing, the presiding member may direct it is to be considered as correspondence (8) circumstances in which the presiding member may direct no response is to be given – same question, a statement, offensive or defamatory (9) presiding member may extend public question time, but is not obliged to (10) summary of response to question to be in minutes |
| Corporate context | None |
| History | <p>Adopted 26 July 2016</p> <p>Last reviewed 24 July 2019</p> <p>Last reviewed 7 June 2021</p> |

Policy Statement

1. The following Policy Schedules are adopted, and form part of this Statement –
 - 1.4 – Procedure for Public Question Time
2. The Procedures for Public Question Time apply to –
 - a) Ordinary and Special Council meetings,
 - b) Every meeting of Council committees which have a delegated power or duty.

– End of Policy

Notes

Without this Policy, the only controls available to the Presiding Member of a meeting are the provisions of the Act, Regulations and Local Law, all of which allow wide discretion, but offer limited guidance as to processes.

Policy Schedule 1.4 – Public Question Time**PROCEDURE FOR PUBLIC QUESTION TIME**

The *Local Government Act 1995* requires that a minimum of 15 minutes be provided at council meetings for public question time.

Public question time is early in the meeting as required by the Act. This allows questions to be asked before business is dealt with and also smooth running of the business part of the meeting. The procedure for asking a question is outlined below.

Presenting a question

1. Questions should be addressed to the Presiding Member, and submitted in writing to the Chief Executive Officer by 4.00pm the business day prior to the meeting.
2. Priority will be given to those questions relating to a matter on the Agenda before the meeting. General questions will only be addressed if time permits.
3. The length of question, including any background information, should not exceed 150 words.
4. Questions are limited to 2 per person, and with a total time limit of 2 minutes per speaker. Multiple parts to a question are considered separate questions.
5. Questions are to be directed to the Presiding Member, not to any other person.
6. Questions must be related to issues pertaining to the Shire.
7. Question regarding personal affairs, opinions, information or perceptions not relating directly to Shire business will be refused.
8. Retain your own copy of the question/s to be read aloud at the meeting.
9. No late documentation or item is to be brought into the meeting for distribution without prior arrangement with the CEO.

Managing the questions

10. The CEO is to compile the same or similar questions submitted with notice, and provide a single response.
11. A question without notice at the meeting is to be written on the form available at the meeting so that the exact wording of the question is recorded in the minutes of the meeting. Staff will be made available to assist in wording the question if desired.
12. A timer may be activated at the beginning of each person's time period and the Presiding Member will require questioners to conclude after 2 minutes.
13. Those asking questions are to state their name, address and the item number to which they are referring, and then read the question. Staff will have prepared brief notes to enable an informed response to be given at the meeting.
14. When specifically requested, questioner's details may be kept private.
15. Questions without notice or multiple parts to a question will be answered in the order they are asked to a maximum of 2.
16. Should time permit, after all present have had an opportunity to ask a question, additional questions may be considered.
17. Where a question raises a significant issue not addressed in the staff report, and which cannot be adequately responded to, the meeting will need to consider whether the item should be held over or referred back for further consideration. In making this decision, the meeting will take account of statutory deadlines and other implications if appropriate.

Responding to the questions

18. The order in which questions are to be addressed is –
 - a) questions with notice relating to matters within that meeting's agenda;
 - b) questions with notice relating to other matters;
 - c) questions without notice relating to matters within that meeting's agenda; then
 - d) questions without notice relating to other matters.
19. Matters considered confidential under section 5.23 of the Act will not be addressed other than to advise of such.
20. Written questions submitted by a person not present at the meeting may be declined, and dealt with as correspondence.
21. Responses will be provided in reasonable detail, but in order to permit as many questions as possible, will be concise and to the point. Should greater detail be required, this should be notified to the Shire after the meeting.
22. Questions without notice will only be responded to at the meeting if they are simple. Otherwise they will be taken on notice and will be answered in writing after the meeting and the response included in the agenda of the next council meeting.
23. The meeting will not debate nor discuss the question raised with the questioner. Discussion or debate directly with an elected member or employee, or within the gallery is not permitted.

PLEASE NOTE Members of the public should note that no action should be taken on any item discussed at a council meeting prior to written advice on the resolution of council being received.

– End of Schedule

1.5 Elected Members – Briefing Sessions

Statutory context Local Government Act 1995

Corporate context None

History

| | |
|---------------|---------------|
| Adopted | 26 April 2017 |
| Last reviewed | 24 July 2019 |
| Last reviewed | 7 June 2021 |

Policy Statement

1. Briefing Sessions will be held to exchange information between elected members, senior staff, management staff and committees –
 - a) prior to the last Ordinary Council meeting of the month, or
 - b) when called by the President or CEO, as necessary.
2. Briefing Sessions are closed to the general public.
3. The purpose of Briefing Sessions is to –
 - a) provide an opportunity for elected members to request information, ask questions or make comment on specific issues, or on issues in general,
 - b) discuss conceptual issues as considered appropriate by elected members or staff,
 - c) disseminate information from staff to elected members,
 - d) coordinate questions from elected members to staff.
4. Briefing session Information Paper –
 - a) the CEO is to prepare an Information Paper for each briefing session
 - b) the briefing session Information Paper is to be distributed with the Ordinary Council Meeting Agenda, or as able for irregular briefing sessions.
5. Financial, proximity and impartiality interests –
 - a) Elected members, employees, consultants and other participants shall disclose their interests in matters to be discussed
 - b) Interests are to be disclosed in accordance with the provisions of the Act and associated regulations at the time information is provided or discussion commences on an issue.
6. Conduct of Briefing Session –
 - a) the President or other person nominated by the President is to be the Presiding Member for Briefing Session, or in the President's absence another elected member.
 - b) All questions and discussions are to be directed through the Presiding Member and there will be no debate style discussion.
 - c) Being outside the statutory decision making framework, elected members at a Briefing Session must not vote, indicate their voting intentions, make or imply any collective or collaborative decision is to be made, other than the CEO may agree to take an action that is of an administrative nature
 - d) Items listed on the current Council Meeting Agenda may be clarified on matters of procedure or fact, but are not to be debated or resolved/agreed in any way;
 - e) Proposals under a Planning Scheme are not to be discussed.
 - f) Any additional written information not included with the Council Meeting Agenda is only to be distributed to the meeting at the discretion of the Presiding Member.

– End of Policy

Notes

DLGC Operational Guidelines No.5 – Council Forum Guideline is not mandatory but close adherence is recommended.

1.6 Recording of Council Meetings

Statutory context Local Government Act 1995
State Records Act 2000

Corporate context None

History

| | |
|---------------|---------------|
| Adopted | 26 April 2017 |
| Amended | 24 July 2019 |
| Last reviewed | 7 June 2021 |

Policy Statement

1. Ordinary and Special Meetings of Council may be digitally recorded, consistent with the objectives of the Local Government Act section 1.3(2)(c), which promotes greater accountability of local governments to their communities.
2. Notice advising members of the public of electronic recording of the meeting is to be given by –
 - a) clear signage displayed at each entry to the meeting,
 - b) disclosure to be made in the Agenda for the meeting.
3. Recording is to cease during the period that Council has resolved to close the meeting to members of the public in accordance with section 5.23 of the Local Government Act 1995.
4. Access to the recordings is limited to the CEO and person required to assist in the preparation of the minutes. The recordings are to be used for verifying the accuracy of the minutes, and are not available to elected members, other staff members or members of the public.

– End of Policy

Notes

1.7 Legal Representation for Elected Members and Employees

Statutory context Local Government Act 1995

Corporate context None

History

| | |
|---------------|---------------|
| Adopted | 26 April 2017 |
| Last reviewed | 24 July 2019 |
| Last reviewed | 7 June 2021 |

Policy Statement

1. The following Council Policy Schedule is adopted, and forms part of this Statement –
1.7 – Legal Costs Indemnification
2. When there is a need for the provision of urgent legal advice before an application can be considered by Council, the amount determined in accordance with Schedule 1.7 clause 3(e) where the CEO may give authorisation is \$10,000.

– End of Policy

Notes

Policy Schedule 1.7 – Legal Costs Indemnification**1. Introduction**

This policy is designed to protect the interests of Council members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the Shire may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.

It is necessary to determine that assistance with legal costs and other liabilities is justified for the good government of the district.

2. General Principles

The Shire may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the Shire or otherwise in bad faith.

The Shire may provide assistance in the following types of legal proceedings –

- a) proceedings brought by members and employees to enable them to carry out their local government functions (eg-e.g. where a member or employee seeks a restraining order against a person using threatening behaviour);
- b) proceedings brought against members or employees (this could be in relation to a decision of Council or an employee which aggrieves another person (eg-e.g. refusing a development application) or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (eg: defending defamation actions); and
- c) statutory or other inquiries where representation of members or employees is justified.

The Shire will not support any defamation actions seeking the payment of damages for individual members or employees in regard to comments or criticisms levelled at their conduct in their respective roles. Members or employees are not prevented, however, from taking their own private action. Further, the Shire may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.

The legal services under this policy will usually be provided by the Shire's solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest then the service may be provided by other solicitors approved by the Shire.

3. Applications for Financial Assistance

- a) Subject to item (e), decisions as to financial assistance under this policy are to be made by the Council.
- b) A member or employee requesting financial support for legal services under this policy is to make an application in writing, in advance if possible, to the Council providing full details of the circumstances of the matter and the legal services required.
- c) An application is to be accompanied by an assessment of the request and a recommendation prepared by the CEO.
- d) A member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, must ensure compliance with the financial interest provisions of the Local Government Act 1995.
- e) Where there is a need for the provision of urgent legal services before an application can be considered by Council, the CEO may give an authorisation to the value specified by Council.
- f) Where it is the CEO who is seeking urgent financial support for legal services the Council shall deal with the application.
- g) Any application is to be subject to an enforceable agreement to repay expenses incurred by the Shire, either –
 - In full but not exceeding the extent recovered by a member in accordance with 4(a) below, or
 - In full where 4(2) applies.

4. Repayment of Assistance

1. Any amount recovered by a member or employee in proceedings, whether for costs or damages, will be off set against any moneys paid or payable by the Shire.
2. Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the Shire or otherwise in bad faith; or where information from the person is shown to have been false or misleading.
3. Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The Shire may take action to recover any such moneys in a court of competent jurisdiction.

– End of Schedule

1.8 Elected Members – Conference, Training, Travel and out of pocket Expenses

| | |
|--------------------------|--|
| Statutory context | Local Government Act 1995 |
| | Local Government (Administration) Regulations 1996 – - r.30 – Meeting attendance fees |
| Corporate context | Policy 1.17 Continuing Professional Development Policy 8.13 – Training, Study and Education |
| History | Adopted 26 April 2017 Amended 24 July 2019 Last reviewed 7 June 2021 |

Policy Statement

1. The Shire will meet all reasonable expenses of members incurred whilst attending authorised conferences, seminars and training courses and during other absences from the district on any business authorised by Council or the Chief Executive Officer.
2. Such expenses may include –
 - accommodation,
 - meals,
 - refreshments,
 - travel,
 - other appropriate out-of-pocket expenses subject to budget allocations.
3. Eligible conferences, training, meetings etc
Elected members are to be paid travel costs for the use of private vehicles at the rates determined by the Salaries and Allowance Tribunal Determination each year for any travel to and from Council whilst attending any of the following, as provided by the Regulations r.30 –
 - a) Council meetings (ordinary and special)
 - b) Meetings of Council appointed committees
 - c) Annual and Special Meetings of Electors
 - d) Officially called Civic Receptions
 - e) Visits by Ministers of the Crown
 - f) Council authorised meetings with Government agencies
 - g) Other Council called meetings of Councillors and staff
 - h) Meetings where the elected member is representing the Shire of Narrogin.
4. Accommodation
Expenses automatically met by Council are limited to accommodation in single/twin or double room, registration fees, meals associated with registration, parking and breakfasts for elected members only.
5. Travel
Unless otherwise authorised by Council, travel expenses will only be paid where –
 - a) the elected member is the appointed delegate to the organisation,
 - b) to an appointed deputy delegate, where the delegate is unable to attend, and the deputy is performing functions consistent with the principles of section 5.11A(3) and (4) of the Act.
6. Other expenses
Unless otherwise authorised by Council or the Chief Executive Officer, meals, non-alcoholic refreshments, parking, taxi or other out of pocket expenses will be reimbursed to –

- a) persons authorised to attend by Council,
- b) delegate appointed by Council to the meeting or organisation,
- c) deputy delegate appointed by Council, only where attending in the place of the appointed delegate.

7. Accompanying person

Only at the WALGA Annual Convention, or similar event where the elected member's partner is reasonably expected to attend, will the reasonable additional costs incurred by a partner accompanying an elected member at that event, such as breakfasts, attending the official conference dinner, official sundowners, or Shire President or CEO convened dinners, be met by the Shire. All other partner costs, such as lunches, partner tours or evening meals not convened with the Shire President or CEO will be met or reimbursed by the elected member or employee.

– End of Policy

Notes

1.9 Elected Member Records – Capture and Management

Statutory context State Records Act 2000
Freedom of Information Act 1992
Local Government Act 1995

Corporate context None

History Adopted 26 April 2017
Amended 24 July 2019
Last reviewed 7 June 2021

Policy Statement

1. Each elected member is responsible for determining which records are required for capture and management, and submission of the record to the CEO, for storage.
2. The Shire as an organisation, in meeting its obligations to facilitate the capture and management of elected member records will –
 - provide a collection point readily accessible to each elected member to deposit the required materials
 - materials collected will be separated according to elected member and financial year of deposit
 - for electronic records (emails, digital photos etc), a CD suitable for backup of all electronic records will be provided at least once per year,
 - the CD then to be deposited with other required materials,
 - where a copy of the record is to be retained by the elected member, photocopying or other duplicate as necessary, will be provided without charge.
3. Access to the records created may be required, and is to be facilitated by the CEO –
 - as permitted under various legislation such as the Local Government Act, the Freedom of Information Act etc,
 - by order of an authorised body such as the Standards Panel or a Court of law etc,
 - by a representative an authorised body such as the Ombudsman or Crime and Corruption Commission etc.

– End of Policy

Notes

State Records Office policy imposes the obligations on elected members and the organisation under the State Records Act, as advised on 30 July 2009 –

In relation to the recordkeeping requirements of local government elected members, records must be created and kept which properly and adequately record the performance of member functions arising from their participation in the decision making processes of Council and Committees of Council.

This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council of local government and other communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business.

Local governments must ensure that appropriate practices are established to facilitate the ease of capture and management of elected members' records up to and including the decision making processes of Council.

In effect, any form of record which may affect accountability or contribute to a decision or action made as an elected member must be retained. These records may be –

- physical – a letter, a handwritten note, a photo someone sends to an elected member in explanation / complaint, an agenda where you have made notes on various items, etc
- electronic – an email or document sent as an attachment to an email, digital photo, an e-file that is sent for review or comment
- audio – message left on your answering machine, although this is likely to be unusual, since rarely are many details left in a message, but it is a record.

The records are not only those you receive, but also those that you create, such as –

- a note of a conversation where someone asked you to pursue a particular matter,
- a letter that you write in the capacity of elected member,
- an email you send as an elected member

The records only need to be relating to those “*affecting the accountability of the Council and the discharge of its business ... up to and including the decision making processes of Council*”. It is the elected members decision and judgement as to what extent this applies, *and it is suggested that* this not be further defined.

The principles of relevance and ephemerality apply, for example –

- a note to remind you to phone a person is ephemeral, but notes of the conversation may not be,
- a copy of an agenda that has no notes made is irrelevant, as the document can be reproduced by the Shire at any time,
- a promotional brochure or conference information is not relevant

1.10 Related Party Disclosures (AASB 124)

| | | |
|--------------------------|---|--------------|
| Statutory context | Local Government (Financial Management) Regulations 1996 – | |
| | <ul style="list-style-type: none"> - r.4 – AAS to be complied with and has priority over Regulations - r.5 – annual budget, annual financial report and other financial reporting to be in accordance with AAS - Sch.2 Form 1 – CEO required to certify annual financial reports complied in accordance with AAS | |
| | Local Government (Audit) Regulations 1996 – | |
| | <ul style="list-style-type: none"> - r.9 – audit is to be performed in accordance with AAS | |
| | Australian Accounting Standard 124 – Related Party Disclosures | |
| Corporate context | Annual Report Requirements | |
| History | Adopted | 28 June 2017 |
| | Amended | 24 July 2019 |
| | Last reviewed | 7 June 2021 |

Policy Statement

1. Policy Schedules adopted

The following Council Policy Schedules are adopted, and form part of this Statement –
1.10 – Related Party Disclosures – Definitions

2. Application

This Related Party Disclosures Policy applies to –

- a) Related Parties of Council,
- b) Key Management Personnel.

3. Disclosure requirement

- (a) The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not.
- (b) Each financial year, the Shire must make an informed judgement as to who is a related party and what transactions need to be considered, when determining if disclosure is required.

4. Key Management Personnel (KMP)

In accordance with AASB 124, KMP are –

- All elected members
- CEO
- Executive Manager –
 - o Corporate & Community Services
 - o Development & Regulatory Services
 - o Technical & Rural Services
- Manager –
 - o ~~Corporate Services~~ Finance
 - o Operations
 - o Community Care Services
 - o Library Services
 - o Community Leisure and Culture

5. Related Party – Council

- (a) Related entities to Council are those where the Shire of Narrogin has significant control or influence, which is deemed to be a greater than 20% –
 - financial interest in the organisation,
 - voting rights in the organisation.
- (b) Unless otherwise excluded, the administration will be required to assess all transactions made with these persons or entities.

6. Related Party – KMP

- a) Related parties of the KMP are close family members of the KMP.
- b) For the AASB 124, close family members could include extended family members (such as, parents, siblings, grandparents, uncles/aunts or cousins) if they could be expected to influence, or be influenced by, the KMP in their dealings with the Shire.
- c) Related entities to the KMP or close family members are those where the person has control, joint control or influence, which is deemed to be greater than 20% –
 - financial interest in the organisation
 - voting rights in the organisation.
- d) Unless otherwise excluded, the administration will be required to assess all transactions made with these persons or entities.

7. Related Party Transactions (RPT)

- (a) A related party transaction is a transfer of resources services or obligations between the Shire (reporting entity) and the related party, regardless of whether a price is charged.
- (b) For the purposes of determining whether a related party transaction has occurred, the following transactions or provisions of services have been identified as meeting this criterion –
 - (i) payments to elected members;
 - (ii) employee compensation whether it is for KMP or close family member of KMP.
 - (iii) lease agreements for housing rental (whether for a Shire owned property or property sub-leased by the Shire through a real estate agent)
 - (iv) lease agreements as lessee or lessor, for commercial properties or other properties;
 - (v) monetary and non-monetary transactions between the Shire and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Shire (trading arrangement).
 - (vi) loan arrangements between related entities or KMP;
 - (vii) contracts and agreements for construction, consultancy or services
 - (viii) purchases or sales of goods; property and other assets;
 - (ix) rendering or receiving of services; or goods;
 - (x) transfers under licence agreements; or finance arrangements (example, loans);
 - (xi) provision of guarantees (given or received);
 - (xii) commitments to do something if an event occurs, or does not occur, in the future;
 - (xiii) settlement of liabilities on behalf of Council or by the Shire on behalf of that related party;
 - (xiv) use of Shire owned facilities and public open spaces, if a fee is normally charged and the KMP are not.

8. Ordinary Citizen Transactions (OCT)

- a) OCT are where there is no special treatment of consideration of either party and are deemed to be any transaction that a member of the public would receive in the usual course of business, and includes but is not limited to –
 - (i) payment of rates and charges imposed by Budget resolution, fines and penalties etc.
 - (ii) payment of application or development fees imposed by Council and applying to any applicant
 - (iii) use of Council facilities, whether use of the facility incurs a fee or not, and includes Recreation Centre, Civic Centre, library, parks, ovals, reserves, waste facility and public open spaces
- b) OCT incorporates transactions resulting from delivery of Public Service Obligations and includes but is not limited to –

- (i) attending Shire of Narrogin functions that are open to the public
- (ii) attending events that are open to the public
- (c) All Ordinary Citizen Transactions identified within this policy are unlikely to influence the conclusions that those reading the Shire's financial statements would make.

9. Materiality

For guidance, materiality is generally deemed to apply where –

- Where an RPT can be expressed in financial terms
 - o Single transaction – greater than \$300
 - o Cumulative transactions – greater than \$1,500
- Where an RPT cannot be expressed in financial terms –
 - o reasonable person test – would an ordinary person consider that pressure has been applied or influence exerted

10. Related Party Notification

- a) KMP must submit to the CEO a Related Party Declaration, notifying of any existing or potential related party relationship between Council and either themselves, their close family members or entities controlled or jointly controlled by them or any of their close family members.
- b) Related Party Declarations are to be submitted –
 - (i) within 30 days of commencement;
 - (ii) annually, prior to 31 August;
- c) Related Party Declarations are to be updated where –
 - (i) any new or potential related party transaction that is required or likely to be required to be disclosed in Council's financial statements; or
 - (ii) any change to a previously notified related party transaction.

11. Related Party Transaction Notification

- a) A related party transaction is a transfer of resources, services or obligations between the Shire (reporting entity) and the related party, regardless of whether a price is charged.
- b) KMP must submit to the CEO a Related Party Transaction Notification, notifying of any transaction between Council and either themselves, their close family members or entities controlled or jointly controlled by them or any of their close family members.
- c) Related Party Transaction Notifications are to be submitted –
 - (i) at minimum – within 30 days of the end of each financial year;
 - (ii) recommended – at Council meeting each month, and
 - (iii) when leaving the Shire as an elected member or cessation of employment.

12. Confidentiality

- (a) All information contained in a disclosure return, will be treated in confidence.
- (b) Generally, related party disclosures in the annual financial reports are reported in aggregate and individuals not specifically identified.
- (c) Notwithstanding, management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality. Individuals may be specifically identified, if the disclosure requirements of AASB 124 so demands.

13. Discretionary capacity of the CEO

Where a matter is not covered by this policy, the CEO is authorised to make a determination, and may seek such advice as is necessary in order to do so.

– End of Policy

Notes

Abbreviations –

AASB – Australian Accounting Standards Board

KMP – Key Management Personnel

OCT – Ordinary Citizen Transaction

RPT – Related Party Transaction

The objective of the AASB is to ensure that an entity's financial statements contain disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and transactions.

The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not. For each financial year, the Shire must make an informed judgement as to who is a related party and what transactions need to be considered, when determining if disclosure is required.

Effective beginning 1 July 2016 the Shire must disclose in the Annual Report certain related party relationships and transactions together with information associated with those transactions in its Financial Statements, to comply with Australian Accounting Standard 124 Related Party Disclosures.

If there is a related party transaction with the Shire applicable to a reporting financial year, the AASB 124 requires the Shire to disclose in the financial statements the nature of the related party relationship and information about the transaction, including outstanding balances and commitments associated with the transaction. Disclosure in the financial statements may be in the aggregate and/or made separately, depending on the materiality of the transaction.

For more information about the Shire's disclosure requirements under the AASB 124, please refer to <http://www.aasb.gov.au>

Forms

Form FCE0039 Related Parties Declaration to be completed by KMPs to make the notification.

Policy Schedule 1.10 – Related Party Disclosures – Definitions

ALBT or arm's length business transaction means a transaction where the terms between parties are reasonable in the circumstances of the transaction that would result from –

- (a) neither party bearing the other any special duty or obligation; and
- (b) the parties being unrelated and uninfluenced by the other; and
- (c) each party having acted in its own interest

associate means relation to an entity (the first entity), an entity over which the first entity has significant influence.

close members of the family of a person means relation to a key management person, family members who may be expected to influence, or be influenced by, that key management person in their dealings with the Shire and include –

- (a) that person's children and spouse or domestic partner;
- (b) children of that person's spouse or domestic partner; and
- (c) dependants of that person or that person's spouse or domestic partner.

control means the ability to direct the business' activities of an entity through rights or exposure to returns from its involvement with the entity.

entity can include a body corporate, a partnership or a trust, incorporated association, or unincorporated group or body or non-profit association.

financial benefit includes giving a financial benefit indirectly through an interposed entity, making an informal, oral or non-binding agreement to give the benefit, and giving a benefit that does not involve paying money.

Examples of "giving a financial benefit" to a Related Party include but are not limited to the following –

- (a) Giving or providing the Related Party finance or property.
- (b) Buying an asset from or selling an asset to the Related Party.
- (c) Leasing an asset from or to the Related Party.
- (d) Supplying services to or receiving services from the Related Party.
- (e) Issuing securities or granting an option to the Related Party.
- (f) Taking up or releasing an obligation of the Related Party.

joint control is the contractually agreed sharing of control of an arrangement, which exists only when decisions about the relevant activities require the unanimous consent of 2 or more parties sharing control.

joint venture is an arrangement of which 2 or more parties have joint control and have right to the net assets of the arrangement.

KMP or key management personnel or Key management person are those person(s) having authority and responsibility for planning, directing and controlling the activities of Council.

KMP compensation all forms of consideration paid, payable, or provided in exchange for services provided.

material is the assessment of whether the transaction, either individually or in aggregate with other transactions, by omitting it or misstating it could influence decisions that users make on the basis of an entity's financial statements. For this policy, it is not considered appropriate to set either a dollar value or a percentage value to determine materiality.

OCT or ordinary citizen transaction are transactions that an ordinary citizen would undertake with Council, which is undertaken on arm's length terms and in the ordinary course of carrying out Shire's functions and activities.

related party is a person or entity that is related to the Shire or KMP pursuant to the definition contained in the AASB 124 –

- (a) an entity that is controlled, jointly controlled or significantly influenced by the Shire or KMP;
- (b) close family members of the KMP; or
- (c) an entity controlled, jointly controlled or significantly influenced by a close family member of the KMP.

RPT or related party transaction means a transfer of resources, services or obligations between the Shire and a related party, regardless of whether a price is charged.

significant means likely to influence the decisions that users of the Shire's financial statements make having regard to both the extent (value and frequency) of the transactions, and that the transactions have occurred between the Shire and related party outside a public service provider/ taxpayer relationship.

remuneration or remuneration package and includes any money, consideration or benefit received or receivable by the person but excludes reimbursement of out-of-pocket expenses, including any amount received or receivable from an RPT.

– End of Schedule

1.11 Common Seal

Statutory context

Local Government Act 1995 –

s.2.5(2) – the local government is a body corporate with perpetual succession and a common seal

s.9.49A – Execution of documents

s.9.49 – Documents, how authenticated

Corporate context

Delegations Register –

2.1 Common Seal – Execution of documents

History

Adopted 24 July 2019

Last reviewed 7 June 2021

Policy Statement

1. The common seal of the Shire is –



2. Local Government Act 1995 section 9.49A –

(2) *The common seal of a local government is not to be affixed to any document except as authorised by the local government.*

(3) *The common seal of the local government is to be affixed to a document in the presence of —*

(a) the mayor or president; and

(b) the chief executive officer or a senior employee authorised by the chief executive officer, each of whom is to sign the document to attest that the common seal was so affixed.

Procedures

Common Seal Register

Forms and Templates

Nil

– End of Policy

Notes

1.12 Internal Control

Statutory context

All legislation, regulations and local laws

Corporate context

Policy Manual –

3.10 – Portable and Attractive Assets

12.11 – Asset Management

History

| | |
|----------|--------------|
| Adopted | 24 July 2019 |
| Reviewed | 7 June 2021 |

Policy Statement

The Internal Controls Policy serves as evidence of Council's commitment to proper and effective internal controls and their significance to the organisation.

This policy provides a basis for establishing documented internal controls that are implemented based on risk management policies and standards.

The policy ensures that Council meets its obligations under the Local Government Act 1995, related Regulations and other legislation.

The policy will aid the organisation to address the risks as outlined under the objectives.

1. The purpose of this policy is to assist the Shire to carry out its activities in an efficient and effective manner in order to achieve its strategic objectives, to ensure adherence to policies, to safeguard the Shire's assets, and to secure (as far as possible) the accuracy and reliability of Shire financial records.
2. This policy applies to all aspects of the Shire of Narrogin operations.
3. This policy documents Council's commitment to appropriate and effective internal controls and their importance to the organisation.
4. This policy provides a framework for the establishment of documented internal controls that are implemented based on risk management policies and principles.
5. The policy will assist the organisation in addressing the risk of; material misstatement of financial information, fraud and corruption, misappropriation of funds and loss of physical assets and ensure that Council meets its obligation under the *Local Government Act 1995*, associated Regulations and other legislation.
6. Internal Control –
Systems of policies and procedures that safeguard assets, ensure accurate and reliable financial reporting, promote compliance with laws and regulations and achieve effective and efficient operations. These systems not only relate to accounting and reporting but also include communication and organisational processes both internally and externally, staff management and error handling.
7. Principles –
 - a) A risk based approach to address and reduce the risk of loss caused by fraud, error or misstatement.
 - b) Protection of the Shire of Narrogin's assets – people, property, reputation, financial sustainability and information.
 - c) On-going audit and identification of system gaps and improvement of internal controls at the Shire of Narrogin.
8. Roles and Responsibilities –

- a) An appropriate and effective internal control framework is the responsibility of all employees.
 - b) All employees are accountable for implementing systems, controls, processes and procedures in their own area of responsibility and will play a part in the internal control framework in differing degrees.
 - c) The Audit Committee and Council are responsible for mandating that a strong internal control framework is implemented to ensure the good governance of the organisation.
 - d) The Chief Executive Officer will report at least three yearly to the Audit Committee and Council on the review and improvement to Council's internal control framework.
9. Monitoring, Reviewing and Reporting –
A monitoring and reporting process/system will be implemented which will provide at least three yearly reports to management, the Audit Committee and Council on the status of Risk Management, Internal Controls and Legislative Compliance within the Shire and which will identify the need for specific areas for review.

In accordance with Regulation 17 of the *Local Government (Audit) Regulations 1996*, the Chief Executive Officer is required to report on a review of the above three areas every three years. This is in addition to the three-yearly review required by Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996* which also includes a review of the Shire's financial internal controls.

Procedures

Forms and Templates

Nil

– End of Policy

Notes

1.13 Legislative compliance

Statutory context

All legislation, regulations and local laws

Corporate context

None

History

| | |
|---------------|--------------|
| Adopted | 24 July 2019 |
| Last reviewed | 7 June 2021 |

Policy Statement

A fundamental principle of good public administration is that public officials comply with both the letter and the spirit of the law.

The Shire of Narrogin has an obligation to ensure that legislative requirements are complied with. The community and those working at the Shire have an expectation that the Council will comply with applicable legislation and the Council should take all appropriate measures to ensure that that expectation is met.

Regulation 14 of the Local Government (Audit) Regulations 1996 requires local governments to carry out a compliance audit for the period 1 January to 31 December in each year. The compliance audit is structured by the Department of Local Government, Sporting and Cultural Industries and relates to key provisions of the Local Government Act 1995.

Regulation 17 of the Local Government (Audit) Regulations 1996 also requires a review of the appropriateness and effectiveness of systems and procedures in relation to legislative compliance at least once every three financial years and a report to the Audit Committee on the results of that review.

1. The Shire will have appropriate processes and structures in place to ensure that legislative requirements are achievable and are integrated into the operations of the local government.
2. The processes and structures will aim to –
 - a) Develop and maintain a system for identifying the legislation that applies to the Shire's activities.
 - b) Assign responsibilities for ensuring that legislation and regulatory obligations are fully implemented.
 - c) Provide training for relevant employees, elected members, volunteers and other relevant people in the legislative requirements that affect them.
 - d) Provide people with the resources to identify and remain up-to-date with new legislation.
 - e) Establish a mechanism for reporting non-compliance.
 - f) Review accidents, incidents and other situations where there may have been non-compliance.
 - g) Review audit reports, incident reports, complaints and other information to assess how the systems of compliance can be improved.
3. Roles and Responsibilities
 - a) Elected members and committee members –
Elected members and committee members have a responsibility to be aware and abide by legislation applicable to their role.
 - b) Senior management –
Senior management should ensure that directions relating to compliance are clear and unequivocal and that legal requirements which apply to each activity for which they are responsible are identified. Senior Management should have systems in place to ensure that all staff are given the opportunity to be kept fully informed, briefed and/or trained about key legal requirements relative to their work within the financial capacity to do so.
 - c) Employees –
 - i) Employees have a duty to seek information on legislative requirements applicable to their area of work and to comply with the legislation.

- ii) Employees shall report through their supervisors to Senior Management any areas of non-compliance that they become aware of.

4. Implementation of Legislation

The Shire will have procedures in place to ensure that when legislation changes, steps are taken to ensure that future actions comply with the amended legislation.

5. Legislative Compliance Procedures

a) Identifying Current Legislation –

The Shire accesses electronic up to date versions of legislation through the Department of Justice Parliamentary Counsel's Office website at www.legislation.wa.gov.au. Direct access to this site is provided from the Shire's networked computers.

b) Identifying New or Amended Legislation –

i) Western Australian Government Gazette

The Government Gazette publishes all new or amended legislation applicable to Western Australia. Copies of Government Gazettes are able to be downloaded from the State Law Publisher website at slp.wa.gov.au. It is incumbent on the CEO and Senior Staff to determine whether any gazetted changes to legislation need to be incorporated into processes.

ii) Department of Local Government, Sporting and Cultural Industries –

The Shire receives regular circulars from the Department on any new or amended legislation. Such advice is received through the Shire's Records section and is distributed to the CEO and relevant Shire officers for implementation.

iii) Department of Planning, Lands and Heritage (DPLH) –

The Shire receives Planning Bulletins from DPLH on any new or amended legislation. Such advice is received through the Shire's Records section and is distributed to the relevant Shire officers for implementation.

iv) Western Australian Local Government Association (WALGA) –

The Shire receives regular circulars from WALGA and these circulars highlight changes in legislation applicable to local governments.

c) Obtaining advice on Legislative Provisions

The Shire will obtain advice on matters of legislation and compliance where this is necessary. Contact can be made with the Department of Local Government, Sporting and Cultural Industries, WALGA or the relevant initiating government department for advice.

d) Informing Council of legislative change

i) If appropriate the CEO will, on receipt of advice of legislative amendments, advise the Council on new or amended legislation.

ii) The Council's format for all its reports to Council meetings provides that all reports shall have a section headed 'Statutory implications' which shall detail the sections of any Act, Regulation or other legislation that is relevant.

6. Review of Incidents and Complaints of Non-compliance

The CEO shall review all incidents and complaints of non-compliance. Such reviews will assess compliance with legislation, standards, policies and procedures that are applicable.

7. Reporting of Non-compliance

a) All instances of non-compliance shall be reported immediately to the supervising Executive Manager.

b) The Executive Manager shall determine the appropriate response and then report the matter to the CEO.

c) The CEO may investigate any reports of significant non-compliance and if necessary report the non-compliance to the Council and/or the relevant government department.

d) The CEO will also take the necessary steps to improve compliance systems.

Procedures

Compliance Calendar

Forms and Templates

Nil

– End of Policy

Notes

1.14 Community Engagement Policy

Statutory context

Local Government Act 1995 –

s.2.7 – adoption of policies

Integrated Planning and Reporting Guide and Framework

Corporate context Nil

History

Adopted 25 September 2019

Last reviewed 7 June 2021

Policy statement

This policy outlines the purpose, principles and approach to community engagement to be taken by the Shire of Narrogin when engaging communities and stakeholders.

The policy will be applied by all employees and consultants appointed by the Shire when engaging those affected by and interested in decisions to be made by the Shire.

1. Purpose

The Shire of Narrogin is committed to providing opportunities for all members of the community to participate in civic decision-making processes.

The Shire recognises that the community is a source of knowledge and expertise, and this can be harnessed to help find solutions to local issues as well as complex Shire challenges.

Community engagement is a key part of our commitment to be a transparent and responsive organisation. Our objective is to make better decisions by giving a voice to communities and stakeholders on matters and topics that are of interest and important to them and to develop and encourage a culture which respects and welcomes community input.

2. Principles

The Shire of Narrogin's approach to community engagement is guided by the following principles:

2.1 We clearly communicate why we are engaging and the community's role in the engagement.

From the outset, we articulate the purpose of our engagement and what will happen as a result of any information gathered. We explain what level of influence the community, stakeholders and Council have on the decision to be made, and any associated limitations or constraints. We consider the requirements for each project and its level of potential impact on the community to determine the required level and timing of engagement. We provide all information necessary so participants can make informed choices.

2.2 We carefully consider who to engage.

Before we begin engaging, we identify communities and stakeholders who are directly involved, or likely to be affected by the project. On major projects that set a direction or define a position for the Shire, we encourage broad community participation to ensure that a diverse range of views and ideas are expressed and considered. We also consider barriers that prevent or deter people from participating in engagement activities and consider ways to minimise them.

2.3 We explain the process.

We aim to be transparent, and make our decision-making process clear. We do this by explaining upfront the process to be undertaken, identifying where there is opportunity for the community and stakeholders to have input, and where the decision-points are.

Where possible, we build on the outcomes of previous engagement. If the engagement crosses over with a previous engagement process, we explain the outcomes, identify how they relate to the current process and why a new process is required.

2.4 We carefully consider how to engage and ensure our processes, venues and information are accessible.

We recognise people engage with civic life in different ways depending on a number of factors, such as age, background and ability. We aim to be responsive to this broad spectrum of needs, and ensure there are multiple engagement methods in various settings, to achieve appropriate community participation.

We ensure our engagement is accessible by providing information in clear and easy to understand formats, or is available in alternative formats on request. Our engagement events and venues are designed to be accessible whenever practical and achievable.

2.5 We design our engagement to be engaging.

The Shire of Narrogin is working to continuously improve how we engage, and design approaches that are creative, relevant and engaging. We are open to new and innovative engagement methodologies, and we are working on ways to tailor our approach to draw people into the process and maximise the reach and impact of our engagement.

2.6 We complement our engagement with high quality communication.

We provide clear, comprehensive and accessible information, written in plain English, to stakeholders throughout the engagement process. Information about our engagement is available at Have Your Say on our website (<https://www.narrogin.wa.gov.au/have-your-say.aspx>) and through the Shire's usual communication channels.

2.7 We acknowledge contributions made during the engagement process and let participants know how their feedback was used in our decision-making.

We are transparent with the community about how their participation was considered, by reporting back what we heard from contributors and how their input has been incorporated in decision making. We share the results of engagement through Have Your Say - (<https://www.narrogin.wa.gov.au/have-your-say.aspx>)

We also advise contributors when the matter is to be considered by Council so they may attend Ordinary Council Meetings if they wish.

3. Approach

3.1 When we engage

The Shire will engage with the community when:

- Council resolves formally to engage.
- A decision or plan will substantially impact the community and there is some part of the decision or plan that is negotiable.
- Stakeholders or the community have expressed an interest, or could be interested in a decision or plan where there is a range of potential outcomes.
- Community input can enhance decision-making, project outcomes or future opportunities.
- There is legislation, policy or an agreement requiring community engagement or consultation.

3.2 How we engage

The level of engagement will vary depending on the nature and complexity of the project or decision and will be guided by the Shire of Narrogin community engagement principles as set out above in Section 2 of this Policy.

Consideration is given to matters like community and stakeholder interest, political sensitivity, opportunities for partnerships, the level of impact, legislative requirements, time and resource and budget constraints. These considerations will guide how and when in the life of a project or decision community engagement may offer the greatest benefit.

Quality community engagement is well planned and executed, inclusive and accessible to all members of the community.

At times Council will engage the community on issues that are of importance or interest to a specific part of the community. In this instance, engagement will be targeted towards this group.

The Shire's engagement approach has four stages to ensure we deliver a consistent approach to engagement activities. This includes: a process of planning (developing an engagement plan); doing (preparing and engaging); reporting (analysing information and providing updates on the engagement) and evaluating (both the process and outcomes).

The purpose of the engagement and the type of input that will assist with the decision to be made, is reflected in the way community engagement is planned and reported. We carefully consider aspects of both qualitative input (such as trends and thoughts) and quantitative input (such as number of participants) when designing engagement methods and reporting back what we heard.

