



AGENDA

ORDINARY COUNCIL MEETING

22 May 2024

NOTICE OF ORDINARY MEETING OF COUNCIL

Dear Elected Members & Community Members

Pursuant to resolution 251023.07 of 25 October 2023, an Ordinary Meeting of the Shire of Narrogin will be held on 22 May 2024 in the Shire of Narrogin Council Chambers, 89 Earl Street, Narrogin, commencing at 7:00 pm.

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

Dale Stewart
Chief Executive Officer

Acknowledgement of Noongar People

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

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

Electronic copies of minutes and agendas are available
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Alternative formats are also available upon request, including large print,
electronic format (disk or emailed), audio or Braille



Shire of
Narrogin
Love the life

STRATEGIC COMMUNITY PLAN 2017-27

SNAPSHOT

VISION

To be a leading regional economic driver and a socially interactive and inclusive community.

MISSION

Provide leadership, direction and opportunities for the community.

KEY PRINCIPLES

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

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

OUR VALUES

Care with Trust & Teamwork

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

Accountability - We accept responsibility for our actions and outcomes

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

Excellence - We go the extra mile to deliver outstanding services

Trust - We share without fear of consequences

Team Work - We work together for a common goal

ECONOMIC

Support growth and progress, locally and regionally...

Growth in revenue opportunities

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

Increased Tourism

- Promote, develop tourism and maintain local attractions

An effective well maintained transport network

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

Agriculture opportunities maintained and developed

- Support development of agricultural services

SOCIAL

Provide community facilities and promote social interaction...

Provision of youth services

- Develop and implement a youth strategy

Build a healthier and safer community

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

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

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

Cultural and heritage diversity is recognised

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

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

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

ENVIRONMENT

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

A preserved natural environment

- Conserve, enhance, promote and rehabilitate the natural environment

Effective waste services

- Support the provision of waste services

Efficient use of resources

- Increase resource usage efficiency

A well maintained built environment

- Improve and maintain built environment

CIVIC

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

An efficient and effective organisation

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

An employer of choice

- Provide a positive, desirable workplace

DISCLAIMER

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

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

Please note that meetings may be audio recorded for minute taking purposes and if applicable, in compliance with legislation.

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ORDINARY COUNCIL MEETING

22 MAY 2024

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

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

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

Elected Members (Voting)

Mr L Ballard – Shire President (Presiding Member)

Cr G Broad – Deputy Shire President

Cr M Fisher

Cr C Bartron

Cr J Pomykala

Cr T Wiese

Cr R McNab

Staff

Mr D Stewart – Chief Executive Officer

Mr M Furr – Executive Manager Corporate & Community Services

Mr T Evans – Executive Manager Technical & Rural Services

Mr A Awang – Executive Manager Development & Regulatory Services

Ms V Ward – Executive Support Coordinator

Leave of Absence

Nil

Apologies

Absent

Visitors

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

Name	Item No	Interest	Nature

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

6. APPLICATIONS FOR LEAVE OF ABSENCE

The next Council meeting is scheduled for 26 June 2024.

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 Ordinary Council Meeting

OFFICER'S RECOMMENDATION

That the minutes of the Ordinary Council Meeting held on 24 April 2024 be confirmed as an accurate record of the proceeding.

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

9. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS

10. MATTERS WHICH REQUIRE DECISIONS

10.1 DEVELOPMENT AND REGULATORY SERVICES

10.1.1 JOINT LOCAL EMERGENCY MANAGEMENT COMMITTEE – SHIRE OF CUBALLING

File Reference	9.8.4
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Cuballing
Previous Item Numbers	Nil
Date	8 May 2024
Author	Azhar Awang – Executive Manager Development and Regulatory Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Section 3.14 – State Emergency Management Procedure 2. Terms of Reference – Local Emergency Management Committee	

Summary

This report is presented to the Council to consider a proposal to form a Joint Local Emergency Management Committee (LEMC), following the successful All West Australians Reducing Emergencies (AWARE) grant application by the Shire of Cuballing. The grant aims to enhance Emergency Management collaboration with neighbouring Shires, including the Shire of Narrogin and the Shire of Wickpin. It is acknowledged however, that despite the aims of the grant applied for, the Shire of Wickpin has made a decision not to continue its involvement in the project.

Background

In December 2023, the Shire of Cuballing has been successful in receiving the 2023-24 AWARE Competitive Grants Program for a combined Local Emergency Management Arrangement (LEMA) with the Shires of Cuballing, Wickpin and Narrogin. The total amount received was for \$20,900 (ex GST).

The AWARE Program enhances Western Australia's Emergency Management arrangements by supporting local government capacity building and preparedness activities.

Projects may receive an AWARE grant for one or more of the following purposes:

- Further the emergency risk management process.
- Facilitate capability-based exercises.
- Assist in reviewing Local Emergency Management Arrangements (LEMA).
- Deliver emergency management training.
- Host or facilitate emergency management events or forums.

The Shires of Cuballing and Wickepin share a Local Emergency Management Committee which meets twice per year and sometimes struggles to attract attendees from other agencies. Both Shires are adjacent to the sub regional centre of Narrogin which is also home to most state agency representatives. Narrogin has its own LEMC which meets four (4) times per year.

Combining emergency management arrangements for the three (3) Shires would allow for two (2) meetings per year in Narrogin, and one each in Wickepin and Cuballing. Emergency management documents for the three (3) Shires aligned to ensure consistency and the outcomes of the recent WALGA review could be incorporated.

Community specific plans could be developed where appropriate, such as Evacuation Plans, and agency response arrangements could be consistent across the three Shires. Combining the emergency management arrangements would help improve the capacity and capability of Local Government members, better share resources and reduce the demands on other agencies.

This project will work towards achieving the following priority outcomes:

- Furthering the emergency risk management process; and
- Assistance in reviewing Local Emergency Management Arrangements (LEMA).

Consultation

Consultation was undertaken with the following:

- Chief Executive Officer;
- Shire of Wickepin;
- Shire of Cuballing; and
- Shire of Narrogin Local Emergency Management Committee (LEMC).

Statutory Environment

- Emergency Management Act 2005 s.38(2); and
- Emergency Management Regulations 2006.

Policy Implications

The Shire of Narrogin's Local Emergency Management Arrangements (25 August 2021) relates as follows:

- Local Recovery Management Plan; and
- Local Emergency Evacuation Plan.

Further, the State's State Emergency Management Procedure (SEMP) also guides the process.

Financial Implications

The Shire of Cuballing has been successful in securing an AWARE grant funding for the total amount of \$20,900 for the purposes of Emergency Management with neighbouring Shires.

There are no financial contributions required from either Local Government. There is however some administrative expenditure, which is wholly contained in the Budget and is minor in nature. It has been proposed that the Shire of Narrogin will provide in-kind administrative support free of charge to the

Shire of Cuballing and no changes to its current arrangements other than the inclusion of the Shire of Cuballing representatives.

Meeting expenses associated with hosting meetings will be at the cost of the respective Local Government. It is fair to say that the Shire of Narrogin will subsidise to some extent, the Shire of Cuballing, who will no longer have to provide secretarial support in servicing the committee and if respective Plans are maintained, this will be at the respective organisations cost. However managing a larger Committee and larger area should add no real administrative burden for the Shire of Narrogin than what it already has.

Moreover, establishing a joint Local Emergency Management Committee (LEMC) would significantly bolster the merits of the argument that both local governments have presented to the DFES Regional Office, DFES Commissioner, and Minister for Emergency Services. This advocacy seeks 50% funding for a shared Community Emergency Services Manager (CESM).

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective:	2. Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.2 Build a healthier and safer community
Strategy:	2.2.1 Support the provision of community security services and facilities
Outcome:	2.3 Existing strong community spirit and pride is fostered, promoted and encouraged
Strategy:	2.3.2 Engage and support community groups and volunteers
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

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Endorsing a Joint LEMC and/or Joint LEMPs requires appropriate implementation and communication to ensure its success.	Likely (4)	Moderate (3)	High (10-16)	Engagement Practices	Assuming the Officers Recommendation is endorsed manage the risk by ensuring appropriate implementation.

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 12 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

At the Shire of Narrogin LEMC meeting held on 19 March 2024, the Committee resolved as follows:

The Local Emergency Management Committee recommend that the Shire of Narrogin participate in discussions with the Shires of Cuballing and Wickepin to enter into joint arrangements for the Local Emergency Management Committee and Local Emergency Management Arrangements and authorise the Chief Executive Officer to enter in discussion towards this collaboration.

Subsequently, the Shire of Narrogin's CEO and President met with the respective CEOs and Presidents from the Shire of Cuballing and the Shire of Wickepin. The Shire of Cuballing expressed support for the Joint LEMC, while the Shire of Wickepin referred the proposal to its Council for consideration on 17 April 2024.

On 22 April 2024, the CEO of Wickepin advised the Shire of Narrogin and the Shire of Cuballing of the Wickepin Council's decisions regarding the Joint LEMC proposal as follows:

"That Council may resolve to seek a variation to separate from the combined LEMC with the Shire of Cuballing, seeking to stand alone and conduct the LEMC with the Shire of Wickepin only."

"That Council authorises the Shire President and Chief Executive Officer to proceed to engage and seek the opportunities to apply for a Community Emergency Services Manager for the Shire of Wickepin and surrounding local governments that may have interest."

Based on this outcome, the Joint LEMC will only involve the Shire of Cuballing and the Shire of Narrogin. Narrogin Consultancy Services has been appointed by the Shire of Cuballing through the AWARE grants to prepare and review the following documents:

- Local Emergency Management Arrangement;
- Local Emergency Evacuation documents; and
- Local Emergency Recovery Documents.

In accordance with the State Emergency Management Procedure, section 3.14 – Amalgamation of Local Governments for the Purpose of Emergency Management, the necessary procedures have been followed for the unification of these local governments for emergency management purposes.

The proposal has been referred to the Shire of Narrogin LEMC, which supports the joint LEMC with the respective Shires. The Shire's CEO and President have also met with their counterparts and reported to their elected members, following the required procedures.

From the Shire of Narrogin's perspective, there are no significant changes to the current process other than the inclusion of four (4) LEMC representatives from the Shire of Cuballing, which include the Shire President, Deputy Shire President, CEO, and the Chief Bush Fire Control Officer. It is recommended that the existing Shire of Narrogin's Terms of Reference be amended to include representatives from the Shire of Cuballing and recommended for joint endorsement by that Council.

Based on the above outcome, it is recommended that the Council supports the joint LEMC between the Shire of Cuballing and the Shire of Narrogin.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to the proposal for a Joint Local Emergency Management Committee (LEMC) and Plans between the Shire of Cuballing and the Shire of Narrogin, Council:

1. Agree with the recommendation of the LEMC of 19 March 2024.
2. Supports the formation of the Joint LEMC.
3. Propose to the Shire of Cuballing the amended Terms of Reference for the Joint LEMC and which includes representatives from that Shire as per attachment 2.
4. Subject to the Shire of Cuballing agreeing to form a Joint LEMC and the proposed Terms of Reference, they are hereby endorsed for the purposes of having them approved by the State Emergency Management Committee.
5. Inform the State Emergency Management Committee of the Shire's support for a proposed Joint LEMC between the Shire of Narrogin and the Shire of Cuballing.
6. Write to the Shire's of Cuballing and Wickepin advising of the above outcomes.

3.14 Amalgamation of Local Governments for the Purpose of Emergency Management

Background

The EM Act requires local governments to establish one or more local emergency management committees for the local government district (section 38 EM Act).

Two or more local governments may, with the approval of the SEMC, agree to unite for the purposes of emergency management. If two or more local governments (the 'combined local government') unite, the provisions of section 34(2) of the EM Act apply.

Procedure

Where two or more local governments request SEMC approval to unite for the purposes of emergency management, the following procedure applies.

Each local government must conduct an analysis of its ability to comply with the provisions of the EM Act in respect to emergency management. This analysis must examine the local government's ability to provide both effective and efficient emergency management and identify any associated risks.

Where it is established that the local government will be either unable to comply with the provisions of the EM Act or it would be more effective to unite with one or more local governments for the provisions of emergency management, a report with accompanying recommendations must be tabled to the relevant LEMC. This report must detail the identified risks and rationale for the recommendations presented.

Upon endorsement by the relevant LEMC of a recommendation to unite with another local government, communication with adjacent local governments must be undertaken.

Following agreement by two or more local governments to unite, a working group must be established, consisting of members of each of the local governments and relevant LEMCs to establish administration arrangements including:

- membership of the combined LEMC
- appointment of a committee chair
- provision of secretariat support
- emergency management arrangements
- recovery arrangements
- a community communication and marketing strategy.

A letter requesting SEMC endorsement for the proposed amalgamation of identified local governments for the purposes of emergency management should be forwarded to the Executive Officer - SEMC, for consideration. A request for endorsement must include the following details:

- local governments to be united under the proposal
- the outcome of risk assessments and rationale for amalgamation

- agreed administrative and reporting arrangements
- an outline of a community communication and marketing strategy.

The letter to the Executive Officer - SEMC, must be endorsed by each of the respective local governments' Chief Executive Officers.

Following endorsement of the proposal by the SEMC, the SEMC Business Unit will advise each local government and LEMC of the decision in writing.

The SEMC Business Unit will arrange for the revised arrangements to be included in all relevant policies and procedures.

Joint Local Emergency Management Committee (Shire of Cuballing and Shire of Narrogin)

Statutory context	Emergency Management Act 2005	
	Emergency Management Regulations 2006	
	State Emergency Management Directions	
	Appendix 1 – Standard conditions for establishment of Council Committees	
Council context	Appendix 1 – Standard conditions for establishment of Council Committees	
History	Established	25 October 2016
	Reviewed	23 October 2019
	Amended	23 June 2020
	Reviewed	27 October 2021
	Reviewed	25 October 2023
	<u>Reviewed</u>	<u>22 May 2024</u>

Establishment

Objectives	To prepare and continuously monitor and review the <u>Joint Local Emergency Management arrangements for the Shire of Cuballing and the Shire of Narrogin</u>
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Membership

Maximum membership of not more than 159, principally being the primary responders to any emergency. Others welcome to attend as Observers and to participate with the consent of the presiding person.

Composition resolved by <u>each Council</u>		
Nomination of	No.	
<u>Shire of Narrogin</u> Council members, including ex-officio	2	Committee Chairperson to be Elected Member
<u>Shire of Cuballing Council members</u>	<u>2</u>	<u>Elected Member to be Deputy Chairperson</u>
<u>Employees, including ex-officio</u>	<u>0</u>	
<u>Shire of Cuballing Employees, including ex-officio</u>	<u>1</u>	
Other persons – Community at large	0	
- WA Police, OIC Narrogin	1	ex-officio – LEM Coordinator
- DFES, Narrogin Regional Officer	1	
- Narrogin Regional Hospital	1	
- Narrogin Volunteer Bush Fire Brigades	1	Chief BFCO or DCBFCO
- <u>Cuballing Volunteer Bush Fire Brigades</u>	<u>1</u>	<u>Chief BFCO or DCBFCO</u>
- Narrogin VFRS Unit	1	
- Narrogin SES Unit	1	
- Water Corporation	1	
- Western Power, Narrogin	1	

- Dept of Communities	1	
- Dept of Primary Industry & Regional Development	1	
- Dept of Biodiversity, Conservation & Attractions - Parks & Wildlife Services	1	
- Narrogin St John Ambulance Sub-centre	1	
- Dept of Education	1	
Total Membership	15 189	
Quorum	8	No additional criteria

Observers to be invited (non-voting) –

Organisation	Position
- Narrogin District Education Office	
- Main Roads WA, Narrogin	
- Great Southern SEMC Executive	
- Karinya Cottage Homes	
- Narrogin Home Care	
- Housing Authority	
- Salvation Army, Narrogin	
- Disability Services Commission	

Required staff attendance (non-voting) –

Primary	Secondary
Shire of Cuballing Chief Executive Officer	Or Nominee
Executive Manager Development & Regulatory Services	Executive Manager Technical & Rural Services
Senior Ranger	
Admin Officer, Em Mgmt Executive Support Officer	Executive Support Officer, Devt & Reg Serv

Meetings Appendix 1 – Standard conditions for establishment of Council Committees
Other than Presiding Member,

Presiding Member The EM Act s.38 specifies that the Chair is determined by the local government.

Administrative Support

Senior Officer responsible	Executive Manager Development & Regulatory Services
Initial contact person	Administration Officer, Local Emergency Management

Role and Scope of Committee

1. In accordance with Emergency Management Act s.38(2) the specified area of responsibility is the whole of the Shire of Narrogin.

2. To identify emergency risks or hazards in the community and arrange to establish, maintain and test the Local Emergency Management Arrangements established to mitigate the risks or hazards.
3. To encourage and maintain communication and joint exercises between all stakeholders.
4. To prepare and instil prevention, preparedness, response and recovery plans for a variety of identified risks or hazards preventing or minimising the effects of emergency events.
5. To increase the number and relative awareness of programmes through community awareness campaigns designed to make the community more resilient.
6. To undertake the Community Emergency Risk Management process.
7. To carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed in the Emergency Management Regulations 2006.
8. To prepare and submit each financial year an annual report of its activities in accordance with the requirements of the State Emergency Management Committee.
9. To prepare an annual business plan in accordance with the requirements of the State Emergency Management Committee.
10. The Local Emergency Management Committee does not have the authority or power to commit the Shire of Narrogin or the Shire of Cuballing to expenditure without the relevant Shire's endorsement.

– End of TOR

Notes

The Committee does not have any operational authority for emergency events.

10.2 TECHNICAL AND RURAL SERVICES

10.2.1 TOWNSCAPE ADVISORY COMMITTEE – INCREASE ANNUAL PUBLIC ART ALLOCATION

File Reference	26.3.8
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Item 10.2.1, 28 July 2021, Res. 0721.007 Item 10.1.1, 25 August 2020, Res. 0820.003
Date	2 May 2024
Author	Torre Evans – Executive Manager Technical & Rural Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	Nil

Summary

The Townscape Advisory Committee (TAC) at its meeting held 30 April 2024, recommended to Council as follows: *“That Council consider increasing the annual public art allocation from \$25,000 to \$70,000 to activate the current 10 Year Public Art Program, as the program identifies an average annual cost of \$67,000.”*

Council is requested to consider this request from the TAC.

Background

At the Ordinary Council Meeting held 28 July 2021, a Ten-Year Public Art Program was presented to Council for resolution, that was generated from the TAC. The purpose of the program was to identify a public art strategy for art installations in Narrogin that identified the type of art, the locations for the art and estimated cost for the art individually and over a ten-year period.

Council resolved as follows:

“That with respect to the Draft Ten Year Public Art Program 2021-2031, Council adopt the program as presented in Attachment 2, and consider the program in the context of other programs, requests and budget constraints in the 2021/22 Budget and Long Term Financial Plan.”

Shire of Narrogin 10 Year Public Art Program 2021 - 2031				
Projects	Est Cost ex GST	Duration Of Project Years	Financial Year	Comments
Roundabouts Art Work	\$100,000	2	2021-2022	Install art work on Roundabouts Pioneer Drive
	\$100,000		2022-2023	
Entry Statement Replacement x 7	\$ 50,000	3	2023-2024	Replace existing Silo Entry Statements with new design (masonry/steel)
	\$ 50,000		2024-2025	
	\$ 50,000		2025-2026	
Murals	\$ 50,000	1	2026-2027	Install a Mural in a prominent location CBD
Cemetery Art	\$ 80,000	1	2027- 2028	Art work along the boundary adjoining Williams Road
Foxes Lair - Art Structure	\$ 60,000	1	2028-2029	On Williams Rd near entry, Install an art structure
Federal St/Clayton Rd	\$ 80,000	1	2029-2030	Large Art Structure
Gnarrojin Park	\$ 50,000	1	2030-2031	Indigenous art piece/s near Pioneer Drive visual from pedestrian bridge
Total	\$670,000	10 Years	2021-2031	Average annual expenditure over 10 years: \$67,000

Further, at Council's Ordinary Meeting 25 August 2020, Item 10.1.1 - Shire of Narrogin Public Art Contribution Policy and Guidelines, Council resolved at point two as follows: *"Consider in the Long Term Financial Plan, an annual budget allocation of \$25,000, demonstrating Council's commitment to public art."*

Consultation

Consultation was entered into with the TAC, inclusive of Cr McNab and Cr Bartron, at its meeting 30 April 2023 and with the Chief Executive Officer.

Statutory Environment

In Western Australia, there are no specific statutory requirements for a local government to have a Ten-Year Public Art Program in place, therefore they can vary depending on the municipality and its governing policy environment. However, local governments in Western Australia are generally empowered to implement public art programs through their planning and development functions.

The relevant legislation governing local government functions in Western Australia is the Local Government Act 1995. Under this Act, local governments have broad powers to make local laws and policies related to planning, development, and the provision of community services, which can include public art initiatives.

While there may not be a specific statutory requirement for a ten-year public art program, local governments may be encouraged to include such programs in their long-term strategic plans and community development strategies to enhance the cultural vibrancy and identity of their communities.

The statutory requirements for funding of such programs in annual budgets is referred to in the Local Government Act 1995, which outlines their responsibilities regarding financial management. Section

6.2 of the Act mandates that local governments must adopt an annual budget and not expend funds that are not included in this annual budget, unless by an absolute majority decision of the Council.

Policy Implications

The following Council Policies relate:

- 11.4 Public Art Contribution Policy and Guidelines; and
- 12.11 Asset Management Plans Policy.

The following other key informing strategies also relate:

- Shire of Narrogin Public Art Strategy & Masterplan 2019; and
- Narrogin Townscape Study Review H&H Architects (July 2016).

Financial Implications

Increasing the annual Public Art allocation from \$25,000 to \$70,000, while also funding other annual multiple projects, would have both short-term and long-term financial implications for the Council.

The Council may wish to allocate extra funds in the Annual Budget for increased public art allocation, possibly redistributing from other budget areas, potentially affecting programs or services. This could lead to tighter budget constraints depending on the Council's financial situation.

Increasing the annual allocation for Public Art in the Shire's Long-Term Financial Plan ensures sustainable funding, potentially yielding positive economic impacts like increased tourism and local spending. However, careful consideration of maintenance costs is necessary to uphold the artworks, while the overall community benefits may lead to improved engagement and quality of life, potentially attracting residents and businesses in the long run.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	1.	Economic Objective (Support growth and progress, locally and regionally)
Strategy:	1.1.2	Promote Narrogin and the Region
Outcome:	1.2	Increased Tourism
Strategy:	1.2.1	Promote, develop tourism and maintain local attractions
Objective:	2.	Social Objective (To provide community facilities and promote social interaction)

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Should Council resolve to support the request of the TAC, then there may be a risk to able adequately finance other priority projects.	Likely (4)	Moderate (3)	High (10-16)	Asset Sustainability	Accept Officer Recommendation, however consider the TACs request, on an annual basis, what can be afforded toward Public Art against all other competing projects.

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 12 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

Over the last few years, Council has been allocating \$25,000 annually (Resolution 0820.003) toward public art in the annual Budget, in consideration against all other presented projects annually. This funding to date has been expended on murals as contained in the Ten-Year Public Art Program (TYPAP). The program has not been followed in the order as of which it was presented and resolved, primarily due to lack of funding allocation to do so.

With the annual \$25,000 toward Public Art, the TAC, via Council endorsement, has implemented the application of murals within the townsite and are currently working on a significant mural to be applied to the Narrogin Regional Leisure Centre.

The TAC are requesting that additional funding from \$25,000 to \$70,000 be allocated to Public Art annually so as to make an impact with projects contained in the TYPAP.

The request from the TAC is admirable and passionate and could be applicable dependant on the annual Budget funds available to Council in light of consideration of all competing projects that are presented to Council annually during Budget deliberations.

The author is of the view that additional funding for public art is required to be able to make progress with the TYPAP, however the author is also aware of the financial restraints of Council in the annual Budget from all competing projects across a range of applications, hence the officers recommendation.

Council may also wish to consider public perception in the amount of funding allocated to Public Art. There may be some members of the community whereby if exorbitant amounts of funds are allocated to Public Art, then this may give the impression that Council is “flush with cash” or the funding could be better spent in other areas.

The TAC, at its meeting 30 April 2024, agreed to revise the TYPAP to see if the projects are still viable, necessary or other projects may take priority. Should the current TYPAP be revised by the TAC, then the revised version would be recommended and presented to Council for Consideration.

With regard to the current mural project on the Narrogin Regional Leisure Centre (NRLC) Wall, there have been some recent developments with regard to additional grant funding. The Community Development Coordinator has been successful in securing \$39,000 unspent funding from the Lottery West Grant for the Sound Shell at Alby Park, and also a further \$10,000 from CBH, to put toward the mural project at the NRLC. This will enable the project to be completed in full, should Council allocate another \$25,000 in the 2024/2025 Budget, thus giving a total budget for the project of \$124,000.

Voting Requirements

Simple Majority

TOWNSCAPE ADVISORY COMMITTEE RECOMMENDATION

That Council consider increasing the annual public art allocation from \$25,000 to \$70,000 to activate the current 10 Year Public Art Program, as the program identifies an average annual cost of \$67,000.

See over for Officers Recommendation.

OFFICERS' RECOMMENDATION

That with respect to the Townscape Advisory Committee request, to increase Annual Public Art Budget Allocation in the 2024/25 proposed Budget and subsequent years, Council:

1. Continue to consider the allocation of \$25,000 in the Annual Budget for Public Art; and
2. Advise the Townscape Advisory Committee that:
 - a. The current adopted 10 Year Art Program is aspirational and for any particular years program to be considered for inclusion in the adopted Budget beyond the base allocation, needs to be supported with a scope of works and costed and;.
 - b. Nothing prevents identified projects being submitted by that Committee during the Shire's annual budget submission period (closing 31 March of every year) for projects that have been scoped and costed.

10.2.2 LANDCARE PROJECT FUNDING APPLICATIONS 2024

File Reference	15.1.2
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	7 May 2024
Author	Vanessa Ward – Executive Support Coordinator
Authorising Officer	Torre Evans – Executive Manager Technical & Rural Services
Attachments 1. Landcare Project Funding Application – Global Ag Properties II Australia Trust 2. Landcare Project Funding Application – Andrew Borthwick	

Summary

Council is requested to consider approving the compliant applications for Landcare Project Funding received from Global Ag Properties II Australia Trust and Andrew Borthwick with the combined funding total of \$5,607 which is contained within the current Budget.

Background

Applications for Shire Landcare Grant Funding are normally invited during 1 February to 28 February annually, however due to an administrative oversight, the deadline was extended until 30 April. At the close of the deadline, two (2) applications were received:

- Global Ag Properties II Australia Pty Ltd requesting an amount of \$3,735 being 50% of the cost, for the purchase of approximately 8,300 Australian Native plants for 8.3ha on lot 10858 Yarranabee Road, Narrogin. The total project cost is estimated to be \$16,885 with the applicant indicating that their cash contribution will be \$13,150.
- Andrew Borthwick is requesting an amount of \$1,872 being 50% of the cost, for the purchase of 4,992 Australian Native Plants for lots 4830, 4899, 4829 and 4898 of 1733 Yilliminning Road Boundain. This project is being undertaken to assist restoring degraded areas affected by waterlogging and salt encroachment.

Both applications have been deemed compliant and have been assessed using the Assessment and Eligibility Criteria below:

What will be funded

- Purchase costs of Australian native plants i.e. trees and shrubs where the applicant demonstrates dollar for dollar purchasing of native plants up to \$5,000.

What will not be funded

- Deficit funding or retrospective funding, or funds paid in advance.
- Recurrent expenditure (i.e. salaries and operational costs).
- Proposals where alternative sources of funding are available.
- Maintenance, repairs, installation of, or upgrades to machinery, equipment, fencing or other property infrastructure or assets.
- Maintenance, repairs or upgrades to buildings or property which are the property of the State Government.

Eligibility

- Organisations and individuals are eligible to apply for funding.
- No individual application shall receive in excess of \$5,000 project funding.
- The project must demonstrate the benefit, improvement and outcomes that will be achieved for land rehabilitation or regeneration.
- Projects are required to be completed and acquitted by 30 September of each year.
- Organisations or individuals who have failed to acquit previously received Landcare Project funding within the required timeframe may be ineligible to apply.
- Applications should be submitted using the Application Form, with copies of quotes attached.
- Applications should be addressed to the above and received by the closing date.

Assessment criteria

- Demonstrated capacity to manage and be accountable for the funds and the project.
- Demonstrated cash contribution to the proposed project.
- Funding will be available for the supply of native vegetation ie trees or shrubs to improve salt effected, eroded and other land areas in need of rehabilitation.
- Funding is not available for fencing, however projects demonstrating that the applicant will be supplying and erecting fencing for new vegetation will be viewed favourably.
- Funding will only be available for land outside Narrogin and Highbury town sites, and within the Shire of Narrogin, with no minimum lot size.
- Copies of quotes for materials and services to deliver the project must be provided;
- Provision of a detailed cash project budget showing expenditure and income including project amount requested.
- Demonstrate the extent of and the contribution in cash or in-kind by the applicant.
- Projects that commit to matching dollar for dollar support will be viewed favourably.
- Applications that can demonstrate that materials will be purchased using local businesses will be viewed favourably.
- Compliance with all acquittal requirements for any previous Shire funding received.

Consultation

Consultation has occurred with:

- Executive Manager Technical & Rural Services;
- Executive Support Officer; and
- Applicants.

Statutory Environment

The Local Government Act 1995 s6.8 provides that a local government shall not expend funds from its Municipal Fund without it being provided for in the Annual Budget.

Policy Implications

Council Policy 1.14 Community Engagement Policy relates and has been complied with. No other policy implications relate.

Financial Implications

There is currently a budget allocation of \$25,000 in the 2023/24 Annual Budget to cover annual successful Landcare Grant applications. The combined grant funding being applied for from the two (2) applicants is \$5,607 which is within Budget.

The Landcare Reserve currently has a balance of \$91,813 to fund future applications.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective:	3.	Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.1	A preserved natural environment
Strategy:	3.1.1	Conserve, enhance, promote and rehabilitate the natural environment

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Should Council decline the recommended applications, then this may cause confusion with the applicants, administration and the community as the grant funding was advertised.	Unlikely (2)	Moderate (3)	Medium (5-9)	Engagement Practices	Accept Officer Recommendation. Due to there being an allocated Budget and the applications are compliant

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of six (6) 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 two (2) applications for Landcare Grant Funding, to support Narrogin rural applicants in purchasing native plants for degraded and eroded areas of land within their farms, presents a compelling case for approval by the Council. Firstly, addressing land degradation and erosion is crucial for the sustainability of agricultural practices and the preservation of natural ecosystems. By investing in the restoration of these areas through the planting of native vegetation, the Council can contribute to improving soil health, water quality, and biodiversity, thereby promoting long-term environmental resilience.

Moreover, supporting Narrogin rural landowners in undertaking such initiatives aligns with broader conservation goals and demonstrates a commitment to fostering stewardship of the land. Encouraging the adoption of sustainable land management practices not only benefits individual farmers but also contributes to the collective effort towards mitigating the impacts of climate change and enhancing landscape resilience. By providing financial assistance for the purchase of native plants, the Council empowers farmers to actively participate in conservation efforts and play a proactive role in environmental stewardship.

Furthermore, investing in native plantings offers tangible economic and social benefits to rural communities. Improved soil health and vegetation cover can lead to increased agricultural productivity, while enhanced biodiversity can provide ecosystem services such as pollination and pest control. Additionally, the beautification of degraded areas through the establishment of native vegetation can enhance the aesthetic value of rural landscapes, potentially attracting tourism and recreational opportunities. By supporting these applications, the Council not only contributes to environmental conservation but also fosters sustainable development and community well-being in rural areas.

In conclusion, approving the applications for Landcare Grant Funding to facilitate the purchase of native plants for degraded and eroded areas of land within farms is not only a sound investment in environmental conservation but also a demonstration of commitment to supporting our rural community in sustainable land management practices. By harnessing the potential of native plantings to restore ecosystems, enhance agricultural productivity, and promote community resilience, the Council can play a pivotal role in fostering a more sustainable and vibrant rural landscape for generations to come.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to the Landcare Project Fund Applications 2024, Council:

1. Approve Global Ag Properties II Australia Pty Ltd for an amount of up to \$3,735 for the purchase of 8,300 Australian Native Plants for approximately 8.3ha on lot 10858 Yarranabee Road; and
2. Approve Andrew Borthwick for an amount of up to \$1,872 for the purchase of 4,992 Australian Native Plants on lots 4830, 4899, 4829, and 4898 of No.1733 Yilliminning Road, Boundain.
3. Advise the applicants that the approvals are subject to the following conditions:
 - a. Grants must be acquitted by 30 September 2024, with the Administration receiving copies of paid invoices demonstrating a dollar-for-dollar expenditure on plant purchases, up to the Shire's maximum cash contribution (50%).
 - b. All applicants are to provide photographs and a brief report of the completed projects.
 - c. Upon satisfying conditions a and b the Shire will reimburse to the applicant up to the amount approved.

The Shire of Narrogin provides funding assistance through the Landcare Project Fund, to rural applicants within the Shire of Narrogin, for the purchase of native plants to be planted on their property. Funding is available up to a maximum of \$5,000, where the applicant demonstrates dollar for dollar spending on native plants for the nominated project.

Applications should be submitted to the Shire by the closing date. Grants must be acquitted by 30 September each year. Click on the link for copy of the [Acquittal Form \(PDF\)](#) or [Acquittal Form \(MS Word\)](#).

1. APPLICANT DETAILS

Name of Applicant

Global Ag Properties II Australia Pty Ltd atf Global Ag Properties II Australia Trust

Residential Address

"Kia Ora"

Highbury, WA

Phone

c/- Stuart Porter -

Mobile

Email

Do you have an ABN?

Yes

ABN

34 912 873 709

Are you registered for GST?

Yes

2. PREVIOUS LANDCARE PROJECT FUNDING.

Have you received Landcare Project funding previously?

No

If yes, please tell us what year, a brief description of the project and the amount of Landcare Project funds received.

3. PROJECT DETAILS

Please provide the dollar amount being requested. (*max \$5,000*)

\$3,735

On what lot(s) or location(s) numbers are the trees being planted? (please specify Lot/Location/Street number)

- Lot: 10858
- Plan: 083756
- Volume: 1078
- Folio: 677

Are you the owner of the property?

Yes

If No, who is the owner?

Do you have the owner's permission to undertake this project?

Not applicable

Please provide a brief description of your project for which you are applying for funds. (*maximum of 100 words*)

The project is to comprise a native, salt-tolerant planting across an approximate area of 8.3 hectares, in a bid to mitigate existing salinity issues, minimise further encroachment, reduce soil disturbance and improve water quality.

The planting is to consist exclusively of saltbush and Melaleuca species, which are to be transplanted as seedlings. These seedlings are to be planted at the relatively high density of 1,000 stems per hectare (8,300 seedlings total), necessary to offset water table fluctuations in the subject area to a meaningful extent.

Seedling procurement, site preparation, and planting is to be carried out by an experienced, third-party contractor (Plantation and Landcare Services).

How will your project benefit the land and environment?

Much of the project area has historically been used for dryland cropping; however, it occupies a depression in an already salinity-prone landscape.

Consequently, sustained periods of high rainfall in 2021 and 2022 brought about widespread elevation in the local water table and an increase in salinity to levels evidently insurmountable for most plant species.

Without redress, the depletion of groundcover that has ensued exposes the affected area to disturbance and erosion, and subsequently reduces the productive capacity of adjacent land. It is also likely that, without the intervention of a salt-tolerant planting, encroachment of salinity would accelerate, as future increases in the water table are exacerbated by the lack of transpiration.

Additionally, the project is expected to enhance the quality of run-off, reducing the eutrophication and sedimentation of the proximate network of water courses. This will compliment the work of a similar planting completed on the neighbouring property in 2023, and which the proposed plantation will adjoin.

Estimated project start date.

01-May-24

Estimated project completion date.

31-Aug-24

4. PROJECT BUDGET

Please use the sample budget below as a guide to calculate income and expenditure in the Detailed Project Budget on Page 4. Applicant/in-kind labour is to be calculated at \$25 per hour.

Example Budget

INCOME		EXPENDITURE (please attach copies of quotes for cash expenditure)	
Amount of approved Landcare Project Funds	\$2,500	Materials: Purchase of Australian Native vegetation (ie trees and shrubs)	\$7,000
Applicant's cash contribution	\$4,500	Applicants in-kind expenditure labour 300 hours @ \$25 p/h \$7,500 fencing 50m @ \$10 p/m \$500	\$8,000
Applicants in-kind contribution (please list items .i.e .labour/ materials/equipment/machinery/wages)	\$7,500		
Other grants or cash donations	Nil		
Donations - materials (please list items .i.e fencing/irrigation/plants)	\$500		
Total *Income	\$15,000	Total *Expenditure	\$15,000

*Income and *Expenditure amounts must be equal

Detailed Project Budget

INCOME		EXPENDITURE (please attach copies of quotes for cash expenditure)	
Amount of approved Landcare Project Funds	\$3,735	Materials: Purchase of Australian Native vegetation (ie trees and shrubs)	\$7,470
Applicant's cash contribution	\$13,150	Applicants in-kind expenditure	\$0
Applicants in-kind contribution (please list items .i.e .labour/ materials/equipment/machinery/wages)	\$0	Contractor – Site Preparation (Rip & Mound)	\$700
Other grants or cash donations	\$0	Contractor – Planting (Spray and install)	\$8,715
Donations - materials (please list items .i.e fencing/irrigation/plants)	\$0		
Total *Income	\$16,885	Total *Expenditure	\$16,885

**Total Income and Expenditure should be equal*

Declaration by applicant

I declare that I am authorised to submit this application and that the information presented is correct to the best of my knowledge.

Print Name

Lisa Mutton

Signature



Date

19/04/2024



Plantation and Landcare Services P/L

ABN 32546652580 ACN 098754271

PO Box 591

Mount Lawley WA 6929

Bill Davey (Forester)

Phone 92718725

Mobile 0429961770

Email bdavey@palservices.com.au

www.palservices.com.au

Taking landcare into the future.....

April 8 2024

Stuart Porter
Regional Asset Manager
Global Ag Properties II Australia Pty Ltd
P.O. Box 6138
Wagga Wagga, NSW 2650

Salinity revegetation.

Proposed plantings Kai Ora, Highbury, WA (Narrogin shire)

Dear Stuart

Attached a quote to implement the Landcare project across Kia Ora in 2024.

Overview: High-water table is taking a stranglehold of this area. If left as is the water table will slowly encroach upslope. The area is spreading rapidly and with the two wet winters of 2021/22 the water table has rising significantly. Given the position of the area one doesn't want to make the paddock unworkable with trees throughout the paddock.

The whole paddock is very susceptible to salinity and should be monitored closely.

The area we measured up tackles the main area where salinity is evident.
Recommend that saltbush /Melaleuca mix (same as Varley farms) be planted.

