



Shire of  
**Narrogin**

## MINUTES

### ORDINARY COUNCIL MEETING

26 APRIL 2023

The Chief Executive Officer recommends the endorsement of these minutes at the next Ordinary Meeting of Council.

Signed: .....

Date: 27 April 2023

These minutes were confirmed at the Ordinary Council Meeting held on 24 May 2023

Signed: .....

(Presiding Person at the meeting at which minutes were confirmed)

### **Acknowledgement of Noongar People**

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

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

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Shire of  
**Narrogin**  
*Love the life*

# STRATEGIC COMMUNITY

SNAPSHOT

PLAN  
2017-27

## VISION

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

## MISSION

Provide leadership, direction and opportunities for the community.

## KEY PRINCIPLES

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

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

## OUR VALUES

### Care with Trust & Teamwork

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

**Accountability** - We accept responsibility for our actions and outcomes

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

**Excellence** - We go the extra mile to deliver outstanding services

**Trust** - We share without fear of consequences

**Team Work** - We work together for a common goal

## ECONOMIC

### Support growth and progress, locally and regionally...

#### Growth in revenue opportunities

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

#### Increased Tourism

- Promote, develop tourism and maintain local attractions

#### An effective well maintained transport network

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

#### Agriculture opportunities maintained and developed

- Support development of agricultural services

## SOCIAL

### Provide community facilities and promote social interaction...

#### Provision of youth services

- Develop and implement a youth strategy

#### Build a healthier and safer community

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

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

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

#### Cultural and heritage diversity is recognised

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

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

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

## ENVIRONMENT

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

#### A preserved natural environment

- Conserve, enhance, promote and rehabilitate the natural environment

#### Effective waste services

- Support the provision of waste services

#### Efficient use of resources

- Increase resource usage efficiency

#### A well maintained built environment

- Improve and maintain built environment

## CIVIC

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

#### An efficient and effective organisation

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

#### An employer of choice

- Provide a positive, desirable workplace

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

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# ORDINARY COUNCIL MEETING

## 26 APRIL 2023

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### 1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, President Ballard, declared the meeting open at 7:03 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 T Wiese

Cr T Alexander

#### **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**

Cr J Pomykala

Cr J Early

#### **Apologies**

Nil

#### **Absent**

Nil

#### **Visitors**

2 Members of the Public

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

Name	Item No	Interest	Nature
Cr McNab	10.4.2	Financial/Proximity	Married to Licensee/Owner of adjoining property
President Ballard	10.4.2	Proximity	Owner of Land Adjacent to Block in question

**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

Nil

## 6. APPLICATIONS FOR LEAVE OF ABSENCE

The next Council meeting is scheduled for 24 May 2023.

### **COUNCIL RESOLUTION 230426.001**

Moved: Cr McNab

Seconded: Cr Seale

That Cr Broad be granted a Leave of Absence for the Council Meeting which will be held on 24 May 2023.

**CARRIED 7/0**

For: President Ballard, Cr Broad, Cr McNab, Cr Fisher, Cr Seale, Cr Wiese, Cr Alexander.

Against: Nil



**7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

7.1 Ordinary Council Meeting

**OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION 230426.002**

Moved: Cr Fisher

Seconded: Cr Seale

That the minutes of the Ordinary Council Meeting held on 22 March 2023 be confirmed as an accurate record of the proceedings.

**CARRIED 7/0**

For: President Ballard, Cr Broad, Cr McNab, Cr Fisher, Cr Seale, Cr Wiese, Cr Alexander.

Against: Nil

**8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION**

The Shire President thanked everyone who attended both the Dawn and 10 am ANZAC Day Services and also those who assisted in the running successful event, particularly the Chief Executive Officer's Executive Assistant, Vanessa Ward.

**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 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 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
<b>Total Payments</b>	<b>1,336,050.89</b>	<b>100.00</b>

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

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 AND COUNCIL RESOLUTION 230426.003**

Moved: Cr Fisher

Seconded: Cr McNab

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

**CARRIED 7/0**

For: President Ballard, Cr Broad, Cr McNab, Cr Fisher, Cr Seale, Cr Wiese, Cr Alexander.

Against: Nil

**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	Shire Of Narrogin - Petty Cash-admin	ADMIN PETTY CASH RECOUP - March 2023	260.65			
3	INV MAR 23 NHC	09/03/2023	Shire Of Narrogin - Petty Cash-admin	NHCP PETTY CASH RECOUP - March 2023	195.00			
<b>Cheque Total \$</b>					<b>455.65</b>			

**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	Best Office Systems	VARIOUS DEPARTMENTS - Photocopier Charges February 2023	1,587.04			
6	INV 613517	23/02/2023	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	Synergy	HISTORY HALL BUILDING OPERATIONS - Electricity Usage 03/12/2022 - 07/02/2023	131.59			
9	INV 2065744185	14/02/2023	Synergy	13 HOUGH ST OPERATIONS - Electricity Usage 07/12/2022 - 10/02/2023	139.96			
10	INV 2025763490	16/02/2023	Synergy	OLD SHIRE OFFICE BUILDING OPERATIONS - Electricity Usage 13/12/2022 - 15/02/2023	312.10			
11	INV 2013769795	16/02/2023	Synergy	CEO STAFF HOUSING - Electricity Usage 10/12/2022 - 14/02/2023	245.50			
12	INV 2013773770	22/02/2023	Synergy	JOHN HIGGINS COMMUNITY COMPLEX BUILDING OPERATIONS - Electricity Usage 18/01/2023 - 15/02/2023	924.84			
13	INV 2049752991	23/02/2023	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	Narrogin Packaging	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Sprinkler Body	7.50			
16	INV 00078986	23/02/2023	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	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 Prysiazhna			352.10	L	
78	INV INV18871	28/02/2023	2	Anna Prysiazhna	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 P123055304	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	<b>PAY 19</b>	<b>13/03/2023</b>		<b>PAYROLL</b>	<b>PAYROLL 19 - 13/03/2023</b>	<b>150,785.71</b>		
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
246	INV FEB23	02/03/2023	13	Narrogin Meals On Wheels	CHSP MEALS ON WHEELS COMMITTEE - February 2023 Meals	474.00		F
247	EFT20495	15/03/2023		Narrogin Newsagency **DO NOT USE**			30.80	L
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		F
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
254	INV 25710075317	10/03/2023	5	Narrogin Betta Home Living	CHSP - MOTOR VEHICLES EXPENSES - Westinghouse Cyclonic Vacuum Cleaner	171.50		F
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
265	INV 64420	10/03/2023	5	Narrogin Gasworx	CHCP - CLIENT PURCHASES - Shoprider Tyre Repair	88.00		F
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	
271	INV 93518	28/02/2023	15	AMPAC Debt Recovery Pty Ltd	RATES - DEBT COLLECTION EXPENSES - Legal Charges Ferbruary 2023	13,424.29		R
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	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	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	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	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	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	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	Walga	ADMIN TRAINING & DEVELOPMENT - Cert III Local Government	397.70			
317	EFT20526	21/03/2023	Westrac Pty Ltd			184.88		
318	INV P18036284	10/03/2023	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	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	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	Toll Transport Pty Ltd	VARIOUS DEPARTMENTS - Freight Charges	80.87			
325	INV 0574-T740710	05/03/2023	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	Narrogin Auto Electrics	NO4719 2019 JOHN DEERE 620G GRADER - Repair Electrical Connector Hosing	132.50			
350	INV 264799	15/02/2023	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	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	Integrated ICT	ADMIN - INFORMATION SYSTEMS - Disaster Recovery For Financial Year 2022/23	941.71			
355	INV 26132	28/02/2023	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	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	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	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	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	Narrogin Newsagency	ADMIN - PRINTING & STATIONERY - Newspaper Deliveries February 2023	8.80			
366	INV 304959	02/03/2023	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	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 R1034781	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
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 P18077316	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 P123056168	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 S1318385	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				265.40	L	
547	INV 93	20/03/2023	10	Narrogen Fruit Trading Pty Ltd	OTHGOV - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - BFAC Catering Salads & Ice Bags	265.40		
548	EFT20622	30/03/2023				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
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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
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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		
					<b>Credit Card Total \$</b>	<b>12,727.76</b>		

Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
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ABBREVIATIONS				
PF	Partially Funded		Cheque Total (Less TD)	\$455.65 0.03%
I	Insurance		Term Deposits (TD)	
F	Funded		EFT Total*	\$868,076.34 64.97%
L	Local Supplier		Payroll Total*	\$303,126.54 22.69%
R	Recoverable		Direct Debit Total	\$151,664.60 11.35%
PR	Partially Recoverable		Credit Card Total	\$12,727.76 0.95%
			Trust Total	0.00%
				\$1,336,050.89 100.00%
			<b>Total (Less Term Deposits)</b>	<b>\$1,336,050.89</b>
			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	<ol style="list-style-type: none"><li>1. Monthly Financial Reports for March 2023; and</li><li>2. Strategic Projects Tracker – March 2023.</li></ol>

#### 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 AND COUNCIL RESOLUTION 230426.004**

Moved: Cr Broad

Seconded: Cr Alexander

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

**CARRIED 7/0**

For: President Ballard, Cr Broad, Cr McNab, Cr Fisher, Cr Seale, Cr Wiese, Cr Alexander.

Against: Nil

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

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

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Cash Backed Reserves	10
Budget Amendments	11 - 13



STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2023

STATUTORY REPORTING PROGRAMS

FOR THE PERIOD ENDED 31 MARCH 2023	Ref Note	Adopted Annual Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Opening Funding Surplus(Deficit)		\$ 2,550,000	\$ 2,539,662	\$ 2,539,662	\$ 2,539,662	\$ 0	% 0%	
<b>Revenue from operating activities</b>								
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%	▼
		<b>10,997,740</b>	<b>11,068,055</b>	<b>9,873,567</b>	<b>10,041,572</b>	<b>168,005</b>	<b>2%</b>	
<b>Expenditure from operating activities</b>								
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%	▼
		<b>(13,718,755)</b>	<b>(13,772,435)</b>	<b>(10,540,358)</b>	<b>(9,563,347)</b>	<b>977,011</b>		
<b>Operating activities excluded from budget</b>								
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%	
<b>Amount attributable to operating activities</b>		<b>2,843,650</b>	<b>2,849,946</b>	<b>4,133,870</b>	<b>5,349,413</b>	<b>1,215,543</b>		
<b>Investing Activities</b>								
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	12	(588,674)	(584,674)	(379,506)	(142,900)	236,606	100%	▲
Infrastructure Assets - Roads	11	(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%	▲
<b>Amount attributable to investing activities</b>		<b>(4,994,064)</b>	<b>(4,937,803)</b>	<b>(3,420,632)</b>	<b>(1,019,045)</b>	<b>2,401,587</b>		▲
<b>Financing Activities</b>								
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%	
<b>Amount attributable to financing activities</b>		<b>2,150,414</b>	<b>2,087,855</b>	<b>(124,204)</b>	<b>(122,575)</b>	<b>1,629</b>		
<b>Net Capital</b>		<b>(0)</b>	<b>(0)</b>	<b>589,038</b>	<b>4,207,793</b>	<b>3,618,759</b>		
<b>Total Net Operating + Capital</b>		<b>(0)</b>	<b>(0)</b>	<b>589,038</b>	<b>4,207,793</b>	<b>3,618,759</b>		
<b>Closing Funding Surplus(Deficit)</b>	3	<b>(0)</b>	<b>(0)</b>	<b>589,038</b>	<b>4,207,793</b>	<b>3,618,759</b>		

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
	\$	%			
<b>Revenue from operating activities</b>					
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.
<b>Expenditure from operating activities</b>					
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.
<b>Investing Activities</b>					
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**