The following matrix is used to assist in determining the most suitable approach, relative to the likely 'level of impact' of a project, plan, service or action. As highlighted by this matrix, there are four levels of engagement: Inform, Consult, Involve, and Collaborate. More than one level of engagement is generally required, as there is likely to be movement back and forth through the different levels as the engagement is implemented, except in the case of projects or issues with only a low level of impact of a localised nature or if there is a statutory requirement to consult (see 3.4).

| Expected level of impact | Criteria (one or more of the following) | Engagement approach generally taken | Level of engagement generally required | Examples of engagement methods the Shire may use |
|--------------------------|--|---|---|--|
| High – Shire wide | High level of impact on all or a large part of the Shire of Narrogin. | Early engagement with community and stakeholders. | Inform | Mail drop |
| | | Involves a broad range of stakeholders and community members. | Consult | Media Releases |
| | Any significant impact on attributes that are considered to be of high value to the whole of the Shire, such as the natural environment or heritage. | | Involve | Narrogin Narrative |
| | | Utilises a variety of engagement methods to give people who want to contribute, the opportunity to do so. | Collaborate | Website |
| | Updates are provided to interested stakeholders and local community. | | | Email |
| | | Likely high level of interest across the Shire. | | Social Media |
| | Potential high impact on state or regional | | Engagement plan developed in collaboration with the relevant departments and approved by the Chief Executive Officer. | |
| | | | | |

| | | | | |
|-------------------------|---|--|------------------------|---|
| | strategies or directions. | Budget allocated to deliver community engagement. Process is evaluated to assess the quality and overall effectiveness of the engagement and assist the Shire's commitment to continually improve our engagement practice. | | Workshops Working group Surveys Online tools on Have Your Say Face to face at engagement events Pop ups at community events and spaces Feedback and submission forms |
| High – Local | High level of impact on a local area, small community or user group(s) of a specific facility or service. | May range from seeking comment on a proposal to involving the community and stakeholders in discussion on proposed options. | Inform | Mail drop |
| | Significant change to any facility or service to the local community. | Comprehensive information is made available to the community to enable informed input. | Consult | Media Releases |
| | Potential for a high degree of community interest at the local level. | Uses a combination of face to face and online engagement methods to encourage broad participation at different levels. Feedback is collated and made available to all stakeholders. Updates are provided to interested stakeholders and local community. | Involve | Narrogin Narrative Surveys Online tools on Have Your Say Direct contact with critical stakeholders Face to face at engagement events Pop ups at community events and spaces Feedback and submission forms |
| Low – Shire wide | Lower level of impact across the Shire. | Approach may range from seeking comment on a proposal to involving the community and stakeholders in discussion and debate on proposed options. | Inform | Mail drop |
| | Level of interest among various communities or stakeholder groups. | Ensures informed input through making comprehensive information available to the community. | Consult Involve | Media Releases Narrogin Narrative |

| | | | | |
|--------------------|---|--|--------|--|
| | Potential for some, although not significant, impact on state or regional strategies or directions. | Uses a combination of face to face and online engagement methods to encourage broad participation at different levels. | | Website |
| | | Feedback is collated and made available to all stakeholders. | | Email |
| | | Updates are provided to interested stakeholders and local community. | | Social Media |
| | | | | Surveys |
| | | | | Online tools on Have Your Say |
| | | | | Face to face at engagement events |
| | | | | Pop ups at community events and spaces |
| | | | | Feedback and submission forms |
| Low - Local | Lower level of impact on a local area, small community or user group of a specific facility or service. | Approach consists of advising the community or stakeholders of a situation or proposal or informing of a decision or direction. | Inform | Mail drop |
| | Only a small change to a facility or service at the local level. | Communication strategy that provides high quality, accessible information to those affected by and interested in the change or decision. | | Media Releases |
| | Low interest at the local or user group level. | Communication channels relevant to the target audience are used. | | Narrogin Narrative |
| | | | | Website |
| | | | | Email |
| | | | | Signage |
| | | | | Social media Advertising |

3.3 When it is not effective or appropriate to engage

It is neither effective nor appropriate for the Shire to engage when:

- A final decision has already been made by council or another agency.
- Council cannot influence a decision by another agency or party.
- The decision to be made concerns a minor operational matter with minimal impact on the community or stakeholders.
- Implementing a project or decision that has already been subject to engagement.
- There is insufficient time due to legislative or legal constraints, or urgent safety issues to be addressed.

In these events, the Shire will inform stakeholders why the decision has been made.

3.4 Statutory engagement

In some instances, the Shire of Narrogin is legally required to consult with the community. In these cases, the Shire will treat the prescribed level of community engagement as the minimum standard.

The most common instance of this is in relation to development applications and other planning proposals. For planning proposals, the Shire relies on its policies, adopted under the Planning and Development Act 2005, for guidance in regard to consultation and this will continue to be the basis on which the Shire engages with the community on planning matters.

Delivery of community engagement beyond legally required levels will depend on the decision to be made (or project or service to be delivered), the community's interest to participate, the need for Council to understand the community's view, and the opportunity for the community to influence the decision.

3.5 Holiday periods and other seasonal times

The Shire will not commence an engagement process between the last Council meeting of the calendar year and the first Council meeting of the new-year, unless there is a legal requirement, Council direction or other unavoidable necessity to do so.

An additional 14 days will be added to any engagement period that falls between 15 December and 15 January and 7 days before and 7 days after Easter Sunday.

The Shire will be cognisant of not commencing an engagement process where the primary identified stakeholders and communities would seasonally, or culturally, be less likely to make comment.

Definitions and abbreviations

Engagement – The practice of actively bringing community voices into decisions that affect or interest them, using a range of methods.

Consultation – Seeking and receiving feedback or opinion, usually on a proposed plan or decision, e.g. seeking comment on a draft policy or concept.

Community – A general term for individuals and groups of people not part of an organised structure or group. They may be a community based on geography, or interest, or both, e.g. residents of Highbury, young people interested in skateboarding. The community is not restricted to ratepayers or residents of the Shire of Narrogin.

Stakeholders – People who are organised under the banner of a defined group or organisation, often providing representation to a broader group, e.g. Narrogin Chamber of Commerce, a local school or sporting group.

Engagement tools/methods – The things we use to activate community input, e.g. an invite for public comment, a workshop, an online survey, a community meeting.

Level of engagement – Refers to any one of five levels of engagement (inform, consult, involve, collaborate, empower) defined by the International Association of Public Participation (IAP2) Public Participation Spectrum to describe the community's role in any engagement programme. A complete description of the IAP2 Public Participation Spectrum can be found online at www.iap2.org.

Procedures

Forms and Templates

– End of Policy

Notes

1.15 Elected Member and Chief Executive Officer Attendance at Events Policy

| | |
|--------------------------|---|
| Statutory context | Local Government Act 1995 – <ul style="list-style-type: none"> - s.5.51A – Code of conduct for employees required to be prepared and implemented by CEO - Section 5.90A – requirement to prepare and adopt a policy for Council members and the CEO |
| Corporate context | Council Policy Manual – <ul style="list-style-type: none"> - 1.1 Code of Conduct - 1.8 Elected Members – Conference, Training, Travel and out of pocket Expenses - 8.13 Training, Study and Education <p>Code of Conduct – Employees</p> |
| History | Adopted 25 February 2020 Last reviewed 7 June 2021 |

Policy Statement

Objective

The Shire of Narrogin is required under the Local Government Act 1995 to adopt a policy on attendance at events for Elected Members and the Chief Executive Officer.

This policy applies to Elected Members, the Chief Executive Officer and all employees of the Shire of Narrogin (the Shire) in their capacity as an Elected Member or employee of the Shire and where they may receive free or discounted tickets or invitations to attend events to represent the Shire to fulfil their leadership roles in the community, generally, from a third party.

Attendance at an event, in accordance with this policy, will exclude a gift recipient from the requirement to disclose a potential conflict of interest if the ticket is above \$300 (inclusive of GST) and the donor has a matter before Council. Any gift received that is \$300 or less (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest.

Notations

- If an Elected Member receives a ticket in their name, in their role as an Elected Member, of \$300 or greater value, they are still required to comply with normal gift disclosure requirements.
- Whilst the law permits gifts greater than \$300 to be accepted by the Chief Executive Officer (but not other employees), in their role with the Shire, the Chief Executive Officer and all other employees, by operation of this Policy, are prohibited from accepting any gift greater than \$300, unless from the Shire as the organiser of the event, or as a gift pursuant to Section 5.50 of the Local Government Act 1995 (gratuity on termination).
- If the Chief Executive Officer or an employee receives a ticket in their name, in their role as an employee, of between \$50 and \$300, they are required to comply with normal gift disclosure requirements and the Code of Conduct re notifiable and prohibited gifts.
- An event does not include training, which is dealt with separately via Policies 1.8 Elected Members – Conference, Training, Travel and out of pocket Expenses or 8.13 Training, Study and Education.
- Nothing in this Policy shall be construed as diminishing the role of the Chief Executive Officer in attending or approving attendance at activities or events by other employees, that in the opinion of the CEO, are

appropriate, relevant and beneficial to the Shire of Narrogin and its employees as long as it does not involve gifted or discounted attendance fees.

Definitions

District: is defined as the Wheatbelt Region of Western Australia.

Elected Members: includes the Shire President and all Councillors.

Shire: is the local government of the Shire of Narrogin.

In accordance with Section 5.90A of the Local Government Act 1995, an event is defined as a:

- Concert
- Conference
- Function
- Sporting event
- Occasions prescribed by the Local Government (Administration) Regulations 1996.

Acronyms

- CEO - Chief Executive Officer
- GST - Goods & Services Tax
- LGIS - Local Government Insurance Services
- WALGA - Western Australian Local Government Association

1. Permitted Events

All Elected Members, the Chief Executive Officer and employees with the approval of the CEO or their respective Executive Manager, are entitled to attend permitted events to assist represent the Shire of Narrogin.

If there is a fee associated with a permitted event, the fee, including the attendance of a partner, and if deemed necessary, travel and accommodation, may be paid for by the Shire out of the Shire's budget by way of reimbursement, unless the event is a conference which is dealt with under clause 4 of this policy.

If there are more Elected Members than tickets provided then the Shire President shall allocate the tickets.

Note well: Donated or Discounted individual tickets and any associated hospitality with a discount / donated estimated or face value above \$500 (inclusive of GST and if relevant, travel) provided to the Shire are to be referred to Council for determination.

The following events are permitted subject to the provisions of this policy:

- a. Advocacy, lobbying or Members of Parliament or Ministerial briefings (Elected Members, the Chief Executive Officer and Executive Management only);
- b. Meetings of clubs or organisations within the Shire of Narrogin;
- c. Any free event held within the Shire of Narrogin;
- d. Australian or West Australian Local Government events;
- e. Events hosted by Clubs or Not for Profit Organisations within the Shire of Narrogin to which the Shire President, Elected Member, Chief Executive Officer or employee has been officially invited;
- f. Shire hosted ceremonies and functions;
- g. Shire hosted events with employees;
- h. Shire run tournaments or events;
- i. Shire sponsored functions or events;
- j. Community art exhibitions within the Shire of Narrogin or District;
- k. Cultural events/festivals within the Shire of Narrogin or District;
- l. Events run by a Local, State or Federal Government;
- m. Events run by schools and universities within the Shire of Narrogin;

- n. Major professional bodies associated with local government at a local, state and federal level;
- o. Opening or launch of an event or facility within the Shire of Narrogin or District;
- p. Recognition of Service event's within the Shire of Narrogin or District;
- q. RSL events within the Shire of Narrogin or District;
- r. Events run by WALGA, LGIS or a recognised and incorporated WA based local government professional association;
- s. ARTS Narrogin events; and
- t. Where Shire President, Elected Member or Chief Executive Officer representation has been formally requested.

2. Approval Process

Where an invitation is received to an event that is not listed as permitted and not prohibited or requiring Council approval, it may be submitted for approval prior to the event for approval as follows:

- Events for the Shire President may be approved by the Deputy Shire President;
- Events for Councillors may be approved by the Shire President;
- Events for the Chief Executive Officer may be approved by the Shire President; and
- Events for employees may be approved by the Chief Executive Officer or their respective Executive Manager.

Considerations for approval of the event include:

- Any justification provided by the applicant when the event is submitted for approval.
- The benefit to the Shire of the person attending.
- Alignment to the Shire's Strategic Objectives.
- The number of Shire representatives already approved to attend.

3. Other Matters

- If the event is a free event to the public then no action is required.
- If the event is ticketed and the Elected Member, Chief Executive Officer or employee pays the full ticketed price and does not seek reimbursement, then no action is required.
- If the event is ticketed and the Elected Member, Chief Executive Officer or employee pays a discounted rate, or is provided with a free ticket(s), with a discount value, then the recipient must disclose receipt of the tickets (and any other associated hospitality) within 10 days to the Chief Executive Officer (or President if the CEO) if the discount or free value is greater than \$50 for employees, other than the Chief Executive Officer, and greater than \$300 for Elected Members and the CEO.

4. Conference Registration, Bookings, Payment and Expenses

Shall be dealt with in accordance with Council Policies and relevant employment contracts:

- 1.8 Elected Members – Conference, Training, Travel and out of pocket Expenses
- 8.13 Training, Study and Education (for employees and the Chief Executive Officer)

6. Dispute Resolution

All disputes regarding the approval of attendance at events are to be resolved by the Shire President in relation to Elected Members and the Chief Executive Officer and the CEO in relation to other employees.

PROCEDURES

Organisations that desire attendance at an event by a particular person(s), such as the President, Deputy President, Elected Member, Chief Executive Officer or particular officer of the Shire, should clearly indicate that on the offer, together what is expected of that individual, should they be available, and whether the invite / offer or ticket is transferable to another Shire representative.

Free or discounted Invitations / Offers or Tickets that are provided to the Shire without denotation as to who they are for, are be provided to the Chief Executive Officer and attendance determined by the Chief Executive Officer in liaison with the Shire President, based on relative benefit to the organisation in attending the event, the overall cost in attending the event, inclusive of travel or accommodation, availability of representatives, and the expected role of the relevant Elected Member or employee.

Forms and Templates

[FCEO0016 Declaration of Gifts/Contributions to Travel](#) Form is required to be completed and lodged within 10 days, if the gift of free or discounted attendance is provided in their name due to or as part of their role with the Shire of Narrogin as follows:

- If the gift is provided to the Elected Member and the discount or free value is over \$300, inclusive of GST, with the Chief Executive Officer;
- If the gift is provided to the Chief Executive Officer and the discount or free value is over \$300, inclusive of GST with the Shire President; and
- If the gift is provided to an employee, other than the Chief Executive Officer, and the discount or free value is over \$50, inclusive of GST, with the Chief Executive Officer.

– End of Policy

Notes

Statutory requirement –

The Local Government Act requires that the code may only be adopted or amended by absolute majority.

1.16 Fraud and Corruption Prevention

| | |
|--------------------------|--|
| Statutory context | Local Government (Audit) Regulations 1996 – |
| | - r.17 – CEO to review certain systems and procedures |
| | Local Government (Financial Management) Regulations 1996 – |
| | - r.5 – CEO's duties as to financial management |

| | |
|--------------------------|--|
| Corporate context | Council Policy Manual – |
| | - 1.1 – Code of Conduct |
| | - 8.1 – Disciplinary Action |
| | Code of Conduct – Employees |
| | Shire of Narrogin Fraud and Corruption Prevention Plan |

| | | |
|----------------|---------------|---------------|
| History | Adopted | 24 March 2020 |
| | Last reviewed | 7 June 2021 |

Policy Statement

1. All Elected Members and employees have a key responsibility to safeguard against damage and loss through fraud, corruption or misconduct and have an obligation to support efforts to reduce associated risk by behaving with integrity and professionalism in undertaking their duties.
2. The Shire expects its elected members and employees to act in compliance with the Codes of Conduct and behave ethically and honestly when performing their functions and during their interactions with each other, the community and all stakeholders of the Shire.
3. All suspected instances of fraudulent or corrupt conduct are to be thoroughly investigated and the appropriate reporting, disciplinary, prosecution and recovery actions initiated.
4. The Chief Executive Officer is to ensure that a Fraud and Corruption Prevention Plan is developed, reviewed by the Audit Committee, and if amendments are proposed, adopted by Council at least once every two years.

Forms and Templates

Nil

– End of Policy

Notes

1.17 Continuing Professional Development

| | | |
|--------------------------|--|------------------|
| Statutory context | Local Government Act 1995, Sec 5.127 and Sec 5.128 | |
| Corporate context | Policy 1.8 - Elected Members – Conference, Training, and out of pocket Expenses Policy 8.13 – Training, Study and Education | |
| History | Adopted | 24 March 2020 |
| | Last reviewed | 7 June 2021 |
| | Amended | 24 November 2021 |

Objective

To ensure that Elected Members of the Shire of Narrogin receive appropriate information and training to enable them to understand and undertake their responsibilities and obligations.

Policy Statement

The Shire of Narrogin recognises the importance of providing Elected Members with the knowledge and resources that will enable them to fulfil their role in accordance with statutory compliance and community expectations and make educated and informed decisions.

Pursuant to the Local Government Act 1995, Elected Members must complete Council Member Essentials which incorporates the following training units:

- Understanding Local Government;
- Conflicts of Interest;
- Serving on Council;
- Meeting Procedures and Debating; and
- Understanding Financial Report and Budgets.

Council's preferred provider for the training is WALGA (WA Local Government Association).

All units and associated costs will be paid for by the Shire and must be completed by 30 June in the year immediately following the elected Member's election. The training is valid for a period of five years.

Additionally, the Shire will publish, on the Shire's website, training undertaken by all Elected Members within one month after the end of the financial year pursuant to Local Government Act 1995.

It is Council's preference that the training is undertaken via the eLearning method which is the more cost efficient form of delivery. It is acknowledged however that there may be Elected Members who prefer to receive training face-to-face and/or opportunities to attend training which is being delivered in the region or in the Perth metropolitan area.

Procedures

Considerations for approval of the training or professional development activity include:

- The costs of attendance including registration, travel and accommodation, if required;
- The Budget provisions allowed and the uncommitted or unspent funds remaining;
- Any justification provided by the applicant when the training is submitted for approval;
- The benefits to the Shire of the person attending;
- Identified skills gaps of elected members both individually and has a collective;
- Alignment to the Shire's Strategic Objectives; and
- The number of Shire representatives already approved to attend.

Consideration of attendance at training or professional development courses, other than the online Council Member Essentials, or Diploma in Local Government (Elected Member), (payment in arrears on successful completion of each unit), which are both deemed to be approved, are to be assessed as follows:

- Events for the Shire President must be approved by the Deputy Shire President, in conjunction with the CEO; and
- Events for Councillors must be approved by either the Council or the Shire President, in conjunction with the CEO.

Note well: any expenditure commitments associated with training or professional development must be performed by and authorised through the CEO.

Forms and Templates

Nil

– End of Policy

Notes

Statutory requirement –

The Local Government Act requires that the policy may only be adopted or amended by absolute majority.

A copy of this Policy (S 5.128) and the Annual Report of Elected Members training (S 5.127) undertaken for the preceding financial year is available here:

<https://www.narrogin.wa.gov.au/your-shire/your-council/elected-members-training.aspx>

1.18 Standards for CEO Recruitment, Performance and Termination

Statutory context Local Government Act 1995, Section 5.39B;
Local Government (Administration) Amendment Regulations 2021; and
Local Government (Administration) Regulations 1996.

Corporate context

History Adopted 24 February 2021
Last reviewed

Statutory requirement –

The Local Government Act requires that the standards may only be adopted or amended by absolute majority.

-- See over --

Policy Schedule 1.18 Standards for CEO Recruitment, Performance and Termination

Adopted Standards for CEO Recruitment, Performance and Termination



Schedule 2 — Model standards for CEO recruitment, performance and termination [Local Government Act 1995 S5.39A & Local Government (Administration) Regulations 1996 R18FA].

1. Citation

These are the Shire of Narrogin Standards for CEO Recruitment, Performance and Termination.

2. Terms used

(1) In these standards —

Act means the Local Government Act 1995;

additional performance criteria means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

applicant means a person who submits an application to the local government for the position of CEO;

CEO means the local government's Chief Executive Officer;

contract of employment means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

contractual performance criteria means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

job description form means the job description form for the position of CEO approved by the local government under clause 5(2);

local government means the [insert name of local government];

selection criteria means the selection criteria for the position of Chief Executive Officer determined by the local government under clause 5(1) and set out in the job description form;

selection panel means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — Standards for recruitment of CEOs

3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

4. Application of Division

(1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.

(2) This Division does not apply —

(a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or

(b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

5. Determination of selection criteria and approval of job description form

(1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.

(2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of Chief Executive Officer which sets out —

(a) the duties and responsibilities of the position; and

(b) the selection criteria for the position determined in accordance with subclause (1).

6. Advertising requirements

(1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the Local Government (Administration) Regulations 1996 regulation 18A.

(2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the Local Government (Administration) Regulations 1996 regulation 18A as if the position was vacant.

7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

(a) inform the person of the website address referred to in the

Local Government (Administration) Regulations 1996 regulation 18A(2)(da); or

(b) if the person advises the local government that the person is unable to access that website address —

(i) email a copy of the job description form to an email address provided by the person; or

(ii) mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO

(1) In this clause —

independent person means a person other than any of the following —

(a) a council member;

(b) an employee of the local government;

(c) a human resources consultant engaged by the local government.

(2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.

(3) The selection panel must comprise —

(a) council members (the number of which must be determined by the local government); and

(b) at least 1 independent person.

9. Recommendation by selection panel

(1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.

(2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —

(a) a summary of the selection panel's assessment of each applicant; and

(b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.

(3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —

(a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and

(b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.

(4) The selection panel must act under subclauses (1), (2) and (3) —

(a) in an impartial and transparent manner; and

(b) in accordance with the principles set out in section 5.40 of the Act.

(5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —

(a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and

(b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and

(c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.

(6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

10. Application of cl. 5 where new process carried out

(1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.

(2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —

(a) clause 5 does not apply to the new recruitment and selection process; and

(b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

(a) the making of the offer of employment to the applicant; and

(b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

12. Variations to proposed terms of contract of employment

(1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the negotiated contract) containing terms different to the proposed terms approved by the local government under clause 11(b).

(2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

13. Recruitment to be undertaken on expiry of certain CEO contracts

(1) In this clause —

commencement day means the day on which the Local Government (Administration) Amendment Regulations 2021 regulation 6 comes into operation.

(2) This clause applies if —

(a) upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO —

(i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and

(ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day; and

(b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.

(3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.

(4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

14. Confidentiality of information

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

Division 3 — Standards for review of performance of CEOs

15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

16. Performance review process to be agreed between local government and CEO

(1) The local government and the CEO must agree on —

(a) the process by which the CEO's performance will be reviewed; and

(b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

(2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.

(3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

(1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.

(2) The local government must —

(a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and

(b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

(a) the results of the review; and

(b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

Division 4 — Standards for termination of employment of CEOs

20. Overview of Division

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

21. General principles applying to any termination

(1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.

(2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —

(a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and

(b) notifying the CEO of any allegations against the CEO; and

(c) giving the CEO a reasonable opportunity to respond to the allegations; and

(d) genuinely considering any response given by the CEO in response to the allegations.

22. Additional principles applying to termination for performance-related reasons

(1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.

(2) The local government must not terminate the CEO's employment unless the local government has —

(a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the performance issues) related to the performance of the CEO; and

(b) informed the CEO of the performance issues; and

(c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
(d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.

(3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

23. Decision to terminate

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

24. Notice of termination of employment

(1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.

(2) The notice must set out the local government's reasons for terminating the employment of the CEO.

– End of Schedule

A copy of these Standards is to be placed on the local government's official website, pursuant to Section 5.39B(6) of the Local Government Act 1995.

Section 2 - ADMINISTRATION / ORGANISATION

2.1 Senior Employees – Designation & Appointing Acting CEO

| | |
|--------------------------|---|
| Statutory context | Local Government Act 1995 – |
| | - s.5.37 – senior employee or class of employee may be designated |
| | - Local Government Act 1995, Section 5.39C and 5.36 (2); and |
| | - Local Government (Administration) Amendment Regulations 2021. |

| | |
|--------------------------|---|
| Corporate context | Delegation 1.2 – Acting CEO (Appointment) |
|--------------------------|---|

| | | |
|----------------|---------------|------------------|
| History | Adopted | 26 April 2017 |
| | Last reviewed | 24 July 2019 |
| | Amended | 24 February 2021 |
| | Last reviewed | 7 June 2021 |

Policy Statement

Pursuant to Section 5.37 of the Local Government Act 1995, the following employees are designated as senior employees –

- a) Executive Manager, Corporate and Community Service;
- b) Executive Manager, Development and Regulatory Services; and
- c) Executive Manager, Technical and Rural Services.

For the purposes of Section 5.36 (2) of the Local Government Act 1995, the Council has determined that employees that are appointed in one of the above positions are suitably qualified to be appointed as Acting CEO by the CEO, from time to time, when the CEO is on periods of leave, subject to the following condition:

1. The CEO is not an interim CEO or Acting in the position;
2. The term of appointment is not longer than 20 working days consecutive;
3. That the employee's employment conditions are not varied other than the employee is entitled at the CEO's discretion, no greater than the salary equivalent to that of the CEO during the Acting period.

In the case of the unavailability of the CEO due to an emergency, the Executive Manager Corporate & Community Services is automatically appointed as the Acting CEO for up to 2 weeks from commencement, and continuation is then subject to determination by the Council.

All other interim, Acting or CEO appointments to be referred to Council.

w

– End of Policy

Notes

Statutory requirement –

The Local Government Act requires that matters relating to the appointment of a temporary or acting CEO may only be adopted or amended by absolute majority.

CEO is a designated senior employee under the Act. There is no requirement to have designated employees other than for the purpose of automatic appointment as Acting Chief Executive Officer. Most requirements placed on designated employees are already covered by s.5.74 – to declare gifts and to make primary / annual declarations if making direct report to Council or exercising delegated authority.

2.2 Acting / Relieving Staff Authority

| | |
|--------------------------|--|
| Statutory context | Local Government Act 1995 |
| Corporate context | Delegation 1.2 – Acting CEO – Appointment Policy 8.5 – Higher Duties Executive Instructions – - 8.5 – Higher Duties |
| History | Adopted 26 April 2017 Last reviewed 24 July 2019 Last reviewed 7 June 2021 |

Policy Statement

1. To ensure that acting and relieving staff have clear authority to fulfil the requirements of the position, a person acting or relieving in a position, however temporarily and of whatever duration, is authorised to exercise all duties, powers and responsibilities assigned to that position, whether a delegation, policy, direction or accepted practice, subject only to any limitations that may be imposed by the CEO.
2. Acting or relieving staff are to be aware that their tenure is temporary, and to take into account when making decisions, the likely views and preferences of the permanent appointee.

– End of Policy

Notes

Refer Policy 2.1 for matters relating to temporary or acting CEO.

2.3 Display of National and Other Flags

Statutory context Flags Act 1953 (Commonwealth)

Corporate context None

History

| | |
|---------------|---------------|
| Adopted | 26 April 2017 |
| Last reviewed | 24 July 2019 |
| Last reviewed | 7 June 2021 |

Policy Statement

1. The Shire recognises the significance of certain flags connected to its governance responsibilities and will utilise Council flagpoles to fly such flags.
2. The flags that are to be flown each working day are the –
 - a) Australian National flag,
 - b) Australian Aboriginal flag, and
 - c) Shire of Narrogin flag.
3. The Western Australian State flag and any other flag/s approved by Council or CEO may be flown on appropriate occasions.
4. Flags flown in response to Council's governance responsibilities will be flown in accordance with the relevant legislation and protocols in force at the time.
5. Order of precedence of flags –
 - (1) Australian National flag,
 - (2) National flags of other nations;
 - (3) State and Territory flags,
 - (4) Other flags prescribed by the Flags Act 1953 (Commonwealth)–
 - (a) Australian Aboriginal flag and the Torres Strait Islander flag in either order
 - (b) Australian Defence Force Ensign
 - (c) Australian White Ensign
 - (d) Royal Australian Air Force Ensign,
 - (5) Ensigns and pennants –
 - (a) Local Government,
 - (b) Commonwealth, State and Territory agencies,
 - (c) Non-Government organisations,
 - (6) Banners:
6. Flags should not be flown with any other flag on the same flagpole

– End of Policy

Notes

Refer – Department of the Prime Minister and Cabinet

<https://www.dpmc.gov.au/government/australian-national-flag/australian-national-flag-protocols>

<https://www.dpmc.gov.au/resource-centre/government/australian-flags-booklet-part-two>

(5 January 2017)

2.4 Amendments to Council Policy

Statutory context

Local Government Act –
2.7(2)(b) – a role of Council is to determine the local government's policies.

Corporate context None

| | | |
|----------------|---------------|---------------|
| History | Adopted | 26 April 2017 |
| | Last reviewed | 24 July 2019 |
| | Last reviewed | 7 June 2021 |

Policy Statement

1. The CEO is to maintain the official copy of the Council Policy Manual, updated as soon as possible after each authorised resolution of Council.
2. Additions, deletions or alterations to Council Policy Statements shall only be made by specific Council resolution stating –
 - a) stating the current Council Policy number if an amendment or deletion,
 - b) the proposed policy number to clearly indicate functional area if a new Council Policy, and
 - c) proposed wording and justification for the amendment, deletion or adoption.

– End of Policy

Notes

The purpose of policy documents is to enable the effective and efficient management of Council resources and to assist staff and Council achieve an equitable decision making process. Written policies also enable the community to be aware of the reasoning behind administrative and Council decisions, and to be familiar with the philosophy behind individual decisions.

If it is not in the Council Policy Manual, it may be usual practice, but it is not Council Policy. Unless it is specifically stated that the authority is to be included in the Policy Manual, it is to be considered that the authority to act, is for a specific matter and is not general or on-going.

2.5 Information & Communications Technology Usage

WALGA Workplace Relations, November 2016 – amended

Statutory context Local Government Act 1995

Corporate context

Policy 2.6 – Social Media Use
Policy 8.1 – Disciplinary Action

Code of Conduct – Employees

Executive Instructions –

- 2.1 – Information & Communications Technology Usage
- 2.2 – Social Media

History

| | |
|---------------|---------------|
| Adopted | 26 April 2017 |
| Last reviewed | 24 July 2019 |
| Last reviewed | 7 June 2021 |

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) employees, consultants or contractors entitled to have access to ICT,
 - b) general use of ICT resources,
 - c) unacceptable use,
 - d) security and proprietary information,
 - e) system and network activities,
 - f) email activities,
 - g) remote access,
 - h) provision of mobile phones and information/communication devices,
 - i) Department of Transport licencing,
 - j) consequences of breach of the Executive Instructions.

– End of Policy

Notes

2.6 Social Media

WALGA Workplace Relations, November 2016 – amended

Statutory context Local Government Act 1995

Corporate context

Policy 2.5 – Information and Communications Technology Usage
Policy 8.1 – Disciplinary Action
Policy 8.2 – Discrimination, Bullying and Harassment

Code of Conduct – Employees

Executive Instructions –

- 2.1 – Information & Communications Technology Usage
- 2.2 – Social Media

History

| | |
|---------------|---------------|
| Adopted | 26 April 2017 |
| Last reviewed | 24 July 2019 |
| Last reviewed | 7 June 2021 |

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) application to all employees, volunteers and contractors,
 - b) use of social media for Shire purposes to be specifically authorised by CEO, or by persons authorised by CEO,
 - c) limitations on private use of Shire corporate sites,
 - d) use of any site to comment on Shire related matters, in particular if such comment is considered to be bullying, harassing or derogatory in nature, or which damages the Shire reputation, will make the employee liable to disciplinary action,
 - e) consequences of breach of the Executive Instruction.

– End of Policy

Notes

2.7 Shire Logo

| | |
|--------------------------|--|
| Statutory context | Copyright Intellectual property |
| Corporate context | Shire of Narrogin Corporate Style Guide |
| History | Adopted 26 April 2017 Last reviewed 24 July 2019 Last reviewed 7 June 2021 |

Policy Statement

1. The CEO is to prepare and maintain a Style Guide regarding this matter, which is to include but is not limited to –
 - a) use of adopted logo, colours, fonts etc
 - b) formatting etc
2. The primary logo of the Shire is –
3. The logo should be used –
 - a) on all Shire publications, letterheads, promotional materials etc
 - b) where the Shire has provided sponsorship or support for a program, activity or advertisement – e.g. Homecare program, sporting or community event.
4. Private use of the logo is not permitted unless –
 - a) the approval of the CEO has been obtained, and
 - b) there is an identifiable benefit to the Shire or community through acknowledgement of support or promotion of the area.
5. Approval for private use of the logo may be withdrawn at any if the use is considered to be inappropriate.
6. Permitted variations to the logo are –
 - a) use of separate panels within an overall design/program,
 - b) text in an alternative position,
 - c) tag line colour may vary in order to be more visible,
 - d) tag line may be swapped out for a facility, department or section name, e.g. RW (Bob) Farr Memorial Library, Narrogin Homecare etc
 - e) to be approved by CEO before use.



– End of Policy

Notes

2.8 Enterprise Risk Management

| | |
|--------------------------|---|
| Statutory context | Work Health and Safety Act 2020 |
| | Local Government (Audit) Regulations 1996 |
| | - reg.17 – CEO to review risk management and report to Audit Committee |
| Corporate context | Council Committees and Reference Groups, Establishment and Terms of Reference |
| | – Audit Committee |
| | – Risk Management Procedures and Framework |
| | – Risk Register |
| History | Adopted 26 April 2017 |
| | Amended 24 July 2019 |
| | Last reviewed 7 June 2021 |

Policy Statement

1. Purpose
The Shire of Narrogin ("the Shire") Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire's strategies, goals or objectives.
2. Policy Schedules adopted
The following Council Policy Schedules are adopted, and forms part of this Statement –
2.8 – Risk Appetite
3. Policy
 - a) It is the Shire's Policy to achieve best practice (aligned with AS/NZS ISO 31000:2018 Risk management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.
 - b) Risk Management will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire's Integrated Planning Framework.
 - c) The Shire's Executive Management Team will determine and communicate the Risk Management Policy, Objectives and Procedures, as well as direct and monitor implementation, practice and performance.
 - d) Every employee, elected member, volunteer and contractor within the Shire is recognised as having a role in risk management.
 - e) Consultants may be retained at times to advise and assist in the risk management process or management of specific risks or categories of risk.
4. Definitions:

Risk means the effect of uncertainty on objectives.

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

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

Definition (from AS/NZS ISO 31000:2018)

Risk Management means coordinated activities to direct and control an organisation with regard to risk.

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

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

5. Risk Management Objectives

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

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

6. Risk Appetite

- a) The Shire has defined its tolerance to risk, its risk appetite, through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Procedures and are subject to ongoing review in conjunction with this policy.
- b) All organisational risks to be reported at a corporate level are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisation's appetite and are to be noted within the individual risk assessment and approved by a member of the Executive Management Team.

7. Roles, Responsibilities & Accountabilities

- a) Council's role is to –
 - review and approve the Shire's Risk Management Policy and Risk Assessment & Acceptance Criteria,
 - determine the organisation's appetite for risk,
 - establish and maintain an Audit Committee in terms of the Local Government Act.
- b) The CEO is responsible for the allocation of roles, responsibilities and accountabilities, which are documented in the Risk Management Procedures (Operational Document).

8. Monitor & Review

- a) The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.
- b) This policy will be kept under review by the Shire's Executive Management Team and will be formally reviewed by Council biennially.

– End of Policy

Notes

Policy Schedule 2.8 – Risk Appetite**MEASURES OF CONSEQUENCE**

| RATING | PEOPLE | INTERRUPTION TO SERVICE | REPUTATION (Social / Community) | COMPLIANCE | PROPERTY (Plant, Equipment, Buildings) | NATURAL ENVIRONMENT | FINANCIAL IMPACT | PROJECT | |
|------------------------------|--|---|--|--|--|---|-----------------------------------|---|-------------------------------|
| | | | | | | | | TIME | COST |
| Insignificant (1) | No injuries or illness | No material service interruption Less than 1 hour | Unsubstantiated, localised low impact on community trust, low profile or no media item. | No noticeable regulatory or statutory impact | Inconsequential damage. | Contained, reversible impact managed by on site response | Less than \$10,000 | Exceeds deadline by 5% of project timeline | Exceeds project budget by 5% |
| Minor (2) | First Aid Treatment | Short term temporary interruption – backlog cleared < 1 day | Substantiated, localised impact on community trust or low media item | Some temporary non compliances | Localised damage rectified by routine internal procedures | Contained, reversible impact managed by internal response | \$10,000 04 - \$25,000 | Exceeds deadline by 10% of project timeline | Exceeds project budget by 15% |
| Moderate (3) | Medical treatment / Lost time injury >10 Days | Medium term temporary interruption – backlog cleared by additional resources < 1 week | Substantiated, public embarrassment, moderate impact on community trust or moderate media profile | Short term non-compliance but with significant regulatory requirements imposed | Localised damage requiring external resources to rectify | Contained, reversible impact managed by external agencies | \$25,001 - \$100,000 | Exceeds deadline by 15% of project timeline | Exceeds project budget by 25% |
| Major (4) | Lost time injury >30 Days / temporary disability | Prolonged interruption of services – additional resources; performance affected < 1 month | Substantiated, public embarrassment, widespread high impact on community trust, high media profile, third party actions | Non-compliance results in termination of services or imposed penalties to Shire/Officers | Significant damage requiring internal & external resources to rectify | Uncontained, reversible impact managed by a coordinated response from external agencies | \$100,001 – \$500,000 | Exceeds deadline by 20% of project timeline | Exceeds project budget by 35% |
| Extreme (5) | Fatality, permanent disability | Indeterminate prolonged interruption of services non- performance > 1 month | Substantiated, public embarrassment, widespread loss of community trust, high widespread multiple media profile, third party actions | Non-compliance results in litigation, criminal charges or significant damages or penalties to Shire/Officers | Extensive damage requiring prolonged period of restitution. Complete loss of plant, equipment & building | Uncontained, irreversible impact | More than \$500,000 | Exceeds deadline by 25% of project timeline | Exceeds project budget by 45% |

MEASURES OF LIKELIHOOD

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

RISK MATRIX

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

– End of Schedule

2.9 Annual Closure During Christmas Period

| | |
|--------------------------|---|
| Statutory context | Nil |
| Corporate context | 8.6 Leave – Award Entitlements. |
| History | Adopted 27 November 2019 Last reviewed 7 June 2021 |

Policy Statement

That the Administration Office, Works Depot, RW (Bob) Farr Memorial Library and Jessie House/Homecare Office operating dates during the Christmas period be closed at the end of normal business hours on Christmas Eve and reopen the day following New Year's Day, subject to the Chief Executive Officer ensuring that an emergency contact list is maintained for senior officers and key personnel and the closures being widely advertised prior.

Procedures

Advertising

At the beginning of December each year, an advertising plan be coordinated by the CEO's Office to widely advertise the closure periods for:

- Administration Office
- Works Depot
- RW (Bob) Farr Memorial Library
- Jessie House/Homecare.

Consider in the advertising plan, the closure dates of the Waste Management Facility and if there are alterations to kerbside rubbish collections during the Christmas/New Year period.

Processing of Leave

Staff are to apply for their required amount of leave utilising any accrued RDOs first and then any accrued Annual Leave. Employees with insufficient paid leave will be expected to take time off without pay.

Forms and Templates

FCEO001 Advertising Communications Plan Form

FCCS001 Application for Leave Form

– End of Policy

Notes

Section 3 - FINANCIAL MANAGEMENT

3.1 Purchasing

Statutory context Local Government (Functions and General) Regulations 1996 –
 - r.11A – purchasing policy required, and matters to be addressed

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

Policy Manual –

- Policy 3.2 – Regional Price Preference
- Policy 3.8 – Transaction Cards

Code of Conduct – Employees

Executive Instructions –

- 3.1 – Purchasing – Documentation
- 3.3 – Credit (Transaction) cards

History

| | |
|---------|---------------|
| Adopted | 26 April 2017 |
| Amended | 24 July 2019 |
| Amended | 26 May 2020 |
| Amended | 23 June 2021 |

Policy Statement

1. The following Council Policy Schedules are adopted, and form part of this Statement –
 - 3.1(a) – Purchasing Principles
 - 3.1(b) – Purchasing Thresholds
 - 3.1(c) – Regulatory Compliance
2. Where the goods or services are to be accessed from the WA Local Government Association Preferred Supplier Panel or State Government Common Use Agreement, compliance with Policy Schedule 3.1(b) Purchasing Thresholds, clause 1 is required.
3. Proposals for consultancies, works and services etc, to be provided on Shire managed sites are also to be assessed in accordance with –
 - Policy 9.1 WHS – Employees, Volunteers, Contractor and Visitors.
 - Executive Instructions issued by the CEO
 - WHS Contractor Handbook or associated documents.
4. A quotation is to be obtained and a purchase order is required to be issued, except for –
 - reimbursement of expenses incurred by a councillor or employee on approved Shire business, where receipts are provided or a statutory declaration is made
 - o eg: parking fees, taxi fares etc
 - non-contracted or non-contestable utilities (e.g. electricity, water, telephone),
 - regular or statutory expenses of a periodic nature (e.g. rates & taxes, insurance, licenses, superannuation, etc),
 - employee/elected member allowances.

- other payments as determined by the CEO in Executive Instruction.

Examples include –

- YMCA WA for payments for employee memberships per Council Policy
 - Credit Card purchases below \$1,500
 - All freight companies for delivery fees
 - Petty cash purchases
 - Store card purchases
 - Fuel card purchases
 - Regional Risk Coordinator Scheme by Local Government Insurance Services
 - Security and on-going alarm monitoring services.
5. A procurement is exempt from the need to obtain quotations and issue of a purchase order where a standing account has been established, as determined by the CEO in Executive Instruction.
 6. Insufficient quotations received
Where the required number of quotations have been sought from suppliers capable of meeting the requirements, but an insufficient number of quotations have been received, a quote may nevertheless be accepted if satisfied with all other aspects of the proposed purchase –
 - a) where the purchase is \$15,000 or more – by the CEO.
 - b) where the purchase is less than \$15,000 ex GST – by the CEO or relevant Executive Manager.
 7. Exceptional Circumstances
 - a) Under exceptional circumstances, where goods or services need to be purchased urgently and there is insufficient time to obtain quotations, the CEO may permit the required purchase, notwithstanding the thresholds and requirements of Schedule 3.1(b), subject to the purchase being less than \$250,000 ex GST. Unique value for money circumstances that preclude obtaining quotes must exist, such as –
 - it is opportunistic such as eliminating otherwise applicable costs, in the opinion of the CEO,
 - it enhances operational efficiency,
 - mitigates against risk etc. or
 - it is appropriate in the opinion of the CEO for continuity of previous works, services, or design.
 - b) Procurement under exceptional circumstances must be approved in advance by the CEO.
 - c) Schedule 3.1(b) Purchasing Thresholds and Requirements is suspended during a state of emergency declared in accordance with Emergency Management Act 2005, subject to –
 - (i) purchases are to be for goods or services required for the purposes of addressing a need arising from the hazard, or from the impact or consequences of the hazard, to which the state of emergency relates,
 - (ii) purchases of \$50,000 or over are to be approved by the CEO,
 - (iii) purchases of \$7,500 to less than \$50,000 are to be approved by the CEO or relevant Executive Manager.
 8. Purchase of road making materials (fill, rock, gravel, water etc) from a landowner is exempt from the requirement to obtain quotes.
 9. Any variations or extensions of contracts awarded are to be dealt with in accordance with Delegation 3.2 Contracts – Variations.
 10. This Policy applies to all purchasing and procurement activity, and is not limited to tendering.