Plantable area:	7 + 1.3 (8.3ha)
Density :	1000 stems per ha (increase density as it's a relative small area and we need density to stop this spread)
Saltbush required:	8300

Global Ag Properties II

Kaiora landcare project. – 2024

Species	Area	Trees/shrubs required	Average cost of seedlings \$+gst	Total cost of spray supply and install \$+gst	Total cost of site preparation Ripping and mounding	Total cost including site preparation \$+gst	Nursery
Saltbush Melaleuca mix	8.3 ha	8300	0.90	16185	700	16885	Wongan hills farm tree nursery



This small area is at the head of a salt affected area which was planted many years ago the salt has encroached up slope so much so that this area has been cut from cropping – basically doing nothing but still grow good saltbush /melaleuca etc



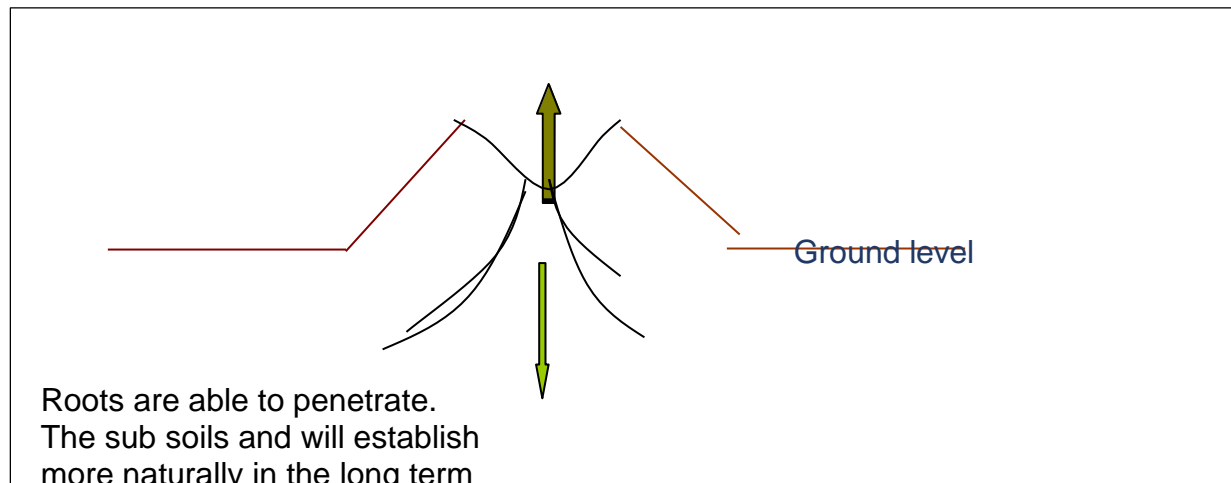
Operations and scheduling

Weeds: Both areas have considerable rye grass on them and these needs burning prior to site preparation. The areas should be burnt. **Spraying:** overspray both areas before site preparation commences.

Site preparation: April/ May (need linkage tractor)

This is the key to good survival and excellent strike rates and I would highly recommend that this operation be undertaken. By mounding we will hand plant/machine plant the seedlings along the top of the mound this way we are able to keep the tree above the natural ground level, but not to elevated that the mound dries up over the spring months. Mounding will also concentrate the topsoils and any fertiliser that still remains in the topsoil to promote initial growth.

Mounding elevates the tree from possible waterlogging Mounding helps leach the salt from the planting zone.



Any queries get back to me. At this stage we have the resources to undertake the above project across the winter of 2024.

Yours sincerely

Bill Davey
Plantation and Landcare Services





"Kia Ora Salinity Planting"

Part of "Highbury Farms"

Highbury, WA

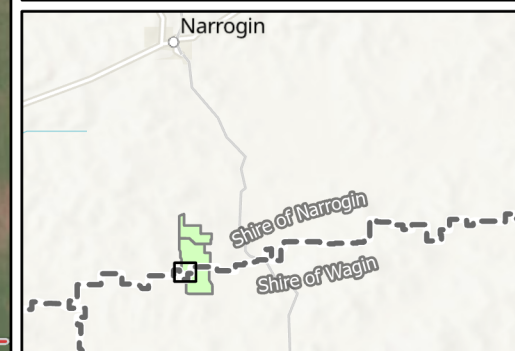
Global Ag Properties II

Legend

-  LGA Boundary
-  Property Boundary
-  Plantation Area
-  Lot on Plan (subject property only)

Total Plantation Area: 8.30 ha

Title Area: 32.27 ha



N
Spatial Reference
Name: GCS WGS 1984



Lot: 6035
Plan: 119746
Volume: 1070
Folio: 621

Lot: 2991
Plan: 111394
Volume: 1107
Folio: 49

Lot: 5034
Plan: 116497
Volume: 1078
Folio: 677

Lot: 13337
Plan: 228626
Volume: 1208
Folio: 690

Lot: 10858
Plan: 083756
Volume: 1078
Folio: 677

Lot: 5033
Plan: 115491
Volume: 1078
Folio: 677

Lot: 4159
Plan: 111986
Volume: 1063
Folio: 918

7.0 ha

1.3 ha

Varranabee Road

Tarn River

Tarn River

Tarn River

Shire of Narrogin
Shire of Wagin

LANDCARE PROJECT FUND APPLICATION FORM (FTRS004)



Shire of
Narrogin
Love the life

89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

www.narrogin.wa.gov.au
enquiries@narrogin.wa.gov.au

CASHIER HOURS:
8:30am – 4:30pm
MONDAY- FRIDAY

The Shire of Narrogin provides funding assistance through the Landcare Project Fund, to rural applicants within the Shire of Narrogin, for the purchase of native plants to be planted on their property. Funding is available for up to 50 % of the total spend on native plants, up to a maximum of \$5,000, where the applicant demonstrates dollar for dollar spending on native plants for the nominated project.

Applications should be submitted to the Shire by the closing date. Grants must be acquitted by 30 September each year. Click on the link for copy of the [Acquittal Form](#).

1. APPLICANT DETAILS

Name of Applicant

ANDREW BORTHWICK

Property Address

1733 YILLIMINNING ROAD
BOUNDARY WA 6312

Phone

Mobile

Email

Do you have an ABN?

☒ Yes ☐ No

ABN

14 415 967 455

Are you registered for GST?

☒ Yes ☐ No

2. PREVIOUS LANDCARE PROJECT FUNDING.

Have you received Landcare Project funding previously?

<input checked="" type="radio"/> Yes	<input type="radio"/> No
--------------------------------------	--------------------------

If yes, please tell us what year, a brief description of the project and the amount of Landcare Project funds received.

2023 TREE PLANTING ON SALINE & WATER LOGGED COUNTRY \$1625 SOUGHT FOR PLANTINGS ON LOC 4830/4899
--

3. PROJECT DETAILS

Please provide the dollar amount being requested. (max \$5,000)

\$1872.00 + GST

On what lot(s) or location(s) numbers are the trees being planted? (please specify Lot/Location/Street number)

LOC 4830 / 4899 / 4829 / 4898

Are you the owner of the property?

<input checked="" type="radio"/> Yes	<input type="radio"/> No
--------------------------------------	--------------------------

If No, who is the owner?

--

Do you have the owner's permission to undertake this project?

<input checked="" type="radio"/> Yes	<input type="radio"/> No
--------------------------------------	--------------------------

Please provide a brief description of your project for which you are applying for funds. (maximum of 100 words)

CONTINUE PLANTING TREES & SHRUBS ON LOW LYING & SALT AFFECTED AREAS & RESTORE AS MUCH LAND AS POSSIBLE TO PREVENT FURTHER DEGRADATION.

How will your project benefit the land and environment?

AS WITH DEGRADED AREAS AFFECTED BY WATERLOGGING AND SALT ENCROACHMENT, PLANTING TREES & SHRUBS WILL IN TIME PROVIDE AN ENVIRONMENT TO RESTORE THE AREA BACK TO ITS ORIGNAL STATE. THIS IS AN ONGOING PROJECT.

Estimated project start date.

MARCH 2024

Estimated project completion date.

SEPTEMBER 2024

4. PROJECT BUDGET

Please use the sample budget below as a guide to calculate income and expenditure in the Detailed Project Budget on Page 4. Applicant/in-kind labour is to be calculated at \$25 per hour.

Example Budget

INCOME		EXPENDITURE (please attach copies of receipts for cash expenditure)	
Amount of approved Landcare Project Funds (up to 50% of total spend on native plants)	\$3,500	Materials: Purchase of Australian Native vegetation (ie trees and shrubs)	\$7,000
Applicant's cash contribution	\$4,000	Applicants in-kind expenditure	\$8,000
Applicants in-kind contribution (please list items .i.e .labour/ materials/equipment/machinery/wages)	\$7,500	labour 300 hours @ \$25 p/h = \$7,500 fencing 50m @ \$10 p/m = \$500	
Other income		Other expenditure	\$
Total *Income	\$15,000	Total *Expenditure	\$15,000

*Income and *Expenditure amounts must be equal

Detailed Project Budget

INCOME		EXPENDITURE (please attach copies of receipts for cash expenditure)	
Amount of approved Landcare Project Funds	\$1872	Materials: Purchase of Australian Native vegetation (ie trees and shrubs)	\$3744
Applicant's cash contribution	\$1872		
Applicants in-kind contribution (please list items) EMPLOY 1 PERSON DOZER HIRE - TRACTOR & PLANTER	\$4830	Applicants in-kind expenditure (please list items) TRACTOR - PLANTER EMPLOY 1 PERSON	\$2000 \$400
Other income	\$0	Other expenditure DOZER HIRE	\$2430
Total *Income	\$8574	Total *Expenditure	\$8574

*Total Income and Expenditure should be equal

Declaration by applicant

I declare that I am authorised to submit this application and that the information presented is correct to the best of my knowledge.

Print Name

ANDREW BORTHWICK

Signature

ae borthwick

Date

29.4.2024

Halanson Earthmoving

ABN: 66 034 151 087

PO Box 62

Narrogin WA 6312

Mobile: 0429 88 00 28

Email: halanson@bigpond.com

Supplied To: AG and MF Borthwick
RMB 804
NARROGIN WA 6312

Invoice Date: 10/04/2024

Invoice #: 1967

Page : 1 / 1

Due Date: 24 Apr 2024

ABN: -

TAX INVOICE

Item	Description	Unit Price \$	Quantity	Ex.GST	GST	Total (Inc GST)
Dozer 65	Dozer 65 Hire	270.00	9	2,430.00	243.00	2,673.00 Dr
Grader	Grader hire	220.00	21.5	4,730.00	473.00	5,203.00 Dr
Dozer 65	Sandalwood -	270.00	5	1,350.00	135.00	1,485.00 Dr
				8,510.00	851.00	
				Total (Inc GST):		\$9,361.00 Dr

copy

PAID

29.4.24

Please tear off this section and return with payment to:-

HALANSON EARTHMOVING

BSB: 142001

ACCOUNT NO: 142380400

Halanson Earthmoving
PO Box 62
Narrogin WA 6312

Invoice Date: 10/04/2024

Invoice Number: 1967

Invoice Total: \$9,361.00 Dr

Due Date: 24 Apr 2024

Supplied To: AG and MF Borthwick



McCreery Business Trust 1/88 Chatfield's Tree Nursery
695 Barrack Road Tammin WA 6409
PO Box 1 Tammin WA 6409
Dustin - 0427 371 075 Lisa - 0429 371 076
E: info@chatfields.com.au www.chatfields.com.au
ABN: 68 265 505 273



Sales Order Confirmation

Billing details

Attn:
AG & MF Borthwick
RMB 804
NARROGIN WA 6312

Delivery details

1733 Yilliminning Road
BOUNDAIN WA 6312

Order details

Page 1 of 1

Customer code: BortA

Order #: 24044

Order date: 01/10/2023

Customer P/O #:

Description	Unit	Qty	Price (ex)	Subtotal (ex)	GST	Total (incl)
Melaleuca atroviridis - broombush	64	78	48.00	3,744.00	374.40	4,118.40
DEPOSIT non refundable to secure order \$1647.36 incl GST (invoice attached to email)						
March PROGRESS PAYMENT \$1647.36 incl GST (this will be sent as a seperate invoice in March)						
Delivery of seedlings If applicable will be added to the final invoice Retailer per km depot to depot or pro rata shared to depot Seedlings will be available from July/Aug 2024						
copy						

This is a copy for your records.
It is NOT an invoice.
Species and numbers will be confirmed at delivery.

Sub-Total (AUD)	3,744.00
GST (AUD)	374.40
Total (AUD)	4,118.40



McCreery Business Trust v/s Chatfield's Tree Nursery
695 Barrack Road Tammin WA 6409
PO Box 1 Tammin WA 6409
Dustin - 0427 371 075 Lisa - 0429 371 076
E: info@chatfields.com.au www.chatfields.com.au
ABN: 68 265 505 273



Tax Invoice

AG & MF Borthwick
RMB 804
NARROGIN WA 6312

Invoice #: 22718
Invoice Date: 12/10/2023
Date due: 19/10/2023
Total (incl GST): \$1,647.36
Sales Order #: 24044
P/O #:
Account code: BortA

Page 1 of 1

Description	Unit	Ordered	Invoiced	Price (ex)	GST	Total (incl)
DEPOSIT non refundable to secure order \$1647.36 incl GST	dep	0	1	1,497.60	149.76	1,647.36
Melaleuca atroviridis- broombush	64	78	0			
Delivery of Seedlings - if applicable will be added to the final invoice (either per km depot to depot or pro rata shared delivery) Seedlings will be available June/July/Aug 2024	del	0	0			
COPY						
PAID 18.10.23						

EFT Banking Details ** Please include your customer account code when making payment

Bank name: Westpac
Account Name: Chatfields - McCreery Business Trust
Account BSB: 036-177
Account Number: 155950

Sub Total \$	1,497.60
GST \$	149.76
Total \$	1,647.36
Amount Paid \$	0.00
Amount Owng \$	1,647.36



McCreery Business Trust v/as Chatfield's Tree Nursery
695 Barrack Road Tammin WA 6409
PO Box 1 Tammin WA 6409
Dustin - 0427 371 075 Lisa - 0429 371 076
E: info@chatfields.com.au www.chatfields.com.au
ABN: 68 265 505 273



Tax Invoice

AG & MF Borthwick
RMB 804
NARROGIN WA 6312

Invoice #: 24070

Invoice Date: 07/03/2024

Date due: 14/03/2024

Total (incl GST): 1,647.36

Sales Order #: 24044

P/O #:

Account code: BortA

Page 1 of 1

Description	Unit	Ordered	Invoiced	Price (ex)	GST	Total (incl)
March PROGRESS PAYMENT \$1647.36 incl GST	prog	0	1	1,497.60	149.76	1,647.36
We have the invoice for your 2024 seedlings (if you have not yet paid your deposit)						
Seedlings will be graded in June July and August. We need at least ONE WEEK notice to pack the order. You can pick up or we can deliver. If we haven't heard from you, we will call when we are delivering in your area A Delivery fee may be charged						
Melaleuca atroviridis - broombush	64	78	0			
DEPOSIT non refundable to secure order \$1647.36 incl GST	dep	0	1			
Delivery of Seedlings - If applicable will be added to the final invoice (either per km depot to depot or pro rata shared delivery) Seedlings will be available June/July/Aug 2024	del	0	0			

copy

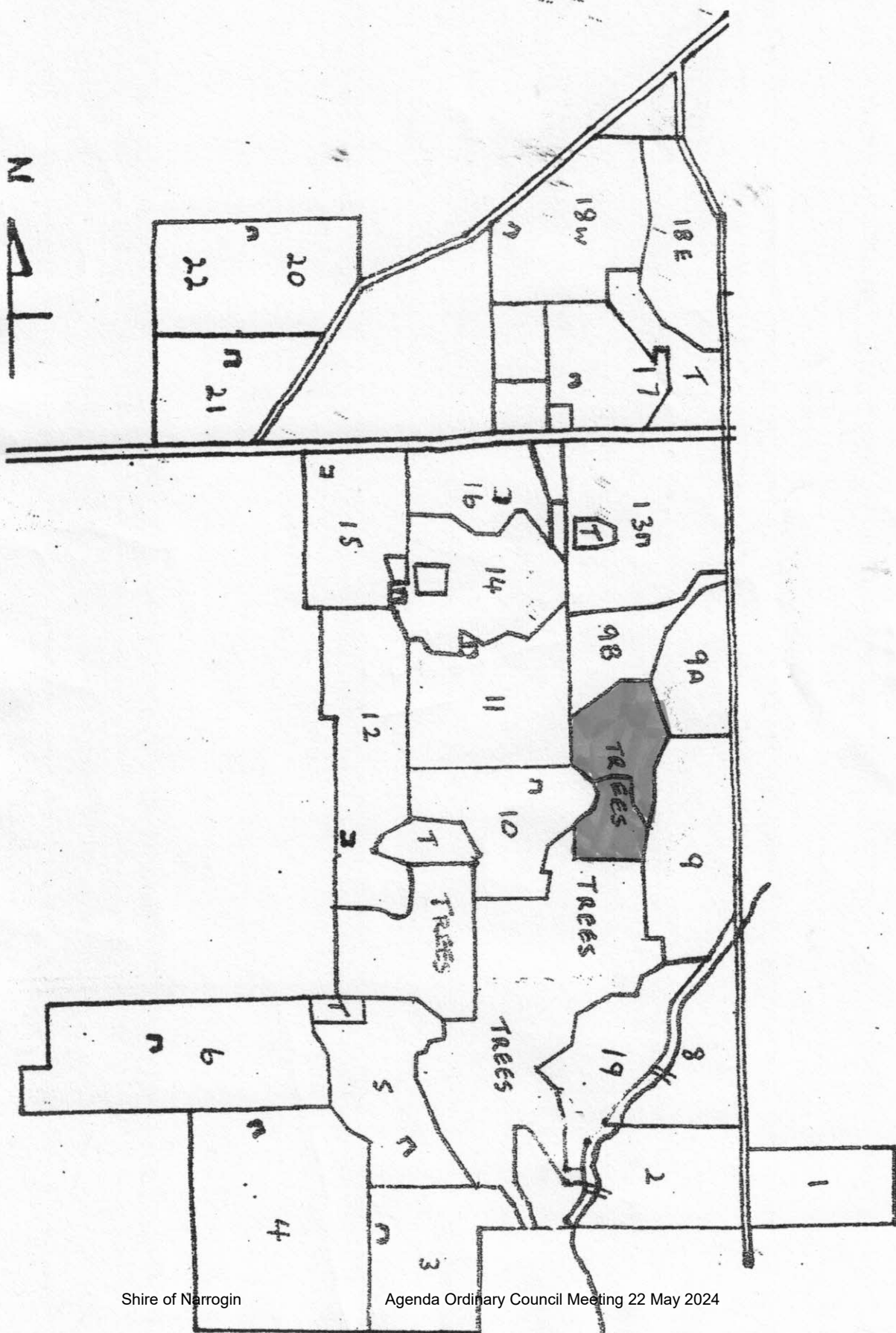
PAID
17-3 24

EFT Banking Details ** Please include your customer account code when making payment

Bank name: Westpac
Account Name: Chatfields - McCreery Business Trust
Account BSB: 036-177
Account Number: 155950

Sub Total \$	1,497.60
GST \$	149.76
Total \$	1,647.36
Amount Paid \$	0.00
Amount Owng \$	1,647.36

AG - MF BORTHWICK





10.2.3 REVISED TEN YEAR PLANT & FLEET REPLACEMENT PROGRAM 2024 - 2034

File Reference	23.10.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Item 10.2.1, 24 November 2021 Res. 1124.005
Date	6 May 2024
Author	Torre Evans – Executive Manager Technical & Rural Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	1. Revised Ten Year Plant & Fleet Replacement Program 2024 - 2034

Summary

The purpose of this report is to present the Shire of Narrogin's Revised Ten-Year Plant & Fleet Replacement Program 2024 - 2034 for Council's consideration. This program outlines a comprehensive strategy for the systematic replacement of essential plant and fleet over the next decade, ensuring the continued functionality and safety of vital assets within the Shire, so optimal service delivery can be achieved.

Background

The Shire recognises the importance of maintaining its infrastructure and equipment to provide essential services to the community. The previous Ten-Year Plant Asset Management Plan, covering the period from 2021 to 2031, has successfully guided asset management efforts and procurement. However, with technological advancements, increased purchase pricing of plant and fleet, and identifying the optimal replacement interval, a regular revision of the program is necessary and prudent to address emerging challenges and ensure effective asset management of this class.

The Shire's Road Reference Group, comprising of the Shire President, Deputy Shire President, Cr Wiese and Cr Fisher, were presented with the revised Ten-Year Plant & Fleet Program at the groups meeting held 20 December 2023. The relevant actions from the minutes for this item are as follows:

The Group considered and received the 10 Year Plant Replacement Program. The consensus was to increase the municipal reserve contribution by \$10,000 increments annually from 2024/2025 with the reason to boost the reserve in later years should there be a major plant breakdown.

ACTION: Manager Operations to revise the 10 Year Plant Replacement Program prior to submission to Council in 2024.

Consultation

The Shire's Road Reference Group was consulted as detailed in the background of this report.

Further consultation occurred with the following:

- Chief Executive Officer;

- Executive Manager Corporate & Community Services; and
- Manager Operations.

Statutory Environment

The Local Government Act 1995, s5.56 states that the Local Government shall plan for the future by ensuring it has appropriate long term and asset management strategies.

The Revised Ten-Year Plant & Fleet Replacement Program aligns with these statutory requirements, including local government regulations pertaining to asset management, financial planning, and infrastructure maintenance. By adhering to these regulations, the Shire ensures compliance and accountability in its asset management practices and allows for prudent long- and short-term Budgeting.

Policy Implications

Adopting the Revised Ten-Year Plant & Fleet Replacement Program aligns with the Shire's existing Plant Replacement Policy 12.10, thereby supporting the Shire's overarching strategic objectives to maintain its plant and fleet assets.

Financial Implications

The implementation of the revised program will have significant financial implications, as it involves the replacement of expensive heavy plant and fleet. However, these costs are necessary investments to ensure the continued functionality and safety of essential assets and the provision of the Shires service delivery. The financial implications have been carefully considered within the framework of the Shire's Long Term Financial Plan and Annual Budgets to ensure affordability and sustainability.

It should be noted that in the financial year 2024/2025, the amount of funding proposed to be transferred to the Plant, Vehicle and Equipment Reserve is \$480,000 up \$30,000 from \$450,000 the previous year. The program then proposes increases of \$10,000 annually to align with the annual increases that have been seen recently with the procurement of plant and fleet.

It should be noted that the program excludes vehicles associated with the Shire's Narrogin Regional Homecare Service as this program is being assessed separately and is financed from within its own resourcing closed loop funding model.

Strategic Implications

The revised program is strategically aligned with the Shire's long-term goals and objectives. By proactively replacing plant and fleet in line with Plant Replacement Policy 12.10, the Shire enhances service delivery, fosters economic development, and promotes community resilience. Moreover, strategic asset management minimises the risk of service disruptions and unforeseen expenses, thereby enhancing the Shire's overall operational efficiency and effectiveness.

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective:	1.	Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.3	An effective well maintained transport network
Strategy:	1.3.1	Maintain and improve road network in line with resource capacity

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective:	2.	Social Objective (To provide community facilities and promote social interaction)
Strategy:	2.3.4	Provide improved community facilities (eg library/recreation)
Strategy:	2.4.1	Maintain and enhance heritage assets
Objective:	3.	Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.4	A well maintained built environment
Strategy:	3.4.1	Improve and maintain built environment

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Failure to adopt and implement a comprehensive plant replacement program poses risks in that it will not be able to demonstrate optimal minimisation of breakdowns and down time whilst reducing the net draw upon Municipal funds and maintaining a safe and reliable fleet.	Possible (3)	Moderate (3)	Medium (5-9)	Asset Sustainability	Endorse the proposed 10 year program.

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of nine (9) 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 Revised Ten-Year Plant & Fleet Replacement Program represents a proactive and strategic approach to asset management, designed to ensure the continued functionality, safety, and reliability of essential plant and fleet within the Shire of Narrogin. By adopting this program, the Shire demonstrates its commitment to responsible governance, prudent financial management, ability to manage other asset classes such as roads, footpath, drainage, parks, buildings and street trees etc.

Regularly reviewing asset management plans, ideally at least every 12 months, is crucial for several reasons. Firstly, it ensures that the organisation stays aligned with its strategic objectives and operational goals. As priorities and circumstances evolve, asset management plans need to be adjusted accordingly to reflect these changes i.e., rising cost to purchase plant and fleet.

Secondly, regular reviews enable the identification of emerging risks and opportunities related to asset management. By staying vigilant and proactive, our organisation can mitigate risks before they escalate and capitalise on opportunities for efficiency gains or improved performance.

Thirdly, consistent review processes promote accountability and transparency within the organisation. It allows Council and administration to track progress, evaluate performance, and make informed decisions about resource allocation and investments. Overall, regular reviews of asset management plans foster adaptability, resilience, and optimisation in managing organisational assets effectively and financially.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect the Shire of Narrogin's Ten Year Plant & Fleet Replacement Program 2024 - 2034, Council adopt the program as presented at attachment 1.

Shire of Narrogin 10 Year Plant Replacement Program 2024 - 2034																	
Category	Plant Number	Description	Registration	P/T	Purchase/Trade	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35	
	P978	NO4719 2020 JOHN DEERE 670G GRADER (WORKS) (P978)	NO4719	\$978	\$400,000									\$520,000			
				T	(\$135,000)									(\$100,000)			
	P979	NO4871 2014 JOHN DEERE 670G GRADER w/ TOP CON (WORKS)	NO4871	P	\$400,000	\$520,000										\$520,000	
				T	(\$135,000)	(\$135,000)										(\$135,000)	
	P977	2017 VOLVO EC220DL EXCAVATOR (WORKS)	UNREG	P	\$262,000									\$300,000			
				T	(\$150,000)									(\$100,000)			
<u>Loaders</u>	P980	1EYN610 2015 KOMATSU WA380-6 WHEEL LOADER (WORKS)	1EYN610	P	\$350,000		\$300,000										
				T	(\$150,000)		(\$100,000)										
	P833	2019 JCB 5CX BACKHOE LOADER (WORKS)	NO5199	P	\$200,000			\$230,000								\$240,000	
				T	(\$50,000)			(\$50,000)								(\$50,000)	
	P23	NO4141 2023 CATERPILLAR 432E BACKHOE LOADER (WORKS)	NO4141	P	\$200,000							\$240,000					
				T	(\$30,000)							(\$30,000)					
	P36	1EVP731 2015 CAT SKID STEER LOADER (WORKS)	1EVP731	P	\$75,000				\$75,000								\$75,000
				T	(\$15,000)				(\$15,000)							(\$5,000)	
	P834	NO1225 KOMATSU FG25T-12 FORKLIFT (WORKS)	NO1225	P	\$35,000												
				T	(\$2,000)												
	P72	NGN426 2022 CAT SKID STEER LOADER - ALL TERRAIN LOADER (WORKS)	TBA	P	\$75,000									\$85,000			
				T	(\$15,000)									(\$5,000)			
	<u>Tractors/Mowers</u>	P867	NO4883 2015 NEW HOLLAND T5060 TRACTOR (WORKS)	NO4883	P	\$100,000											
					T	(\$20,000)						(\$15,000)					
P35		NGN390 2004 JOHN DEERE TRACTOR (WORKS)	NGN390	P	\$100,000						\$100,000						
				T	(\$20,000)						(\$20,000)						
		2023 PERRUZO FLAIL MOWER (PARKS)	NGN12070	P	\$30,000											\$30,000	
				T	(\$5,000)											(\$5,000)	
P66		2017 JOHN DEERE RIDE ON MOWER (PARKS)	Un-licenced	P	\$10,000		\$10,000			\$10,000			\$12,000			\$12,000	
				T	(\$1,000)		(\$1,000)			(\$1,000)			(\$1,000)			(\$1,000)	
	P39	JOHN DEERE X324 RIDE ON MOWER (CARAVAN PARK)	Unlicenced	P	\$10,000		\$10,000			\$10,000							
				T	(\$1,000)		(\$1,000)			(\$1,000)							
	P59	1GPJ543 2022 TORO MOWER 7210 (WORKS)	1GPJ543	P	\$35,000	\$38,000			\$40,000			\$42,000				\$44,000	
				T	(\$10,000)	(\$10,000)			(\$10,000)			(\$10,000)				(\$10,000)	
	<u>Trucks</u>	P24	VT015573 BUCHER V65T ROAD SWEEPER (WORKS)	1EUF156	P	\$350,000									\$380,000		
					T	(\$50,000)									(\$85,000)		
P25		NGN830 2017 FUSO FIGHTER 8T TIP TRUCK (WORKS)	NGN830	P	\$100,000	\$140,000											
				T	(\$20,000)	(\$35,000)											
P8213		NO3 2020 NISSAN UD TIP TRUCK (WORKS)	NO3	P	\$220,000												
				T	(\$35,000)												
P8212		NO1 2018 NISSAN UD TIP TRUCK (WORKS)	NO1	P	\$222,000										\$23,000		
				T	(\$35,000)									(\$25,000)			
	P8217	NO4 2010 NISSAN UD TIP TRUCK AUTO (WORKS)	NO4	P	\$220,000				\$240,000								
				T	(\$35,000)				(\$50,000)								
	P8216	NO2 2009 NISSAN UD TIP TRUCK (WORKS)	NO2	P	\$220,000		\$240,000										
				T	(\$35,000)		(\$50,000)										
	P8219	NO4834 2023 HINO 300 SERIES CREW CAB (WORKS)	NO4834	P	\$100,000						\$120,000						
				T	(\$20,000)						(\$20,000)						
	P8220	NO4846 2024 HINO 300 SERIES 3T TIPPER (WORKS)	NO4846	P	\$100,000							\$120,000					
				T	(\$20,000)						(\$20,000)	(\$20,000)					
	P8215	NO401 2023 HINO FLO CON UNIT (WORKS)	NO401	P	\$350,000												
				T	(\$5,000)												
	<u>Rollers</u>	P8516	NO237 2020 CATERPILLAR CW34NN RUBBER TYRED ROLLER (WORKS) (P8516)	NO237	P	\$195,000							\$210,000				
					T	(\$95,000)							(\$95,000)				
		P8517	NO4516 2021 CATERPILLAR CW34NN RUBBER TYRED ROLLER (WORKS)	NO4516	P	\$195,000								\$210,000			
				T	(\$95,000)								(\$85,000)				
P8518		NO4929 2015 HAMM 3520HT STEEL VIBE ROLLER (WORKS)	NO4929	P	\$250,000			\$250,000									
				T	(\$65,000)			(\$60,000)									
P8311		3 PT LINKAGE BROOM (HYDRAULIC) (WORKS) (P8311)	Un-licenced	P	\$15,000												
				T	(\$5,000)												
	P8312	NO2768 2013 SEWELL TB2000E ROAD SWEEPER (WORKS)	NO2768	P	\$35,000												
				T	(\$5,000)												
	P67	2018 BOMAG TWIN DRUM TURF ROLLER (PARKS)	Un-licenced	P	\$35,000												
				T	(\$8,000)												
	P22	NO764 2021 BOMAG TWIN VIBRATING ROLLER (WORKS)	NO764	P	\$35,000							\$35,000					
				T	(\$8,000)							(\$8,000)					

Category	Plant Number	Description	Registration	P/T	Purchase/Trade	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35
Heavy Trailers	P968	NO2731 2013 FOUR AXLE SIDE TIPPER TRAILER (WORKS)	NO2731	P	\$120,000	\$150,000				\$100,000						
				T	(\$15,000)	(\$15,000)				(\$20,000)						
	P969	NO2706 2013 FOUR AXLE SIDE TIPPER TRAILER (WORKS)	NO2706	P	\$100,000	\$150,000					\$100,000					
				T	(\$20,000)	(\$15,000)					(\$20,000)					
	P970	NO2260 1994 THREE AXLE DOG TRAILER (WORKS)	NO2260	P	\$100,000		\$140,000									
				T	(\$20,000)		(\$15,000)									
Outdoor Works Crew Utilities	P967	NO01 TOYOTA HILUX 4X4 2.8L DSL D/C (MO)	NO01	P	\$55,000	\$65,000			\$60,000			\$60,000				\$60,000
				T	(\$35,000)	(\$40,000)			(\$35,000)			(\$35,000)				(\$35,000)
	P8164	1NO 2022 TOYOTA HILUX 4X4 2.4L DSL DUAL CAB (CF)	1NO	P	\$45,000	\$60,000			\$45,000			\$45,000				\$45,000
				T	(\$30,000)	(\$35,000)			(\$30,000)			(\$30,000)				(\$30,000)
	P26	00NGN TOYOTA HILUX 4X4 2.4L DSL DUAL CAB (MF)	00NGN	P	\$45,000	\$60,000			\$45,000			\$45,000				\$45,000
				T	(\$30,000)	(\$35,000)			(\$30,000)			(\$30,000)				(\$30,000)
	P8144	NO591 2021 ISUZU D-MAX (MECHANIC)	NO591	P	\$35,000			\$35,000			\$35,000			\$35,000		
				T	(\$20,000)			(\$10,000)			(\$20,000)			(\$20,000)		
	P8165	NO03 2021 ISUZU D-MAX (WORKS)	NO03	P	\$35,000	\$35,000			\$35,000			\$35,000			\$35,000	
				T	(\$20,000)	(\$15,000)			(\$20,000)			(\$20,000)			(\$20,000)	
	P63	NO0 2020 MITSUBISHI TRITON (WORKS) (GRADER UTE)	NO0	P	\$35,000			\$35,000			\$35,000			\$35,000		
				T	(\$20,000)			(\$20,000)			(\$20,000)			(\$20,000)		
	P21	NO592 2021 ISUZU D-MAX 4X4 SX (LH PARKS & GARDENS)	NO592	P	\$35,000			\$35,000			\$35,000			\$35,000		
				T	(\$20,000)			(\$20,000)			(\$20,000)			(\$20,000)		
	P18	NGN93 2020 ISUZU D-MAX SINGLE CAB (TURF CURATOR PARKS)	NGN93	P	\$35,000		\$35,000			\$35,000			\$35,000			\$35,000
				T	(\$20,000)		(\$20,000)			(\$20,000)			(\$20,000)			(\$20,000)
Administration Vehicles/Rangers	P17	NGN802 2021 TOYOTA HILUX (GARDENER)	NGN802	P	\$35,000			\$35,000			\$35,000			\$35,000		
				T	(\$20,000)			(\$20,000)			(\$20,000)			(\$20,000)		
	P62	NGN15581 ISUZU D-MAX SPACE CAB (OVALS)	NGN15581	P	\$35,000			\$35,000			\$35,000			\$35,000		
				T	(\$20,000)			(\$20,000)			(\$20,000)			(\$20,000)		
	P1	1NGN 2022 TOYOTA PRADO (CEO)	1NGN	P	\$70,000		\$70,000		\$70,000			\$70,000			\$70,000	
				T	(\$40,000)		(\$40,000)		(\$40,000)			(\$40,000)			(\$40,000)	
	P2	NGN00 2021 TOYOTA KLUGER GX AWD (EMDRS)	NGN00	P	\$55,000		\$55,000		\$55,000			\$55,000			\$55,000	
				T	(\$35,000)		(\$35,000)		(\$35,000)			(\$35,000)			(\$35,000)	
	P4	NGN0 MG HS EXCITE WAGON (MCLC)	NGN0	P	\$30,000	\$30,000		\$30,000		\$30,000		\$30,000		\$30,000		\$30,000
				T	(\$15,000)	(\$15,000)		(\$15,000)		(\$15,000)		(\$15,000)		(\$15,000)		(\$15,000)
	P5	0NGN 2021 ISUZU MUX LSM 4X4 (EMCCS)	0NGN	P	\$55,000		\$55,000		\$55,000			\$55,000			\$55,000	
				T	(\$25,000)		(\$25,000)		(\$25,000)			(\$25,000)			(\$25,000)	
	P6	NGN2 NGN2 TOYOTA COROLLA HATCH (BS)	NGN2	P	\$30,000		\$30,000		\$30,000			\$30,000			\$30,000	
				T	(\$15,000)		(\$15,000)		(\$15,000)			(\$15,000)			(\$15,000)	
	P7	NGN417 2020 Mazda BT-50 4x4 (RANGER)	NGN417	P	\$35,000			\$35,000			\$35,000					
				T	(\$20,000)			(\$20,000)			(\$20,000)					
	P47	002NGN 2022 MITSUBISHI ECLIPSE (MCCS)	002NGN	P	\$30,000	\$30,000		\$30,000		\$30,000		\$30,000		\$30,000		\$30,000
				T	(\$15,000)	(\$15,000)		(\$15,000)		(\$15,000)		(\$15,000)		(\$15,000)		(\$15,000)
Single Purpose Trailers	P65	032NGN 2018 MG HS PLUS EXCITE (EHO)	032NGN	P	\$30,000			\$30,000		\$30,000		\$30,000		\$30,000		\$30,000
				T	(\$15,000)			(\$15,000)		(\$15,000)		(\$15,000)		(\$15,000)		(\$15,000)
	P700	0NO 2022 ISUZU MUX 4x4 LSM 2022(EMTRS)	0NO	P	\$55,000		\$55,000		\$55,000		\$55,000		\$55,000		\$55,000	
				T	(\$35,000)		(\$35,000)		(\$35,000)		(\$35,000)		(\$35,000)		(\$35,000)	
	P8163	NO05 2023 TOYOTA HILUX (SENIOR RANGER)	NO05	P	\$45,000		\$45,000			\$45,000				\$45,000		\$45,000
				T	(\$25,000)		(\$30,000)			(\$30,000)				(\$30,000)		(\$30,000)
	P8823	NO2830 2013 BARTCO TRAFFIC LIGHTS (WORKS)	NO2830	P	\$15,000											
				T	(\$3,000)											
	P8823A	NO2831 2013 BARTCO TRAFFIC LIGHTS (WORKS)	NO2831	P	\$15,000											
				T	(\$3,000)											
	P60	1TQY201 EMEERGENCY TRAILER w/ GENERATOR	1TQY201	P	\$20,000											
				T	(\$5,000)											
	P70	MOBILE (TRAILER MOUNTED) VISUAL DISPLAY UNIT	NO2959	P	\$30,000											
				T	(\$2,500)											
	P8814	NO2318 FUEL TRAILER (WORKS)	NO2318	P	\$6,000											
				T	(\$500)											
	P8	NGN13292 GRAFFITI RESPONSE TRAILER (WORKS)	NGN13292	P	\$2,500											
				T	(\$500)											
/Trucks	P971	NO2309 FIRE TRAILER (HIGHBURY)	NO2309	P	\$2,500											
				T	(\$500)											
	P8816	1TBG649 1999 TRAILER MOUNTED TRANSFER PUMP (OCKLEY)	1TBG649	P	\$2,500											
				T	(\$500)											
	P8817	1TGO032 2006 TRAILER MOUNTED TRANSFER PUMP (MINGIN)	1TGO032	P	\$2,500											
				T	(\$500)											

Category	Plant Number	Description	Registration	P/T	Purchase/Trade	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35
ESL Funded Trailers	P8819	1TLI873 2010 TRAILER MOUNTED TRANSFER PUMP (HIGHBURY)	1TLI873	P	\$2,500											
				T	(\$500)											
	P8818	1TJN888 TRAILER MOUNTED STANDPIPE (SHIRE)	1TJN888	P	\$2,500											
				T	(\$500)											
	P8821	NO2737 1998 FIRE UNIT TANDEM AXLE TRAILER (NGN VALLEY)	NO2737	P	\$2,500											
				T	(\$500)											
Multi Purpose Trailers	P958	NO209 2018 ISUZU FTS139/260 FIRE UNIT VFB	1GNZ817	P	\$350,000											
				T	(\$100,000)											
	P959	NO5020 2017 ISUZU FTS800 FIRE UNIT VFB	NO5020	P	\$350,000											
				T	(\$100,000)											
	P8822	NO2749 UTILITY TRAILER (FURNITURE)	NO2749	P	\$2,500							\$2,500				
				T	\$0											
	P31	NGN13182 1968 GARDENER EQUIPMENT TRAILER (WORKS)	NGN13182	P	\$2,500									\$2,500		
				T	\$0											
	P42	KN2189 2004 EMULSION TRAILER (WORK)	KN2189	P	\$2,500										\$2,500	
				T	\$0											
	P46	NGN3146 1985 TORO MOWER TRAILER (WORKS)	NGN3146	P	\$2,500											\$2,500
				T	\$0											
	P48	1TNA405 2012 LOADSTAR BOXTOP TRAILER (WORKS)	1TNA405	P	\$2,500	\$2,500										\$2,500
				T	\$0											
	P52	1TNA692 2012 LOADSTAR TRAILER 6x4 (WORKS)	1TNA692	P	\$2,500		\$2,500									
				T	\$0											
	P53	1TNR029 2012 LOADSTAR BOXTOP TRAILER 7x4 (WORKS)	1TNR029	P	\$2,500			\$2,500								
				T	\$0											
	P57	1TOQ338 2013 TIPPER TRAILER (GARDENER)	1TOQ338	P	\$6,500				\$6,500							
				T	(\$500)				(\$500)							
	P8813	1TAS567 LOADSTAR TRAILER SIGNS (WORKS)	1TAS567	P	\$2,500					\$2,500						
				T	\$0											
	P8820	NO2785 UTILITY BOXTOP TRAILER (WORKS)	NO2785	P	\$2,500						\$2,500					
				T	\$0											
				P		\$1,280,500	\$1,047,500	\$782,500	\$811,500	\$392,500	\$697,500	\$924,500	\$524,500	\$1,100,500	\$766,500	\$779,500
				T		(\$365,000)	(\$367,000)	(\$265,000)	(\$340,500)	(\$152,000)	(\$310,000)	(\$323,000)	(\$356,000)	(\$390,000)	(\$330,000)	(\$236,000)
Change Over Cost To Council						\$915,500	\$680,500	\$517,500	\$471,000	\$240,500	\$387,500	\$601,500	\$168,500	\$710,500	\$436,500	\$543,500
Reserve Fund Opening Balance						\$671,615	\$256,264	\$73,452	\$58,155	\$98,900	\$381,367	\$535,308	\$489,867	\$886,063	\$762,145	\$918,510
Reserve Interest Accrued 3%						\$20,148	\$7,688	\$2,204	\$1,745	\$2,967	\$11,441	\$16,059	\$14,696	\$26,582	\$22,864	\$27,555
Reserve Contribution						\$480,000	\$490,000	\$500,000	\$510,000	\$520,000	\$530,000	\$540,000	\$550,000	\$560,000	\$570,000	\$580,000
Reserve Closing Balance						\$256,264	\$73,452	\$58,155	\$98,900	\$381,367	\$535,308	\$489,867	\$886,063	\$762,145	\$918,510	\$982,565

Assumptions:
Reserve Interest Accrues @ 3%
CPI used for purchasing has been assumed at 3% average pa and sales @ 3% pa
No allowance has been taken into account regarding the fluctuating exchange rate

10.3 CORPORATE AND COMMUNITY SERVICES

10.3.1 SCHEDULE OF ACCOUNTS PAID – APRIL 2024

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	14 May 2024
Author	Therese Walker – Manager Corporate Services
Authorising Officer	Mark Furr – Executive Manager Corporate & Community Services
Attachments 1. Schedule of Accounts Paid – April 2024	

Summary

Council is requested to note the payments as presented in the Schedule of Accounts Paid for April 2024.