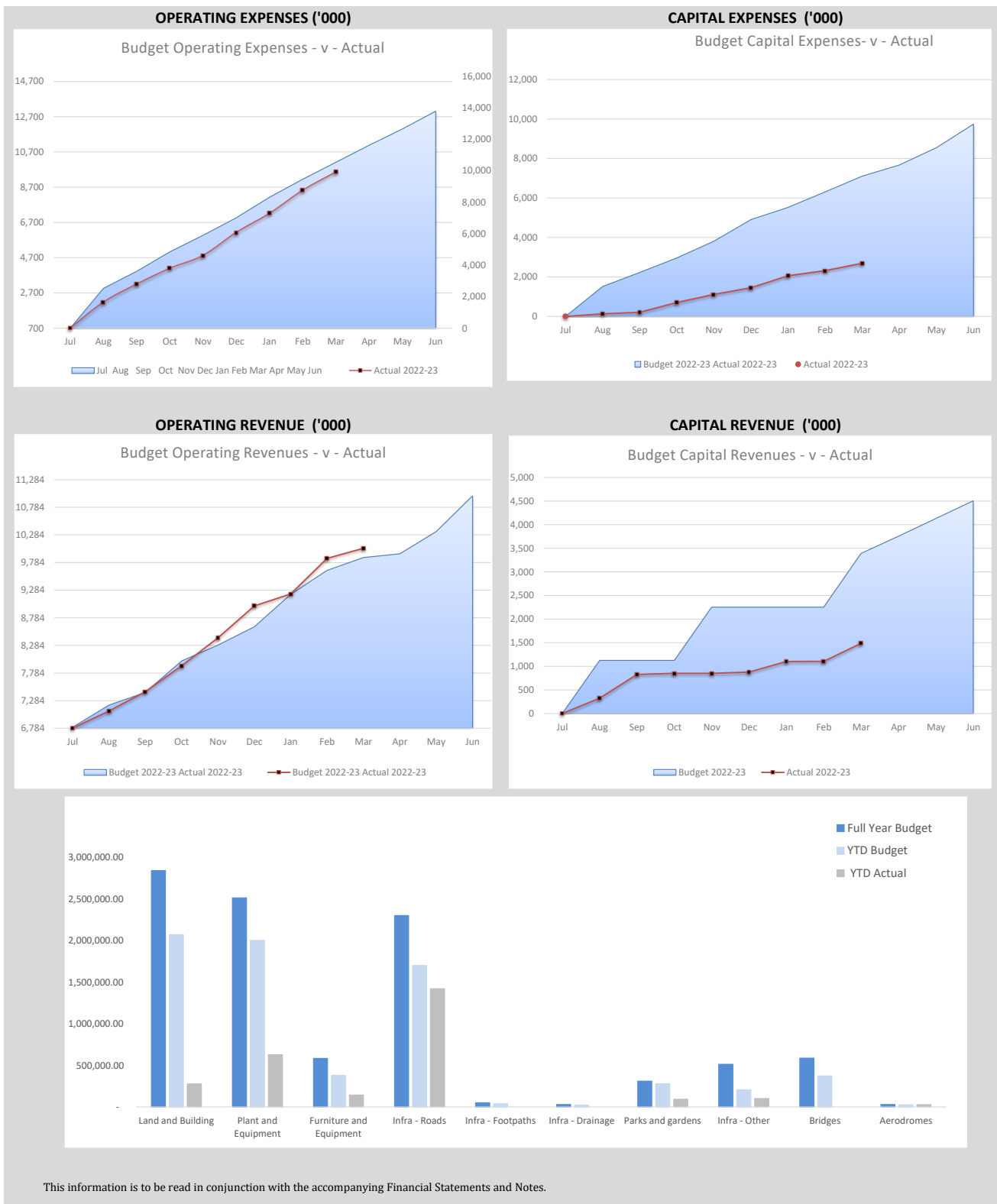
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions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

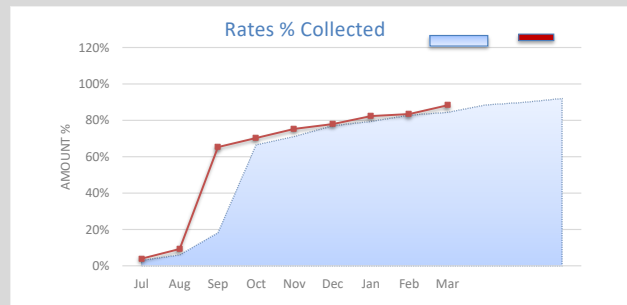
**OPERATING ACTIVITIES  
RECEIVABLES**

Rates Receivable	30 Jun 22	31 Mar 23
	\$	\$
<b>Opening Arrears Previous Years</b>	476,999	581,945
RATES - Rates Levied - GRV	3,236,553	3,407,588
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)
<b>Net Rates Collectable</b>	<b>435,075</b>	<b>715,497</b>
% Collected (Current and Arrears)	93.56%	90.37%
Pensioner Deferred Rates		(195,110)
Pensioner Deferred ESL		(8,986)
<b>Total Rates and Rubbish, ESL, Excess Rates</b>		<b>511,401</b>

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	23,253	35,908	1,307	72,555	133,023
Percentage	17%	27%	1%	55%	
<b>Balance per Trial Balance</b>					
Rates Pensioner Rebate Claims					187,793
GST Input					
Provision For Doubtful Debts ( including Rates)					(136,225)
<b>Total Receivables General Outstanding</b>					<b>184,590.44</b>

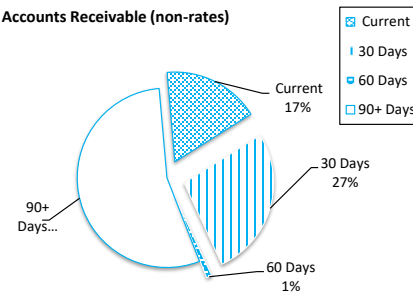
Amounts shown above include GST (where applicable)

**KEY INFORMATION**



<b>Collected</b>	<b>Rates Due</b>
<b>90%</b>	<b>\$511,401</b>

**Accounts Receivable (non-rates)**



<b>Debtors Due</b>
<b>\$133,023</b>
<b>Over 30 Days</b>
<b>27%</b>
<b>Over 90 Days</b>
<b>55%</b>

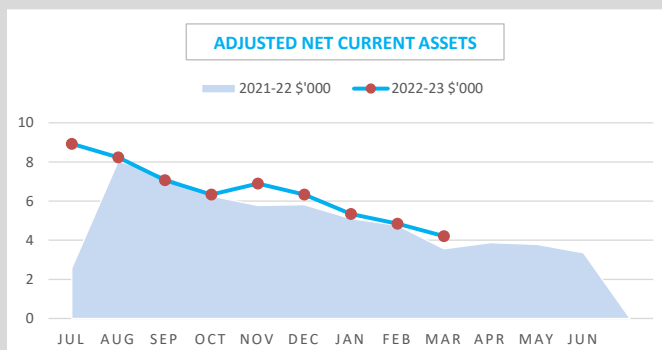
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2023

OPERATING ACTIVITIES  
ADJUSTED NET CURRENT ASSETS

	Last Years Closing	This Time Last Year	Year to Date Actual
	30 Jun 2022	31 Mar 2022	31 Mar 2023
	\$	\$	\$
<b>FOR THE PERIOD ENDED 31 MARCH 2023</b>			
<b>Current Assets</b>			
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
<b>Less: Current Liabilities</b>			
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)
<b>Net Current Asset Position</b>	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)
<b>Net Current Funding Position</b>	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 %
<b>Cash Restricted (Reserves)</b>					
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%
<b>Municipal Funds</b>					
NAB (Investment 3)	100,000	30/06/2023	4.25%	NAB	2%
	<u>5,048,699</u>				<u>100%</u>
<b>Investment Summary</b>					
NAB (Investments 2&3)	2,524,000		Adheres to investment		50%
Bankwest (Investment 2)	2,524,699		Policy		50%
	<u>5,048,699</u>				<u>100%</u>

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

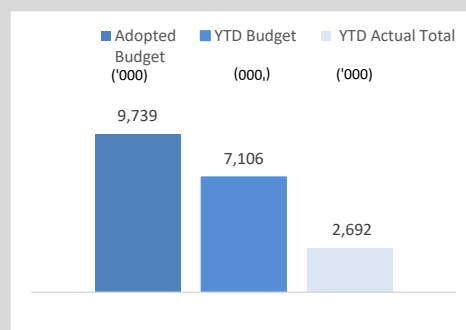
**INVESTING ACTIVITIES  
CAPITAL ACQUISITIONS**

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)
<b>Capital Expenditure Totals</b>	<b>9,738,732</b>	<b>9,770,367</b>	<b>7,106,139</b>	<b>2,692,496</b>	<b>4,413,642</b>

**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
	<b>\$9.74 M</b>	<b>\$9.77 M</b>	<b>\$2.69 M</b>	<b>28%</b>

To be read in conjunction with Strategic Projects Tracker



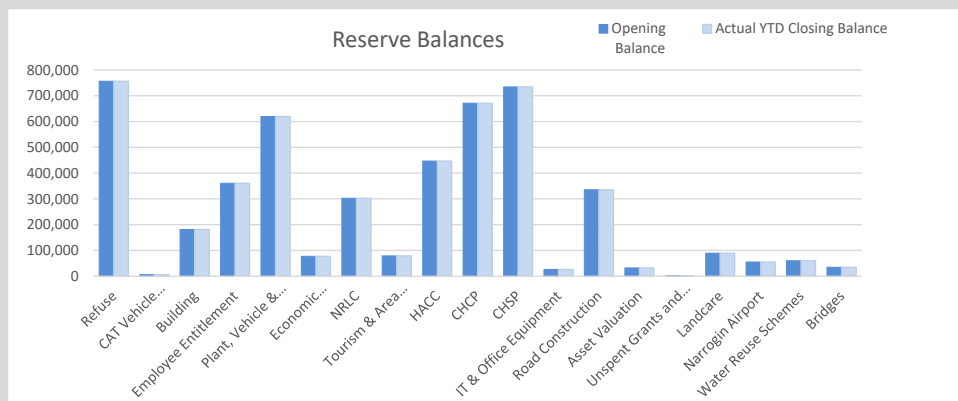
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2023

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
		<b>60,000</b>	<b>0</b>	<b>41,518</b>	<b>0</b>	<b>4,550,959</b>	<b>0</b>	<b>2,954,998</b>	<b>4,869,993</b>

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 Silk 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 Silk 0 - 0.26	280922.002	Capital Expenses		1,288		(95,756)
	R2R338	George Street (R2R) Reseal Silk 0.36 - 0.77	280922.002	Capital Expenses		8,666		(87,090)
	R2R339	Katta Road (R2R) Reseal Silk 004-0.79	280922.002	Capital Expenses		70,853		(16,237)
	R2R340	Mccormick Way (R2R) Reseal Silk 0 - 0.18	280922.002	Capital Expenses		2,315		(13,922)
	R2R341	Newman Street (R2R) Reseal Silk 0 - 0.15	280922.002	Capital Expenses		1,340		(12,582)
	R2R342	Pitt Street (R2R) Reseal Silk 0.02 - 0.13	280922.002	Capital Expenses		2,000		(10,582)
	R2R343	Range Road (R2R) Reseal Silk 0 - 1.37	280922.002	Capital Expenses		5,971		(4,611)
	R2R344	Stewart Place (R2R) Reseal Silk 0 - 0.15	280922.002	Capital Expenses			(1,671)	(6,282)
	R2R345	Stewart Road (R2R) Reseal Silk 0 - 0.53	280922.002	Capital Expenses			(2,428)	(8,710)
	R2R346	Tanner Street (R2R) Reseal Silk 0 - 0.148	280922.002	Capital Expenses			(1,050)	(9,760)
	R2R347	Wiese Road (Town) (R2R) Reseal Silk 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) Silk 15.5 - 16	231122.003	Capital Expenses			(15,000)	45,000
	RBS204	Blackspot Tarwonga Rd (Rehab) Silk 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

# Strategic Budget Projects Register 2022/23



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
Projects that are either strategic (plans/projects) or critical to implement and manage or of an asset renewal or creation (Capex) in nature that have a budget provision in the current Budget.														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
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															
SES Building Project	BC285	4050260			\$62,210	\$62,210	\$0	\$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
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
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
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
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
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
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 - RT 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 costlier. 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
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
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
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
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 Lotterieswest 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
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
May St Stormwater Catchment Dam	IO180	4110385			\$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
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
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
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
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
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
Narrogin Railway Station and Footbridge Heritage Grant	BC208	4110660			\$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
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 POs	Development & Regulatory Services	Azhar Awang	Ben Kitow	Complete	100%	01/10/22	31/12/22
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
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
Two Inclusive Play Equipment Activities at Highbury \$50k (as requested by HDCC)		IO181	4110365		\$50,000	\$50,000	\$0	\$50,354	\$0,354	-\$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
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
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 Kitow	On Track	10%	03/03/23	31/05/23
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 Kitow	On Track	0%	01/10/22	31/05/23
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 - RFQ advertised 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
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 property, 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
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. 6/2/23 - Contractor advised that work is scheduled 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 Kitow	Complete	90%	27/07/22	31/03/23
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 Kitow	On Track	0%	01/01/23	30/06/23
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 - RFQ 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 LRCP 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 Kitow	On Track	25%	27/07/22	30/06/23
Mayor's Parlour (Town Hall) Hot Water System (Zipsystem/ Miniboll)		BC182	4110160		\$5,000	\$5,000	\$1,850	\$1,850	\$0	\$3,350	Other	Completed	Liaise Arts Narrogin	Development & Regulatory Services	Azhar Awang	Ben Kitow	Complete	100%	01/10/22	31/12/22
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 Kitow	On Track	0%	01/10/22	31/05/23
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 Kitow	On Track	0%	01/10/22	31/05/23
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 for 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
Town Hall Office No. 3		BC185	4110160		\$0	\$16,000	\$0	\$9,616	\$9,616	\$6,384	Other	Low	New Job OCM 22/2/23	Development & Regulatory Services	Azhar Awang	Ben Kitow	On Track	0%	02/03/23	31/05/23
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
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 Vizora for Lighting Component let for \$35,700 plus GST - project 10 weeks from 31/7/22 - lighting completed and commissioned 24/1/22. - 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 - Pleasave 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
NRLC- Irrigation Pump		PE161	4110255		\$13,500	\$11,386	\$15,989	\$15,989	\$0	-\$4,803	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
Rec Centre Stadium LED Lighting		BC166	4110260		\$35,000	\$35,000	\$35,128	\$35,128	\$0	-\$128	Building Construction/Mtce	Completed	Works completed to courts 1, 2 & 3. Spalash court corridor lighting to be replaced 5/12/2022 - Entire completion ETA 12/12/2022.	Development & Regulatory Services	Azhar Awang	Azhar Awang	Complete	100%	01/10/22	31/03/23
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 feb month.	Development & Regulatory Services	Azhar Awang	Ben Kitow	On Track	20%	01/10/22	30/04/23
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 Kitow	On Track	5%	01/01/23	30/06/23
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 Kitow	On Track	0%	01/10/22	30/06/23
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 Kitow	On Track	0%	01/10/22	30/06/23
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 Kitow	On Track	0%	01/10/22	30/06/23
Botte 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
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
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
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
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
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
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
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
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
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