– End of Policy

Notes

Approved purchasing limits assigned to employees are determined by the CEO.

Clause 7(c) is consistent with the Local Government (Functions and General) Regulations 1996 r.11(1A) and (3)(b)

Policy Schedule 3.1(a) – Purchasing Principles

The object of the Purchasing Framework is to –

- obtain quality goods and services that are judged to deliver the best value-for-money or be the most advantageous,
- provide compliance with the Local Government Act, 1995 and the Functions and General Regulations,
- deliver a best practice approach and procedures to internal purchasing for the Shire,
- ensure consistency for all purchasing activities that integrates within all the Shire operational areas.

1. Ethics & Integrity

All officers and employees of the Shire shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure fair and equitable treatment of all parties –

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money,
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire policies and Code of Conduct for Employees,
- purchasing is to be on a competitive basis in which all suppliers are treated impartially, honestly and consistently,
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements,
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed,
- any information provided to the Shire by a supplier shall be treated as commercial-in-confidence until such time as the purchase decision is made, and is not be released unless authorised by the supplier or relevant legislation, and
- consideration must be given to any Local Price Preference Policy adopted by Council.

2. Value for Money

Value for money is an overarching principle recognise by the Regulations, that allows the best possible outcome to be achieved for the Shire. Compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

What constitutes "value for money" or "most advantageous" considerations are to be itemised and detailed as part of evaluation.

An evaluation of the best value for money outcome for any purchasing should consider –

- all relevant whole-of-life costs and benefits (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal,
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality,
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history),
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable,
- continuity of supply or service, and particularly timeliness of any warranty service, emergency or maintenance/repair response, familiarity with works/conditions etc
- where a new or start up business makes a submission, the anticipated longevity of the business, its relevance to the region and if goods or service previously not available in the region.

Where a higher priced conforming offer is recommended, there should be clear benefits over lower priced conforming offers.

3. **Sustainable Procurement**

Sustainable procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services, and considerations must be balanced against value for money outcomes.

– End of Schedule

Policy Schedule 3.1(b) – Purchasing Thresholds and Requirements**1. Purchasing Thresholds**

The value of a purchase is not limited to the financial year when the purchase was initiated, but may be over several financial years depending on the procurement or type of contract.

Records – where required or obtained, the following are to be attached to the purchase order –

- a) Note of verbal specification and submission
- b) Specification required, assessment criteria set, summary of submissions, evaluation made

General purchasing thresholds –

Exemption from requirement to obtain quotations and issue a purchase order is contained in clause 4 and 5 of the Policy Statement.

| Anticipated Value of Purchase Excl. GST | Requirement | Documentation |
|---|--|---|
| Less than \$2,000 | Quotations not required for items of minor recurrent nature, such as groceries, stationery, hardware, mechanical, reticulation consumables etc Employee must be satisfied that the price is competitive | None |
| \$2,000 to less than \$7,500 | Seek at least two verbal quotations Written quotations recommended but not required | Required – - Note of quotations sought - Note of verbal quotations received Recommended – - Written quotations received |
| \$7,500 to less than \$15,000 | Seek at least two written quotations | Required – - Notes of quotations sought - Written quotations |
| \$15,000 to less than \$50,000 | Seek at least three written quotations | Required – - Notes of quotations sought - Written quotations received Recommended – - Written specifications - Assessment criteria - Evaluation panel |
| \$50,000 to less than \$250,000 | Seek at least three written quotations containing price and specification of goods and services | Required – - Notes of quotations sought - Written specification - Written assessment criteria - Written quotations received - Evaluation panel |
| \$250,000 and above | Conduct a public tender process or WALGA Preferred Supplier / State Government Common Use Agreement Refer to Council for decision unless prior delegation to CEO | Required – - Written specification - Written assessment criteria - Written quotations received - Evaluation panel |

WALGA Preferred Supplier or State Government Common Use Agreement thresholds –

| Less than \$250,000 | As per General threshold | As per General Thresholds |
|---------------------|--|---|
| \$250,000 and above | Seek at least three written quotations containing price and specification of goods and services. Refer to Council for decision unless prior delegation to CEO | Required – - Notes of quotations sought - Written specification - Written assessment criteria - Written quotations received - Evaluation panel |

Notes –

- Any work done under warranty / guarantee is not considered to be a purchasing activity, but is a part of the original contract / agreement to purchase. Any purchase order issued for warranty / guarantee work is to note this on the purchase order.
- Any work done outside of warranty / guarantee, even if it may affect warrant / guarantee, is a purchasing activity. Management of that risk is an administrative task, and may be a factor in a "value for money" consideration.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$250,000 threshold (excluding GST). If a decision is made to seek public tenders for contracts of less than \$250,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

WALGA Preferred Supplier or State Government Common Use Agreement

Policy 3.1 Purchasing Framework adopted by Council stipulates –

Where the goods or services are to be accessed from the WA Local Government Association Preferred Supplier Panel or State Government Common Use Agreement, compliance with Policy Schedule 3.1(b) Purchasing Thresholds, clause 1 is required.

2. Quotations / Submissions

The general principles relating to written quotations / submission are –

- An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- The request for written quotation should include as a minimum:
 - written specification
 - assessment criteria to be applied
 - price schedule
 - conditions of responding
 - validity period of offer
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

The Local Government Purchasing and Tender Guide produced by the Western Australian Local Government Association (WALGA) should be consulted for further details and guidance.

If it is not possible to get written quotations, a supplier's verbal "decline to quote" will be sufficient, and is required to be noted with details of date, and name of person who declined.

3. Specifications, Assessment Criteria and Evaluation

Applies to all procurements as determined by the thresholds in clause 1 –

- Where a specification is provided or required by clause 1 – What is required to be in the specification may include –
 - Details, format and request to be appropriate to the procurement

- How many / how much,
 - what size / power etc,
 - how fitted out,
 - standard / quality required,
 - type of construction,
 - where the work / product is to be delivered etc
- b) If a written specification has been issued the assessment criteria is to be included in the written specification.
- c) In any event, assessment criteria are to be determined prior to evaluation – How the submission is to be assessed and scored, and may include –
- Details and record to be appropriate to the procurement
 - Local provider or external
 - Standard of work, quality of item
 - Reliability, service, warranty
 - References
 - Price etc
- d) After close of submission period, evaluation is to be made based on the following– How the submission was actually assessed and scored –
- To what extent was each specification met,
 - How does submission measure against each criteria
 - Which score provides best value for money

Where required and prior to submissions being requested, the specifications for the procurement and the assessment criteria for determining the procurement are to be determined in writing –

- for quotations – by the purchasing employee, and approved by the relevant Executive Manager within their approved purchasing limits, otherwise by the CEO
- for tenders – by the purchasing employee, approved by the relevant Executive Manager, and authorised by the CEO under delegated power.

If required or appropriate, any Evaluation Panel is to be established prior to the request for submissions being with a mix of skills and experience relevant to the nature of the purchase. The Panel is to assess the submissions against the specifications set, the assessment criteria, value for money, local price preference and any other relevant matter.

– End of Schedule

Policy Schedule 3.1(c) – Regulatory Compliance**1. Tender Exemption**

In some instances public tenders or quotation procedures are not required, regardless of the value of expenditure. The permitted exemptions are stipulated in the Local Government (Functions and General) Regulations 1996 r.11.

2. Sole Source of Supply (Monopoly Suppliers)

- a) Procurement from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that –
- there must genuinely be only one source of supply
 - every endeavour to find alternative sources has been made,
 - written confirmation of this must be kept on file for later audit.
- b) The application of provision "sole source of supply" should only occur in very few cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.
- c) Purchase orders issued to a sole supplier are to be signed –
- where the purchase is \$10,000 or more – by the CEO.
 - where the purchase is less than \$10,000 ex GST – by the CEO or relevant Executive Manager.

3. Anti-Avoidance

The Shire shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$250,000, thereby avoiding the need to publicly tender.

4. Tender Criteria

- a) The CEO under delegated power shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

5. Receiving and Opening Tenders

- a) All tenders must be clearly marked, sealed and placed in the locked tender box until the official opening.
- b) When lodgement of tenders by email is permitted, the email is to be sent to a separate email inbox that remains unused until the close of the tender period.
- c) When tenders are opened there must be at least two employees present, or one local government employee and at least one person authorised by the CEO.

6. Tender Evaluation

- a) Evaluation is to be recorded against the specifications set and assessment criteria established. Reasons for the decision are to be recorded.
- b) Where required by Schedule 3.1(b) an evaluation panel will be established and include a mix of skills and experience relevant to the nature of the purchase.

7. Tender Acceptance

Unless authorised by Council, and delegation of acceptance has been made to a specific Committee or the CEO, all tenders and procurement over \$250,000 are to be presented to Council for decision.

8. Records Management

- a) All records associated with the procurement process must be recorded and retained. For a tender process this includes –
- Tender documentation, including specifications and assessment criteria,
 - Internal documentation,
 - Evaluation documentation,
 - Enquiry and response documentation,
 - Notification and award documentation.

- b) For a direct purchasing process this includes –
 - Quotation documentation, including any specification and assessment criteria
 - Internal documentation, such as evaluation etc
 - Purchase orders issued and requisitions.
- c) Record retention shall be in accordance with the minimum requirements of the State Records Act, and the Shire's internal records management policy.

– End of Schedule

3.2 Purchasing – Regional Price Preference

| | | | | | | | |
|--------------------------|--|---------|---------------|---------------|--------------|---------------|-------------|
| Statutory context | Local Government (Functions and General) Regulations 1996 – <ul style="list-style-type: none"> - r.24B – terms used - r.24C – authority to adopt a policy - r.24D – maximum % discount and maximum \$ value of discount permitted - r.24E – once prepared, Statewide notice is required, submissions invited, and if significant changes made, further Statewide notice - r.24F – Policy can't be adopted until after Statewide notice of adoption, and specified matters must be in the policy, and the policy must be included in tender specifications | | | | | | |
| Corporate context | Delegation 3.1 – Tenders – authority to set specifications, criteria, call, accept, vary Delegation 3.2 – Contracts - Variations Code of Conduct – Employees Executive Instructions – <ul style="list-style-type: none"> - 3.1 – Purchasing – Documentation - 3.3 – Credit (Transaction) cards | | | | | | |
| History | <table> <tr> <td>Adopted</td><td>26 April 2017</td></tr> <tr> <td>Last reviewed</td><td>24 July 2019</td></tr> <tr> <td>Last reviewed</td><td>7 June 2021</td></tr> </table> | Adopted | 26 April 2017 | Last reviewed | 24 July 2019 | Last reviewed | 7 June 2021 |
| Adopted | 26 April 2017 | | | | | | |
| Last reviewed | 24 July 2019 | | | | | | |
| Last reviewed | 7 June 2021 | | | | | | |

Policy Statement

1. The following Council Policy Schedules are adopted, and form part of this Statement –
 - Policy Schedule 3.2 – Regional Price Preference.
2. The Regional Price Preference applies to providers and suppliers –
 - a) established within the preference region,
 - b) based outside the preference region.
3. This Policy applies to all purchasing and procurement activity, and is not limited to tendering.

– End of Policy

Notes

Statutory requirement –

The Functions & General Regulations require –

- Statewide notice of proposed policy, amendment or revocation,
- public comment period of 4 weeks,
- submissions considered prior to adoption, and
- Statewide notice of adoption.

Advertised on 22 August 2019 (West Australian & Narrogin Observer)

Policy Schedule 3.2 – Regional Price Preference**1. Definitions**

price preference is the application of a discount to the price when comparing submitted prices only, so as to give a marginal advantage to a regional offer, and does not refer to the price that is to be accepted.

preference region is specified as the geographical area which comprises the whole of the Shires of Narrogin, Cuballing, Wickepin, Williams, Wagin and West Arthur.

regional tenderer as defined under the *Local Government (Functions and General) Regulations 1996 s 24B(2)* as a supplier that has been operating a business continuously out of premises within the region for at least 6 months and submits a tender for the supply of goods and/or services.

start up businesses means a business of less than 10 employees, which has commenced within the preceding 6 months prior to closing date of tender, or would be established specifically for the purposes of the tender.

regional content preference is the incentive for businesses/contractors outside the region to purchase goods, services and construction from within the region, but excludes travel and accommodation costs.

tenderer includes a new or start up business where the owner or provider has been resident of the region for at least 6 months.

2. Preference principles

The Shire will encourage local industry to do business with the Shire by providing incentive through the adoption of a regional price preference advantage in conjunction with standard evaluation considerations, and as part of usual procurement consideration.

The price preference will apply to suppliers who are based in, and operate from the preference region in relation to all purchasing by the Shire for the supply of goods and services and construction (building) services, unless specifically stated otherwise, providing they are competitive in regard to specification, service, delivery and price.

3. Start-up Businesses

Where a new or start up business having less than 10 employees makes a submission, the anticipated longevity of the business, its relevance to the region and if goods or service previously not available in the region, are to constitute a component of “value for money” or “most advantageous” considerations as per Function and General Regulations r.24D(3). Reasons are to be itemised, and detailed as part of the “value for money” evaluation in accordance with Policy Sch.3.1(a) – Purchasing Principles.

4. Regional business preference

This preference enables businesses/contractors within the preference area to claim a price preference for their whole bid, regardless of the origin of the labour or materials, as all labour and materials are deemed to be regional content.

The following levels of preference are to be applied to whole of contract for all purchasing under this provision –

| Reduction % to be applied to whole of purchase | Contract for | Maximum reduction value per purchase |
|--|--|--|
| 10% | Goods or services | \$30,000 |
| 5% | Construction (incl. building and roadworks etc) services | \$50,000 |

To qualify as a local business/contractor, a supplier must meet the following conditions –

- A permanent business location in the preference region for at least six (6) months. *Local Government (Functions and General) Regulations 1996* states that the 6 month calculation is based on the period prior to when the tender closes.
- Have permanent staff based in the preference region
- Management and delivery of the majority of the quotation / contract will be carried out from their business location in the preference region.

The price of the bids from the local businesses/contractors will be reduced / discounted for evaluation purposes only, by the percentage to the maximum value set out in this clause.

5. Regional Content Preference

Some businesses / contractors may be based outside the preference region, but utilise significant resources based in the preference region. This preference provides an incentive for businesses / contractors outside the preference region to purchase goods, services and construction from within the preference region.

The preference applies to the value of the goods, materials or services that are purchased from within the preference region, and are referred to as *Regional Content*.

The following levels of preference are to be applied to the portion of the proposal claimed / identified as the Regional Content portion of the contract for all purchasing under this policy –

| Reduction % to be applied to Regional Content only of purchase | Contract for | Maximum reduction value per purchase |
|---|--|--|
| 10% | Goods or services | \$30,000 |
| 5% | Construction (incl. building and roadworks etc) services | \$50,000 |

Regional content limitations for suppliers based outside the preference region are –

- a) some or all of the goods, materials or services are to be supplied from regional sources. The preference only applies to that part of the tender or quote that has been supplied from regional sources, which needs to be specified in the submission.
- b) businesses outside of the preference region who claim that they will use regional business in the delivery of the contract outcomes –
 - must stipulate who the regional provider will be and the value of the regional content, and
 - will be required as part of the contract conditions, to demonstrate that they have actually used the regional provider.

The price of the bids from the businesses/contractors using preference region content will be reduced for evaluation purposes and for that component of the bid only, by the amounts set out in above.

6. Scope

It should be noted that price is only one factor to be considered when the Shire assesses submissions. Accordingly, a regional submission where price is within the preference is not guaranteed of procurement, as the submission must also meet other relevant criteria, as per Policy 3.1 – Purchasing Framework.

– End of Schedule

3.3 Self-Supporting Loans

| | | |
|--------------------------|--|---------------|
| Statutory context | Local Government Act 1995 – | |
| | <ul style="list-style-type: none"> - s.6.20 – Power to borrow - s.6.21 – Restrictions on borrowing | |
| | Local Government (Financial Management) Regulations 1996 | |
| | <ul style="list-style-type: none"> - r.20 – When local public notice not required for exercise of power to borrow | |
| Corporate context | None | |
| History | Adopted | 26 April 2017 |
| | Last reviewed | 24 July 2019 |
| | Last reviewed | 7 June 2021 |

Policy Statement

1. A request to Council to raise a self-supporting loan will be considered only from community or not for profit organisations.
2. Each request will be considered on its merits, and the organisation may be asked to provide guarantors or other acceptable security.
3. In the event of Council agreeing to make funds available on a self-supporting basis, Council reserves the right to control and/or to carry out any of the following –
 - a) the preparation of plans and specifications for the proposed work,
 - b) the calling of tenders for the proposed work,
 - c) the preparation of the contract documents,
 - d) the letting of the contract,
 - e) sole supervision of the project,
 - f) sole authorisation of expenditure of funds for the project.

– End of Policy

Notes

3.4 Ex-Gratia Payments

| | | |
|--------------------------|--------------------------------------|---------------|
| Statutory context | None | |
| Corporate context | Delegation 3.12 – Ex-gratia payments | |
| History | Adopted | 26 April 2017 |
| | Last reviewed | 24 July 2019 |
| | Last reviewed | 7 June 2021 |

Policy Statement

1. The Shire exercises a predisposition against making ex-gratia payments.
2. All claims are to be referred to the Shire's insurers.
3. Exceptional circumstances may be referred to Council for consideration, noting that such a referral does not constitute likelihood of Council agreement.
4. When referring to Council, the report is to advise –
 - of all attempts to claim insurance, if applicable,
 - circumstances outside of the Shire or claimant's control, that may contribute to consideration of the claim.
5. Should Council agree to make an ex-gratia payment, the claimant is to be –
 - a) made an offer in writing,
 - b) advised –
 - the offer is without prejudice
 - does not constitute a precedent
 - does not imply admission of liability
 - c) required to confirm that no further claim will be made on the Shire in relation to the matter.
6. Only once (5) above is fully completed is payment to be made.

– End of Policy

Notes

3.5 Rates – Prize Eligibility

| | | |
|--------------------------|---------------------------|---------------|
| Statutory context | Local Government Act 1995 | |
| Corporate context | None | |
| History | Adopted | 26 April 2017 |
| | Amended | 24 July 2019 |
| | Amended | 23 June 2021 |

Policy Statement

1. In order to qualify for rates incentive prize, payment of rates must be processed prior to close of business hours on the due date.
2. Entry to the prize draw will not be allowed after this time and date in any circumstances.
3. The monetary value of the rates incentive prizes offered are to be determined in the relevant Budget.
4. The prizes are to be drawn by the elected head of Council within 2 weeks of the due date.
5. Those not eligible to participate, are –
 - a) ~~Key~~ Management Personnel as defined in Policy 1.10 Related Party Disclosures; and
 - b) State or Commonwealth Government agencies.

– End of Policy

Notes

3.6 Rating – Merger Parity Transition

| | |
|--------------------------|--|
| Statutory context | Local Government Act 1995 |
| Corporate context | Memorandum of Understanding – former Shire and Former Town of Narrogin |
| History | Adopted 26 April 2017 Last reviewed 7 June 2021 |

Policy Statement

1. Memorandum of Understanding

Council confirms the agreement of the Memorandum of Understanding made between the former Shire of Narrogin and former Town of Narrogin and signed in March 2015, and applying from the 2016/17 Budget as follows –

4.16 Rating – Parity Factor

It is agreed that to achieve parity of rating within the GRV and UV individual categories that –

- Calculation of the "parity factor" will be on the basis of a fixed base-line year of 2015/2016 using the principles outlined in the Proposed Merger Report of February 2014.
- The "parity factor" is to be applied to each rate category over an appropriate period, so that –
 - Equity in the New Entity is achieved for the GRV category, and
 - "Parity factor" for the UV category is calculated with the Shire of Wagin as the selected comparative Shire, and updated from the 2015/2016 Budgets.
- After application of the "parity factor", the "natural increase" that is generally consistent across all rates categories and type be applied only to the extent necessary to meet budget requirements.
- The parity factor does not necessarily mean equality of rate in \$, but what is considered to be a reasonable and appropriate level considering access to amenities, facilities used and services provided.
- A Joint Merger Policy is to be prepared for the calculation of parity factor increase for each rate category and is to take into account that –
 - The % rates quoted on the Report and below are referenced to the Comparison Year, and are to be considered as indicative,
 - The % rate referenced to the Base Line Year is to provide for the annual cumulative effect over the period phased in.
- The concepts of "parity factor" and "natural increase" are to be used as the methodology to calculate a cumulative rate in \$ for each individual prescribed attribute/zoning for which a differential rate/\$ is to apply, and not implemented as a two tier differential rate in \$.

| Report Comparison Year 2013-2014 | | Base-Line Year 2015/2016 |
|---------------------------------------|------------------------------|--|
| Annual Parity Factor Over 10 Years | | Annual Parity Factor Over 10 Years |
| 3.9% | UV – Rate in \$ | To be re-calculated and inserted once 2015/2016 Budgets adopted by – - Shire of Narrogin - Town of Narrogin - Shire of Wagin |
| 7.8% | UV – Minimum | |
| 10.5% | GRV – Rate in \$ | |
| 7.8% | GRV – Minimum | |
| 3.3% | GRV – Rural Townsite Minimum | |

4.17 Rating – Unimproved Values

- Unimproved rates should be increased –
 - Annually, by the parity factor as calculated for Base Line Year in 4.16 above,

- The factor as calculated at that date, together with any natural increase annually, is intended to be applied equally over a period of 10 years,
 - b) The parity factor is set from the 2015/2016 calculation and is not designed to achieve the same rate in \$ with the Shire of Wagin either annually or at the end of the 10 year period.
- 4.18 Rating – Gross Rental Values
- a) Differential rating provisions will be utilised to phase in and maintain, an equitable level of rating across the New Entity.
 - b) As a new Local Planning Scheme will apply the same zoning to land in the Shire as in the Town, Governor's Orders should include the capacity for differential rating on the basis of location in the former Shire or former Town, should the New Entity choose to exercise this option.
 - c) It is agreed that the provisions of the Financial Management Regulation r.52A(2) should be used for the five years permitted to achieve 50% of the calculated "parity gap".
 - d) Subject to any Governor's Order issues pursuant to clause 4.16(1), it is further agreed that following the 5 year period permitted by Financial Management Regulation r.52A(2), the differential rating provisions in the Act should be used for a further 5 year period to address the remainder of the "parity gap".
 - e) The intent of differential rating of GRV properties is to phase in rate increases of similarly zoned land –
 - Annually, by the parity factor as calculated for Base Line Year in 4.16 above,
 - The factor as calculated at that date, together with any natural increase annually, is intended to be applied equally over a period of 10 years,

2. Parity Factors

Parity factors calculated in May 2016 for properties in the former Shire of Narrogin, in accordance with the MOU and used for differential rating in 2016/2017 Budget –

| Annual Parity Factor - Compounding % Increase | 2015/2016 Rate/\$ | 2015/2016 Target Rate/\$ | Total Parity % Increase | Years for phase in | Annual Increase - Compounding % |
|--|----------------------|-----------------------------|----------------------------|-----------------------|---|
| Unimproved Value | 0.005500 | 0.007545 | 37.2% | 10 | 3.21% |
| Minimum | 590.00 | 1,006.00 | 70.5% | 10 | 5.48% |
| Gross Rental Value | 0.051500 | 0.10057 | 95.3% | 10 | 6.92% |
| Minimum | 590.00 | 1,006.00 | 70.5% | 10 | 5.48% |
| Minimum – Rural Townsite (75%) | 590.00 | 754.50 | 27.9% | 10 | 2.49% |

– End of Policy

Notes

Memorandum of Understanding

The MOU signed in March 2015 formed the foundation of the agreement between the former Shire and the former Town. A critically important component of that agreement was the process for achieving rating equitability between the two former local governments, as outlined above.

Parity Factor

As per the MOU, the parity factor was recalculated on the basis of the 2015/2016 rate increases of the relevant local government, and incorporated into the calculation of the differential rating proposal put to the Town of Narrogin Council on 10 May 2016, advertised in accordance with the Governor's Order and subsequently adopted.

Note – 2015/16 Unimproved Value Target Rate/\$ is that of Shire of Wagin as per MOU

3.7 Investments

Statutory context

Local Government Act 1995 –

- s.6.5(a) – Chief Executive Officer duty to ensure that proper accounts and records of the transactions and affairs are kept in accordance with regulations.
- s.6.9(2) – interest on monies held in Trust is to be applied to the purpose of the monies held
- s.6.14 – money held in trust may be invested under *Trustees Act 1962* Part III

Local Government (Financial Management) Regulations 1996 –

- r.8 – money from different accounts may be placed in a common investment
- r.19 – control procedures for investments required
- r.19C – restrictions on investments prohibited –
 - o deposits with institutions not authorised
 - o fixed term of more than 12 months
 - o bonds not guaranteed by Commonwealth State or Territory
 - o bonds with maturity term more than 3 years
 - o foreign currency

Banking Act 1959 (Commonwealth)

- s.5 – definition of *authorised deposit taking institution*
- s.9(3) – authority to carry on a banking business

Trustees Act 1962 –

- Part III - Investments

Western Australian Treasury Corporation Act 1986

Corporate context

Delegation 3.10 – Investments

History

| | |
|---------------|-------------------|
| Adopted | 26 September 2018 |
| Amended | 24 July 2019 |
| Last reviewed | 7 June 2021 |

Policy Statement

1. Approval to invest

Surplus funds to immediate requirements may be deposited into an authorised institution, in accordance with *Local Government (Financial Management) Regulations 1996* r.8, 19 and 19C.

2. Prudent Person Standard

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

3. Ethics and Conflicts of Interests

Employees shall refrain from personal activities that would conflict with the proper execution and management of the local government's investment portfolio. The Department of Local Government Sporting and Cultural Industries Guidelines No.1 "*Disclosure of Interests Affecting Impartiality*" and No.21 "*Disclosure of Financial Interests in Returns*" provide guidance for

recognising and disclosing any conflict of interest. Any independent advisors are required to disclose any actual or perceived conflicts of interest.

4. Approved Investments

Investments may only be made with authorised institutions as follows –

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

5. Prohibited Investments

Investments which are not allowed are as follows –

- deposits with an institution except an authorised deposit-taking institution in accordance with the *Banking Act 1959*;
- deposits for a fixed term of more than 12 months;
- stand-alone securities issued that have underlying futures, options, forward contracts and swaps of any kind; or
- are in a foreign currency.

6. Professional Advice

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

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

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

7. Investment Funds

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

8. Risk Management Guidelines

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

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

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

Portfolio Credit Framework

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

| S&P Long Term Rating | S&P Short Term Rating | Direct Investment Maximum |
|----------------------|-----------------------|---------------------------|
| AAA | A-1+ | 100% |
| AA | A-1+ | 100% |

| | | |
|-----|-----|-----|
| A | A-1 | 60% |
| BBB | A-2 | 20% |

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

Counterparty Credit Framework

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

| S&P Long Term Rating | S&P Short Term Rating | Direct Investment Maximum |
|----------------------|-----------------------|---------------------------|
| AAA | A-1+ | 50% |
| AA | A-1+ | 50% |
| A | A-1 | 20% |
| BBB | A-2 | 10% |

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

Term to Maturity Framework

The investment portfolio is to be invested within the following maturity constraints –

| Investment type | Term to Maturity |
|--|------------------|
| Authorised Deposit-taking Institution Deposits | < 12 months |
| State/Commonwealth Government Bonds | < 3 years |

9. Reporting and Review

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

– End of Policy -

Notes

The Local Government Act requires that money invested under the Trustees Act comply with the Regulations.

3.8 Transaction Cards

| | | |
|-------------------|---|-------------------|
| Statutory context | <i>Local Government Act 1995</i> – | |
| | <ul style="list-style-type: none">- s.6.5(a) – Chief Executive Officer duty to ensure that proper accounts and records of the transactions and affairs are kept in accordance with regulations. | |
| | <i>Local Government (Financial Management) Regulations 1996</i> – | |
| | <ul style="list-style-type: none">- r.5, the Chief Executive Officer's duties to ensure efficient systems and procedures are established for the proper authorisation of incurring of liabilities and the making of payments.- r.11(1)(a) and (2) – requirement to develop procedures that ensure effective security for the authorisation and payment of accounts and for the authorised use of payment methods, including transaction cards. | |
| Corporate context | Policy 3.1 – Purchasing Framework | |
| | Code of Conduct – Employees | |
| | Executive Instruction 3.3 – Transaction Card Procedures | |
| History | Adopted | 26 September 2018 |
| | Amended | 24 July 2019 |
| | Amended | 23 June 2021 |
| | Amended | 28 July 2021 |

Policy Statement

All cardholders must have the authority of the Chief Executive Officer to commit Council to expenditure.

1. Definitions

Cardholder means an employee who has been authorised by the Chief Executive Officer to incur expenditure by means of a transaction card.

Transaction Card means a card facility (which may include; credit, debit, store, parking, cab-charge and fuel cards) approved for use in lieu of cash transactions, to incur expenditure for goods and services for the purposes of the Shire of Narrogin business activities only in accordance with relevant Shire policies.

2. Determining When Transaction Card Facilities are Appropriate

- a) Transaction Card facilities may be implemented and maintained where the card facility provides benefit to the Shire of Narrogin operations by ensuring –
 - i) goods and services can be obtained in a timely and efficient manner to meet the business needs of the Shire;
 - ii) financial management and accounting standards are met; and
 - iii) purchasing and payment functions are secure, efficient and effective.
- b) Transaction card facility providers will only be acceptable where, in the opinion of the Chief Executive Officer, they –
 - i) provide appropriate and sufficient statement, administration and acquittal controls that enable the Shire to sufficiently administer the facility; and
 - ii) provide the Shire with protection and indemnification from fraudulent unauthorised transactions.

3. Management Oversight

The Chief Executive Officer shall determine and implement systems and procedures that are adequate to ensure –

- a) assessment and selection of transaction card facilities suitable to the efficient and effective operations of the Shire;
- b) authorisation and appointment of suitably eligible cardholders;
- c) cardholder duties and responsibilities are documented; and
- d) cardholders provided with training; and
- e) monitoring and auditing of transactional card activities is planned and reported.

4. Reporting

The Chief Executive Officer will ensure that acquitted transaction statements for each transaction card facility are provided to Council as part of the monthly financial reporting regime.

5. Misuse, Misconduct and Fraudulent Use

- a) Any alleged misuse of transaction cards will be investigated, and may be subject to disciplinary procedures.
- b) Where there is reasonable suspicion of misconduct or fraudulent activity arising from transaction card facilities the matter will be reported to the appropriate regulatory agency, subject to the requirements of the *Public Sector Management Act 1994* and the *Corruption, Crime and Misconduct Act 2003*.

6. Principles for usage – Allowable transactions

- a) Transaction card facilities may only be used where –
 - i) the expenditure is directly arising from a Shire operational business activity for which there is an Annual Budget provision;
 - ii) the expenditure is in accordance with legislation, the Shire Purchasing Policy, Code of Conduct for Employees and any conditions or limitations applicable to the individual Cardholder.
 - iii) the procurement of the required goods or services is impractical or inefficient if undertaken via a purchase order or is not able to be obtained other than by a transaction card;
 - iv) supplier surcharges (fees) on transactions are minimised and only allowable where the alternative method of obtaining the supply (i.e. by purchase order) is more onerous, not cost effective or there is no alternative mode of supply.
 - v) hospitality expenditure may only occur when it is in accordance with any Shire Hospitality Policy or is undertaken with the express permission of the Chief Executive Officer.
 - vi) official travel, accommodation and related expenses may only occur in accordance with Shire policies and procedures;
 - vii) a sufficient record of each transaction is obtained and retained in the local government record.
- b) Allowable transaction modes include –
 - i) in-person and over the counter retail purchases;
 - ii) telephone or facsimile purchasing;
 - iii) mail order purchasing and subscriptions;
 - iv) internet purchasing.

7. Principles for usage – Prohibited transactions

- a) The Shire prohibits the use of transaction card facilities for –
 - i) cash advances;
 - ii) incurring expenses which are personal or private (i.e. any expenditure which is not an approved local government activity);
 - iii) making deposits onto the card, whether to offset misuse or otherwise;
 - iv) incurring capital expenditure;
 - v) incurring expenditure for goods or services which are subject to a current supplier contract;
 - vi) incurring expenses which are not in accordance with legislation, the Shire's Purchasing Policy, the Annual Budget and / or the conditions or limitations relevant to the individual cardholder;
 - vii) Apart from approved credit cards, expenses cannot be incurred for which another transaction card is the approved facility;
 - viii) splitting expenditure to avoid compliance with the Purchasing Policy or to negate limits or conditions applicable to the Cardholder; and
 - ix) incurring expenses for the primary purpose of obtaining personal advantage through the transaction (i.e. membership or loyalty rewards).
- b) For clarity, elected members are prohibited from using Shire transaction cards as the *Local Government Act 1995* does not provide authority for an elected member to incur liabilities on behalf of the local government. The Act limits local governments to only paying elected member allowances and reimbursing elected member expenses.

8. Cardholder duty of care and responsible use obligations

- a) A cardholder is required to –
 - i) keep the transaction card and access information in a safe manner; protected from improper use or loss.
 - ii) only use the transaction card for allowable purposes and not for prohibited purposes.

- iii) obtain, create and retain local government records that evidence transactions.
- iv) acquit the reconciliation of transaction card usage in the required format and within required timeframes. The onus is on the cardholder to provide sufficient detail for each transaction to avoid any potential perception that a transaction may be of a personal nature.
- v) return the transaction card to the Shire before termination of employment, inclusive of reconciliation records.
- vi) reimburse the Shire the full value of any unauthorised, prohibited or insufficiently reconciled expenditure.
- vii) Comply with all cardholder responsibilities as outlined by the card provider.
- b) Benefits obtained through use of a transaction card (i.e. membership or loyalty rewards) are the property of the Shire and may only be used for Shire business purposes. Such benefits must be relinquished by the cardholder to the Shire. Under no circumstances may such benefits be retained as a personal benefit.

9. Transaction evidence

- a) A sufficient transaction record must include the following minimum information –
 - i) invoice and / or receipt that includes; the date, company name, address, ABN, amount and any GST amount included;
 - ii) where an invoice and / or receipt cannot be obtained, the cardholder must provide a signed statement, detailing the nature of the expense and sufficient information to satisfy the requirements of subclause (i) above.
 - iii) approval of the expense in (ii) above is to be referred to the Chief Executive Officer for a decision.
- b) Where a transaction card is used to incur an expense for hospitality, the transaction record must include for the purposes of Fringe Benefits Tax calculations and probity –
 - i) the number of persons entertained;
 - ii) the names of any employees in that number; and
 - iii) the purpose of providing the entertainment or hospitality.

10. Card Reconciliation Procedures

- a) Card statement accounts will be issued to the relevant cardholder who will, within 7 days, acquit the transactions on the account.
- b) Transactions will be supported by a GST invoice stating the type of goods purchased, amount of goods purchased and the price paid for the goods. The receipt shall meet the requirements of the *Goods and Services Tax Act 1999* to enable a GST rebate to be applied.
- c) Transactions shall be accompanied by a job number for costing purposes.
- d) Should approval of expenses be refused by the Chief Executive Officer recovery of the expense shall be met by the cardholder.
- e) The cardholder shall sign and date the card statement with supporting documentation attached stating all expenditure is of a business nature.

11. Disputed Transactions

- a) The Shire is responsible for paying all accounts on the monthly card statement and the bank processes a direct debit from Council's operating bank account for such.
- b) When a Cardholder believes that charges are incorrect they should first contact the supplier to determine the causes of the discrepancy and if necessary the Creditors Officer will notify the bank in writing.
- c) Any amounts in dispute must be highlighted on the copy of the Cardholders statement and a copy of the written notification to the bank attached.

12. Cancelled Cards

- Cancellation of a Card may be necessary where the –
- a) cardholder changes job function within the local government;
 - b) cardholder terminates employment with local government;
 - c) the employment of the Cardholder is terminated;
 - d) card is no longer required;

- e) cardholder has not adhered to set procedures;
- f) misuse of the Card; or
- g) other sufficient reason in the opinion of the CEO.

13. Review of Card Use

All receipts and documentation will be reviewed and any expenses that do not appear to represent fair and reasonable business expenses shall be referred to the Chief Executive Officer for a decision.

14. Procedures for Lost, Stolen and Damaged Cards

- a) The cardholder must formally advise the Executive Manager Corporate & Community Services of the loss or theft without delay.
- b) The loss or theft of a transaction card must be reported to the card provider as a matter of priority.
- c) Advice of a damaged card is to be provided to the Executive Manager Corporate & Community Services who will arrange a replacement.

15. Additional Cardholders

- a) The Chief Executive Officer is the primary cardholder for the Shire and may authorise additional cardholders within the Shire's approved total credit limit.
- b) Individual transaction card limits are as approved by the CEO.

16. Cardholder Agreement

- a) The Cardholder Agreement is as determined by the CEO.
- b) Failure to comply with any of these requirements could result in the card being withdrawn from the employee.
- c) In the event of loss or theft through negligence or failure to comply with the Shire of Narrogin Card Policy any liability arising may be passed on to the cardholder.

17. Consequences of Non-Compliance

Failure to comply with the Delegations, Policy or Executive Instructions may result in disciplinary action up to and including termination of employment.

– End of Policy

Notes

3.9 Complaints Management

Statutory context N/A

Corporate context

Policy Manual

1.1 – Code of Council

Code of Conduct for Employees

| | | |
|----------------|---------|------------------|
| History | Adopted | 20 December 2018 |
| | Amended | 24 July 2019 |
| | Amended | 23 June 2021 |

Policy Statement

Objectives

1. To develop a structured systematic approach to dealing with complaints received by the Shire of Narrogin from external persons.
2. To assure the community that complaints may be made without fear of recrimination and that all complaints will be promptly dealt with and a (written if required) response will be given setting out the answer to the complaint providing reasons, where appropriate.
3. To have complaints dealt with efficiently by an appropriate employee with minimal referral.
4. To use complaints statistics to improve the effectiveness and efficiency of Shire operations.

Definition

5. A complaint is –
 “an expression of dissatisfaction made to or about an organization, related to its products, services, staff or the handling of a complaint, where a response or resolution is explicitly or implicitly expected or legally required”
 (as defined by the AS/NZS 10002-2014 *Guidelines for Complaint Management in Organisations*).

Policy

6. The Shire of Narrogin recognises the right of its customers to make complaints about services or service delivery, and will make it a priority to address those complaints and rectify unsatisfactory consequences.
7. The Council and its staff will be open and honest in its dealings with customers.
8. When unable to satisfy the complaint, an explanation will be provided in “plain English” why, for legislative/legal reasons, cost constraints or some other matter beyond its control, it is unable to act in accordance with a complainant’s request.
9. The Shire recognises that good complaints handling is an integral part of customer service and provides an effective way of reviewing performance and monitoring standards.
10. The Shire may determine to take the following courses of action –
 - a) take no further action and advise the complainant of the reason/s;

- b) determine the complaint by use of appropriate strategies such as, but not limited to, mediation, informal discussion or negotiation;
- c) discontinue the assessment in circumstances where it becomes evident that the matter would be referred to another body or person and advise the complainant accordingly.

Confidentiality

- 11. Complainants have the right to expect that their privacy will be respected when making a complaint or having a complaint investigated. Personal information related to the complaint will be kept confidential in accordance with the *Freedom of Information WA Act 1992*.
- 12. All complaints are treated confidentially, unless required by law or the complainant provides their permission to release information.
- 13. A complaint against an employee is considered confidential under the *Freedom of Information Act 1992* and the complainant will not be advised of the outcome, unless required by law.

Application

- 14. Complaints that are to be dealt with under this policy include, but are not necessarily limited to, expressions of dissatisfaction regarding –
 - a) decisions made by Council or staff;
 - b) inappropriate behaviour of staff or members such as rudeness, discrimination or harassment;
 - c) the standard of works or services provided by the local government;
 - d) the standard or condition of a facility provided by the local government; and
 - e) failure of the local government to comply with the Local Government Act, Council policies, local laws and other laws administered by the local government.
- 15. The following issues are not regarded as complaints and will not be dealt with under this policy –
 - a) requests for services;
 - b) compliance enforcement action;
 - c) a civic dispute between private individuals;
 - d) a petition;
 - e) requests for information or explanations of policies and/or procedures;
 - f) the lodging of a formal objection or appeal in accordance with the Local Government Act and other Acts or in accordance with Council policies or standard procedures; and
 - g) the lodging of a submission in response to an invitation for comment.
- 16. Complaints regarding elected members are to be directed to the CEO who is responsible for the initial investigation and administrative responses. Matters that may require disciplinary action are to be referred to the Shire President and dealt with under the Policy 1.1 Code of Conduct.
- 17. Complaints from Councillors, the Ombudsman, the Local Government Department or from Members of Parliament shall be referred to, and dealt with by, the CEO unless the complaint relates to the CEO whereupon the complaint will be dealt with by the Shire President.

Guidelines

- 18. Any person or their representative can lodge a complaint.

19. Complaints will be accepted in writing, in person, by facsimile transmission, by email or by telephone. If a verbally received complaint alleges a criminal offence, corruption or other serious matter, the receiving employee is to advise the complainant that the matter must be submitted in writing.
20. Complainants are to be advised that anonymous complaints may not be processed as it is possible that they may be mischievous or vexatious. Depending on the nature of the complaint, it will be at the discretion of the receiving employee to act or refer the complaint or not to deal with the complaint.
21. When any complaint is made, other than a complaint referred to in clauses 16 or 17, the designated receiving employee shall, within the limit of their authority, attempt to satisfy the complainant as soon as possible. If a complainant cannot be satisfied immediately, or on the same day, the designated receiving employee shall immediately issue to the complainant a written acknowledgement of the complaint and if need be, refer to the complaint and a copy of the acknowledgement to a senior employee, or the CEO, as is appropriate, for investigation and determination of the complaint.
22. The standard response times when dealing with complaints are those in the Customer Service Charter.
23. Where a complainant is advised of a likely delay to the handling of the complaint and the complaint is not finalised within a reasonable period of time, the complainant is to be provided with status reports from time to time until the complaint is satisfied.
24. The CEO shall establish and maintain an appropriate record of all complaints. The record will provide the following –
 - a) nature of each complaint;
 - b) services or facilities about which the complaints are made;
 - c) outcomes; and
 - d) other relevant information.
25. The designated receiving employee of any complaint shall be responsible for ensuring that all details pertaining to the complaint are recorded in the system established under clause 24.