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 Executive Manager Corporate and Community Services and Finance Officer - Creditors.

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 2023/24 Annual Budget or resulting from a Council resolution.

Strategic Implications

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

Risk Implications

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

Risk Matrix

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

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

Comment/Conclusion

The Schedule of Accounts Paid for April 2024 is presented to Council for notation.

Below is a summary of activity:

As at 30 April 2024 Payments			Regional Payments	\$	%
Payment Type	\$	%	Non Local/Statutory	1,286,018.31	63.91
Cheque	352.05	0.02	Local Suppliers	214,288.28	10.62
EFT (incl. Payroll)	1,683,780.60	83.48	Payroll	513,679.77	25.47
Direct Debit	320,771.40	15.90	Total	2,017,019.49	100.00
Credit Card	4,051.32	0.20			
Fuel Card	6,959.32	0.35			
Store Cards	1,104.80	0.05			
Total Payments	2,017,019.49	100.00			

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to the Schedule of Accounts Paid for April 2024, Council note the Report as presented.

Accounts Paid - April 2024

Cheque Payments

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
1	744	30/04/2024	Shire Of Narrogin - Petty Cash-admin			\$ 352.05		
2	INV CATS - MAR24	23/04/2024	Shire Of Narrogin - Petty Cash-admin	AGEDOTHER - CATS DRIVER MEALS - Lunch Allowances Mar 2024	\$ 255.00			R
3	INV NDCVC MAR24	23/04/2024	Shire Of Narrogin - Petty Cash-admin	DCVC - (VISITORS CENTRE) OTHER EXPENDITURE - Morning Tea	\$ 97.05			
Cheque Total					\$ 352.05			

EFT Payments

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
4	EFT22767	05/04/2024	Best Office Systems			\$ 3,087.22	L	
5	INV 626713	24/01/2024	Best Office Systems	VARIOUS DEPARTMENT - Photocopier Charges Jan 2024	\$ 1,193.55			
6	INV 627430	08/02/2024	Best Office Systems	ADMIN - PRINTING & STATIONERY - Toner - ESC Printer	\$ 265.00			
7	INV 629016	02/04/2024	Best Office Systems	VARIOUS BUILDINGS - Printing, Stationery & Maintenance	\$ 1,628.67			
8	EFT22768	05/04/2024	Synergy			\$ 3,454.58		
9	INV 2046051891	21/02/2024	Synergy	TOUR- VISITORS CENTRE BUILDING OPERATIONS - Electricity Charges 15/02/24 - 16/02/24	\$ 455.60			
10	INV 2026082932	13/03/2024	Synergy	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Electricity Charges 15/02/2024 - 12/03/2024	\$ 2,212.76			
11	INV 2054070450	26/03/2024	Synergy	JOHN HIGGINS COMMUNITY COMPLEX BUILDING OPERATIONS - Electricity Charges 21/02/24 - 21/03/24	\$ 786.22			
12	EFT22769	05/04/2024	Narrogin Packaging			\$ 2,774.21	L	PF
13	INV 00085589	09/01/2024	Narrogin Packaging	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - General Maintenance Materials	\$ 666.75			
14	INV 00086610	11/03/2024	Narrogin Packaging	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - General Maintenance Materials	\$ 828.22			
15	INV 00086891	26/03/2024	Narrogin Packaging	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - General Maintenance Materials	\$ 45.95			
16	INV 85412	02/04/2024	Narrogin Packaging	HIGHBURY PUBLIC TOILETS OPERATIONS - Cleaning Materials	\$ 54.95			
17	INV 86348	02/04/2024	Narrogin Packaging	ADMIN OFFICE BUILDING OPERATIONS - Cleaning Materials	\$ 111.17			
18	INV 83136	02/04/2024	Narrogin Packaging	VARIOUS BUILDINGS - Cleaning Materials	\$ 320.00			
19	INV 86347	02/04/2024	Narrogin Packaging	VARIOUS BUILDINGS - Cleaning Materials	\$ 268.82			
20	INV 86384	02/04/2024	Narrogin Packaging	CHCP - GENERAL OFFICE EXPENSES - Interleave Towel, Vinyl Gloves, Bin Liner	\$ 203.00			
21	INV 86797	02/04/2024	Narrogin Packaging	CHCP - GENERAL OFFICE EXPENSES - Vinyl Gloves, Facial Tissues & Toilet Rolls	\$ 275.35			
22	EFT22770	05/04/2024	Water Corporation			\$ 7,394.15		R
23	INV 9007721629	30/11/2023	Water Corporation	VARIOUS DEPARTMENT - Water Charges 09/10/23 - 29/11/23 John Higgins and Racecourse Meter	\$ 7,394.15			
24	EFT22771	05/04/2024	Leigh Norman Ballard			\$ 12,025.02		
25	INV MAR24	28/03/2024	Leigh Norman Ballard	MEMBERS - PRESIDENT'S ALLOWANCE - 01/01/24 - 31/03/24	\$ 12,025.02			
26	EFT22772	05/04/2024	Kleenheat Gas			\$ 50.05		
27	INV 4565789	01/02/2024	Kleenheat Gas	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - 45KG Gas Cylinder - Equipment Service Charge	\$ 50.05			
28	EFT22773	05/04/2024	Hancocks Home Hardware			\$ 18.80	L	PF
29	INV 471913	20/03/2024	Hancocks Home Hardware	MACKIE PARK PUBLIC TOILETS AND OFFICE MAINTENANCE - Key Cut For Cleaners Cupboard	\$ 8.00			

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
30		INV 469711	02/04/2024	Hancocks Home Hardware	39 FEDERAL ST BUILDING MAINTENANCE - x2 Additional Keys Cut For Contractors & Key Tags	\$ 10.80		
31		EFT22774	05/04/2024	Parry's Narrogin		\$ 469.20	L	
32		INV 88408	21/02/2024	Parry's Narrogin	ANIMAL - PROTECTIVE CLOTHING - Ranger PPE - Work Boots	\$ 199.75		
33		INV 88510	23/02/2024	Parry's Narrogin	PWO - WORKS - PROTECTIVE CLOTHING - One Pair Cargo Pants and Two Work Shirts	\$ 133.45		
34		INV 88509	23/02/2024	Parry's Narrogin	PWO - WORKS - PROTECTIVE CLOTHING - Two Work Pants and One Work Shirt	\$ 136.00		
35		EFT22775	05/04/2024	Arts Narrogin Incorporated		\$ 300.00		
36		INV INV-2161	13/02/2024	Arts Narrogin Incorporated	OTHCUL - EVENT/FESTIVAL MATCHING FUNDING - Thank a Volunteer Expo and New Residents Welcome Event.Arts Narrogin - Tickets for The Lottery	\$ 300.00		
37		EFT22776	05/04/2024	Westrac Pty Ltd		\$ 207.78		
38		INV PI9446321	26/03/2024	Westrac Pty Ltd	NO237 2020 CATEPILLAR CW34NN RUBBER TYRE ROLLER - Service Filters	\$ 207.78		
39		EFT22777	05/04/2024	Narrogin Agricultural Repairs		\$ 189.00	L	F
40		INV 268746	02/04/2024	Narrogin Agricultural Repairs	SMALL PLANT - HOMECARE - Mower Blades & Trimmer Line	\$ 189.00		
41		EFT22778	05/04/2024	Narrogin Bearing Service		\$ 29.95	L	
42		INV IN215360	27/02/2024	Narrogin Bearing Service	ROADM - WORKSHOP/DEPOT EXPENSED EQUIPMENT GEN - Gigle Hose for Syphoning	\$ 29.95		
43		EFT22779	05/04/2024	Narrogin Glass & Quick Fit Windscreens		\$ 77.00		
44		INV 00062029	26/02/2024	Narrogin Glass & Quick Fit Windscreens	NGN219 2022 NISSAN X-TRAIL - Windscreen Repairs - CATS	\$ 77.00		
45		EFT22780	05/04/2024	Wa Country Health Service		\$ 3,319.80		F
46		INV 634508	05/10/2023	Wa Country Health Service	CHSP MEALS ON WHEELS CATERING CONTRACT - Catering Contract July 2023	\$ 1,108.80		
47		INV 643312	02/04/2024	Wa Country Health Service	CHSP MEALS ON WHEELS CATERING CONTRACT - January 2024	\$ 1,230.90		
48		INV 645173	02/04/2024	Wa Country Health Service	CHSP MEALS ON WHEELS CATERING CONTRACT- February 2024	\$ 980.10		
49		EFT22781	05/04/2024	Air Response		\$ 140.00	L	
50		INV 157372A	25/02/2024	Air Response	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Repair Drain	\$ 140.00		
51		EFT22782	05/04/2024	Narrogin Gasworx		\$ 19.95		F
52		INV 74770	02/04/2024	Narrogin Gasworx	CHCP -CLIENT PURCHASES - 25mm Vinyl Soft Textured Non Slip	\$ 19.95		
53		EFT22783	05/04/2024	Argus Pest Control		\$ 528.00		
54		INV 0819	02/04/2024	Argus Pest Control	TOUR - VISITORS CENTRE/ RAILWAY MAINTENANCE - Railway Station Pest Control	\$ 528.00		
55		EFT22784	05/04/2024	Local Government Professionals Australia WA		\$ 110.00		
56		INV 38424	02/04/2024	Local Government Professionals Australia WA	ADMIN - TRAINING & DEVELOPMENT - Online Learning Module For New Shire of Narrogin Employee	\$ 110.00		
57		EFT22785	05/04/2024	Clive Malcolm Bartron		\$ 2,694.50		
58		INV MAR24	28/03/2024	Clive Malcolm Bartron	MEMBERS - MEMBERS SITTING FEES - 01/01/24 - 31/03/24	\$ 2,640.00		
59		INV MAR24	28/03/2024	Clive Malcolm Bartron	MEMBERS - MEMBERS SITTING FEES - 25/10/23 - 31/12/23 - Reversal & Adjustment	\$ 54.50		
60		EFT22786	05/04/2024	Narrogin Quarry Operations		\$ 708.81	L	
61		INV 00006858	08/03/2024	Narrogin Quarry Operations	HIGHBURY EAST RD CULVERT UPGRADE - 10Tonnes 300mm-450mm Stone	\$ 501.60		
62		INV 00006857	08/03/2024	Narrogin Quarry Operations	WHINBIN ROCK ROAD - RENEWAL - 10T Cracker Dust	\$ 207.21		

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
63	EFT22787	05/04/2024	Fegan Building Surveying			\$ 2,145.00		
64	INV 1099	02/04/2024	Fegan Building Surveying	BUILD - CONTRACT BUILDING CONTROL SERVICES - Processing Building Application - Lake Grace	\$ 605.00			
65	INV 1101	02/04/2024	Fegan Building Surveying	BUILD - CONTRACT BUILDING CONTROL SERVICES - Processing Building Application - Wickepin	\$ 330.00			
66	INV 1103	02/04/2024	Fegan Building Surveying	BUILD - CONTRACT BUILDING CONTROL SERVICES - Assessing Building Application - Kent	\$ 605.00			
67	INV 1106	02/04/2024	Fegan Building Surveying	BUILD - CONTRACT BUILDING CONTROL SERVICES - Assessing Building Application - Narrogin	\$ 605.00			
68	EFT22788	05/04/2024	AMPAC Debt Recovery Pty Ltd			\$ 617.23		
69	INV 105580	02/04/2024	AMPAC Debt Recovery Pty Ltd	RATES - DEBT COLLECTION EXPENSES - Debt Recovery Charges March 2024	\$ 617.23			
70	EFT22789	05/04/2024	Murray John Fisher			\$ 2,540.25		
71	INV MAR24	28/03/2024	Murray John Fisher	MEMBERS - MEMBERS SITTING FEES - 01/01/24 - 31/03/024	\$ 2,540.25			
72	EFT22790	05/04/2024	BKS Electrical Pty Ltd			\$ 517.68		
73	INV 3967	02/04/2024	BKS Electrical Pty Ltd	VARIOUS BUILDINGS - Replacement of Toilet Light, Exhaust Fan & Switch	\$ 517.68			
74	EFT22791	05/04/2024	United Security Enforcement Corporation			\$ 158.40		F
75	INV 00013166	04/03/2024	United Security Enforcement Corporation	CHSP - SECURITY SYSTEM - Alarm Response	\$ 158.40			
76	EFT22792	05/04/2024	Truck Centre (WA) Pty Ltd			\$ 378.74		
77	INV 1759607-000001	15/12/2023	Truck Centre (WA) Pty Ltd	NO4 2010 NISSAN UD TIP TRUCK AUTO - Supply Service Filters Kit	\$ 378.74			
78	EFT22793	05/04/2024	AFGRI Equipment Australia Pty Ltd			\$ 556.26		
79	INV 2821178	08/03/2024	AFGRI Equipment Australia Pty Ltd	NO4719 2020 JOHN DEERE 620G GRADER - Supply Only Service Filters	\$ 556.26			
80	EFT22794	05/04/2024	Wirtgen Australia Pty Ltd			\$ 12.64		
81	INV 1900109340	22/02/2024	Wirtgen Australia Pty Ltd	STEEL VIBE ROLLER - Supply Metal Belly Plate & Hardware	\$ 12.64			
82	EFT22795	05/04/2024	Timothy Robert Wiese			\$ 2,640.00		
83	INV MAR24	28/03/2024	Timothy Robert Wiese	MEMBERS - MEMBERS SITTING FEES - 01/01/24 - 31/03/24	\$ 2,640.00			
84	EFT22796	05/04/2024	Narrogin Tyrepower			\$ 398.50	L	
85	INV 108212	20/03/2024	Narrogin Tyrepower	VARIOUS VEHICLE - Repair, Supply and Fit Tyre Plus Disposal	\$ 398.50			
86	EFT22797	05/04/2024	Narrogin Auto Centre			\$ 299.00	L	
87	INV 330027	14/02/2024	Narrogin Auto Centre	002NGN 2022 MITSUBISHI ECLIPSE HYBRID - 45,000km Service - Maintenance Foreman	\$ 299.00			
88	EFT22798	05/04/2024	Micro Products Australia			\$ 251.60		R
89	INV 000011025	29/02/2024	Micro Products Australia	ANIMAL - EXPENSED MINOR ASSET PURCHASES - Purchase of 20 Microchips	\$ 251.60			
90	EFT22799	05/04/2024	Elgas			\$ 132.46		
91	INV 0361042517	14/03/2024	Elgas	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Utility - Gas	\$ 132.46			
92	EFT22800	05/04/2024	Altura Learning Australia Pty Ltd			\$ 2,046.00		F
93	INV BD0008666	02/04/2024	Altura Learning Australia Pty Ltd	CHSP - SUBSCRIPTIONS & MEMBERSHIPS - Learner Licence & Membership	\$ 2,046.00			

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
94	EFT22801	05/04/2024	RCPA (WA) Pty Ltd			\$ 4,544.83		
95	INV 314012	26/02/2024	RCPA (WA) Pty Ltd	WHINBIN ROCK RD CONSTRUCTION - Supply Class 2 Concrete Pipes and 2x750 Headwalls	\$ 4,544.83			
96	EFT22802	05/04/2024	Earl Street Physiotherapy			\$ 109.00	L	F
97	INV 0043921	26/03/2024	Earl Street Physiotherapy	CHCP - CLIENT PURCHASES - Standard Physio Consultation	\$ 85.00			
98	INV 44004	02/04/2024	Earl Street Physiotherapy	CHCP -CLIENT PURCHASES - Move Your Body Program	\$ 8.00			
99	INV 43994	02/04/2024	Earl Street Physiotherapy	CHCP-CLIENT PURCHASES - Move Your Body Program	\$ 8.00			
100	INV 44013	02/04/2024	Earl Street Physiotherapy	CHCP -CLIENT PURCHASES - Move Your Body Program	\$ 8.00			
101	EFT22803	05/04/2024	Graham Kenneth Broad			\$ 4,106.76		
102	INV MAR24	28/03/2024	Graham Kenneth Broad	MEMBERS - DEPUTY PRESIDENT'S ALLOWANCE - 01/01/24 - 31/03/24	\$ 4,106.76			
103	EFT22804	05/04/2024	Simply Uniforms			\$ 667.04		F
104	INV 13409	02/04/2024	Simply Uniforms	CHCP - RECRUITMENT - Uniforms	\$ 667.04			
105	EFT22805	05/04/2024	Narrogin Podiatry			\$ 143.00	L	F
106	INV 12220	02/04/2024	Narrogin Podiatry	CHCP -CLIENT PURCHASES - Standard Podiatry Consultation	\$ 71.50			
107	INV 0012496	02/04/2024	Narrogin Podiatry	CHCP -CLIENT PURCHASES - Standard Podiatry Consultation	\$ 71.50			
108	EFT22806	05/04/2024	Epic Fire Solutions T/As MCG Fire Services			\$ 319.00		
109	INV 3556	02/04/2024	Epic Fire Solutions T/As MCG Fire Services	TOWN HALL BUILDING MAINTENANCE - Monthly FDAS & EVAC Test	\$ 319.00			
110	EFT22807	05/04/2024	Price's Fabrication & Steel			\$ 17,450.00		
111	INV 00003431	23/01/2024	Price's Fabrication & Steel	CONSTRUCTION OF DAM AT AIRPORT - Supply 2 x 170,000L Pioneer Water Tank	\$ 17,450.00			
112	EFT22808	05/04/2024	Jennifer Fowler			\$ 1,746.00		F
113	INV 285	04/03/2024	Jennifer Fowler	CHCP -CLIENT PURCHASES - Cognitive Assessment	\$ 582.00			
114	INV 296	02/04/2024	Jennifer Fowler	CHCP -CLIENT PURCHASES - Update Cognitive Assessment	\$ 582.00			
115	INV 297	02/04/2024	Jennifer Fowler	CHCP -CLIENT PURCHASES - Update Cognitive Assessment	\$ 582.00			
116	EFT22809	05/04/2024	Lite n' Easy Pty Ltd			\$ 874.99		F
117	INV 7355445	26/03/2024	Lite n' Easy Pty Ltd	CHCP -CLIENT PURCHASES - Lite n Easy Meals	\$ 130.02			
118	INV 7378487	26/03/2024	Lite n' Easy Pty Ltd	CHCP -CLIENT PURCHASES - Lite n Easy Meals	\$ 134.18			
119	INV 7403543	02/04/2024	Lite n' Easy Pty Ltd	CHCP -CLIENT PURCHASES - Lite n Easy Meals	\$ 155.85			
120	INV 7367608	02/04/2024	Lite n' Easy Pty Ltd	CHCP -CLIENT PURCHASES - Lite n Easy Meals	\$ 134.18			
121	INV 7388655	02/04/2024	Lite n' Easy Pty Ltd	CHCP -CLIENT PURCHASES - Lite n Easy Meals	\$ 169.11			
122	INV 7366818	02/04/2024	Lite n' Easy Pty Ltd	CHCP -CLIENT PURCHASES - Lite n Easy Meals	\$ 151.65			
123	EFT22810	05/04/2024	Guardian Safety Pendants			\$ 70.00	L	F
124	INV INV-66120	18/02/2024	Guardian Safety Pendants	CHCP -Client Purchases - Falls Alarm Annual Renewal	\$ 70.00			

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
125	EFT22811	05/04/2024	Roxanne Rae McNab			\$ 2,540.25		
126	INV MAR24	28/03/2024	Roxanne Rae McNab	MEMBERS - MEMBERS SITTING FEES - 01/01/24 - 31/03/24	\$ 2,540.25			
127	EFT22812	05/04/2024	Joshua John Pomykala			\$ 2,540.25		
128	INV MAR24	28/03/2024	Joshua John Pomykala	MEMBERS - MEMBERS SITTING FEES - 01/01/24 - 31/03/24	\$ 2,540.25			
129	EFT22813	05/04/2024	Ground Up Building & Construction			\$ 37,708.00		
130	INV SON 0-1	08/03/2024	Ground Up Building & Construction	WESTPAC ROOF REPLACEMENT - Various Materials and Labour	\$ 37,708.00			
131	EFT22814	05/04/2024	CRISP Wireless			\$ 4,565.00		
132	INV INV-18459	21/02/2024	CRISP Wireless	NRLC - TELEPHONE/MOBILES GEN - Relocate Incoming Server - December 2023	\$ 715.00			
133	INV 18515	02/04/2024	CRISP Wireless	MACKIE PARK PUBLIC TOILETS AND OFFICE MAINTENANCE - Install Security Cameras In Breezeway	\$ 3,850.00			
134	EFT22815	05/04/2024	Keeling Electrical Group Pty Ltd			\$ 2,992.03	L	
135	INV 1532	26/02/2024	Keeling Electrical Group Pty Ltd	NRLC - EQUIPMENT HIRE & PURCHASE GEN - Supply and Install TV Antenna to Centre and Gym	\$ 2,992.03			
136	EFT22816	05/04/2024	Danielle Rowe			\$ 154.61		
137	INV A115800	04/04/2024	Danielle Rowe	Rates Refund	\$ 154.61			
138	EFT22817	05/04/2024	Goodyear Auto Care Narrogin			\$ 680.00	L	PF
139	INV 102645	19/03/2024	Goodyear Auto Care Narrogin	NO3 2020 NISSAN UD TIP TRUCK - Tyre Fitting and Disposal	\$ 96.00			
140	INV 102630	02/04/2024	Goodyear Auto Care Narrogin	NGN839 2019 TOYOTA CORROLA CVT ASCENT (CHCP) - Tyre Fitting & Disposal	\$ 584.00			
141	EFT22818	05/04/2024	Auspire - The Australia Day Council (WA)			\$ 31.75		PF
142	INV INV-1977	07/02/2024	Auspire - The Australia Day Council (WA)	OTHCUL - AUSTRALIA DAY - Australia Day 2024 Coty Ceremony - Delivery of One Faulty Certificate	\$ 31.75			
143	EFT22819	05/04/2024	Narrogin Fruit Trading Pty Ltd			\$ 1,492.08	L	PF
144	INV 0838	02/04/2024	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Wheatbelt Medical Student Immersion Program Morning Tea	\$ 833.80			
145	INV F20240402114	02/04/2024	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order	\$ 51.19			
146	INV 0789	02/04/2024	Narrogin Fruit Trading Pty Ltd	ADMIN - TRAINING & DEVELOPMENT - Afternoon Tea for Finance Team Meeting	\$ 75.90			
147	INV 0833	02/04/2024	Narrogin Fruit Trading Pty Ltd	CHCP - GENERAL OFFICE EXPENSES - CAB Meeting Lunch	\$ 531.19			
148	EFT22820	05/04/2024	PC Harley Family Trust (Narrogin Newsagency)			\$ 1,534.93	L	
149	INV I0000002861	01/03/2024	PC Harley Family Trust (Narrogin Newsagency)	VARIOUS BUILDINGS - Monthly Stationary Orders - February 2024	\$ 1,534.93			
150	EFT22821	05/04/2024	Ian Raworth Constructions			\$ 4,956.00	L	
151	INV 4670	02/04/2024	Ian Raworth Constructions	HARRIS ST PUBLIC TOILETS (MUSEUM) MAINTENANCE Repair Male Toilet Door Hinge	\$ 90.00			
152	INV 4674	02/04/2024	Ian Raworth Constructions	CEMETERY PUBLIC TOILETS MAINTENANCE - Repair Toilet Door & Install Lift Off Hinges	\$ 90.00			
153	INV 4673	02/04/2024	Ian Raworth Constructions	MUSEUM BUILDING MAINTENANCE - Silicon Seal Window	\$ 100.00			
154	INV 4672	02/04/2024	Ian Raworth Constructions	39 FEDERAL ST BUILDING MAINTENANCE - Replace Skirting Corner Of Front Room, Remove Glass Shelving & Install Cavity Vent	\$ 360.00			
155	INV 4671	02/04/2024	Ian Raworth Constructions	TOWN HALL BUILDING MAINTENANCE - Change Door Lock to Shires Master Key System	\$ 180.00			
156	INV 4676	02/04/2024	Ian Raworth Constructions	EST 1978 ACCESSIBLE ENTRANCE - Install & Paint New Door	\$ 4,136.00			

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
157	EFT22822	05/04/2024	Perfect Gym Solutions			\$ 770.00		
158	INV INV-9698	01/02/2024	Perfect Gym Solutions	NRLC - LICENCES & SUBSCRIPTIONS GEN - Monthly Perfect Gym Package - February 2024	\$ 770.00			
159	EFT22823	05/04/2024	Uniforms At Work Australia Pty Ltd			\$ 242.15		
160	INV 37000011-1	07/12/2023	Uniforms At Work Australia Pty Ltd	LIB - ALLOWANCES - Staff Uniforms	\$ 172.00			
161	INV 37000009-2	07/12/2023	Uniforms At Work Australia Pty Ltd	LIB - ALLOWANCES - Staff Uniforms	\$ 70.15			
162	EFT22824	05/04/2024	D & T Higginson			\$ 500.00		PF
163	INV 21	26/01/2024	D & T Higginson	OTHCUL - AUSTRALIA DAY - Australia Day 2024 Music Band Campfire Country	\$ 500.00			
164	EFT22825	05/04/2024	Aaron Nelson Donovan Fitzpatrick			\$ 715.00		
165	INV A231800	03/04/2024	Aaron Nelson Donovan Fitzpatrick	Rates Refund	\$ 715.00			
166	EFT22826	05/04/2024	Rodney Johnson			\$ 239.50		
167	INV 200224	20/02/2024	Rodney Johnson	NRLC - TRAINING & DEVELOPMENT - Pre-Employment Medical , Alcohol and Drug Test	\$ 239.50			
168	EFT22827	05/04/2024	Joy De Castro T/A Safesmart			\$ 800.00		F
169	INV 1007	02/04/2024	Joy De Castro T/A Safesmart	CHSP - TRAINING & DEVELOPMENT - Medication Management Training	\$ 800.00			
170	EFT22828	05/04/2024	Council on the Ageing (WA) Inc.			\$ 759.29		
171	INV 00007154	07/11/2023	Council on the Ageing (WA) Inc.	NRLC - LICENCES & SUBSCRIPTIONS GEN - Strength For Life Program Annual Fee - 23/24	\$ 759.29			
172	EFT22829	05/04/2024	Dougnise Investments Pty Ltd T/A Duke of York Hotel			\$ 15,909.99		
173	INV A166600	03/04/2024	Dougnise Investments Pty Ltd T/A Duke of York Hotel	Rates Refund	\$ 15,909.99			
174	EFT22830	05/04/2024	Brendan William John Firman			\$ 162.45		R
175	INV FCCS025	23/02/2024	Brendan William John Firman	NRLC - GENERAL KIOSK SUPPLIES - Swim Nappies & Flex Tape	\$ 162.45			
176	EFT22834	05/04/2024	Easifleet			\$ 3,809.80		
177	INV 27032024	05/04/2024	Easifleet	NOVATED LEASE - Various Employees	\$ 3,809.80			
178	EFT22838	05/04/2024	Department Of Human Services			\$ 1,051.33		
179	INV 64	27/03/2024	Department Of Human Services	Payroll Deductions/Contributions	\$ 128.98			
180	INV 64	27/03/2024	Department Of Human Services	Payroll Deductions/Contributions	\$ 922.35			
181	EFT22839	05/04/2024	Australian Services Union Western Australian Branc			\$ 26.50		
182	INV 64	27/03/2024	Australian Services Union Western Australian Branc	Payroll Deductions/Contributions	\$ 26.50			
183	EFT22846	09/04/2024	Octave Holdings Pty Ltd T/as Narrogin Toyota, Mazda & Ford			\$ 2,393.25		
184	INV CRCARDREFUND	09/04/2024	Octave Holdings Pty Ltd T/as Narrogin Toyota, Mazda & Ford	REFUND OVERPAYMENT CREDIT CARD 1IDK000	\$ 2,393.25			
185	EFT22847	10/04/2024	Department Of Human Services			\$ 1,051.33		
186	INV 65	10/04/2024	Department Of Human Services	Payroll Deductions/Contributions	\$ 128.98			
187	INV 65	10/04/2024	Department Of Human Services	Payroll Deductions/Contributions	\$ 922.35			

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188	EFT22848	10/04/2024	Australian Services Union Western Australian Branc			\$ 26.50		
189	INV 65	10/04/2024	Australian Services Union Western Australian Branc	Payroll Deductions/Contributions	\$ 26.50			
190	EFT22849	10/04/2024	Easifleet			\$ 3,764.70		
191	INV 10042024	10/04/2024	Easifleet	NOVATED LEASE - Various Employees PPE 08/04/2042	\$ 3,764.70			
192	EFT22850	10/04/2024	Narrogin Hire & Reticulation			\$ 120.00	L	PF
193	INV 00085772	29/01/2024	Narrogin Hire & Reticulation	OTHCUL - AUSTRALIA DAY - COMMUNITY BREAKFAST 2024 - 3x GAZEBOES	\$ 120.00			
194	EFT22851	10/04/2024	Best Office Systems			\$ 2,790.74	L	
195	INV 628056	23/02/2024	Best Office Systems	VARIOUS DEPARTMENTS - Printing Charges Feb 2024	\$ 2,790.74			
196	EFT22852	10/04/2024	Narrogin Packaging			\$ 614.74	L	
197	INV 00086086	13/02/2024	Narrogin Packaging	THOMAS HOGG OVAL MAINTENANCE/OPERATIONS - F&F Coupling	\$ 11.00			
198	INV 00086209	15/02/2024	Narrogin Packaging	THOMAS HOGG OVAL MAINTENANCE/OPERATIONS - Various Items	\$ 48.60			
199	INV 00086462	21/02/2024	Narrogin Packaging	NRLC - CLEANING & WASTE DISPOSAL GEN - Cleaning Wipes	\$ 41.00			
200	INV 00086328	22/02/2024	Narrogin Packaging	CBD PARKS - MAINTENANCE/OPERATIONS - Various Items	\$ 93.60			
201	INV 00086349	24/02/2024	Narrogin Packaging	ROADM - WORKSHOP/DEPOT EXPENSED EQUIPMENT - Toilet Roll And Bin Liners	\$ 107.50			
202	INV 00086364	26/02/2024	Narrogin Packaging	MANARING ROAD BRIDGE - Hire of Concrete Vibrator	\$ 80.00			
203	INV 00086371	26/02/2024	Narrogin Packaging	CBD PARKS - MAINTENANCE/OPERATIONS - Various Items	\$ 40.44			
204	INV 00086372	26/02/2024	Narrogin Packaging	NARROGIN SKATE PARK - Rotor Nozzle	\$ 69.00			
205	INV 00086526	07/03/2024	Narrogin Packaging	CBD PARKS - MAINTENANCE/OPERATIONS - Reticulation Items	\$ 54.40			
206	INV 00086723	15/03/2024	Narrogin Packaging	NRLC - CLEANING & WASTE DISPOSAL GEN - Cleaning Supplies	\$ 69.20			
207	EFT22853	10/04/2024	Great Southern Fuels			\$ 30,209.43	L	
208	INV D2171373	21/02/2024	Great Southern Fuels	POC - FUELS AND OILS - Purchase 16,000L of Diesel	\$ 30,209.43			
209	EFT22854	10/04/2024	Landgate			\$ 61.00		
210	INV 1369474	02/04/2024	Landgate	PLAN - TITLE/COMPANY SEARCHES - Copy of Certificate of Title	\$ 61.00			
211	EFT22855	10/04/2024	Parry's Narrogin			\$ 1,035.15	L	
212	INV 88613	29/02/2024	Parry's Narrogin	PWO - WORKS - PROTECTIVE CLOTHING - Various Items	\$ 524.30			
213	INV 88750	05/03/2024	Parry's Narrogin	PWO - WORKS - PROTECTIVE CLOTHING - Various Items	\$ 444.55			
214	INV 88887	11/03/2024	Parry's Narrogin	PWO - WORKS - PROTECTIVE CLOTHING - 2x Work Shirt	\$ 66.30			
215	EFT22856	10/04/2024	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust			\$ 1,649.56	L	
216	INV IV00000002776	05/03/2024	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust	MANARING ROAD BRIDGE - Concrete For Wing Walls	\$ 813.56			
217	INV IV00000002789	08/03/2024	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust	MANARING ROAD BRIDGE - Concrete For Wing Walls	\$ 836.00			
218	EFT22857	10/04/2024	Kalinder Family Trust T/a Sports Power Narrogin			\$ 164.45		
219	INV 24-00002408	11/03/2024	Kalinder Family Trust T/a Sports Power Narrogin	NRLC - ALLOWANCES GEN - Uniform Embroidery on 13 Jackets	\$ 164.45			

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
220	EFT22858	10/04/2024	Arts Narrogin Incorporated			\$ 550.00	L	
221	INV INV-2169	13/03/2024	Arts Narrogin Incorporated	OTHCUL - OTHER EXPENDITURE - NTN Baby G Piano Relocation	\$ 550.00			
222	EFT22859	10/04/2024	Westrac Pty Ltd			\$ 1,516.87		
223	INV PI9301162	15/02/2024	Westrac Pty Ltd	NO686 2015 CAT SKID STEER LOADER - Actuator GP	\$ 1,516.87			
224	EFT22860	10/04/2024	Narrogin Agricultural Repairs			\$ 135.00	L	
225	INV 268633	29/02/2024	Narrogin Agricultural Repairs	SMALL PLANT - 6 Sets Mower Blades	\$ 135.00			
226	EFT22861	10/04/2024	Narrogin Bearing Service			\$ 1,398.00	L	
227	INV IN215169	21/02/2024	Narrogin Bearing Service	MANARING ROAD BRIDGE - 1x Cordless Battery Charger For Power Tools	\$ 199.00			
228	INV IN215405	29/02/2024	Narrogin Bearing Service	MANARING ROAD BRIDGE - Tool Kit For Formwork	\$ 1,199.00			
229	EFT22862	10/04/2024	Great Southern Waste Disposal			\$ 44,367.16	L	
230	INV IV00000002897	05/03/2024	Great Southern Waste Disposal	SAN - WASTE COLLECTION - 27/01/24 - 24/02/24	\$ 44,367.16			
231	EFT22863	10/04/2024	RJ Smith Engineering			\$ 5,649.40		
232	INV DI14155	23/01/2024	RJ Smith Engineering	MANARING ROAD BRIDGE - Materials for Wall Wings	\$ 5,404.40			
233	INV DI15695	29/03/2024	RJ Smith Engineering	ROADM - WORKSHOP/DEPOT EXPENSED EQUIPMENT GEN - Supply Oil Measuring Bottle and Grease	\$ 245.00			
234	EFT22864	10/04/2024	PFD Food Services Pty Ltd			\$ 164.35		
235	INV LK857576	27/03/2024	PFD Food Services Pty Ltd	NRLC - GENERAL KIOSK SUPPLIES GEN - Kiosk Stock	\$ 164.35			
236	EFT22865	10/04/2024	Public Transport Authority			\$ 2,245.64		
237	INV RCTINOV23	12/12/2023	Public Transport Authority	TRANSWA November 2023	\$ 848.85			
238	INV RCTIDEC23	08/01/2024	Public Transport Authority	TRANSWA December 2023	\$ 452.87			
239	INV RCTIJAN24	06/02/2024	Public Transport Authority	TRANSWA January 2024	\$ 943.92			
240	EFT22866	10/04/2024	Narrogin Gasworx			\$ 60.00	L	
241	INV 74408	11/03/2024	Narrogin Gasworx	SUNDRY DRY PARKS/RESERVES MAINTENANCE/OPERATIONS - x2 9Kg Gas Bottle	\$ 60.00			
242	EFT22867	10/04/2024	WA Hino			\$ 334.90		
243	INV 305440	22/03/2024	WA Hino	NO4834 2014 HINO 300 SERIES CREW CAB - Supply Service Filters	\$ 334.90			
244	EFT22868	10/04/2024	Bob Waddell & Associates Pty Ltd			\$ 701.25		
245	INV 3815	25/03/2024	Bob Waddell & Associates Pty Ltd	ADMIN - TRAINING & DEVELOPMENT - Professional Development Training and Mentoring for FCS Feb 2024	\$ 701.25			
246	EFT22869	10/04/2024	Melchiorre Plumbing & Gas			\$ 1,543.08	L	
247	INV 3992	22/02/2024	Melchiorre Plumbing & Gas	RAILWAY STATION BUILDING MAINTENANCE - Fix Leak	\$ 317.79			
248	INV 4166MPG	27/03/2024	Melchiorre Plumbing & Gas	THOMAS HOGG OVAL BUILDINGS MAINTENANCE - Repair Water Leak	\$ 1,225.29			