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 30/6/24: H=Unlikely	Comments	Accountability	Responsible Exec	Responsible Officer	Status	% Complete	Start Date	Due Date
Tanner Street (RZR) 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
Wiese Road (Town) (RZR) 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
Chomley Road (RZR) 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, PIO 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
Highbury East Rd Culvert Upgrade		R2R348	4120166		\$60,000	\$60,000	\$19,041	\$19,041	\$0	\$40,959	Road Construction	Low	PIO issued to NEC, works in April	Technical & Rural Services	Torre Evans	John Warburton	On Track	10%	28/02/23	28/04/23
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 21/22 - ? \$20,000 due 22/23 but all income recorded in 22/23. ? check \$10k in prepays. ? in balance sheet.	Office of CEO	Dale Stewart	Dale Stewart	On Track	95%	01/07/22	30/04/23
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
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
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
RRG Wanerie Rd (Rehab) SLK 4.1 - 5.3		RRG340	4120167		\$163,492	\$163,492	\$72,681	\$138,863	\$66,292	\$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
WSFN 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
Blacksport 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 docs 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
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 the 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
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 RZR adjusted to compensate with under in other RZR areas.	Technical & Rural Services	Torre Evans	John Warburton	Complete	100%	01/01/23	31/03/23
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
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
Design new Intersection for Wanerie and Cooramining Roads		IR338	4120165		\$40,000	\$40,000	\$0	\$0	\$0	\$40,000	Consultancy	Low	PIO 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
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
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
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
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
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
Chomley Road Seal (Wiese) (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 Wiese who advised that he understood and agreed that the job could be done in optimal time of November December 2023. Mr Wiese 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 Wiese 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
Two Solar (Mobile) Speed Detection Signs		PE580	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 Roggchand	Complete	100%	01/04/23	30/06/23
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 15 February 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
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
Dynapak Padfoot- Outright Sale		PA8514A	4120350		\$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
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
Jet Patcher (p8216)- 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
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
Bobcat		PA835A	4120350		\$80,000	\$80,000	\$78,900	\$78,900	\$0	\$1,100	Vehicle Acquisition	Completed	RFQ complete and PIO issued Delivery November	Technical & Rural Services	Torre Evans	John Warburton	Complete	100%	01/01/23	31/03/23
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
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
Hino Road Sweeper		PA024A	4120350		\$350,000	\$350,000	\$348,509	\$348,509	\$0	\$1,500	Vehicle Acquisition	Completed	Truck delivered.	Technical & Rural Services	Torre Evans	John Warburton	Complete	100%	01/01/23	31/03/23
Hino 300 Series Crew Cab		PA8219A	4120350		\$100,000	\$109,262	\$0	\$109,262	\$109,262	\$0	Vehicle Acquisition	Low	PIO issued, delivery April. Over expense counterbalanced and inced 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
Single Cab Ute Isuzu (Parks/Curator)		PA018C	4120350		\$35,000	\$35,000	\$0	\$29,035	\$29,035	\$5,965	Vehicle Acquisition	Low	PIO issued awaiting delivery April	Technical & Rural Services	Torre Evans	John Warburton	On Track	90%	01/01/23	28/04/23
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	John Warburton	Complete	100%	01/01/23	31/03/23
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
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
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
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
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
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
Construction of 3 chalets at Caravan Park		BC239	4130260		\$450,000	\$450,000	\$24,703	\$361,296	\$36,593	\$88,704	Building Construction/Mtce	High	PIO 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
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
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 A/C to be installed to complete works entirely.	Development & Regulatory Services	Azhar Awang	Ben Kitter	Complete	100%	01/10/22	31/12/22
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

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		
Altus Payroll software implementation		FE101	4140580		\$48,674	\$48,674	\$48,227	\$48,227	\$0	\$447	ITC Acquisition	Completed	15/08/22 - Meeting with Altus project manager (Tania Read) scheduled for 18/08 to recommence work for completion by Dec 22. 30/08/22 - Project recommenced, weekly meetings and Go live scheduled for 25 Nov 22. 21/09/22 - Parallel pay run in September, progressing well and go live date 25 Nov 22 all on track. 17/10/22 - No further update at this time, project progressing as expected. 14/11/22 - User training provided, and parallel pay runs being finalized. Go live date amended by vendor to Jan 23 to mitigate any risks and ensure no errors during holiday period. 5/12/22 - Parallel Pay runs being reviewed, and project continues to progress as expected. Additional training to be provided to Homecare staff, project on track. 25/01/23 - Project has completed 2nd Parallel Pay Run. Third PPR to be undertaken before Go live of timesheet process on 14th Feb 23. 14/02/23 - Go Live commenced. 02/03/2023: First Run Completed [E's to be amended to incorporate necessary changes]. 04/04/23 - project completed.	Corporate & Community Services	Mark Furr	Lucille Munnik	Complete	100%	01/10/22	28/02/23		



### 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 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 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 AND COUNCIL RESOLUTION 230426.005**

Moved: Cr Seale

Seconded: Cr McNab

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.

**CARRIED 7/0  
BY ABSOLUTE MAJORITY**

For: President Ballard, Cr Broad, Cr McNab, Cr Fisher, Cr Seale, Cr Wiese, Cr Alexander.

Against: Nil

## 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
<b>BUSINESS UNIT: GENERAL PURPOSE FUNDING</b>											
<b>Rates</b>	<b>Rates</b>										
	Penalty interest	S6.51 LGA		S	S-max 11%	7.00%	11%	Policy Repealed	EMCCS	MCS	57%
	Instalment Interest	S6.45 LGA		S	S-max 5.5%	5.50%	5.50%	No change	EMCCS	MCS	0%
	Instalment charge (statutory 4 instalments)	S6.45 LGA				\$54.00	\$55.50	Increase applied	EMCCS	MCS	3%
	<b>Special Payment Arrangements</b>										
	1 to 2 payments	S6.16 LGA				\$0.00	\$0.00	No change	EMCCS	MCS	0%
	2 to 5 payments	S6.16 LGA				\$19.00	\$19.50	Increase applied	EMCCS	MCS	3%
	Greater than 5	S6.16 LGA				\$53.00	\$55.50	Increase applied	EMCCS	MCS	5%
	Payment arrangement - dishonour fee	S6.16 LGA				\$11.10	\$11.50	Increase applied	EMCCS	MCS	4%
	Electoral roll copy	S6.16 LGA				\$15.30	\$16.00	Increase applied	EMCCS	MCS	5%
	Rate Book (Paper copy)	S6.16 LGA	Yes			\$102.00	\$105.50	Increase applied	EMCCS	MCS	3%
	Rate Book (Electronic copy)	S6.16 LGA	Yes			\$76.50	\$79.00	Increase applied	EMCCS	MCS	3%
	Rate enquiries (Rate settlement statement) per property	S6.16 LGA				\$76.50	\$79.00	Increase applied	EMCCS	MCS	3%
	Orders & Requisitions report per property	S6.16 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)	S6.16 LGA				\$0.00	\$0.00	No change	EMCCS	MCS	0%
	Debt collection fee - Landgate title search fee (per search)	S6.16 LGA				at cost	at cost	No change	EMCCS	MCS	0%
	Debt collection fee - caveat withdrawal	S6.16 LGA				at cost	at cost	No change	EMCCS	MCS	0%
	Debt collection fee - caveat lodgement	S6.16 LGA				at cost	at cost	No change	EMCCS	MCS	0%
	Debt collection fee - property seize & sale order	S6.16 LGA				at cost	at cost	No change	EMCCS	MCS	0%
<b>Other General Purpose Funding</b>	<b>Other General Purpose Funding</b>										
	Outstanding sundry debtors	S6.13 LGA		S	S-max 11%	7%	11%	Policy Repealed	EMCCS	MCS	57%
<b>Office of CEO</b>	<b>Office of CEO</b>										
	Giant Dominos (Per Day)	S6.16 LGA	Yes			\$51.50	\$53.30	Increase applied	EMCCS	MCS	3%
	Giant Checkers (Per Day)	S6.16 LGA	Yes			\$51.50	\$53.30	Increase applied	EMCCS	MCS	3%
	Giant Pick Up Sticks (Per Day)	S6.16 LGA	Yes			\$51.50	\$53.30	Increase applied	EMCCS	MCS	3%
	Giant Yahtzee (Per Day)	S6.16 LGA	Yes			\$51.50	\$53.30	Increase applied	EMCCS	MCS	3%
	Giants Os & Xs (Per Day)	S6.16 LGA	Yes			\$51.50	\$53.30	Increase applied	EMCCS	MCS	3%
	Giant Jenga (Per Day)	S6.16 LGA	Yes			\$51.50	\$53.30	Increase applied	EMCCS	MCS	3%
	Bocce (Per Day)	S6.16 LGA	Yes			\$51.50	\$53.30	Increase applied	EMCCS	MCS	3%
<b>BUSINESS UNIT: LAW, ORDER &amp; PUBLIC SAFETY</b>											
<b>Ranger Services</b>	<b>Ranger Services</b>										
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	S6.16 LGA		S		\$20.00	\$20.00	No change	EMDRS	Sr Ranger	0%
3050303.1304	Destruction/disposal of dog/cat	S6.16 LGA		S		\$160.00	\$160.00	No change	EMDRS	Sr Ranger	0%
3050300.1304	Surrender of dog/cat	S6.16 LGA		S		\$50.00	\$50.00	No change	EMDRS	Sr Ranger	0%
3050300.1304	Out of hours release fee	S6.16 LGA		S		\$100.00	\$100.00	No change	EMDRS	Sr Ranger	0%
3050300.1304	Sale of dog/cat (excluding license)	S6.16 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	<b>Penalties - Dog Act 1976</b>	R33 DR		S				Penalties too numerous to list. Only reference to legislation.	EMDRS	Sr Ranger	
3050301.1304	<b>Penalties - Cat Act 2011</b>	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%
3050305.1304	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%
3050305.1304	Anti barking device bond	S6.16 LGA		S		\$58.00	\$58.00	No change	EMDRS	Sr Ranger	0%
	<b>Dangerous Dog Collar:</b>										
3050305.1304	- Small	S6.16 LGA	Yes			\$35.00	Cost plus 20%	Change to percentage to cover our cost	EMDRS	Sr Ranger	0%
3050305.1304	- Medium	S6.16 LGA	Yes			\$55.00	Cost plus 20%	Change to percentage to cover our cost	EMDRS	Sr Ranger	0%
	- Large	S6.16 LGA	Yes				Cost plus 20%	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%	Change to percentage to cover our cost	EMDRS	Sr Ranger	0%
	<b>Abandoned / Impounded Vehicles</b>										
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%
	<b>Stock Impoundment</b>										
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										
<b>BUSINESS UNIT: HEALTH</b>											
Health Services	Health Services										
	<b>Wastewater Treatment Systems</b>										
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%
	<b>Temporary Vendor /Stall</b>										
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

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	Itinerant vendor/stallholder fee per day	S6.16 LGA				\$54.00	\$54.00	No Change	EMDRS	MEHS	
	<b>Food Business</b>										
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%
	<b>Public Buildings</b>										
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%
	<b>Caravan Parks and Camping Grounds</b>										
3070300.1300	Application for grant or renewal of licence - Minimum (Regulation 45 Schedule 3 – Section 1a) per annum or 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		\$200.00	\$200.00	No change	EMDRS	MEHS	0%
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%
	<b>Health Officer Charged Out</b>	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%
	<b>Liquor Licence/Permits</b>										
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%
	<b>Hair Dressing and Skin Penetration Premises</b>										
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%
	<b>Offensive Trades Registrations/Licences</b>										
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%
	<b>Other Health Licences/Registration</b>										
3070300.13	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	0%
	Bed & Breakfast Initial Application	s6.16 LGA				\$125.00	\$125.00	No change	EMDRS	MEHS	0%
	Bed & Breakfast Annual Renewal of Licence	s6.16 LGA				\$125.00	\$125.00	No change	EMDRS	MEHS	0%