Outcomes

26. Where a complaint has been investigated and found to be justified, the relevant employee who dealt with the complaint will ensure that the remedy is carried out, will advise the complainant that the Shire does acknowledge substance in the complaint and the specific action that will be taken by the Shire to respond to the circumstances of the complaint. The employee will, if appropriate, make follow-up contact with the complainant to ensure that the complaint has been resolved satisfactorily.
27. Where a complaint may identify the need for a review of procedures to prevent re-occurrences, relevant staff are to implement any required changes which they feel appropriate. If the matter cannot be easily remedied by the employee, he or she must liaise with his/her Manager or the CEO to agree on a course of action.
28. Where the complaint identifies a need for a change of Council policy in a particular area or a need for additional resources, the matter shall be referred to Council as early as practicable.
29. Where appropriate or necessary, the CEO or relevant Executive Manager may refer the complaint to an external agency having jurisdiction in the matter.

Dealing with unreasonable complainant conduct

30. An unreasonable complainant is defined as the following –

- a) a rude, angry and harassing customer;
- b) an aggressive customer;
- c) habitual or obsessive behaviour which may include –
 - i) cannot 'let go' of their complaint;
 - ii) cannot be satisfied despite the best efforts of the Shire;
 - iii) makes unreasonable demands on the local government where resources are substantially and unreasonably diverted away from its other functions or are unfairly allocated.

31. The Shire may restrict, withhold or withdraw the provision of service to unreasonable complainants by taking one of the following actions –

- a) require the complainant to make an appointment to meet with employees;
- b) limit all future dealings to writing;
- c) only respond to future correspondence which provides significant new information about the complaint or raises new issues which the Shire believes warrant fresh action; and
- d) direct all contact to be through a specific employee or area.

32. The decision to determine an unreasonable complainant or to restrict, withhold or withdraw contact with the Shire will only be made by the Chief Executive Officer.

– End of Policy

Forms and Templates

[FCE0029 Customer Service Charter](#)

Notes

Refer

- SynergySoft Records System File No 13.5.2 Complaints
- Compliance & Governance Calendar – Annual Task of the CEO

3.10 Portable and Attractive Assets

| | |
|--------------------------|--|
| Statutory context | Local Government (Financial Management) Regulations 1996 – <ul style="list-style-type: none"> - r.17A(5) – assets to be excluded from asset register if fair value at date of acquisition is under \$5,000 - r.17B – CEO to take steps to protect excluded portable and attractive assets Local Government (Audit) Regulations 1996 – <ul style="list-style-type: none"> - r.17(1)(b) – CEO to review internal controls - r.17(2) – review is to be undertaken at once every 3 financial years |
| Corporate context | Delegations Register – <ul style="list-style-type: none"> - 3.3 – Disposing of property, and impounded, confiscated or uncollected goods Policy Manual – <ul style="list-style-type: none"> - 3.1 – Purchasing - 3.11 – Significant Accounting Policies - 12.11 – Asset Management Executive Instruction <ul style="list-style-type: none"> - 3.6 – Purchase of Telephones, Software/Hardware and Electronic Equipment |
| History | Adopted 24 July 2019 Amended 23 June 2021 |

Policy Statement

1. Statement

Portable and attractive assets are to be recorded in a format approved by the CEO, in order to –

- be safeguarded against theft, fire and loss,
- enable the physical control of high risk, low value acquisitions,
- ensure that losses resulting from such items are minimised; and
- ensure that the Shire does not incur significant costs in terms of managing low risk, low value items.

2. Scope

This policy applies to all items –

- that are portable and attractive with an acquisition value less than the asset recognition threshold for non-current assets and where the item satisfies all of the following criteria –
 - portable – that is, the item can be easily moved between locations by one person; and
 - attractive - by its nature (size, utility, marketability) is susceptible to theft or loss; and
 - valued at, or within the Shire's portable and attractive asset recognition thresholds.
- items defined as a portable and attractive asset –
 - purchased by the Shire, irrespective of the funding source and
 - includes items gifted or donated to the Shire.

3. Thresholds

- The threshold's for portable and attractive assets to be recorded are –

| Category | Threshold ex GST |
|--|------------------------------|
| Information technology / electronic devices <ul style="list-style-type: none"> - cameras, video & audio equipment - mobile phones - laptop computer, tablets, printers etc - GPS devices - other items as determined by the CEO | \$500 to less than \$5,000 |
| General equipment and items <ul style="list-style-type: none"> - power tools, chainsaws etc - trade equipment - floating plant / loose tools - road counters / traffic classifiers - other items as determined by the CEO | \$1,000 to less than \$5,000 |

- b) All costs for portable and attractive items is to be expensed using the appropriate account as determined by the chart of accounts.

4. Assets \$5,000 ex GST and over

Assets having a fair value of \$5,000 ex GST or more at date of acquisition, are to be capitalised in accordance with Policy 12.11 Asset Management and relevant Significant Accounting Policies.

5. Exclusion

- Items valued at less than the approved portable and attractive asset thresholds are not considered portable and attractive assets and therefore should not be recorded.
- Items as determined by the CEO in Executive Instruction that are –
 - to be fixed to vehicles, buildings etc (eg: two way radios), or
 - otherwise determined.

6. Recording

- To facilitate effective internal control over these items, each item will be individually registered and maintained in the approved format by the Manager Corporate Services.
- Where possible, each item will be uniquely identified and an individual custodian who, due to their ability to directly exercise control over the item, will be responsible for the safe custody of the item.
- Purchases will be captured via the purchasing system and acquisition cost, acquisition date, description fields, serial number, item custodian and any other relevant details are to be recorded within the appropriate register.
- Portable and attractive items are removed from the register when they are disposed of (e.g. due to being obsolete, surplus or damaged beyond repair) or identified as lost or stolen.

7. Stocktake

- Each Executive Manager, in consultation with the Manager Corporate Services, is responsible for ensuring that a stock take of all registered portable and attractive items within their jurisdiction is carried out on a regular basis, but at least every three years.

- b) In addition, all registered portable and attractive items will be subject to spot audits on a periodic basis by the Executive Manager Corporate and Community Services or their delegate, to ensure that adequate control over these items has been maintained.
- c) Audits may take the following form –
 - in conjunction with tag and testing
 - recognition of existence through regular servicing/maintenance schedules
 - include a condition rating
- d) Outcomes of the stocktake will be reported to the EMCCS, highlighting those items identified as lost, stolen or unaccounted for in detail, and advised to the relevant Executive Manager and Manager Corporate Services.

8. Reporting

A report will be produced at least every three years for each Executive Manager –

- a) outlining the staff who are noted as custodians of portable and attractive items,
- b) the last time the item was part of a stocktake and where applicable,
- c) the condition of the item.

9. Disposal of Portable and Attractive Items

Disposal of Portable and Attractive Items will be undertaken in accordance with Delegation 3.3 Disposing of property, and impounded, confiscated or uncollected goods.

10. Stocktake

A stocktake of portable and attractive items within a Department is to be undertaken –

- (a) at the time fair value is being assessed for assets of that class.
- (b) within 1 month of being directed to be undertaken by –
 - (i) CEO;
 - (ii) Executive Manager Corporate and Community Services for any area of Shire operations; or
 - (iii) Executive Manager for the relevant Department.

Procedures

Executive Instruction 3.6 – Purchase of Telephones, Software/Hardware and Electronic Equipment

Forms and Templates

None

– End of Policy

Notes

Shire of Narrogin Artwork Collection in Smartsheet link is here: [Shire of Narrogin Artwork Collection Register - Smartsheet.com](#)

Stocktake, for the purposes of this policy, requires that the asset/s be physically sighted and counted, and reconciled to the records held.

3.11 Significant Accounting Policies

| | |
|--------------------------|--|
| Statutory context | Local Government Act 1995 |
| | Local Government (Financial Management) Regulations 1996 |
| | Australian Accounting Standards |

| | |
|--------------------------|-----------------------------|
| Corporate context | Annual Budget |
| | Annual Financial Statements |

| | | |
|----------------|---------|--------------|
| History | Adopted | 24 July 2019 |
| | Amended | 23 June 2021 |

Policy Statement

- The accounts of the Shire of Narrogin are to be kept in accordance with –
 - legislative requirements;
 - Australian Accounting Standards and the instructions of the Australian Accounting Standards Board, and
 - as required by the auditor.
- Significant Accounting Policies as used throughout the year in accordance with clause 1 are confirmed by the adoption of the Annual Financial Statement by Council.

Procedures

Monthly Financial Instructions – Assets

Forms and Templates

~~Asset Acquisition Blank 2018-19~~

~~Asset Disposal Blank 2018-19.~~

Nil

– End of Policy

Formatted: Font: Not Italic

Notes

3.12 COVID 19 Financial Hardship ~~(Repealed)~~

| | |
|--------------------------|--|
| Statutory context | Local Government Act 1995 Local Government (Financial Management) Regulations 1996 Local Government (COVID19 Response) Order 2020 (SL 2020/57) |
| Corporate context | Delegations Register – 3.6 – Sundry and rates debtors – recovery and agreements 3.7 – Write-off of sundry and rates debtors Executive Instructions – 3.4 – Debt recovery – Rates debtors 3.5 – Debt Recovery – Sundry debtors Strategic Community Plan 2017-27 – Objective 4 – Civic Leadership – Continually enhance the Shire's organisational capacity to service the needs of a growing community' Strategy 4.1.2 – Continue to enhance communication and transparency |

| | | |
|----------------|---------------------|--------------------------|
| History | Adopted | 28 July 2020 |
| | Repealed | 26 April 2023 |

Policy Statement**~~1. Purpose~~**

- ~~a) The Shire recognises the likelihood that COVID-19 will increase the occurrence of financial hardship and vulnerability in our community.
The purpose of this policy is to ensure that the Shire administration provides fair, equitable, consistent and dignified support to debtors suffering hardship, while treating all members of the community with respect and understanding at what is a difficult time.~~
- ~~b) This Policy will remain in place until such time as the COVID19 pandemic order is revoked.~~

~~1. Scope~~

- ~~) This policy is intended to apply to all debtors experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner, etc., and is applicable to –
 ~~) outstanding rates and service charges as at the date of adoption of this Policy;~~
 ~~) rates and service charges levied for the 2020/21 financial year; and~~
 ~~) outstanding debts as at the date of adoption of this policy.~~~~
- ~~) To avoid any doubt, to the extent of any incontinency existing during the duration of this Policy, it overrides the existing permanent Executive Instructions –
 ~~) 3.4 Debt Recovery – Rates Debtors; and~~
 ~~) 3.5 Debt Recovery – Sundry Debtors.~~~~
- ~~) This policy is to be interpreted as an extension and clarification of Delegations 3.6 and 3.7.~~

~~1. Definitions~~

~~**Act** means Local Government Act 1995.~~

~~**financial hardship** means where a change in a person's circumstances results in them being unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants.~~

~~**debtor** means a person or entity that is responsible for the payment of rates and service charges and other debts to the Shire.~~

~~1. Operation~~

~~a) Expectation~~

~~The Shire recognises that many ratepayers will and / or are already experiencing financial hardship due to the COVID-19 pandemic. The Shire respects and anticipates that –~~

- ~~– The probability that additional financial difficulties will arise when rates and service charges and invoices are received by the community.~~
- ~~– The Shire will seek to support debtors and the community more generally in dealing with financial hardship and other challenges arising from the COVID-19 pandemic.~~
- ~~– The Shire will write to debtors at the time their account falls in arrears, to advise them of the terms of this policy and encourage eligible debtors to apply for hardship consideration.~~
- ~~– Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.~~

~~a) Financial Hardship Criteria~~

- ~~– While evidence of hardship will be required, the Shire recognises that not all circumstance are alike. The Shire will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

 - ~~– recent unemployment or under employment~~
 - ~~– sickness or recovery from sickness~~
 - ~~– low income or loss of income~~
 - ~~– unanticipated circumstances such as caring for and supporting extended family.~~~~
- ~~– Debtors will be encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment/s and where possible, entering into a payment proposal. The Shire will consider all circumstances, applying the principles of fairness, integrity and confidentiality, whilst complying with statutory responsibilities.~~

~~a) Payment Arrangements~~

- ~~– Payment arrangements will be of an agreed frequency and amount. These arrangements will consider the following –

 - ~~– whether a debtor has made genuine effort to meet debt, rate and service charge obligations in the past;~~
 - ~~– whether the payment arrangement will establish a known end date that is realistic and achievable.~~~~
- ~~– The debtor will be responsible for informing the Shire of any change in circumstances that may jeopardise the agreed payment schedule.~~
- ~~– In the case of severe financial hardship, an application may be referred to Council to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).~~

~~a) Interest Charges~~

~~Interest charges will not be raised on a debtor that meets the financial hardship criteria and enters into a payment arrangement.~~

~~a) Debt recovery~~

- ~~– The Shire will suspend its debt recovery processes while negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment arrangement and the debtor makes an alternative payment arrangement with the Shire before defaulting on the 3rd due payment, the Shire will continue to suspend all debt recovery processes.~~
- ~~– Where a debtor has not reasonably adhered to the agreed payment plan, the Shire will, for any rates and service charge or debt that remains outstanding on 1 July 2021, offer the debtor one further opportunity to adhere to a payment arrangement that will clear the total debt by the end of the 2021/22 financial year.~~
- ~~– Rates and service charge or debts that remain outstanding at the end of the 2021/22 financial year, will be subject to the debt recovery procedures prescribed in the Act, Council Policy or Executive Instructions.~~

~~a) Review~~

~~When a debtor is aggrieved by a decision under this policy, the person may seek a review. The Review Officer is the Chief Executive Officer.~~

~~a) Communication and Confidentiality~~

- ~~i) The Shire will maintain confidential communications at all times and undertake to communication with a nominated support person or other third party at the debtors request.~~

~~i) The Shire will advise debtors of this policy and its application, when communicating in any format (i.e., verbal or written) with a debtor with an outstanding debt, rate or service charge debt.~~

~~a) Implementation~~

~~The policy is to be implemented by the CEO, Executive Manager Corporate & Community Services (EMCCS) and agreements can be entered into under the authority of the CEO, EMCCS or Manager Corporate Services, in accordance with Delegations 3.6 and 3.7 and sub-delegation of power.~~

~~4. Termination of policy~~

~~This policy has no effect following 30 June 2022* or in accord with clause 1(c), if earlier.~~

Forms and Templates

FCCS017 Request for payment arrangement Form

~~—End of Policy~~

Notes

Ombudsman Western Australia publication: 'Local Government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance'

~~* Please note this date has been changed to 3 February 2023, by virtue of the Local Government (COVID-19 Response) Amendment Order 2022.~~

3.13 Rating – Change in Predominant Use of Rural Land

| | |
|--------------------------|--|
| Statutory context | Local Government Act 1995 – <ul style="list-style-type: none">- s.6.26 to s.6.82 Local Government (Financial Management) Regulations 1996 – <ul style="list-style-type: none">- r.55 – Rate record, form of etc. (Act s.6.39(1)) |
|--------------------------|--|

| | |
|--------------------------|--|
| Corporate context | Delegation 3.5 – Rates Record, Extensions and Objections |
|--------------------------|--|

| | | |
|----------------|---------|--------------|
| History | Adopted | 28 July 2020 |
|----------------|---------|--------------|

Policy Statement

Where there is evidence that there has been a change in the predominant use of land, resulting from either the subdivision or amalgamation of rural land, or development of that land, the Shire will:

1. Ensure that any rural property where the valuation method is Unimproved Value (UV) is accurately assessed in the determination of its predominant use as that of rural, or otherwise.
2. Properties where the size is twenty (20) hectares or less, with evidence of a residential dwelling situated on the parcel, and without evidence that it is being used contiguously with a larger parcel of land held by the same landowner, nor being used for a declarable source of income for taxation purposes, resulting from a rural use; will be classified as non-rural purpose and subject to a valuation of Gross Rental Value (GRV).
3. All properties that are zoned Special Rural, which include Rural Residential and Rural Smallholdings, shall be subject to a valuation of GRV.
4. Those properties found where the predominant use of the land is that of non-rural purposes will be referred to the Minister for Local Government. Adequate information will be provided so that a determination can be made on the method of valuation to be applied.
5. Where rural land is subdivided into smaller lots such as that of subsection (2), the Shire will, upon receipt of the Western Australian Planning Commission approval for subdivision of the affected land, apply to the Minister for Local Government for a change in valuation methodology from UV to GRV.
6. Subject to ministerial approval in subsection (4), the Shire is to apply the valuation method of GRV for rural land used predominantly for non-rural purposes.
7. All landowners affected by the change in the valuation method and rating shall be notified and advised of their right of appeal, prior to reporting to the minutes for Council.

Formatted: List Paragraph

Formatted: List Paragraph, Left, Line spacing: single

– End of Policy

Notes

Rural purpose is defined as land which is used exclusively for farming activities such as cropping, grazing and/or similar intensive use of land for agricultural purposes.

3.14 Rating – Contiguous Land Use

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

Policy Statement

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

1. Unimproved Value

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

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

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

2. Gross Rental Value

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

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

- 1.1. The land (lots or locations) is:
 - 1.1.1. contiguous (sharing a common border), and
 - 1.1.2. in common ownership, and
 - 1.1.3. clearly used, fenced, and occupied, and appears as one clear activity or business

and either or both of the following also applies:

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

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

Definitions

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

A 'Building' is a permanent fixed structure that is not capable of being easily demolished.

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

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

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

– End of Policy

Notes

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

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

Section 4 - ORDER / PUBLIC SAFETY

No Council Policies applicable to this area of operations.

Section 5 - FIRE CONTROL

5.1 Bush Fire Brigades – Establishment

Statutory context Bush Fires Act 1954 –
- s.41 – establishment and maintenance of Brigades

Corporate context None

History

| | |
|---------------|-------------------|
| Adopted | 13 September 2016 |
| Last reviewed | 24 July 2019 |
| Last reviewed | 7 June 2021 |
| Updated | 27 April 2022 |

Policy Statement

1. The following Council Policy Schedules are adopted, and form part of this Statement –
h) 5.1 – Volunteer Bush Fire Brigades areas
2. In accordance with the Bush Fires Act section 41(1) the following Bush Fire Brigades are established, and have the area as per Council Policy Schedule 5.1 Bush Fire Brigade areas –
 - Highbury
 - Minigin
 - Narrogin
 - Nomans Lake
 - Ockley

– End of Policy

Notes

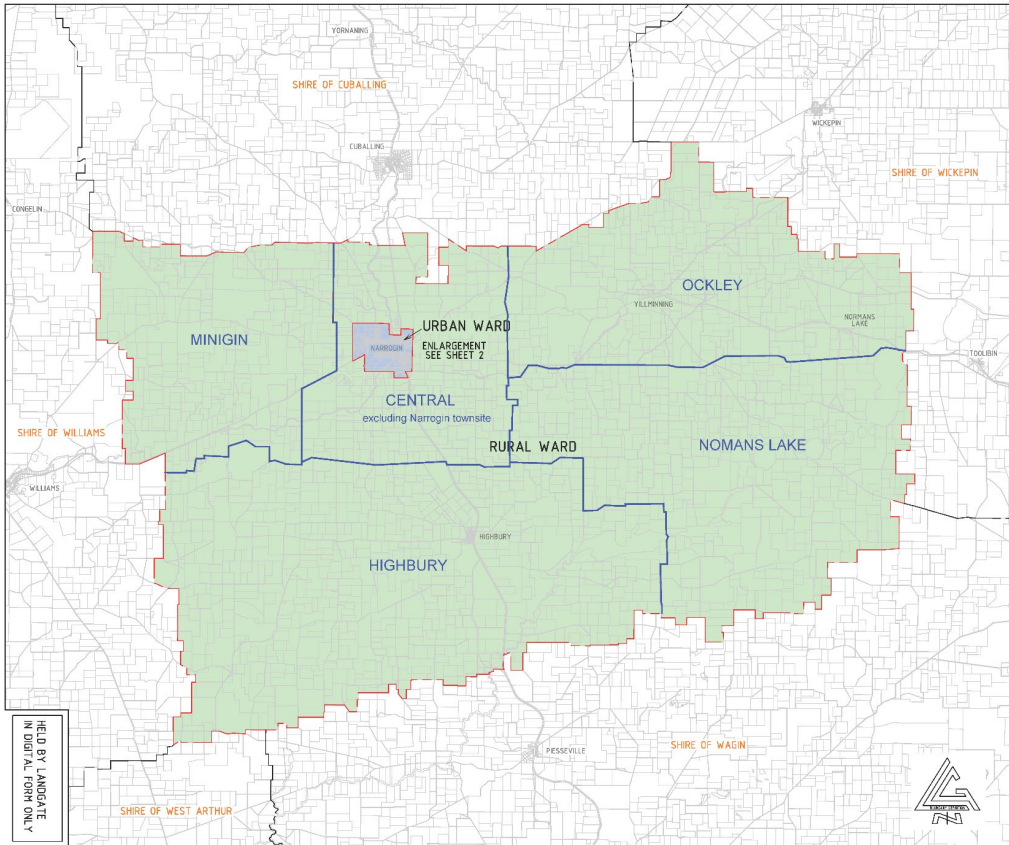
Brigades are not incorporated organisations.

Narrogin townsite is the responsibility of the Narrogin Fire and Emergency Services Unit, and is managed by Department of Fire and Emergency Services.

Policy Schedule 5.1 – Bush Fire Brigade areas

– End of Schedule

Formatted: List Paragraph, Numbered + Level: 1 +
Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left +
Aligned at: 0.63 cm + Indent at: 1.27 cm



5.2 Bush Fire Brigades – Management

| | | |
|--------------------------|--|-------------------|
| Statutory context | Bush Fires Act 1954 | |
| | Work Health & Safety Act 2020 | |
| | Shire of Narrogin Bush Fires Brigades Local Law 2017 | |
| Corporate context | Delegation 5.1 – Issue of burning permits – CEO | |
| | Delegation 5.2 – Fire fighting – Emergency plant hire | |
| | Delegation 5.4 – Prohibited and restricted burning periods – Variation | |
| History | Adopted | 26 April 2017 |
| | Last reviewed | 24 July 2019 |
| | Amended | 24 September 2020 |
| | Amended | 23 June 2021 |
| | Amended | 27 April 2022 |
| | Amended | 23 March 2023 |

Policy Statement

1. Legislative context
 - a) Bush Fires Act –
The head of power for Council and FCOs to manage all fire related matters
 - b) Work Health and Safety Act –
In place since 2020, this Act is often ignored or overlooked –
 - Organisational responsibilities include –
 - o to carry appropriate insurance
 - o to provide training, PPE, resources
 - o to make certain vehicles are safe, roadworthy, fit for task and available for use
 - o to ensure all levels of bush fire brigade volunteers and staff members act lawfully and appropriately
 - Volunteer and employee obligations include –
 - o to act to ensure their own safety and welfare, and for those they are responsible for and are around them
 - o to use PPE provided
 - o to undertake appropriate training
2. Application
 - a) While this policy specifically applies to Volunteer FCOs, where relevant, it also applies to those appointed due to their position as a Shire employee.
 - b) This policy also applies to FCOs appointed to dual roles on the nomination of other Shires.
3. Appointment of Fire Control Officers
 - a) FCOs are appointed by Council or the CEO under delegated power, usually on the nomination of an FCO Meeting.
 - b) FCOs may also be appointed on the nomination of an adjoining Shire.
 - c) In accordance with the BFB Local Law, FCOs will be appointed by Council as the Captain and First Lieutenant of each Brigade, although their authority as FCO extends throughout the Shire.
4. Term of Office
The Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer are appointed for a three year term.

5. Fire Weather Committee

- a) This Committee is not appointed by Council, but is formed by the Chief BFCO to advise on weather conditions.

6. Allocation of WAERN radios

- a) Vehicles – each FCO
- b) Base – each FCO, Fire Weather Committee members, Base Radio Operator (if not an FCO), Shire Office
- c) Handhelds – Ranger, Narrogin Police, as arranged by CBFCO and CEO.

7. Training

- 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 fighters 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.

c) With effect from 1 October 2023:

- i) only volunteers fire fighters that have successfully completed or have been RPL assessed for and passed the DFES approved Bushfire Safety Awareness and Firefighting Skills courses should drive or operate Shire Fire Trucks; and
- ii) only volunteer firefighters that have recognised RPL for, or passed the DFES approved Rural Fire Awareness course, either in person or online, are eligible to be registered as an active operational (in the field) Shire Volunteer Firefighter.

8. Fire Ground Plant Operations

- a) Shire staff are not to operate any Shire plant on the fire ground unless appropriate Fire Ground Plant Operations training is completed
- b) Authorisation of staff to utilise Shire plant on the fire ground must be obtained prior to operation from:
 - CEO;
 - EMTRS; or
 - MO.

– End of Policy

Notes

Acronyms

| | |
|--------|---|
| CBFCO | Chief Bush Fire Control Officer |
| CEO | Chief Executive Officer |
| DCBFCO | Deputy Chief Bush Fire Control Officer |
| EMDRS | Executive Manager Development & Regulatory Services |
| EMTRS | Executive Manager Technical & Rural Services |
| FCO | Fire Control Officer |
| MO | Manager Operations |
| DFES | Department of Fire & Emergency Services |
| LGIS | Local Government Insurance Services |

Other References

DEFS: Bush Fire Service Training Program

Formatted: Indent: Left: 0.63 cm, Hanging: 0.63 cm, Space After: 0 pt

Formatted: Indent: Left: 0.63 cm, Hanging: 1.37 cm, Space After: 0 pt, Tab stops: 1.25 cm, Left

LGIS: LG Bushfire Volunteers Returning Home Safe and Well – A Practical Guide, June 2021.

5.3 Firebreaks and Fuel Hazard Reduction – Inspection & Prosecution

| | |
|--------------------------|---|
| Statutory context | Bush Fires Act 1954 – - s.56(1) – duty of FCO to advise non-compliance Fire Breaks and Fire Hazard Reduction Notice |
| Corporate context | Delegation 3.6 – Sundry and Rate Debtors – Recovery and Agreements Policy 5.5 – FCO Duties |
| History | Adopted 26 April 2017 Last reviewed 24 July 2019 Last reviewed 7 June 2021 |

Policy Statement

1. Firebreaks must be installed and fuel hazard reduction measures taken each year by the date required by the Firebreaks and Fuel Hazard Reduction Notice.
2. The inspection of firebreaks is to commence not later than seven days after the required date.
3. The inspection is to be carried out by the Ranger or other person directed by the CEO, and preferably accompanied by an FCO.
4. In accordance with the Bush Fires Act s.56(1), FCO's are to report any firebreaks not in compliance to the CEO as soon as possible, for action.
5. The owner/occupier of a property found not to comply with requirements is to be sent a letter requiring compliance by a specified date not more than 10 days after inspection.
6. A second inspection of non-complying properties is to be carried out, after the specified date for compliance has elapsed.
7. Where a property remains non-compliant, the CEO is authorised without further notice, to –
 - a) issue an infringement notice, and
 - b) arrange for the carrying out of works so that the property complies, either using the Shire's own staff or contractors.
8. Where compliance has had to be arranged by the CEO, the full cost of achieving compliance, is to be recovered from the property owner either –
 - a) if completed by contractor – the cost invoiced by the contractor engaged, plus 10%, or
 - b) if completed by Shire staff and plant – at full private works rates.
9. Non-payment of an infringement notice or cost of achieving compliance is to be treated as a sundry debt, and appropriate cost recovery actions.

– End of Policy

Notes

The Firebreaks and Fire Hazard Reduction Notice –

- must be published in the Government Gazette and local public notice given in order to be enforceable,
- once published, has the effect of being a local law.

5.4 Harvest & Movement of Vehicles Bans

| | |
|--------------------------|--|
| Statutory context | Bush Fires Act 1954 |
| | - s.14B – Powers of authorised persons and police officers during authorised periods |
| | - s.27 – Prohibition on use of tractors or engines except under certain conditions |

Shire of Narrogin Firebreaks and Fuel Hazard Reduction Notice

| | |
|--------------------------|------|
| Corporate context | None |
|--------------------------|------|

| | | |
|----------------|---------------|---------------|
| History | Adopted | 26 April 2017 |
| | Amended | 24 July 2019 |
| | Last reviewed | 7 June 2021 |

Policy Statement

1. After taking advice from fire control officers as may be available or appropriate, the following persons may determine a Harvest and Movement of Vehicles Ban is to be imposed and to arrange notification (in order of authority) :
 - a) Chief Bush Fire Control Officer;
 - b) Deputy Chief Bush Fire Control Officer;
 - c) Chief Executive Officer;
 - d) Executive Manager Development and Regulatory Services.
2. Notification of Harvest and Movement of Vehicles Bans are to be notified to:
 - a) ABC Radio, and other radio stations broadcasting locally;
 - b) Department of Fire and Emergency Services, Department of Parks and Wildlife;
 - c) adjoining Shires;
 - d) message placed on the Shire of Narrogin Fire and Harvest Bans Information line (answering machine);
 - e) by SMS broadcast.
3. On notification of a Harvest and Movement of Vehicles ban:
 - a) Shire plant on road reserves, in gravel pits etc outside the Narrogin townsite is to cease that activity.
 - o This restriction does not apply to legal use of vehicles on constructed public roads.
 - b) Shire crews undertaking activities that could be considered "hot work" (chainsaw, brush cutter, slashing etc) are to cease that activity.
 - o This restriction does not apply where –
 - the activity is within the Narrogin or Highbury townsite, and
 - is on green grass/vegetation or surrounded by a clear area complying with the Fire Break and Hazard Reduction Notice.
 - o This exemption may be over-ridden by a Total Fire Ban, which prohibits any hot work in the open air, that may be issued by Department of Fire and Emergency Services.

– End of Policy

Notes

5.5 FCO Duties

Statutory context

Bush Fires Act 1954
Work Health and Safety Act 2020

Shire of Narrogin Bush Fires Brigades Local Law 2017

Corporate context

Delegation 5.4 – Prohibited and restricted burning periods – Variation

History

| | |
|---------------|---------------|
| Adopted | 26 April 2017 |
| Last reviewed | 24 July 2019 |
| Last reviewed | 7 June 2021 |

Policy Statement

1. Fighting fires is inherently dangerous. Matters within the control of each FCO, volunteer and person that add to that risk include –
 - a) absence of or inadequate management at the fire site (incident control, team leader)
 - b) failure to report to the person managing the fire, to follow their instructions
 - c) inappropriate attire
2. In the event of an emergency, an FCO is to ensure the safety of firefighters –
 - a) Incident Control is to be established appropriate to the circumstances,
 - b) Any FCO or person in charge of a fire, or any other person authorised to do so, may order away from the fire, any person not wearing adequate and appropriate attire, e.g.: inappropriate footwear, synthetic fabrics, shorts, short-sleeved shirt etc
3. In the event of an emergency, the FCO / Incident Control should provide relevant details to the Shire Office as able, in order to –
 - a) arrange support as needed,
 - b) respond to phone calls and enquiries from the community and others,
 - c) issue SMS broadcast if necessary.
4. Fire reports
The appropriate FCO is to submit a written report on the forms supplied by the Shire, of any uncontrolled fires in their area.

– End of Policy

Notes

Refer Bush Fires Act s.39, s.56

5.6 Fire Fighting – Emergency plant hire

| | |
|--------------------------|---|
| Statutory context | <p>Local Government Act 1995 –</p> <ul style="list-style-type: none"> - s.6.8(1)(c) – authorisation of unbudgeted expenditure in an emergency <p>Bush Fires Act 1954 –</p> <ul style="list-style-type: none"> - s.38(3)(4)(5) – appointed BFCO's may exercise specific authorities given to them <p>Work Health and Safety Act 2020</p> <p>Shire of Narrogin Bush Fires Brigades Local Law 2017</p> |
| Corporate context | Delegation 5.4 – Prohibited and restricted burning periods – Variation |
| History | <p>Former Delegation 12 July 2016</p> <p>Adopted as Policy _____</p> <p>Last reviewed 7 June 2021</p> |

Policy Statement

1. Approval is given to commit expenditure for the private hire of plant and equipment necessary for the efficient fighting and control of fires.
2. Person who may give approval for private hire of plant and equipment are –
 - a) Chief Executive Officer
 - b) Executive Manager Corporate & Community Services
 - c) Executive Manager Development & Regulatory Services
 - d) Executive Manager Technical & Rural Services
 - e) Manager Operations
 - f) Rangers

– End of Policy

Notes

Any approval to be sought is an administrative function for expenditure purposes only, and does not extend to giving of operational instructions.

Where possible, the person is to seek advice from the senior FCO at the fire, and approval from the CEO or an Executive Manager. However, since this policy will only be used in emergency situations, it is acknowledged that this may not be possible.

Adequate resources to fight a fire, for the safety of fire fighters, and for the protection of life and property have the highest priority, and are not to be unnecessarily jeopardised by delay.

Section 6 - ENVIRONMENTAL HEALTH / FOOD

6.1 Itinerant Vendor Policy

| | |
|--------------------------|---|
| Statutory context | Local Government Act 1995 Public Places and Local Government Property Local Law 2016 Food Act 2008 Food Regulations 2009 Food Safety Standards 3.2.2 and 3.2.3 Council's Planning Scheme current at that time – currently the Former Town of Narrogin Town Planning Scheme No. 2 and the Former Shire of Narrogin Town Planning Scheme No. 2 |
| Corporate context | Shire of Narrogin Strategic Community Plan. |
| History | Adopted 28 April 2020 Last reviewed 7 June 2021 |

Policy Statement

The Shire of Narrogin:

- Encourages the use of parks and reserves for itinerant vending activities as a means of enhancing community activity that flows from the activation of community public spaces;
- Encourages business proprietors to activate parks and reserves with appropriate itinerant vending activities;
- Recognises that granted rights over the relevant public space does not exclude the general public from using that public space;
- Supports Itinerant Vendors who consider the needs of all users of the area, including consumers and pedestrians; and
- Supports Itinerant Vendors selling food who practice safe food handling in accordance with the *Food Act 2008*, *Food Regulations 2009* and *Food Safety Standards*.

Policy objectives

To allow outdoor unique and high quality itinerant vending activities in a manner that improves access, usage, quality and image of the Shire's public areas whilst managing the competing needs and interests of the public, pedestrians, consumers and local business proprietors.

Policy scope

This policy applies to all itinerant vending businesses that wish to operate within the Shire's local government area. Where it is proposed to sell food a minimum setback is required from an existing fixed food premises. This policy does not apply to events approved by the Shire.

Summary

An Itinerant Vending Licence (Licence) is required prior to operating as an itinerant vendor. The Licence is only valid in the park or reserve nominated on the licence. The parks and reserves where itinerant vending is permitted are listed in Schedule One. Planning approval may be required, from the Shire, should itinerant vending be proposed on land not mentioned in Schedule One. Licences can be either day specific (one off) or an annual licence. Licences are obtained from the Shire's Environmental Health Services, Development and Regulatory Services Department.

Making an application

To be able to operate as an Itinerant Vendor the applicant is to:

1. Submit a current Public Liability insurance certificate of cover. For further information refer to the Public Risk Management section below;
2. Ensure they are compliant with local laws and this policy's objectives and requirements;
3. For a food business, be a registered food business within the State of Western Australia and hold a current Food Business Registration Certificate;
4. Pay the application Fees (as per the Shire of Narrogin's Fees and Charges schedule as current at that time) – determined annually by Council;
5. Nominate the park or reserve which they wish to trade and indicate the approximate location within that park or reserve, trading dates and times; and
6. Submit a completed application form, together with applicable fees, if any, to the Shire of Narrogin, 89 Earl Street, Narrogin WA 6312 or by email enquiries@narrogin.wa.gov.au.

Licences

Licences will only be issued to applicants after a written application has been made. Completed applications will be assessed by the Shire's Environmental Health Officer. All applications will be assessed against the Assessment Criteria.

Location and siting

Trading by Itinerant Vendors is only permitted in the parks and reserves listed in Schedule One.

General location and siting requirements include:

- Itinerant vendor, if a mobile food van, is not to be placed within 100 metres of a fixed or permanent Food Business;
- Itinerant vending is not to impede pedestrian access including prams, wheelchair and mobility scooter access;
- Itinerant Vending, where food is sold is not permitted within the Central Business District (CBD) zone; and
- Itinerant vending will not be supported for activities where vehicle size or layout may compromise public access, circulation, safety, or other park or street activities. Should concerns be raised by local businesses or the community regarding the operation or location of an Itinerant Vendor, the Shire may require the Itinerant Vendor to relocate.

Maintenance and cleaning

The Itinerant Vendor is required to comply with all maintenance and cleaning aspects of the entire operation, including the conditions of the Licence. The following requirements also apply:

1. The Itinerant Vendor's Vehicles and fixtures must be kept in a safe, well maintained and road worthy condition at all times;
2. The trading area (including food preparation areas) must be regularly cleaned during all hours of operation presenting a well-cared for image and free of refuse and litter;
3. No waste or litter may be disposed of into the Shire's refuse bins;
4. Licence holders must provide bins for their own and their patrons use and remove such waste to a licenced waste management facility under the control of the Shire at the Licence Holders cost; and
5. The Licence Holder is responsible for the care, appearance, maintenance and operation of their activity area and the effect on other park, reserve and street activities. It must be understood that the trading zone remains a public space. This means that operators and patrons do not have exclusive occupancy of this area.

Assessment criteria and licence conditions:

The Licence Holder is advised that:

1. Permanent fixtures and elements are not permitted;
2. Trading times are to be between 7:00am and 9:00pm, 7 days per week;
3. Following trade, the Itinerant Vendor's vehicle and all related temporary fixtures must be removed from the site;
4. The Licence Holder must have a vehicle whose presentation contributes to the character and amenity of the area;
5. Only vehicles with a maximum weight of up to 2 tonnes will be permitted on a park or reserve;
6. Any fixtures relating to the itinerant vending (for example: signs, umbrellas, waste bins etc) should be sturdy and windproof, made of quality materials and be well designed and constructed to be safe to use, without sharp edges or other features likely to cause injury;
7. The Licence Holder must not obstruct, cover, remove, relocate or modify trees, public art, benches, refuse bins or other Shire owned infrastructure as a result of itinerant vending activities;
8. The Licence Holder must not sell alcohol or tobacco products at any time;
9. The Licence Holder must ensure all advertising is fixed to the vehicle and does not encroach onto the public space;
10. The Licence Holder is restricted to trade ONLY in the park or reserve nominated in the Licence – refer to Schedule One of this policy for permitted locations;
11. Fixtures must not be placed anywhere by the Licence Holder where they present a barrier and/or danger to pedestrians crossing the street or kerbside usage by motorists;
12. The Licence Holder and the Licence Holder's vehicle and/or fixtures must not be positioned where they would block access to service covers and existing services;
13. All items belonging to the Licence Holder positioned within their trading zone are the Licence Holders responsibility;
14. The Licence Holder must vacate the site when trading has ceased for the day;
15. The Licence Holder is responsible for their own security and the security of their site area;
16. The Licence Holder's vehicle and/or fixtures are to be self-contained and self-sufficient and must not require external power, gas, sewer or water connections;
17. The Licence Holder is permitted to play background music provided the noise levels comply with the Assigned Levels prescribed in the *Environmental Protection (Noise) Regulations 1997*;
18. If operating generators, the Licence Holder must ensure that the noise level of the generator complies with the Assigned Levels in the *Environmental Protection (Noise) Regulations 1997*;
19. Should justified complaints be received regarding noise, including amplified music, generators or other operational noise from itinerant vending activities, the Shire reserves the right to prohibit the emission of noise from that site;
20. The Licence Holder and the Licence Holder's vehicle and fixtures are to be sited at least 15 metres away from a road or footpath construction zone during the period of the project;
21. The Licence Holder is strongly encouraged to provide seating for patrons in trading areas, where there is sufficient space;
22. When a community event, approved by the Shire, is being held within the trading area (for example community fairs and concerts), any Itinerant Vending licences allocated to that park or reserve will be rendered null and void for the duration of that event;
23. Licences will only be granted for a period of up to 12 months. The licence is to be renewed annually with all licences expiring on 30 June of each year; and
24. The Licence Holder must at all times comply with the Act and the local laws.

Conditions for itinerant food vendors

Itinerant Vendors who intend to sell food are only permitted to trade within the Shire if the following requirements are met:

1. The Itinerant Vendor must hold a valid Shire of Narrogin Itinerant Vending Licence;
2. The itinerant Vendor must hold a current *Food Act 2008* Food Business Registration Certificate from a Western Australian Local Government;
3. Mobile food vans are not to be placed within 100 metres of a fixed or permanent Food Business or within the town of Narrogin CBD;
4. Licence holders selling food are to ensure that all food products are kept under lock and key at all times when the vending unit is not attended (for example: for bathroom breaks); and
5. Itinerant vehicles and marques must be self-sufficient and not require an external power, water, sewer or gas connection.

Public Risk Management

1. Licence Holders must take out and keep current public and product liability insurance policy in the names of the Shire of Narrogin and the Licence Holder, indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the use of the local government property by the Itinerant Vendor. The indemnity insurance policy must be for the amount of at least TEN MILLION DOLLARS (\$10,000,000) and must cover injury, loss or damage to persons or property arising out of the activity carried out under this Licence or the granting of this Licence by the Shire. A lesser amount of public and product liability insurance might be accepted by the Shire but this decision will be subject to a risk assessment process. A Certificate of Currency for the policy must accompany the application or renewal of an 'Itinerant Vending Licence';
2. Safety measures may be required in trading zones and will be assessed on a case-by-case basis by the Shire. If public safety cannot be reasonably addressed, licences will not be issued. It is the Licence Holders responsibility to ensure that the public remain safe in their licenced area;
3. BBQs, grills and heat sources must be protected to prevent public access and accidental burning and fire risk. External BBQs, grills and other heat sources using a naked flame will be banned from use during fire bans;
4. Licence holders are required to comply with all work place Safety and Health legislation as well as Public Health and food safety aspects of the entire operation as required by the legislation; and
5. The Licence Holder assumes responsibility for any liability issues which arise from their itinerant vending activities.