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
249	EFT22870	10/04/2024	Narrogin Quarry Operations			\$ 1,582.95	L	
250	INV 0006880	22/03/2024	Narrogin Quarry Operations	MANARING ROAD BRIDGE - Supply 10 Tonne of Stone	\$ 514.27			
251	INV 0006884	22/03/2024	Narrogin Quarry Operations	MANARING ROAD BRIDGE - Supply 10 Tonne of Stone	\$ 544.90			
252	INV 0006883	22/03/2024	Narrogin Quarry Operations	MANARING ROAD BRIDGE - Supply 10 Tonne Of Stone	\$ 523.78			
253	EFT22871	10/04/2024	Fulton Hogan			\$ 36,220.80		
254	INV 18856476	28/03/2024	Fulton Hogan	CHOMLEY ROAD - RENEWAL (RURAL) -- 1st and 2nd Coat Seal	\$ 36,220.80			
255	EFT22872	10/04/2024	Educational Art Supplies			\$ 260.83		
256	INV 3564534	29/01/2024	Educational Art Supplies	LIB - OTHER EXPENSES - Craft Supplies	\$ 260.83			
257	EFT22873	10/04/2024	BKS Electrical Pty Ltd			\$ 2,121.90		
258	INV 3995	13/02/2024	BKS Electrical Pty Ltd	WASTE WATER TREATMENT - Install New Curve Breaker and Labour	\$ 413.60			
259	INV 4028	13/02/2024	BKS Electrical Pty Ltd	LYDEKER DEPOT BUILDING MAINTENANCE - New Gate Remotes , Labour and Freight	\$ 1,067.00			
260	INV 4003	18/03/2024	BKS Electrical Pty Ltd	LYDEKER DEPOT BUILDING MAINTENANCE - Replace Pressure Switch and Labour	\$ 641.30			
261	EFT22874	10/04/2024	Wirtgen Australia Pty Ltd			\$ 380.60		
262	INV 1900111653	27/03/2024	Wirtgen Australia Pty Ltd	NO4929 2015 HAMM 3520HT STEEL VIBE ROLLER - Service Callout	\$ 380.60			
263	EFT22875	10/04/2024	Corsign (WA) Pty Ltd			\$ 1,254.00		PF
264	INV 00083749	20/03/2024	Corsign (WA) Pty Ltd	BLACKSPOT TARWONGA RD - Supply Various Items for Speed Signs	\$ 1,254.00			
265	EFT22876	10/04/2024	Narrogin Tyrepower			\$ 77.00	L	
266	INV 107203	31/01/2024	Narrogin Tyrepower	NGN93 2020 ISUZU D-MAX SINGLE CAB (LEADINGHAND) (P18) - Puncture Repair	\$ 38.50			
267	INV 107838	15/02/2024	Narrogin Tyrepower	1NO 2022 TOYOTA HILUX 4X4 2.4L DSL DUAL CAB - Repair puncture	\$ 38.50			
268	EFT22877	10/04/2024	Farmworks Narrogin Pty Ltd			\$ 942.76	L	
269	INV 104358	21/02/2024	Farmworks Narrogin Pty Ltd	SIGNS & TRAFFIC CONTROL EXPENSES - x1 Pallet of Rapid Set Concrete	\$ 678.26			
270	INV 104495	29/02/2024	Farmworks Narrogin Pty Ltd	LIONS PARK UPGRADE INCLUDING DISABILITY FRIENDLY SWING - 1x 3.5m Gate	\$ 214.50			
271	INV 105037	27/03/2024	Farmworks Narrogin Pty Ltd	BRIDGE MAINTENANCE - GENERAL - Post For Railing Doney St Bridge	\$ 50.00			
272	EFT22878	10/04/2024	Rural Traffic Services PTY LTD			\$ 78,139.93		PF
273	INV 00004681	31/01/2024	Rural Traffic Services PTY LTD	WHINBIN ROCK RD CONSTRUCTION - WhinbinRockRoad Highbury Traffic Control	\$ 31,886.50			
274	INV 00004711	29/02/2024	Rural Traffic Services PTY LTD	WHINBIN ROCK RD CONSTRUCTION - WhinbinRockRoad Highbury Traffic Control	\$ 39,551.87			
275	INV 00004729	14/03/2024	Rural Traffic Services PTY LTD	WHINBIN ROCK RD CONSTRUCTION - Traffic Controllers	\$ 6,701.56			
276	EFT22879	10/04/2024	Office Of Regional Architecture Pty Ltd			\$ 2,420.00		
277	INV 00000424	31/03/2024	Office Of Regional Architecture Pty Ltd	NRLC ARCHITECHTURAL CONCEPT PLANNING - Concept Plan for the Narrogin Regional Leisure Centre	\$ 2,420.00			
278	EFT22880	10/04/2024	Surgical House Pty Ltd			\$ 187.20		F
279	INV A912997	05/02/2024	Surgical House Pty Ltd	CHCP -CLIENT PURCHASES - Incontinence Products	\$ 89.80			
280	INV A914930	14/02/2024	Surgical House Pty Ltd	CHCP -CLIENT PURCHASES - Queen Mattress Cover	\$ 97.40			

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281	EFT22881	10/04/2024	McPest Pest Control			\$ 2,695.00		
282	INV 01992	19/02/2024	McPest Pest Control	BRIDGE MAINTENANCE - General Termite Treatment	\$ 1,045.00			
283	INV 02195	29/03/2024	McPest Pest Control	NRLC - CHEMICALS GEN - External & Internal Pest Spraying	\$ 1,650.00			
284	EFT22882	10/04/2024	Bossea Pty Ltd			\$ 176.00		
285	INV INV-8619	27/02/2024	Bossea Pty Ltd	ADMIN - OFFICE EQUIPMENT MTCE - Collect and Deliver 2 Blue Confidential Bins 27/04/2024	\$ 176.00			
286	EFT22883	10/04/2024	Keeling Electrical Group Pty Ltd			\$ 2,977.90	L	
287	INV 1531	26/02/2024	Keeling Electrical Group Pty Ltd	NRLC - EQUIPMENT HIRE & PURCHASE GEN - Supply & Install TV Antenna in Centre	\$ 2,977.90			
288	EFT22884	10/04/2024	Retech Rubber			\$ 12,653.30		
289	INV 00004487	15/02/2024	Retech Rubber	LIONS PARK UPGRADE INCLUDING DISABILITY FRIENDLY SWING - Supply and Install Soft Fall Rubber	\$ 12,653.30			
290	EFT22885	10/04/2024	Narrogin Fruit Trading Pty Ltd			\$ 178.11	L	
291	INV 000F2024010356	03/01/2024	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Milk	\$ 5.25			
292	INV INV-0839	15/03/2024	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Lunch Meeting 12.03.2024	\$ 82.50			
293	INV 000F2024032560	25/03/2024	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order	\$ 34.55			
294	INV 000F2024032563	25/03/2024	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Order	\$ 55.81			
295	EFT22886	10/04/2024	Impart Media			\$ 1,584.00		
296	INV 00002781	01/03/2024	Impart Media	TOUR - WEBSITE - Website Event Creation	\$ 1,584.00			
297	EFT22887	10/04/2024	Harcher Distributors (Wa Distributors P/L)			\$ 464.05		
298	INV 943900	26/03/2024	Harcher Distributors (Wa Distributors P/L)	NRLC - GENERAL KIOSK SUPPLIES GEN - Kiosk Stock	\$ 210.60			
299	INV 942415	26/03/2024	Harcher Distributors (Wa Distributors P/L)	NRLC - GENERAL KIOSK SUPPLIES GEN - Kiosk Stock	\$ 253.45			
300	EFT22888	10/04/2024	Perfect Gym Solutions			\$ 770.00		
301	INV INV-9936	01/03/2024	Perfect Gym Solutions	NRLC - LICENCES & SUBSCRIPTIONS GEN - Monthly Perfect Gym Package - March 2024	\$ 770.00			
302	EFT22889	10/04/2024	Uniforms At Work Australia Pty Ltd			\$ 196.23		
303	INV 37000016	07/02/2024	Uniforms At Work Australia Pty Ltd	LIB - ALLOWANCES - Uniforms	\$ 196.23			
304	EFT22890	10/04/2024	Coca Cola Euro Pacific			\$ 553.73		R
305	INV 233800677	10/04/2024	Coca Cola Euro Pacific	NRLC - GENERAL KIOSK SUPPLIES GEN - Drink Stock	\$ 553.73			
306	EFT22891	10/04/2024	Road and Traffic Services Pty Ltd			\$ 15,928.00		PF
307	INV 9027	14/03/2024	Road and Traffic Services Pty Ltd	BLACKSPOT TARWONGA ROAD (REHAB) SLK 15.5 - 16 - Linemarking and Thermo Tactiles	\$ 15,928.00			
308	EFT22892	10/04/2024	PR Power Pty Ltd			\$ 25,646.50		F
309	INV 46595	26/02/2024	PR Power Pty Ltd	DIESEL GENERATOR 70KVA	\$ 25,646.50			
310	EFT22893	10/04/2024	Caterina Ranieri			\$ 89.00		
311	INV 210324	21/03/2024	Caterina Ranieri	NRLC - TRAINING & DEVELOPMENT - CPR Training	\$ 89.00			

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
312	EFT22894	10/04/2024	PG & JD Forrest			\$ 20.00		
313	INV 1194	29/03/2024	PG & JD Forrest	OTHCUL - EVENT/PROJECT PROMOTION - Good Friday Flyers 2024	\$ 20.00			
314	EFT22895	10/04/2024	Williams Community Resource Centre			\$ 80.00		
315	INV 00010768	07/03/2024	Williams Community Resource Centre	WORKS - TRAINING & DEVELOPMENT - Forklift Licence 2 Day Course 13th & 14th March	\$ 80.00			
316	EFT22896	10/04/2024	YMCA Services Pty Ltd			\$ 364.32		
317	INV 50037791	20/03/2024	YMCA Services Pty Ltd	NRLC - ALLOWANCES GEN - Lifeguard Polos x 9	\$ 364.32			
318	EFT22897	10/04/2024	Holyoake			\$ 3,745.12		
319	INV INV-02896	14/03/2024	Holyoake	NRLC - BUILDING MAINTENANCE GEN - Painting of Court 2 Wall	\$ 3,745.12			
320	EFT22899	18/04/2024	Synergy			\$ 24,692.05		
321	INV 2002142745	04/04/2024	Synergy	ROADM - STREET LIGHTING MAINTENANCE/OPERATIONS - Electricity Charge 25/02/2024-24/03/2024	\$ 11,442.37			
322	INV 2010107931	10/04/2024	Synergy	ADMIN OFFICE BUILDING OPERATIONS - Electricity Charges 13/03/24 - 09/04/24	\$ 496.49			
323	INV 2010107930	10/04/2024	Synergy	NRLC - UTILITY - ELECTRICITY - Electricity Bill 13/03/24 - 09/04/24	\$ 12,623.76			
324	INV 2082074538	12/04/2024	Synergy	HISTORY HALL BUILDING OPERATIONS - Electricity Charges 08/02/24 - 11/04/24	\$ 129.43			
325	EFT22900	18/04/2024	Narrogin Packaging			\$ 1,088.31	L	
326	INV 00086932	01/03/2024	Narrogin Packaging	RAILWAY STATION BUILDING MAINTENANCE - Cleaning Supplies and Equipment	\$ 276.95			
327	INV 00087050	02/04/2024	Narrogin Packaging	VARIOUS BUILDINGS - Cleaning Materials	\$ 573.05			
328	INV 00087049	02/04/2024	Narrogin Packaging	LIB - CLEANING - Cleaning Materials	\$ 71.35			
329	INV 00087083	05/04/2024	Narrogin Packaging	HIGHBURY PUBLIC TOILETS OPERATIONS - Cleaning Materials	\$ 122.35			
330	INV 00087092	05/04/2024	Narrogin Packaging	CBD PARKS - MAINTENANCE/OPERATIONS - Oven Cleaner	\$ 44.61			
331	EFT22901	18/04/2024	Water Corporation			\$ 1,915.42		
332	INV 9007721653	07/02/2024	Water Corporation	CROQUET CLUBROOMS BUILDING OPERATIONS - Water Charges 29/11/23 - 06/02/24	\$ 1,398.96			
333	INV 9007721573	07/02/2024	Water Corporation	MAY ST PUBLIC TOILETS OPERATIONS - Water Charges 29/11/23 - 06/02/24	\$ 326.69			
334	INV 9007729225	12/04/2024	Water Corporation	30 GRAY ST BUILDING OPERATIONS (FORMALLY EAST NARROGIN OFFSITE KINDERGARTEN) - Water Charges 08/02/24 - 11/04/24	\$ 117.09			
335	INV 9007732288	15/04/2024	Water Corporation	OLD RAILWAY TENNIS BUILDING OPERATIONS - Water Charges 09/02/24 - 12/04/24	\$ 72.68			
336	EFT22902	18/04/2024	Narrogin Carpets & Curtains			\$ 6,950.00	L	
337	INV B011212	08/04/2024	Narrogin Carpets & Curtains	39 FEDERAL ST BUILDING MAINTENANCE - Supply & Install Disruptive Path Carpet	\$ 6,950.00			
338	EFT22903	18/04/2024	Landgate			\$ 91.50		
339	INV 1337474	01/12/2023	Landgate	PLAN - TITLE/COMPANY SEARCHES - Copy of Transfer of Land Act Document	\$ 91.50			
340	EFT22904	18/04/2024	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust			\$ 2,197.80		
341	INV IV00000002796	31/03/2024	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust	CONSTRUCTION OF DAM AT AIRPORT - 50 Tonne of Yellow Sand	\$ 1,666.50			
342	INV IV00000002798	31/03/2024	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust	CEMETERY GRAVE DIGGING - Yellow Sand for Backfills	\$ 531.30			

	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
343	EFT22905	18/04/2024	DFES-Department of Fire & Emergency Services		\$ 91,852.86		
344	INV 156993	21/02/2024	DFES-Department of Fire & Emergency Services	FESA ESL LIABILITY - 3rd Quarter Contributions 2023/24	\$ 91,852.86		
345	EFT22906	18/04/2024	Narrogin Bearing Service		\$ 359.90	L	
346	INV IN216637	09/04/2024	Narrogin Bearing Service	ROADM - WORKSHOP/DEPOT EXPENSED EQUIPMENT 2x Trigger Grease Gun	\$ 359.90		
347	EFT22907	18/04/2024	Great Southern Waste Disposal		\$ 47,512.14	L	
348	INV IV0000002926	09/04/2024	Great Southern Waste Disposal	SAN - WASTE COLLECTION - Waste Collection Service 24/02/2024 - 30/03/2024	\$ 47,512.14		
349	EFT22908	18/04/2024	RJ Smith Engineering		\$ 11,932.24		
350	INV DI15657	28/03/2024	RJ Smith Engineering	REPLACEMENT OF HOME MAINTENANCE TRAILER - Enclosed Trailer	\$ 11,550.00		
351	INV DI15881	05/04/2024	RJ Smith Engineering	ROADM - WORKSHOP/DEPOT EXPENSED EQUIPMENT - Plasma Wear Parts Kit	\$ 86.24		
352	INV DI15930	08/04/2024	RJ Smith Engineering	LIB - GENERAL OFFICE EXPENSES GEN - 6x 15L Water Bottles for Water Filter	\$ 102.00		
353	INV DI16010	10/04/2024	RJ Smith Engineering	NO4 2010 NISSAN UD TIP TRUCK AUTO - Repair Fuel Tank	\$ 194.00		
354	EFT22909	18/04/2024	Octave Holdings Pty Ltd T/as Narrogin Toyota, Mazda & Ford		\$ 27,140.00		
355	INV JC24041941	05/04/2024	Octave Holdings Pty Ltd T/as Narrogin Toyota, Mazda & Ford	PLAN - MOTOR VEHICLE EXPENSES - Service Vehicle NGN00 - 15,000KM Service	\$ 265.00		
356	INV RI21100716	09/04/2024	Octave Holdings Pty Ltd T/as Narrogin Toyota, Mazda & Ford	REPLACEMENT OF TOYOTA COROLLA 2019 - Corolla Cross 2WD Less Proceeds on Disposal Corolla Ascent	\$ 26,875.00		
357	EFT22910	18/04/2024	Country Paint Supplies		\$ 195.10	L	
358	INV 4801018517	10/04/2024	Country Paint Supplies	XC CLASS TRAIN MURAL PROJECT - Praint Brush, Rollers, & Paint Thinners	\$ 195.10		
359	EFT22911	18/04/2024	Narrogin Gasworx		\$ 60.00	L	F
360	INV 75131	08/04/2024	Narrogin Gasworx	CHCP -CLIENT PURCHASES - Automatic Jar Opener	\$ 60.00		
361	EFT22912	18/04/2024	T Quip		\$ 186.14		
362	INV 128389	10/04/2024	T Quip	NGN11845 2010 TORO GM7210 MOWER - Service Filters	\$ 186.14		
363	EFT22913	18/04/2024	Farmers Centre (Narrogin) Pty Ltd		\$ 419.76		
364	INV 91451	05/04/2024	Farmers Centre (Narrogin) Pty Ltd	FOUR AXLE SIDE TIPPER TRAILER - Supply 2 Hydraulic Lines & Fittings	\$ 299.53		
365	INV 91449	05/04/2024	Farmers Centre (Narrogin) Pty Ltd	5CX BACKHOE LOADER - Supply Drive Belt	\$ 120.23		
366	EFT22914	18/04/2024	Raeco		\$ 206.80		
367	INV 595532	09/04/2024	Raeco	LIB - GENERAL OFFICE EXPENSES - Book Labels	\$ 206.80		
368	EFT22915	18/04/2024	Melchiorre Plumbing & Gas		\$ 303.49	L	
369	INV 3837	22/01/2024	Melchiorre Plumbing & Gas	LIBRARY BUILDING MAINTENANCE - Plumbing Labour and Materials	\$ 303.49		
370	EFT22916	18/04/2024	Belvedere Nursery		\$ 200.00	L	
371	INV I0000002323	27/02/2024	Belvedere Nursery	STREET TREE MAINTENANCE - Replace Street Trees	\$ 200.00		

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
372	EFT22917	18/04/2024	Narrogin Pumps Solar And Spraying			\$ 472.97	L	
373	INV 00052679	06/10/2023	Narrogin Pumps Solar And Spraying	GNAROJIN PARK MAINTENANCE/OPERATIONS - Reticulation Repair Supplies	\$ 448.55			
374	INV 00053372	28/10/2023	Narrogin Pumps Solar And Spraying	GNAROJIN PARK MAINTENANCE/OPERATIONS - Reticulation Repair Supplies	\$ 24.42			
375	EFT22918	18/04/2024	Fulton Hogan			\$ 197,683.20		PF
376	INV 18856481	28/03/2024	Fulton Hogan	WHINBIN ROCK RD CONSTRUCTION - 2 Coat Seal Whinbin Rock Rd	\$ 197,683.20			
377	EFT22919	18/04/2024	Fegan Building Surveying			\$ 2,630.00		
378	INV 1102	14/03/2024	Fegan Building Surveying	BUILD - CONTRACT BUILDING CONTROL SERVICES - Process Building Permit	\$ 705.00			
379	INV 1107	22/03/2024	Fegan Building Surveying	BUILD - CONTRACT BUILDING CONTROL SERVICES - Process of Building Permit	\$ 330.00			
380	INV 1109	28/03/2024	Fegan Building Surveying	BUILD - CONTRACT BUILDING CONTROL SERVICES - Processing Of Building Permit	\$ 330.00			
381	INV 1113	03/04/2024	Fegan Building Surveying	BUILD - CONTRACT BUILDING CONTROL SERVICES - Building Permits	\$ 935.00			
382	INV 1114	04/04/2024	Fegan Building Surveying	BUILD - CONTRACT BUILDING CONTROL SERVICES - Process Building Permit	\$ 330.00			
383	EFT22921	18/04/2024	Sunny Industrial Brushware			\$ 2,068.00		
384	INV 00028580	05/04/2024	Sunny Industrial Brushware	NGN339 HINO ROAD SWEEPER 2021 - 20x Gutter Brushes	\$ 2,068.00			
385	EFT22922	18/04/2024	Wirtgen Australia Pty Ltd			\$ 1,057.64		
386	INV 1900112002	08/04/2024	Wirtgen Australia Pty Ltd	NO4929 2015 HAMM 3520HT STEEL VIBE ROLLER - Service Filters	\$ 468.53			
387	INV 1900112232	09/04/2024	Wirtgen Australia Pty Ltd	NO4929 2015 HAMM 3520HT STEEL VIBE ROLLER- Metal Belly Plate	\$ 589.11			
388	EFT22923	18/04/2024	Narrogin Tyrepower			\$ 4,730.00	L	
389	INV 108541	11/04/2024	Narrogin Tyrepower	VARIOUS VEHICLES - 10 x Drive Tyres 11R22.5 Double coin	\$ 4,730.00			
390	EFT22924	18/04/2024	Win Television WA Pty Ltd T/A WIN Television Network			\$ 990.00		
391	INV 1789665-1	31/03/2024	Win Television WA Pty Ltd T/A WIN Television Network	TOUR - PUBLIC RELATIONS & AREA PROMOTION - TV Commercials March 2024	\$ 990.00			
392	EFT22925	18/04/2024	Telair Pty Ltd			\$ 1,724.06		
393	INV TA10781-057	31/03/2024	Telair Pty Ltd	VARIOUS DEPARTMENTS - Telephone Charges March 2024	\$ 1,724.06			
394	EFT22926	18/04/2024	Elgas			\$ 7,772.75		
395	INV 0360361739	01/01/2024	Elgas	NRLC - UTILITY - GAS - 7500.0L LPG Tank	\$ 332.75			
396	INV 0360885656	01/04/2024	Elgas	NRLC - UTILITY - GAS - 7500.0L LGP Tank	\$ 366.30			
397	INV 0360830566	03/04/2024	Elgas	NRLC - UTILITY - GAS - Gas Supplied 4,272L	\$ 7,073.70			
398	EFT22927	18/04/2024	Epic Fire Solutions T/As MCG Fire Services			\$ 319.00		
399	INV INV-3689	04/04/2024	Epic Fire Solutions T/As MCG Fire Services	TOWN HALL (FEDERAL ST) BUILDING MAINTENANCE - Monthly FDAS Service and Testing	\$ 319.00			

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
400	EFT22928	18/04/2024	D&L Studio Pty Ltd T/A Metal Artwork Badges			\$ 15.24		
401	INV 25604	08/04/2024	D&L Studio Pty Ltd T/A Metal Artwork Badges	ADMIN - PRINTING & STATIONERY - Name Tag	\$ 15.24			
402	EFT22929	18/04/2024	Vanessa Maree Ward			\$ 40.95		
403	INV 230224	23/02/2024	Vanessa Maree Ward	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Goods Purchased For CCZ Meeting	\$ 40.95			
404	EFT22930	18/04/2024	Narrogin Fruit Trading Pty Ltd			\$ 591.93	L	
405	INV 000F20231122218	22/11/2023	Narrogin Fruit Trading Pty Ltd	FIRE - TRAINING & DEVELOPMENT - Catering for Bushfire	\$ 180.15			
406	INV 000F2023120462	04/12/2023	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order	\$ 67.37			
407	INV 000F2024011556	15/01/2024	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order	\$ 71.85			
408	INV 000F2024011684	16/01/2024	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order	\$ 55.85			
409	INV INV-0847	02/04/2024	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Debrief Meeting 27/04/2024	\$ 132.00			
410	INV 000F2024040842	08/04/2024	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order	\$ 53.12			
411	INV 000F20240408132	08/04/2024	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order	\$ 31.59			
412	EFT22931	18/04/2024	SJ & BJ Schulz			\$ 2,200.00		F
413	INV 97	11/04/2024	SJ & BJ Schulz	MANARING ROAD BRIDGE - 1000M3 Gravel	\$ 2,200.00			
414	EFT22932	18/04/2024	PC Harley Family Trust (Narrogin Newsagency)			\$ 318.11		
415	INV SN00136329022024	29/02/2024	PC Harley Family Trust (Narrogin Newsagency)	ADMIN - PRINTING & STATIONERY - Stationary & Newspapers Dec - Feb	\$ 78.89			
416	INV SN00 1606 2902 2024	29/02/2024	PC Harley Family Trust (Narrogin Newsagency)	LIB - PRINTING & STATIONERY - Newspapers Dec 2023 - Feb 2024	\$ 239.22			
417	EFT22933	18/04/2024	Team Global Express Pty Ltd			\$ 489.79		
418	INV 0613-T740710	28/01/2024	Team Global Express Pty Ltd	RATES - PRINTING AND STATIONERY - Freight Charges	\$ 253.09			
419	INV 0617-T740710	24/03/2024	Team Global Express Pty Ltd	VARIOUS DEPARTMENTS - Freight Charges	\$ 195.78			
420	INV 0619-T740710	07/04/2024	Team Global Express Pty Ltd	N04929 2015 HAMM 3520HT STEEL VIBE ROLLER - Freight Charges	\$ 40.92			
421	EFT22934	18/04/2024	M & V Ranieri Building Contractors			\$ 3,234.00		
422	INV 0000081	14/04/2024	M & V Ranieri Building Contractors	RAILWAY DAM ECO TOILETS - Supply and Install Concrete Walkway	\$ 3,234.00			
423	EFT22935	18/04/2024	JH Computer Services			\$ 10,785.34		
424	INV 001995-D01	31/01/2024	JH Computer Services	ADMIN - INFORMATION SYSTEMS - IT Support February 2024	\$ 10,785.34			
425	EFT22936	18/04/2024	Global Food Safety Auditing			\$ 1,006.50		F
426	INV INV-6324	05/04/2024	Global Food Safety Auditing	CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Food Safety Audit	\$ 1,006.50			

	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
427	EFT22937	18/04/2024	Ian Raworth Constructions		\$ 1,616.78	L	
428	INV 0004675	27/03/2024	Ian Raworth Constructions	TOWN HALL (FEDERAL ST) BUILDING MAINTENANCE - Labour and Materials	\$ 396.00		
429	INV 0004675	27/03/2024	Ian Raworth Constructions	TOWN HALL (FEDERAL ST) BUILDING MAINTENANCE - Labour and Materials	\$ 396.00		
430	INV 0004718	10/04/2024	Ian Raworth Constructions	TOWN HALL (FEDERAL ST) BUILDING MAINTENANCE - Labour and Materials for Lumens	\$ 230.78		
431	INV 0004717	10/04/2024	Ian Raworth Constructions	39 FEDERAL ST BUILDING MAINTENANCE - Change Door Locks and Fix Hinge	\$ 99.00		
432	INV 0004719	13/04/2024	Ian Raworth Constructions	TOWN HALL (FEDERAL ST) BUILDING MAINTENANCE - Remove and Re-instate Sunken Pavers	\$ 495.00		
433	EFT22938	18/04/2024	Hunt Architects		\$ 55,587.40		
434	INV 24-01-234703	30/01/2024	Hunt Architects	NRLC UPGRADE WORKS - Schematic Designs and Contract Documentation for Aquatics Project	\$ 55,587.40		
435	EFT22939	18/04/2024	Holyoake		\$ 3,053.99		PF
436	INV INV-02656	02/05/2023	Holyoake	WELFARE - YOUTH SERVICES - Youth Week Treasure Hunt	\$ 123.99		
437	INV INV-02895	14/03/2024	Holyoake	WELFARE - YOUTH SERVICES - Youth Health and Wellbeing Festival Narrogin	\$ 2,930.00		
438	EFT22940	18/04/2024	Aqua Guard Technologies Pty Ltd		\$ 5,720.00		F
439	INV 1372-23/24	18/04/2024	Aqua Guard Technologies Pty Ltd	NRLC UPGRADE WORKS - Pool Liner Inspection	\$ 5,720.00		
440	EFT22941	18/04/2024	Kayla Thornton		\$ 190.00		
441	INV 151123	15/11/2023	Kayla Thornton	LIB - RECRUITMENT - Pre-Employment Medical Test	\$ 190.00		
442	EFT22942	18/04/2024	Marie Faye King		\$ 4,156.75		
443	INV A190800	04/04/2024	Marie Faye King	Rates Refund	\$ 4,156.75		
444	EFT22943	18/04/2024	Victor Wheat		\$ 36.50		
445	INV 050424	05/04/2024	Victor Wheat	TOUR - CARAVAN PARK FEES - Refund of Caravan Park Fees	\$ 36.50		
446	EFT22944	18/04/2024	Chloe McIntosh		\$ 190.00		
447	INV 080424	08/04/2024	Chloe McIntosh	ADMIN - RECRUITMENT - Pre-Employment Medical Test	\$ 190.00		
448	EFT22945	18/04/2024	Peter John Baxter		\$ 211.50		
449	INV 060723	06/07/2023	Peter John Baxter	PWO - EMTRS - RECRUITMENT - Drug and Alcohol Test	\$ 49.50		
450	INV 060723	06/07/2023	Peter John Baxter	PWO - EMTRS - RECRUITMENT - Pre-Employment Medical	\$ 162.00		
451	EFT22946	18/04/2024	Jared Egerton-Warburton		\$ 87.00		
452	INV 251023	25/10/2023	Jared Egerton-Warburton	LIB - RECRUITMENT - WWC Card	\$ 87.00		
453	EFT22947	18/04/2024	Corasaniti Constructions		\$ -	\$ 3,998.50	
454	INV INV-0032	16/04/2024	Corasaniti Constructions	SENIOR CITIZEN CENTRE BUILDING MAINTENANCE - Remove and Relay Brick Paving	\$ 3,998.50		

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
455	EFT22948	30/04/2024	Synergy			\$ 5,745.00		
456	INV 2082074363	12/04/2024	Synergy	CEMETERY MAINTENANCE/OPERATIONS - Electricity Charges 09/02/24 - 11/04/2024	\$ 157.06			
457	INV 2062079033	15/04/2024	Synergy	MUSEUM BUILDING OPERATIONS - Electricity Charges 09/02/2024 - 11/04/2024	\$ 38.31			
458	INV 2058089349	15/04/2024	Synergy	LYDEKER DEPOT BUILDING OPERATIONS - Electricity Charges 07/02/24 - 11/04/24	\$ 1,036.23			
459	INV 2050099788	16/04/2024	Synergy	TOWN HALL BUILDING OPERATIONS - Electricity Charge 08/02/2024 - 12/04/2024	\$ 723.71			
460	INV 2014115774	16/04/2024	Synergy	EMDRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Electricity Charges 08/02/2024 - 12/04/2024	\$ 145.44			
461	INV 2038096974	16/04/2024	Synergy	SUNDRY DRY PARKS/RESERVES MAINTENANCE/OPERATIONS - Electricity Charges 08/02/24 - 12/04/24	\$ 113.17			
462	INV 2002153699	16/04/2024	Synergy	MEMORIAL PARK MAINTENANCE/OPERATIONS - Electricity Charges 08/02/24 - 12/04/24	\$ 271.49			
463	INV 2038099503	17/04/2024	Synergy	SUNDRY DRY PARKS/RESERVES MAINTENANCE/OPERATIONS - Electricity Charges 09/02/24 - 15/04/24	\$ 218.66			
464	INV 2042094511	18/04/2024	Synergy	MICHAEL BROWN PARK BUILDINGS OPERATIONS - Electricity Charges 15/02/2024 - 17/04/2024	\$ 130.38			
465	INV 2022114761	18/04/2024	Synergy	WASTE FACILITIES BUILDING OPERATIONS - Electricity Charges14/02/2024 - 16/04/2024	\$ 362.37			
466	INV 2038099751	18/04/2024	Synergy	13 HOUGH ST - OPERATIONS - Electricity Charges 14/02/2024 - 16/04/2024	\$ 101.51			
467	INV 2014118854	18/04/2024	Synergy	BMX PARK - Electricity Charges 14/02/24 - 17/04/24	\$ 126.20			
468	INV 2098028747	19/04/2024	Synergy	CEO STAFF HOUSING - Electricity Charges 16/02/24 - 18/04/24	\$ 105.71			
469	INV 2026112669	22/04/2024	Synergy	MACKIE PARK MAINTENANCE/OPERATIONS - Electricity Charges 17/02/24 - 19/04/24	\$ 339.48			
470	INV 2098030387	22/04/2024	Synergy	THOMAS HOGG OVAL BUILDINGS OPERATIONS - Electricity Charges 14/02/24 - 18/04/24	\$ 1,875.28			
471	EFT22949	30/04/2024	Narrogen Packaging			\$ 159.00	L	
472	INV 000856611	15/01/2024	Narrogen Packaging	PARKS & GARDENS MAINTENANCE - Nitrile Gloves	\$ 20.00			
473	INV 00087226	15/04/2024	Narrogen Packaging	NRLC - CLEANING & WASTE DISPOSAL - Cleaning Supplies	\$ 139.00			
474	EFT22950	30/04/2024	Great Southern Fuels			\$ 29,074.84	L	
475	INV D2174779	27/03/2024	Great Southern Fuels	STOCK - PURCHASE OF STOCK MATERIALS - 15,000L of Diesel	\$ 27,877.41			
476	INV 19016537	10/04/2024	Great Southern Fuels	POC - FUELS AND OILS - 205L Engine Oil	\$ 1,197.43			

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
477	EFT22951	30/04/2024	Water Corporation			\$ 10,283.00		PR
478	INV 9007708854	05/04/2024	Water Corporation	MUSEUM BUILDING OPERATIONS - Water Charges 30/01/24 - 04/04/24	\$ 34.41			
479	INV 9007723333	11/04/2024	Water Corporation	THOMAS HOGG OVAL BUILDINGS OPERATIONS - Water Charges 07/02/24 - 10/04/24	\$ 94.89			
480	INV 9022879352	11/04/2024	Water Corporation	CEO STAFF HOUSING - Water Charges 08/02/24 - 10/04/24	\$ 338.81			
481	INV 9007725558	11/04/2024	Water Corporation	GNAROJIN PARK MAINTENANCE/OPERATIONS - Water Charges 08/02/24 - 10/04/24	\$ 1,171.42			
482	INV 9010739547	15/04/2024	Water Corporation	LYDEKER DEPOT BUILDING OPERATIONS - Water Charges 09/02/24 - 12/04/24	\$ 507.46			
483	INV 9007669306	18/04/2024	Water Corporation	HIGHBURY HALL BUILDING OPERATIONS - Water Charges 13/02/2024 - 17/04/2024	\$ 536.13			
484	INV 9013776554	18/04/2024	Water Corporation	HIGHBURY PUBLIC TOILETS OPERATIONS - Water Charges 13/02/2024 - 17/04/2024	\$ 68.81			
485	INV 9007800191	18/04/2024	Water Corporation	STANDPIPE MAINTENANCE/OPERATIONS - Water Charges 13/04/24 - 17/04/24	\$ 7,487.12			
486	INV 9007801880	19/04/2024	Water Corporation	STANDPIPE MAINTENANCE/OPERATIONS - Water Charges 14/02/24 - 18/04/24	\$ 21.01			
487	INV 9007802883	22/04/2024	Water Corporation	STANDPIPE MAINTENANCE/OPERATIONS - Water Charges 15/02/24 - 19/04/24	\$ 22.94			
488	EFT22952	30/04/2024	Narrogin Electrical Appliance Testing			\$ 1,017.50	L	
489	INV 818	17/04/2024	Narrogin Electrical Appliance Testing	ADMIN OFFICE BUILDING MAINTENANCE - Annual Test & Tag of All Electrical Appliances	\$ 1,017.50			
490	EFT22953	30/04/2024	Makit Narrogin Hardware			\$ 438.60	L	
491	INV 115741	01/02/2024	Makit Narrogin Hardware	VARIOUS LOCATIONS - Maintenance Supplies	\$ 438.60			
492	EFT22954	30/04/2024	Hancocks Home Hardware			\$ 36.87	L	PF
493	INV 474702	17/04/2024	Hancocks Home Hardware	ADMIN OFFICE BUILDING MAINTENANCE - Globe Replacement DRS Office x 3	\$ 36.87			
494	EFT22955	30/04/2024	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust			\$ 475.20	L	
495	INV IV00000002823	28/03/2024	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust	DRAINAGE MAINTENANCE GENERAL - Concrete	\$ 475.20			
496	EFT22956	30/04/2024	Arts Narrogin Incorporated			\$ 357.00	L	
497	INV 220424	22/04/2024	Arts Narrogin Incorporated	HALLS - NARROGIN TOWN HALL HIRE - Booking Refund	\$ 357.00			
498	EFT22957	30/04/2024	Westrac Pty Ltd			\$ 118.88		
499	INV PI 9506349	12/04/2024	Westrac Pty Ltd	NO237 2020 CATEPILLAR CW34NN RUBBER TYRE ROLLER - Service Filters	\$ 118.88			
500	EFT22958	30/04/2024	Narrogin Liquor Barons			\$ 166.97		
501	INV 331045	28/03/2024	Narrogin Liquor Barons	FIRE - TRAINING & DEVELOPMENT - Selection of Beverages for BFAC Meeting	\$ 166.97			
502	EFT22959	30/04/2024	Narrogin Betta Home Living			\$ 34.95	L	
503	INV 25710090284	15/04/2024	Narrogin Betta Home Living	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - New Toaster	\$ 34.95			