## Schedule of Fees and Charges 2023/24

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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%
	<b>Sampling fee - Food &amp; Water Sampling</b>										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%
	<b>Other Health fee</b>								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	<b>Noise</b>										
	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	
	<b>Fines, infringements or modified penalties</b>										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										
<b>HACC as set by Department of Health and Ageing schedule of fees and charges</b>											
<b>COMMONWEALTH HOME CARE PACKAGES (CHCP)</b>											
	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%
<b>Co-ordination</b>											
	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%
	<b>Note: the applicable Support Worker Charge will also be incurred.</b>										
	Clinical Nursing Care	S3.3 ACA				\$125	\$142.50	Increase applied	EMCCS	MCCS	14%
	<b>Allied Health</b>										
	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%
	<b>Our core service hours are 7 am to 6 pm. A minimum service duration of 2 hour will apply</b>										
	<b>Late Notice Cancellation Charges-</b> Where a service is cancelled with less than 24 hours' notice a										
	<b>COMMONWEALTH HOME SUPPORT PROGRAM (CHSP)</b>										
	<b>Commonwealth funded Flexible Respite Fees – per 24 hour period</b>	S3.3 ACA				\$995.00	\$1,075.00	Increase applied	EMCCS	MCCS	8%
	<b>Includes Eligible Home Care Package Clients</b>										
	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%
	<b>General Fees</b>										
	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%
<b>Other Welfare</b>	<b>Other Welfare</b>										
	<b>Veterans as set by the Department of Veterans Affairs</b>										
	<b>CATS vehicle</b>										
	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%
	<b>BUSINESS UNIT: STAFF HOUSING</b>										
<b>Staff Housing</b>	<b>Staff Housing</b>										
	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%
	<b>BUSINESS UNIT: COMMUNITY AMENITIES</b>										
<b>Sanitation - Household &amp; Other</b>	<b>Sanitation - Household &amp; Other</b>										
	<b>Rubbish Charges</b>										
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%

## 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
<b>Refuse Site Fees</b>											
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%
<b>General Waste from Outside the Shire of Narrogin</b>											
3100202.1304	General Waste generated outside the Shire of Narrogin per tonne - as a deterrent. - Waste from metropolitan areas (ie. Subject to Waste Levy) NOT ACCEPTED.	S6.16 LGA				\$244/t	\$244/t	No change	EMDRS	Sr EHO	3%
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%
<b>Recycled Water</b>											
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%
<b>Town Planning</b>											
<b>Town Planning</b>											
<b>Planning Services</b>											
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%
<b>Planning Application fees based on cost of development (as amended)</b>											
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%
3100600.1304	<b>Subdivision/Strata Clearance fees</b>										

## Schedule of Fees and Charges 2023/24

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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%
<b>Structure Plan and Local Development Plan</b>											
<b>Scheme Amendment</b>											
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%
3100601.1304	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%
<b>1 A DAP Application if estimate cost the development:</b>											
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	<b>2 An application under r. 17</b>	Sch 1 r.10 PDR				\$249.00	\$249.00	No change	EMDRS	RPO	0%

## Schedule of Fees and Charges 2023/24

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<b>Cemetery</b>											
<b>Single Burial Permits:</b>											
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%
<b>Exhumation:</b>											
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%
<b>Ashes</b>											
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%
<b>Pre-need services (Reservation)--25 Years:</b>											
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%
<b>Other</b>											
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	Public Halls & Civic Centres										
<b>Town Hall &amp; Reception Centre (Commercial Usage)</b>											
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%
<b>Town Hall &amp; Reception Centre (Not for Profit*)/Individual Resident or Ratepayer (Not a business)</b>											
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% 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			\$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%
	<b>CEO is given authority to negotiate a hire fee for significant functions and conferences at the JHCC and Town Hall</b>		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%
<b>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.</b>											
<b>Other Recreation</b>											
<b>Sportsgrounds</b>											
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%

## 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%)
<b>Narrogin Regional Recreation Centre</b>											
<b><u>Fees and Charges provided by the YMCA.</u></b>											
<b><u>Retail</u></b>											
	Merchandise & Sundry Items	S6.16 LGA	Yes			Cost plus 100%	Cost plus 100%	No change	EMDRS	MCLC	0%
<b><u>Aquatics (Casual)</u></b>											
	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%
<b><u>Visit Passes (Book of 10)</u></b>											
	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%
<b><u>Lane / Hire</u></b>											
	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%
<b><u>Schools</u></b>											
	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%
<b><u>Casual Group Fitness</u></b>											
	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%
<b><u>Casual Gym</u></b>											
	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%
<b><u>Memberships (per fortnight)</u></b>											
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%
	<b>Swimming Lessons (10 weeks)</b>										
	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%
	<b>Stadium</b>										
	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%
	<b>Squash</b>										
	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%
	<b>Synthetic Hockey Pitch</b>										
	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%
	<b>Creche (per child) \$4.00 per hour</b>										
	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%
	<b>School Usage (per child)</b>										

## 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%	
	<b>John Higgins Community Complex</b>											
	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%	
	<b>Office Lease - per week</b>											
	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%	
	<b>NB: Above rentals apply whilst current tenants continue to occupy. When vacated the following rentals apply.</b>											
	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%	
	<b>Sports Grounds</b>											
	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%	
	<b>Whole Facility</b>											
	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%	
<b>Libraries</b>												
<b>Libraries</b>												
<b>RW (Bob) Farr Memorial Library</b>												
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%	



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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%
3110500.1304	<b>Sale of other Items at RRP or cost plus 20% which ever is the higher.</b>	S6.16 LGA	Yes			RRP or cost plus 20%	RRP or cost plus 20%	No Change	EMCCS	MLS	N/A
<b>BUSINESS UNIT: TRANSPORT</b>											
<b>Transport</b>											
<b>Aerodrome</b>											
3120405.1304	Nil refer to Leases information										
<b>Rural Property Numbering</b>											
3120212.1103	Rural property numbering	S6.16 LGA	Yes			\$43.50	\$45.00	Increase applied	EMTRS	MO	3%
<b>Licencing</b>											
	Shire number plates (transfer of plates not included)	S6.16 LGA	Yes			Cost plus 20%	Cost plus 20%	No change	EMCCS	MCS	0%
<b>BUSINESS UNIT: ECONOMIC SERVICES</b>											
<b>Tourism and Area Promotion</b>											
<b>Narrogin Caravan Park</b>											
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%
<b>Caravan park site and camping fees should be paid in advance. However if payment is made in arrears additional fees may apply.</b>											
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-power increases	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	Rounded up to the nearest dollar-power increases	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	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%
<b>Accommodation Units</b>											
<b>Daily Rates</b>											
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%
<b>Weekly Rates</b>											
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%

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3130200.1303	2 Bed Accommodation Unit per night ( 4 People, 1-6 nights)	S6.16 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)	S6.16 LGA	Yes			0.00	1,176.00 New		EMTRS	MCP	0%
	<b>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.</b>										
	<b>Booking fees for accommodation units include the following service/clean:</b>										
	- Bookings less than 7 days - daily service if requested										
	- Bookings greater than 7 days - weekly service										
	<b>Other Tourism &amp; Area Promotion</b>										
	Visitor Centre Merchandise	S6.16 LGA	Yes			Cost plus 100%	Cost plus 100%	No change	EMDRS	MCLC	N/A
	Visitor Centre Merchandise	S6.16 LGA	Yes			Cost plus 100%	Cost plus 100%	No change	EMDRS	MCLC	N/A
	Station Master's Room at Visitor Centre Hourly Rate	S6.16 LGA	Yes				\$25.00 New		EMDRS	MCLC	N/A
	Station Master's Room at Visitor Centre Half Day Hire (4hrs)	S6.16 LGA	Yes				\$60.00 New		EMDRS	MCLC	N/A
	Station Master's Room at Visitor Centre Full Day Hire (8hrs)	S6.16 LGA	Yes				\$120.00 New		EMDRS	MCLC	N/A
3130200.1303	Sale of other promotional material at RRP or cost plus 20%	S6.16 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)	S6.16 LGA	Yes			N/A	N/A	No change	EMTRS	MCP	N/A
<b>Building Control</b>											
	<b>Building Services</b>										
3130300.1304	Building Surveyor hourly rate	S6.16 LGA	Yes			\$95.50	\$99.00	Increase applied	EMDRS	RBS	4%
3130300.1304	Trainee Building Surveyor charge hourly rate	S6.16 LGA	Yes			\$72.00	\$74.50	Increase applied	EMDRS	RBS	3%
3130300.1304	Vehicles mileage rate	S6.16 LGA	Yes			\$1.54	\$2.00	Increase applied	EMDRS	RBS	30%
3130300.1304	Retrieval of building plans	S6.16 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	As per the regulation	No change	EMDRS	RBS	0%
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%
<b>Other Economic Services</b>											
3130607.1304	Commercial Stand pipe per 1,000L	S6.16 LGA	Yes			\$7.00	\$7.50	Increase applied	EMTRS	MO	7%
3130607.1304	Commercial Stand pipe access swipe card	S6.16 LGA	Yes			\$20.50	\$21.50	Increase applied	EMTRS	MO	5%
	<b>Advertising and Sponsorship signs (policy 11.5)</b>										
3130604.1304	Naming Rights Sponsor	S6.16 LGA				\$0.00	\$0.00	No change	EMTRS	MO	0%
3130604.1304	Long Term Sponsor	S6.16 LGA				\$0.00	\$0.00	No change			
3130604.1304	Small (up to 60cm X 90cm)	S6.16 LGA				\$103.00	\$106.50	Increase applied	EMTRS	MO	3%
3130604.1304	Large up to 120cm x 240cm	S6.16 LGA				\$206.50	\$213.50	Increase applied	EMTRS	MO	3%
3130604.1304	Oversize	S6.16 LGA				As determined by Council	As determined by Council	No change	EMTRS	MO	
3130604.1304	<b>Seasonal Sponsor</b>										
3130604.1304	Small (up to 60cm X 90cm)	S6.16 LGA				\$103.00	\$106.50	Increase applied	CEO	EMCCS	3%
3130604.1304	Large up to 120cm x 240cm	S6.16 LGA				\$206.50	\$213.50	Increase applied	CEO	EMCCS	3%

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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%
<b>BUSINESS UNIT: OTHER PROPERTY &amp; SERVICES</b>											
<b>Private Works</b>											
<b>Charge Out Rates for Private Works</b>											
<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%
	<b>* No dry hire of plant. Only experienced ticketed Shire staff to operate plant at discretion of CEO or EMTRS</b>										
	<b>All other charges not separately listed in this schedule that is not set by specific legislation</b>	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%
<b>Administration</b>											
<b>Administration/Office</b>											
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%
	<b>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.</b>										