Compliance

Failure to comply with this policy may result in the cancelation of the Itinerant Vending Licence or an existing licence not being renewed, as provided in the *Public Places and Local Government Property Local Law 2016*.

Objection and review rights

Division 1 of Part 9 of the Act applies to a decision under the local law and this policy in respect of the grant, renewal, transfer, amendment, suspension or cancellation of a licence or consent

Forms and Templates

Itinerant Vendor Application (See <https://www.narrogin.wa.gov.au/documents/forms>.)

– End of Policy

SCHEDULE ONE

Parks and reserves within the Shire of Narrogin where Itinerant Vending is permitted with an Itinerant Vending Licence:

Gnarojin Park – south of the Skate Park area;

Memorial Park – adjacent to the Court House;

Clayton Road – carpark adjacent to the entrance to the Race and Pace track entrance;

Clayton Road – carpark adjacent to the YMCA Regional Leisure Centre; and

Lions Park – in the car park area off Leake Street.

6.2 Healthy Eating Policy

| | |
|--------------------------|---|
| Statutory context | Public Health Act 2016, Section 16 |
| Corporate context | Shire of Narrogin Local Public Health Plan 2021-2026. |
| History | Adopted 24 November 2021 |

Policy Statement

The Healthy Eating Policy will guide the Shire in advocating and or providing opportunities for the local community to access healthy and fresh foods, for the community to embrace healthy eating and nutritious food and to support local produce and businesses. This is consistent with the Council's vision of providing prosperity and growth as a regional centre.

The Shire of Narrogin recognises the impact healthy fresh food and good nutrition can have on residents' lives and the community in that it contributes positively to physical and mental health. In addition a focus on food in a wider context such as food security, food systems and an awareness of the culinary aspects of food can strengthen the local economy and foster cultural and social connection.

The Shire of Narrogin is committed to improving the health and wellbeing of its community through promoting a food system that is secure, healthy, sustainable, thriving and socially inclusive.

This Policy provides a vision and framework to guide coordinated action and decision making to ensure sufficient access to good food, now and into the future which meets the identified needs of the community.

A whole of Council collaborative approach will be applied to all aspects of delivering the Healthy Eating Policy - in researching, planning, designing, establishing, maintaining, operating and promoting opportunities for healthy eating, food security and support for local businesses. This Policy should be read in partnership with the Active Narrogin Policy.

The Healthy Eating Policy will drive the development of strong partnerships with various levels of government, external agencies and the private sector, so that the Shire's investment in the food sector and healthy eating can be leveraged and maximised by the community.

Policy Principles

The following guiding principles underpin this Policy. They are statements that articulate Council's shared values and serve as a basis for integrated decision making. The areas covered in the Policy are local food production and promotion and the need to create a demand for healthy food through awareness and education. The Policy also aims to ensure opportunities are available for all residents to access affordable healthy food options in order to achieve and sustain better health outcomes and a higher quality of life.

Advocacy

Council and the Shire continues to lead by example through the food that it purchases and makes available at functions and community events and by advocating for healthy food to be integrated in policies at all levels of government.

Health and Wellbeing for All

Opportunities will be explored to be engaged in the promotion of local food production and learning new skills to prepare healthy foods in the Shire are available to all people, regardless of age, cultural background, socio economic status or ability. In some instances this may result in programs and initiatives which target specific population groups, to support all members of the community increasing their potential for good health and wellbeing.

Working with Partners

Council and the Shire forges workable and negotiable partnerships with other levels of government, agencies and local community groups to ensure a range of opportunities are available for people to increase their awareness and levels of healthy eating and to support local produce.

An Informed and Educated Community

Council and the Shire communicates via a range of mediums to reach a broad cross section of the community and to ensure that people are fully aware of what options are available to choose, grow, prepare and serve nutritious and healthy food.

The Shire acknowledges that pursuing a healthy lifestyle starts with having an understanding of the short and long term health and wellbeing benefits of healthy eating.

Policy Objectives

The Shire of Narrogin will encourage and promote healthy eating through:

- Continuing to support the Narrogin Community Garden and expanding community garden programs, utilising a range of management models.
- Supporting the development of farmers markets.
- Developing community partnerships to provide low-cost or no-cost cooking supplies, cooking classes and nutrition education and information.
- Investigating the development of publicised awards for corner stores/cafes/food premises that offer healthy foods in conjunction with Environmental Health and other external agencies.
- Developing healthy catering options for the Shire which applies to all Shire managed facilities and meetings.
- Encouraging sporting and community organisations to provide healthy options at canteens through the use of social marketing and local recognition strategies.
- Encouraging community events and festivals to have healthy food options available.
- Developing a localised healthy eating campaign focused on a specific local food product.
- Continuing to ensure the provision of safe food by regulation.
- Increasing the opportunities for residents, visitors and tourists to purchase local and regionally-produced food.
- Investigating the need to transport vulnerable groups to shops to enable them to purchase weekly groceries.
- Developing and maintaining annual and ongoing calendars to residents indicating key activities, services and information to support health and wellbeing initiatives.

Review

Council's strategies on increasing healthy food will be reviewed from time to time to ensure changing trends and needs are considered and the response to excess weight, especially obesity, as a major risk factor for cardiovascular disease and other chronic health conditions, engages appropriate and relevant stakeholders and the wider community.

– End of Policy

6.3 Active Narrogin Policy

| | |
|--------------------------|---|
| Statutory context | Public Health Act 2016, Section 16 |
| Corporate context | Shire of Narrogin Local Public Health Plan 2021-2026. |
| History | Adopted 24 November 2021 |

Policy Statement

The Active Narrogin Policy will guide Council's provision of opportunities for the community to be active, improve and maintain their health, and participate in structured and unstructured recreation and community sports activities, consistent with Council's vision of providing prosperity and growth as a regional centre.

The Shire of Narrogin recognises the importance of providing and facilitating opportunities for the community to engage in physical activities by offering accessible, safe and affordable facilities and services which meet the community-identified needs.

This Policy will inform the provision of recreation and sport facilities, delivery of programs and events and the creation of new open public spaces within the Shire, enabling community engagement in an active and healthy lifestyle.

A whole-of-Council approach will be applied to all aspects of delivering the Active Narrogin Policy - in researching, planning, designing, establishing, maintaining, operating and promoting recreation and sport opportunities

The Active Narrogin Policy will drive development of strong partnerships with various levels of government, external agencies and the private sector, so that Council's investment in physical activity can be leveraged and maximised by the community.

Policy Principles

The following guiding principles underpin this Policy. They are statements expressing Council's shared values to inform shared decision-making with partner agencies, for delivering physical activity opportunities and promoting an active lifestyle in the community.

Maximum Participation

Council continues to provide the Narrogin Regional Leisure Centre as a multi-purpose facility that achieves multiple outcomes and aims to achieve maximum participation by the community.

Council prioritises the provision of community recreation and sport facilities catering for the general community, despite gender, age and physical capabilities.

Health and Wellbeing for All

Opportunities to be engaged in physical activity in the Shire are available to all people, regardless of gender, age, cultural background, socioeconomic status or ability. In some instances, this results in programs and initiatives being targeted at specific population groups, to ensure that all members of the community can reach their potential for good health and wellbeing.

Diverse recreation and sport opportunities are provided to meet the community's needs and interests. The Shire understands that not all residents wish to participate in organised sports and will continue to promote recreational opportunities appealing to a wide range of residents.

Working with Partners

Council and the Shire forges strong and sustainable partnerships with other levels of government, agencies, local community groups and sporting clubs to ensure a comprehensive range of opportunities are available for people to increase their levels, and improve their health and wellbeing.

An Informed and Educated Community

Council and the Shire communicates via a range of mediums to reach a broad cross-section of the community, and to ensure that people are fully aware of available recreation and sporting opportunities in the Shire

The Shire is aware that pursuing an active and healthy lifestyle starts with an understanding of the short and long term health and wellbeing benefits of being physically active.

Policy Objectives

The Shire of Narrogin will encourage and promote physical activity through:

- Identifying and monitoring the current and future physical activity needs of the community in partnership with relevant stakeholders.
- Ensuring a safe environment, facilities and services to encourage physical activity.
- Providing unstructured recreation facilities and associated facilities, and security lighting for those facilities around the Shire.
- Providing reserves and facilities for structured community sport and recreation. Supporting sporting clubs and club development.
- Promoting shared and multi-use of community facilities.
- Offer a range of programs, activities and services from the Narrogin Regional Leisure Centre.
- Linking community structured sport and recreation activities with existing and new Leisure Centre-based programs and services. Increasing the community's knowledge and understanding of the health and social benefits of physical activity.
- Encouraging increased physical activity through active forms of transport, such as bicycle riding.
- Building partnerships with internal/external agencies to promote the use of existing and future community assets.
- Developing and maintaining an annual calendar to residents indicating key activities, services and information to support health and wellbeing initiatives.

Review

Council's strategies in relation to this Policy will be reviewed from time to time to ensure changing trends and needs are considered and appropriate and relevant responses to the needs of the community to encourage physical activity continue to be developed in consultation with the stakeholders and the wider community

– End of Policy

6.4 Alcohol and Drug Policy

| | |
|--------------------------|---|
| Statutory context | Public Health Act 2016, Section 16 |
| Corporate context | Shire of Narrogin Local Public Health Plan 2021-2026. |
| History | Adopted 24 November 2021 |

Policy Statement

The Alcohol and Drug Policy will guide Council's provision of advocacy and services to minimise harm from alcohol and drugs. This Policy identifies the Shire's role in minimising the negative impacts of alcohol and drug use on the local community. It formalises Council's agreement to a harm minimisation approach, and demonstrates Council's commitment to create partnerships with other agencies to address community concerns.

Whilst the Shire of Narrogin has an important role to play in addressing the harm associated with drug and alcohol use, effective efforts need to be community wide.

Other than having an advocacy role, the Shire of Narrogin will facilitate and coordinate key stakeholders within the local government area to address alcohol management relating to legislative and planning responsibilities in areas such as development approvals for liquor licence venues, interventions and objections to licence applications, event risk management processes, provision of Section 39 and Section 40 (Liquor Control Act) certificate approvals, sport and community club alcohol policies and public building approvals and conditions.

The purpose of this Policy is to provide an overarching framework to guide thought and action in relation to alcohol and drug issues in the Shire.

Policy Principles

The following guiding principles underpin this Policy. They are statements expressing Council's shared values and serve to inform decision-making with partner agencies to address alcohol and drug use, and related issues.

Reducing Supply

The Shire commits to strategies designed to prevent the uptake of harmful alcohol and drug use, including prevention and early intervention, in discussion with partner agencies.

Health and Wellbeing for All

The Shire understands that drug and alcohol use are not just health issues but also impact on social and mental health. The Shire uses evidence-based information to provide a whole-of-community and population health approach to these important issues. Alcohol and drug strategies will target all residents, including cultural and linguistically diverse and Indigenous populations.

An Informed and Educated Community

Council communicates via a range of mediums to reach a broad cross section of the community to ensure that people are fully aware of the negative effects of excessive alcohol and drug use.

The Shire is aware that pursuing a healthy lifestyle includes having an understanding of the short and long-term harm associated with alcohol consumption and drug use.

Working with Partners

The Shire forges strong and sustainable partnerships with other levels of government, agencies and local Alcohol and Drug support agencies to ensure a comprehensive range of opportunities and services are available for people to minimise harm from alcohol and drug use.

Policy Objectives

The Shire of Narrogin will encourage and promote alcohol and drug harm minimisation through:

- Accepting Council's role in providing leadership and coordination in ensuring comprehensive and balanced responses to alcohol and drug issues.
- Acknowledging that Council is not a direct provider of alcohol and drug support programs/initiatives, but is a strong advocate for the provision of appropriate services in the Shire.
- Stimulating and progressing community discussion of issues related to alcohol and drugs, through Council and Shire representation on relevant committees and forums.
- Committing to the Shire providing public health and safety services (e.g. sharps containers) to minimise the impacts of syringe use in the Shire.
- Planning community events from time to time that are alcohol free.
- Collaborating with all levels of government and community agencies to ensure effective, co-ordinated responses to alcohol and drug issues.
- Maintaining a commitment to addressing urban design and development assessment processes, which impact on alcohol and drug availability, supply and use.
- Providing a range of activities which foster skills through information, education, health promotion programs, community action and supportive environments, as well as diversionary activities for young and vulnerable populations.
- Building organisational capacity to incorporate harm minimisation principles in workplace systems, including a staff alcohol and drug policy.
- Developing and maintaining an annual and ongoing calendars to residents indicating key activities, services and information to support health and wellbeing initiatives.

Review

Council's strategies relating to its drug and alcohol response will be reviewed from time to time to ensure changing trends and needs are considered, and its response to alcohol and drug issues engages appropriate and relevant stakeholders and the wider community.

– End of Policy

6.5 Environmental Health Policy

Statutory context *Public Health Act 2016*, Section 16

Corporate context Local Public Health Plan 2021-2026

History Adopted 22 February 2023

Policy Statement

This Environmental Health Policy (the Policy) outlines the objectives, principles, and approach to managing environmental health matters in the Shire of Narrogin (SoN) area.

The Policy supplements the SoN Public Health Plan 2021-2026 and sets out:

- Environmental health responsibilities at Commonwealth, State, and Local Government level;
- Principles for environmental health in the SoN area; and
- Priorities for dealing with environmental health matters in the SoN area.

Responsibilities

Environmental health practice is about creating and maintaining environments that promote good public health outcomes within the community, including addressing behaviours that impact on these factors. Environmental health also includes environmental protection at the interface between people and the environment, including management of air quality, waste, waterways and noise.

Managing environmental health is the responsibility of all community members, businesses, and all tiers of government in Australia.

Federal

The National Environmental Health Council (enHealth) is the peak national environmental health advisory group. enHealth consists of members of relevant Commonwealth, State, and Territory health Departments, the New Zealand Ministry of Health, and the National Health and Medical Research Council. EnHealth provides national leadership on environmental health issues and implements the Australian National Environmental Health Strategy.

State

The Environmental Health Directorate (the EHD) of the WA Department of Health, Public and Aboriginal Health Division, is the government sector with responsibility for maintaining public and environmental health standards across WA. EHD main role is to ensure appropriate management strategies, such as legislation, guidelines, surveillance, monitoring and public education, are in place to prevent disease, illness, injury, disability and premature death arising from environmental exposures and other environmental health impacts.

Local

Local Governments have statutory responsibilities for promoting standards of environmental health within their area through the administration of legislation, provision of environmental health services and community education initiatives.

Principles

SoN work directly with our community to prevent and reduce incidences of disease, illness, and harm, by undertaking activities which support a healthy environment for all community members. In dealing with environmental health matters, SoN provide these services by:

- Undertaking activities and services in order of risk-based approach.
- Balancing the needs of the built environment and economic development with the health of our community.
- Creating and maintaining an environment that promotes good public health outcomes by assessing and controlling factors that will prevent and reduce the incidence of disease, illness, or harm in our community.

- Working in collaboration with State Government and industry to create and implement initiatives which aim to improve levels of voluntary compliance with relevant legislative obligations.
- Providing access to educational materials for our community and industry to increase understanding of relevant legislative obligations.
- Developing and maintaining standard operating procedures that support consistent and effective routine monitoring, management of complaints, and identification of emerging issues.

Other Useful Documents

Related Documents

- *Shire of Narrogin Community Strategic Plan 2017 - 2027*

Relevant Legislation

- *Public Health Act 2016*
- *Food Act 2008*
- *Health (Miscellaneous Provisions) Act 1911*
- *Local Government Act 1995*
- *Tobacco Product Control Act 2006*
- *Environmental Protection Act 1985*
- *Liquor Control Act 1988*
- *Contaminated Sites Act 2003*
- *Shire of Narrogin Health Law 2022*

– End of Policy

6.6 Approval for Venues for Sporting, Cultural or Entertainment Events: Regulation 18 and 19B Policy

| | | |
|--------------------------|--|------------------|
| Statutory context | <i>Environmental Protection Act 1986 and the Environmental Protection (Noise) Regulations 1997, Delegation to the Shire's CEO, No. 112, gazetted 20/12/2013.</i> | |
| Corporate context | Council Policy | |
| History | Adopted | 22 February 2023 |

Policy Scope

The Council recognises the economic / social and cultural value derived from sporting, cultural or entertainment events. This policy is to ensure a balance between the Council's commitment to be a vibrant events centre and its vision of being a leading regional economic driver and a socially interactive and inclusive community, in operating under its delegations to approve public events and outdoor entertainment venues in accordance with the *Environmental Protection (Noise) Regulations 1997* (the regulations).

Noise is managed under the provisions of the *Environmental Protection (Noise) Regulations 1997*, which allow different noise levels dependant on the type of premises receiving the noise (residential / noise sensitive, commercial / or Industrial) and the surrounding land uses and traffic volume on nearby roads.

The regulations provide for events that would exceed the permitted levels for events such as concerts, sporting and community activities to gain conditional approval by the CEO in the form of a Regulation 16 approval for community events, a Regulation 18 approval for one-off events and Regulation 19B approval for events held at entertainment venues.

This Policy is to address permanent venues which propose to hold regular outdoor concerts and events that would produce noise in excess of the levels permitted under the regulations. Other venues while not excluded from applying for a Regulation 19B approval are expected to comply with the noise levels prescribed or apply for Regulation 18 approvals for special events.

This policy is not intended to apply to venues that are substantially indoors who should manage their noise emissions via appropriate venue management and application of suitable noise attenuation.

Policy Statement

This policy is provided to inform the CEO of the Council's acceptability criteria for applications to approve Venues under Part 2, Division 7 of the *Environmental Protection (Noise) Regulations 1997*, acting as a submission to the CEO for their consideration. It is acknowledged that the CEO alone is delegated by the Chief Executive Officer of the Department of Water and Environmental Regulation to consider and approve applications for Venues under Part 2, Division 7 of the *Environmental Protection (Noise) Regulations 1997*.

The policy also allows the delegate CEO to approve an event if they are satisfied that its noise emissions would exceed the assigned levels and it would lose its character and usefulness if it had to meet the assigned levels. The delegate CEO can approve up to two events per year at one venue, and additional events if satisfied the majority of the affected residents have no objection to the holding of the extra events.

Policy principles

In considering applications submitted under Regulation 18 and 19B the Shire will be guided by the following principles which address issues not clearly defined in the regulations and may be specifically applicable to the Shire of Narrogin, considering population density and proximity of residential premises to entertainment venues of various types:

- Cumulative impact - the proximity of a Venue application to other Venues which already have an approval under Regulation 19B or are the subject of another current application will be taken into consideration. Where a 1km radius around a Venue overlaps with the 1km radius around another approved or currently proposed Venue, the cumulative noise impacts on noise sensitive premises within

the overlap area will be given particular weight in assessing an application. Noise modelling will be considered when assessing venues that may jointly impact noise sensitive premises;

- Precautionary principle - where a Venue has not previously been the subject of an approval under Regulation 19B or Regulation 18, the Shire may limit the duration of an initial approval to not more than 3 years;
- Precautionary principle - limit the number of notifiable events permitted to be held in any 12 month financial year. Consideration will be given to the spread of events throughout each 12 month period, balancing traditional demand for more events in the spring months against excessive impacts on local communities from multiple events in a short span of time;
- Precautionary principle - limit the event duration to a maximum of 8 hours with a strict 10 pm noise curfew for events held on Sunday - Thursday, and a strict 10:59 pm noise curfew for events held on Friday - Saturday. Event proposals that wish to exceed the event period of 8 hours and/or curfew time to submit a separate Regulation 18 application. If approved this approval will count as 1 of the approved Regulation 19B events;
- Precautionary principle - limit line and sound check for a period of 2 hours after 10 am on the day of the event. Sound checks to be limited to PA testing and noise limit assessing, not used for extended band practice and or jamming.

Application Requirements

An application for Venue Approval is required to be made by the Venue / Organiser to the CEO of the Shire in accordance with the requirements of the Regulations and with any supporting documents the applicant may see as relevant and that the CEO may request.

Fees

Fees associated with the application need to be proportionate with the cost of assessing and processing the application. The regulation recommends that an application for approval is to be made at least 60 days before the event and be accompanied by a fee of \$1,000.

An application for approval may be made between 21 and 59 days of the event if the application is accompanied by the application fee of \$1,000 in addition to a late fee, equal to one quarter of the application fee. An application may be made less than 21 days before the event if, in addition to receiving the application fee and late fee, the delegate CEO is satisfied that there are exceptional circumstances for the application not being made earlier.

Notwithstanding the above, the delegate CEO may, in his or her discretion, waive or reduce the application fee. If a late fee is applicable to the circumstances, the late fee remains equal to a quarter of the application fee. For example, if a delegate CEO decides to reduce the application fee for a community event to \$100 and a late fee is applicable, the late fee will be \$25.

Definitions and abbreviations

CEO - The Chief Executive Officer of the Shire of Narrogin

Act - The Environmental Protection Act 1986.

Regulations - The Environmental Protection (Noise) Regulations 1997.

Venue - permanent premises which propose to hold regular outdoor concerts and events that would produce noise in excess of those permitted under the regulations and for which noise cannot be controlled by venue attenuation or other noise management procedures.

Notifiable event means a sporting/ cultural or entertainment event that —

- (a) is open to the public; and
- (b) is likely to result in noise emissions, other than community noise, that do not comply with the standard prescribed under regulation 7; and
- (c) is not an approved event or an event for which application for approval under regulation 18 has been made.

The CEO of the Local Government has been delegated powers under the Regulations to approve applications to emit noise / from sporting, cultural and entertainment events, exceeding the standard set by the Regulations.

Relevant Documents

- *Guide to management of noise from sporting, cultural and entertainment venues Environmental Protection (Noise) Regulations 1997.*

– End of Policy

Section 7 - COMMUNITY SERVICES

7.1 Narrogin Regional Homecare – Management

Statutory context Local Government Act 1995
Quality and Safety Commission Aged Care Standards

Corporate context None

History
Adopted 26 April 2017
Last reviewed 24 July 2019
Amended 23 June 2021

Policy Statement

1. Narrogin Regional Homecare is to maintain a detailed Procedures Manual compliant with the requirements of the Health Department of WA and Aged Care Standards.
2. Compliance with the Manual is a condition of engagement as an employee or volunteer of Narrogin Home Care.
3. The Manual is to be reviewed by the Manager Client and Community Care Services annually or as required in accordance with any legislative changes, and proposed amendments submitted to the CEO for approval.
4. The attached Schedule 7.1 Narrogin Regional Homecare lists the matters to be included covered by the Manual, but is not limited to these specific items.

– End of Policy

Notes

Policy Schedule 7.1 – Narrogin Regional Homecare Procedures Manual

Section –

1. 01 Consumer Dignity and Choice
2. 02 Assessment and Planning
3. 03 Personal Care and Clinical Care
4. 04 Services and Supports of daily living
5. 05 Service Environment
6. 06 Feedback and Complaints
7. 07 Human Resources
8. 08 Organisational Governance

– End of Schedule

Section 8 - PERSONNEL

Applying to all matters in relation to personnel and employment –

Local Government Act 1995 –

s.5.41 Functions of CEO

The CEO's functions are to –

....

(d) manage the day to day operations of the local government; and

....

(g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and

....

s.5.103 Model code of conduct for council members, committee members and candidates

(1) Regulations must prescribe a model code of conduct for council members, committee members and candidates

Local Government (Model Code of Conduct) Regulations 2021 –

r.3 Model code of conduct

Sch 1 Model code of conduct

cl.19 Prohibition against involvement in administration

cl.20 Relationship with local government employees

(2) A council member or candidate must not –

(a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or

(b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or

(c) act in an abusive or threatening manner towards a local government employee.

(4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means –

(a) make a statement that a local government employee is incompetent or dishonest; or

(b) use an offensive or objectionable expression when referring to a local government employee.

Policy 1.1 – Code of Conduct for council members, committee members and candidates

For clarification regarding appointment, management and direction of employees –

| Employee class | Council involvement | Elected member / Committee involvement | CEO involvement |
|----------------|---|--|---|
| CEO | <u>Required</u> May delegate selection and interview to a Committee. Appointment must be by Council resolution. | <u>Permitted</u> – to interview and recommend to Council. <u>Prohibited</u> – to appoint, manage or direct. | As directed by Council, usually limited to process, research and reporting on an applicant. |

| | | | |
|-----------------------------------|--|--|---|
| Designated staff LG Act s.3.57 | <u>Required</u> – to consent to appointment or dismissal. <u>Permitted</u> – Interview & recommendation can be done by CEO alone or with elected member input. <u>Prohibited</u> – management or direction. | <u>Permitted</u> – to interview and recommend to Council. <u>Prohibited</u> – to appoint, manage or direct. | <u>Required</u> to initiate / consent to appointment or dismissal. <u>Statutory function</u> – to manage and direct. |
| EHO | <u>If designated senior employee</u> – as above, otherwise – <u>In all cases</u> – qualification must comply with Public Health Act 2016 s.17. | | |
| Other staff (non-designated) | <u>Prohibited</u> – Involvement in appointment, management or direction. | <u>Prohibited</u> – involvement in appointment, management or direction. | <u>Statutory function</u> – to appoint, manage, direct etc. |

8.1 Disciplinary Action

WALGA Workplace Relations, November 2016 – amended

Statutory context

- Fair Work Act 2009 (Commonwealth)
- Fair Work Regulations 2009 (Commonwealth)
- Corruption and Crime Commission Act 2003 (WA)
- Public Interest Disclosure Act 2003 (WA)

Corporate context

- Policy 8.3 – Employee Performance and Development
- Policy 8.4 – Grievance
- Executive Instruction 8.1 – Disciplinary Action
- Code of Conduct – Employees

History

| | |
|---------------|---------------|
| Adopted | 26 April 2017 |
| Last reviewed | 24 July 2019 |
| Last reviewed | 7 June 2021 |

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) general disciplinary principles,
 - b) serious misconduct,
 - c) other disciplinary action, and
 - d) reporting obligations.

– End of Policy

Notes

8.2 Discrimination, Harassment and Bullying

WALGA Workplace Relations, November 2016 – amended

Statutory context Work Health and Safety (General) Regulations 2022
Equal Opportunity Act 1984
Fair Work Act 2009

Corporate context Policy 8.4 – Grievance
Policy 8.21 – Equal Employment Opportunity

Code of Conduct – Employees

Executive Instructions –
- 8.1 – Disciplinary Action
- 8.2 – Discrimination, Harassment and Bullying

History
Adopted 26 April 2017
Last reviewed 24 July 2019
Last reviewed 7 June 2021

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) application of legislation to the Shire, relevant employees, volunteers and contractors,
 - b) unlawful discrimination,
 - c) harassment,
 - d) sexual harassment,
 - e) bullying, and
 - f) management action.

– End of Policy

Notes

8.3 Employee Performance and Development

WALGA Workplace Relations, November 2016 – amended

Statutory context Local Government Act 1995

Corporate context Policy 8.1 – Disciplinary Action

Code of Conduct – Employees

Executive Instruction 8.3 – Employee Performance and Development

History

| | |
|---------------|---------------|
| Adopted | 26 April 2017 |
| Last reviewed | 24 July 2019 |
| Last reviewed | 7 June 2021 |

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) employees to which the Executive Instruction applies
 - b) commitment to development of employee skills and capabilities,
 - c) induction of employees to cover performance management and development,
 - d) performance reviews covering types of review, purpose and conduct,
 - e) other mechanisms for feedback to employees
 - f) training and development
 - g) underperformance.

– End of Policy

Notes

8.4 Grievance

WALGA Workplace Relations, November 2016 – amended

Statutory context Local Government Act 1995 –
-
-

Corporate context

Policy 8.1 – Disciplinary Policy
Policy 8.2 – Discrimination, Harassment, & Bullying Policy
Policy 8.21 – Equal Employment Opportunity

Code of Conduct – Employees

Executive Instruction 8.4 – Grievance

History
Adopted 26 April 2017
Last reviewed 24 July 2019
Last reviewed 7 June 2021

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) employees to which the Executive Instruction applies,
 - b) making of a complaint,
 - c) principles for resolution of a complaint,
 - d) outcomes of complaints,
 - e) vexations or malicious complaints,
 - f) prohibition on victimisation of a complainant.
2. Any grievances lodged against the CEO are to be dealt with by the Shire President under this policy.

– End of Policy

Notes

8.5 Higher Duties

WALGA Workplace Relations, November 2016 – amended

| | |
|--------------------------|--|
| Statutory context | Local Government Industry Award 2010 |
| Corporate context | Policy 2.5 – Acting / Relieving Staff Authority Policy 8.13 – Recruitment and Selection Code of Conduct – Employees Executive Instruction 8.5 – Higher Duties |
| History | Adopted 26 April 2017 Last reviewed 24 July 2019 Last reviewed 7 June 2021 |

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) employees to which the Executive Instruction applies,
 - b) circumstances in which higher duties will apply.
2. The Executive Instruction is to apply to all employees, excluding the CEO and Executive Manager level positions, who are required to act in a position of higher classification than that which the employee occupies or who is assigned responsibilities or duties which warrant the payment of a higher duty allowance.

– End of Policy

Notes

8.6 Leave – Award Entitlements

WALGA Workplace Relations, November 2016 – amended

| | | |
|--------------------------|---|---------------|
| Statutory context | National Employment Standards Local Government Industry Award 2010 | |
| Corporate context | Executive Instruction 8.6 – Leave – Award Entitlements | |
| History | Adopted | 26 April 2017 |
| | Last reviewed | 24 July 2019 |
| | Last reviewed | 7 June 2021 |

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) acknowledgement of the priority of the Local Government Industry Award 2010 and the National Employment Standards,
 - b) annual leave processes, including –
 - i) maximum accrual of annual leave to be 8 weeks,
 - ii) arrangements to require employee to take excessive annual leave,
 - iii) annual leave over an organisation or specific crew close down
 - iv) annual leave in advance
 - c) personal / carer's leave, including –
 - i) requirements to notify supervisor or manager,
 - ii) circumstances in which evidence of illness or injury etc, may be required,
 - d) unpaid leave
 - e) consequences for breach of the Executive Instruction.

– End of Policy

Notes

8.7 Leave – Community Service

WALGA Workplace Relations, November 2016 – amended

Statutory context Industrial Relations Act 1979~~Fair Work Act 2009 (Commonwealth)~~

Juries Act 1957

Corporate context Code of Conduct – Employees

Executive Instruction 8.7 – Leave – Community Service

History

| | |
|---------------|---------------|
| Adopted | 26 April 2017 |
| Last reviewed | 24 July 2019 |
| Last reviewed | 7 June 2021 |

Policy Statement

- The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - acknowledgement of the priority of the provisions of the Industrial Relations Act 1979~~Fair Work Act 2009 (Commonwealth)~~;
 - acknowledgement of priority of the provisions of the Juries Act 1957;
 - application to all employees of the Shire;
 - obligation on employee to notify of membership of any relevant organisation that may necessitate leave;
 - priority area for consideration of leave is within the Shire, but the CEO to have discretion in appropriate circumstances; ~~and~~;
 - in exceptional circumstances, CEO to have discretion to approve paid leave.

- The definitions to apply are –

voluntary activity is where an employee engages in a voluntary activity, and the following criteria are met –

- the activity is either of –
 - a voluntary community activity, or
 - a voluntary emergency management activity
- the employee engages in the activity on a voluntary basis;
- either –
 - the employee was requested by or on behalf of the body to engage in the activity; or
 - no such request was made, but it would be reasonable to expect that, if the circumstances had permitted the making of such a request, it is likely that such a request would have been made.

voluntary community activity is where an employee engages in a voluntary emergency management activity if all the following criteria are met –

- the employee engages in an activity that involves the community generally or a significant portion of the community;
- the employee is a member of, or has a member-like association with, a recognised community organisation.

voluntary emergency management activities is where an employee engages in a voluntary emergency management activity if all the following criteria are met –

- the employee engages in an activity that involves dealing with an emergency or natural disaster;
- the employee is a member of, or has a member-like association with, a recognised emergency management body; and

– End of Policy –

Notes

8.8 Leave – Long Service

WALGA Workplace Relations, November 2016 – amended

Statutory context Local Government (Long Service Leave) Regulations

Corporate context Executive Instruction 8.8 – Leave – Long Service

History

| | |
|---------------|---------------|
| Adopted | 26 April 2017 |
| Last reviewed | 24 July 2019 |
| Last reviewed | 7 June 2021 |

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) acknowledgement of the priority of the Local Government (Long Service Leave) Regulations,
 - b) long serve leave processes –
 - i) maximum accrual of annual leave to be 8 weeks,
 - ii) arrangements to require employee to take excessive annual leave,
 - iii) annual leave over an organisation or specific crew close down,
 - iv) annual leave in advance,
 - c) taking of pro-rata long service leave prior to due date in exceptional circumstances and subject to completion of a minimum 7 years' service in local government,
 - d) long service leave taken later than 6 months after due date at the employee's request, not to be paid at a rate higher than that specified by the Regulations,
 - e) long service leave taken later than 6 months after due date at the CEO's request, to be paid at the rate applicable when taking the long service leave,
 - f) long service leave may not be deferred by the employee for more than 2 years, without the specific written approval of the CEO, which may only be given in exceptional circumstances.

– End of Policy

Notes

8.9 Probationary Periods of Employment

WALGA Workplace Relations, November 2016 – amended

Statutory context Local Government Act 1995

Corporate context Policy 8.10 – Recruitment and Selection

Code of Conduct – Employees

Executive Instruction 8.9 – Probationary Periods of Employment

History

| | |
|---------------|---------------|
| Adopted | 26 April 2017 |
| Last reviewed | 24 July 2019 |
| Last reviewed | 7 June 2021 |

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) acknowledgement of the priority of the Local Government (Long Service Leave) Regulations,
 - b) disclosure requirements for probationary period,
 - c) completion or extension of probationary period,
 - d) termination during a probationary period.

– End of Policy

Notes

8.10 Recruitment and Selection

WALGA Workplace Relations, November 2016 – amended

| | |
|--------------------------|---|
| Statutory context | Local Government Act 1995 Local Government (Administration) Regulations 1996 Equal Opportunity Act 1984 Work Health and Safety Act 2020 |
| Corporate context | Policy 8.2 – Discrimination, Harassment and Bullying Policy Policy 8.4 – Grievance Policy Policy 8.9 – Probationary Periods of Employment Policy Policy 8.21 – Equal Employment Opportunity Policy Code of Conduct – Employees Executive Instruction- - 8.5 – Higher Duties - 8.10 – Recruitment and Selection |
| History | Adopted 26 April 2017 Last reviewed 24 July 2019 Last reviewed 7 June 2021 |

Policy Statement

- The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - acknowledgement of the priority of the Local Government Act and Regulations requirements for section on merit, CEO and Designated senior staff recruitment,
 - acknowledgement of the principles of the Equal Opportunity Act,
 - procedural requirements to review requirement, commence, manage, and document the recruitment and selection processes,
 - filling of positions disclosed in the annual Budget to be an authorised action where the position,
 - filling of positions not disclosed in the annual Budget to be only on authority of CEO,
 - application of probationary periods to all positions with tenure greater than 6 months,
 - internal candidate preference where experience and potential indicate, for retention of corporate knowledge and development of clear career paths for staff,
- The CEO and senior staff designated in accordance with the Local Government Act have separate or additional requirements, but unless inconsistent with legislative requirements, processes are to conform to this Executive Instruction.

– End of Policy

Notes

8.11 Rostered Days Off

WALGA Workplace Relations, November 2016 – amended

Statutory context Local Government Act 1995

Corporate context Executive Instruction 8.11 – Rostered Days Off

Code of Conduct – Employees

History

| | |
|---------------|---------------|
| Adopted | 26 April 2017 |
| Last reviewed | 24 July 2019 |
| Last reviewed | 7 June 2021 |

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) outside workers – on the basis of a 9 day fortnight,
 - b) inside staff – on the basis of a 19 day 4 week period'
 - c) accrual principles while on leave or public holidays,
 - d) accumulation of RDOs may be permitted by the relevant Executive Manager, but are not to exceed a maximum accrual of 5 days.

– End of Policy

Notes

8.12 Secondary Employment

WALGA Workplace Relations, November 2016 – amended

Statutory context Local Government Act 1995

Corporate context

Policy 8.1 – Disciplinary Action

Code of Conduct – Employees

Executive Instruction 8.12 – Secondary Employment

History

| | |
|---------------|---------------|
| Adopted | 26 April 2017 |
| Last reviewed | 24 July 2019 |
| Last reviewed | 7 June 2021 |

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) acknowledging the priority of the Local Government Act,
 - b) secondary employment to include substantial commitments to community organisations,
 - c) ensuring no conflict of interest with Shire concerns including –
 - i) use of Shire resources both physical and electronic, work time,
 - ii) potential for increased load on other staff
 - iii) community perception and preservation of the Shire's reputation,
 - d) employee responsibilities
 - e) CEO responsibilities.
2. Notwithstanding the limitations, there is to be a general encouragement for employees to participate in community activities.

– End of Policy

Notes

8.13 Training, Study and Education

WALGA Workplace Relations, November 2016 – amended

| | |
|--------------------------|--|
| Statutory context | Local Government Act 1995 Building Regulations 2012 Food Act 2008 Work Health and Safety Act 2020 Public Health Act 2016 |
| Corporate context | Policy 8.3 – Employee Performance and Development Policy 8.6 – Leave – Award Entitlements Policy 8.15 – Use of Fleet Vehicles – Work and Private Use Policy 8.18 – Use of Private Vehicles – Work Purposes Code of Conduct – Employees Executive Instruction 8.13 – Training, Study and Education |
| History | Adopted 26 April 2017 Amended 24 July 2019 Last reviewed 7 June 2021 |

Policy Statement

- The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - mandatory qualification requirements for specific positions, in particular environmental health, food and building matters,
 - mandatory training requirements, in particular for plant operation and WHS,
 - professional development training directly associated with the employee's position,
 - professional development not related to the employee's position but potential benefit to the Shire,
 - circumstances in which expenses and type of expenses may be met in full or in part,
 - provision for an allowance to be claimed by employees making private arrangements for accommodation etc for any training related to (a), (b) or (c) above,
 - travel arrangements,
 - professional association membership
- Permitted rates for daily accommodation and breakfast and dinner, if not included in the training/conference cost are –
 - those in accordance with the Australia Taxation Office Reasonable Travel Allowances Determination applicable to Perth (excluding incidentals), as issued for each financial year,
 - to reimbursed or authorised through purchasing procedures, and
 - not an allowance paid to the employee.
- Where an employee has privately arranged accommodation, an allowance of 30% of the accommodation rate only, will be paid to the employee upon claim, and other reimbursements remain applicable.
- Nothing in this policy prevents the CEO from approving accommodation at an expense greater than that provided in clause 2 if considered appropriate if the accommodation is at or near the conference or training venue, and other relevant matters are taken into account such as transport costs and time, employee safety and security after hours etc.

– End of Policy

Notes

Clause 2 – Australian Taxation Office Determination
Reasonable Travel Allowances
<https://atotaxrates.info/allowances/ato-reasonable-travel-allowances/>

8.14 Uniforms, PPE and Personal Presentation

WALGA Workplace Relations, November 2016 – amended

| | |
|--------------------------|---|
| Statutory context | Work Health and Safety Act 2020 |
| Corporate context | Policy 8.1 – Disciplinary Action Code of Conduct – Employees Executive Instruction 8.12 – Uniforms, PPE and Personal Presentation |
| History | Adopted 26 April 2017 Amended 24 July 2019 Last reviewed 7 June 2021 |

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) indoor employees –
 - i) standard of dress if not wearing uniform,
 - ii) uniform allowance, whether private purchase or through corporate supplier,
 - iii) wearing and use of PPE is mandatory for relevant tasks
 - b) outdoor employees –
 - i) wearing and use of PPE is mandatory at all times
 - c) PPE and Clothing to be provided by the Shire,
 - d) conditions of use of PPE and uniforms,
 - e) wearing of PPE or clothing displaying the Shire logo out of work hours – inappropriate behaviour reflecting badly on the Shire may result in disciplinary action.
2. Uniform allowance for indoor employees, following completion of probation period –
 - full time employee - \$350 per year
 - part time employee - \$200 per year

– End of Policy

Notes

8.15 Use of Fleet Vehicles – Work and Private Usage

WALGA Workplace Relations, November 2016 – amended

Statutory context Work Health and Safety Act 2020

Corporate context Policy 8.1 – Disciplinary Action
Policy 8.17 – Workplace Surveillance

Code of Conduct – Employees

Executive Instructions –

- 8.13 – Training, Study and Education
- 8.15 – Use of Fleet Vehicles – Work and Private Usage

History

| | |
|---------------|---------------|
| Adopted | 26 April 2017 |
| Last reviewed | 24 July 2019 |
| Last reviewed | 7 June 2021 |

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) subject to any contractual arrangement with the employee,
 - b) principles of obtaining a vehicle,
 - c) arrangements for vehicle when employee takes leave,
 - d) CEO scope of authority and responsibility,
 - e) if deemed appropriate, CEO may require FBT expense be recovered from employee,
 - f) maintenance, responsibilities and requirements for vehicle – employee and Shire,
 - g) use of a fleet vehicle displaying the Shire logo or easily identified as a Shire vehicle out of work hours – inappropriate behaviour reflecting badly on the Shire may result in disciplinary action.
 - h) garaging of vehicle,
 - i) consequences for breach of the Executive Instruction.