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
504	EFT22960	30/04/2024	RJ Smith Engineering			\$ 1,135.02		
505	INV DI15873	05/04/2024	RJ Smith Engineering	ROADM - WORKSHOP/DEPOT EXPENSED EQUIPMENT - Metal Sheets for Shelving	\$ 552.02			
506	INV DI16114	13/04/2024	RJ Smith Engineering	NO2731 FOUR AXLE SIDE TIPPER TRAILER - Repair Ram and Ram Pin	\$ 583.00			
507	EFT22961	30/04/2024	PFD Food Services Pty Ltd			\$ 190.15		R
508	INV LK994002	11/04/2024	PFD Food Services Pty Ltd	NRLC - GENERAL KIOSK SUPPLIES - Kiosk Stock	\$ 190.15			
509	EFT22962	30/04/2024	Country Paint Supplies			\$ 152.25	L	
510	INV 4801018668	18/04/2024	Country Paint Supplies	LIONS PARK UPGRADE INCLUDING DISABILITY FRIENDLY SWING - 4L Silver Paint & Paint Supplies	\$ 152.25			
511	EFT22963	30/04/2024	Melchiorre Plumbing & Gas			\$ 4,510.00	L	
512	INV 4019	18/04/2024	Melchiorre Plumbing & Gas	VARIOUS DEPARTMENTS - RPZ Testing	\$ 4,510.00			
513	EFT22964	30/04/2024	Belvedere Nursery			\$ 77.70	L	
514	INV I0000002333	12/03/2024	Belvedere Nursery	PARKS & GARDENS MAINTENANCE - x6 Bags of Soil Conditioner	\$ 77.70			
515	EFT22965	30/04/2024	West Australian Newspapers Limited			\$ 156.00		F
516	INV 1056203120240127	27/01/2024	West Australian Newspapers Limited	OTHCUL - AUSTRALIA DAY - Commercial Features	\$ 156.00			
517	EFT22966	30/04/2024	Narrogin Pumps Solar And Spraying			\$ 214.37		
518	INV 00054185	01/03/2024	Narrogin Pumps Solar And Spraying	FIRE PREVENTION/BURNING/CONTROL - Pump Parts for the Refuse Site and Nomans Lake	\$ 214.37			
519	EFT22967	30/04/2024	Allworks Civil			\$ 396.00	L	
520	INV 00213	02/04/2024	Allworks Civil	ELECTRIC VEHICLE CHARGING STATIONS - EV Parking Bay Line Marking	\$ 396.00			
521	EFT22968	30/04/2024	BKS Electrical Pty Ltd			\$ 242.00		
522	INV 4006	13/02/2024	BKS Electrical Pty Ltd	ADMIN OFFICE BUILDING MAINTENANCE - Replacement of Light and Sensor	\$ 242.00			
523	EFT22969	30/04/2024	Independence Australia Group			\$ 1,014.49		F
524	INV 71957098.01	28/11/2023	Independence Australia Group	CHCP -CLIENT PURCHASES - Continence Products	\$ 578.55			
525	INV 71957098.02	28/11/2023	Independence Australia Group	CHCP - CLIENT PURCHASES - Continence Products	\$ 161.04			
526	INV 71990732.01	04/01/2024	Independence Australia Group	CHCP - CLIENT PURCHASES - Continence Products	\$ 137.70			
527	INV 71990732.02	08/01/2024	Independence Australia Group	CHCP - CLIENT PURCHASES - Continence Products	\$ 137.20			
528	EFT22970	30/04/2024	Total Quality Clean			\$ 2,145.00		
529	INV 4316	06/04/2024	Total Quality Clean	ADMIN OFFICE BUILDING MAINTENANCE - Carpet Cleaning Back Office Areas and Reception	\$ 2,145.00			
530	EFT22971	30/04/2024	Truck Centre (WA) Pty Ltd			\$ 378.74		
531	INV 1775433-000001	09/04/2024	Truck Centre (WA) Pty Ltd	NO2 2009 NISSAN UD TIP TRUCK - Service Filter Kit	\$ 378.74			

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
532	EFT22972	30/04/2024	Timothy Robert Wiese			\$ 9,135.52		
533	INV 230424	23/04/2024	Timothy Robert Wiese	PRIVATE - PRIVATE WORKS INCOME - Refund from Actual Cost of Road Works	\$ 9,135.52			
534	EFT22973	30/04/2024	O'Rourke Electric Services			\$ 310.20		
535	INV INV-2630	14/04/2024	O'Rourke Electric Services	SENIOR CITIZEN CENTRE BUILDING MAINTENANCE - Lighting Repairs	\$ 310.20			
536	EFT22974	30/04/2024	Aquatic Services WA Pty Ltd			\$ 1,735.25		
537	INV AS#20174423	05/04/2024	Aquatic Services WA Pty Ltd	NRLC - BUILDING MAINTENANCE - Bi-Monthly Pool Service	\$ 1,735.25			
538	EFT22975	30/04/2024	Corsign (WA) Pty Ltd			\$ 369.60		
539	INV 00084862	12/04/2024	Corsign (WA) Pty Ltd	HIGHBURY EAST RD CULVERT UPGRADE - Lateral Shift Cheverons	\$ 369.60			
540	EFT22976	30/04/2024	Win Television WA Pty Ltd T/A WIN Television Network			\$ 1,100.00		
541	INV 1680480-1	31/10/2023	Win Television WA Pty Ltd T/A WIN Television Network	TOUR - PUBLIC RELATIONS & AREA PROMOTION - TV Adverts WIN Network October 2023	\$ 1,100.00			
542	EFT22977	30/04/2024	Farmworks Narrogin Pty Ltd			\$ 766.70	L	
543	INV 105428	19/04/2024	Farmworks Narrogin Pty Ltd	VERGE MAINTENANCE - 20L Herbicide	\$ 198.00			
544	INV 105461	22/04/2024	Farmworks Narrogin Pty Ltd	CONSTRUCTION OF DAM AT AIRPORT - Fencing Supplies for Tanks	\$ 568.70			
545	EFT22978	30/04/2024	The White Family Trust T/a Narrogin Valley Stockfeed			\$ 178.00	L	
546	INV NVS132546	26/03/2024	The White Family Trust T/a Narrogin Valley Stockfeed	INO - YILLIMINNING ROCK CAMPING AREA - 2 Gas Bottles	\$ 178.00			
547	EFT22979	30/04/2024	St John Ambulance - Narrogin Sub Centre			\$ 295.90		
548	INV CYINV00349816	15/04/2024	St John Ambulance - Narrogin Sub Centre	WORKS - OHS AND TOOLBOX MEETINGS - Large First Aid Kits	\$ 295.90			
549	EFT22980	30/04/2024	Elgas			\$ 5,823.55		
550	INV 0360466712	10/04/2024	Elgas	NRLC - Utility - Gas - Gas Supplied 3,517L	\$ 5,823.55			
551	EFT22981	30/04/2024	BMR Mechanical Pty Ltd			\$ 165.03	L	F
552	INV INV-2501	08/01/2024	BMR Mechanical Pty Ltd	990NGN 2015 MITSUBISHI FUSO ROSA - Brake Pad and Sensor Replacement - Homecare	\$ 1,815.28			
553	INV INV-2501	23/04/2024	BMR Mechanical Pty Ltd	990NGN 2015 MITSUBISHI FUSO ROSA - Brake Pad and Sensor Replacement - Homecare Reverse	\$ (1,650.25)			
554	EFT22982	30/04/2024	Price's Fabrication & Steel			\$ 17,450.00		
555	INV 00003721	05/04/2024	Price's Fabrication & Steel	CONSTRUCTION OF DAM AT AIRPORT - Supply 2 Pioneer Water Tank	\$ 17,450.00			
556	EFT22983	30/04/2024	Fire Mitigation Services			\$ 67,936.00		
557	INV 00000869	15/04/2024	Fire Mitigation Services	FIRE - BUSHFIRE RISK MANAGEMENT PLAN - MITIGATION ACTIVITIES - Thomas Hogg Mechanical Works Treatment	\$ 67,936.00			
558	EFT22984	30/04/2024	Narrogin Auto Electrics			\$ 255.00	L	
559	INV 267313	31/03/2024	Narrogin Auto Electrics	FIRE UNITS - Replacement of AVL	\$ 255.00			

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
560	EFT22985	30/04/2024	InterFire Agencies			\$ 1,055.60		
561	INV INV-17857	16/02/2024	InterFire Agencies	FIRE - MOTOR VEHICLE EXPENSES - Replacement Hoses	\$ 394.82			
562	INV INV-17986	28/02/2024	InterFire Agencies	FIRE - MOTOR VEHICLE EXPENSES - Replacement Hoses	\$ 660.78			
563	EFT22986	30/04/2024	Tourism Council Western Australia			\$ 495.00		
564	INV I-00010718	22/04/2024	Tourism Council Western Australia	ADMIN - TRAINING & DEVELOPMENT - Conference Early Bird - Member Rate	\$ 495.00			
565	EFT22987	30/04/2024	Goodyear Auto Care Narrogin			\$ 1,268.00	L	
566	INV 102815	15/04/2024	Goodyear Auto Care Narrogin	NO4871 2014 JOHN DEERE 670G GRADER w/ TOP CON - Tyre Repair and Fitting	\$ 548.00			
567	INV 102810	15/04/2024	Goodyear Auto Care Narrogin	NO2731 FOUR AXLE SIDE TIPPER TRAILER - Supply,Fit & Disposal x 2 Tyres	\$ 100.00			
568	INV 102845	18/04/2024	Goodyear Auto Care Narrogin	VARIOUS DEPARTMENT - Supply Mullins Steel Rim	\$ 620.00			
569	EFT22988	30/04/2024	Vanessa Maree Ward			\$ 80.15		
570	INV 190424	19/04/2024	Vanessa Maree Ward	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Reimbursement for Goods Purchased for Council Meeting	\$ 80.15			
571	EFT22989	30/04/2024	Narrogin Fruit Trading Pty Ltd			\$ 521.71	L	
572	INV 000F20240404229	04/04/2024	Narrogin Fruit Trading Pty Ltd	PWO - GENERAL OFFICE EXPENSES - Weekly Depot Order	\$ 4.30			
573	INV INV-0852	12/04/2024	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Catering MBS Dinner	\$ 385.00			
574	INV 000F2024041538	15/04/2024	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order	\$ 28.99			
575	INV 000F2024041569	15/04/2024	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order	\$ 49.87			
576	INV 000F2024042290	22/04/2024	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order	\$ 41.65			
577	INV 000F2024042419	24/04/2024	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order	\$ 11.90			
578	EFT22990	30/04/2024	Team Global Express Pty Ltd			\$ 682.28		
579	INV 0620-T740710	14/04/2024	Team Global Express Pty Ltd	VARIOUS DEPARTMENTS - Freight Charges	\$ 682.28			

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
580	EFT22991	30/04/2024	Quest Innaloo			\$ 905.00		
581	INV 830194	19/04/2024	Quest Innaloo	ADMIN - Training & Development - DOT Training Accommodation x 5 Nights	\$ 905.00			
582	EFT22992	30/04/2024	Harcher Distributors (Wa Distributors P/L)			\$ 200.15		R
583	INV 947685	09/04/2024	Harcher Distributors (Wa Distributors P/L)	NRLC - GENERAL KIOSK SUPPLIES GEN - Kiosk Stock	\$ 200.15			
584	EFT22993	30/04/2024	Perfect Gym Solutions			\$ 770.00		
585	INV INV-10187	01/04/2024	Perfect Gym Solutions	NRLC - LICENCES & SUBSCRIPTIONS - Monthly Perfect Gym Package - April 2024	\$ 770.00			
586	EFT22994	30/04/2024	Data Signs Pty Ltd			\$ 6,765.00		PF
587	INV 00008164	06/02/2024	Data Signs Pty Ltd	MANARING ROAD BRIDGE - Portable Traffic Lights	\$ 6,765.00			
588	EFT22995	30/04/2024	PG & JD Forrest			\$ 300.00		
589	INV 131731	01/03/2024	PG & JD Forrest	SUNDRY DEBTORS - Town Hall Hire Refund	\$ 300.00			
590	EFT22996	30/04/2024	YMCA Services Pty Ltd			\$ 363.00		R
591	INV 50037958	04/04/2024	YMCA Services Pty Ltd	NRLC - GENERAL KIOSK SUPPLIES - Goggle Stock	\$ 363.00			
592	EFT22997	30/04/2024	Chloe McIntosh			\$ 58.70		
593	INV 220424	22/04/2024	Chloe McIntosh	ADMIN - RECRUITMENT - National Police Clearance	\$ 58.70			
594	EFT22998	30/04/2024	Jason Elvis De Silva			\$ 1,801.35		
595	INV A254100	24/04/2024	Jason Elvis De Silva	Rates Refund	\$ 1,801.35			
596	EFT22999	30/04/2024	Breeana Eyre			\$ 298.20		
597	INV 220424	22/04/2024	Breeana Eyre	ADMIN - RECRUITMENT - Pre-employment Requirements	\$ 298.20			
598	EFT23000	30/04/2024	Paul Foran			\$ 150.00		
599	INV 220424	22/04/2024	Paul Foran	BUILD - RECRUITMENT - Pre-employment Medical	\$ 150.00			
600	EFT23001	30/04/2024	Sherrilee Joy Betteley			\$ 228.13		
601	INV 080224	08/02/2024	Sherrilee Joy Betteley	NRLC - PROGRAM COSTS - Supplies for School Holiday Program Reimbursement	\$ 228.13			
602	EFT23002	30/04/2024	Department Of Human Services			\$ 1,051.33		
603	INV 66	24/04/2024	Department Of Human Services	Payroll Deductions/Contributions	\$ 128.98			
604	INV 66	24/04/2024	Department Of Human Services	Payroll Deductions/Contributions	\$ 922.35			
605	EFT23003	30/04/2024	Australian Services Union Western Australian Branc			\$ 26.50		
606	INV 66	24/04/2024	Australian Services Union Western Australian Branc	Payroll Deductions/Contributions	\$ 26.50			
EFT Total \$					1,170,100.83			

	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
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Direct Debits

	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
609	DD9662.1	03/04/2024	Xero		\$ 65.00		F
610	INV 260324	26/03/2024	Xero	\$ 65.00			
611	DD9668.1	02/04/2024	Australian Taxation Office		\$ 43,737.00		
612	INV PAYGPPE25.03.24	02/04/2024	Australian Taxation Office	\$ 43,737.00			
613	DD9734.1	15/04/2024	Narrogin Gas Services		\$ (351.40)	L	
614	INV 689	18/01/2024	Narrogin Gas Services	\$ (296.40)			
615	INV 693	22/01/2024	Narrogin Gas Services	\$ (55.00)			
616	DD9755.1	23/04/2024	Telstra		\$ 1,449.80		
617	INV K234000131-7	12/04/2024	Telstra	\$ 1,449.80			
618	DD9770.1	30/04/2024	Australian Taxation Office		\$ 48,085.00		
619	INV PAYPPE22.04.2024	30/04/2024	Australian Taxation Office	\$ 48,085.00			
620	DD9778.2	11/04/2024	Department of Transport		\$ 8,255.65		
621	INV 20240411	11/04/2024	Department of Transport	\$ 8,255.65			
622	DD9778.3	12/04/2024	Department of Transport		\$ 17,681.70		
623	INV 20240412	12/04/2024	Department of Transport	\$ 17,681.70			
624	DD9778.4	15/04/2024	Department of Transport		\$ 16,328.95		
625	INV 20240415	15/04/2024	Department of Transport	\$ 16,328.95			
626	DD9778.5	16/04/2024	Department of Transport		\$ 3,978.65		
627	INV 20240416	16/04/2024	Department of Transport	\$ 3,978.65			
628	DD9778.6	17/04/2024	Department of Transport		\$ 17,547.90		
629	INV 20240417	17/04/2024	Department of Transport	\$ 17,547.90			
630	DD9778.7	18/04/2024	Department of Transport		\$ 9,892.15		
631	INV 20240418	18/04/2024	Department of Transport	\$ 9,892.15			
632	DD9778.8	19/04/2024	Department of Transport		\$ 12,312.50		
633	INV 20240419	19/04/2024	Department of Transport	\$ 12,312.50			
634	DD9778.9	22/04/2024	Department of Transport		\$ 38,853.15		
635	INV 20240422	22/04/2024	Department of Transport	\$ 38,853.15			
636	DD9778.10	23/04/2024	Department of Transport		\$ 8,283.75		
637	INV 20240423	23/04/2024	Department of Transport	\$ 8,283.75			
638	DD9778.11	24/04/2024	Department of Transport		\$ 8,306.95		
639	INV 20240424	24/04/2024	Department of Transport	\$ 8,306.95			
640	DD9778.13	26/04/2024	Department of Transport		\$ 19,928.05		
641	INV 20240426	26/04/2024	Department of Transport	\$ 19,928.05			

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
642	DD9778.14	02/04/2024	Department of Transport			\$ 13,818.15		
643	INV 20240402	02/04/2024	Department of Transport	DOT EOD 02 APRIL 2024	\$ 13,818.15			
644	DD9778.15	03/04/2024	Department of Transport			\$ 3,240.30		
645	INV 20240403	03/04/2024	Department of Transport	DOT EOD 03 APRIL 2024	\$ 3,240.30			
646	DD9778.16	04/04/2024	Department of Transport			\$ 4,906.60		
647	INV 20240404	04/04/2024	Department of Transport	DOT EOD 04 APRIL 2024	\$ 4,906.60			
648	DD9778.17	05/04/2024	Department of Transport			\$ 5,572.45		
649	INV 20240405	05/04/2024	Department of Transport	DOT EOD 05 APRIL 2024	\$ 5,572.45			
650	DD9778.18	08/04/2024	Department of Transport			\$ 5,768.95		
651	INV 20240408	08/04/2024	Department of Transport	DOT EOD 08 APRIL 2024	\$ 5,768.95			
652	DD9778.19	09/04/2024	Department of Transport			\$ 27,371.80		
653	INV 20240409	09/04/2024	Department of Transport	DOT EOD 09 APRIL 2024	\$ 27,371.80			
654	DD9778.20	10/04/2024	Department of Transport			\$ 5,738.35		
655	INV 20240410	10/04/2024	Department of Transport		\$ 5,738.35			

Direct Debit Total \$ 320,771.40

Credit Card Purchases

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
662	DD9674.1	05/04/2024	General Credit Card Purchases			\$ 4,051.32		PF
663	INV 1MF050424	30/10/2023	General Credit Card Purchases	ADMIN - TRAINING & DEVELOPMENT - Critical Thinking Workshop	\$ 800.00			
664	INV 2MF050424	01/11/2023	General Credit Card Purchases	ADMIN - SUBSCRIPTIONS AND MEMBERSHIPS - Choice Magazine Subscription	\$ 119.95			
665	INV 3MF050424	07/11/2023	General Credit Card Purchases	WORKS - TRAINING & DEVELOPMENT - Hotel Room x2 for 2 Nights CCWA Training	\$ 484.80			
666	INV 4MF050424	16/11/2023	General Credit Card Purchases	VARIOUS DEPARTMENTS - Greeting Messages Oct 2023	\$ 151.80			
667	INV 05MF050424	17/11/2023	General Credit Card Purchases	OTHCUL - CHRISTMAS LIGHTS - Christmas Lights for Shire Town Display	\$ 2,163.67			
668	INV 06MF050424	20/11/2023	General Credit Card Purchases	OTHCUL - OTHER CULTURE CONSULTANCY - Survey Monkey Starter Annual Plan	\$ 300.00			
669	INV 07MF050424	28/11/2023	General Credit Card Purchases	NO4141 2010 CATERPILLAR 432E BACKHOE LOADER - Change of Plate	\$ 31.10			
Credit Card Total					\$ 4,051.32			

	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
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Fuel Card Purchases

	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
670	EFT22950	30/04/2024	Great Southern Fuels		\$ 6,959.32	L	PF
671	EFT22951	30/04/2025	Great Southern Fuels	002NGN 2022 MITSUBISHI ECLIPSE HYBRID - Fuel Charges 01/03/24 - 31/03/24	\$ 122.59		
672	EFT22952	30/04/2026	Great Southern Fuels	0NGN ISUZU MUX LSM 4X4 - Fuel Charges 01/03/24 - 31/03/24	\$ 612.44		
673	EFT22953	30/04/2027	Great Southern Fuels	0NO ISUZU MUX 4X4 LSM 2022 - Fuel Charges 01/03/24 - 31/03/24	\$ 494.55		
674	EFT22954	30/04/2028	Great Southern Fuels	1NGN TOYOTA PRADO GXL DSL WAGON - Fuel Charges 01/03/24 - 31/03/24	\$ 901.31		
675	EFT22955	30/04/2029	Great Southern Fuels	1NO 2022 TOYOTA HILUX - Fuel Charges 01/03/24 - 31/03/24	\$ 143.76		
676	EFT22956	30/04/2030	Great Southern Fuels	990NGN 2015 MITSUBISHI FUSO ROSA - Fuel Charges 01/03/24 - 31/03/24	\$ 152.10		
677	EFT22957	30/04/2031	Great Southern Fuels	NGN00 2021 TOYOTA KLUGER - Fuel Charges 01/03/24 - 31/03/24	\$ 654.69		
678	EFT22958	30/04/2032	Great Southern Fuels	NGN10179 2018 TOYOTA HIACE - Fuel Charges 01/03/24 - 31/03/24	\$ 102.00		
679	EFT22959	30/04/2033	Great Southern Fuels	NGN11555 2022 TOYOTA COROLLA - Fuel Charges 01/03/24 - 31/03/24	\$ 154.83		
680	EFT22960	30/04/2034	Great Southern Fuels	NGN15333 2014 MAZDA - Fuel Charges 01/03/24 - 31/03/24	\$ 112.12		
681	EFT22961	30/04/2035	Great Southern Fuels	NGN2 TOYOTA COROLLA HATCH - Fuel Charges 01/03/24 - 31/03/24	\$ 611.96		
682	EFT22962	30/04/2036	Great Southern Fuels	NGN219 2022 NISSAN X-TRAIL - Fuel Charges 01/03/24 - 31/03/24	\$ 889.89		
683	EFT22963	30/04/2037	Great Southern Fuels	NGN417 2020(RANGER) MAZDA - Fuel Charges 01/03/24 - 31/03/24	\$ 508.17		
684	EFT22964	30/04/2038	Great Southern Fuels	NGN839 2019 TOYOTA CORROLA - Fuel Charges 01/03/24 - 31/03/24	\$ 55.01		
685	EFT22965	30/04/2039	Great Southern Fuels	NGN847 MAZDA CX-5B AUTO MAXX SPORT -Fuel Charges 01/03/24 - 31/03/24	\$ 316.99		
686	EFT22966	30/04/2040	Great Southern Fuels	SMALL PLANT - HOMECARE -Fuel Charges 01/03/24 - 31/03/24	\$ 36.92		
687	EFT22967	30/04/2041	Great Southern Fuels	NO01 TOYOTA HILUX - Fuel Charges 01/03/24 - 31/03/24	\$ 327.66		
688	EFT22968	30/04/2042	Great Southern Fuels	NO05 ISUZU D MAX CREW CAB UTE - Fuel Charges 01/03/24 - 31/03/24	\$ 364.87		
689	EFT22969	30/04/2043	Great Southern Fuels	SMALL PLANT - Fuel Charges 01/03/24 - 31/03/24	\$ 40.03		
690	EFT22970	30/04/2044	Great Southern Fuels	FIRE - MOTOR VEHICLE EXPENSES - Fuel Charges 01/03/24 - 31/03/24	\$ 102.00		
691	EFT22971	30/04/2045	Great Southern Fuels	NO209 ISUZU FTS139/260 FIRE UNIT - Fuel Charges 01/03/24 - 31/03/24	\$ 152.97		
692	EFT22972	30/04/2046	Great Southern Fuels	NGN182 TOYOTA HILUX 4X2 WORKMATE UTILITY - Fuel Charges 01/03/24 - 31/03/24	\$ 102.46		
Fuel Card Total				\$ 6,959.32			

Coles Card Prurchases

	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
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		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
693	EFT22898	18/04/2024	Coles			\$ 1,104.80	L	PF
694	EFT22899	18/04/2025	Coles	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Coles Account February 2024	\$ 121.72			
695	EFT22900	18/04/2026	Coles	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Coles Account February 2024	\$ 172.50			
696	EFT22901	18/04/2027	Coles	CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Coles Account February 2024	\$ 498.32			
697	EFT22902	18/04/2028	Coles	OTHCUL - AUSTRALIA DAY - Coles Account February 2024	\$ 312.26			
Coles Card Total					\$ 1,104.80			

Payroll

		Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
			PAYROLL			\$ 513,679.77		
698	Pay 20	8/04/2024	PAYROLL	Pay 18 - 08/04/2024	\$ 167,222.66			
699	Pay21	19/04/2024	PAYROLL	Pay 19 - 22/04/2024	\$ 175,433.06			
700	Pay22	6/05/2024	PAYROLL	Pay 20 -06/05/2024	\$ 171,024.05			
					\$ 513,679.77			

	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
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ABBREVIATIONS			Cheque Total (Less TD)	\$	352.05	0.023%
PF	Partially Funded		EFT Total*	\$	1,170,100.83	77.833%
I	Insurance		Direct Debit Total	\$	320,771.40	21.337%
F	Funded		Credit Card Total	\$	4,051.32	0.269%
L	Local Supplier		Trust Total	\$	-	
R	Recoverable		Coles Card Total	\$	1,104.80	0.073%
PR	Partially Recoverable		Fuel Cards Total	\$	6,959.32	0.463%
G	Grant		Subtotal	\$	1,503,339.72	100.00%
			Term Deposits (TD)	\$	-	
			Payroll Total*	\$	513,679.77	34.169%
			Subtotal	\$	513,679.77	
			Synergy List of Accounts - Municipal Bank Account	\$	1,503,339.72	100.00%
			Synergy List of Accounts -Trust Bank Account	\$	-	
			Payroll	\$	513,679.77	
			Variance	\$	-	
			Local Suppliers	\$	214,288.28	14.25%
			Employees	\$	513,679.77	34.17%
			Combined Total	\$	727,968.05	48.42%

* Please note Payroll totals

Pay Date	Nett Paid
Pay 20 - 08/04/2024	\$ 167,222.66
Pay 21 - 22/04/2024	\$ 175,433.06
Pay 22 -06/05/2024	\$ 171,024.05
Total	\$ 513,679.77

10.3.2 MONTHLY FINANCIAL REPORTS – APRIL 2024

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	14 May 2024
Author	Mark Furr - Executive Manager Corporate & Community Services
Authorising Officer	Dale Stewart - Chief Executive Officer
Attachments 1. Monthly Financial Report for April 2024; and 2. Capital Projects Tracker – as at 14 May 2024.	

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 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 2023/24 Annual Budget or resulting from a Council resolution.

Council is requested to review the April 2024 Monthly Financial Reports, noting that Council is advised of the following matters:

- Rates received to date is 88% of the total to be collected, and there is still more than \$914k to be collected. It should be noted that of this amount there is approximately \$204k related to Pensioner Rate Deferrals;
- The current amount of \$49k for 90+ day debts includes an outstanding amount of \$33k for the Upper Great Southern Hockey Association which is 67% of the overall total outstanding and remains an agreed debt that will be carried until the end of the financial year. The remaining \$16k is made up of 23 debtors, which are being followed up;

- A total of 353 invoices were paid in April 2024, of which 70% were paid within 30 days.
- The final payment to the YMCA is still outstanding due to their delay in responding to staff entitlement queries submitted by Payroll.

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 Recommendation Officer

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 April 2024 Monthly Financial Report is presented for review.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to the Monthly Financial Report for April 2024, Council note the Reports as presented.

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 30 APRIL 2024



LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Annual Budget	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	\$	%	
OPERATING ACTIVITIES								
Revenue from operating activities								
General Purpose Funding - Rates		5,777,238	5,777,238	5,777,238	5,765,682	(11,556)	(0%)	
General Purpose Funding - Other		435,752	591,752	501,133	536,515	35,382	7%	
Governance		3,750	3,750	3,542	1,880	(1,661)	(47%)	
Law, Order and Public Safety		310,644	310,644	256,843	143,461	(113,382)	(44%)	▼
Health		32,995	32,995	27,503	13,205	(14,298)	(52%)	
Education and Welfare		2,383,053	2,388,053	2,203,587	1,787,270	(416,316)	(19%)	▼
Housing		17,651	17,651	14,709	15,492	783	5%	
Community Amenities		1,348,433	1,317,656	1,260,162	1,195,284	(64,878)	(5%)	
Recreation and Culture		52,075	530,659	443,215	217,224	(225,991)	(51%)	▼
Transport		329,067	329,067	264,274	309,027	44,754	17%	▲
Economic Services		628,751	634,751	528,959	425,945	(103,014)	(19%)	▼
Other Property and Services		163,600	176,400	147,203	136,926	(10,277)	(7%)	
		11,483,008	12,110,615	11,428,368	10,547,912	(880,456)	(8%)	
Expenditure from operating activities								
General Purpose Funding		(407,215)	(407,215)	(340,864)	(249,552)	91,312	27%	▲
Governance		(844,147)	(817,147)	(675,224)	(641,008)	34,216	5%	
Law, Order and Public Safety		(948,449)	(948,449)	(789,369)	(578,668)	210,701	27%	▲
Health		(350,546)	(301,228)	(266,629)	(173,852)	92,777	35%	▲
Education and Welfare		(2,517,892)	(2,817,668)	(2,475,517)	(1,636,581)	838,937	34%	▲
Housing		(41,901)	(41,901)	(37,296)	(40,796)	(3,501)	(9%)	
Community Amenities		(1,553,091)	(1,553,091)	(1,293,050)	(1,032,263)	260,787	20%	▲
Recreation and Culture		(3,858,745)	(4,613,198)	(3,922,060)	(3,224,889)	697,172	18%	▲
Transport		(4,137,108)	(4,002,850)	(3,360,580)	(2,563,972)	796,607	24%	▲
Economic Services		(1,099,712)	(962,642)	(804,237)	(636,167)	168,070	21%	▲
Other Property and Services		(148,042)	(148,046)	(190,152)	(57,574)	132,578	70%	▲
		(15,906,850)	(16,613,436)	(14,154,978)	(10,835,322)	3,319,656		
Operating activities excluded from budget								
Add back Depreciation		3,206,671	3,206,671	2,672,229	2,282,750	(389,480)	0%	
Adjust (Profit)/Loss on Asset Disposal	12	84,428	84,428	84,428	8,934	(75,494)	0%	
Movement in Leave Reserve (Added Back)		161,813	161,813	0	0	0	0%	
Adjust Employee Benefits Provision (Non-Current)		123,955	123,955	0	0	0	0%	
Adjust Deferred Pensioner Rates/ESL (Non-Current)		0	0	0	0	0	0%	
Adjust Receivables Employee Related Provision (Non-Current)		0	0	0	0	0	0%	
Adjust Sundry Debtors (Non-Current)		0	0	0	0	0	0%	
Stock Movement		0	0	0	0	0	0%	
Amount attributable to operating activities		(846,974)	(925,954)	30,047	2,004,273	1,974,226		
INVESTING ACTIVITIES								
Non-Operating Grants, Subsidies and Contributions		12,041,492	5,384,939	3,837,879	2,263,177	(1,574,702)	41%	
Land Held for Resale	11	0	0	0	0	0	0%	
Land and Buildings	11	(9,051,662)	(2,283,872)	(1,388,854)	(432,451)	956,403	(69%)	
Plant and Equipment	11	(3,175,292)	(3,306,319)	(1,735,534)	(1,264,980)	470,554	(27%)	
Furniture & Equipment	11	(13,200)	(13,200)	(13,200)	(7,200)	6,000	(45%)	
Infrastructure Assets - Roads	11	(3,007,185)	(3,007,185)	(2,469,636)	(2,206,461)	263,175	(11%)	
Infrastructure Assets - Footpaths	11	(58,000)	(58,000)	(58,000)	(100,880)	(42,880)	0%	
Infrastructure Assets - Road Drainage	11	(10,000)	(10,000)	0	0	0	0%	
Infrastructure Assets - Bridges	12	(863,000)	(863,000)	(863,000)	(238,695)	624,305	0%	
Infrastructure Assets - Other	12	(347,400)	(447,400)	(442,400)	(239,137)	203,263	(46%)	
Infrastructure Assets - Parks and Gardens	11	(26,000)	(65,210)	(65,210)	(43,117)	22,093	0%	
Proceeds from Disposal of Assets	12	488,683	581,414	581,414	375,879	(205,535)	0%	
Proceeds from Sale of Investments		0	0	0	0	0	0%	
Amount attributable to investing activities		(4,021,564)	(4,087,833)	(2,616,541)	(1,893,865)	722,676		
FINANCING ACTIVITIES								
Proceeds from New Debentures	13	0	0	0	0	0	0%	
Proceeds from Advances								
Repayment of Debentures	13	(139,123)	(139,123)	(79,189)	(82,219)	(3,030)	0%	
Self-Supporting Loan Principal								
Transfer from Reserves	10	4,731,906	5,202,320	1,008,600	0	(1,008,600)	0%	
Advances to Community Groups								
Transfer to Reserves	10	(3,194,435)	(3,303,176)	0	0	0	0%	
Amount attributable to financing activities		1,398,349	1,760,022	929,411	(82,219)	(1,011,630)		
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year		3,470,191	3,444,151	3,444,151	3,444,151	(0)	(0%)	▼
Amount attributable to operating activities		(846,974)	(925,954)	30,047	2,004,273	1,974,226	6570%	▲
Amount attributable to investing activities		(4,021,564)	(4,087,833)	(2,616,541)	(1,893,865)	722,676	(28%)	▼
Amount attributable to financing activities		1,398,349	1,760,022	929,411	(82,219)	(1,011,630)	(109%)	
Surplus or deficit at the end of the financial year	3	(0)	190,385	1,787,068	3,471,859	1,685,271		

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.

EXPLANATION OF MATERIAL VARIANCES

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

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially. 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
Opening Funding Surplus	\$ (0)	% (0%)	▼		Note 1: The Opening Funding Surplus whilst not a variance, is in accordance with audited Annual Financial Statements for 22/23 and was adjusted by \$26,040 in accordance with CR280224.10 Note 2: Variance of \$4k to amended budget due to input error. Currently \$194,389 but should be \$190,389. Resolve in April OCM to adjust.
Law, Order and Public Safety	(113,382)	(44%)	▼	Timing	Income lower due to timing of receipt of SES/ESL grants revenue
Education and Welfare	(416,316)	(19%)	▼	Timing	Income lower due to timing of CHSP /CHCP funding received against outputs offset by lower expenditure.
Recreation and Culture	(225,991)	(51%)	▼	Timing	Income lower due to Library grant revenue not realised and timing for NRLC grant (LRCIP4) income still to be recognised.
Transport	44,754	17%	▲	Timing	Income higher mainly due to receipt of the Main Roads WA operational grant funding received earlier than phasing in the budget.
Economic Services	(103,014)	(19%)	▼	Timing	Income lower due to timing of caravan park fees and other tourist and area promotion income (Monopoly Project - this is offset by a matching decrease in expenditure).
General Purpose Funding	91,312	27%	▲	Timing	Expenditure lower mainly due to timing variation to rates admin costs.
Law, Order and Public Safety	210,701	27%	▲	Timing	Expenditure lower mainly due to timing bushfire risk mitigation activities.
Health	92,777	35%	▲	Timing	Expenditure lower due to Health Officer vacancy at the beginning of the financial year resulting in lower salary and wage costs.
Education and Welfare	838,937	34%	▲	Timing	Lower expenditure mainly due to timing of actual CHCP and CHSP service delivery and phased expenditure predicted in budget.
Community Amenities	260,787	20%	▲	Timing	Expenditure lower mainly due to timing of invoices from the waste collection contractor, lower salaries and wages in Town planning and timing of expenditure in Building Maintenance.
Recreation and Culture	697,172	18%	▲	Timing	Expenditure lower due to timing and phasing of some operating expenditure at NRLC and the timing of some Other Culture activities.
Transport	796,607	24%	▲	Timing	Variance due to timing of general road maintenance and other related maintenance expenditure
Economic Services	168,070	21%	▲	Timing	Expenditure lower mainly due to timing of building control wages and timing of capital works in other economic service's.
Other Property and Services	132,578	70%	▲	Timing	Variance mainly due to timing of admin overhead allocations and absorption of plant operating costs.
Capital Acquisitions	2,502,912	36%	▲	Timing	Expenditure for capital projects below actual. Timing issue as purchase orders submitted for projects.

KEY INFORMATION

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

▲ Favourable variance

▼ Unfavourable variance

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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 APRIL 2024**

**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.

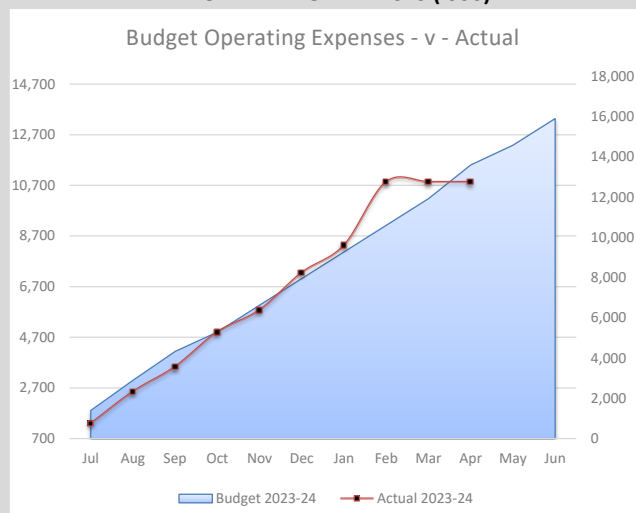
ROUNDING OFF FIGURES

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

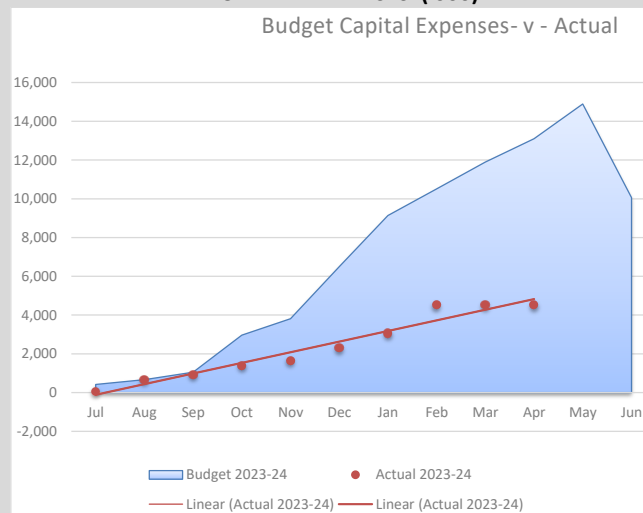
**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 APRIL 2024**

**MONTHLY SUMMARY INFORMATION
GRAPHS**

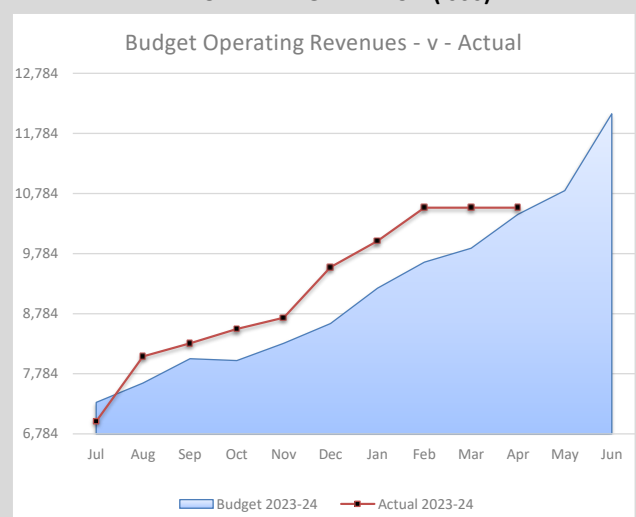
OPERATING EXPENSES ('000)



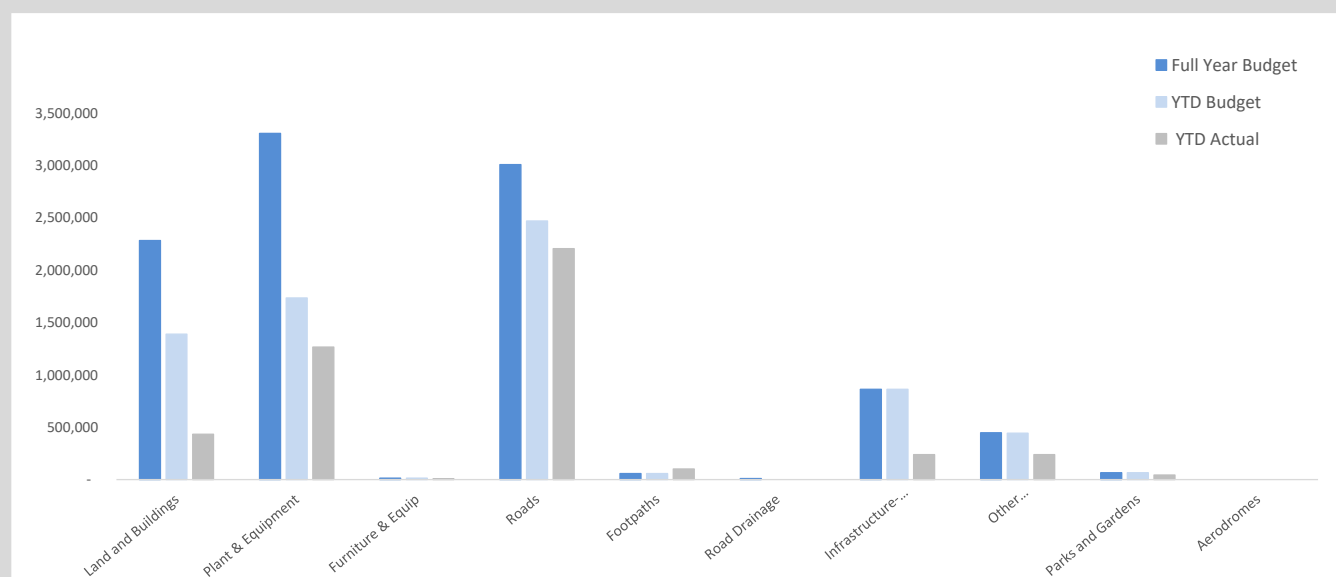
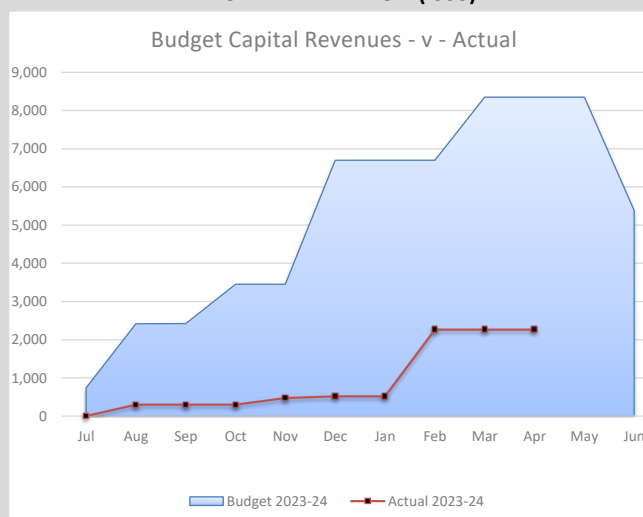
CAPITAL EXPENSES ('000)



OPERATING REVENUE ('000)



CAPITAL REVENUE ('000)



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

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

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 be settled within the next 12 months, defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current, even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except, for land held for resale where it is held as non current based on 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.