BUSINESS UNIT: OTHER PROPERTY & SERVICES		LEASES/LICENCES										
Annually Unless Stated	Annually Unless Stated											
	Portion of 105 Federal Street - Arts Narrogin Inc.	S6.16 LGA	Yes	S	S	\$1.00	\$1.00	No change	CEO	EMCCS	0%	
	Reserve 137717 Lake Road - Nomans Lake Hall Committee	S6.16 LGA	Yes	S	S	\$1.00	\$1.00	No change	CEO	EMCCS	0%	
	Portion of Lot 1561 Clayton Road - Narrogin Agricultural Society	S6.16 LGA	Yes	S	S	\$300.00	\$300.00	No change	EMDRS	EMCCS	0%	
	43 Federal Street - CSBP Ltd	S6.16 LGA	Yes	S	S	\$12,000.00	\$12000 plus CPI	No change	EMCCS	MCS	0%	
	30-50 Clayton Road - Upper Great Southern Hockey Association	S6.16 LGA	Yes	S	S	\$1.00	\$1.00	No change	EMDRS	MCLC	0%	
	Lot 1561 Clayton Road - Narrogin Race & Pace	S6.16 LGA	Yes	S	S	\$50.00	\$50.00	No change	EMDRS	MCLC	0%	
	Portion of Lot 205 Great Southern Highway - Richard Boothey	S6.16 LGA	Yes	S	S	\$1.00	\$1.00	No change	CEO	EMCCS	0%	
	Lot 3265541 Federal Street - Barry McNab	S6.16 LGA	Yes	S	S	\$1.00	\$1.00	No change	CEO	EMCCS	0%	
	38 Fortune Street - Westpac Banking Corporation	S6.16 LGA	Yes	S	S	\$40,089.00	\$40,089 plus 2%	No change	EMCCS	MCS	0%	
	45 Federal Street - Linda & Clinton Olsson (Est 1978)	S6.16 LGA	Yes	S	S	\$15,600.00	\$15600 plus CPI	No change	EMCCS	MCS	0%	
	Town Hall Office 1 & 2 Federal Street - Tutti Music - Leigh Jennings	S6.16 LGA	Yes	S	S	\$125.00	\$125.00	No change	CEO	EMCCS	0%	
	95 Earl Street - Menshed Narrogin Inc.	S6.16 LGA	Yes	S	S	\$1.00	\$1.00	No change	CEO	EMCCS	0%	
	166 Clayton Road Menshed Narrogin Inc.	S6.16 LGA	Yes	S	S	\$1.00	\$1.00	No change	CEO	EMCCS	0%	
	Lot 123 Earl Street - John Chadwick	S6.16 LGA	Yes	S	S	\$12.00	\$12.00	No change	CEO	EMCCS	0%	
	1-3 Fathom Street - Narrogin & Districts Senior Citizens Centre	S6.16 LGA	Yes	S	S	\$3,733.00	\$3733 plus CPI	No change	EMCCS	MCS	0%	
	Lot 3000 Williams Road - Narrogin Golf Club	S6.16 LGA	Yes	S	S	\$24.00	\$24.00	No change	EMDRS	MCLC	0%	
	6 William Kennedy Way - Narrogin Regional Child Care Services Inc.	S6.16 LGA	Yes	S	S	\$2,000.00	\$2000 plus CPI	No change	EMCCS	MCS	0%	
	Lot 109 Williams-Kondinin Road - Narrogin Clay Target Club	S6.16 LGA	Yes	S	S	\$1.00	\$1.00	No change	EMDRS	MCLC	0%	
	Lot 109 Williams-Kondinin Road - Narrogin Speedway Club	S6.16 LGA	Yes	S	S	\$1.00	\$1.00	No change	EMDRS	MCLC	0%	
	Lot 15801 Contine Road - Narrogin Sporting Shooters	S6.16 LGA	Yes	S	S	\$1.00	\$1.00	No change	EMDRS	MCLC	0%	
	Lot 109 Williams-Kondinin Road - Narrogin Dirt Bike Association	S6.16 LGA	Yes	S	S	\$1.00	\$1.00	No change	CEO	EMCCS	0%	
	61 Fairway Street - Narrogin Restoration Group	S6.16 LGA	Yes	S	S	\$1.00	\$1.00	No change	CEO	EMCCS	0%	
	Lot 135 Burley Street - Roy & Diana Kirby - owns adjoining land	S6.16 LGA	Yes	S	S	\$1.00	\$1.00	No change	CEO	EMCCS	0%	
	Lot R12584 Clayton Road - Brenton, Clayton & Lewis Hardie (land user - owns surrounding land)	S6.16 LGA	Yes	S	S	\$1.00	\$1.00	No change	CEO	EMCCS	0%	
	Lot R12856 Clayton Road - Barry Hardie (land user - owns surrounding land)	S6.16 LGA	Yes	S	S	\$1.00	\$1.00	No change	CEO	EMCCS	0%	
	Lot 301 Yilliminning Road - K Quartermaine (land user - owns surrounding land)	S6.16 LGA	Yes	S	S	\$1.00	\$1.00	No change	CEO	EMCCS	0%	
	Lot 50 Narrogin Valley Road - Adrian Veitch (land user - owns surrounding land)	S6.16 LGA	Yes	S	S	\$1.00	\$1.00	No change	CEO	EMCCS	0%	
	75 Federal Street - Narrogin Community Support Association Inc. / Narrogin Financial	S6.16 LGA	Yes	S	S	\$1,000.00	\$1,000.00	No change	CEO	EMCCS	0%	
	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	S6.16 LGA	Yes	S	S	\$0.00	\$0.00	No change	CEO	EMCCS	0%	
	Portion of Lot 1561 Clayton Road - Narrogin Amateur Swimming Club	S6.16 LGA	Yes	S	S	\$1.00	\$1.00	No change	CEO	EMCCS	0%	
	Portion of Lot 1561 Clayton Road - Narrogin Towns Cricket Club Inc.	S6.16 LGA	Yes	S	S	\$1.00	\$1.00	No change	CEO	EMCCS	0%	
	Portion of Lot 1561 Clayton Road - Narrogin Poultry Society	S6.16 LGA	Yes	S	S	\$1.00	\$1.00	No change	CEO	EMCCS	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
	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 - Gnarrogin 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** Bonds are to be paid before the hire of facilities, equipment or the supplying of keys.  
All Bonds are to be paid by Cash or Bank Cheque unless approved by the CEO or EMCCS.  
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.  
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.
- 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 &amp; 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 \ 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; 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 AND COUNCIL RESOLUTION 230426.006**

Moved: Cr Seale

Seconded: Cr Wiese

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.

**CARRIED 7/0  
BY ABSOLUTE MAJORITY**

For: President Ballard, Cr Broad, Cr McNab, Cr Fisher, Cr Seale, Cr Wiese, Cr Alexander.

Against: Nil



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## REGISTER OF DELEGATIONS

REVIEW – 1727 APRIL 20232



## 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

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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-riden 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.

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## SUMMARY

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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 s5.42.

### **Corporate context**

---

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

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

The order of priority for compliance is –

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

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

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

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

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

## Definitions

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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)

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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

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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

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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

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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		<del>F</del>	<del>F</del>					
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					

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F=Full Delegation R=Restricted Delegation



## 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<sup>27</sup>
- g) Public Places and Local Government Property Local Law 2016;
- h) Parking Local Law 2016<sup>2</sup>
- i) Health Local Law 2022<sup>2</sup>
- j) Deleted
- k) Deleted
- l) Waste Local Law 2019<sup>2</sup>

### 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<sup>2</sup>;
  - b) the duration of the contract with the Shire<sup>2</sup>; 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
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**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 2023. Statutory references will change accordingly.

## 1.2 Acting CEO – Appointment

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### 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
<a href="#">Reviewed</a>	<a href="#">17 April 2023</a>

#### 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)

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## 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
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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
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**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

<b>Formal record of use</b>	File copy of approved variation
<b>File number</b>	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
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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
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**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)**

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### 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

<b>Statutory context</b>	Local Government Act 1995
<b>Corporate context</b>	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 –

- the amount does not exceed \$3500 ex GST in any financial year; and
- the recipient is a community group, sporting club or non-profit organisation; or
- 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 –

- businesses,
- individuals;
- 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 –

- the amount does not exceed \$500 ex GST in any financial year;
- the recipient is a community group, sporting club or non-profit organisation;
- 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

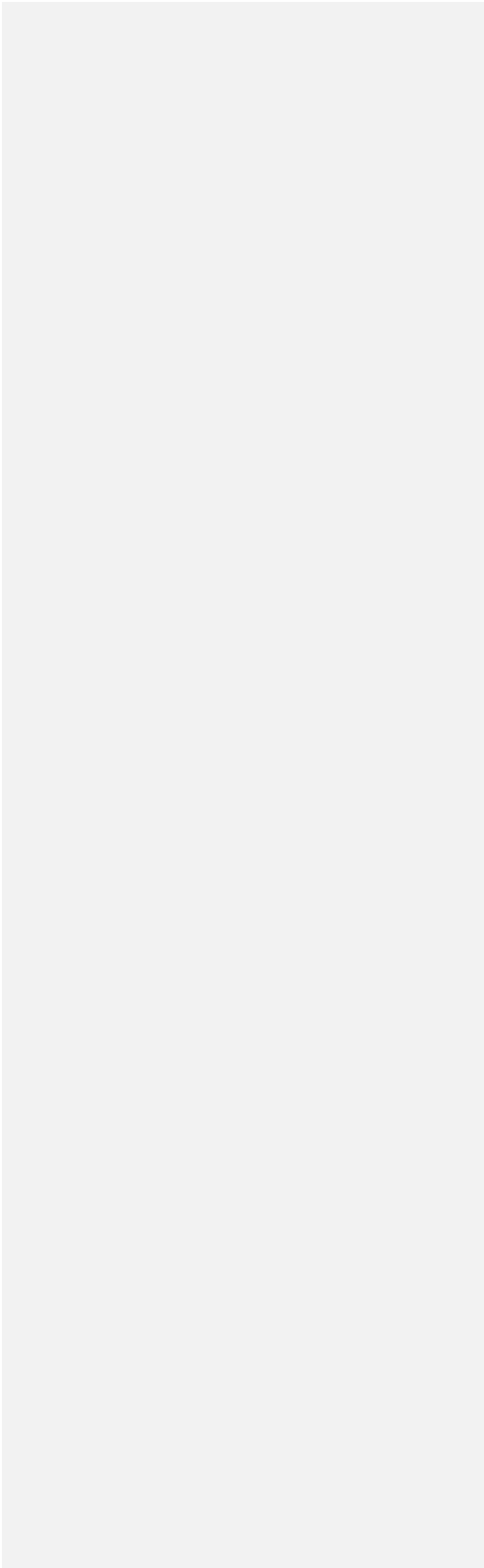
**Formal record of use** Office copy of approval / authorisation in Register of Grants, Discounts, Sponsorship, Waivers & Donations Paid

**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

<b>Statutory context</b>	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
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**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  
 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 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.
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

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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
<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 Dog Act 1976, including –
  - (a) granting, refusal, cancellation and setting conditions of approval to conduct activities;
  - (b) issue of all notices and infringements etc;
  - (c) extending the time period within which infringement notices may be paid;
  - (d) withdrawal of an infringement notice issued by an authorised person, following consideration of any submissions of special circumstances relating to it received from the authorised person, the notice recipient or other persons;
  - (e) carrying out of works in default of a duly served notice; 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
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**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.
  - ~~(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.

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#### 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
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**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.

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#### 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 [dame-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

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## 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

Reviewed                17 April 2023

#### 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)

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### 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  
Reviewed                    17 April 2023

#### 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 2022<sup>23</sup>. 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

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### Delegation by CEO to other employees

To –

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

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### 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)**

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## 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;<sup>57</sup>
  - b) taking of food samples for analysis;<sup>57</sup>
  - 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.<sup>57</sup>
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;
  - (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 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 10<sup>th</sup> 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 –

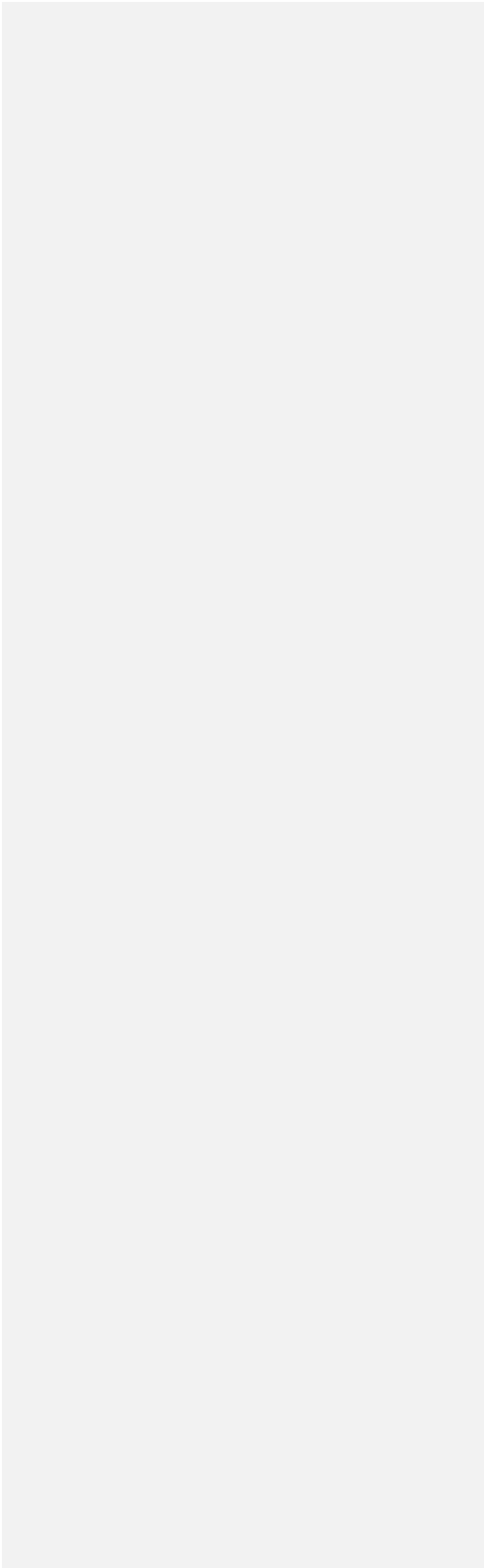
- a) **Executive Manager Corporate & Community Services**  
All employees other than CEO or Executive Managers

### 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 2011; and
  - (d) the information required by the Regulations is provided.
4. A building permit is not to be issued unless payment has been received for –
  - (a) the assessed building permit fees
  - (b) Building Services Levy
  - (c) Building and Construction Industry Training Fund levy, or production of evidence of payment or exemption where applicable
5. The following matters are to be referred to Council for decision –
  - (a) s.192 – Dangerous Buildings
  - (b) s.193 – Removal of Neglected Building
6. The CEO only is permitted to withdraw or extend time to pay an infringement in accordance with Delegation 1.1 clause 4.
7. Any prosecution proposed is to be referred to Council for decision to proceed.

#### Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services
- b) 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 20223. 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

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

#### Conditions on use of delegation

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

#### Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services

### Delegation by CEO to other employees

To –  
a) **Executive Manager Development & Regulatory Services**  
In full

### References

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

**File number**                Property file

### Notes

Shire of Narrogin Local Planning Scheme No.3 is expected to be published in the Government Gazette in July 2023. -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 2023. 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 2023. 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;
  - (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 2023. 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
<u>Reviewed</u>	<u>17 April 2023</u>

#### 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 2023. 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

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 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 –

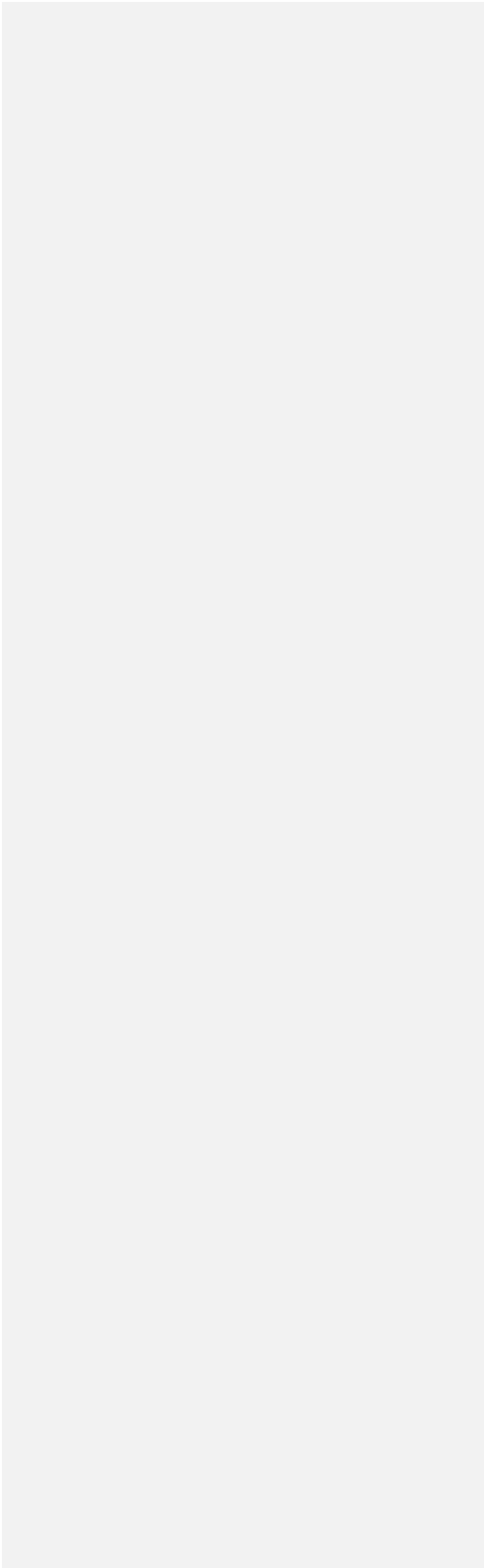
- a) **Executive Manager Corporate & Community Services**  
In full
- b) **Executive Manager Technical & Rural Services**  
In full
- c) **Executive Manager Development & Regulatory Services**  
In full

#### 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  
Reviewed                17 April 2023

#### 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; 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
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**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 –

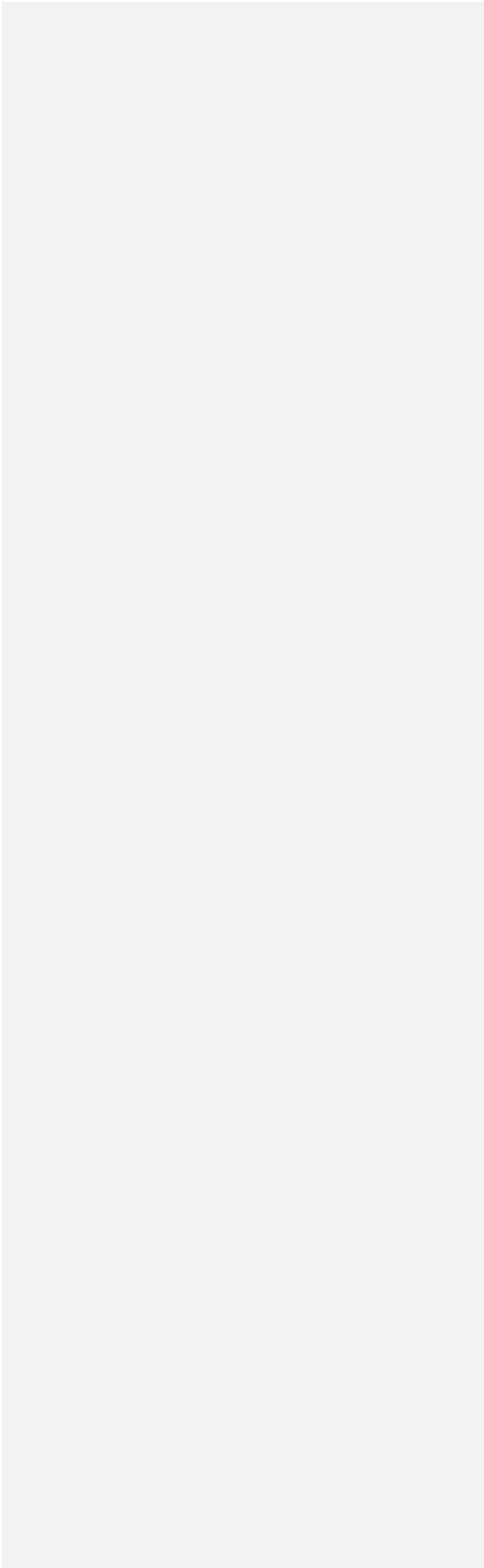
- a) **Executive Manager Technical & Rural Services**  
Negotiations for all matters prior to signing of agreement

### References

**Formal record of use** File copy of decision on written application

**File number** 3.2.2

**Notes**





## 12.11 Gates across roads / thoroughfares

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### 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
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### 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
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To –

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

References
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**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
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**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)



8.27pm – Cr McNab declared a Proximity and Financial Interest and left the meeting.

8.31pm - President Ballard declared a Proximity Interest and left the room. Cr Broad assumed the chair.

#### 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 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 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 AND COUNCIL RESOLUTION 230426.007**

Moved: Cr Seale

Seconded: Cr Fisher

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.

**CARRIED 5/0**

For: Cr Broad, Cr Fisher, Cr Seale, Cr Wiese, Cr Alexander.

Against: Nil

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

PARTIES

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

**~~SHIRE TOWN~~TOWN 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)

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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

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.....  
Signature

.....  
Signature

.....  
~~President~~ Mayor (Name)

.....  
Chief Executive Officer (Name)

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**Plan**

Page 5

## **Additional Terms**

### **1 Lights**

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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**

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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**

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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**

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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**

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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**

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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**

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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**

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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**

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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**

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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**

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### **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**

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#### **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**

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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**

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#### **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**

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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**

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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**

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#### 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**

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#### **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**

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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**

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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**

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#### **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**

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The Licensee is to pay the Licence fee and the Outgoings to the PTA as specified in the Schedule.

### **3 Assignment and sub-letting**

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#### **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**

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### **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**

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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**

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### **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**

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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**

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### **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**

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### 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**

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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**

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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**

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### **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

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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

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### 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.

8.45pm - President Ballard and Cr McNab re-entered the meeting and President Ballard resumed the chair.

### 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 AND COUNCIL RESOLUTION 230426.008**

Moved: Cr Fisher

Seconded: Cr Seale

That Council adopt the Policy Manual, as amended, in accordance with Attachment 1 and subject to minor modifications agreed to Policy 1.9 Elected Members Records (broadening the definition of storage devices) and requesting a subsequent report to the Council on Policy 3.6 Rating – Merger Parity Transition, reflecting the pause in relation to COVID for one (1) year and current relative rates in the dollar.

**CARRIED 7/0**

For: President Ballard, Cr Broad, Cr McNab, Cr Fisher, Cr Seale, Cr Wiese, Cr Alexander.

Against: Nil



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# 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 1-23 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

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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-riden 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.

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## 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**

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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**

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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

## 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.

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- End of Schedule

## 1.2 Acknowledgement of Noongar People

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**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

<b>Statutory context</b>	Local Government Act 1995 – <ul style="list-style-type: none"> <li>- s.5.60 – when a person has an interest</li> <li>- s.5.60A – financial interest</li> <li>- s.5.69 – Minister may allow members disclosing interests to participate etc. in meetings</li> <li>- s.5.100A – gifts to elected members may only be made in prescribed circumstances</li> </ul> Local Government (Administration) Regulations 1996 – <ul style="list-style-type: none"> <li>- r.34AC – gifts to council members, when permitted etc. <ol style="list-style-type: none"> <li>(1) at least one 4 year term must be completed</li> <li>(2) maximum gift of \$100 per year of service to maximum of \$1,000</li> </ol> </li> </ul>
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**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**
- Local Government Act 1995 –
    - s.5.24 – requirement for public question time
  - Local Government (Administration) Regulations 1996 –
    - r.5 – meetings where public question time is required
    - r.6 – minimum time for public question time
    - r.7 – procedure for public question time
  - Shire of Narrogin Meeting Procedures Local Law 2016 –
    - cl.6.7 – Other procedures for public question time
      - (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**

Adopted	26 July 2016
Last reviewed	24 July 2019
Last reviewed	7 June 2021

### 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

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**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

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**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 -

- 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 –

- 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 FCEO039 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](http://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](http://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

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### 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
<b>High – Shire wide</b>	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.	Utilises a variety of engagement methods to give people who want to contribute, the opportunity to do so.	Involve	Narrogin Narrative
		Updates are provided to interested stakeholders and local community.	Collaborate	Website
	Likely high level of interest across the Shire.	Engagement plan developed in collaboration with the relevant departments and approved by the Chief Executive Officer.		Email
	Potential high impact on state or regional			Social Media
			Direct contact with critical stakeholders	
			Focus groups	

	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
<b>High – Local</b>	High level of impact on a local area, small community or user group(s) of a specific facility or service.  Significant change to any facility or service to the local community.  Potential for a high degree of community interest at the local level.	May range from seeking comment on a proposal to involving the community and stakeholders in discussion on proposed options.  Comprehensive information is made available to the community to enable informed input.  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.	Inform  Consult  Involve	Mail drop  Media Releases  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
<b>Low – Shire wide</b>	Lower level of impact across the Shire.  Level of interest among various communities or stakeholder groups.	Approach may range from seeking comment on a proposal to involving the community and stakeholders in discussion and debate on proposed options.  Ensures informed input through making comprehensive information available to the community.	Inform  Consult  Involve	Mail drop  Media Releases  Narrogin Narrative

	Potential for some, although not significant, impact on state or regional strategies or directions.	<p>Uses a combination of face to face and online engagement methods to encourage broad participation at different levels.</p> <p>Feedback is collated and made available to all stakeholders.</p> <p>Updates are provided to interested stakeholders and local community.</p>		<p>Website</p> <p>Email</p> <p>Social Media</p> <p>Surveys</p> <p>Online tools on Have Your Say</p> <p>Face to face at engagement events</p> <p>Pop ups at community events and spaces</p> <p>Feedback and submission forms</p>
<b>Low - Local</b>	<p>Lower level of impact on a local area, small community or user group of a specific facility or service.</p> <p>Only a small change to a facility or service at the local level.</p> <p>Low interest at the local or user group level.</p>	<p>Approach consists of advising the community or stakeholders of a situation or proposal or informing of a decision or direction.</p> <p>Communication strategy that provides high quality, accessible information to those affected by and interested in the change or decision.</p> <p>Communication channels relevant to the target audience are used.</p>	Inform	<p>Mail drop</p> <p>Media Releases</p> <p>Narrogin Narrative</p> <p>Website</p> <p>Email</p> <p>Signage</p> <p>Social media Advertising</p>

**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](http://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 –

- 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 –

- 1.1 Code of Conduct
- 1.8 Elected Members – Conference, Training, Travel and out of pocket Expenses
- 8.13 Training, Study and Education

Code of Conduct – Employees

**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 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

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**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

<b>Statutory context</b>	Local Government Act 1995, Sec 5.127 and Sec 5.128	
<b>Corporate context</b>	Policy 1.8 - Elected Members – Conference, Training, and out of pocket Expenses Policy 8.13 – Training, Study and Education	
<b>History</b>	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:

- a) Understanding Local Government;
- b) Conflicts of Interest;
- c) Serving on Council;
- d) Meeting Procedures and Debating; and
- e) 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

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**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 —

Shire of Narrogin | Council Operations | Information and Community Services | Internal Services | Governance and Administration

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(e) 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

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(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

<b>Statutory context</b>	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.