– End of Policy

Notes

8.16 Use of Private Vehicles – Work Purposes

| | |
|--------------------------|---|
| Statutory context | Work Health and Safety Act 2020 |
| Corporate context | Code of Conduct – Employees Executive Instructions – <ul style="list-style-type: none">- 8.1 – Disciplinary Action- 8.13 – Training, Study and Education- 8.16 – Use of Private Vehicles – Work Purposes |
| History | Adopted 26 April 2017 Last reviewed 24 July 2019 Last reviewed 7 June 2021 |

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) to be applied where approval is given to use a private vehicle for work purposes,
 - b) preference is for use of a fleet vehicle for all work purposes, but it is recognised that this is not always possible or appropriate,
 - c) procedure for approval to use a private vehicle, requirements and standards,
 - d) obligations of employee and Shire,
 - e) private vehicle not permitted to be used to transport Homecare clients,

– End of Policy

Notes

8.17 Workplace Surveillance

WALGA Workplace Relations, June 2016

Statutory context Surveillance Devices Act 1998

Corporate context

Policy 8.1 – Disciplinary

Code of Conduct – Employees

Executive Instruction 8.17 – Workplace Surveillance

History

Adopted 26 April 2017

Last reviewed 24 July 2019

Last reviewed 7 June 2021

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) acknowledgement that the purpose workplace surveillance is –
 - i) to ensure a safe environment for employees,
 - ii) after hours security for protection of assets and equipment,
 - iii) is not intended for surveillance of employees.
 - b) approved and prohibited placement of surveillance devices,
 - c) employees permitted to access images and recordings are –
 - i) CEO,
 - ii) Executive Managers,
 - iii) Information Technology Officer, under instruction
 - d) confidentiality of images and recordings,
 - e) consequences for breach of the Executive Instruction.

– End of Policy

Notes

Placement and use of surveillance cameras should also have regard to –

www.dpc.wa.gov.au/GuidelinesAndPolicies/PremiersCirculars/Lists/Circular/Attachments/237/2009_05%20Registration%20of%20CCTV%20Systems.pdf

8.18 Salary Sacrifice

| | | |
|--------------------------|------------------------------|--|
| Statutory context | Australian Taxation Office – | |
| | - | Goods and Services Tax – legislation, rulings and guidelines |
| | - | Fringe Benefits Tax – legislation, rulings and guidelines |
| | - | Superannuation – legislation, limits |

| | |
|--------------------------|---|
| Corporate context | Executive Instruction 8.17 – Salary Sacrifice |
|--------------------------|---|

| | | |
|----------------|---------------|---------------|
| History | Adopted | 26 April 2017 |
| | Last reviewed | 24 July 2019 |
| | Last reviewed | 7 June 2021 |

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) compliance with all requirements of the Australian Taxation Office,
 - b) being cost neutral to the Shire,
 - c) limits on amount that may be salary sacrificed, duration and purposes.

– End of Policy

Notes

8.19 Employees – Recognition of Service (Gratuity)

WALGA Workplace Relations, November 2016 – amended

Statutory context Local Government Act 1995 –
 - s.5.50 – Payments to employees in addition to Award or contract

Local Government (Administration) Regulations 1996,
 - specifically regulation 19A

Corporate context None

History
 Adopted 26 April 2017
 Amended 24 July 2019
 Last reviewed 7 June 2021

Policy Statement

1. Application

An employee who has been dismissed by the Shire for any reason other than redundancy, will not be eligible to receive any payment under this policy.

Long serving employees may be recognised within the parameters set by section 5.50 of the Local Government Act 1995 and the associated Regulations.

An employee, whose employment is finishing, may be paid to a gratuity payment when their employment is ceasing due to –

- a) Resignation (not as a result of any performance management or investigation being conducted or pending/potential disciplinary action by the Shire);
- b) Retirement; or
- c) Redundancy.

2. Gratuity

The CEO in consultation with the relevant Executive Manager, may –

- a) provide a gratuity to a qualifying employee in the form of a gift card or voucher from a local business within the Shire,
- b) exercise their discretion to provide money instead of a gift card or voucher.

3. Prescribed Amounts for Gratuity Payments

Gratuity payments should be calculated based on the following prescribed amounts –

- a) Continuous service less than 2 years – to the value of \$30 per year of service
- b) Continuous service greater than 2 years – to the value of \$50 per year of service
 maximum payment of \$1,000

4. Exceeding prescribed amounts

In some circumstances, Council may consider it appropriate to make a payment greater than that specified by this policy. In which case local public notice is required to be given in relation to the proposed gratuity in accordance with the Local Government Act s.5.50 (2), and is not to exceed the amounts as set in the Local Government Administration Regulations 1996, specifically regulation 19A.

5. Determining Service

For the purpose of this policy, continuous service shall be deemed to include –

- a) any period of absence from duty on annual leave, long service leave, paid compassionate leave,

accrued paid personal leave and public holidays;

- b) any period of authorised paid absence from duty necessitated by sickness of or injury to the employee up to a maximum of three months in each calendar year, but not including leave without pay or parental leave; or
- c) any period of absence that has been supported by an approved workers compensation claim up to a maximum absence of 12 months.

For the purpose of this policy, continuous service shall exclude –

- d) any period of unauthorised absence from duty unless the CEO determines otherwise;
- e) any period of unpaid leave unless the CEO determines otherwise; or
- f) any period of absence from duty on parental leave unless the CEO determines otherwise.

6. Financial Liability for Taxation

The employee has full responsibility for any taxation payable on a gratuity payment.

– End of Policy

Notes

Statutory requirements –

- a) **This Policy must be published on the Shire's website.**
- b) **Recognition in excess of Policy may be made only if local public notice is given prior to payment being made.**

Advertised on 22 August 2019 (Narrogin Observer)

Notes – (to be removed when no longer applicable) –

The Shire acknowledges that at the time the policy was introduced –

- a) employees may be entitled to payments in addition to this policy as a result of accrued unused long service leave benefits, redundancy payments or notice periods as prescribed by, legislation or a relevant industrial instrument. The Shire has considered these provisions when setting the prescribed amount of any gratuity payment in this policy.
- b) the financial implications to the Shire were understood and that these financial implications had been investigated based on the workforce position current at that time.

8.20 Employee Superannuation

WALGA Workplace Relations, November 2016 – amended

Statutory context Superannuation Guarantee (Administration) Act 1992

Corporate context None

History

| | |
|---------|-------------------------------|
| Adopted | 26 April 2017 |
| Amended | 24 July 2019 |
| Amended | 23 June 2021 |
| Amended | 17 April 2023 |

Policy Statement

1. Application

This Policy applies to all employees whether the full-time, part-time or casual.

2. Superannuation Benefit

Employees will have freedom of choice over the complying fund that their Superannuation Guarantee Charge (SGC) are paid into.

The superannuation default fund shall be the ~~WA~~[Aware](#) Super.

Formatted: Strikethrough

Employees may elect to contribute additional superannuation, either as a deduction (after tax) or as salary sacrifice (before tax).

The Shire will match the additional contribution to a maximum of 15.0% of salary, which includes the SGC component, that is – SGC component plus matching component not to exceed 15.0%.

- It should be noted that as the SGC component increases, the threshold for maximum matching contribution by the Shire will decrease.

Employees can voluntarily contribute more than the threshold but will not receive a further contribution from the Shire.

The additional contribution and the voluntary contribution can be deposited in to the employee's fund of choice.

3. Variation to This Policy

This policy may be cancelled or varied from time to time. All employees will be notified of any variation to this policy.

– End of Policy

Notes

8.21 Equal Employment Opportunity

WALGA Workplace Relations, November 2016 – amended

| | | | | | | | |
|--------------------------|--|---------|---------------|---------------|--------------|---------------|-------------|
| Statutory context | WA Equal Opportunity Act 1984 Equal Opportunity Act 1986 Racial Discrimination Act 1975 Sex Discrimination Act 1984 Disability Discrimination Act 1992 | | | | | | |
| Corporate context | Policy 8.2 – Discrimination, Harassment and Bullying Policy 8.4 – Grievance Policy 8.10 – Recruitment and Selection Policy 8.13 – Training, Study and Education Code of Conduct – Employees Executive Instructions – <ul style="list-style-type: none"> - 8.2 – Discrimination, Harassment and Bullying - 8.4 – Grievance - 8.10 – Recruitment and Selection | | | | | | |
| History | <table> <tr> <td>Adopted</td><td>26 April 2017</td></tr> <tr> <td>Last reviewed</td><td>24 July 2019</td></tr> <tr> <td>Last reviewed</td><td>7 June 2021</td></tr> </table> | Adopted | 26 April 2017 | Last reviewed | 24 July 2019 | Last reviewed | 7 June 2021 |
| Adopted | 26 April 2017 | | | | | | |
| Last reviewed | 24 July 2019 | | | | | | |
| Last reviewed | 7 June 2021 | | | | | | |

Policy Statement

1. Introduction

The Shire is committed to equal opportunity and diversity and promotes a work environment that is free from discrimination and harassment, and where individuals are treated with fairness, respect, equality and dignity.

This involves the improvement in the skills and competency levels of employees to provide equal access to further employment or career path progression. The Shire acknowledges and celebrates diversity and commits to continuing to actively and flexibly seek to appoint and accommodate the unique needs of many different employees.

2. Application

This policy is to apply to employees, potential employees, volunteers and contractors/consultants.

3. Environment

The Shire recognises that when conflict, discrimination and harassment occurs in the workplace, job satisfaction, morale and productivity suffers. A healthy and safe work environment free from unnecessary discrimination, harassment and bullying is the a primary objective of the Shire.

4. Diversity

The Shire appreciates the value inherent in a diverse workforce. Diversity may result from a range of factors; origin, age, gender, race, cultural heritage, lifestyle, education, physical ability, appearance, language or other factors.

5. Awareness

Upon appointment all employees are to be given a full copy of this Policy and ensure this Policy is easily accessible electronically and in other forms as requested.

6. Monitoring

Employment related practices are to be periodically reviewed in accordance with this Statement, with particular consideration of practices and policies.

– End of Policy

Notes

Section 9 - WORK SAFETY & HEALTH

9.1 Work Health and Safety Policy

Statutory context Work Health and Safety Act 2020

Corporate context

Policy 8.1 – Disciplinary Action

Policy 8.4 – Grievance

Policy 9.4 – Workplace Visitors – Management

Code of Conduct – Employees

Executive Instructions –

- 9.1 – Work Health and Safety – All Workers, including contractors

WHS – Manuals, Requirements, Standards and Procedures

WHS – Contractors Handbook

History

| | |
|---------------|-------------------------------|
| Adopted | 26 April 2017 |
| Reviewed | 24 July 2019 |
| Reviewed | 28 October 2020 |
| Adopted | 24 November 2020 |
| Last reviewed | 7 June 2021 |
| Reviewed | February 2022 (draft version) |
| Adopted | 23 March 2022 |

Policy Statement

1. The Shire of Narrogin will plan and conduct works in such a manner that the health, safety and welfare of persons is given the highest level of protection, so far as is reasonably practicable, including for:
 - a) Any members of the community, or other persons, who may be affected by works undertaken;
 - b) All workers, whilst engaged in the performance of works, and;
 - c) All visitors to our workplaces.
2. The Shire understands and accepts responsibilities imposed under WHS legislation and is committed to providing healthy and safe working conditions, which are aimed at the prevention of work related injuries or ill health. Consistent with this, the Shire will:
 - a) Provide and maintain a healthy and safe work environment through the proactive identification of work related hazards and elimination of these where possible, or reduction of associated risk level through the application of the hierarchy of risk controls where hazards cannot be completely eliminated;
 - b) Strive to achieve high standards and continuous improvement in work health and safety performance by utilising best practice procedures and taking into account current levels of technical knowledge and development;
 - c) Comply with all applicable legislation and requirements;
 - d) Establish, implement and maintain an Work Health and Safety Management System; including measurable objectives and targets aimed at elimination of work related injury and illness;
 - e) Ensure that all workers and other persons within the workplace are fully informed of potential hazards and associated risk control measures, including through a process of training, instruction, information sharing and supervision as applicable;
 - f) Effectively communicate and consult with all WHS duty holders, including workers and their representatives, so as to ensure that everyone within the workplace is offered the opportunity to

participate in the ongoing development of a healthy and safe workplace; and

- g) Ensure that all workers, are fully aware of their responsibility to take reasonable care to safeguard their own health and safety at work and to avoid adversely affecting the health or safety of others through any act or omission at work and report hazards, accidents, incidents and near misses to their supervisor.

- 3. Copies of this Policy shall be made readily available to all workers, and any other interested parties, including through display within the workplace.

– End of Policy –

Notes

Refer –

- 1. WHS – Manuals, Requirements, Standards and Procedures
- 2. WHS – Contractors Handbook

9.2 Work Safety & Health – Executive Instructions

| | |
|--------------------------|---|
| Statutory context | Work Health and Safety Act 2020 |
| Corporate context | WHS – Manuals, Requirements, Standards and Procedures WHS – Contractors Handbook |
| History | Adopted 26 April 2017 Last reviewed 24 July 2019 Last reviewed 7 June 2021 |

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instructions regarding this matter, which is to include but is not limited to –
 - a) acknowledgement of the priority of the Work Health and Safety Act 2020;
 - b) the establishment and operation of employee based WHS Committee in accordance with the Act;
 - c) requiring the development, maintenance and review of WHS manuals, requirements, standards, procedures, guidelines etc;
 - d) requiring the development, maintenance and review of WHS Handbook for Contractors etc; and
 - e) consequences for breach of the Executive Instruction.

– End of Policy

Notes

9.3 Drugs and Alcohol

WALGA Workplace Relations, November 2016

Statutory context Work Health and Safety Act 2020

Corporate context

Policy 8.1 – Disciplinary
Grievance Policy
Grievance Procedure
Policy

Code of Conduct – Employees

History

| | |
|---------------|---------------|
| Adopted | 26 April 2017 |
| Last reviewed | 24 July 2019 |
| Amended | 7 June 2021 |

Policy Statement

1. Introduction

This policy is designed to eliminate the risks inherent in the use or abuse of drugs alcohol or other substances and to provide a safe and productive workplace for employees.

The Shire is committed to ensuring all employees take reasonable care not to endanger the safety of themselves or others (including customers) in the workplace. Alcohol and other drug usage becomes an work safety and health issue if a worker's ability to exercise judgment, coordination, motor control, concentration and alertness at the workplace is impaired.

2. Application

For the purpose of this policy –

- the term “employee” shall extend to cover contractors as per the Work Health and Safety Act 2020, volunteers and any person performing work for or with the Shire in any capacity,
- the workplace is defined as any place in which work is carried out while engaged by the Shire.

Employees must report to their employer any situation where they genuinely believe that an employee may be affected by alcohol and/or other drugs.

3. Responsibility

Under the Work Health and Safety Act 2020, workers must take reasonable care of their own safety and health and not endanger the safety and health of others at the workplace. The consumption of alcohol and/or drugs while at work is unacceptable (the hazard extends to being adversely effected, possibly as a result of the night before in addition to consumption as work), except in relation to any authorised and responsible use of alcohol at workplace social functions.

All employees are expected to comply with the Code of Conduct for Employees at all times. They should carry out their duties in a professional, responsible and conscientious manner and refrain from any conduct (including alcohol abuse or substance misuse) which could adversely affect their personal work performance or the safety and well-being of others.

Employees are required to present themselves for work and remain, while at work, capable of performing their work duties safely. An employee who is under the influence of alcohol and/or drugs at the workplace, or is impaired, may face disciplinary action including possible termination of employment.

4. Drug Use in a Shire workplace

Employees who buy, take, or sell drugs in any Shire workplace, may be found to have engaged in serious misconduct. Such behaviour may result in disciplinary action up to and including dismissal.

5. Prescribed and Over the Counter Medications

The Employee must follow the instructions in respect of prescribed or over the counter medications. If the medication affects their ability to perform a task they must advise their supervisor or manager. Employees taking prescribed or over the counter medication must not commence duties if their doctor or pharmacist indicates that it would not be safe to do so.

The categories of drugs and substances prohibited by the Shire are outlined as per the Australian Standard AS 4308 for drugs of abuse.

6. Consumption of Alcohol on the Premises

Except in situations where the Shire holds or hosts a function within the district and alcohol is provided, employees must not bring in and/or consume alcohol in the workplace. With the approval of the CEO or Executive Manager an employee may be approved to drink alcohol at a work related function.

7. Responsibilities

The Shire considers that the use of alcohol or other drugs is primarily a health issue for individual employees, however, where an employee's performance or conduct affects their health and safety, and/or others in the workplace, the Shire is committed to appropriately managing the issue.

A likely outcome of any breach of this policy will be disciplinary action (up to and including termination of employment), however the Shire may also manage the issue by –

- Providing appropriate education and training to employees;
- Providing professional counselling and support where needed.

8. Managers' Responsibilities – Consumption of Alcohol at Work Sponsored Functions

Team managers shall –

- a) encourage their staff to make alternative arrangements for transport to and from the function;
- b) ensure that the following is made available: - Low alcohol beer, soft drinks and water - Beverages: tea, coffee and food;
- c) if the manager believes a person may be over the Blood Alcohol Content (BAC) 0.05 limit, assist the person with safe transport home (including contacting a family member or arranging a taxi); and
- d) if the manager has to leave the function early, appoint a delegate to oversee the rest of the function.

9. Drug/Alcohol Treatment Programs

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the Shire will provide assistance to the employee –

- a) the Shire will allow an employee to access any accrued personal or annual leave, or leave without pay by agreement of the CEO, while they are undergoing treatment, and;
- b) the Shire will take steps to return an employee to their employment position after completion of the treatment program, if practicable in the circumstances.

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the line manager or members of senior management, will review the full circumstances and agree on a course of action to be taken. This may include redeployment to suitable alternative employment, or possible termination from employment if the employee is unable to safely carry out the requirements of their role.

10. Pre-Employment Medical Tests

As part of the recruitment selection process, preferred candidates for employment positions may be required to attend a medical assessment which includes drug and alcohol testing. Failure to provide a negative test result may result in their application for employment being unsuccessful.

11. Random Testing

Random testing may also be conducted. Random testing may utilise a variety of methods for randomly selecting names such as software, lottery of selection through coloured marbles in a bag drawn by each employee. All staff on site must participate in the random selection.

12. Identification of Impairment & Testing

If the Shire has reasonable grounds to believe that an employee is affected by drugs and/or alcohol it will take steps to address the issue.

Reasonable grounds may include (but are not limited to), where an employee's coordination appears affected, has red or bloodshot eyes or dilated pupils, smells of alcohol, acts contrary to their normal behaviour, or otherwise appears to be affected by drugs and/or alcohol.

Testing may be carried out as a result of all incidents (including, but not limited to near miss, injury, property damage, and personal altercations).

If the Shire suspects that an employee is under the influence of drugs and/or alcohol it may pursue any or all of the following actions –

- direct an employee to attend a medical practitioner and submit to a medical assessment to determine whether the employee is fit to safely perform their duties;
- require that an employee undergo drug and alcohol testing administered by a Shire authorised testing provider (such as Pathwest) at the direction of the Shire;
- direct an employee to go home.

A medical assessment may include a drug and/or alcohol test. Testing shall be conducted in accordance with the Australian Standard AS/NZS 4308:2008 – Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.

In circumstances where an employee indicates the consumption of prescription or pharmacy drugs, the Shire may request further information from the medical practitioner conducting the assessment about the effects and proper usage of the prescription or pharmacy drugs being taken. The Shire may direct the employee to go home following the medical assessment until it can be established that they are fit to undertake their duties.

If an employee refuses to attend a medical examination or refuses to submit to an alcohol or drug test, the employee will be immediately directed to go home. Refusal to attend a medical assessment or refusal to go home constitutes a breach of this policy and may result in disciplinary action being taken against the employee up to and including the termination of employment.

The following steps are to be taken where an employee who has submitted to a medical assessment returns a positive test result for alcohol and/or drugs –

- The employee tested and the CEO will be informed of the result;
- A disciplinary discussion will take place in accordance with the disciplinary policies and procedures of the Shire.

An employee who returns a positive test will be in breach of this policy. A breach of this policy may result in disciplinary action being taken against the employee up to and including the termination of employment.

13. Testing in the event of an accident/incident

The Shire, at the discretion of the CEO or Executive Manager may require an employee to undertake a drug

and alcohol test, as described above, in the event of an accident or incident where there is a risk to health and safety.

14. Education, Training & Awareness

The Shire may provide education and training to all employees at the workplace about the effects of alcohol and other drugs and their risks to safety and health. Line managers may be given training so that they may identify situations where an employee is potentially misusing alcohol or drugs.

Employees who recognise that they have a drink or drug problem, or that they are at risk of developing one, are encouraged to come forward so that they can be assisted to get the appropriate help. Contacts at outside agencies where help can be obtained will be made readily available to all employees via the Shire's noticeboards.

The Shire engages the services of an external Employee Assistance Provider who can provide the organisation's people with free and confidential counselling.

15. Testing Provider

Drug and alcohol testing may be undertaken by Pathwest Laboratories, Narrogin or another provider if required.

16. Consequences of Breaching this Policy

An employee engaged by the Shire who breaches the provisions of this policy may face disciplinary action including possible termination of employment.

17. Variation to This Policy

This policy may be cancelled or varied from time to time. All employees will be notified of any variation to this policy.

– End of Policy –

Notes

9.4 Health and Wellbeing

WALGA Workplace Relations, November 2016 – amended

Statutory context None

Corporate context None

History

| | |
|---------------|---------------|
| Adopted | 26 April 2017 |
| Amended | 24 July 2019 |
| Last reviewed | 7 June 2021 |

Policy Statement

1. Introduction

The Shire encourages the health and wellbeing of our employees at work and promotes employee work life balance so our employees are able to fulfil work and lifestyle responsibilities efficiently and effectively.

The purpose of this policy is to ensure that staff have the opportunity to access health and wellbeing initiatives and choices in the workplace.

2. Application

This policy applies to all permanent full time or part time employees of the Shire.

3. Wellbeing Program

LGIS Municipal Workcare Scheme has developed a preferred supplier arrangement, and it is through this that the Shire offers employees access to health services.

The Shire is provided with a range of health services such as –

- a) Health Assessments
- b) Skin Cancer Screenings
- c) Flu Vaccinations
- d) Health Seminars/ Workshops
- e) Ergonomic Assessments
- f) Manual Task Training

Periodically throughout the year, health and well-being matters will be promoted and made available to employees. As the services are dependent on funding, limited spaces may be available however every effort will be made to provide these services to those interested in participating.

4. Staff Leisure Centre Membership Subsidy

The Shire offers permanent full time and part time employees the ability to purchase a single or family membership for the Narrogin Regional Leisure Centre at a 50% discount of the adopted annual rates to encourage fitness and general wellbeing within the workforce. Note: this does not include coordinated sports activities.

5. Smoke Free Workplace

The Shire is committed to promoting a smoke free workplace.

Smoking in the following places is prohibited –

- All Shire buildings,
- All Shire vehicles and plant,
- The Depot office, workshop, the bottom lean-to (plant and chemical storage) or within 20 metres of the diesel transfer tank

- Within 5 metres of access points to buildings such as doors, windows, near air conditioning vents and ducts
- Courtyards
- Other areas designated as non-smoking areas by signage

The underpinning principle being that non-smokers shall not be subjected to smoke inhalation, therefore if you are asked to move away or extinguish a cigarette, you must comply with the request.

Ensure that cigarette butts are dealt with appropriately. They must be put out, picked up and disposed of in the appropriate receptacle – they are not to be disposed of in flowerbeds, walkways etc.

6. Staff Support Services

a) Access

The Shire offers staff support services, in the form of confidential counselling services through LGIS, to assist employees experiencing personal and/or work related issues.

The services are offered to all employees of the Shire and are designed to be short-term. Use of the services provided is on a voluntary basis and is free to employees.

If a problem cannot be resolved by the individual's own efforts or through other means, the LGIS counselling service can be accessed by –

- Manager referral - in some cases, managers may suggest to employees that they may benefit from utilising the counselling service. In this case referral to LGIS counselling services should be kept confidential between the manager and the employee, or
- Internal Contact – employees may contact the Executive Manager Corporate and Community services to organise referral. Alternatively, employees may access the service at their own discretion. Workers and managers can access the service by phone or email (face to face if availability permits) enabling them to receive confidential counselling support wherever they are based.

LGIS can be contacted by –

- phoning 9483 8857,
- email admin@lgis.wa.com.au, or
- <https://www.lgiswa.com.au>

b) Number of Sessions

The counselling services provided by LGIS are primarily 'stress counselling' and of a short-term nature. Sessions are generally one hour in duration. The service is available between 8.30am and 5.00pm Mondays to Fridays. Sessions are predominantly phone based. Upon special request, face to face counselling can be organised depending on availabilities.

If the psychologist considers the issue to require ongoing counselling or long term therapy, resources will be provided to the employee to sought alternative support (for example, through the Better Access scheme via a doctor's referral or local resources available within the community).

c) Leave Provisions

In the event that the employee desires to ensure that their manager is not aware that they are undertaking counselling, then the employee should organise sessions to be completed during non-working hours. The arrangement for taking time off during work hours will be the same as for any form of absence from the workplace, including time in lieu, however the manager does not need to be informed of the referral or the specifics of the matter.

d) Confidentiality

A significant feature of the LGIS counselling service is the high level of Confidentiality and the respect for the employee's privacy. All employees utilising the service are required to sign a confidentiality agreement to enforce this.

Information on all referrals to LGIS counselling services will be in strict confidence. Confidentiality means that the Shire will not receive any information from LGIS concerning the employee's problem. Employees will need to provide written consent to release their personal information, should they choose to share their counselling information to a third party.

Provider – LGIS counselling services should be contacted by the employee for an appointment.

7. Communication

The Shire will ensure that –

- All employees receive a copy of this policy during the induction process.
- This policy is easily accessible by all members of the organisation.
- Employees are empowered to actively contribute and provide feedback to this policy.

– End of Policy

Notes

9.5 Workplace Visitors – Management

Statutory context Work Health and Safety Act 2020

Corporate context None

History

| | |
|---------------|---------------|
| Adopted | 26 April 2017 |
| Last reviewed | 24 July 2019 |
| Last reviewed | 7 June 2021 |

Policy Statement

1. The Shire is committed, to ensuring that visitors to workplaces are not exposed to hazards as far as reasonably practicable.
2. Severe penalties apply under the Work Health and Safety Act 2020 if visitors to workplaces are injured through not being appropriately cared for.
3. Visitors to workplaces are required to comply with the directions of staff by the WHS Act.
4. All locations –
 - a) Visitors who wish to move around the location must be accompanied by a Shire employee at all times, with the exception of authorised contractors/subcontractors.
 - b) Employees are to ensure that all walkways and access/exit points remain clear of obstacles at all times.
 - c) Prior to being authorised to enter a workplace/worksites which has known hazard/s, all visitors must be provided with a workplace specific induction on the nature of the hazard/s within that location and must be instructed in any emergency evacuation procedures.
5. Offices and similar locations –

All visitors are to report to the front counter, where applicable, or to the appropriate Manager / Supervisor before entering the workplace/worksites.
6. Depot Workshop and Yard –

Prior to entry into the depot workshop or yard, all visitors, contractors and subcontractors are to report to the depot office.
7. Construction and maintenance sites and similar locations –
 - a) Prior to entry to a construction/maintenance site, all visitors, contractors and subcontractors are to report to the site manager or supervisor.
 - b) High visibility workwear is mandatory for depot yard and worksites.
 - c) Appropriate footwear and PPE for the purpose is mandatory.

– End of Policy

Notes

9.6 Risk Management - Deleted

| | | |
|----------------|---------|--|
| History | Deleted | 24 July 2019 (Resolution of Council 0719.12) |
|----------------|---------|--|

Section 10 - BUILDING / DEVELOPMENT

10.1 Kerb / Footpath Deposit – Adjoining Works

| | | |
|-------------------|--|---------------|
| Statutory context | Building Act 2011 | |
| | Building Regulations 2012 | |
| | Shire of Narrogin Public Places & Local Government Property Local Law 2016 | |
| Corporate context | Delegation 10.3 – Control of Planning Matters | |
| History | Adopted | 26 April 2017 |
| | Last reviewed | 24 July 2019 |
| | Last reviewed | 7 June 2021 |

Policy Statement

- Where the estimated value of building / demolition developments exceeds \$20,000.00, a kerb / footpath deposit is required to be paid to the Shire of Narrogin by the applicant.
- The following conditions apply –
 - The kerb/footpath deposit must be paid to the Shire of Narrogin before a building/demolition permit can be issued.
 - Loading and unloading of steel track machinery on the road without the use of rubber tyres or timber, will result in no refund of your kerb/footpath deposit.
 - All development material including sand, bricks and timber must be cleaned from the footpath and road verge area at the completion of the development.
 - All damage to kerbing, footpaths, verge and road area caused during the development, must be repaired prior to requesting a refund.
- The deposit is to be held in Council's ~~Trust~~ Municipal Fund.
- Once the development has been completed, and a request for refund of the deposit has been received, an appropriate person is to conduct a site inspection.
- If there is damage to the kerb, footpath, verge or road surface, the cost of repair is to be deducted from the deposit prior to refund being made.
- If approved, a refund for the authorised amount is to be issued to the person who lodged the original deposit.
- If the cost of repairing the damage exceed the deposit amount, and invoice for the balance is to be issued to the property owner or contractor.

– End of Policy

Notes

10.2 Shade Cloth Structures

Statutory context Building Act 2011
Building Regulations 2012

Corporate context None

History

| | |
|---------------|---------------|
| Adopted | 26 April 2017 |
| Amended | 24 July 2019 |
| Last reviewed | 7 June 2021 |

Policy Statement

1. Upon application, approval may be given to use shade cloth to cover or enclose an area between a patio, pergola, carport or garage and an adjoining fence –
 - a) within the side and rear setbacks of residential properties within town sites,
 - b) the structure shall be of shade cloth supported on a light weight framework of metal installed between the roof of the adjacent structure and below the top of the boundary fence,
2. Prior to approving a shade cloth structure up to a boundary, an appropriate employee shall refer the application to the adjacent landowners/occupiers for comment over a minimum 14 day period.
3. Shade cloth structures will not be permitted within the front setback of any property.
4. Approval may be granted to such structures where no objections are received during the comment period. All other applications shall be referred to Council for determination.

– End of Policy

Notes

10.3 Colour Palette and Sign Guide (Central Business Precinct)

Statutory context None

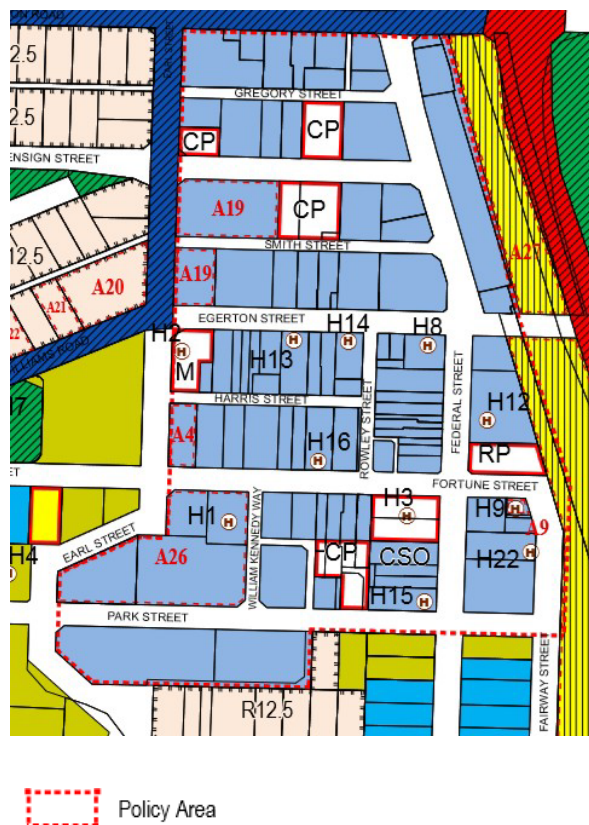
Corporate context [Colour Palette Guide & Signage Guide](#)

History
 Adopted 28 July 2020
 Last reviewed 7 June 2021

Policy Statement

The Central Business Precinct

This Policy applies to the Central Business District (CBD). The Central Business Precinct is bounded by the southern side of Clayton Road, Federal Street, Fairway Street, Park Street and Earl Street as defined in the former Town of Narrogin Town Planning Scheme No.2 as depicted in the plan below.



Former Town of Narrogin Town Planning Scheme No. 2 – Scheme Map

1.0 COLOUR PALETTE

1.1 Objectives

The objectives of this policy are to:

- Encourage proponents within the CBD Precinct, if they intend painting the exterior of their property or affixing or altering signage to their property, to lodge a Development Application to the Shire for assessment in accordance with this Policy.
- Create a consistent colour palette applicable to development using colours from the Town Centre Colour Palette Guide developed by H+H Architects;
- Strengthen the identity of the Central Business Zone;
- Provide guidance to Council, private landowners and developers on the appropriate external colours for new or existing development;
- Encourage where possible, original colour schemes to enhanced the heritage building, streetscape and the Central Business Precinct;
- Attain a high quality visual streetscape; and
- Preserve, enhance and complement the existing built environment.

1.2 Policy Statement

An integral part of the '2016 Narrogin Townscape Study Review' undertaken by H+H Architects and Malone Design is the adoption of a "colour palette" to be used as a guide by Council when it assesses new and existing development, and when it selects colours for application to public street furniture and public buildings.

The colours are considered appropriate to the Shire of Narrogin environment, and have the potential to introduce an exciting new element into the town's character.

H+H Architects has been commissioned to develop the Shire of Narrogin 'Town Centre Colour Palette Guide and Sign Guide', which is to be used as a basis for guiding developments within the Central Business Precinct and to be read in conjunction with this policy.

1.3 Policy Provisions

Colours Guidelines

- 1.3.1. Development Applications lodged that propose the treatment of the external surface of a building shall include the following information:
 - Demonstrate that the type of paint, as well as the preparation of the building and application of the paint will contribute to the conservation of the building, and will not significantly compromise the significant heritage fabric of the building.
 - Evidence of research into original colour schemes in the form of a paint scraping and/or historical research into the style of building.
- 1.3.2. Where possible, colours selected shall be consistent with the original colour schemes of the building.
- 1.3.3. Where it is not possible to determine the original colour scheme, colour selection shall be consistent with the following key principles and the Colour Palette Guide based on the era of the development (Federation, Inter-War and Post War):
 - The main body of the wall shall be natural wall colours that suggest the natural materials underneath (i.e. brick, stone or render).

- Where it is proposed to paint brick or stone quoining, colours shall be consistent with the natural materials underneath.
- Decorative elements - including cement rendered dressings (stucco), architraves, friezes, cornices, and pilasters – shall be highlighted with the use of no more than two muted tones in a lighter colour than the main body of the wall.
- Outer window frames shall be painted in dark colours (browns, deep reds, or dark greens), with light cream or white highlights accentuated in window sashes, and dividing joinery between individual window panes.
- In the case of verandahs and awnings, structural elements shall be dark tones (browns, deep reds, or dark greens) while decorative elements shall be highlighted with the use of light muted tones (cream or white).
- In the case of buildings with external timber cladding, paint colours shall be consistent with the original colour schemes of the building.

1.3.4. In addition to clause 1.2., Council shall have regard to the following:

- Any established conservation management plan relating to the site;
- Any statement of heritage impact relating to the site; and
- Any advice received from the Heritage Council of Western Australia relating to the site.

1.4 Face brickwork and Limestone Fabric

- 1.4.1. Council will not approve the rendering or painting of face brickwork or limestone fabric for buildings of recognised heritage significance unless it can be demonstrated by the applicant that it is not possible to conserve the face brickwork or limestone fabric in its current form, and painting or rendering the face brickwork or limestone fabric is the only suitable conservation treatment in the circumstances.
- 1.4.2. The sealing of exposed face brickwork or limestone fabric of buildings with recognised heritage significance is not considered appropriate and will not be supported.
- 1.4.3. In cases where treatment of face brickwork and limestone fabric is proposed, an application shall be accompanied by a technical report from a suitably qualified expert in support of the methodology to ensure that the treatment will be beneficial for the ongoing conservation of the building.

1.5 Treatment of Existing Buildings Listed in the Shire of Narrogin Local Heritage Survey 2019

- 1.5.1. Paint colours shall be compatible and complimentary to the heritage character of the existing building.
- 1.5.2. Where the external building is constructed of face brickwork and limestone fabric, treatment of external surfaces shall be in accordance with clause 1.2 of this policy.

1.6 New and Infill Development

- 1.6.1. Proposed colour schemes and finishes are to be consistent with the Colour Palette Guide and have regard to the following criteria:
- Whether the colour scheme and/or building finishes are consistent with the streetscape.
 - Whether the colour scheme and/or building finishes are likely to have any significant impact on any abutting or immediately adjacent property with recognised heritage significance.
 - The colour palette shall be used as a guide for applicants when assessing new and existing development including street furniture and public buildings within the Shire of Narrogin Central Business Precinct.

- Applicants will be strongly encouraged to use the colour palette that reflect the era of development (Federation, Inter War and Post War periods).
- Any request by an applicant to deviate from the adopted colour palette must be accompanied by detailed reasons. The CEO may approve alternative colours which are reasonably close to those contained within the colour palette, and where the overall visual intent will not be compromised.

2.0 SIGN GUIDELINES

2.1 Objectives

The objectives of this policy are to:

- Ensure consistency with the sign guidelines for the Town Centre Precinct in accordance with the Town Centre Colour Palette Guide and Signage Guide prepared by H+H Architects.
- Guide the design, materials and siting of advertising structures and signs in the Town Centre Precinct.
- Ensure that signs erected on heritage buildings, or any buildings in the Town Centre Precinct, should be compatible with the character of the building, streetscape and heritage precinct.
- Ensure that signs are located in appropriate positions on the building, be clear and easy to read from the street and not to visually dominate the building or area.

2.2 Policy Statement

This policy has been prepared to support and to be read in conjunction with Part V – Control of Advertisements of the former Town of Narrogin Town Planning Scheme No. 2 and the Shire of Narrogin Public Places and Local Government Property Local Law 2016. The scheme requires the submission of an application for Development Approval for non-exempt advertisements.

2.3 Policy Provisions

Signs above Verandah Level

Advertising panels on parapets should be used in preference to other locations. Parapet signs are to be of appropriate size and do not dominate the façade.

Only one line of advertising space should be encouraged.

Signs on Verandah and Awnings

Signs on Verandahs and Awnings should not obscure architectural detailing. A sign fixed to the outer or return fascia of a verandah or awning is appropriate provided that:

- It does not project beyond the outer metal frame or the surround of the fascia; and
- It does not obscure architectural detailing.

Signs Painted onto Display Windows

Permanent signs on windows of retail premises should cover no more than 30% of the display window and should not clutter or dominate the shopfront window.

Signs below Verandahs

Suspended signs under the verandah at right angles to the building should not exceed 250mm x 1800mm and should be at least 2.4 m above the ground level.

A sign under the verandah shall:

- Have a headway clearance of at least 2.4m
- Restricted to one (1) sign per shop; and
- Have a minimum setback of 750mm from the kerb.

Signs on Buildings without Verandahs

Signs should be restricted to:

- Parapet signs;
- Shop window signs;
- Suspended signs off wrought/cast iron brackets, maximum size 400mm x 400mm;
- Tenancy boards flat to wall adjacent to doorways.

Signs on Building Walls

Signs on side walls of buildings should be designed to complement the building expression and colour scheme.

Colour

Colours of signs should complement the overall colour scheme of the building.

– End of Policy

Notes

[Colour Palette Guide & Signage Guide](#)

Section 11 - PUBLIC FACILITIES

11.1 RW (Bob) Farr Memorial Library – User Rules – Deleted

| | | |
|----------------|---------|--|
| History | Deleted | 24 July 2019 (Resolution of Council 0719.12) |
|----------------|---------|--|

11.2 Hire of Venues – General

| | | |
|--------------------------|--|---------------|
| Statutory context | Local Government Act 1995 | |
| | Public Places and Local Government Property Local Law | |
| Corporate context | Delegation 11.3 – Public Places & Local Government Property Local Law 2016 | |
| History | Adopted | 26 April 2017 |
| | Amended | 24 July 2019 |
| | Last reviewed | 7 June 2021 |

Policy Statement

1. The following Council Policy Schedules are adopted, and form part of this Statement –
 - 11.3(a) – Hire of Venues – Requirements to Hire
 - 11.3(b) – Hire of Venues – Conditions of Hire
2. Hirer Categories –
 - a) Individual / Community –

This definition also applies to private bookings such as weddings, birthday parties, christenings etc.
A community use is defined as a non-profit organisation and shall include, but is not limited to sporting clubs, not-for-profit community groups, religious groups, education institutions, charitable institutions, service clubs and groups that have a focus on community needs with a social benefit.
 - b) Professional / commercial user –

A professional / commercial user or group is one whose intention it is to result in private gain (i.e. income generation).
Those user groups deemed to be of a commercial nature would be charged the standard fee for use of the facilities.
3. Compliance with the following is mandatory –
 - a) Liquor Licencing Act,
 - b) Public Health Act,
 - c) Police Act,
 - d) Criminal Code, and
 - e) Relevant Shire Local Laws.
4. A permit for the sale and/or consumption of alcohol from the Clerk of Courts is required to be presented, prior to the Shire giving approval for sale and/or consumption of alcohol.
5. Each approval for consumption or sale is to be notified to the Narrogin Police.
6. Equipment from facilities is not available for outside usage except with the approval in writing of the CEO or Executive Manager Corporate and Community Services, and is subject to hire fees, bond charges etc.

– End of Policy

Notes

Public Places & Local Government Property Local Law also applies.