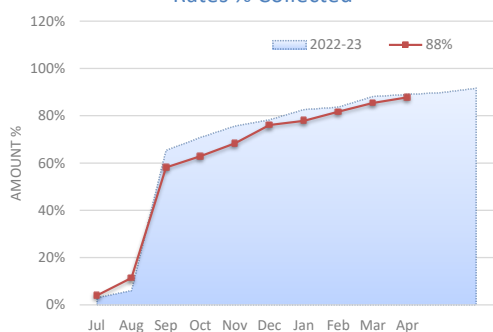
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024

OPERATING ACTIVITIES
RECEIVABLES

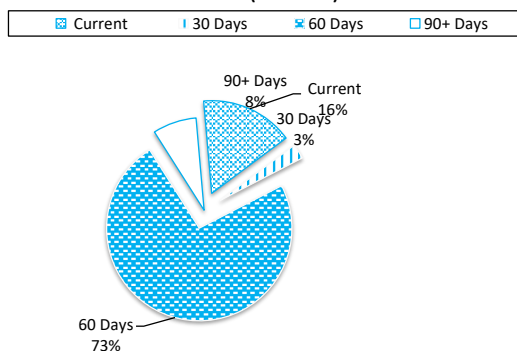
Rates Receivable	30 Jun 23	30 Apr 24	Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$		\$	\$	\$	\$	\$
Opening Arrears Previous Years	588,483	658,762	Receivables - General	105,569	16,889	478,864	49,513	650,834
RATES - Rates Levied - GRV	3,407,588	3,607,387	Percentage	16.2%	2.6%	73.6%	7.6%	
RATES - Rates Levied - UV	1,134,890	1,213,419						
RATES - Minimum Rates Levied - GRV	645,213	676,256						
RATES - Minimum Rates Levied - UV	229,673	255,535						
RATES - Interim Rates Levied - GRV	10,967	(482)						
RATES - Back Rates Levied - GRV	6,848	1,069						
RATES - Ex-Gratia Rates (CBH, etc.)	11,525	12,499						
Instalment Admin fee	33,275	37,008						
Private S/Pool Inspection fees	1,860	1,860						
Domestic Refuse Collection Charges	511,736	526,104						
Domestic Services (Additional)	4,457	5,155						
Domestic Recycling Service	184,084	194,118						
Domestic Recycling Service (additional)	182	284						
Commercial Collection Charge	46,905	49,196						
Commercial Collection Charge (additional)	47,376	50,100						
Non-Rateable Collection Charge	73,541	75,793						
Non-Rateable Additional Pick Up	37,338	38,831						
Commercial Additional Pick Up	25,741	27,563						
FESA ESL	296,485	306,176						
Total Rates and Rubbish (YTD)	6,413,884	7,077,871	GST Input					
Less Collections to date	(6,415,590)	(6,822,370)						
Net Rates Collectable	658,762	914,264	Total Receivables General Outstanding					650,834
% Collected (Current and Arrears)	91.62%	88.18%	Amounts shown above include GST (where applicable)					
Pensioner Deferred Rates		(196,583)						
Pensioner Deferred ESL		(8,986)	Provision For Doubtful Debts (including Rates)					(150,000)
Total Rates and Rubbish, ESL, Excess Rates		708,695						

KEY INFORMATION

Rates % Collected



Accounts Receivable (non-rates)



Debtors Due

\$650,834

Over 30 Days

2.6%

Over 60 Days

73.6%

Over 90 Days

7.6%

Collected

88%

Rates Due

\$708,695

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

**OPERATING ACTIVITIES
ADJUSTED NET CURRENT ASSETS**

FOR THE PERIOD ENDED 30 APRIL 2024

Current Assets

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

Less: Current Liabilities

Payables
Lease Liabilities
Loan Liability
Provisions

Net Current Asset Position

Less: Cash Restricted
Add Back: Component of Leave Liability not Required to be funded
Add Back: Current Loan Liability Current Portion of Lease Liability

Net Current Funding Position

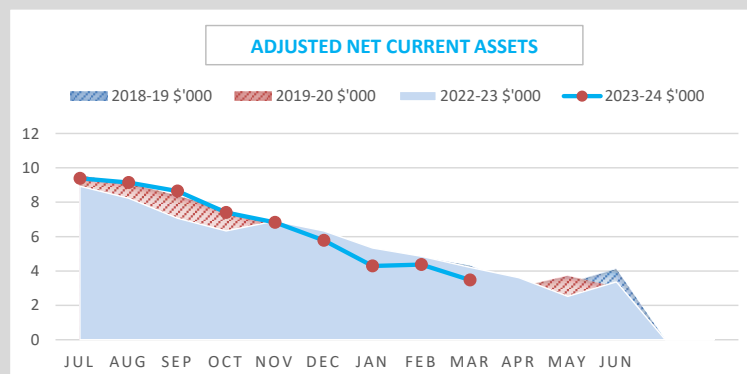
Last Years Closing 30 Jun 2023	This Time Last Year 30 Apr 2023	Year to Date Actual 30 Apr 2024
\$	\$	\$
4,307,622	3,180,918	656,610
212,117	1,393	166,119
5,119,305	5,048,699	5,300,000
0	0	2,700,000
20,019	15,054	19,818
453,194	566,803	708,695
426,404	351,182	978,874
19,832	29,673	25,060
10,558,492	9,193,721	10,555,176
(1,422,608)	(393,454)	(1,534,865)
(33,271)	(36,042)	(33,271)
(137,392)	(85,159)	(55,173)
(733,283)	(695,826)	(590,001)
(2,326,555)	(1,210,481)	(2,213,311)
8,231,937	7,983,240	8,341,865
(5,330,160)	(4,882,009)	(5,330,160)
371,710	361,204	371,710
137,392	85,159	55,173
33,271	36,042	33,271
3,444,151	3,583,636	3,471,859

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



Year YTD Actual

Surplus(Deficit)

\$3.47 M

This Time Last Year

Surplus(Deficit)

\$3.58 M

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

<u>Cash Restricted (Reserves)</u>	<u>Investment Value</u>	<u>Maturity Date</u>	<u>Rate</u>	<u>Institution</u>	<u>Investment %</u>
	\$				
NAB (Investment 1)	3,000,000	23/04/2024	5.20%	NAB	38%
CBA (Investment 2)	1,500,000	01/05/2024	5.01%	CBA	19%
CBA (Investment 2)	800,000	06/05/2024	5.01%	CBA	10%
Municipal Funds					
CBA (Investment 2)	700,000	06/05/2024	5.01%	CBA	9%
NAB (Investment 1)	1,000,000			NAB	13%
CBA (Investment 3)	1,000,000			CBA	13%
	8,000,000				100%
Investment Summary					
NAB (Investment 1)	4,000,000	Adheres to investment policy			50%
CBA (Investment 2 & 3)	4,000,000	Adheres to investment policy			50%
	8,000,000				100%

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

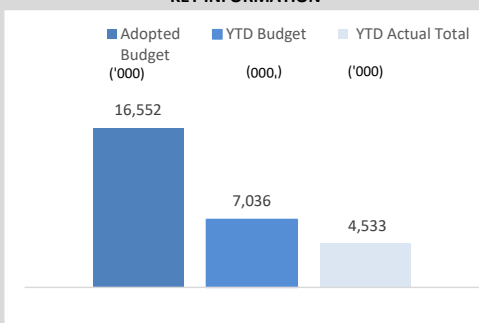
**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS**

Capital Acquisitions	Adopted Budget	Current Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$	\$
Land and Buildings	9,051,662	2,283,872	1,388,854	432,451	952,068
Plant & Equipment	3,175,292	3,306,319	1,735,534	1,264,980	430,241
Furniture & Equipment	13,200	13,200	13,200	7,200	6,000
Roads	3,007,185	3,007,185	2,469,636	2,206,461	244,703
Footpaths	58,000	58,000	58,000	100,880	5,580
Road Drainage	10,000	10,000	0	0	0
Infrastructure- Bridges	863,000	863,000	863,000	238,695	626,949
Other Infrastructure	347,400	447,400	442,400	239,137	198,570
Parks and Gardens	26,000	65,210	65,210	43,117	22,093
Capital Expenditure Totals	16,551,739	10,054,186	7,035,834	4,532,922	2,486,204

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	Adopted Annual Budget	Current Budget	YTD Actual	% Spent
	\$16.55 M	\$10.05 M	\$4.53 M	45%

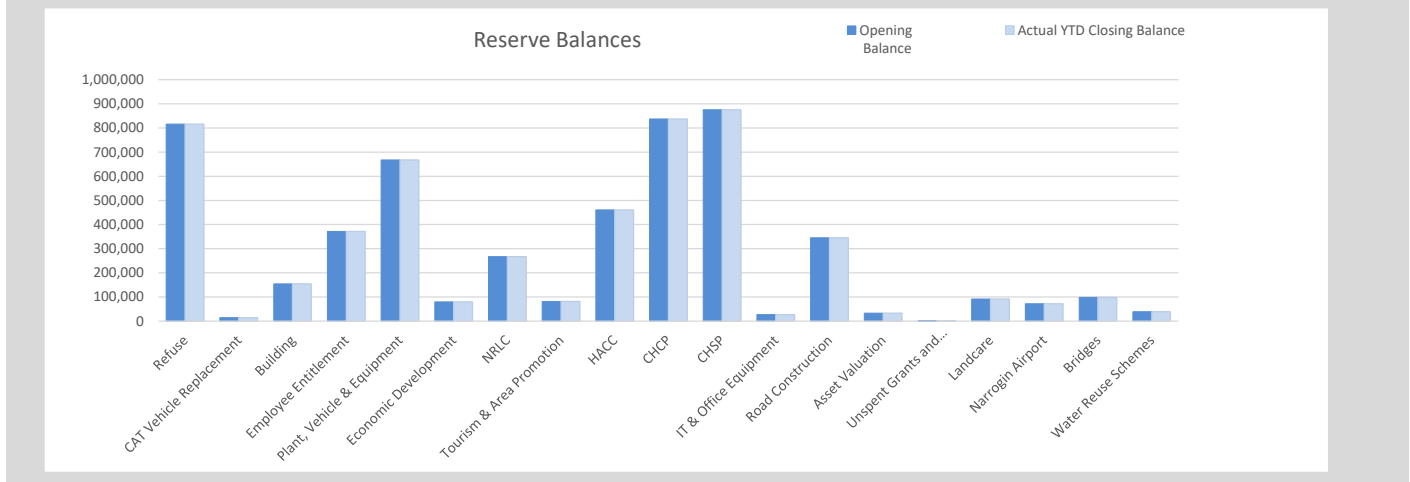
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

**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	815,723	26,017	0	45,000	0	(139,000)	0	747,740	815,723
CAT Vehicle Replacement	14,040	448	0	0	0	0	0	14,488	14,040
Building	154,345	4,923	0	0	0	0	0	159,268	154,345
Employee Entitlement	371,710	11,855	0	0	0	(34,000)	0	349,565	371,710
Plant, Vehicle & Equipment	667,441	21,287	0	425,000	0	(880,301)	0	233,427	667,441
Economic Development	79,654	2,540	0	0	0	0	0	82,194	79,654
NRLC	267,389	8,528	0	100,000	0	0	0	375,917	267,389
Tourism & Area Promotion	80,942	2,582	0	0	0	(25,000)	0	58,524	80,942
HACC	460,249	14,679	0	0	0	(474,853)	0	75	460,249
CHCP	836,968	26,694	0	844,179	0	(865,517)	0	842,324	836,968
CHSP	875,903	27,936	0	1,517,256	0	(2,329,460)	0	91,635	875,903
IT & Office Equipment	27,218	868	0	0	0	0	0	28,086	27,218
Road Construction	345,348	11,015	0	0	0	0	0	356,363	345,348
Asset Valuation	32,826	1,047	0	0	0	0	0	33,873	32,826
Unspent Grants and Contributions	136	4	0	0	0	0	0	140	136
Landcare	91,813	2,928	0	0	0	(5,000)	0	89,741	91,813
Narrogin Airport	71,803	2,290	0	25,000	0	0	0	99,093	71,803
Bridges	98,134	3,130	0	48,000	0	0	0	149,264	98,134
Water Reuse Schemes	38,518	1,228	0	20,000	0	(37,775)	0	21,971	38,518
	5,330,160	170,000	0	3,024,435	0	(4,790,906)	0	3,733,689	5,330,160

KEY INFORMATION



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

**BUDGET
AMENDMENTS**

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

Date	GL / Job Number	GL Description	Description	Council Resolution	Schedule	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
27/09/2023	PE062	Caravan Park Photovoltaic System	Narrogin Caravan park - Solar Power (Photovoltaic System)	270923.03	13				(15,000)	(15,000)
27/09/2023	5130260	TOUR- Transfer From Reserves-Economic and Development Reserve	Narrogin Caravan park - Solar Power (Photovoltaic System)	270923.03	13			15,000		15,000
27/09/2023	IO165	Narrogin Tennis Court Lighting & Surface Upgrading	Narrogin Tennis Court Lighting & Surface Upgrading	270923.06	11				(39,210)	(39,210)
27/09/2023	5110340	REC - State Grants - LRCIP3	REC-State Grants-LRCIP3 GEN	270923.06	11			39,210		39,210
27/09/2023	5050240	SES Capital Grant	SES Capital Grant GEN	270923.06	5			62,210		62,210
27/09/2023	BC265	SES Training / Meeting Room	SES Training / Meeting Room	270923.06	5				(62,210)	(62,210)
27/09/2023	BC280	SES & BFB Joint Facilities	SES & BFB Joint Facilities	270923.06	5			6,800,000		6,800,000
27/09/2023	5050240	SES Capital Grant	SES Capital Grant GEN	270923.06	5				(6,800,000)	(6,800,000)
27/09/2023	IO136	Rail Heritage	Rail Heritage	270923.13	11				(75,000)	(75,000)
27/09/2023	5110670	HERITAGE- Contributions and Donations	Rail Heritage	270923.13	3			25,000		25,000
27/09/2023	3030200	GENGRANT - Financial Assistance Grant - General	Rail Heritage	270923.13	11			50,000		50,000
25/10/2023	5110860	OTHCU-Transfer from Reservee-Tourism & Area Promotion Reserve	Public Art Strategy Implementation	251023.02	11			25,000		25,000
25/10/2023	IO113	Public Art Strategy - Implementation	Public Art Strategy Implementation	251023.02	14				(25,000)	(25,000)
25/10/2023	IO166	Electric Vehicle Charging Stations	Funding Electric Vehicle Charging Stations	251023.03	14				(36,027)	(36,027)
25/10/2023	5130650	ECONOM - Transfers From Reserve	Funding Electric Vehicle Charging Stations	251023.03	13			19,000		19,000
25/10/2023	5130640	ECONOM- Capital Grants-LRCIP3	Funding Electric Vehicle Charging Stations	251023.03	13			17,027		17,027
28/02/2024	3030301	Investment Interest Earned - Municipal Funds	Investment Interest Earned - Municipal Funds	280224.1	3			45,000		45,000
28/02/2024	3030200	GEN GRANT - Financial Assistance Grant - General	Financial Assistance Grants - General	280224.1	3			61,000		61,000
28/02/2024	2040210	OTH GOV - Audit Fees	Audit Fees	280224.1	4				(5,000)	(5,000)
28/02/2024	2040112	MEMBERS - Election Expenses	Election Expenses	280224.1	4			25,000		25,000
28/02/2024	2040226	OTHGOV - Valuation Expenses	Valuation Expenses	280224.1	4			7,000		7,000
28/02/2024	120703000	HEALTH - Salaries & Wages GEN	HEALTH - Salaries & Wages GEN (23/24)	280224.1	7			49,318		49,318
28/02/2024	PA065A	EHO Vehicle MG PHEV	EHO Vehicle MG PHEV	280224.1	7				(45,000)	(45,000)
28/02/2024	PD065A	Proceeds On Disposal EHO MG PHEV(P65)	Proceeds On Disposal EHO MG PHEV(P65)	280224.1	7			23,000		23,000
28/02/2024	2080502	CHSP - Workers Comp Insurance	CHSP - Workers Comp Insurance	280224.1	8			3,750		3,750
28/02/2024	2080503	CHSP - Allowances	CHSP - Allowances	280224.1	8				(2,600)	(2,600)
28/02/2024	2080504	CHSP - Training & Development	CHSP - Training & Development	280224.1	8			11,517		11,517
28/02/2024	2080513	CHSP - Information Systems	CHSP - Information Systems	280224.1	8			10,110		10,110
28/02/2024	2080421	CHCP - Insurance (Other than Bldgs & W/Comp)	CHCP - Insurance (Other than Bldgs & W/Comp)	280224.1	8				(10,558)	(10,558)
28/02/2024	2080521	CHSP - Insurance (Other than Bldgs & W/Comp)	CHSP - Insurance (Other than Bldgs & W/Comp)	280224.1	8			14,267		14,267
28/02/2024	2080531	CHSP - Building Water	CHSP - Building Water	280224.1	8			5,702		5,702
28/02/2024	2080431	CHCP - Building Water	CHCP - Building Water	280224.1	8				(5,702)	(5,702)
28/02/2024	2080533	CHSP - Building Maintenance	CHSP - Building Maintenance	280224.1	8			4,068		4,068
28/02/2024	2080433	CHCP - Building Maintenance	CHCP - Building Maintenance	280224.1	8				(4,067)	(4,067)
28/02/2024	2080532	CHSP - Building Insurance	CHSP - Building Insurance	280224.1	8			1,484		1,484
28/02/2024	2080432	CHCP - Building Insurance	CHCP - Building Insurance	280224.1	8				(976)	(976)
28/02/2024	2080536	CHSP-Clinical Governance	CHSP-Clinical Governance	280224.1	8				(11,000)	(11,000)
28/02/2024	2080436	CHCP-Medical Supplies	CHCP-Medical Supplies	280224.1	8				(5,000)	(5,000)
28/02/2024	2080763	CHCP - General Expenses	CHCP - General Expenses	280224.1	8				(2,000)	(2,000)
28/02/2024	2080590	CHSP - Refund of Unspent Grant Funding	CHSP - Refund of Unspent Grant Funding	280224.1	8				(309,000)	(309,000)
28/02/2024	5080452	CHCP - Transfers From Reserve	CHCP - Transfers From Reserve	280224.1	8			309,000		309,000
28/02/2024	5080452	CHCP - Transfers From Reserve	CHCP - Transfers From Reserve	280224.1	8			16,802		16,802

Date	GL / Job Number	GL Description	Description	Council Resolution	Schedule	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
28/02/2024	PD044	CHCP - Proceeds On Disposal	Proceeds On Disposal - Ngn839 Toyota Corolla 2019	280224.1	8				(8,000)	(8,000)
28/02/2024	PD013	CHCP - Disposal Proceeds	Disposal Proceeds-Ngn15333 Mazda Bt-50 4X2	280224.1	8				(12,000)	(12,000)
28/02/2024	PD010C	CHCP - Proceeds On Disposal	Proceeds On Disposal - Ngn847 Mazda Cx5	280224.1	8				(2,000)	(2,000)
28/02/2024	PA014G	AGEDOTHER Capital Expenditure	Ngn219 Cats Vehicle 2020	280224.1	8				(35,000)	(35,000)
28/02/2024	PD014G	AGEDOTHER Proceeds On Disposal Of Assets	Ngn2019G 2020 Proceeds On Disposal Of Assets	280224.1	8			16,000		16,000
28/02/2024	3080711	AGEDOTHER - CATS	Aged Contributions and Donations	280224.1	8			5,000		5,000
28/02/2024	5080755	AGEDOTHER - Transfer from Reserves	Aged & Disability - Other - Transfer from Reserves	280224.1	8			9,835		9,835
28/02/2024	3100204	SANOTH - Non Rateable Collection Charge	Sanitation - Other	280224.1	10				(30,777)	(30,777)
28/02/2024	5100150	SAN - Transfer from Reserve	SAN Other - Transfer from Reserve	280224.1	10			30,777		30,777
28/02/2024	2110830	OTHCUL - Artwork Collection	OTHCUL - Artwork Collection	280224.1	11				(10,000)	(10,000)
28/02/2024	2110802	OTHCUL - Grants - Other Culture	OTHCUL - Grants - Other Culture	280224.1	11			9,000		9,000
28/02/2024	2110224	NRLC - Equipment Hire & Purchases	NRLC - Equipment Hire & Purchases	280224.1	11				(60,000)	(60,000)
28/02/2024	2110265	NRLC - Contract Management Expense	NRLC - Contract Management Expense	280224.1	11				(150,000)	(150,000)
28/02/2024	2110206	NRLC - Recruitment	NRLC - Recruitment	280224.1	11				(3,500)	(3,500)
28/02/2024	2110218	NRLC - Postage & Freight	NRLC - Postage & Freight	280224.1	11				(1,500)	(1,500)
28/02/2024	2110235	NRLC - Building Structural Maintenance	NRLC - Building Structural Maintenance	280224.1	11				(5,000)	(5,000)
28/02/2024	PE085	NRLC - Plant & Equipment	NRLC - Architectural Concept Planning	280224.1	11				(6,000)	(6,000)
28/02/2024	PE079	NRLC - Plant & Equipment	NRLC - Fire Panel	280224.1	11			50,000		50,000
28/02/2024	PE086	NRLC - Plant & Equipment	NRLC - Basketball Courts Swing Down Backboards	280224.1	11				(8,000)	(8,000)
28/02/2024	PE084	NRLC - Plant & Equipment	NRLC - Upgrade Works	280224.1	11				(36,000)	(36,000)
28/02/2024	3110305	REC - Reimbursements - Other Recreation	REC - Reimbursements - Other Recreation	280224.1	11			5,706		5,706
28/02/2024	3110102	HALLS - Lease/Rental Income	HALLS - Lease/Rental Income	280224.1	11			13,368		13,368
28/02/2024	121105000	LIB - Salaries & Wages GEN	LIB - Salaries & Wages GEN (23/24)	280224.1	11			41,476		41,476
28/02/2024	2110519	LIB - Lost Books	LIB - Lost Books	280224.1	11				(1,000)	(1,000)
28/02/2024	W060	REC - Parks & Gardens Maintenance /Operations	Memorial Park Maintenance/Operations	280224.1	11			4,113		4,113
28/02/2024	2120200	ROADM - Road Maintenance	Roads General Maintenance	280224.1	11			50,000		50,000
28/02/2024	W061	REC - Parks & Gardens Maintenance /Operations	Lions Park Maintenance/Operations	280224.1	11				(1,870)	(1,870)
28/02/2024	W062	REC - Parks & Gardens Maintenance /Operations	Mackie Park Maintenance/Operations	280224.1	11			4,444		4,444
28/02/2024	W063	REC - Parks & Gardens Maintenance /Operations	Gnarojin Park Maintenance/Operations	280224.1	11			13,106		13,106
28/02/2024	W064	REC - Parks & Gardens Maintenance /Operations	Sydney Hall Park Maintenance/Operations	280224.1	11				(1,384)	(1,384)
28/02/2024	W065	REC - Parks & Gardens Maintenance /Operations	Narrogin Skate Park	280224.1	11				(3,317)	(3,317)
28/02/2024	W066	REC - Parks & Gardens Maintenance /Operations	Highbury Townsite Park Maintenance/Operations	280224.1	11				(4,880)	(4,880)
28/02/2024	W067	REC - Parks & Gardens Maintenance /Operations	Grace Menzies Park - Maintenance/Operations	280224.1	11				(5,136)	(5,136)
28/02/2024	W068	REC - Parks & Gardens Maintenance /Operations	Maggie Mckenzie Park - Maintenance/Operations	280224.1	11				(293)	(293)
28/02/2024	W069	REC - Parks & Gardens Maintenance /Operations	Kelliher Park - Maintenance/Operations	280224.1	11				(7,213)	(7,213)
28/02/2024	W074	REC - Parks & Gardens Maintenance /Operations	Bushalla Park - Maintenance/Operations	280224.1	11				(2,953)	(2,953)
28/02/2024	W075	REC - Parks & Gardens Maintenance /Operations	Apex Park - Maintenance/Operations	280224.1	11				(3,681)	(3,681)
28/02/2024	W076	REC - Parks & Gardens Maintenance /Operations	Nippa Humes Park - Maintenance/Operations	280224.1	11				(4,045)	(4,045)
28/02/2024	W077	REC - Parks & Gardens Maintenance /Operations	James Park - Maintenance/Operations	280224.1	11				(5,136)	(5,136)
28/02/2024	W078	REC - Parks & Gardens Maintenance /Operations	Bpw Park - Maintenance/Operations	280224.1	11				(2,589)	(2,589)
28/02/2024	W079	REC - Parks & Gardens Maintenance /Operations	Cbd Parks - Maintenance/Operations	280224.1	11				(34,633)	(34,633)
28/02/2024	W153	REC - Parks & Gardens Maintenance /Operations	30 Gray St Garden Maintenance	280224.1	11				(750)	(750)
28/02/2024	W154	REC - Parks & Gardens Maintenance /Operations	Alby Park Maintenance/Operations	280224.1	11				(4,451)	(4,451)
28/02/2024	W070	REC - Town Oval Maintenance / Operations	Thomas Hogg Oval Maintenance/Operations	280224.1	11				(4,853)	(4,853)
28/02/2024	W071	REC - Town Oval Maintenance / Operations	Clayton Oval Maintenance/Operations	280224.1	11			8,268		8,268

Date	GL / Job Number	GL Description	Description	Council Resolution	Schedule	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
28/02/2024	W072	REC - Town Oval Maintenance / Operations	Michael Brown Park Maintenance/Operations	280224.1	11				(1,819)	(1,819)
28/02/2024	W083	REC - Town Oval Maintenance / Operations	Hardie Park - Maintenance/Operations	280224.1	11				(9,138)	(9,138)
28/02/2024	W080	REC - Sundry Dry Parks/Reserves/Maintenance/Operations	Sundry Dry Parks/Reserves Maintenance/Operations	280224.1	11				(34,348)	(34,348)
28/02/2024	W086	REC - Sundry Dry Parks/Reserves/Maintenance/Operations	BMX Park	280224.1	11				(5,818)	(5,818)
28/02/2024	5120352	PLANT - Transfers from Reserve	PLANT - Transfers from Reserve	280224.1	12				(53,000)	(53,000)
28/02/2024	PD8218	PLANT - Proceeds from Disposal of Assets	Proceeds from Disposal of Jet Patcher	280224.1	12			75,731		75,731
28/02/2024	BM254	ECONOM - Building Maintenance	39 Federal Street Building Maintenance	280224.1	13				(13,000)	(13,000)
28/02/2024	BM255	ECONOM - Building Maintenance	45 Federal Street Building Maintenance	280224.1	13				(10,000)	(10,000)
28/02/2024	2130200	TOUR - Public Relations & Area Promotion	TOUR - Public Relations & Area Promotion	280224.1	13			9,580		9,580
28/02/2024	2130201	TOUR - Subscriptions & Memberships	TOUR - Subscriptions & Memberships	280224.1	13				(9,580)	(9,580)
28/02/2024	2130216	DCVC - (Visitors Centre) Other Expenditure	DCVC - (Visitors Centre) Other Expenditure	280224.1	13				(500)	(500)
28/02/2024	3130206	DCVC - Sales GEN)	DCVC - Sales	280224.1	13			6,000		6,000
28/02/2024	121303000	BUILD - Salaries & Wages GEN (23/24)	BUILD - Salaries & Wages GEN (23/24)	280224.1	13			160,569		160,569
28/02/2024	2140232	PWO - Information Systems	PWO - Information Systems	280224.1	14				(11,000)	(11,000)
28/02/2024	2140235	PWO - Subscriptions & Memberships	PWO - Subscriptions & Memberships	280224.1	14				(3,200)	(3,200)
28/02/2024	2140517	ADMIN - Insurances (Other than Bld and W/Comp)	ADMIN - Insurances (Other than Bld and W/Comp)	280224.1	14				(8,110)	(8,110)
28/02/2024	2140523	ADMIN - Information Systems	ADMIN - Information Systems	280224.1	14				(68,600)	(68,600)
28/02/2024	3140505	ADMIN - Reimbursements	ADMIN - Reimbursements	280224.1	14			12,800		12,800
28/02/2024	121406000	COMMUNITY - Salaries & Wages GEN (23/24)	COMMUNITY - Salaries & Wages GEN (23/24)	280224.1	14			14,932		14,932
28/02/2024	121405000	ADMIN - Salaries & Wages GEN (23/24)	ADMIN - Salaries & Wages GEN (23/24)	280224.1	14			200,533		200,533
28/02/2024	121402150	PWO - WORKS - Wages Administration Hours GEN	PWO - WORKS - Wages Administration Hours GEN	280224.1	14				(52,854)	(52,854)
28/02/2024	N/A	Opening Funding Surplus as at 01/07/2023	Adjustment in accordance with AFS 21 Dec 2023	280224.1	2				(26,040)	(26,040)
28/02/2024	BC283	ECONOM - Building Capital	Westpac Roof Replacement	280224.1	11			30,000		30,000
		ADMIN - Salaries & Wages GEN (23/24)	ADMIN - Salaries & Wages GEN (23/24)	240424.1	14				(4,000)	(4,000)
								8,410,703	(8,220,318)	190,385

Strategic Budget Projects Register 2023/24



AS AT 15 MAY 2024

Project Title/Task	COA	Job	Original Budget	Current Budget	Actual Exp / Income to 14/05/24	Outstanding PO Exp to 15/05/24	Total Committed Expenditure or Income Received	Budget Remaining (incl P/Os)	Current Risk of completion by 30/6. H=Unlikely	Comments	Accountability	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 (Capital) in nature that have a budget provision in the current Budget.			UV Code? To be added manually Copy/paste.. A	UV Code? To be added manually Copy/paste.. B	UV Code? To be added manually Copy/paste.. C	UV Code? To be added manually Copy/paste.. D	Calc column (do not enter) E (E= C + D)	Calc column (do not enter) F (B - E)		Crisp, Clear, Concise. Date format entry eg 13/7 - Project commenced and no issues expected.	Select from one of the 4 Departments	- On Track - Off Track - Complete - In Trouble - On Hold		Anticipated start date of the Project	Anticipated completion date of the Project
SES Building Project	4050260	BC265	\$0.00	\$62,210.00	\$1,500.00	\$5,227.28	\$6,727.28	\$55,482.72	Low	Allocation to be used for the design and construction and Tender documentation. Concept design prepared by Joondalup Design and estimated quote received for submission to LGGS capital grant. Once funding approved a detail design and construction documentation will be sought for tender purposes. 20/09/23 - Request the repurposing of this funding via Budget amendment to utilise funds for grant submission (preparatory work.), for September OCM. 3/10/23 - No change to status. Joint SES and BFB facilities funding was not successful. Application to be reviewed to remove reference to IC 3 office space. 7/11/23 - CEO and Shire President meeting with DFES Commissioner to discuss options and to move this project forward. 2/1/24 - Subdivision application for the respective lots (DFES/SON/St John) in progress. 27/2/24 - No change to status 16/4/24 - LGGS funding submitted 28 March 2024 1/5/24 - Waiting for the outcome to the capital grant funding.	Development & Regulatory Services	On Track	50%	01/07/23	31/05/24
Construction of SES & BFB Joint Facilities	4050260	BC280	\$6,800,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Completed	Grant Application not supported by DFES LGGS annual 2023/2024 funding. 3/10/23 - Application to be reviewed and concept plan to be amended to remove any reference to IC 3 office space and solely for SES and BFB joint facilities. 7/11/23 - CEO and Shire President meeting with DFES Commissioner to discuss options for funding. 2/1/24 - Subdivision of land progressing	Development & Regulatory Services	Complete	100%	01/07/23	31/01/24
Mobile Standpipe - BFB (Fast Fill Trailer) Nomans Lake VBFB	4050155	PA953	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	Completed	PO Issued. 15/11/23 - Fast Fill Trailer delivers to Norman's Lake Brigades. 22/2/24 - GJ to bring to account the donated asset required at value per DFES advice.	Development & Regulatory Services	Complete	100%	01/11/23	31/05/24
NGN417 2020 Mazda BT-50 4x4 (RANGER)	4050355	PA007E	\$35,000.00	\$35,000.00	\$44,806.73	\$0.00	\$44,806.73	-\$9,806.73	Completed	PO Issued 7/11/23 - Manager Operations following up with the car yards regarding delivery dates. 2/1/24 - Still waiting for delivery of vehicle. 27/2/24 - vehicle delivered.	Development & Regulatory Services	Complete	100%	01/09/23	29/03/24
NGN00 2021 Toyota Kluger (EMDRS)	4050355	PA002N	\$55,000.00	\$55,000.00	\$56,028.00	\$0.00	\$56,028.00	-\$1,028.00	Completed	PO Issued 3/10/23 - Vehicle delivered on 29 September 2023.	Development & Regulatory Services	Complete	100%	01/09/23	29/03/24
Senior Rangers 2020 Isuzu Replacement	4050355	PA8163C	\$55,892.00	\$55,892.00	\$59,564.99	\$0.00	\$59,564.99	-\$3,672.99	Completed	PO Issued 3/10/23 - vehicle delivered.	Development & Regulatory Services	Complete	100%	01/09/23	29/03/24
Additional Public CCTV Cameras (Subject to Grant)	4050455	FE037	\$100,000.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	Low	Grant identified for application open now and closing 11 October 2023 19/10/23 - Grant criteria prevents CCTV applications, exploring grant opportunities ongoing. 4/12/23 - Exploring grant opportunities. 21/02/24 - No further update. 20/03/24 - NFTR 18/04/24 - NFTR 15/05/24 - No grant opportunities and project identified as a likely carry over for 24/25.	Corporate & Community Services	Off Track	0%	27/07/23	31/05/24
Mobile Stand Pipe - BFB (Fast Fill Trailer) Highbury South VBFB	4050155	PA953	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	Low	PO issued. 17/11/23 - With fabricator to complete. 2/1/24 - To be completed by May 2024. 27/2/24 - No change to status. 1/5/24 - No change to status.	Development & Regulatory Services	On Track	10%	01/11/23	30/05/24
Acquisition of Incident Control Vehicle	4050255	PA950	\$881,900.00	\$881,900.00	\$0.00	\$0.00	\$0.00	\$881,900.00	Low	Waiting for shop fabrication and delivery will be delayed due to long waiting process. 3/10/2023 - No change to status. 7/11/2023 - response from DFES stating no change to status and is still approximately 18 months away. Still in the concept stage. 2/1/24 - No change to status. 27/2/24 - No change to status. 16/4/24 - No change to status 1/5/24 - no change to status	Development & Regulatory Services	On Track	0%	01/09/23	31/05/24
Acquisition of General Rescue Utility Vehicle	4050255	PA951	\$110,200.00	\$110,200.00	\$0.00	\$0.00	\$0.00	\$110,200.00	Low	Waiting for shop fabrication and delivery will be delayed due to long waiting process. 3/10/23 - No change to status. 7/11/23 - response from DFES stating no change to status and is still approximately 18 months away. Still in the concept stage. 2/1/24 - No change to status. 27/2/24 - No change to status 16/4/24 - No change to status 1/4/24 - No change to status	Development & Regulatory Services	On Track	0%	01/09/23	31/05/24
Replacement EHO Vehicle PHEV		PA065A	\$0.00	\$45,000.00	\$0.00	\$0.00	\$0.00	\$45,000.00	High	20/03/24 - Determination to be made regarding purchase once EHS is recruited and in the meantime, transfer proceeds (\$23k) for old MG PHEV (written off) to reserves at 30/06/24	Development & Regulatory Services	Off Track	0%	01/01/24	28/06/24
Homecare - Special Needs Dining Chairs	4080450	PE082	\$7,200.00	\$7,200.00	\$7,200.00	\$0.00	\$7,200.00	\$0.00	Completed	Items Purchased.	Corporate & Community Services	Complete	100%	27/07/23	29/02/24
Homecare Fleet Replacement - Toyota Corolla 2019 NGN839	4080455	PA044	\$35,000.00	\$35,000.00	\$32,613.00	\$0.00	\$32,613.00	\$2,387.00	Completed	RFQ for vehicle issued 31/08/23 19/10/23 - Quotes to be reviewed on MCYS Return from AL. 14/11/23 - Progressing the acquisition of this vehicle. 04/12/23 - In Progress 21/02/24 - Order pending confirmation. 20/03/24 - NFTR 2/4/24 - Vehicle awaiting delivery. 18/04/24 - Vehicle delivered.	Corporate & Community Services	Complete	100%	27/07/23	30/05/24
Homecare - Purchase of Wheelchair accessible vehicle	4080455	PA045	\$105,000.00	\$105,000.00	\$0.00	\$0.00	\$0.00	\$105,000.00	Low	RFQ for vehicle issued 31/08/23 14/11/23 - Progressing the acquisition of this vehicle. 04/12/23 - In Progress 21/02/24 - No further update at this time. 20/03/24 - NFTR 18/04/24 - NFTR 10/5/2024 NFTR 14/05/24 - Acquisition of vehicle unlikely in 24/25. Evaluating vehicle requirement whilst reviewing alternative business models.	Corporate & Community Services	On Track	25%	27/07/23	30/05/24