<b>Corporate context</b>	Delegation 1.2 – Acting CEO (Appointment)
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<b>History</b>	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

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<b>Statutory context</b>	Local Government Act 1995
<b>Corporate context</b>	Delegation 1.2 – Acting CEO – Appointment  Policy 8.5 – Higher Duties  Executive Instructions – - 8.5 – Higher Duties
<b>History</b>	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

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### 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

<b>Statutory context</b>	Copyright Intellectual property
<b>Corporate context</b>	Shire of Narrogin Corporate Style Guide
<b>History</b>	Adopted 26 April 2017 Last reviewed 24 July 2019 Last reviewed 7 June 2021

### Policy Statement

- The CEO is to prepare and maintain a Style Guide regarding this matter, which is to include but is not limited to –
  - use of adopted logo, colours, fonts etc
  - formatting etc
- The primary logo of the Shire is –
- The logo should be used –
  - on all Shire publications, letterheads, promotional materials etc
  - where the Shire has provided sponsorship or support for a program, activity or advertisement – e.g. Homecare program, sporting or community event.
- Private use of the logo is not permitted unless –
  - the approval of the CEO has been obtained, and
  - there is an identifiable benefit to the Shire or community through acknowledgement of support or promotion of the area.
- Approval for private use of the logo may be withdrawn at any if the use is considered to be inappropriate.
- Permitted variations to the logo are –
  - use of separate panels within an overall design/program,
  - text in an alternative position,
  - tag line colour may vary in order to be more visible,
  - tag line may be swapped out for a facility, department or section name, e.g. RW (Bob) Farr Memorial Library, Narrogin Homecare etc
  - to be approved by CEO before use.

– End of Policy

### Notes

## 2.8 Enterprise Risk Management

<b>Statutory context</b>	Work Health and Safety Act 2020
	Local Government (Audit) Regulations 1996
	- reg.17 – CEO to review risk management and report to Audit Committee
<b>Corporate context</b>	Council Committees and Reference Groups, Establishment and Terms of Reference
	– Audit Committee
	– <a href="#">Risk Management Procedures and Framework</a>
	– <a href="#">Risk Register</a>
<b>History</b>	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 <del>01</del> - \$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

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<b>Statutory context</b>	Nil
<b>Corporate context</b>	8.6 Leave – Award Entitlements.
<b>History</b>	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

- 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
- 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.
- 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.
- 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
    - 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 to 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 recognised 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 – <ul style="list-style-type: none"> <li>- Notes of quotations sought</li> <li>- Written specification</li> <li>- Written assessment criteria</li> <li>- Written quotations received</li> <li>- Evaluation panel</li> </ul>

## Notes –

1. 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.
2. 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:
  - o written specification
  - o assessment criteria to be applied
  - o price schedule
  - o conditions of responding
  - o 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 –

- a) 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

<b>Statutory context</b>	Local Government (Functions and General) Regulations 1996 – <ul style="list-style-type: none"> <li>- r.24B – terms used</li> <li>- r.24C – authority to adopt a policy</li> <li>- r.24D – maximum % discount and maximum \$ value of discount permitted</li> <li>- r.24E – once prepared, Statewide notice is required, submissions invited, and if significant changes made, further Statewide notice</li> <li>- 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</li> </ul>
<b>Corporate context</b>	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"> <li>- 3.1 – Purchasing – Documentation</li> <li>- 3.3 – Credit (Transaction) cards</li> </ul>
<b>History</b>	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

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<b>Statutory context</b>	Local Government Act 1995 – <ul style="list-style-type: none"><li>- s.6.20 – Power to borrow</li><li>- s.6.21 – Restrictions on borrowing</li></ul>
	Local Government (Financial Management) Regulations 1996 <ul style="list-style-type: none"><li>- r.20 – When local public notice not required for exercise of power to borrow</li></ul>
<b>Corporate context</b>	None
<b>History</b>	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

<b>Statutory context</b>	None	
<b>Corporate context</b>	Delegation 3.12 – Ex-gratia payments	
<b>History</b>	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

<b>Statutory context</b>	Local Government Act 1995	
<b>Corporate context</b>	None	
<b>History</b>	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

<b>Statutory context</b>	Local Government Act 1995
<b>Corporate context</b>	Memorandum of Understanding – former Shire and Former Town of Narrogin
<b>History</b>	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 –

- a) 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.
- b) 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.
- c) 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,
- d) 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.
- e) 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.
- f) 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

- a) 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

<b>Statutory context</b>	<p><i>Local Government Act 1995</i> –</p> <ul style="list-style-type: none"> <li>- 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.</li> </ul> <p><i>Local Government (Financial Management) Regulations 1996</i> –</p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- 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.</li> </ul>								
<b>Corporate context</b>	<p>Policy 3.1 – Purchasing Framework</p> <p>Code of Conduct – Employees</p> <p>Executive Instruction 3.3 – Transaction Card Procedures</p>								
<b>History</b>	<table border="0"> <tr> <td>Adopted</td> <td>26 September 2018</td> </tr> <tr> <td>Amended</td> <td>24 July 2019</td> </tr> <tr> <td>Amended</td> <td>23 June 2021</td> </tr> <tr> <td>Amended</td> <td>28 July 2021</td> </tr> </table>	Adopted	26 September 2018	Amended	24 July 2019	Amended	23 June 2021	Amended	28 July 2021
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

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**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

<b>Statutory context</b>	<p>Local Government (Financial Management) Regulations 1996 –</p> <ul style="list-style-type: none"> <li>- r.17A(5) – assets to be excluded from asset register if fair value at date of acquisition is under \$5,000</li> <li>- r.17B – CEO to take steps to protect excluded portable and attractive assets</li> </ul> <p>Local Government (Audit) Regulations 1996 –</p> <ul style="list-style-type: none"> <li>- r.17(1)(b) – CEO to review internal controls</li> <li>- r.17(2) – review is to be undertaken at once every 3 financial years</li> </ul>				
<b>Corporate context</b>	<p>Delegations Register –</p> <ul style="list-style-type: none"> <li>- 3.3 – Disposing of property, and impounded, confiscated or uncollected goods</li> </ul> <p>Policy Manual –</p> <ul style="list-style-type: none"> <li>- 3.1 – Purchasing</li> <li>- 3.11 – Significant Accounting Policies</li> <li>- 12.11 – Asset Management</li> </ul> <p>Executive Instruction</p> <ul style="list-style-type: none"> <li>- 3.6 – Purchase of Telephones, Software/Hardware and Electronic Equipment</li> </ul>				
<b>History</b>	<table border="0"> <tr> <td style="padding-right: 20px;">Adopted</td> <td>24 July 2019</td> </tr> <tr> <td>Amended</td> <td>23 June 2021 <u>          </u></td> </tr> </table>	Adopted	24 July 2019	Amended	23 June 2021 <u>          </u>
Adopted	24 July 2019				
Amended	23 June 2021 <u>          </u>				

#### Policy Statement

##### 1. Statement

Portable and attractive assets are to be recorded in a format approved by the CEO, in order to –

- a) be safeguarded against theft, fire and loss,
- b) enable the physical control of high risk, low value acquisitions,
- c) ensure that losses resulting from such items are minimised; and
- d) 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 –

- a) 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 –
  - i) portable – that is, the item can be easily moved between locations by one person; and
  - ii) attractive - by its nature (size, utility, marketability) is susceptible to theft or loss; and
  - iii) valued at, or within the Shire's portable and attractive asset recognition thresholds.
- b) items defined as a portable and attractive asset –
  - i) purchased by the Shire, irrespective of the funding source and
  - ii) includes items gifted or donated to the Shire.

##### 3. Thresholds

- a) 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"> <li>- cameras, video &amp; audio equipment</li> <li>- mobile phones</li> <li>- laptop computer, tablets, printers etc</li> <li>- GPS devices</li> <li>- other items as determined by the CEO</li> </ul>	\$500 to less than \$5,000
General equipment and items <ul style="list-style-type: none"> <li>- power tools, chainsaws etc</li> <li>- trade equipment</li> <li>- floating plant / loose tools</li> <li>- road counters / traffic classifiers</li> <li>- other items as determined by the CEO</li> </ul>	\$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

- a) 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.
- b) Items as determined by the CEO in Executive Instruction that are –
  - i) to be fixed to vehicles, buildings etc (eg: two way radios), or
  - ii) otherwise determined.

#### 6. Recording

- a) 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.
- b) 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.
- c) 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.
- d) 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

- a) 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

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**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

1. The accounts of the Shire of Narrogin are to be kept in accordance with –
  - a) legislative requirements;
  - b) Australian Accounting Standards and the instructions of the Australian Accounting Standards Board, and
  - c) as required by the auditor.
2. 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

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#### Notes

### 3.12 COVID 19 Financial Hardship ~~(Repealed)~~

<b>Statutory context</b>	Local Government Act 1995 Local Government (Financial Management) Regulations 1996 Local Government (COVID19 Response) Order 2020 (SL 2020/57)
<b>Corporate context</b>	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
<b>History</b>	Adopted 28 July 2020 <del>Repealed 26 April 2023</del>

#### 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 3<sup>rd</sup> 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 –  
 - s.6.26 to s.6.82  
 Local Government (Financial Management) Regulations 1996 –  
 - 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.

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#### 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

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**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

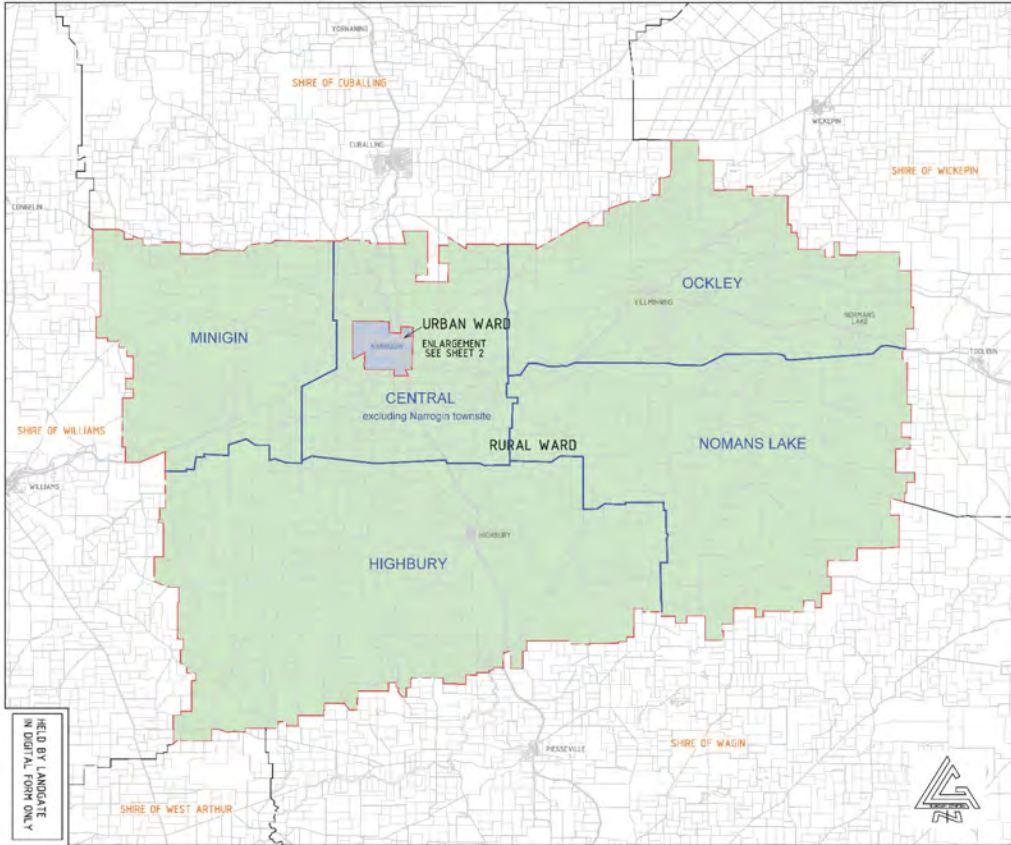
Brigades are not incorporated organisations.

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

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## 5.2 Bush Fire Brigades – Management

<b>Statutory context</b>	Bush Fires Act 1954 Work Health & Safety Act 2020  Shire of Narrogin Bush Fires Brigades Local Law 2017
<b>Corporate context</b>	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
<b>History</b>	Adopted 26 April 2017 Last reviewed 24 July 2019 Amended 24 September 2020 Amended 23 June 2021 Amended 27 April 2022 <u>Amended 23 March 2023</u>

### 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 volunteer 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

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LGIS: LG Bushfire Volunteers Returning Home Safe and Well – A Practical Guide, June 2021.