Policy Schedule 11.2(a) – Hire of Venues – Requirements to Hire

1. Bookings
 - a) Bookings will only be held for 7 working days without payment or purchase order.
 - b) To confirm a booking, full payment of fees and bond, within 7 working days of booking, unless specific approval is given.
 - c) If an agreed deposit payment has made, full payment is required at least 14 days prior to booking date.
 - d) Bookings made less than 14 days prior to booking date must be paid in full immediately.
 - e) Bookings made without allowing sufficient time for preparation of the venue during normal work hours, may attract an extra charge if work outside of usual hours is required.
 - f) Permanent or ongoing bookings will be billed annually or monthly in advance.
 - g) The Shire reserves the right to refuse to let a venue or any portion thereof.
 - h) Tentative bookings will be accepted not more than 12 months in advance.
 - i) Multiple year bookings will not be accepted.
2. Double Bookings
 - a) In the event that two applications for bookings are received on the same day for hire of the same facility, the relevant employee or CEO may determine to which applicant the hiring will be granted. Generally, precedence will be given to the earlier booking, although the applicants are encouraged to negotiate a mutually agreed arrangement.
3. Cancellations
 - a) Cancellations by the user without penalty can be made up to 14 days prior to the booking date, with full fee refund.
 - b) Cancellation by the user within 14 days of the booking date may result in forfeiture fees and of the bond unless there are extenuating circumstances.
 - c) The Shire reserves the right to at any time cancel an agreement for hiring of a venue. Notice of cancellation will be given at the earliest possible opportunity and all monies refunded.
4. Bonds
 - a) Bonds to cover damage and cleaning must be paid at the time of confirmation of the booking date, and are refundable provided there is no cause for complaint.
 - b) An additional bond will be charged for every function at which alcohol will be available.
 - c) Any damage, excluding fair wear and tear, may result in forfeiture of part or all of the bond.
5. Fees and Charges
 - a) Hire fees and charges for use of Council facilities, including any furniture or equipment, shall be determined from time to time by the Council. (see Fees and Charges in the Annual Budget)
 - b) The Shire reserves the right to grant a reduction / concession of all or any part of hire charges in special circumstances.
 - c) The CEO has authority to approve a fee reduction case in accordance with Delegation 3.11 Donations – Financial and In-kind Works / Services.
6. Facility Availability
 - a) Council facilities are available on a casual basis.
 - b) All hirers of Council facilities must be 18 years of age or over and be legally responsible for the function, event or activity nominated on the hire form.
 - c) Hirers may be required to provide proof of age and an address on the relevant hire application.
 - d) The hirer or nominated representative (over the age of 18 years) must be in attendance for the duration of the function, activity or event, be contactable by mobile phone and be available to present hire forms and other relevant details to authorised persons when required.
 - e) At the discretion of the Shire, hirers may be required to engage suitable licensed crowd control staff at the recommended ratio for the duration of the hire period in accordance with relevant guidelines (see Note below).
 - f) The hirer will be required to provide documented evidence that such measures have been put in place.
 - g) The Shire has the right to refuse a booking application if these measures are not put in place by the hirer.

– End of Schedule

Note - Clause 6(d) "relevant guidelines" include those published by Department of Health or the Office of Racing, Gaming and Liquor.

Policy Schedule 11.2(b) – Hire of Venues etc – Conditions of HireSpecific Conditions –

Specific conditions may be applied to particular activities, events or venues.

Standard Conditions –

Standard Conditions that apply to all activities, events or venues –

1. Use of Venue

Events/functions/activities are restricted to the times and areas approved and listed on the booking form.

2. Compliance with Laws and Regulations

- a) The hirer of any portion of a Council facility will be required to comply with the provisions of the Liquor Licensing Act, Health Act, Police Act, the Criminal Code and any other Act or Local Law in force for the time being, applying to such hiring of the facility.
- b) If, in the opinion of Council, all necessary actions have not been taken to comply with the requirements of the above and relevant Acts and Local Laws, the Council may, prior to or during the term of the engagement, forbid and prevent the use of the facility and all monies paid to Council shall be forfeited.
- c) Any authorised officer of the Council shall be permitted free access to the facility during an engagement and shall be given every facility for enforcing these conditions.

3. Smoking

- a) All Council buildings and enclosed venues are smoke free zones.
- b) Health Act and Local Laws apply and provide for penalties for breach
- c) In addition, breach will result in forfeit of 50% of bond.

4. Alcohol

- a) Consumption of alcohol requires Shire approval.
- b) Sale of alcohol requires both Shire approval and approval of the Licensing Court available from the Narrogin Police.
- c) All approvals will be notified to the Narrogin Police.

5. Temporary Fixtures and decorations

- a) Banners and displays advertising coming events to be held in a venue may be placed or temporary affixed by cable ties, rope etc to the external of the building or premises subject to –
 - no permanent fixtures of any kind whatsoever, is permitted, including drilling of holes,
 - being displayed for not more than 7 days prior to the event, without approval of the CEO,
 - being removed within 2 days of conclusion of the event.
- b) All decorations, banners fixtures etc must be removed immediately after the event.

6. Specialist Turfs

- a) The turf cricket pitch located at Clayton Road Oval and the Croquet Greens are classified as specialist turfs.
- b) In determining the fees and charges for the use of specialist turfs, Council shall consider the cost of the maintenance cost of these surfaces from each Permanent Seasonal User using these surfaces.

7. Line marking

- a) Line marking within a building may only be of adhesive tape, which is to be removed immediately after the event.
- b) Line marking on reserves, sportsgrounds and parks may be completed using white PVA paint or English whitening only.
- c) Line marking on any paved surface that will leave permanent traces is not permitted, and is subject to specific prior approval.
- d) The use of lime, creosote or diesel in any form for line marking is not permitted.

8. Breach of Conditions of Hire

- a) A breach of conditions of hire may result in the immediate termination of hire of the venue.
- b) If warranted, action may be taken under relevant legislation, the Public Places and Local Government Property Local Law or both.

9. Damage to premises or excessive cleaning requirement
 - a) Damage to premises or excessive cleaning requirement may result in all or part of the bond paid will be retained to cover expenses for repair or cleaning.
 - b) If the bond is insufficient to cover expenses, action to recover the outstanding costs is likely under the Shire of Narrogin Public Places and Local Government Property Local Law.
10. Additional Equipment
 - a) Council facilities are fitted with a certain amount of equipment. Any additional equipment is to be provided by the hirer at the hirer's expense.
 - b) Appropriate facilities are supplied with tables and chairs as per regulations accommodation numbers. A hirer requiring additional tables and/or chairs must meet the following guidelines –
 - i) Maximum room accommodation numbers must not be exceeded;
 - ii) Tables/chairs cannot be moved from another Shire facility; and
 - iii) It is the responsibility of the hirer to source and pay for the additional tables and/or chairs and their delivery and removal from the premises at the conclusion of the designated booking time.
11. Waste disposal
 - a) The Shire will supply and service a maximum number of bins for each Council facility.
 - b) Any additional bins required by hirers for events or functions will be supplied and serviced at the cost of the hirer.
 - c) The number of bins to be provided at each facility is determined based on individual facility normal usage.

– End of Schedule

11.3 Hire of Venues – Annual or Seasonal Use

| | | |
|--------------------------|--|---------------|
| Statutory context | Local Government Act 1995 | |
| | Public Places and Local Government Property Local Law | |
| Corporate context | Delegation 11.3 – Public Places & Local Government Property Local Law 2016 | |
| History | Adopted | 26 April 2017 |
| | Last reviewed | 24 July 2019 |
| | Last reviewed | 7 June 2021 |

Policy Statement

1. Permanent Seasonal Users
 - a) Each club or organisation using a venue on a permanent or seasonal basis shall be required to pay a fee for such usage.
 - b) That fee shall be based on a percentage of the maintenance costs of each venue, and is inclusive of all maintenance costs attributable to the upkeep of the venue (e.g. water and electricity).
 - c) The cost of any work requested by permanent seasonal users that is not included as part of the normal maintenance shall be met in full by the user group requesting that work.
 - d) Additional maintenance work shall only be carried out provided the Shire receives a written request for the work not less than 28 days prior to that work being required to be complete. Any such additional work must be requested, in writing by an authorised person of the user.
 - e) The Shire's responsibility in clearing rubbish from venues after events is limited to emptying bins. Any additional cleaning work carried out by Shire employees will be charged at private works rates to the user concerned. Toilets etc. will be maintained and cleaned at no charge during week days but where weekend cleaning is required appropriate charges will be made.

– End of Policy

Notes

Public Places & Local Government Property Local Law also applies.

11.4 Public Art Contribution Policy

| | |
|--------------------------|--|
| Statutory context | Nil |
| Corporate context | Shire of Narrogin Public Art Strategy & Masterplan 2019 Public Art Contribution Policy Guidelines |
| History | Adopted 25 August 2020 Last reviewed 7 June 2021 |

Policy Statement

1. INTRODUCTION

Public art is mostly located in public places and spaces but may also be incorporated into private areas open to the public such as shopping plazas, schools, parks, town centres, streetscapes and buildings. It can be a literal piece of artwork such as a sculpture, a painting, a wall mosaic or a mural. It can be incorporated into a functional object including paving, water features (such as a fountain), seating, bridges and lighting. It can also be a temporary work such as an art performance in an outdoor public space.

Public art contributes to the identity of a place in a range of ways. This includes interpreting local culture and customs, enhancing the overall design and visual appearance of a place and adding to the vibrancy, liveability and familiarity of a place through the creation of memorable experiences and landmarks. Public art is often created by local communities themselves and is enhanced with the help of experienced community artists.

2. POLICY OBJECTIVES

The Shire of Narrogin Public Art Contribution Policy aims to:

- Support the implementation of the Shire of Narrogin Public Art Strategy & Masterplan 2019;
- Facilitate the creation of original, high quality public artworks sited in a visually accessible public location;
- Contribute to the arts and cultural development and the fabric of daily life in Narrogin;
- Create a vibrant and contemporary sense of place whilst also respecting and responding to Narrogin's existing history, culture and aspirations;
- Encourage arts engagement, and interaction with places and spaces in Narrogin; and
- Infuse qualities of diversity, creativity and character through themes, types of art and approach.

The Public Art Contribution Guidelines for the commissioning of new public art works are to be read in conjunction with this Public Art Contribution Policy.

3. DEFINITIONS

Artist: In this policy Artist means a person who meets two or more of the following criteria:

- Has a track record of exhibiting/selling their artworks in reputable galleries or public spaces;
- Earns over 50 percent of their income from art related activities such as selling works or public art commissions;
- Has a Bachelor Degree or Diploma qualification in visual or fine art, or other art forms where relevant; or
- Can otherwise demonstrate that they have artistic expertise.

Public Art: For the purpose of this policy, public art is broadly defined as work or activity designed and/or fabricated by an artist, installed in public space and accessible to the general public. The work may be temporary or permanent, located in a public space or facility provided by both the public and private sector (this includes areas within private buildings that are easily accessible by the public). Public art also includes the contribution of a conceptual idea by an artist to the design of a public space or facility.

As part of this Public Art Contribution Policy, public art can include (but is not limited to):

- The artistic treatment of functional equipment such as bike racks, benches, fountains, playground equipment, light posts or shade structures which are unique;
- Landscape art enhancements such as walkways, bridges or art features within a garden;
- Murals, tiles and mosaics covering walls, floors and walkways and sculptures, free-standing or incorporated as an integral element of a building's design.

Public art does not include:

- Business logos.
- Advertising signage.
- Art objects which are mass produced or off-the-shelf reproductions.
- Landscaping or hardscaping which would normally be associated with a development.

Owner: means the owner of the land upon which the relevant development is proposed to be built. The Owner may also be the Applicant.

Construction Cost: In this policy construction cost means all costs associated with the preparation, construction and full completion of a development, including all materials, labour, servicing and ancillary costs. To ensure accurate calculation of public art contribution values the Shire if necessary may require an applicant to provide cost breakdowns and/or certification from a quantity surveyor to confirm construction cost.

4. POLICY STATEMENT

Narrogin Shire Council aims to either acquire or commission and complete, at a minimum, one public artwork every two years. The Council recognises that best practice public art projects can only be achieved through the allocation of adequate budgets.

Council's financial contribution to public art will be through a number of approaches. These are set out below:

I. Percent for Art Scheme

Council may enter into a planning agreement with developers contracted to undertake new building works or refurbishments. The Western Australian State Government Percent for Art Scheme's offers a guide for this approach. Since 1989, this Scheme has allocated up to one percent of the estimated total construction cost of each State capital works project, valued at \$2 million and over, to a commissioned Western Australian artwork.

The Shire's Percent for Art approach requires that half a percent (0.5%) of the estimated construction cost (over \$2 million) is attributed to Public Art. The Shire's contribution requirement shall be imposed on applicable developments as a condition on the Planning Approval. The condition shall specify that the contribution must be made prior to commencement of the project.

Where Council determines a public art contribution applies the owner/applicant can choose to either make a cash in lieu contribution or coordinate a public art project.

Option 1: Cash in Lieu

It is recommended developers provide cash in lieu to the Shire of Narrogin for public art budgets up to \$25,000 but can provide cash in lieu for budgets over \$25,000 at their discretion.

Option 2: Coordinate a Public Art Project

The procurement of a public art project with budgets of \$25,000 and above, will be in accordance with the Shire of Narrogin's Public Art Strategy & Masterplan 2019 and the Public Art Contribution Policy Guidelines. It is recommended more complex public art projects are managed for the owner/applicant by an external public art consultant, unless there is a permanent role created within the Shire.

Costs associated with the production of public art include the following:

- Artist fees, materials, assistant's time, insurance, permits, business and legal expenses and operating costs;
- Fabrication and installation of the art work;
- Art consultant fees (maximum 15% of the budget);
- Site preparation, documentation of the art work and acknowledgement plaque.

Upon choosing Option 1, Cash in lieu full payment must be made to the Shire prior to submission of a building permit.

Upon choosing Option 2, the Owner/Applicant will review the Shire of Narrogin Public Art Strategy & Masterplan 2019 as well as the Shire of Narrogin Public Art Contribution Policy Guidelines and the Public Art Commissioning Process.

The percentage spent on public art and the threshold value will be reviewed by Council at the commencement of each financial year setting the minimum amount for which developments are required to contribute to public art. The amount will be set out in the Shire's Prescribed 'Fees and Charges'.

II. Infrastructure projects with a component of built-in artwork, funded under the Council's annual capital works program

Every year and in the process of developing the new financial year's draft capital works program, the Shire's Executive and the Manager Community Leisure & Culture will review the building program and nominate projects which offer the best opportunities to integrate public art. This process requires Shire officers to carefully consider, in advance, how public art may be assimilated within the design and construction of public facilities or their improvement works. Examples of infrastructure projects which could include a built-in art component are artist-designed alternative paving treatments, bridges, treatment to building facades, new fencing and new street furniture. Nominated infrastructure projects will be costed and submitted for Council's endorsement as part of its budget process.

III. Annual Budget Allocations

Council will consider public art opportunities as part of its annual budget and annual budget review process and consider it appropriate to allocate a special budget to acquire or commission a piece of stand-alone or iconic public artwork.

IV. Grant Funding

Council may obtain grant funding from a State or Commonwealth source, an arts institution or receive sponsorship from a philanthropic organisation or the private sector. Community groups may also propose public art funded by another source and seek to form a partnership with the Council.

5. SUSTAINABILITY AND PUBLIC ARTWORKS

The Council commits to implementing ecologically sustainable practices as part of all of its facilities and activities including the planning, design, and implementation of all outdoor public art projects. This includes the use of renewable (green) materials and technologies in artists' designs, fabrication and installation processes. The Council will also seek to acquire artworks that are appropriate to the environment in which they are to be installed e.g. outdoor artworks should be highly durable, resistant to vandalism and require low maintenance.

The Owner/Applicant seeks the Shire's approval for their chosen professional artist, enters into a contract with their approved chosen professional artist, and submits an Application for Artwork to the Shire. The application is reviewed internally by the Shire of Narrogin Public Art Advisory Panel. Once the Shire is satisfied, the project is given full approval.

Procedures

Corporate Library - [Public Art Contribution Policy Guidelines](#)

Forms and Templates

[Public Artwork Approval Application Form FDRS036](#)

– End of Policy

Notes

11.5 Advertising / Sponsorship signs – in Shire buildings and facilities

| | |
|--------------------------|---|
| Statutory context | Local Government Act 1995 - s.6.16 – imposition of fees and charges Local Planning Policy D10 – Advertisement Design Shire of Narrogin Public Places and Local Government Property Local Law |
| Corporate context | Delegation Register – - 11.3 – Public Places and Local Government Property Local Law 2016 |
| History | Adopted 28 April 2021 Last reviewed 7 June 2021 |

Policy Statement

General

- The purpose of this policy is to set the requirements for fixed promotional, advertising and sponsorship signs on the internal walls, the external structure of the buildings and associated external structures of –
 - Narrogin Regional Leisure Centre; and
 - John Higgins Centre.
- Naming or advertising within or on any other area is subject to application to the local government, or in accordance with any other relevant Council Policy.
- The Narrogin Regional Leisure Centre (NRLC) and John Higgins Centre (JHC) are facilities under the control and management of the local government, whose day to day operations may be contracted out from time to time.
- Where the day to day operations of the NRLC and the JHC are contracted out and the contract provides for funding by the Shire of any deficit of operations incurred by the facility manager –
 - all revenue raised from advertising or sponsorship signs, other than life time sponsors, will be retained by the facility manager, thereby reducing the deficit that is contractually required to be met by the Shire;
 - should the operations of the facility generate a surplus, the revenue raised from advertising or sponsorship signs will be equally divided between the Shire and the facility manager.
- Permanent signs are not permitted in other areas, unless of a nature that is –
 - statutory or regulatory requirement or compliance;
 - directional or information approved by the local government or the facility manager.
- No advertising is to interfere or detract from emergency notices or equipment in any way at any time, including but not limited to –
 - emergency access, exits, signs or instructions;
 - fire hoses and extinguishers;
 - defibrillators, first aid kits or equipment, etc.
- Nothing in this policy prevents individual regular user sporting associations or clubs from soliciting for and receiving income for annual sponsors signs to be affixed within their predominate area of use, subject to –
 - such signage being administered by the relevant association or club;
 - compliance with the provisions of this Policy;
 - such signage not exceeding 60cm by 60cm and totalling no more than 3 in number;

- d) signs in excess of 60cm x 60cm are subject to clause 13, with the charge to be equally split between the club and the facility manager.

Permitted signs and duration

8. Advertising permitted –

| Sponsor / advertiser | Permitted | Duration |
|---|---|---|
| Shire of Narrogin | As determined by Council or CEO | As determined by Council or CEO |
| Facility manager | As approved by CEO | Duration of contract |
| Life time sponsor | As determined by Council | Permanent while the sign remains in satisfactory condition or replaced |
| Facility construction contributor | a) Honour Board, location determined by CEO b) Appropriate location throughout the facility | a) Permanent – permanent honour board; and b) Minimum of 5 years – on plaques throughout the facility |
| Naming rights sponsor | As determined by Council | Maximum period of 5 years, renewable |
| Fixture sponsor eg – basketball backboard, scoreboards, water polo goals, pool lane dividers, gym mats | As determined by CEO | While the fixture remains in satisfactory condition – - Where the fixture is provided by the sponsor – maximum period of 10 years, renewable - Otherwise – maximum period of 5 years, renewable |
| Long term sponsor | As determined by CEO or facility manager | Maximum period of 5 years, renewable |
| Seasonal sponsor | As determined by CEO or facility manager | Maximum period of 1 year, renewable |
| Event sponsor eg – (sandwich boards, free-standing or tied banners) | As determined by facility manager | Duration of the event only |
| Community / not for profit / service group | As determined by CEO or facility manager | Maximum period of 5 years, renewable |
| Public service signs / notices | As determined by CEO or facility manager (eg: health, resuscitation, emergency procedures etc) | |

9. Life time sponsors –

- naming plaque of an appropriate size placed in a position as agreed by Council, usually over or adjacent to the entrance of the area being named;
- a description or explanation plaque to be placed at a suitable height for reading on the wall in close proximity to the naming plaque;
- size of both naming and explanation plaques to be as approved by Council or CEO; and
- as at the date of adoption of this policy are –

| Sponsor / advertiser | Name of area sponsored | Area purpose |
|---|------------------------|------------------------------|
| Alf Jenkins (Estate) https://www.smh.com.au/national/farmer-leaves-11-million-to-neighbours-20040314-gdijcu.html | Alf Jenkins Stadium | Basketball / netball stadium |

10. Facility construction contributors –

- a) name placed on an honour board, located in a position approved by the CEO and retained on the honour board permanently;
- b) acknowledgment plaque, placed in an appropriate position, retained for a minimum of 5 years and for as long thereafter as is practicable, but may be removed or relocated if necessary; and
- c) size of acknowledgement plaque to be approx. 5cm x 30cm.

11. Naming rights sponsors –

- a) size of naming signs are to comply with clause 13; and
- b) as at the date of adoption of this policy are –

| Sponsor / advertiser | Name of area sponsored | Area purpose |
|------------------------------|------------------------------------|--|
| Elders | Elders Court | Basketball, netball, soccer, volleyball, indoor cricket. |
| Great Southern Fuel Supplies | Great Southern Fuel Supplies Court | Netball, badminton |
| Nepowie Stud | Nepowie Court | Basketball, netball, soccer, volleyball, indoor cricket |

Fees and charges

12. Advertising charges are –

- a) based on size in accordance with clause 13;
- b) adopted by Council in the annual budget in accordance with the Local Government Act 1995 s.6.16, or varied from time to time, and may include but are not limited to –
 - charge for standard sizes;
 - any discount for multiple years; and
- c) will be applied as follows –

| Sponsor / advertiser | Basis of charge | Conditions |
|--|--|--|
| Shire of Narrogin | No charge | n/a |
| Facility manager | No charge | n/a |
| Life time sponsor | No charge | As determined by Council Significant contribution to the capital infrastructure of facilities |
| Facility construction contributor | No charge | Contribution to construction of facilities |
| Naming rights sponsor | As per fees & charges adopted by Council | As determined by Council |
| Fixture sponsor | Full cost of fixture | n/a |
| Long term sponsor | As per fees & charges adopted by Council | On basis of size and term |
| Seasonal sponsor | As per fees & charges adopted by Council | On basis of size and term |
| Event sponsor | No charge for temporary signs that are not fixed | As determined by CEO or facility manager |
| Community / not for profit / service group | No charge if a regular user / hirer | On basis of size As determined by CEO and facility manager |
| Public service signs / notices | No charge | As determined by CEO and facility manager |
| Oversize | As determined by Council | |

Sign requirements

13. Size of advertising or sponsorship signs, where not elsewhere specified –
 - a) small – up to 60cm x 90cm;
 - b) large – up to 120cm x 240cm; and
 - c) oversize – as approved by Council.
14. Position of advertising or sponsorship signs –
 - a) will not be permitted in the foyer, except as approved by Council or CEO;
 - b) requested positions to be identified on application, including order of preference if multiple positions are to be considered; and
 - c) will be as agreed by the Council, or CEO and facility manager.
15. All costs associated with advertising or sponsorship signs are to be met by the sponsor / advertiser, including –
 - a) any insurances that may be considered necessary or appropriate;
 - b) design, production and installation in the approved position;
 - c) maintenance of the sign or fixture, unless agreed prior to installation in writing by the CEO and facility manager;
 - d) removal of any graffiti on the sign; and
 - e) removal of the sign or fixture, and any building repair necessary at the conclusion of the agreement.
16. All signs must be approved by the local government and facility manager, including but not limited to -
 - a) design – artwork, limitation of damage to buildings, minimise risk to facility users and possibility of damage to any services;
 - b) wording;
 - c) colour scheme and patterns;
 - d) proposed position; and
 - e) any other matter considered relevant.
17. No advertising or sponsorship sign will be permitted that could be considered –
 - a) offensive or discriminatory in language, image or implication; or
 - b) to be promoting smoke/tobacco or alcoholic products; or
 - c) contrary to the values of the local government in the opinion of the CEO.
18. The installation and dismantling of signs must minimise –
 - a) risk to users of the facility; and
 - b) possibility of damage to services.

Non-compliance

19. The local government reserves the right to require removal of any sign for any reason by giving at least 6 months' notice, and will refund the portion of any fee in advance charged, pro-rata.
20. The local government reserves the right to obscure or remove any sign, without prior notice –
 - a) has not been approved;
 - b) having offensive language or images;
 - c) not adequately maintained, including free of graffiti;
 - d) is considered unsafe to users; or
 - e) remains installed after the termination of the agreement.
21. The Shire of Narrogin local laws apply to any agreement.

End of agreement

22. At the termination of the agreement –
- a) signs to be removed by the advertiser within 1 month; or
 - b) if not removed, the Shire will remove and will charge the advertiser at private works rates.
23. At the termination of the agreement the advertiser will be given first option to renew, subject to any limitations that may have been placed on –
- a) on the number of signs or type of sign; or
 - b) number of advertisers of similar products or services.
24. The facility manager is to maintain a register of –
- a) all approved signs;
 - b) it's position within the facility; and
 - c) dates of approval/installation and termination of the agreement.

Transition

25. Signs in place at the date of adoption of this policy may remain in place without charge for –
- a) 3 months after adoption of this policy; or
 - b) the duration of any prior written agreement.

Procedures

Nil

Forms and Templates

Form to be developed.

– End of Policy

Notes

Former Section 12 – Tourism replaced

Section 12 - TRANSPORT (renamed)

12.1 Standard Crossovers

| | | | |
|--------------------------|---|---------------|--|
| Statutory context | <p>Local Government Act 1995 –</p> <ul style="list-style-type: none"> - S9.1(7) – crossing from public thoroughfare to private land or thoroughfare <p>Uniform Local Provisions Regulations 1996 –</p> <ul style="list-style-type: none"> - r.12 – application and approval for crossing - r.13 – requirement to repair - r.15 – obligation to meet at least 50% of the cost of a standard crossover as defined by Council <p>Public Places and Local Government Property Local Law</p> | | |
| Corporate context | None | | |
| History | Adopted | 26 April 2017 | |
| | Formerly | Policy 13.1 | |
| | Last reviewed | 24 July 2019 | |
| | Last reviewed | 7 June 2021 | |

Policy Statement

- The Shire will meet 50% of the cost of construction of a standard crossover giving access from a public thoroughfare to the land, or a private thoroughfare serving the land, subject to –
 - prior approval of proposal and estimated cost of construction of a crossover,
 - written agreement of the landowner/occupier prior to commencement of works,
 - by payment of the actual contribution cost to the landowner / occupier on completion, or cost recovery by the local government from the landowner / occupier.
 - any variation to a standard crossover is to be at full cost to the land owner.
- A standard urban crossover specification is –
 - one crossover per property,
 - where adjoining road is bitumised, from the bitumen edge of the road to the property boundary, with the following materials –
 - reinforced concrete – up to 2.5 metres wide, 125 mm thick,
 - bitumen seal – up to 2.5 metres wide, 2 coat seal on 150mm compacted gravel base course
 - asphalt – up to 2.5 metres wide, minimum 60mm thick on 150mm compacted gravel base course
 - if gravel / natural surface – to 4.0 metres wide, 150mm compacted gravel
 - standard length of a crossover is 6 metres from the bitumised edge of the road, but may be varied where circumstance are deemed appropriate,
 - where the adjoining road is not bitumised, as per standard rural crossover specifications (clause 3) except to a width of 4.88m wide,
 - drainage under the crossover at Shire cost if required.
- A standard rural crossover specification is –
 - one crossover per lot or location adjoining a road.
 - from the trafficable surface of the road to the property boundary,
 - compacted gravel, minimum 7.32 metres wide,

- d) appropriate longitudinal drainage if required.
- 4. Local government costs –
 - a) any impact to kerbing,
 - b) impact on longitudinal drainage in place, up to 3 standard lengths of reinforced concrete pipe under the crossover cost if required,
 - c) if crossover affected when carrying out works on the adjoining road.
- 5. Applicant's costs –
 - a) kerbing not at the edge of the thoroughfare,
 - b) costs in excess of a standard crossover construction as defined in clause 2,
 - c) costs for crossovers in addition to standard number.

– End of Policy

Notes

12.2 Roads – Developer Subdivisions

| | | |
|--------------------------|---|---------------|
| Statutory context | Local Government Act 1995 | |
| | Shire of Narrogin Town Planning Scheme No. 2 | |
| | Town of Narrogin Town Planning Scheme No. 2 | |
| | Public Places and Local Government Property Local Law | |
| Corporate context | None | |
| History | Adopted | 26 April 2017 |
| | Formerly | Policy 13.2 |
| | Last reviewed | 24 July 2019 |
| | Last reviewed | 7 June 2021 |

Policy Statement

1. Definitions –
 - subdivision** includes creation of lots or locations –
 - a) requiring new roads ("internal roads") to be constructed whether on previously privately owned land or an unmade road reserve, and
 - b) adjoining existing made roads, whether the standard of construction of the adjoining road needs to be upgraded or not.
2. A developer shall at their own expense, bring the roads to the standard required to adequately service the subdivision, where –
 - a) a subdivision is approved and –
 - the existing roads serving the lots to be subdivided require upgrading, or
 - the lots to be subdivided do not have constructed road frontage
 - b) a subdivision road adjoins two different land zonings, the higher standard shall be applied to the whole length of the road, unless varied by specific resolution of Council, and the developer required to –
 - the developer or user will be required to fund the cost of all materials required for the upgrading above the standard considered adequate by Council or requested by the user, and
 - Council will fund all labour costs and materials required to meet the standard considered adequate.
 - c) an "internal" road is required in a subdivision estate, the road is to be vested in the Crown, without encumbrance.
3. Road construction is the responsibility of the developer, and shall be at the full cost of the developer, including any costs incurred by Council, previously notified to the developer, such as civil engineer assessment, inspection or certifications.
4. Details of the proposed road to be constructed are to be submitted to Council and approval obtained prior to any commencement of work.
5. Council may enter into a written agreement to construct or upgrade a road to the required standard where –
 - a) necessitated by a new or adjoining development,
 - b) if Shire work commitments permit, and
 - c) users request sections of a road to be upgraded to a standard higher than Council considers is warranted.

6. Council will have consideration to any relevant guidelines of Main Roads WA or Institute of Public Engineering Works Australia in determining the acceptability of the proposed –
 - road construction,
 - standards,
 - width,
 - cross-section,
 - drainage,
 - traffic conditions,
 - heavy haulage route etc.
7. During construction of the road, Shire staff or representatives will inspect the work from time to time.
8. Once the road is constructed to the proper standard, Council by specific resolution will assume all responsibility for future maintenance by specific resolution.
9. Council will not accept responsibility for a road unless inspected and certified by a mutually agreed practicing civil engineer that the road is adequate and sufficient for purpose, in accordance with the matters assessed in clause 6.

– End of Policy

Notes

12.3 Roads – Access to Lots / Locations without Road Frontage

| | |
|--------------------------|---|
| Statutory context | Local Government Act 1995 |
| | Shire of Narrogin Town Planning Scheme No.2 |
| | Town of Narrogin Town Planning Scheme No.2 |
| | Public Places and Local Government Property Local Law |

| | |
|--------------------------|------|
| Corporate context | None |
|--------------------------|------|

| | | |
|----------------|---------------|---------------|
| History | Adopted | 26 April 2017 |
| | Formerly | Policy 13.3 |
| | Last reviewed | 24 July 2019 |
| | Last reviewed | 7 June 2021 |

Policy Statement

1. Any lot or location without road access, or created as a result of a title adjustment, or separation of lots or locations originally on one title, shall be treated as a subdivision development.
2. Any road required to service the lots or locations is to be constructed or upgraded in accordance with Council Policy 12.2 Roads – Developer Subdivisions.
3. The sale of lots or locations without road frontage will not be approved by Council unless appropriate access has been arranged and is permanently legally enforceable by the Shire. Acceptable provision for access may include a caveat, memorial or easement over an adjoining property provided that the condition on the document cannot be removed without Shire consent.

– End of Policy

Notes

12.4 Road Reserves – Stormwater Discharge

| | |
|--------------------------|--|
| Statutory context | Local Government Act 1995 |
| | Public Places and Local Government Property Local Law 2016 |

| | |
|--------------------------|---|
| Corporate context | Delegation 12.1 – Reserves Under the Control of the Shire |
|--------------------------|---|

| | | |
|----------------|---------------|---------------|
| History | Adopted | 26 April 2017 |
| | Formerly | Policy 13.4 |
| | Last reviewed | 24 July 2019 |
| | Last reviewed | 7 June 2021 |

Policy Statement

1. An owner/occupier is permitted to discharge storm and seepage water to the street gutter via pipe drains or a sealed crossover.
2. All connections are to be submitted in writing and approved by the CEO or EMTRS, who shall have regard to any guidelines or standards of Main Roads WA.
3. Open drains are not permitted across constructed footpaths or natural surfaces regularly used by pedestrians.
4. Small connections may be approved by the CEO or EMTRS, and are to be of galvanised steel or UV stabilised high density PVC as approved by the CEO or EMTRS having regard any relevant guidelines, and –
 - a) materials to be approved by pipe with an internal diameter of 100mm, or
 - b) RHS (box section) with internal measurements 75mm and 100mm wide and between 75mm and 100mm high.
5. Connection greater than cumulative 200mm –
 - a) will require local government approval,
 - b) are to be of a suitable material or construction as approved by the CEO or EMTRS, and
 - c) where an adjacent underground stormwater drainage system in the road reserve has been constructed, are to be connected to the system having regards to any relevant standards.
6. Works can be constructed by –
 - a) subject to operational requirements, the Shire at private works rates,
 - b) by the owner and are subject to inspection by a Shire representative; or
 - c) by an appropriate contractor, holding public liability insurance of not less than \$10 million.
7. Costs that will be accepted by the local government –
 - a) Reinstatement of the installed drainage if affected when carrying out works on the road verge or the adjoining road.
8. Applicant's costs –
 - a) any piping from property boundary to discharge point,
 - b) costs of any reinstatement of footpath, road verge, kerbing required,
 - c) any connection to the underground stormwater drainage system,
 - d) inspection fees.

9. Any works which have been carried out without approval of the CEO or EMTRS or have not been constructed as approved, may be removed or altered, and costs recovered from the owners.
10. All installations remain the property and responsibility of the adjoining landowners, and the Shire accepts no liability for replacement, repair or upgrade whatsoever, except as provided for in clause 7.

– End of Policy

Notes

Clause 4 and 5(c) – “relevant standards” – refer to Institute of Public Works Engineering Australia or Main Roads WA for guidance.

12.5 Road Reserves – Closure

| | | |
|--------------------------|---|---------------|
| Statutory context | Local Government Act 1995 | |
| | Shire of Narrogin Local Planning Scheme | |
| Corporate context | None | |
| History | Adopted | 26 April 2017 |
| | Formerly | Policy 13.5 |
| | Last reviewed | 24 July 2019 |
| | Last reviewed | 7 June 2021 |

Policy Statement

Upon application, Council will consider the permanent closure of a road reserve, if –

- a) the portion of the road reserve to be closed is isolated from other road reserves, or
- b) if the road were to be constructed, it would lead to a deterioration in amenity of adjoining land (i.e.: safety, noise, dividing the property, reduced value etc).

– End of Policy

Notes

Road closures are processed by Department of Lands, as the land in a road reserve always remains the property of the Crown. While the Shire owns the infrastructure that is constructed on the roads reserve, and has responsibility for its management, care and control, the Shire does not own the land. When a road is to be closed, the Shire will be asked to comment in support or opposition, but does not have the final say.

12.6 Private Works

Statutory context Local Government Act 1995

Corporate context Delegation 12.2 – Things to be done on land not local government property

History

| | |
|---------------|---------------|
| Adopted | 26 April 2017 |
| Formerly | Policy 13.6 |
| Last reviewed | 24 July 2019 |
| Last reviewed | 7 June 2021 |

Policy Statement

1. Subject to work commitments, and the capacity to carry out the requested works, private works may be authorised upon such terms and conditions as is considered appropriate –
 - a) CEO – all private works,
 - b) Executive Manager Technical and Rural Service – all private works,
 - c) Manager Operations – private works not exceeding 2 days duration
2. All private works require a written –
 - a) quote to be issued to the person requesting, and
 - b) agreement by the requesting person, unless a Local Purchase Order is supplied e.g. Western Power, Telstra etc.
3. Private works are to be charged in accordance with the fees and charges schedule as resolved by Council in the annual budget unless authorised and approved by the Chief Executive Officer.
4. Private works having the potential to affect normal Shire work programs –
 - a) are to be referred to Council prior to acceptance,
 - b) may have progress payments or other arrangements as determined by Council.
5. Other private works may be carried out at the discretion of the CEO.

– End of Policy

Notes

12.7 Road Making Materials – Non-Shire Controlled Land

| | | |
|--------------------------|---|---------------|
| Statutory context | Local Government Act 1995 | |
| Corporate context | Delegation 12.2 – Things to be done on land not local government property | |
| History | Adopted | 26 April 2017 |
| | Formerly | Policy 13.7 |
| | Amended | 24 July 2019 |
| | Last reviewed | 7 June 2021 |

Policy Statement

1. Where the required quantity, quality or type of material is not available from Council controlled areas and the material may be available from private property, the following is to be normal procedure –
 - a) Request permission to search for materials from the owner. Entry powers are to be used only as a last resort.
 - b) Calculate the approximate requirement for the project or yearly requirement of material from the proposed pit, and the expected life of the pit.
 - c) If suitable material is located, a written agreement is to be reached with the owner regarding compensation for materials to be removed.
 - d) Priority must be given at all times to reasonable negotiation to reach an amicable written agreement mutually acceptable to Council and the owner.
 - e) Should agreement for the removal of materials not be reached with the owner, procedures to resume an area sufficient for immediate and future needs may be instituted by specific decision of Council.
2. Compensation shall be agreed in writing prior to commencement of excavation, and may take the form of–
 - a) Works on the owner's property such as grading, gravel sheeting, drainage works, additional crossovers etc.
 - b) Resumption of the portion of land on which the materials are located will be at a mutually acceptable rate.
 - c) Compensation must be calculated in proportion to the volume of material extracted, and the impact of the activity on the property.
3. Works to rehabilitate the pit once materials have been removed shall take place and will be such works as agreed on in writing before excavation commences. These works may include –
 - a) tree planting,
 - b) deep ripping,
 - c) levelling,
 - d) stockpiling of original topsoil and spreading after extraction is completed,
 - e) creation of a dam site and roaded catchment etc.
4. All matters are to be agreed in writing, prior to removal of any materials.

– End of Policy

Notes

12.8 Directional Street Signs – Non-commercial

| | |
|--------------------------|---|
| Statutory context | Local Government Act 1995 |
| | Public Places and Local Government Property Local Law |

| | |
|--------------------------|------|
| Corporate context | None |
|--------------------------|------|

| | | |
|----------------|---------------|---------------|
| History | Adopted | 26 April 2017 |
| | Formerly | Policy 13.8 |
| | Last reviewed | 24 July 2019 |
| | Last reviewed | 7 June 2021 |

Policy Statement

1. The CEO or Executive Manager Technical & Rural Services may approve the erection of permanent signs for sporting groups, churches, service clubs and the like at up to three locations subject to –
 - a) The application is in writing and includes the preferred wording and location for the signs.
 - b) The cost of the sign/s is to be borne by the applicant.
 - c) The standard colours of the sign/s shall be white lettering on a blue reflective background.
 - d) The size of lettering shall be a minimum of 75mm and a maximum of 100mm.
 - e) The sign plate shall be 150mm high or 200mm high with the length of the plates to be a maximum of 1 metre.
 - f) Where a sign is to be located within the road verge on a road controlled by Main Roads WA the application is to be referred to that authority for endorsement,
 - g) Installation on Shire controlled lands is to be by Shire staff and charged at private works rates, or by a contractor agreed by the Shire under such terms and conditions as considered appropriate,
2. Business or non-government services signage, excluding Emergency Service signs if supplied by the provider, is not permitted to be installed in the CBD and adjacent areas.
3. Signage on roads controlled by Main Roads WA is to be referred to Main Roads WA for consideration and approval.

– End of Policy

Notes

12.9 After Hours Use of Depot, Plant, Vehicles, Equipment and Tools

| | | | | | | | | | |
|--------------------------|--|---------|---------------|----------|-------------|---------|--------------|---------------|-------------|
| Statutory context | Local Government Act 1995 | | | | | | | | |
| Corporate context | <p>Delegations Register –</p> <ul style="list-style-type: none"> - 3.11 – Donations – Financial and In Kind Works / Services <p>Policy Manual –</p> <ul style="list-style-type: none"> - 12.6 – Private Works <p>Code of Conduct – Employees</p> | | | | | | | | |
| History | <table> <tr> <td>Adopted</td><td>26 April 2017</td></tr> <tr> <td>Formerly</td><td>Policy 14.1</td></tr> <tr> <td>Amended</td><td>24 July 2019</td></tr> <tr> <td>Last reviewed</td><td>7 June 2021</td></tr> </table> | Adopted | 26 April 2017 | Formerly | Policy 14.1 | Amended | 24 July 2019 | Last reviewed | 7 June 2021 |
| Adopted | 26 April 2017 | | | | | | | | |
| Formerly | Policy 14.1 | | | | | | | | |
| Amended | 24 July 2019 | | | | | | | | |
| Last reviewed | 7 June 2021 | | | | | | | | |

Policy Statement

1. Depot

Private use of the depot facilities is not permitted.

Use of plant, vehicles etc

- Private use of plant, equipment etc is not permitted, except in accordance with Policy 12.6 Private Works.
- The Shire's plant or vehicles are not to be used for commercial use, or for personal profit or reward.
- Where use has caused damage, the CEO or EMTRS, may charge the costs incurred to the employee.
- All items must be returned in a clean, refuelled and fully operational condition in a ready to use state prior to the commencement of work.

6. Use of equipment and tools

Private use of equipment and tools is not permitted.