Project Title/Task	COA	Job	Original Budget	Current Budget	Actual Exp / Income to 14/05/24	Outstanding PO Exp to 15/05/24	Total Committed Expenditure or Income Received	Budget Remaining (incl P/Os)	Current Risk of completion by 30/6. H=Unlikely	Comments	Accountability	Status	% Complete	Start Date	Due Date
Homecare - Replacement Home Maintenance Trailer	4080455	PA555	\$15,000.00	\$15,000.00	\$10,500.00	\$0.00	\$10,500.00	\$4,500.00	Completed	RFQ for vehicle issued 31/08/24. 19/10/23 - Trailer on order 14/11/23 - Awaiting delivery. 4/12/23 - Still awaiting delivery. 21/02/24 - No further update at this time. 20/03/24 - NFTR 2/4/24 - Trailer construction complete - awaiting delivery. 18/04/24 - Trailer delivered.	Corporate & Community Services	Complete	100%	27/07/23	30/05/24
Homecare - Replacement of NGN 15333 - Mazda BT50 Utility 4x2	4080455	PA013	\$35,000.00	\$35,000.00	\$0.00	\$37,302.71	\$37,302.71	-\$2,302.71	Low	RFQ for vehicle issued 31/08/23 19/10/23 - Quotes to be reviewed on MCYS Return from AL 14/11/23 - Progressing the acquisition of this vehicle. 04/12/23 - In Progress 21/02/24 - No further update at this time 20/03/24 - Awaiting delivery. 18/04/24 - Still awaiting delivery. 10/5/24 - Advised end May delivery	Corporate & Community Services	On Track	80%	27/07/23	30/05/24
Homecare - Replacement of NGN847 - Mazda CX-5	4080455	PA010C	\$48,000.00	\$48,000.00	\$41,809.00	\$0.00	\$41,809.00	\$6,191.00	Completed	RFQ for vehicle issued 31/08/23 19/10/23 - Quotes to be reviewed on MCYS Return from AL 14/11/23 - Progressing the acquisition of this vehicle. 04/12/23 - In Progress 21/02/24 - Vehicle delivered, payment being processed. 20/03/24 - Processing payment but car replaced and delivered. 18/04/24 - Project complete.	Corporate & Community Services	Complete	100%	27/07/23	26/04/24
CATs - Replacement of NGN 219 2020		PA014G	\$0.00	\$35,000.00	\$0.00	\$33,235.00	\$33,235.00	\$1,765.00	Low	20/03/24 - Quotes received and being processed. 18/04/24 - Car on order. 15/05/24 - Car collected on the 15 May 24. Project completed bar the final payment and trade.	Corporate & Community Services	On Track	95%	28/02/24	30/05/24
Design & Construction new liquid waste ponds	4100165	IO188	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	Low	3/10/23 - MEHS met with design consultant and will review design options. 2/1/24 - MEHS waiting for quotes from the consultant for the Design and Construct. 1/5/24 - With MEHS for quotes with the consultant	Development & Regulatory Services	On Track	10%	01/11/23	30/05/24
Asbestos Disposal Trench Fencing	4100165	IO189	\$12,000.00	\$12,000.00	\$6,140.00	\$0.00	\$6,140.00	\$5,860.00	Completed	3/10/23 - Quotes received to be assessed by MEHS 7/11/23 - fence acquired and contractor completing works. Should be completed by early December 2023.	Development & Regulatory Services	Complete	100%	29/09/23	30/11/23
Tip Face Fencing (Temporary/ Mobile Fencing)	4100165	IO191	\$42,000.00	\$42,000.00	\$19,485.00	\$0.00	\$19,485.00	\$22,515.00	Completed	3/10/23 - Quotes received and to be assessed by MEHS 7/11/23 - Po issued to contractor for supply and installation.	Development & Regulatory Services	Complete	100%	31/10/23	30/11/23
Construction of Recycling Shed (Tip Shop)	4100160	BC274	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	Low	3/10/23 - MEHS working with CDO regarding funding application. 7/11/23 - waiting for outcome to grant funding. 2/1/24 - No change to status. 27/2/24 - no change to status 16/4/24 - No change to status with Ben, John W and Peter to proceed with project. 1/5/24 - Waiting for decision from relevant officers.	Development & Regulatory Services	On Track	10%	03/11/23	30/05/24
Thomas Hogg Sewerage Work	4100850	BC285	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	Low	15/11/23 - Building Maintenance officer liaising with local plumber, water corporation and lessee of option to connection to local sewer. 27/2/24 - Building maintenance officer followed up with applicant and local contractor for commencement date.	Development & Regulatory Services	On Track	10%	06/11/23	30/05/24
Thomas Hogg Ablutions Upgrade and Contribution	4100850	BC177	\$25,000.00	\$25,000.00	\$0.00	\$20,681.00	\$20,681.00	\$4,319.00	High	PO issued to Thomas Hogg/ eagle club as per the agreed works with Building Maintenance officer. 7/11/23 - works to commence after Revheads event in November 2023. 27/2/24 - Building maintenance officer followed up with applicant and local contractor for commencement date.	Development & Regulatory Services	In Trouble	10%	01/09/23	28/06/24
Railway Dam ECO Toilets	4100850	BC281	\$21,145.00	\$21,145.00	\$2,940.00	\$6,334.00	\$9,274.00	\$11,871.00	Low	Waiting for the ablation unit to be completed and transported on the site. 7/11/23 - Ablution block to be transported to site in Mid-November. 2/1/23 - To be completed end of January mid February . 27/2/24 - work had to be rectified by contractor 16/4/24 - Structure installed and clad. Flashings required to be completed. Plumbing works to follow.	Development & Regulatory Services	On Track	50%	03/07/23	30/05/24
Mackie Park Financial Counselling Kitchenette	4100850	BC130	\$8,000.00	\$8,000.00	\$8,000.00	\$0.00	\$8,000.00	\$0.00	Completed	3/10/23 - works underway organised by Narrogin Financial Counselling. 2/1/24 - To be completed end of January mid February.	Development & Regulatory Services	Complete	100%	01/11/23	01/02/24
Development and Regulatory Services Pool Vehicle	4100655	PA074	\$30,000.00	\$30,000.00	\$27,273.00	\$0.00	\$27,273.00	\$2,727.00	Completed	Purchase outright the Bush Fire Control Officer vehicle. Now allocated to the building Maintenance Officer	Development & Regulatory Services	Complete	100%	01/08/23	01/09/23
Cemetery Software - Chronicle	4100860	PE083	\$25,000.00	\$25,000.00	\$24,123.00	\$0.00	\$24,123.00	\$877.00	Completed	P/O issued to Chronical. ESO progressing implementation 19/9/23 second payment made. 3/10/23 No further update. ESO received progress report, estimated completion mid November. 15/11/23 Completion handover process booked for 20 November, then Cemetery digitisation project should be complete. 29/11/23 final synchronisation happening. Niche wall service being added should be complete early January . 12/12/23 Niche Wall feature being added, this variation to the contract will result in a \$1,500 over spend however considered well worth it. 21/12/23 Commissioning early January due to adding Niche Wall feature. Wendy to advise and give minor training session to customer service staff and media release. 31/1/24 Now complete with media release.	Technical & Rural Services	Complete	100%	06/09/23	31/01/24
ICT - Replace Lessor Hall and Town Hall CCTV Cameras	4110165	PE063	\$8,000.00	\$8,000.00	\$0.00	\$9,142.77	\$9,142.77	-\$1,142.77	Completed	21/08/23 - Request for quotes emailed to potential providers. 05/09/23 - 2 quotes provided for review. 19/10/23 - Successful provider informed and work to be completed in Nov/Dec 14/11/23 - Purchase order to be forwarded contractor to commence work. 4/12/23 - Awaiting work to commence. 21/02/24 - Project completed, awaiting invoice to pay. 15/05/24 - Followed up with contractor to obtain final invoice, PO in system.	Corporate & Community Services	Complete	100%	01/08/23	31/01/24

Project Title/Task	COA	Job	Original Budget	Current Budget	Actual Exp / Income to 14/05/24	Outstanding PO Exp to 15/05/24	Total Committed Expenditure or Income Received	Budget Remaining (incl P/Os)	Current Risk of completion by 30/6. H=Unlikely	Comments	Accountability	Status	% Complete	Start Date	Due Date
Town Hall Improvement Projects	4110160	BC181	\$102,689.00	\$102,689.00	\$13,685.00	\$1,848.00	\$15,533.00	\$87,156.00	Low	separate projects for jobs / monitoring..? Waiting for the electrical report from the Electrical Engineering (SAGE) as to current power capacity to the existing Town Hall, to determine whether cooling, heating and lighting upgrade and sound system to the stage would be suitable or upgrade required to the electrical capacity. 3/10/23 - Electrical report being revised be electrical engineer. 7/11/23 - Revised electrical report received. Western Power enquiry lodged to address short falls identified in the report before proceeding to the next step. 16/4/24 - Western Power application for power upgrade costing submitted by Sage Electrical Consultants. Scope of works with Peter Jago (Spirited Thinking) to be decided after power upgrade determination.	Development & Regulatory Services	On Track	10%	01/09/23	30/05/24
NRLC Basketball Courts - Swing down Backboards and Beams for Court 2	4110255	PE086	\$10,000.00	\$18,000.00	\$0.00	\$0.00	\$0.00	\$18,000.00	Low	14/11/23 - Quotes being obtained 04/12/23 - In Progress 21/02/24 - Shortlisting of supplier being completed 20/03/24 - NFTR 18/04/24 - Contractor for Backboards identified however dependent on construction of beam still waiting on quote from RJ Smith Engineering and Prices Steel Fabrication. 15/05/24 - More recent discussions at MBS resulting in cost confirmations which will determine preferred course of actions. Quotes have been obtained for Glass backboards,. Potential revision of project which is to remain within eligibility criteria for LRCIP 4 funding.	Corporate & Community Services	On Track	50%	26/10/23	30/05/24
NRLC Courts - Electric Winders	4110255	PE077	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	Low	14/11/23 - Quotes being obtained. 04/12/23 - In Progress 21/02/24 - Shortlisting supplier being completed. 20/03/24 - NFTR 18/04/24 - Contractor for Backboards identified however dependent on construction of beam still waiting on quote from RJ Smith Engineering and Prices Steel Fabrication. 15/05/24 - More recent discussions at MBS resulting in cost confirmations which will determine preferred course of actions. Quotes have been obtained for Glass backboards,. Potential revision of project which is to remain within eligibility criteria for LRCIP 4 funding.	Corporate & Community Services	On Track	50%	26/10/23	30/05/24
NRLC - Fire Panel Emergency Warning System	4110255	PE079	\$90,000.00	\$40,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00	Low	14/11/23 - Not commenced until review by contractor in accordance with NRLC upgrade works. 4/12/23 - As above commentary. 21/02/24 - Quotes being sought after Hunts review. 20/03/24 - NFTR 18/04/24 - Contractor identified after quotes obtained. 15/05/24 - Fire panel ordered and awaiting delivery and installation.	Corporate & Community Services	On Track	50%	26/10/23	30/05/24
NRLC - Upgrade Works	4110255	PE084	\$271,000.00	\$307,000.00	\$79,164.00	\$32,317.00	\$111,481.00	\$195,519.00	Low	19/10/23 - Work on Pool Filters completed. Engaging with provider to confirm automation of HVAC system, Dampers and Boiler that will reduce utility costs. 14/11/23 - Hunts and SKG to conduct NRLC works review to identify job priorities and undertakings. 4/12/23 - Review of work priorities subject to budget amendment in Feb 2024. 21/02/24 - Quotes to be sought after Hunts review and MBS discussions. 20/03/24 - NFTR 18/04/24 - Pool covers on order. Awaiting Invoice. 15/05/24 - Contractor advises that Pool covers expected to be installed by 08 July 24.	Corporate & Community Services	On Track	50%	26/10/23	30/05/24
NRLC - Architectural Concept Planning	4110255	PE085	\$20,000.00	\$26,000.00	\$25,285.00	\$0.00	\$25,285.00	\$715.00	Low	RFQ for Concept Plan compiled and distributed for response. Closing date 21/09/23 19/10/23 - ORA consultants appointed and work to commence in November. 14/11/23 - Regular meetings with ORA to progress Plan criteria. Stakeholder meetings conducted 16/17 Nov 23 and feasibility study to be completed by end of Nov 23. 04/12/23 - In Progress 21/02/24 - Draft plan nearly completed and project nearing completion in March 24. 20/03/24 - Plan now with QS for costings, near completion. 18/04/24 - Still awaiting Final Report 15/05/24 - Risk management plan finalized, and report expected to be sent within the next 10 days.	Corporate & Community Services	On Track	90%	01/08/23	30/05/24
50kv Emergency Generator and Trailer (Subject to Grant)	4110255	PE075	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	Completed	14/11/23 - Management investigating grant opportunities and other means to acquire the Generator and Trailer. 21/02/24 - No further update at this time. 20/03/24 - NFTR 18/04/24 - NFTR 7/5/24 - 70kva generator acquired. Being tested at NRLC. Expenditure allocated to Manaring Road Bridge.	Corporate & Community Services	Complete	100%	26/10/23	26/05/24
Fit out of Railway Stn (NDVC)	4110660	BC207	\$20,000.00	\$20,000.00	\$24,971.00	\$0.00	\$24,971.00	-\$4,971.00	Completed	12/9/23 - delivered and being erected and on track for completion of all by 30/9/23 19/10/23 - Overbudget due to kiosk and software costed to BC207 and included in carryovers as was ordered well before 30 June. Will require cost to be journaled out. 21/02/24 - Project complete and opening function held.	Office of CEO	Complete	100%	01/07/23	29/09/23
Rail Heritage (Trains)	4110670	IO136	\$0.00	\$75,000.00	\$50,000.00	\$0.00	\$50,000.00	\$25,000.00	Low	21/02/24 - Train purchased and now planning transportation.	Office of CEO	On Track	10%	28/09/23	30/05/24
Narrogin Tennis Courts Lighting & Surface Upgrading (LRCIP 3)	4110360	IO127	\$0.00	\$39,210.00	\$39,121.00	\$0.00	\$39,121.00	\$89.00	Completed	12/9/23 - supplier advises hopefully dry weather will enable completion of last surfaces (synthetic) before end of Sept. 21/02/24 - Complete	Office of CEO	Complete	100%	01/07/23	30/09/23
Shelter Over BBQ at Wilbur Park and Slab	4110365	IO192	\$10,000.00	\$10,000.00	\$0.00	\$6,854.00	\$6,854.00	\$3,146.00	Low	I have met with John to discuss this project. John will be constructing the shelter adjoining the tennis club, relocating the BBQ and installing a table seat combo. 3/10/23 No further update 24/10/23 No further update 15/11/23 No further update, likely to occur in March2024. 6/3/24 Skillion Shelter for over Bbq ordered from Exteria. Concrete pad, shelter and picnic setting to be constructed by John in April 18/3/24 Shelter ordered from Exteria, not due for delivery for 12 weeks, the project will be completed prior to 30 June 16/4/24 No change to status 23/4/24 Concrete pad in May. The shelter will be erected when it arrives. 14/5/24 Lime stone retainer blocks being laid this week, followed by laying of concrete pad by 26/5. Still awaiting delivery of the shelter from Exteria, expected mid June.	Technical & Rural Services	On Track	20%	12/09/23	30/05/24

Project Title/Task	COA	Job	Original Budget	Current Budget	Actual Exp / Income to 14/05/24	Outstanding PO Exp to 15/05/24	Total Committed Expenditure or Income Received	Budget Remaining (incl P/Os)	Current Risk of completion by 30/6. H=Unlikely	Comments	Accountability	Status	% Complete	Start Date	Due Date
Gnarojin Skatepark BBQ Area	4110860	FE105	\$10,000.00	\$10,000.00	\$0.00	\$1,531.00	\$1,531.00	\$8,469.00	Low	I have met with John on site to discuss this project. John to organise the install of an electric bunker light over the BBQ, remove current furniture and lay new concrete slab, replace table seat comb and new standup bench. 3/10/23 No further update. 24/10/23 No further update 5/11/23 No further update, likely to occur in March 2024. 6/3/24 Stand up bench ordered from Exteria today. New concrete pad, solar light and rearranging of seating to occur in April. 18/3/24 Stand up bench ordered from Exteria, not due for delivery for 12 weeks, the project will be completed prior to 30 Jun 16/4/24 No change to status. 23/4/24 New pad, rearranging of seats in May, bench table to be installed when it arrives. 14/5/24. No change to status	Technical & Rural Services	On Track	20%	12/09/23	30/05/24
Lions Park Upgrade including Disability Friendly Swing	4110365	IO061	\$62,000.00	\$62,000.00	\$55,212.30	\$429.00	\$55,641.30	\$6,358.70	Completed	Irrigation commencing early October, followed by new swings and swing area, new concrete path, fencing, landscaping and new turf etc. 3/10/23 No further update. 24/10/24 Irrigation installed, new concrete path installed, new swings, soft fall and roll on turf ordered, completion expected end November. 15/11/23 On track, new tarp for existing playground shelter ordered. 12/12/23 New rubber soft fall booked in for January so then new swings can be hung. Swing frame in place and new sand pit. 21/12/23 Garden beds being mulched, original pic nic setting to be reinstalled with new concrete slab. Park open for the public to use. 31/1/24 waiting on soft fall contractors to arrive 12 Feb to install rubber soft fall the swings can be hung and fence put back up. 6/3/24 Concrete pad and picnic set to be reinstalled under existing shelter March, now complete. 16/4/24 4 Callistemon KPS on order for planting next to new swings in garden bed and new mulch - to happen before the end of May. 7/5/24 Minor mulching completed 10/5/24	Technical & Rural Services	Complete	100%	12/09/23	30/05/24
Walk Cycle & Mountain Bike Trails Project	4110260	IO129	\$26,000.00	\$26,000.00	\$3,996.53	\$0.00	\$3,996.53	\$22,003.47	Low	Works nearly completed. Archibald Trail needs to be completed. 14/11/23 - CED Team to liaise with MO regarding completion. 4/12/23 - quote to complete remaining trail area received. Work to be undertaken in January completed Feb 24. Faulty panels being replaced. 21/02/24 - Project nearing completion. 20/03/24 - NFTR 18/04/24 - Still awaiting panel installation to be completed. 13/5/24 - Archibald walk trail works to be actioned. CEDC to meet with contractor regarding sand delivery before end of Financial year.	Corporate & Community Services	On Track	85%	02/07/23	31/05/24
Construction of Library Building Extension	4110560	IO080B	\$389,502.00	\$389,502.00	\$1,450.00	\$0.00	\$1,450.00	\$388,052.00	High	08/09/23 - RFQ lodged on WALGA e-Portal, closing date 4pm Fri 06 Oct 23 19/10/23 - No submissions received. BMO has engaged with local provider for quote; also looking into internal build options. 14/11/23 - Disaggregating the work requirements and seeking quotes for Plumbing works (realignment of sewer). Proposed revision of project and reallocation of LRCIP funds to other jobs in 23/24. 4/12/23 - Request for LRCIP P3 schedule to be resubmitted before 22 Dec 23. 21/02/24 - RFQ completed with one submission. Shire declined due to budget constraints. Applying to LRCIP for project variation and redistribute funds to NRLC projects. 20/03/24 - Quote for Sewerage works to be applied and engage LRCIP for project funding variation to reduce project cost and allocate remining funds to NRLC. 18/04/24 - Funding variation submitted but no quotes received yet from contractors for Sewerage works. BMO following up. 15/05/24 - After several RFQ's and unaffordable quotes, request to completes Sewerage realignment and reallocate funding via work schedule revision was declined. Project will not be completed in this current year. Municipal contribution proposed for 24/25 to realign sewer. Library extension factored into LTFP 2-10	Corporate & Community Services	In Trouble	10%	01/07/23	30/06/24
Public Art Strategy Implementation	4110860	IO113	\$25,000.00	\$50,000.00	\$0.00	\$2,509.00	\$2,509.00	\$47,491.00	Low	Commencing in October 2023 30/10/23 - In accordance with Council Resolution 251023.02 budget has been increased from \$25k to \$50k. 14/11/23 - RFQ being drafted for dissemination in Nov/ Dec 23 4/12/23 - RFQ issued awaiting submissions. 21/02/24 - RFQ submissions being shortlisted for design phase. Project on track. 20/03/24 - Shortlisted candidates in design phase endorsed by Council. 18/04/24 - NFTR 10/5/24 - Lottery west grant has been reappropriated for this project from Soundshell project. Two shortlisted candidates have been updated on mural theme. Submissions due in by 15/6/24	Corporate & Community Services	On Track	50%	27/07/23	31/05/24
Painting of XA Class Train	4110670	IO131	\$5,000.00	\$5,000.00	\$9,446.58	\$286.18	\$9,732.76	-\$4,732.76	Low	12/9/23 - MO having outside crew finish rust proof and sanding this week, with Paul Guest vollie painter then able to be invited to complete, hopefully by 5/10, but weather and volunteer schedule dependent.6/10/23 Paul now too sick to do task, will be done by outside crew. Colours received from HVTRG 30/11, seeking Country Paints supply / matches and will do in-house. Painted just adding solar light and then looking to clean up internals for child safety.	Office of CEO	On Track	90%	01/07/23	31/05/24
Narrogin Railway Station and Footbridge Heritage Interpretive Project	4110660	BC208	\$13,559.00	\$13,559.00	\$11,060.00	\$0.00	\$13,245.00	\$314.00	Completed	Awaiting the Heritage Panels expected to be delivered at the end of September 2023. 14/11/23 - Panels delivered and nearing completion. 4/12/23 - Panels installed and project completed.	Corporate & Community Services	Complete	100%	01/07/23	31/01/24
Construction of Sound Shell (Stage and Mural) at Alby Park	4110260	BC273	\$90,000.00	\$90,000.00	\$11,060.00	\$0.00	\$11,060.00	\$78,940.00	High	Waiting electrical and structural reports and drawings for RFQ/RFI 3/10/23 - Advised Designer to revised site plan regarding the orientation of the sound shell, prior to issuing the Planning approval. 7/11/23 - Documentation in final stage prior to RFQ. 2/1/24 - RFQ advertised closed end of January. Mark Furr EMCCS managing the project. 16/4/24 - No change to status.	Development & Regulatory Services	In Trouble	20%	01/09/23	30/06/24

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Construction of Dam at Airport	4120466	IO183	\$113,400.00	\$113,400.00	\$82,868.62	\$0.00	\$82,868.62	\$30,531.38	Low	Prelim drill shot have been done in the North West location however rock was encountered. The dam will need to be locasted next to the water bomber tanks. New test holes will be dug in November. EMTRS to order 2 new tanks. Gliding Club has been consulted. 3/10/23 No further update. 24/10/23 No further update 15/11/23 No further update 30/11/23 Test hole being dug first week of December to find the optimum spot for the dam. 12/12/23 Test hole dug with good results found near to existing DEFES tank. RFQ to go out for the dam in early January 2024 21/12/23 RFQ awarded to Halansons, dam construction to commence February 2024. 6/3/24 Dam constructed. 26/3/24 Sand pads are in and the 2 tanks to be installed 18 April with all plumbing and acquital due 24 July 2024 16/4/24 2 tanks now installed. John purchasing pump, fencing and associated pipe work for completion with minor grader maint needed. Expected to be completed June and acquitted. 14/5/24 No change to status	Technical & Rural Services	On Track	90%	12/09/23	24/05/24
Whinbin Rock Rd Construction	4120167	RRG205	\$1,080,000.00	\$1,080,000.00	\$1,016,750.15	\$62,790.00	\$1,079,540.15	\$459.85	Completed	3/10/23 Commencing January after Tarwonga Road 15/11/23 No further update 31/1/24 Works 50% complete (first 3 kms out of 6kms) 6/3/24 Final 3km seal booked in for mid-March. 20/03/24 - Project completed, currently investigating the underspend	Technical & Rural Services	Complete	100%	15/01/24	29/02/24
Wandering Road Construction SLK 0.0 to 3.00	4120164	WSFN332	\$757,352.00	\$757,352.00	\$663,695.04	\$22,218.75	\$685,913.79	\$71,438.21	Completed	Works started 12/9/23 3/10/23 On track for completion end of October early November 15/11/23 Works Complete bar line marking 20/03/24 - This amount is 17% overbudget and is being investigated. Manager Operations on leave however strong possibility of an error in allocating costs between Whinbin Rock Road and Wandering Rd. Further commentary to follow. 18/04/24 - Budget and costs addressed to date, with more costs still to be applied.	Technical & Rural Services	Complete	100%	12/09/23	15/12/23
Blackspot Tarwonga Rd (Rehab) SLK 15.5 - 16	4120168	RBS204	\$165,000.00	\$165,000.00	\$148,678.42	\$0.00	\$148,678.42	\$16,321.58	Low	15/11/23 Works commencing end of November 2023 30/11/23 Works commenced 21/12/23 Construction works complete and new seal applied. Line marking and final road audit remain. 2nd 40% grant funding claimed December 2023 with final 20% claim to be done in March. 31/1/24 Works completed, still need to have road audit done and signed off, happening March. 27/3/24 RFQ awarded to RSA to do the final audit on this BS funded project. Sign off should occur in May, once signed off as compliant, then the remaining 20% funding will be claimed. 14/5/24 No change to status	Technical & Rural Services	On Track	95%	15/01/24	30/05/24
Narrogin Repertory Club Easement - Survey & Legal Costs	4120180	ID001	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	Medium	Have resent correspondence to 2 adjoining properties that also require an easement, no reply as yet. One sign letter recieved from 133 Federal Street, will have to follow up with the other landowner - KEEDAC. 3/10/23 No further update. 15/11/23 No further update 13/12/23 No further update. I will need to call in, in person to Keedac to enquire as to why they are no responding to the letters that have been sent to them and seek resolution. 21/12/23 Email with original letter to be sent to Leanne Kickett late January and progress from there. 31/1/24 Letter emailed to Leanne Kickett, no response as yet. Will call at Keedac to see her personally to enquire why no response. 27/3/24 Another attempt made to contact via email different personel at Keedac, still no response. This project will need to be carried forward if no response from Keedac or alternatively, and easement can be created with Reportary and the other property owner that have agreed to it, and can continue trying to correspond with Keedac. 16/4/24 Keedac/ Leanne Kicket has now sign an agreement to move forward with an easement. I now have all 3 properties signed up to move forward. From here, need to engage a surveyor and process easement. I am also trying to find the report that went to Council re the creation of the easement. I have found a draft report however will need to locate the report that went to Council or resubmit the original report. 6/5/24 Manager Operations has engaged a surveyor from Bunbury to quote on surveying the site with EMTRS to engage a solicitor to administer the easement. 14/5/24 No change to status	Technical & Rural Services	On Track	50%	12/09/23	30/05/24
Clayton Road Stabilising	4120165	IR047	\$15,000.00	\$15,000.00	\$4,320.54	\$0.00	\$4,320.54	\$10,679.46	Completed	15/11/23 Holding repairs in place. Works will start when the hotter weather arrives, end November. 30/11/23 Works commencing today 12/12/23 Two large repairs complete with the last one to be started and completed tomorrow 13/12/23 21/12/23 Complete	Technical & Rural Services	Complete	100%	03/01/24	16/02/24
Construct Highbury Rest Area	4120165	IR048	\$55,805.00	\$55,805.00	\$0.00	\$0.00	\$0.00	\$55,805.00	High	15/11/23 Commencing February. 31/1/24 Delays being experience with this project as RRG project dictated priority, may be late in delivery? 26/3/24 Very unlikely this project will start. Main Roads have advised that they will carry over there joint funding for this project.	Technical & Rural Services	In Trouble	0%	01/02/24	30/06/24
Lange Rd Re-Sheet SLK 6.1 to 10.4	4120165	IR307	\$120,223.00	\$120,223.00	\$0.00	\$17,690.91	\$17,690.91	\$102,532.09	Low	15/11/23 On track	Technical & Rural Services	On Track	0%	01/05/24	28/06/24
Pioneer Road Slip Lane to Railway Station Design Only	4120165	IR308	\$15,000.00	\$15,000.00	\$0.00	\$13,096.00	\$13,096.00	\$1,904.00	Low	P/O issued to local Engineering Consultant for design and MRWA approval process. On track 31/1/24 Expect delivery of the project late March 23/4/24 Consultant advises that deliver will be late June. 14/5/24 MRWA have advised that a slip lane will be needed rather than a break in the median.	Technical & Rural Services	On Track	70%	12/09/23	30/05/24
Taylor Rd Re-Sheet SLK 0.4 to 6.4	4120165	IR218	\$92,852.00	\$92,852.00	\$1,512.50	\$15,127.27	\$16,639.77	\$76,212.23	Low	15/11/23 On track	Technical & Rural Services	On Track	0%	24/05/24	28/06/24
Armstrong Rd Re-Sheet SLK 0.0 to 4.3	4120165	IR236	\$112,918.00	\$112,918.00	\$0.00	\$17,050.00	\$17,050.00	\$95,868.00	Low	15/11/23 On track	Technical & Rural Services	On Track	0%	03/05/24	28/06/24
Crooked Pool Rd Re-Sheet SLK 4.2 to 8.0	4120165	IR260	\$110,451.00	\$110,451.00	\$20,162.90	\$15,768.18	\$35,931.08	\$74,519.92	Low	15/11/23 On track	Technical & Rural Services	On Track	0%	02/05/24	28/06/24
Design New Intersection for Wanerie and Cooraminning Roads	4120165	IR338	\$10,350.00	\$10,350.00	\$10,350.00	\$0.00	\$10,350.00	\$0.00	Completed	Report now received and will be presented at the next road ref group meeting. Awaiting invoice. 21/12/23 Complete and presented to the Road Reference Group	Technical & Rural Services	Complete	100%	01/07/23	18/08/23

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Chomley Road Seal SLK 2.45 to 2.95	4120165	IR213	\$52,678.00	\$52,678.00	\$36,067.97	\$0.00	\$36,067.97	\$16,610.03	Completed	Presenting the Annual Seal RFQ to Council at the September OCM 3/10/23 Contractor locked in, on track. 15/11/23 Works likely to commence mid December 21/12/23 Works to commence whilst Winbin Rock Road is being constructed and sealed mid March. 27/3/24 Works complete and customer happy with outcome. Will check the account for final cost of works to determine if a part refund is required to the applicant, in April 2024	Technical & Rural Services	Complete	100%	15/01/24	26/04/24
Tarwonga Road Reseal SLK2.04 to 3.04	4120166	R2R204	\$71,148.00	\$55,630.00	\$46,358.40	\$9,818.18	\$56,176.58	-\$546.58	Completed	Presenting the Annual Seal RFQ to Council at the September OCM 3/10/23 Contractor locked in, on track. 15/11/23 Works likely to commence mid December. 21/2/24 - works completed	Technical & Rural Services	Complete	100%	01/12/23	26/01/24
Narrogin Harrismith Road Reseal SLK16.7 to 18.2	4120166	R2R331	\$94,176.00	\$52,980.00	\$51,508.00	\$0.00	\$51,508.00	\$1,472.00	Completed	Presenting the Annual Seal RFQ to Council at the September OCM 3/10/23 Contractor locked in, on track. 15/11/23 Works likely to commence mid December	Technical & Rural Services	Complete	100%	01/12/23	26/01/24
Boothe Street Reseal SLK 0.0 to 0.39	4120166	R2R065	\$15,015.00	\$8,730.00	\$6,637.00	\$0.00	\$6,637.00	\$93.00	Completed	Presenting the Annual Seal RFQ to Council at the September OCM 3/10/23 Contractor locked in, on track. 15/11/23 Works likely to commence mid December	Technical & Rural Services	Complete	100%	01/12/23	26/01/24
Callan Way Reseal SLK 0.0 to 0.58	4120166	R2R316	\$23,925.00	\$17,780.00	\$17,779.50	\$0.00	\$17,779.50	\$0.50	Completed	Presenting the Annual Seal RFQ to Council at the September OCM 3/10/23 Contractor locked in, on track 15/11/23 Works likely to commence mid December	Technical & Rural Services	Complete	100%	01/12/23	26/01/24
Fox Street Reseal SLK 0.0 to 1.28	4120166	R2R015	\$39,268.00	\$55,195.00	\$46,982.00	\$7,076.44	\$54,058.44	\$1,136.56	Completed	Presenting the Annual Seal RFQ to Council at the September OCM 3/10/23 Contractor locked in, on track. 15/11/23 Works likely to commence mid December	Technical & Rural Services	Complete	100%	01/12/23	26/01/24
Narrakine South Road Reseal SLK 1.03 to 2.42	4120166	R2R221	\$59,637.00	\$41,178.00	\$37,332.00	\$3,681.82	\$41,013.82	\$164.18	Completed	Presenting the Annual Seal RFQ to Council at the September OCM 3/10/23 Contractor locked in, on track 15/11/23 Works likely to commence mid December	Technical & Rural Services	Complete	100%	01/12/23	26/01/24
Simmons Road Reseal SLK 0.0 to 3.77 (amended)	4120166	R2R276	\$59,637.00	\$133,313.00	\$124,246.00	\$8,510.95	\$132,756.95	\$556.05	Completed	Presenting the Annual Seal RFQ to Council at the September OCM 3/10/23 Contractor locked in, on track. 15/11/23 Works likely to commence mid December	Technical & Rural Services	Complete	100%	01/12/23	26/01/24
Highbury East Rd Culvert upgrade	4120166	R2R348	\$48,750.00	\$48,750.00	\$7,127.35	\$490.00	\$7,617.35	\$41,132.65	Completed	P/O issued to NEC, works scheduled for December 3/10/23 No further update. 15/11/23 Contractor advises that works will commence late November pending no rain. 30/11/23 Contractor booked in for works to occur 11-16 December 2023 12/12/23 Works commence today 12/12/23 21/12/23 Works progressing well with road reopened. Completion expect mid April. 26/3/24 Road reopening today with only minor finishing works required. 16/4/24 Works now complete. Need to investigate with Finance an issue with committed funds toward this account, something must be incorrectly allocated to another account?	Technical & Rural Services	Complete	100%	24/11/23	30/05/24
Streetlight on Federal St to Access Divine You (Electronic/Solar)	4120165	IO186	\$8,000.00	\$8,000.00	\$2,958.00	\$0.00	\$2,958.00	\$5,042.00	Completed	Solar street light purchased and delivered to the depot. To be installed in November. 15/11/23 No further update. 30/11/23 Complete and operational	Technical & Rural Services	Complete	100%	06/10/23	30/11/23
Ensign Street Footpath (Narrakine to Floyd) as per adopted program	4120175	IF006	\$40,000.00	\$40,000.00	\$35,778.00	\$3,577.80	\$39,355.80	\$644.20	Completed	P/O issued to NEC, works planned for December 3/10/23 No further update. 15/11/23 Currently in progress with completion expected end of November	Technical & Rural Services	Complete	100%	30/11/23	26/01/24
Daglish Street Footpath (Lock to Ensign) as per adopted program	4120175	IF007	\$18,000.00	\$18,000.00	\$16,642.00	\$0.00	\$16,642.00	\$1,358.00	Completed	P/O issued to NEC, works planned for December 3/10/23 No further update. 21/12/23 Works to happen in the new year due to the contractors busy schedule with competing projects, expected to be completed by the end of April 2024.	Technical & Rural Services	Complete	100%	30/11/23	26/04/24
210 Caterpillar Backhoe (Rego)	4120350	PA023A	\$200,000.00	\$200,000.00	\$202,696.85	\$0.00	\$202,696.85	-\$2,696.85	Completed	Purchase order issued 30/12/23 Backhoe recieved	Technical & Rural Services	Complete	100%	08/09/23	30/11/23
2014 Hino 300 Series 3T Tipper (Rego)	4120350	PA8220A	\$100,000.00	\$100,000.00	\$0.00	\$92,688.00	\$92,688.00	\$7,312.00	Low	Purchase order issued - Delivery..? 6/5/24 Email sent to John asking when delivery is expected. 14/5/24 Not delivered yet, maybe June	Technical & Rural Services	On Track	95%	08/09/23	30/06/24
NO0 2020 Mitsubishi Triton (Works) (Grader Ute)	4120350	PA063A	\$35,000.00	\$35,000.00	\$0.00	\$28,658.18	\$28,658.18	\$6,341.82	Low	Low kms, to be ordered later in 2024 27/3/24 To be ordered April 2024 16/4/24 Purchase order issued to Narrogin Isuzu, ute to be delivered by end of May 2024	Technical & Rural Services	On Track	95%	01/03/24	30/05/24
NO592 Mitsubishi Triton (LH Parks & Gardens)	4120350	PA021A	\$35,000.00	\$35,000.00	\$0.00	\$37,477.26	\$37,477.26	-\$2,477.26	Low	Low kms, to be ordered later in 2024 27/3/24 To be ordered April 2024 16/4/24 Purchase order issued to Narrogin Isuzu,ute to be delivered by end of May 2024,	Technical & Rural Services	On Track	95%	01/03/24	30/05/24
NGN15581 Mazda BT50 Ute 2017 (Ovals)	4120350	PA062B	\$35,000.00	\$35,000.00	\$0.00	\$33,958.18	\$33,958.18	\$1,041.82	Low	Low kms, to be ordered later in 2024 27/3/24 To be ordered April 2024 16/4/24 Purchase order issued to Narrogin Isuzu ute to be delivered by end of May 2024	Technical & Rural Services	On Track	95%	01/03/24	30/05/24
NGN12070 2002 Mower/Catcher Trailer (Works)	4120350	PA029A	\$23,000.00	\$23,000.00	\$21,900.00	\$0.00	\$21,900.00	\$1,100.00	Completed	Received	Technical & Rural Services	Complete	100%	25/08/23	31/08/23
Handheld Vertimower (Parks and Gardens)	4120350	PA5556	\$10,000.00	\$10,000.00	\$8,963.00	\$0.00	\$8,963.00	\$1,037.00	Completed	3/10/23 Purchase order issued 24/10/23 Now received	Technical & Rural Services	Complete	100%	27/10/23	24/11/23
Flocon Road Sealer Purchase	4120350	PA8215	\$350,000.00	\$350,000.00	\$350,308.00	\$0.00	\$350,308.00	-\$308.00	Completed	Received	Technical & Rural Services	Complete	100%	01/09/23	01/09/23
Hino 300 Series Crew Cab	4120350	PA8219A	\$109,000.00	\$109,000.00	\$109,362.00	\$0.00	\$109,362.00	-\$362.00	Completed	Delivery mid September, licencing happening today. 3/10/23 Now received.	Technical & Rural Services	Complete	100%	29/09/23	06/10/23
Manaring Road Bridge	4120181	IB211	\$275,000.00	\$275,000.00	\$244,517.20	\$22,234.15	\$266,751.35	\$8,248.65	Low	Engineering designs complete and signed off on. Materials purchased. 3/10/23 No further update. 15/11/23 Starting December/January 31/1/24 old timber bridge removed and new concrete culvert bridge 50% complete 26/3/24 Manaring Road reopened today with only W rails to be installed then project complete by end of May. 14/5/24 No change to status	Technical & Rural Services	On Track	95%	01/12/23	30/05/24
Winbin Rock Road Bridge (MRWA Facilitate)	4120181	IB205	\$588,000.00	\$588,000.00	\$0.00	\$0.00	\$0.00	\$588,000.00	Completed	MRWA advise that this project will be completed in December 2023 26/3/24 MRWA were working under this Bridge on 19/3/24. I will contact them to find out a completion date. 27/3/24 EMTRS has email MRWA for the status of the project and to advise on final expenditure, any surplus to be spent on another bridge project. 16/4/24 MRWA have advised that works are complete. EMTRS awaiting final costings from MRWA.	Technical & Rural Services	Complete	100%	30/11/23	30/05/24