### 5.3 Firebreaks and Fuel Hazard Reduction – Inspection & Prosecution

<b>Statutory context</b>	Bush Fires Act 1954 – - s.56(1) – duty of FCO to advise non-compliance  Fire Breaks and Fire Hazard Reduction Notice
<b>Corporate context</b>	Delegation 3.6 – Sundry and Rate Debtors – Recovery and Agreements  Policy 5.5 – FCO Duties
<b>History</b>	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

<b>Statutory context</b>	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

<b>Corporate context</b>	None
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<b>History</b>	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 Manger 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

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**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

<b>Statutory context</b>	Local Government Act 1995 – - s.6.8(1)(c) – authorisation of unbudgeted expenditure in an emergency  Bush Fires Act 1954 – - s.38(3)(4)(5) – appointed BFCO's may exercise specific authorities given to them  Work Health and Safety Act 2020  Shire of Narrogin Bush Fires Brigades Local Law 2017
<b>Corporate context</b>	Delegation 5.4 – Prohibited and restricted burning periods – Variation
<b>History</b>	Former Delegation 12 July 2016 Adopted as Policy _____ Last reviewed 7 June 2021

### 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

<b>Statutory context</b>	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
<b>Corporate context</b>	Shire of Narrogin Strategic Community Plan.
<b>History</b>	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](mailto: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 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

<b>Statutory context</b>	Public Health Act 2016, Section 16
<b>Corporate context</b>	Shire of Narrogin Local Public Health Plan 2021-2026.
<b>History</b>	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

<b>Statutory context</b>	Public Health Act 2016, Section 16
<b>Corporate context</b>	Shire of Narrogin Local Public Health Plan 2021-2026.
<b>History</b>	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

<b>Statutory context</b>	Public Health Act 2016, Section 16
<b>Corporate context</b>	Shire of Narrogin Local Public Health Plan 2021-2026.
<b>History</b>	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

<b>Statutory context</b>	<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>	
<b>Corporate context</b>	Council Policy	
<b>History</b>	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

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**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	<p><u>Required</u> – to consent to appointment or dismissal.</p> <p><u>Permitted</u> – Interview &amp; recommendation can be done by CEO alone or with elected member input.</p> <p><u>Prohibited</u> – management or direction.</p>	<p><u>Permitted</u> – to interview and recommend to Council.</p> <p><u>Prohibited</u> – to appoint, manage or direct.</p>	<p><u>Required</u> to initiate / consent to appointment or dismissal.</p> <p><u>Statutory function</u> – to manage and direct.</p>
EHO	<p><u>If designated senior employee</u> – as above, otherwise –</p> <p><u>In all cases</u> – qualification must comply with Public Health Act 2016 s.17.</p>		
Other staff (non-designated)	<p><u>Prohibited</u> – Involvement in appointment, management or direction.</p>	<p><u>Prohibited</u> – involvement in appointment, management or direction.</p>	<p><u>Statutory function</u> – to appoint, manage, direct etc.</p>



## 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

- The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
  - employees to which the Executive Instruction applies,
  - making of a complaint,
  - principles for resolution of a complaint,
  - outcomes of complaints,
  - vexations or malicious complaints,
  - prohibition on victimisation of a complainant.
- 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

<b>Statutory context</b>	Local Government Industry Award 2010
<b>Corporate context</b>	Policy 2.5 – Acting / Relieving Staff Authority Policy 8.13 – Recruitment and Selection  Code of Conduct – Employees  Executive Instruction 8.5 – Higher Duties
<b>History</b>	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

<b>Statutory context</b>	National Employment Standards Local Government Industry Award 2010
<b>Corporate context</b>	Executive Instruction 8.6 – Leave – Award Entitlements
<b>History</b>	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

<b>Statutory context</b>	Local Government Act 1995 Local Government (Administration) Regulations 1996 Equal Opportunity Act 1984 Work Health and Safety Act 2020
<b>Corporate context</b>	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
<b>History</b>	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

<b>Statutory context</b>	Local Government Act 1995
<b>Corporate context</b>	Executive Instruction 8.11 – Rostered Days Off Code of Conduct – Employees
<b>History</b>	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

<b>Statutory context</b>	Local Government Act 1995 Building Regulations 2012 Food Act 2008 Work Health and Safety Act 2020 Public Health Act 2016
<b>Corporate context</b>	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
<b>History</b>	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

<b>Statutory context</b>	Work Health and Safety Act 2020
<b>Corporate context</b>	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
<b>History</b>	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

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**Statutory context** Work Health and Safety Act 2020

**Corporate context** Code of Conduct – Employees

Executive Instructions –

- 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](http://www.dpc.wa.gov.au/GuidelinesAndPolicies/PremiersCirculars/Lists/Circular/Attachments/237/2009_05%20Registration%20of%20CCTV%20Systems.pdf)

## 8.18 Salary Sacrifice

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**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	<a href="#">17 April 2023</a>

### 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.

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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

<b>Statutory context</b>	<p>WA Equal Opportunity Act 1984          Equal Opportunity Act 1986          Racial Discrimination Act 1975          Sex Discrimination Act 1984          Disability Discrimination Act 1992</p>						
<b>Corporate context</b>	<p>Policy 8.2 – Discrimination, Harassment and Bullying          Policy 8.4 – Grievance          Policy 8.10 – Recruitment and Selection          Policy 8.13 – Training, Study and Education</p> <p>Code of Conduct – Employees</p> <p>Executive Instructions –</p> <ul style="list-style-type: none"> <li>- 8.2 – Discrimination, Harassment and Bullying</li> <li>- 8.4 – Grievance</li> <li>- 8.10 – Recruitment and Selection</li> </ul>						
<b>History</b>	<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

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<b>Statutory context</b>	Work Health and Safety Act 2020
<b>Corporate context</b>	WHS – Manuals, Requirements, Standards and Procedures WHS – Contractors Handbook
<b>History</b>	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 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](mailto: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

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**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

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<b>History</b>	Deleted	24 July 2019 (Resolution of Council 0719.12)
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## 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

1. 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.
2. The following conditions apply –
  - a) The kerb/footpath deposit must be paid to the Shire of Narrogin before a building/demolition permit can be issued.
  - b) 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.
  - c) All development material including sand, bricks and timber must be cleaned from the footpath and road verge area at the completion of the development.
  - d) All damage to kerbing, footpaths, verge and road area caused during the development, must be repaired prior to requesting a refund.
3. The deposit is to be held in Council's ~~Trust~~ Municipal Fund.
4. 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.
5. 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.
6. If approved, a refund for the authorised amount is to be issued to the person who lodged the original deposit.
7. 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

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**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

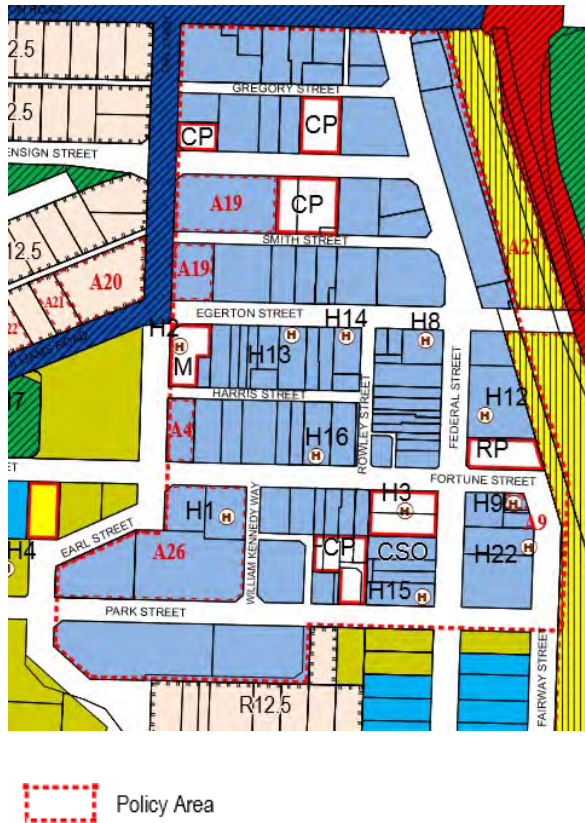
### 10.3 Colour Palette and Sign Guide (Central Business Precinct)

<b>Statutory context</b>	None	
<b>Corporate context</b>	<a href="#">Colour Palette Guide &amp; Signage Guide</a>	
<b>History</b>	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

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<b>History</b>	Deleted	24 July 2019 (Resolution of Council 0719.12)
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## 11.2 Hire of Venues – General

<b>Statutory context</b>	Local Government Act 1995
	Public Places and Local Government Property Local Law
<b>Corporate context</b>	Delegation 11.3 – Public Places & Local Government Property Local Law 2016
<b>History</b>	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 Hire****Specific 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 Licencing 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

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<b>Statutory context</b>	Local Government Act 1995
	Public Places and Local Government Property Local Law
<b>Corporate context</b>	Delegation 11.3 – Public Places & Local Government Property Local Law 2016
<b>History</b>	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

<b>Statutory context</b>	Nil
<b>Corporate context</b>	<a href="#">Shire of Narrogin Public Art Strategy &amp; Masterplan 2019</a> <a href="#">Public Art Contribution Policy Guidelines</a>
<b>History</b>	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

<b>Statutory context</b>	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
<b>Corporate context</b>	Delegation Register – - 11.3 – Public Places and Local Government Property Local Law 2016
<b>History</b>	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) <a href="https://www.smh.com.au/national/farmer-leaves-11-million-to-neighbours-20040314-gdijcu.html">https://www.smh.com.au/national/farmer-leaves-11-million-to-neighbours-20040314-gdijcu.html</a>	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;
  - 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**

<b>Statutory context</b>	Local Government Act 1995 – <ul style="list-style-type: none"> <li>- S9.1(7) – crossing from public thoroughfare to private land or thoroughfare</li> </ul> Uniform Local Provisions Regulations 1996 – <ul style="list-style-type: none"> <li>- r.12 – application and approval for crossing</li> <li>- r.13 – requirement to repair</li> <li>- r.15 – obligation to meet at least 50% of the cost of a standard crossover as defined by Council</li> </ul> Public Places and Local Government Property Local Law								
<b>Corporate context</b>	None								
<b>History</b>	<table border="0"> <tr> <td>Adopted</td> <td>26 April 2017</td> </tr> <tr> <td>Formerly</td> <td>Policy 13.1</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	Formerly	Policy 13.1	Last reviewed	24 July 2019	Last reviewed	7 June 2021
Adopted	26 April 2017								
Formerly	Policy 13.1								
Last reviewed	24 July 2019								
Last reviewed	7 June 2021								

**Policy Statement**

1. 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 –
  - a) prior approval of proposal and estimated cost of construction of a crossover,
  - b) written agreement of the landowner/occupier prior to commencement of works,
  - c) by payment of the actual contribution cost to the landowner / occupier on completion, or cost recovery by the local government from the landowner / occupier.
  - d) any variation to a standard crossover is to be at full cost to the land owner.
  
2. A standard urban crossover specification is –
  - a) one crossover per property,
  - b) 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
  - c) standard length of a crossover is 6 metres from the bitumised edge of the road, but may be varied where circumstance are deemed appropriate,
  - d) where the adjoining road is not bitumised, as per standard rural crossover specifications (clause 3) except to a width of 4.88m wide,
  - e) drainage under the crossover at Shire cost if required.
  
3. A standard rural crossover specification is –
  - a) one crossover per lot or location adjoining a road.
  - b) from the trafficable surface of the road to the property boundary,
  - c) 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

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**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

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**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

<b>Statutory context</b>	Local Government Act 1995	
<b>Corporate context</b>	Delegation 12.2 – Things to be done on land not local government property	
<b>History</b>	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

<b>Statutory context</b>	Local Government Act 1995
<b>Corporate context</b>	Delegations Register – - 3.11 – Donations – Financial and In Kind Works / Services  Policy Manual – - 12.6 – Private Works  Code of Conduct – Employees
<b>History</b>	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

2. Private use of plant, equipment etc is not permitted, except in accordance with Policy 12.6 Private Works.
3. The Shire's plant or vehicles are not to be used for commercial use, or for personal profit or reward.
4. Where use has caused damage, the CEO or EMTRS, may charge the costs incurred to the employee.
5. 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

- a) 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.
- b) Delegation 3.11 Donations – Financial and In-Kind Works/Services may be applied at the discretion of the CEO.
- c) 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

<b>Statutory context</b>	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
<b>Corporate context</b>	Delegation 12.10 – Restricted Access Vehicles on Shire Roads
	Roads Asset Management Planning
<b>History</b>	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, 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 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 obtain, 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

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**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

<b>Statutory context</b>	Local Government Act 1995
<b>Corporate context</b>	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)
<b>History</b>	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 agreeance 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 agreeance 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

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<b>Statutory context</b>	Local Government Act 1995
	Public Places & Local Government Property Local Law 2016
<b>Corporate context</b>	Delegation 11.3 – Public Places & Local Government Property Local Law 2016
<b>History</b>	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**

Nil

**13. CLOSURE OF MEETING**

There being no further business to discuss, the Presiding Member declared the meeting closed at 9.18 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**  
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