Eg: chainsaws, lawn mowers, brush cutters, generators, cement mixers, ladders etc

7. Assistance for Sporting or Community Groups

- The use of Shire plant by staff outside of normal hours may be permitted to assist sporting or community groups serving the residents of Narrogin providing the normal plant / equipment hire rate is paid by that body, unless otherwise allowed by the CEO.
- Delegation 3.11 Donations – Financial and In-Kind Works/Services may be applied at the discretion of the CEO.
- If approved by the CEO or EMTRS, the plant is to be operated only by a competent employee – non-employees or a non-qualified employee are not permitted.

– End of Policy

Notes

12.10 Plant, Equipment and Vehicle Replacement

Statutory context Local Government Act 1995

Corporate context None

History

| | |
|---------------|-------------------|
| Adopted | 26 April 2017 |
| Amended | 27 September 2017 |
| Formerly | Policy 14.2 |
| Last reviewed | 24 July 2019 |
| Last reviewed | 7 June 2021 |

Policy Statement

The purpose of the replacement policy is to ensure that the plant and vehicles –

- meet safe operational needs;
- minimise the cost of maintenance and repairs and
- are replaced at appropriate intervals so as to minimise cost to the Shire.

| Category | Description | Preferred replacement period |
|---------------------------|---|---|
| Light Vehicles – Admin | Utilities, cars and 4x4 | 60,000-80,000 or 2 years (unless more cost-effective arrangements for more regular changeovers being at a minimum of every 15,000 kms can be obtained) |
| Light vehicles – Depot | Utilities, cars and 4x4 | 120,000 km or 3 years (unless more cost-effective arrangements for more regular changeovers being at a minimum of every 15,000 kms can be obtained) |
| Buses | Buses | 200,000 km or 7 years (subject to any grant conditions or usage) |
| Trucks – light | 2.5 up to 8 tonnes | 150,000 km 7 years |
| Trucks – medium, heavy | Over 8 tonnes | 300,000 or 7 years |
| Road sweepers | Self propelled | As required |
| Ride on mowers | All sizes | 4 years |
| Light plant | Tractors up to 60 kW, skid steer loaders and similar | 5 years |
| Medium plant | Backhoes | 7 years |
| Heavy plant | Graders, bulldozers, excavators and similar Front end loaders, tractors (over 60 kW) and similar Forklifts | 10 years |
| Trailers | Less than 6 tonne capacity More than 6 tonne capacity | As required |
| Miscellaneous equipment A | Chain saws & whipper snippers Walk behind mowers Cement mixers Plate compactors & tampers Portable fire pumps and similar | As required |
| Miscellaneous equipment B | Welders, air compressors | As required |

| Category | Description | Preferred replacement period |
|---|----------------------------------|------------------------------|
| Trailer mounted generators | | 5 years |
| Tractor and skid steer loader attachments | Slashers, turf mower and similar | As required |

– End of Policy

12.11 Asset Management

| | |
|--------------------------|--|
| Statutory context | Local Government Act 1995 |
| | Local Government (Financial Management) Regulations 1996 |
| | Australian Accounting Standard 27 |

| | |
|--------------------------|---|
| Corporate context | Asset Management Plans and Strategies |
| | Long Term Financial Plan |
| | Corporate Business Plan |
| | Policy Manual – |
| | - 3.10 – Portable and Attractive Assets |
| | Annual Budgets |

| | | |
|----------------|---------------|----------------|
| History | Adopted | 22 August 2018 |
| | Formerly | Policy 14.3 |
| | Last reviewed | 24 July 2019 |
| | Amended | 23 June 2021 |

Policy Statement

Objective

Sustainable service delivery through optimised lifecycle management of assets –

- demonstrate the local government's commitment to strategic asset management as described in framework guidelines provided to local government as part of Integrated Planning and Reporting requirements of the Local Government Act;
- provide guidance for elected members during annual budget process;
- provide guidance for staff responsible for development of asset plans and programs; and
- provide the community with a statement of intent regarding asset management.

This policy applies to –

- all who are involved in the operations, maintenance, refurbishment, renewal, upgrading and development of local government's existing and new infrastructure and other assets;
- all of the local government's assets which include physical features such as roads, drainage, buildings, parks, pathways, play grounds, plant and other assets that are not fixed in place.

Principles

The local government will procure, maintain and dispose of its assets in line with this policy and regulatory requirements.

The local government aims are to develop and implement cost-effective management strategies for the long term and strive for continuous improvement in asset management practices.

There are five core principles that this policy has regard for –

Principle 1: Understand the Community's Needs

Levels of service for each asset class will be detailed in line with community expectations and regulatory requirements. These levels of service will be determined-

- in words that are readily understood by the community,
- with regard to the cost of provision of these services to the desired level of service, and

- with an understanding of longer term changes necessary as a result of changing demographics within our community.

Principle 2: Be Financially Sustainable

The local government will develop annual asset plans and programs generated from rolling 10/20 year plans aligned to Corporate Plans, Asset Management Strategies, Long Term Financial Plan and Workforce Plan, updating each plan as necessary based on relevant decisions made.

Where relevant, consideration will be given to life cycle costs regarding decisions to renew, upgrade or procure significant assets before any decision is made.

The local government maintenance of assets shall be funded primarily from rates revenue and this shall be taken into regard when decisions are made to procure new assets. Where limits on rates funding exist, precedence shall be given to necessary maintenance activities for existing assets over proposals to procure new assets from this funding source.

The local government will continually review its stock of assets and undertake consolidation of assets where it is in the best interests of the community.

Principle 3: Recognise Environmental Impact

The local government will consider and amend asset programs as necessary, where practical and financially acceptable options exist for reducing energy or water consumption, reducing carbon impact, reducing consumption of non-renewable resources and preserve or enhance the environment in which we live.

Improvements in our asset management systems will be undertaken to ensure measuring and monitoring of consumption of resources are in place to better understand the implications for long term asset management.

Principle 4: Continuous Improvement

Asset management processes will be developed that include a systematic approach to planning, implementing, reviewing and modifying asset management activities to improve the efficiency and efficacy of the overall system.

Processes will be developed to ensure that the local government is aware of contemporary asset management practices and that staff and service providers undertake continuous improvement

Principle 5: Public and Staff Safety

All facets of the asset management process will have a risk based approach to designing and undertaking each stage of the process to ensure public and staff safety is not compromised.

Application

As there is a substantial investment in assets, the local government will endeavour to meet the service needs of the community, in a manner that does not place undue economic, social or environmental burden on future generations. Decisions relating to the provision and management of public infrastructure shall reflect the local government's core values, statutory responsibilities and accountability to the community.

To achieve this, the local government will –

1. Ensure that appropriate infrastructure and other assets are acquired, maintained and renewed to meet the needs of current and future stakeholders, at equitable intergenerational cost.
2. Undertake a critical review of the need for that asset.

3. Take into account **whole of life** costs associated with asset ownership when considering proposed capital investment or other related expenditure, including upgrade and renewal works.
4. Quantify and communicate the true cost of operating and maintaining assets, as a basis for setting service level standards and making informed decisions on asset purchase, maintenance and renewal.
5. Consult with key stakeholders to establish agreed service standards that reflect community expectations and willingness / propensity to pay.
6. Implement appropriate business practices and procedures to ensure that infrastructure and other assets are operated, maintained and renewed in accordance with agreed standards, at lowest **whole of life** cost to the community.
7. Where appropriate, engage the private sector and Government agencies to explore opportunities for alternative "non-asset" service delivery solutions, including public private partnerships and integrated / shared servicing arrangements.
8. Ensure that statutory and legal obligations with respect to the operation and maintenance of public infrastructure and other assets are effectively met, particularly with regard to public safety and security.
9. Continually seek opportunities for multiple use of assets.
10. Provide appropriate asset data and reporting to meet the needs of the end users/key stakeholders.
11. Develop and implement long term Asset Management Plans as determined by the CEO, for the key asset classes –
 - a) Transport assets – roads, paths, bridges, culverts, drainage, airport, street furniture etc.;
 - b) Property assets – buildings, freehold land and associated ancillary infrastructure;
 - c) Recreation assets – parks, ovals, reserves, gardens, playgrounds etc.;
 - d) Plant and equipment – vehicles, tools, plant and machinery, information technology and communications equipment etc.
 - e) Portable and attractive assets – in accordance with the *Local Government (Financial Management) Regulations 1996* r.17B; and
 - f) Other classes as deemed appropriate or necessary
12. Develop and implement an Asset Management Improvement Strategy detailing proposed business improvement actions and projects aimed at enhancing organisational effectiveness with respect to the management of assets.
13. Valuation and stocktake of assets –
 - (a) fair value assessment is to be undertaken on a rotational basis for the assets identified in the Financial Management Regulations r.17A(2) or directed by the CEO or Executive Manager Corporate & Community Services;
 - (b) stocktake of moveable (non-portable and attractive) assets within a class is also to take place within 1 month when directed to be undertaken by –
 - (i) CEO;
 - (ii) Executive Manager Corporate and Community Services for any area of Shire operations; or
 - (iii) Executive Manager for the relevant Department.

– End of Policy

Notes

Asset, for the purposes of this policy, includes a physical component of a facility which has value that enables services to be provided and has an economic life greater than 12 months.

Stocktake, for the purposes of this policy, requires that the asset/s be physically sighted and counted, and reconciled to the records held.

12.12 Restricted Access Vehicles on Shire Roads

| | | |
|-------------------|--|---------------|
| Statutory context | Local Government Act 1995 | |
| | Road Traffic (Vehicle Standards) Regulations 2002 | |
| | Local Planning Scheme and relevant policies | |
| | Public Places and Local Government Property Local Law 2016 | |
| Corporate context | Delegation 12.10 – Restricted Access Vehicles on Shire Roads | |
| | Roads Asset Management Planning | |
| History | Adopted | 26 April 2017 |
| | Formerly | Policy 16.1 |
| | Amended | 24 July 2019 |
| | Last reviewed | 7 June 2021 |

Policy Statement

- The following Policy Schedules are adopted, and form part of this Statement –
 - 12.12(a) – Information for application to Use Shire Roads
 - 12.12(b) – CA07 Conditions that may be applied
 - 12.12(c) – Components for Agreements to Use Shire Roads
 - 12.12(d) – Calculation of User Contributions
- Vehicle combinations 2 (truck and trailer) over 19 metres, 3 (B-double) and 4 (pocket road train) but not exceeding 27.5 metres in length (Restricted Access Vehicles) may be permitted on local roads subject to approval by the CEO or EMTRS.
- CA07 conditions as per Policy Schedule 12.12(b) CA07 Conditions that may be applied will be applied where considered necessary or appropriate to manage RAV access in order to –
 - preserve the condition of the road infrastructure,
 - improve the road to a standard appropriate for the proposed vehicle movement,
 - reduce the economic cost to the community caused through heavy vehicle damage, and
 - mitigate impact on community amenity of noise, dust, hours of operation, public safety etc.
- Where a CA07 condition exists, RAV operators must –
 - complete and lodge a written application, providing all necessary information in accordance with Policy Schedule 12.12(a) Information for Application to Use Shire Roads,
 - details of proposed contributions, if any, towards road improvement / replacement / maintenance, community benefit etc, in accordance with Policy Schedule 12.12(d) – Calculation of Contributions,
 - provide any other relevant information requested,
 - pay the CA07 application/assessment fee as determined by the Annual Budget.
- Where road users apply for a CA07 authority to operate Restricted Access Vehicles on roads in the Shire that are classified under the Main Roads WA permit network, the user may be required to enter into a Road Use (Restricted Access Vehicle Haulage) Agreement with the Shire.
- Where a user requests sections of road to be upgraded to a standard higher than Council considers necessary for the surrounding or usual usage, Council will apply the principles of Policy Schedule 12.12(c) Components for Agreement to Use Shire Roads to the proposal.

7. The Agreement will be a legally binding contract addressing the matters in Policy Schedule 12.12(c) Components for Agreement to use Shire Roads in a standard format that will be developed and updated from time to time under professional advice from the Shire's engineers and lawyers.
8. Council will require the other party to the Agreement to bear all costs associated with the Agreement including but not limited to legal fees involved in entering into the agreement, and the cost of all professional and engineering advice.
9. The Agreement is to address matters in accordance with Policy Schedule 12.12(c) Components for Agreement to Use Shire Roads:
10. Where considered appropriate, the Shire may convene, or request the user to convene, user groups for the purpose of establishing forward works programs on the affected roads and to identify and address safety issues.
11. Prior to the approval being issued –
 - a) Agreement in writing by both the user and the Shire is required (formal contract/agreement or exchange of letters)
 - b) Agreed contributions for road use and community benefit to be paid
 - c) Main Roads WA advised
12. Approval to operate is subject to an annual licence expiring 30 September.
13. Non-compliance with Council requirements will result in withdrawal of approval for use of the road.

– End of Policy

Notes

Note – requirements are intended to be consistent with relevant provisions of the Shire of Narrogin Extractive Industry Local Law.

Main Roads WA issues road network use permits for RAV (restricted access vehicles). Where the road network includes Shire roads, a local government can impose a CA07 conditions for RAVs that requiring the operator to carry written approval from the Shire permitting use of the road.

RAV traffic (ie i.e.: multi-trailer heavy vehicles) results in significantly increased cost to maintain the road asset, particularly if the road construction is not designed or intended to sustain such traffic. Wear and tear increases proportionally with the vehicle length, number of trailers, axle combinations and weight of the load carried.

The Shire constructs, maintains and renews road assets generally in line with expectations or requirements of local users, with funding from rates, financial assistance grants, regional roads group funding and federal funding, and does not have funding to construct or maintain road assets for heavy haulage by Restricted Access Vehicles (RAV)..

It is important that the Shire receives adequate compensation from users to ensure the construction, maintenance and renewal of its affected road assets.

Council is committed to maintaining its road assets in accordance with the integrated long term financial and asset management plans.

Policy Schedule 12.12(a) – Information for Application to Use Shire Roads

The information is to cover the following minimum provisions where relevant to the application –

- a) Applicant details –
 - Applicant details – name, mail & street address, phone etc
 - Contact person – name, position, phone, email etc
- b) Haulage contractors (required for each contractor having a significant freight task) –
 - Contractor details – name, mail & street address, phone etc
 - Contact person – name, position, phone, email etc
- c) Term of application –
 - Commencing date
 - Termination date (estimated)
- d) Route (required for each different route) –
 - Origin and Terminus
 - Journey / route
 - Distances
- e) Vehicles and combinations (required for each route) –
 - class of vehicle and configurations,
 - number of vehicles,
 - frequency and hours of operation,
 - estimated tonnages and concessional loadings
- f) Dangerous goods (in order to advise local emergency services) –
 - Type
 - Frequency
 - Quantities
 - Emergency contact details
- g) Other relevant information, such as –
 - Maps
 - Engineering assessment if held
- h) Authorisation of application –
 - Name, signature of authorised person and date

Applicants to note –

- Approvals will be assessed in accordance with any Shire of Narrogin Planning Policy Developer Contributions – Local Roads, and may take up to 8 weeks to process depending on the timing of receipt.
- Operation of a Restricted Access Vehicle on any road in the Shire constitutes an offence under the Road Traffic (Vehicle Standards) Regulations 2002 unless the operator holds a valid permit issued by Main Roads WA and a valid letter of authority from the Shire to comply with a CA07 condition.
- The operator must adhere to all conditions imposed by Main Roads WA and additional conditions if imposed by the Shire:
- Approval of application constitutes a letter of authority in compliance with the CA07 requirement of a valid RAV permit.
- Letter of authority does NOT constitute a permit. The holder must only operate a restricted access vehicle on any road in accordance with a valid permit issued by Main Roads WA

Note – requirements are intended to be consistent with relevant provisions of the Shire of Narrogin Extractive Industry Local Law.
– End of Schedule –

Policy Schedule 12.12(b) – CA07 Conditions that may be applied

<https://www.mainroads.wa.gov.au/UsingRoads/HeavyVehicles/ravnetworkaccess/Pages/default.aspx> on 5 March 2017

Main Roads Heavy Vehicle Services (HVS) is responsible for administering road access for Restricted Access Vehicles (RAVs).

RAVs are vehicles that exceed any of the following –

- a width of 2.5 metres;
- a height of 4.3 metres;
- a length of 19 metres for a vehicle combination;
- a length of 12.5 metres for a rigid vehicle;
- a gross mass of 42.5 tonnes;
- any other mass or dimension limit prescribed in the Road Traffic (Vehicles) Regulations 2014.

RAVs must only operate on roads approved by Main Roads, under either an order (notice) or a permit.

There are many types of RAVs and each of them has different performance characteristics, require a different amount of road space when operating and have a different impact on the road infrastructure. For this reason, it is necessary to assess the roads these RAVs operate on to ensure the road is suitable for the particular type of vehicle and the safety of other road users is not compromised.

Main Roads Heavy Vehicle Services (HVS) works collaboratively with the relevant road asset owner to ensure roads are suitable for RAV access. RAV Networks are maintained for the various types of RAVs and are published in the form of Road Tables and a RAV Mapping Tool.

Extract from – Main Roads WA Heavy Vehicle Operations
Standard Restricted Access Vehicle (RAV) – Route Assessment Guidelines
Version 3 – October 2016

APPENDIX H – OPERATING CONDITIONS

Main Roads will apply the operating conditions below, as a condition of permit, to very low traffic volume roads when the road's width does not meet the minimum requirements in Appendix B.

These and other similar operating conditions may be applied to the assessment of other roads.

1. When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover.
2. No operation on unsealed road segment when visibly wet, without Road Owners approval.
3. Headlights must be switched on at all times.
4. Speed restrictions. *
5. Direct radio contact must be maintained with other RAVs to establish their position on or near the road (suggested UHF Ch 40).
6. Road not to be entered until driver has established by radio communication that there is no other RAV on the road travelling in the opposing direction.
7. Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/ pick-ups have been completed on the road.
8. Current written approval from the Road Owner, endorsing use of the road, must be obtained, carried in the vehicle and produced upon request.

These conditions are applied in the Prime Mover, Trailer Combinations and Truck, Trailer Combinations Operating Conditions. The applicable roads must be clearly identified as either a "Type A" Low Volume Road or a "Type B" Low Volume Road as a road condition.

*40 km/h or 60 km/h as determined from Appendix C.

– End of Schedule

Policy Schedule 12.12(c) – Components for Agreement to Use Shire Roads

The Agreement may include but is not limited to the following provisions, as appropriate and as determined by the Shire –

- a) Principles –
 - The safety of road users is paramount, and takes priority over developer activity
 - residents should appropriately contribute to assessed public maintenance of the road
 - residents should not fund construction or maintenance required for private benefit
- b) Safety Management –
 - The developer will be required to prepare and lodge a road safety risk assessment and management plan with the Shire for whole route that is in the Shire, including roads under control of MRWA.
 - Shire to action matters advised as a priority, subject to seriousness of issue
- c) Construction, or upgrade/renewal as required –
 - As per Policy Schedule 12.12(d) clause 1 Construction, upgrade and renewal.
- d) Road Design –
 - When giving consideration to the construction of a road, the Austroads standards should be applied
 - MRWA Heavy Vehicle Operations (HVO) requires inspection of a road to ascertain its ability to support RAV traffic.
 - Dependant on the category of vehicle (category 1 to 10, RAV class 2) will determine the depth of base, maximum allowable grades, width of seal, seal design and intersection treatments.
 - Vehicles should not be on a road unless it is constructed appropriately or agreement reached on upgrade over time.
- e) Guidelines –

Reference should be made to appropriate guidelines for the design of the works required, such as –

 - Roads –
 - o Australian Standards as are applicable,
 - o Relevant documentation supported by applicable professional associations
 - o Austroads – Vehicle Classification System, Designs and Guides
 - o MRWA – Specifications for Pavements
 - o MRWA – Restricted Access Vehicles, Permit Networks, Heavy Vehicle Access Road Maps
 - o MRWA, Heavy Vehicle Operations, Guidelines for Assessing the Suitability of Routes for RAV
 - Drainage catchment, and structural design –
 - o Australian Standards as are applicable – e.g. Loads on Buried Concrete Pipes, Precast Concrete Pipes
 - o Institute of Engineers – Australian Rainfall and Runoff – A quick guide to flood estimation Aug 1987
 - o Austroads – Design Codes and Guides for Bridges, Culverts and Floodways etc
 - o Concrete Pipe Association of Australia – guides and charts etc
 - o Australian Road Research Board – Guides for Stormwater drainage design in small urban catchments.
- f) Maintenance –
 - As per Policy Schedule 12.12(d) clause 2 Road Maintenance
- g) Adverse Conditions –
 - Developer to manage/restrict/cease operations voluntarily as appropriate
 - Adverse weather conditions, or other circumstances requiring temporary closure of the route
 - Claim to be made on MRWA by Shire for storm damage etc
 - Any gap not funded by MRWA remedial grants will be funded in equal shares by developer and Shire
- h) Security for road restoration and reinstatement –
 - i) For the purpose of ensuring that a road is maintained in an appropriate condition and standard, Council may require that a bond, bank guarantee or other security, in or for a sum determined by Council to be paid
 - ii) A bond required under subclause (1) is to be paid into a fund established by the Shire for the purposes of road maintenance.

- iii) If a bank guarantee or other security required ceases to be current, operations may be required to be cease until a further security has been provided.
- i) Payment –
 - The user will calculate and pay the amount to the Shire in advance at intervals of no less than quarterly.
 - The first payment will be non-refundable in its entirety.
- j) Community Amenity –
 - As per Policy Schedule 12.12(d) clause 3 Community Amenity
- k) Cessation of development / operations –
 - Any funds remaining to be directed to bringing the road up to a standard where renewal / upgrade for local use will not be required for at least 5 years
 - determination of standard required for 5 years by negotiation
 - assessment of required works to be certified by a mutually agreed qualified engineer as being adequate to the task
 - if after bringing up to the standard required for 5 years there is insufficient funds, invoice to be issued.
- l) Administration –
 - Engagement of external professional services to advise the Shire on matters relating to the agreement will be charged against the agreed developer maintenance contribution.
 - Engagement of external professional services is at the discretion of the Shire, and may include –
 - o Consulting engineer and other similar services directly related to the agreed route
 - o Legal advice deemed necessary for interpretation of the Agreement
 - o Other matters specifically relating to the Agreement or the agreed route
- m) Accountability –
 - Shire to provide annual report –
 - o funds received and expended
 - o Reserve Account activity
 - Developer to notify of –
 - o significant changes in traffic type or volume ,
 - o any safety issues on the road in a timely manner
- n) Dispute –
 - Priority is for resolution through direct negotiation
 - Should direct negotiation fail, a mutually agreed independent person to be appointed to make determination
 - Determination to be binding except in the case of manifest error

Note – requirements are intended to be consistent with relevant provisions of the Shire of Narrogin Extractive Industry Local Law.

– End of Schedule –

Policy Schedule 12.12(d) – Calculation of User Contributions**1. Road construction, upgrade, improvement –**

To be addressed –

- a) Joint assessment and agreement in writing of the construction/renewal gap,
- b) Assessment of required works to be certified by a mutually agreed qualified engineer as being adequate to the task,
- c) Applicant/user/developer to fully fund the gap,
- d) Agreement as to who will carry out the construction works – Council responsibility or developer responsibility,
- e) On completion of works, prior to issue of approval, the works are to be –
 - i) inspected by an appropriate person appointed by the Shire,
 - ii) certified by mutually agreed qualified engineer, and
 - iii) formally resolved by Council,
- f) Should MRWA / RRG / RTR fund a portion, developer funds the reduced gap.

2. Road maintenance –

To be addressed –

- a) Maintenance requirements to be negotiated, and agreed in writing –
 - i) standards including frequency of completion of maintenance tasks,
 - ii) obligations to notify of change, matters for public safety etc.,
 - iii) regular inspection to ensure adequacy of conditions,
- b) Agreement as to who will carry out the maintenance works – Council responsibility or developer responsibility,
- c) Unspent developer maintenance contributions to be retained in a Reserve Account specifically for the road,
- d) If annual maintenance contribution is insufficient –
 - i) Shire to draw on Reserve, or
 - ii) issue an invoice.

Option 1 – Reference amount –

- Year 1 –
 - o Previous 5 years average maintenance for this or similar road (traffic, construction etc), each year CPI adjusted
 - o Add estimated increased annual maintenance cost
- Year 2 and following –
 - o Previous year's figure to increase annually by rural rate increase
 - o Maintenance in addition to annual reference amount resulting from road traffic damage (not wear & tear or storm damage etc) to be recovered from user.

Option 2 – Charge per tonne

- Year 1 –
 - o An agreed cents per tonne per kilometre
- Year 2 and following –
 - o Previous year's rate to increase annually by rural rate increase
 - o Maintenance in excess of the calculated figure for the year figure resulting from road traffic damage (not wear & tear or storm damage etc) to be recovered

3. Community amenity

An agreed contribution to mitigate impacts on community amenity as a contribution to the Shire's community programs and/or community infrastructure for the long term benefit of residents of the Shire –

- community safety – such as crosswalk / lights, advisory / warning signage, fencing of public areas
- noise, particularly at night – such as noise barriers, vegetation buffers
- dust or windblown materials in town sites – such as road sweeping or watering down, wash down bays
- inconvenience or congestion to other road users.

Note – requirements are intended to be consistent with relevant provisions of the Shire of Narrogin Extractive Industry Local Law.

– End of Schedule

12.13 Number Plates – Local Authority Fundraiser Series

Statutory context Department of Transport licensing requirements

Corporate context None

History

| | |
|---------------|---------------|
| Adopted | 26 April 2017 |
| Formerly | Policy 16.2 |
| Last reviewed | 24 July 2019 |
| Amended | 23 June 2021 |

Policy Statement

1. This Policy applies to both the NO series and NGN series local authority number plates –
 - numbers followed by NO, and
 - numbers followed by NGN.
2. The charge for each set of plates will be set by Council at the annual Budget meeting.
3. The person applying for the number plates is to nominate a local non-profit group (sporting, charitable etc) on the application form.
4. The application form including approval of the non-profit group, is to be signed by CEO, Executive Manager Corporate and Community Services or Manager Corporate Services prior to sending to Department of Transport for manufacture of the plates.
5. Unless replacing previously issued plates, leading zeros will not be accepted, e.g. 019 NO or 008 NGN, etc.

Procedures

Nil

Forms and Templates

FCCS065

– End of Policy

Notes

12.14 Funding Contribution – Application for Advancement of Sealing of Shire Gravel Roads

| | |
|--------------------------|---|
| Statutory context | Local Government Act 1995 |
| Corporate context | Asset Management Plan - Road Program 2021-2031 Road Network Analysis and Forward Works Program (May 2016) (Talis) Roads 2030 - Regional Strategies for Significant Local Government Roads (2013) (MRWA) (Wheatbelt South) |
| History | Adopted 27 April 2022 |

Policy Statement

This Policy is to be used by staff to facilitate applications received from landowners or businesses, outside of the townsite (rural), who request a section of the Shire's gravel road network to be sealed, generally, but not limited to, for the purpose of dust suppression.

Applications may be made from applicants who are landowners or businesses in the Shire of Narrogin who wish to advance (bring forward) the bitumen sealing program from where it currently may/ may not lie in the Council's adopted Road Improvement Programs.

Background

Occasionally in rural areas of the Shire, landowners have dwellings or businesses have office developments in close proximity to a gravel road within the Shire, that experiences inconvenience or nuisances such as dust falling onto their dwelling or other, as a result of traffic driving past on the gravel road adjacent.

Applicants are to make application in writing to the Chief Executive Officer to have a section of gravel road sealed. All project specific details are to be in the application inclusive of:

- Name of landowner/applicant/business;
- Address of the dwelling or business property to which the seal applies;
- Description of the seal request i.e., what is the applicant applying for, length, location, width, etc;
- A simple diagram of road seal in relation to the dwelling; and
- Other details as requested by the Chief Executive Officer.

The Bitumen Seals will be a 2-coat bitumen seal using 14/7mm aggregate however the Manager of Operations will assess each application and advise the applicant of the best seal rate to use taking into consideration site specific conditions.

Applicants will be required to fund 50% of the full cost to seal the gravel road section applied for, to the standard of Main Roads WA Supplement to Austroads Guide to Road Design for that category/hierarchy of road. The Shire will not make a profit on an application and will only charge the applicant 50% of the actual cost to seal the section of road applied for (i.e. using internal rates and not using Private Works rates). The Shire will furnish the applicant an estimate of the total cost prior to proceeding with any application and if the applicant is in agreement and Shire matching funding is available, then the project will proceed, whereby the applicant will be invoiced prior to commencement of the project. The works will not proceed unless:

1. A budget exists for the project (this may require a budget amendment) and;
2. Applicants Payment has been received in full.

Works are to be scheduled to optimise mobilisation of staff, plant and availability of materials and bituminous product. Any estimates provided by Shire Staff are only valid for 6 months and works will not take priority over Shire Budgeted and previously scheduled works. Resource implications must be taken into account.

In the event works cannot proceed for any reason within 6 months of the estimate being issued, then the Shire will revise the estimate in consultation with the applicant. If the applicant is in agreement with the revised estimate, then this estimate will be valid for a further 6 months from date of issue.

For dust suppression sealing, for example, in front of a dwelling or business, a minimum sealed length of road of 300m is considered necessary to be effective, being 150m either side of the dwelling on the road. Please note that the Shire does not warrant that this will be the case. Prevailing winds, vehicle volumes, type of adjoining pavement material all impact upon this.

Officers will make reference to the current Forward Road Programs of the day to see if the particular road being applied for is included within it. If the road is included in the road program, then this will be advised to the applicant who can decide if they still wish to proceed with their application or wait for the road to be sealed as per the program (which may be amended from time to time by the Council).

Each application will be assessed on a case-by-case scenario and approved by the Chief Executive Officer as being compliant with this Policy.

The Shire's matching 50% funding toward any approved application will be dependent on available funds within the Annual Budget. If there is no specific Budget allowance for an approved application, then officers will need to submit a Budget request form that will be considered in the annual Budget process among other competing projects or Budget Review process.

Procedures

No current procedures relate.

Forms and Templates

No current forms or templates relate.

– End of Policy

Notes

Section 13 - NATURAL RESOURCE MANAGEMENT

13.1 Road Reserves – Clearing

Statutory context

Local Government Act 1995

Environmental Protection Act 1986

- s.3(1) – definition of “native vegetation” includes dead vegetation
- s.51A – definitions of “clearing” and “clearing principles”
- Sch.5 – Principles for clearing native vegetation – Native vegetation not to be cleared if –
 - o cl.1(b) – whole or part of a significant habitat
 - o cl.1(e) – a significant remnant in an extensively cleared area
 - o cl.1(f) – associated with a watercourse

Environmental Protection (Clearing of Native Vegetation) Regulations 2004

- r.5 – Prescribed clearing s.51C –
 - o item 3 – clearing (by burning) for fire hazard reduction
 - o item 11 – clearing along a fence line – Crown land (1.5m)
 - o item 15 – clearing to maintain cleared areas around infrastructure etc
 - o item 21 – clearing for temporary bypass road
 - o item 21A – clearing for crossover
 - o item 22 – clearing for maintenance in existing transport corridors
 - o item 23 – clearing resulting from infrastructure maintenance activities
- Sch2 – Clearing for maintenance in existing transport corridors
 - o cl.2 – extent of clearing for an area or purpose in relation to a road
 - o cl.3 – how the clearing is to be carried out

Public Places & Local Government Property Local Law 2016

Corporate context

Delegations Register

12.11 – Gates across roads / thoroughfares

History

| | |
|---------------|---------------|
| Adopted | 26 April 2017 |
| Formerly | Policy 15.1 |
| Last reviewed | 24 July 2019 |
| Last reviewed | 7 June 2021 |

Policy Statement

1. Clearing of a road reserve by any means, including fence lines, for construction or maintenance purposes, must be carried out in accordance with the Environmental Protection Act 1986, and the Environmental Protection (Clearing of Native Vegetation) Regulations 2004.
2. It is the responsibility of the landowner to ascertain if a Department of Environmental Regulation permit is required for any work proposed on a road reserve; in particular, for protection of any identified rare or endangered species of flora or fauna.
3. Any debris or spoil created by clearing of a fence line or the erection of a fence is to be removed from the road reserve and disposed of by the landowner on their property within 90 days.
4. The landowner is not permitted to alter any existing infrastructure or drainage when undertaking the clearing.

5. If needing advice, landowners are encouraged to consult with the Shire prior to any clearing of a road reserve.

– End of Policy –

Notes

Environmental Protection Act –

- s.3 – definition – **native vegetation** includes dead vegetation unless ... excluded by regulation ...
- Sch.5 – Principles for clearing native vegetation –
Native vegetation not to be cleared if –
 - o cl.1(b) – whole or part of a significant habitat

Note – includes not just live standing vegetation but also dead vegetation and debris, as this is considered to be habitat and harbourage for ground dwelling fauna. So if pushed tress, cut branches etc are removed within 90 days, no problem, but if left there for a carefully unspecified time, would be considered to have become habitat for ground dwelling fauna

Refer –

- s.3A(2) –
environmental harm means direct or indirect –
 - (a) harm to the environment involving removal or destruction of, or damage to —
 - (i) native vegetation; or
 - (ii) the habitat of native vegetation or indigenous aquatic or terrestrial animals; or
 - (b) alteration of the environment to its detriment or degradation or potential detriment or degradation; or
 - (c) alteration of the environment to the detriment or potential detriment of an environmental value; or
 - (d) alteration of the environment of a prescribed kind;

13.2 Road Reserves – Cutting Firewood

Statutory context Local Government Act 1995

Public Places & Local Government Property Local Law 2016

Corporate context Delegation 11.3 – Public Places & Local Government Property Local Law 2016

History

| | |
|---------------|---------------|
| Adopted | 26 April 2017 |
| Formerly | Policy 15.2 |
| Last reviewed | 24 July 2019 |
| Last reviewed | 7 June 2021 |

Policy Statement

1. Application to cut or collect firewood from a road reserve is to be made to the CEO.
2. Conditions applying to any approval granted –
 - a) At no stage is the activity to create a traffic hazard
 - b) Only dead timber is allowed to be cut
 - c) All residue to be stacked neatly so as not to cause a nuisance on road verge
 - d) Care to be taken to protect existing flora and fauna
 - e) Wood may be taken only in non-commercial quantities and for domestic use
3. It is the responsibility of the applicant to ascertain if a Department of Environmental Regulation permit is also required.
4. A collector not complying with this policy may be issued a notice to cease activity or to comply under relevant legislation or local law, up to and including cancellation of licence, issue of an infringement notice or prosecution for non-compliance of conditions of licence.

– End of Policy

Notes

Partially covered by Public Places & Local Government Property Local Law

13.3 Street Trees

Statutory context Shire of Narrogin Public Places and Local Government Property Local Law 2016

Corporate context Delegation 11.3 – Public Places and Local Government Property Local Law 2016
[Street Tree Planning: Selections and Recommendations Guide 2018.](#)

History

| | |
|---------------|-----------------|
| Adopted | 24 October 2018 |
| Formerly | Policy 15.3 |
| Last reviewed | 24 July 2019 |
| Last reviewed | 7 June 2021 |

Policy Statement

Purpose

1. To manage the planting, maintenance and care of street trees in public places and on local government property, in particular but not limited to road reserves, within the town sites of Narrogin and Highbury.
2. Trees are a valuable community asset, enhancing both the built and the natural environment of the Shire. They contribute to the well-being of the community and through their longevity serve as a cultural link through generations.
3. The Shire of Narrogin recognises these values and is committed to the protection and maintenance of trees whilst maintaining its obligations to provide a safe environment.

Application

1. Area of Application

This policy applies to –

- a) Narrogin townsite, and
- b) Highbury townsite

2. Tree Protection

- a) All trees on land under the care and control of the Shire of Narrogin will be protected in accordance with relevant local laws, regulations and acts and these guidelines.
- b) Significant trees on Shire and public property will be recorded in the *Street Tree Planning: Selections and Recommendations Guide 2018*.
- c) For development applications, retention of mature trees or trees of significance on public property may be included as a condition of approval.
- d) Trees on private property are the responsibility of the land owner.

3. Tree Removal

- a) Authorisation:
Removal of any tree on Shire of Narrogin controlled property can only be given by the Executive Manager, Technical and Rural Services (EMTRS), or the Chief Executive Officer (CEO). Disputes may be subject to formal referral to Council. Applications for tree removal must be in writing stating the reason why the tree should be removed.
- b) Replacement:
In most instances of tree removal and where practicable, a replacement tree will be planted in a suitable location at the discretion of the EMTRS with reference to the *Street Tree Planning: Selections and Recommendations Guide 2018*.
- c) Removal not justified:
Tree removal will not be justified by any of the following reasons:
 - i) Tree obscuring commercial advertising signs

- ii) The growth of the tree is obstructing views
- iii) Tree litter/leaf fall/debris
- iv) Tree casting unwanted shade
- v) Resident requests an alternate species
- vi) A perceived danger a tree might fall in a storm

d) Removal justified:

Tree removal may be justified by any of the following reasons:

- i) The tree is dead or dying and remedial techniques are not possible
- ii) The tree is causing damage to property, infrastructure or public utilities and the cost of remedial works outweighs the value of the tree
- iii) Where, subsequent to a risk assessment undertaken by the Shire of Narrogin, the tree presents an immediate danger to the public

4. Tree Planting and Replacement

- a) The Shire shall be responsible for the planting and replacement of all street trees, trees in parks and trees on land under the care and control of the Shire of Narrogin.
- b) Trees will be chosen from the approved species list in the *Street Tree Planning: Selections and Recommendations Guide 2018*, by the EMTRS.
- c) Trees under power lines whether new or replacement planting, will only be low growth species as listed in the *Street Tree Planning: Selections and Recommendations Guide 2018*, with the aim of reducing pruning costs and making better use of the Shire's resources.
- d) Well established trees will continue to be pruned as required, unless they are deemed as an unsuitable species by EMTRS whereby they may be removed.
- e) All tree planting near assets such as footpaths, roads, fences, installations such as electricity, water and other utilities where root invasion may cause damage to such asset will include the installation of root guards, to reduce or eliminate damage to other assets and property
- f) Trees should be planted in winter, preferably June and July
- g) Local native species will be used when planting in rural or bushland areas.

5. Street Tree Pruning and Maintenance

- a) Pruning and maintenance of trees will be undertaken by the Shire of Narrogin in an annual program which gives priority to under powerline pruning, the Central Business District (CBD), parks and other significant public spaces, and attends to other trees on an as needs basis.
- b) Tree pruning will only be authorised to be undertaken by personnel approved by the Shire of Narrogin who have suitable training and practical experience in arboricultural techniques. Trees under powerlines will be pruned to meet clearance requirements as directed by Western Power or other electrical utilities of the day.
- c) Pruning will not be carried out for purposes such as to improve views, reduction of leaf fall debris, to provide visual access to commercial signs reduction of shade or other reasons that may detract from the natural amenity and purpose of the tree or where pruning will affect the health and structural integrity of the tree.
- d) The Shire of Narrogin may water new tree planting through the first two years on an as needs basis. Should a resident wish to water and care for a new street tree that is directly in front of or adjoining their property then the EMTRS may approve this.

6. Development Requests

- a) Where tree removal is approved in a development plan at the request of private land owners or commercial developers, the full cost of the tree removal including stump grinding and site remediation will be met by the applicant. All attempts must be made to retain healthy suitable trees in the first instance.
- b) Where the relocation of a crossover or a request for vehicular access requires tree removal the applicant must meet the cost of the tree removal as in 6(a). All attempts must be made to retain healthy suitable trees including finding an alternative location for a crossover so as to retain a tree.

- c) Where trees are indicated for removal on a streetscape plan, landscape plan or works program approved by the Shire, an equal number of trees may be planted in other suitable sites at the discretion of the EMTRS.
- d) All trees to be provided as a result of development requests will be chosen with reference to the *Street Tree Planning: Selections and Recommendations Guide 2018* and authorised by the EMTRS.

7. Public Awareness & Community Responsibility

- a) The Shire of Narrogin will encourage property owners to retain trees on private property, particularly where they contribute to the skyline or streetscape.
Residents wishing to extend garden planting onto their verge must seek permission from the Shire, ensuring thoroughfare is retained, and site lines are not hindered. The applicant will supply plan/design to the EMTRS for approval. The maintenance of verge plantings will be by the private land owner. The Shire reserves the right to remove the verge planting at any time due to disputes, the planting representing a hazard or at the discretion of the EMTRS.
- b) Businesses, schools and government organisations will be encouraged to develop and maintain appropriate plantings particularly on the street front verge. The maintenance of verge plantings will be by the private land owner. The Shire reserves the right to remove the verge planting at any time due to disputes, the planting representing a hazard or at the discretion of the EMTRS.
- c) Residents will be encouraged to monitor the needs of newly planted trees adjacent to their property and provide additional watering when required.
- d) Disputes between neighbours over trees that are not under the jurisdiction of the Shire will not be entered into, unless the tree presents a hazard, whereby the Local Government Act 1995 will be referred to.
- e) Annual street tree planting will be undertaken by the Shire. Residents will be able to request street trees to be planted on their verge by contacting the Shire. The tree species will be determined by the Shire of Narrogin with reference to the *Street Tree Planning: Selections and Recommendations Guide 2018*.

– End of Policy

Notes

Abbreviations

EMTRS – Executive Manager, Technical and Rural Services
CEO – Chief Executive Officer
CBD – Central Business District

Former Section 14 – Plant / Equipment transferred to Section 12

Former Section 15 – Natural Resources renumbered as Section 13

Former Section 16 – Unclassified transferred to Section 12

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 261022.009 of 26 October 2022, reminded Councillors of the next Ordinary Meeting of the Council, scheduled for 7.00 pm on Wednesday 24 May 2023, at this same venue.



Shire of
Narrogin
Love the life

89 Earl Street, Narrogin
Correspondence to:
PO Box 1145, Narrogin WA 6312
T (08) 9890 0900
E enquiries@narrogin.wa.gov.au
W www.narrogin.wa.gov.au