Project Title/Task	COA	Job	Original Budget	Current Budget	Actual Exp / Income to 14/05/24	Outstanding PO Exp to 15/05/24	Total Committed Expenditure or Income Received	Budget Remaining (incl P/Os)	Current Risk of completion by 30/6. H=Unlikely	Comments	Accountability	Status	% Complete	Start Date	Due Date
Est 1978 Accessible Entrance	4130650	BC282	\$7,500.00	\$7,500.00	\$6,783.37	\$0.00	\$6,783.37	\$716.63	Completed	3/10/23 - 2 quotes received. Waiting for the third quote to come through before proceeding. 7/11/23 - Building maintenance officer meeting with preferred contractor and leasee to organise suitable time to commence work. 2/1/24 - Work to commence in January/February. 16/4/24 - Works completed.	Development & Regulatory Services	Complete	100%	02/10/23	30/05/24
NDVC Digital Kiosk	4130250	FE106	\$6,000.00	\$6,000.00	\$5,925.00	\$0.00	\$5,925.00	\$75.00	Completed	12/9/23 - on track for completion and first data / imagery by 30/9/23 19/10/23 - Purchased in July.	Office of CEO	Complete	100%	01/07/23	30/09/23
Westpac Roof Replacement	4130650	BC283	\$65,000.00	\$35,000.00	\$34,280.00	\$0.00	\$34,280.00	\$720.00	Completed	3/10/23 - two quotes received. Waiting for third quote to come through before proceeding. 7/11/23 - works awarded to Ground Building & Construction. Works to be completed by 8 December 2023. 2/1/24 - Works have been rescheduled to end of January. 18/04/24 - Job completed.	Development & Regulatory Services	Complete	100%	01/10/23	04/03/24
Construction and Fit Out of 3 New Chalets at the Caravan Park	4130260	BC239	\$297,272.00	\$297,272.00	\$295,084.62	\$1,100.00	\$296,184.62	\$1,087.38	Completed	Handover from installer due mid September, along with furnishings, external earth works, concreting, landscaping, finishing off works, hopefully open for visitors late November pending contractors, furnishings. 30/11/23 On track for opening prior to Christmas 21/12/23 Opening for bookings 22/12/23 :)	Technical & Rural Services	Complete	100%	12/09/23	31/01/24
Caravan Park Photovoltaic System	4130255	PE062	\$0.00	\$15,000.00	\$10,909.09	\$2,678.82	\$13,587.91	\$1,412.09	Completed	Endorsed by Council. 24/10/23 EMTRS has issued a purchase order to Narrogin Electrics as the other supplier advised that they could not hold their quote and could not do the works until Feb 2024 and recommended to use someone else as they had too much work. 21/12/23 Narrogin Electrics have started installing the solar system, expected to be completed mid February. 27/3/24 EMTRS has contact the supplier with the supplier advising that final works for connection to inverters will occur Easter long weekend. Once this has been done, Western Power will be advised of completion and will need to activate. Expect all this to be complete early April. 27/03/24 - Expenditure costed to wrong job BC291 to PE062, amended accordingly.	Technical & Rural Services	Complete	100%	28/09/23	30/05/24
Electric Vehicle Charging Stations	4140585	IO166	\$0.00	\$36,017.00	\$35,267.58	\$243.64	\$35,511.22	\$505.78	Completed		Technical & Rural Services	Complete	100%	30/10/23	30/05/24
Good Shed - Roof and Wall Restoration	4130650	BC278	\$283,450.00	\$283,450.00	\$0.00	\$18,810.00	\$18,810.00	\$264,640.00	High	Waiting for report from Water Corporation and DFES whether a water tank or separation of building will be required to satisfy the Fire requirement due to the floor area being greater than 500m2 3/10/23 - Amended fire compartment to be drawn into plans, RFQ documentation required from designer. 7/11/23 - Documentation in final stage. Building Certifier assessing final drawings. 2/1/24 - Waiting for Fire report to come through prior to advertising the RFQ/RTF. 16/4/24 - Documentation with private certifier at present. RFT document to be completed and sent out upon compliance documents being received.	Development & Regulatory Services	In Trouble	5%	01/09/23	30/06/24
1NGN 2019 Toyota Prado (CEO)	4140585	PA001M	\$75,000.00	\$75,000.00	\$63,655.00	\$0.00	\$63,655.00	\$11,345.00	Completed	P/O issued and vehicle received.	Technical & Rural Services	Complete	100%	12/09/23	04/10/23
0NGN 2021 Isuzu MUX (EMCCS)	4140585	PA005M	\$55,000.00	\$55,000.00	\$55,701.80	\$0.00	\$55,701.80	-\$701.80	Completed	Vehicle acquired 30/08/23.Additional expense offset by additional revenue from Disposal of vehicle. Project within budget.	Corporate & Community Services	Complete	100%	27/07/23	30/09/23
0NO 2021 Isuzu MUX (EMTRS)	4140585	PA700N	\$55,000.00	\$55,000.00	\$62,517.73	\$0.00	\$62,517.73	-\$7,517.73	Completed	P/O issued for PHEV Outlander, delivery expected January 2024. 31/1/24 PHEV Outland recieved late January 24. Isuzu MUX disposed of to Edwards Isuzu for \$45,000	Technical & Rural Services	Complete	100%	12/09/23	31/01/24
Replacement of Fuso Rosa (Homecare Bus)	4080455	PA072A	\$125,300.00	\$125,300.00	\$0.00	\$125,296.00	\$125,296.00	\$4.00	Low	Awaiting delivery 21/02/24 - Still awaiting delivery. 20/03/24 - NFTR 2/4/24 - Vehicle en route to WA 10/5/24 - advised delivery end May	Corporate & Community Services	On Track	50%	27/07/23	31/05/24
Relocation of Narrogin Regional Homecare Services	4080360	BC052	\$868,545.00	\$868,545.00	\$0.00	\$0.00	\$0.00	\$868,545.00	Medium	CEO and Shire President engaging with NSCC Committee 19/10/23 - Agenda Item to Council in Dec 23 14/11/23 - Agenda item being prepared for Dec 23 OCM. 4/12/23 - Agenda Item to be presented 13/12/23. 21/02/24 - Subject to outcome of Concept plan in April, relocation on hold and likely to carry over into next financial year. 20/03/24 - NFTR 10/5/24 - NFTR	Corporate & Community Services	On Hold	20%	01/07/23	31/05/24
Trade - NGN417 2020 Mazda BT-50 4x4 (RANGER)	5050350	PD007E	-\$30,000.00	-\$30,000.00	-\$30,000.00	NA	-\$30,000.00	\$0.00	Completed	3/10/23 - PO issued. 7/11/23 - Manager Operations following up with local dealer on delivery of vehicles. 2/1/24 - Waiting for delivery of vehicle. 16/4/24 - vehicle received. Awaiting payment of replacement vehicle 15/05/24 - Completd	Development & Regulatory Services	On Track	100%	01/09/23	31/05/24
Trade - NGN00 2021 Toyota Kluger (EMDRS)	5050350	PD002O	-\$35,000.00	-\$35,000.00	-\$34,545.00	NA	-\$34,545.00	-\$455.00	Completed	P/O issued. waiting for arrival of vehicle. 3/10/23 - vehicle delivered on 29 September 2023	Development & Regulatory Services	Complete	100%	01/09/23	01/11/23
Trade - Senior Rangers 2020 Isuzu Replacement	5050350	PD8163C	-\$48,182.00	-\$48,182.00	-\$48,181.00	NA	-\$48,181.00	-\$1.00	Completed	PO issued. Waiting for arrival of vehicle 3/10/23 - vehicle delivered.	Development & Regulatory Services	Complete	100%	01/09/23	01/11/23
Trade - Homecare Fleet Replacement - Toyota Corolla 2019 NGN839	5080450	PD044	-\$17,000.00	-\$9,000.00	-\$9,000.00	NA	-\$9,000.00	\$0.00	Completed	RFQ for Trade of Vehicle issued 31/08/23 2/4/23 - Awaiting vehicle delivery 10/5/24 - Transition of vehicle complete	Corporate & Community Services	Complete	100%	27/07/23	31/05/24
Trade - Homecare - Replacement Home Maintenance Trailer	5080450	PD555	-\$1,500.00	-\$1,500.00	\$0.00	NA	\$0.00	-\$1,500.00	Low	18/04/24 - Awaiting sale of trailer 10/5/24 - New trailer delivered. Sale of old trailer to be organised.	Corporate & Community Services	On Track	0%	27/07/23	31/05/24
Trade - Homecare - Replacement of NGN 15333 - Mazda BT50 Utility 4x2	5080450	PD013	-\$20,000.00	-\$8,000.00	\$0.00	NA	\$0.00	-\$8,000.00	Low	RFQ for Trade of Vehicle issued 31/08/23 15/05/24 - Disposal expected by end of May 24.	Corporate & Community Services	On Track	50%	27/07/23	31/05/24
Trade - Homecare - Replacement of NGN847 - Mazda CX-5	5080450	PD010C	-\$25,000.00	-\$23,000.00	-\$20,909.09	NA	-\$20,909.09	-\$2,090.91	Completed	RFQ for Trade of Vehicle issued 31/08/23 10/5/24 - Vehicle transition completed	Corporate & Community Services	Complete	100%	27/07/23	31/05/24
Trade - Replacement of Homecare Fuso Rosa Bus	5080450	PD072A	-\$47,592.00	-\$47,592.00	\$0.00	NA	\$0.00	-\$47,592.00	Low	Trade amount agreed with Toyota. Awaiting delivery of vehicle to Trade Fuso Rosa	Corporate & Community Services	On Track	80%	02/07/23	31/05/24
Trade - 210 Caterpillar Backhoe (Rego)	5120350	PD023A	-\$30,000.00	-\$30,000.00	-\$52,650.00	NA	-\$52,650.00	\$22,650.00	Completed	Goes to Public Auction when new is received 18/3/24 Sold at auction for \$52,000, \$22,000 over Budgeted figure	Technical & Rural Services	Complete	100%	29/03/24	31/05/24
Trade - 2014 Hino 300 Series 3T Tipper (Rego)	5120350	PD8220A	-\$20,000.00	-\$20,000.00	\$0.00	NA	\$0.00	-\$20,000.00	Low	Goes to Public Auction when new is recieved in June	Technical & Rural Services	On Track	0%	29/03/24	31/05/24
Trade - NO0 2020 Mitsubishi Triton (Works) (Grader Ute)	5120350	PD063A	-\$20,000.00	-\$20,000.00	\$0.00	NA	\$0.00	-\$20,000.00	Low	To be disposed of when new is received 16/4/24 Purchase order issued to Narrogin Isuzu to be traded in May Invoice issued for Trade in.	Technical & Rural Services	On Track	95%	01/02/24	30/05/24

Project Title/Task	COA	Job	Original Budget	Current Budget	Actual Exp / Income to 14/05/24	Outstanding PO Exp to 15/05/24	Total Committed Expenditure or Income Received	Budget Remaining (incl P/Os)	Current Risk of completion by 30/6. H=Unlikely	Comments	Accountability	Status	% Complete	Start Date	Due Date
Trade - NO592 Mitsubishi Triton (LH Parks & Gardens)	5120350	PD021A	-\$20,000.00	-\$20,000.00	\$0.00	NA	\$0.00	-\$20,000.00	Low	To be disposed of when new is received 16/4/24 Purchase order issued to Narrogin Isuzu to be traded in May Invoice issued for trade in.	Technical & Rural Services	On Track	95%	01/02/24	30/05/24
Trade - NGN15581 Mazda BT50 Ute 2017 (Ovals)	5120350	PD062B	-\$20,000.00	-\$20,000.00	\$0.00	NA	\$0.00	-\$20,000.00	Low	To be disposed of when new is received 16/4/24 Purchase order issued to Narrogin Isuzu to be traded in May Invoice issued for trade in.	Technical & Rural Services	On Track	95%	01/02/24	30/05/24
Trade - NGN12070 2002 Mower/Catcher Trailer (Works)	5120350	PD029A	-\$500.00	-\$500.00	-\$2,000.00	NA	-\$2,000.00	\$1,500.00	Completed	Disposed of to Narrogin Race and Pace for \$2,000	Technical & Rural Services	Complete	100%	13/09/23	30/11/23
Trade - Handheld Vertimower (Parks and Gardens)	5120350	PD5556	\$0.00	\$0.00	\$0.00	NA	\$0.00	\$0.00	Completed	Disposed of to refuse site as un usable	Technical & Rural Services	Complete	100%	01/07/23	31/08/23
Trade - Flocon Road Sealer Purchase	5120350	PD8215	-\$5,000.00	-\$5,000.00	-\$3,697.73	NA	-\$3,697.73	-\$1,302.27	Completed	Complete, sold for \$4,200, less commission and GST	Technical & Rural Services	Complete	100%	01/07/23	31/08/23
Disposal of Jet Patcher	5120350	PD8218	-\$10,000.00	-\$10,000.00	-\$85,730.68	NA	-\$85,730.68	\$75,730.68	Completed	Complete, sold for \$96,000, less commission and GST	Technical & Rural Services	Complete	100%	01/07/23	31/08/23
Trade - Hino 300 Series Crew Cab	5120350	PD8219A	-\$31,909.00	-\$31,909.00	-\$31,909.00	NA	-\$31,909.00	\$0.00	Completed	Traded with purchase of new	Technical & Rural Services	Complete	100%	31/10/23	30/05/24
Disposal of JD Ride On Mower (Parks)	5120350	PD066A	-\$1,000.00	-\$1,000.00	-\$2,437.00	NA	-\$2,437.00	\$1,437.00	Completed	Public Auction February 18/3/24 Sold at auction for \$2,500 awaiting payment	Technical & Rural Services	Complete	100%	16/02/24	31/05/24
Disposal of JD Ride On Mower (Caravan Park)	5120350	PD039A	-\$1,000.00	-\$1,000.00	-\$2,437.00	NA	-\$2,437.00	\$1,437.00	Completed	Public Auction February 18/3/24 Sold at auction for \$2,500 Awaiting payment	Technical & Rural Services	Complete	100%	16/02/24	31/05/24
Trade - 1NGN 2019 Toyota Prado (CEO)	5140550	PD001M	-\$40,000.00	-\$40,000.00	-\$52,727.00	NA	-\$52,727.00	\$12,727.00	Completed	Disposed of when new one arrives. 3/10/23 Now Complete.	Technical & Rural Services	Complete	100%	02/10/23	31/10/23
Trade - 0NGN 2021 Isuzu MUX (EMCCS)	5140550	PD005M	-\$40,000.00	-\$40,000.00	-\$46,269.10	NA	-\$46,269.10	\$6,269.10	Completed	Vehicle disposed and above budget to offset higher acquisition cost of replacement vehicle.	Corporate & Community Services	Complete	100%	27/07/23	30/09/23
Trade - 0NO 2021 Isuzu MUX (EMTRS)	5140550	PD700N	-\$35,000.00	-\$35,000.00	-\$40,909.00	NA	-\$40,909.00	\$5,909.00	Completed	Disposed of to Edwards Isuzu for \$45,000	Technical & Rural Services	Complete	100%	02/10/23	19/01/24
Trade - P65 PHEV EHO MG	?	PD065A	-\$23,000.00	-\$23,000.00	-\$23,000.00	NA	-\$23,000.00	\$0.00	Completed	Insurance payout after vehicle written off.	Development & Regulatory Services	Complete	100%	01/07/23	01/02/24
Trade - NGN 219 CATs Vehicle 2020	?	PD014G	-\$16,000.00	-\$16,000.00	\$0.00	NA	\$0.00	-\$16,000.00	Low	20/03/24 - To be disposed when new vehicle is delivered 15/05/24 - Trade in scheduled for 15/05/24 and expect payment to be made by end of May 24.	Corporate & Community Services	On Track	60%	01/03/24	26/05/24
Asset Revaluations	2040226	NA	\$80,000.00	\$73,000.00	\$73,135.00	\$0.00	\$73,135.00	-\$135.00	Completed	19/10/23 - Revaluations completed, final invoices to be provided once reports finalised 14/11/23 - Completed	Corporate & Community Services	Complete	100%	27/07/23	20/10/23
LG Election	2040112	NA	\$50,000.00	\$25,000.00	\$25,000.00	\$0.00	\$25,000.00	\$0.00	Completed	12/9/23 - Noms have closed, 9 for 6, election 21/10. 24/10 - concluded and awaiting bill from WAEC.	Office of CEO	Complete	100%	01/08/23	27/10/23
NDVC Website	2130218	NA	\$20,000.00	\$20,000.00	\$21,440.00	\$0.00	\$21,440.00	-\$1,440.00	Low	Provider identified (IMPART Media), structure agreed, design agreed and now commencing content phase. 1/5/24 - final design imminent. 13/5/24 Link available 14/4/24 and release form to be signed by CEO. Go live date to be scheduled by 17/5/24.	Corporate & Community Services	On Track	80%	27/07/23	31/05/24
NDVC Monopoly Board Game Project	2130214	MONOB01	\$90,000.00	\$90,000.00	\$0.00	\$0.00	\$0.00	\$90,000.00	High	Negotiating contractual implications associated with Sponsorship event and engaging with Winning Moves regarding contract subject to appropriate sponsorship for the project being received that warrants project "GO". 19/10/23 - Agreement with no financial commitment to be signed by Shire enabling use of Trademark for sponsorship event. 14/11/23 NFTR. 4/12/23 - Agreement signed. Next step is to arrange sponsorship event early 2024. 21/02/24 - Sponsorship event planned in next few months however this project is likely to carry over into next FY. 20/03/24 - Sponsorship event planned for next FY; Project carry over into next FY.	Corporate & Community Services	Off Track	10%	01/08/23	31/10/24
MAF Bush Fire Prevention Funding	2050120	NA	\$207,560.00	\$207,560.00	\$78,240.00	\$79,190.50	\$157,430.50	\$50,129.50	Low	Waiting for additional Quotes to come through 3/10/23 - currently assessing quotes and confirming costs with contractors before appointing the preferred contractors. 7/11/23 - PO to be issued to preferred contractor in the next two weeks. 2/1/24 - PO issued to preferred contractors and work will commenced by April/May to be completed by June 2024. 16/4/24 - contractor undertaking mitigation works to be completed by end of June.	Development & Regulatory Services	On Track	20%	23/10/23	28/06/24

10.3.3 SHIRE OF NARROGIN DIFFERENTIAL RATING 2024/25

File Reference	12.4.1
Disclosure of Interest	Neither the Author nor the Authorising Officer has any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	14 May 2024
Author	Amy Lazenby – Rates Officer
Authorising Officer	Mark Furr – Executive Manager Corporate & Community Services
Attachments 1. Modelled Rates Income and Parameters 2. Notice of Intention to Levy Differential Rates 2024/25	

Summary

This agenda item discusses setting of Gross Rental Valuation (GRV) Differential Rates for the 2024/25 financial year and the advertising of the Shire's Notice of Intention to Levy Differential Rates for 2024/25.

Background

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

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

Those approved characteristics can be summarised as follows:

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

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

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

Whilst the policy reflects the Memorandum of Understanding between the former Shire of Narrogin and former Town of Narrogin (MOU), Council should be aware that Local Government (Financial Management) Regulations 1996 Regulation 52A - Characteristics prescribed for differential general rates (Local Government Act 1995 s. 6.33) limits the use of those characteristics described in the MOU for a maximum of five (5) years.

Whilst this is the ninth year of the MOU agreement, due to the COVID-19 pandemic and with the strong encouragement of the WA State Government, the Shire levied ratepayers the same amount in overall rates income in 2020/21 as it did in 2019/20, and so 2024/25 would, effectively, be the eighth year of operation.

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

Consultation

Consultation has been undertaken with the following officers:

- Elected Members via the Monthly Briefing Session held in May;
- Chief Executive Officer;
- Executive Manager Corporate & Community Services; and
- Manager Corporate Services.

Statutory Environment

Local Government Act 1995:

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

Local Government (Financial Management) Regulations 1996:

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

Department of Local Government, Sport and Cultural Industries' Rating Policies:

- Differential Rates; and
- Minimum Payments.

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

The first day it is possible to publicly advertise the proposed rates in dollar, is Thursday 30 May 2024 and allowing for 21 full days, the submission period would end on Friday 21 June 2024.

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

Policy Implications

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

Financial Implications

The rate level set by Council will underpin its ability to provide services and facilities for the 2024/25 Financial Year (and into the future).

The annualised Consumer Price Index (CPI) for March 2024 (Perth) is 3.6% pa. The estimated Local Government Cost Index for 2024/25 is 3.5%.

It should be noted that according to the Wage Price Index wages continue to grow, up 4.7% in the last 12 months, and has subsequently influenced the recommendation.

Council Policy prescribes the parity annual percentage increase as described below.

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

Several models have been prepared using the methodology (Attachment 1) of Council Policy 3.6 Rating – Merger Parity Transition which is premised rate increases of 3% (Model A), 4% (Model B) or 5% (Model C).

It should be noted that Unimproved Valuations (UV) are reviewed by Landgate annually. These have increased overall by 27.45% from 2023/24 valuations, to take effect from 1 July 2024. Valuation changes for individual assessments may vary affecting ratepayers differently, either positively or negatively.

It should also be noted that Gross Rental Valuations (GRV) were also reviewed this year for 2024/25, having previously been reviewed in 2019, as Landgate conducts GRV revaluations every five (5) years. These have increased overall by an average of 12.57% from 2019 valuations, to take effect from 1 July 2024. Valuation changes for individual assessments may vary affecting ratepayers differently, either positively or negatively

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

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Council does not endorse the rate in the dollar recommendation, resulting in reduced proposed revenue for 2023/24.	Rare (1)	Minor (2)	Low (1-4)	Asset Sustainability	Accept Officer Recommendation

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; work health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 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.

Strategic Implications

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

Comment/Conclusion

Model B (Attachment 1) is the preferred funding model as it allows for satisfactory levels of asset management to occur and community service levels to be maintained. The Administration is recommending Model B for advertising.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to the differential rating proposed for the Financial Year 2024/25, Council:

1. Advertises its intention, in accordance with section 6.36 of the Local Government Act 1995, to adopt the following rates in the dollar and minimum rates for the differential rating categories specified for the 2024/25 Financial Year in accordance with Model B:

Rating Class	Rate in the Dollar	General Minimum Payment \$	Lesser Minimum Payment \$
Urban Gross Rental Value	11.6272c	1,351	
Rural Gross Rental Value	11.4335c	1,199	990

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

Rating Income					
Differential Rating Category	Previous year (2022/23)	Rates adjustment to bring to 2023/24 Income (0% increase)	A	B	C
			3.0%	4.0%	5.0%
Rates Income Models					
GRV - Urban	3,932,489	4,097,715	4,220,659	4,261,645	4,302,628
Percent Increase on 2022/23		4.20%	7.33%	8.37%	9.41%
GRV - Rural	132,214	172,579	189,324	191,050	192,779
Percent Increase on 2022/23		30.53%	43.20%	44.50%	45.81%
UV	1,364,564	1,487,379	1,585,923	1,600,662	1,615,743
Percent Increase on 2022/23		9.00%	16.22%	17.30%	18.41%
TOTAL RATES	5,429,267	5,757,673	5,995,906	6,053,357	6,111,150

Rating Parameters					
Differential Rating Category	Previous year (2022/23)	Rates adjustment to bring to 2023/24 Income (0% increase)	A	B	C
			3.0%	4.0%	5%
GRV – Urban					
Rate in \$	12.7712	11.1800	11.5154	11.6272	11.7390
Minimum	1,249.00	1,299.00	1,338.00	1,351.00	1,364.00
GRV – Rural					
Rate in \$	0.9695	10.3079	11.3304	11.4335	11.5366
Minimum	1,053.00	1,095.00	1,188.00	1,199.00	1,210.00
Minimum	865.00	930.00	981.00	990.00	1,000.00
UV					
Rate in \$	0.4558	0.3543	0.3763	0.3798	0.3834
Minimum	1,053.00	1,095.00	1,188.00	1,199.00	1,210.00



NOTICE OF INTENTION TO LEVY DIFFERENTIAL RATES 2024/25

INCLUDING STATEMENT OF RATING INFORMATION

JUNE 2024



NOTICE OF INTENTION TO LEVY DIFFERENTIAL RATES 2024/25

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

Rate Code Description	Rate in the \$	Minimum Payment \$
GRV Urban	11.6272c	1,351.00
GRV Rural	11.4335c	1,199.00
GRV Rural – Highbury Townsite	11.4335c	990.00

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

Electors and Ratepayers are invited to make written submissions on the proposed differential and minimum rates and any related matters for Council's consideration by **4:00pm Friday 21 June 2024** via email enquiries@narrogin.wa.gov.au. Alternatively, they can be submitted to the undersigned before the due date.

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

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

SUPPORTING STATEMENT OF RATING INFORMATION 2024/25

(Including Objects and Reasons for the Rating Structure)

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

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

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

During the merger negotiations between the Shire and Town of Narrogin, it was agreed that the former Shire Rate Payers will be provided a 10-year period to achieve rating parity with the former Town of Narrogin Rate Payers. It is noted that 2024/25 will be the eighth year of this 10-year period.

Powers to Rate Property

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

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

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

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

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

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

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

¹ Landgate, Rating and Taxing Valuations Publication , February 2012

Objections and Appeals to a Valuation

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

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

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

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

Exemptions, Instalments, Concessions and Waivers

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

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

The Council will offer two rate payment options as follows:

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

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

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

GROSS RENTAL VALUES (GRV)

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

The base GRV valuation is effective from 1 July 2024. Interim valuations are provided to the Shire regularly by the Valuer General if changes, such as subdivisions or strata title of property, amalgamations, building constructions, demolition, additions and/or property rezoning occur during the year. In such instances, the Shire amends the valuation on record and recalculates the rates for the affected properties for the purpose of issuing an interim rate notice.

The general rates for the 2024/25 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also considering the extent of any increase in rating over the level adopted in the previous year.

GRV – Differential Rates

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

GRV Urban

GRV properties used as General Residential, Commercial, Vacant, Miscellaneous, Multi Residential, Industrial under the former Town of Narrogin's Town Planning Scheme No 2.

Objects and Reasons

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

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

Differential Rate Category	Rate in the \$	General Minimum Payment
GRV Urban	11.6272c	\$1,351

GRV Rural

GRV Properties zoned Rural Townsite, Industrial and Special Rural under the former Shire of Narrogin's Town Planning Scheme No 2.

Objects and Reasons

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

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

Differential Rate Category	Rate in the \$	General Minimum Payment
GRV Rural	11.4335c	\$1,053

UNIMPROVED VALUES (UV)

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

Minimum Payments

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

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

Lesser Minimum Payment

A Lesser minimum of \$990.00 is proposed for assessments in the Highbury Townsite. During the merger negotiations between the Shire and Town of Narrogin, it was agreed that the former

Shire Ratepayers will be allowed a 10-year period to achieve rating parity with the former Town of Narrogin Ratepayers to reflect their smaller impact on services.

End

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	08 May 2024
Author	Victoria Anderson – Records and Governance Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Delegations Register – Review 2024 (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.

The review identified the addition of 4.9 - Graffiti Vandalism Act 2016 s.16 for delegation to the CEO.

The introduction of Council Policy 1.11a Execution of Documents Policy in October last year led to the repeal of delegation 2.1 Common Seal – Execution of Documents, allowing for the 2.1a - Execution of Documents to be implemented at this review. This new delegation gives more clarification for which level of documents can be delegated for signing.

As the Local Planning Scheme No 3 was Gazetted in May of last year Statutory references have been updated.

As the Local Government (Long Service Leave) Regulations 2024 have been amended (most provisions taking effect from 1 September 2024) to broaden the options between the employer and employees to take long service leave in different ways (more flexibility), this delegation has been broadened.

Background

The Delegations Register records all matters delegated to the Chief Executive Officer (CEO) and others, as well as on delegated by the CEO, 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.

The Delegation Register was last endorsed by the Council at its meeting held on 26 April 2023.

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,	Rare (1)	Moderate (3)	Low (1-4)	Compliance Requirements	Accept Officer Recommendation

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.					
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Risk Matrix

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

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

Comment/Conclusion

The review is now complete with two (2) changes recommended.

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.

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.

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 and are merely being amended for ease of reference.

Delegations of power to the CEO (or other persons where permissible at law) may be made, amended or deleted at any time, by absolute majority resolution of Council.

Voting Requirements

Absolute Majority

OFFICERS' RECOMMENDATION

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

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

REGISTER OF DELEGATIONS

AS AT ~~0130 MAY~~ ~~JANUARY~~ 2024

History Summary

Item	Date	Action	Description
1	12 July 2016	Establishment	Resolution 0714.107 - Delegations Register 2016/2017 – Adoption of Shire Delegations Register.
2	9 August 2016	Amendment	Resolution 0814.119 - Incorporation of: 4.3 Cats Local Law 2016; 4.5 Dogs Local Law 2016; 4.8 Parking Local Law 2016; and 7.1 Cemetery local Law 2016.
3	20 December 2016	Amendment	Resolution 1216.195 – Incorporation of: 10.5 Fencing Local Law 2016; and 11.3 Public Places and Local Government Property Local Law 2016.
4	23 May 2017	Nil	Resolution 0517.064 - Annual Review.
5	23 May 2018	Amendment	Resolution 0518.051 – Annual Review Delegation 3.1 Tenders..., the following text was replaced: <i>The CEO is delegated authority to accept tenders called where the value of the proposed purchase is less than the tender threshold stipulated by Regulations, without further reference to Council.</i> with: <i>All tenders and expressions of interest, equal to or above the threshold, are to be approved by Council.</i>
6	26/11/18	Editing	26/11/2018 – Preface incorporated, Appendix brought to front as 'Summary'. Certification page removed.
7	24/7/19	Annual Review	Resolution 0719.13 – Annual Review.
8	14/8/2019	Amendment	Addition of Summary of Delegations table prior to Section 1.
9	18 Dec 2019	Amendment	Resolution 1219.008 inserting Delegation 1.1 clause 2(l) for appointment of Waste Local Law authorised persons.
10	25 Feb 2020	Amendment	Resolution 0220.019 Incorporation of Delegation 6.5 Waste Local Law 2019.
11	26 May 2020	Annual Review	Resolution 0520.106 – Annual Review.
12	24 February 2021	Amendment	Resolution 0221.108 – 1.2 Acting CEO Appointment - repealed.
13	26 May 2021	Annual Review	Resolution 0521.010 - Annual Review
14	27 April 2022	Annual Review	Resolution 0427.012 – Annual review of Delegations
15	27 April 2023	Annual Review	Resolution 230426.006 Annual Review of Delegations
16	26 October 2023	Amendment - Repeal	Resolution 270923.09 – Delegation 2.1 Common Seal – Execution of Documents
17	22 January 2024	Edit & Formatting	Nil
18.	30 January 2024	Amendment	Delegation 13.2 – Native Flora and Fauna – Addition of Legislation

PREFACE

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

Delegations are over-ridden by –

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

Delegations override –

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

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

The Local Government Act requires –

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

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

Within the Delegations Register is a detailed outline of –

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

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

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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)

I

SUMMARY

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

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

Statutory context

This Delegations Register has been prepared in accordance with –

Local Government Act 1995:

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

- Separate document as differing provisions apply

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

s.5.18 – Register of delegations to committees

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

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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~~
Local Planning Scheme No 3 (LPS 3)

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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 –

- DLG [CIRD](#) Guidelines
- WALGA Councillors Manual, Practice Notes etc.

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

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

Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Making, amending and revoking delegations

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

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

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

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

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

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

Use of delegations

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

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

Record of use of delegations

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

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

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

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

Review of delegations

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

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

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

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

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

Primary delegation

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

Secondary delegation by CEO

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

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

The delegation by the CEO is to be –

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

SUMMARY OF DELEGATIONS as at 27April 2022				Council to:			CEO to:					
		SP	CBF CO	CEO	EM CCS	EM DRS	EM TRS	MCS	MEHO & REHO	MO	RBS & BS	
1.1	Appointment of authorised persons			F	Not Permitted							
2.1	Common Seal – Execution of documents – Repealed 27/9/2023			F	Not Permitted							
2.1a	Execution of Documents			LV 13	LV2/3	LV2/3	LV2/3					
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	Disposing of property, and impounded, confiscated or uncollected 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						
4.9	Graffiti Vandalism Act 2016			E		E						
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			
6.2	Health Local Law			F	F	F			R			
6.4	Control of food matters			F	Not Permitted							
6.5	Waste Local Law			F	F	F						
7.1	Cemetery Local Law 2016			F		F	F					
8.1	Designated senior employee – Vacancy			F	Not Permitted							
8.2	Long service leave			F	R							
10.1	Control of building matters			F		F					F	
10.2	Illegal development			F		F						
10.3	Control of planning matters			F		F						
10.4	Applications for subdivision and amalgamations			F		F						
10.5	Fencing Local Law 2016			F		F						
11.1	Liquor Control Act			F		F						
11.2	Discount/waiver/subsidy of facility hire fees			F	F							
11.3	Public Places and Local Government Property Local Law			F	F	F	F					
12.1	Reserves under control of the local government			F	F	F	F					
12.2	Things to be done on land not local government property			F	F	F	F			R		
12.3	Works on land outside the district			F	F		F			R		
12.4	Materials from land not under local government control			F	F		F			R		
12.5	Notices requiring certain things to be done			F	F	F	F					
12.6	Notice of local government works			F	F	F	F					
12.7	Private works/infrastructure on, over or under public land			F			F					
12.8	Events on roads			F	F	F	F					
12.9	Temporary road closures			F	F	F	F			F		
12.10	Restricted Access Vehicles on Shire Roads			F			R					
12.11	Gates Across roads/thoroughfares			F		F						
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
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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

Reviewed 26 April 2023

Reviewed 01 May 2024 22 May 2024

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; and~~
- ~~e)p) Graffiti Vandalism Act 2016;.~~

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2. Local Laws

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

- a) Bush Fire Brigades Local Law 2017;
- b) Cats Local Law 2016;
- c) Cemetery Local Law 2016;

- d) Dogs Local Law 2016;
- e) Extractive Industries Local Law 2017;
- f) Fencing Local Law 2016;
- g) Public Places and Local Government Property Local Law 2016;
- h) Parking Local Law 2016;
- i) Health Local Law 2022;
- j) *Deleted*
- k) *Deleted*
- l) Waste Local Law 2019.

3. Planning

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

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

Sub-delegation permitted to

Not permitted

Delegation by CEO to other employees

Not permitted

References

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

File number Personnel file
 Relevant subject file

Notes

No delegated power for –

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

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

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

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

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

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

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

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

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

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

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

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1.2 **Acting CEO – Appointment**

Statutory context

Corporate context

History

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

Section 2 - Administration / Organisation

2.1 Common Seal – Execution of documents (Repealed)

Statutory context

Local Government Act 1995 –

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

Local Government (Functions & General) Regulations 1996 –

- r.34 – Common seal, unauthorised use of

Corporate context

Policy Manual –

- 1.11 – Common Seal

History

Last Reviewed	26 May 2021
Reviewed	27 April 2022
Reviewed	26 April 2023
Repealed	27 September 2023

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

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

Sub-delegation permitted to

Not permitted under the Local Government Act section 9.49A.

Delegation by CEO to other employees

Not permitted

References

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

File number Various according to subject

Notes

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

2.1a Execution of Documents

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. 5.37 Senior Employees](#)

[s. 5.43\(ha\)](#)

[s.9.49A – Execution of documents](#)

[s.9.49 – Documents, how authenticated](#)

Local Government (Functions & General) Regulations 1996 –

[r.34 – Common Seal, unauthorised use of](#)

Corporate context

[Common Seal Register](#)

[Executive Instruction 2.7 Signing of Outward Correspondence](#)

History

Adopted..... 27 September 2023

Review 01-May-202422 May 2024

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power under Section 9.49A (1) of the Local Government Act 1995:

(a) Authority for the Chief Executive Officer and other Senior employees to sign documents on behalf of the Shire of Narrogin.

Conditions on use of delegation

1. The CEO may exercise this delegation where the document aligns with one of the defined levels (1 – 3) see notes.

Sub-delegation permitted to

a) [Executive Manager Development & Regulatory Services](#)

b) [Executive Manager Corporate & Community Services](#)

c) [Executive Manager Technical & Rural Services](#)

Delegation by CEO to other employees

a) [Executive Manager Corporate & Community Services](#)

As specified in [Delegation Conditions](#)

b) [Executive Manager Technical & Rural Services](#)

As specified in [Delegation Conditions](#)

c) [Executive Manager Development & Regulatory Services](#)

As specified in [Delegation Conditions](#)

References

[Formal record of use](#) [Common Seal Register](#)

[File number](#)

[Notes:](#)

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Level 1 Documents require the Shire's Common Seal to be affixed in accordance with Section 9.49A(2) – (3) of the Act and requires that:

- a) Council has specifically authorised by resolution:
 - i) The execution of the document by the Shire; and
 - ii) The affixing of the Common Seal to the document in accordance with Section 9.49(2).
- b) The Common Seal is affixed to the document in the presence of the Shire President and Chief Executive Officer, each of whom are to sign the document to attest that the Common Seal was affixed in accordance with S9.49A(3).
- c) Documents that have the Common Seal affixed to them are to be recorded in the Common Seal Register.
- d) Documents defined as Level 1 are:
 - Local Laws (made and amended);
 - Local Planning Schemes (preparation, adoption, repeal or amendment);
 - Any documents for a new, lost or replacement title over land, or to take possession of land;
 - Enabling the Shire to take possession of land for the purpose of public works;
 - Mortgages (that encumber Shire assets);
 - Loans and debentures not included in the Annual Budget; and
 - Power of Attorney to act on behalf of the Shire.

Level 2 Documents require:

- a) Council authorises, the Chief Executive Officer, other Senior employees and/or agents to sign documents on behalf of the Shire in accordance with S 9.49A(4) of the Act.
- b) A Council Resolution authorising execution of the document, or a decision made under delegated authority, or a legislative provision is required prior to the execution of any document listed under Level 2 by an authorised signatory.
- c) This policy does not prevent the execution of any Level 2 documents by the affixing of the Common Seal in accordance with s9.49A(1)(a) of the Act.
- d) Documents defined as Level 2 are:
 - Lease or licence of real property (land and/or buildings), including but not limited to:
 - Grant of Lease or licence by Shire to a third party;
 - Shire acquiring lease or licence from another party;
 - Variation of lease or licence;
 - Loans and debentures included in the Annual Budget;
 - Assignment of lease or licence;
 - Surrender of lease or licence;
 - Extension of existing lease or licence, where the extension option included in the lease document;
 - Sublease or sublicence; and
 - Transfer of lease or licence.
 - Contract documents resulting from the procurement process;
 - Transfer of Land Landgate Forms;
 - Landgate documents (including but not limited to S70A notifications, restrictive covenants, easements, lodgement or withdrawal of caveats) or other documents required by, or to satisfy a condition of subdivision or development approval;
 - The signing of subdivision application, development application and building application forms for development on land owned or managed by the Shire;
 - Deeds or contracts in respect to sale, purchase or other commercial dealings relating to real property (land and buildings) comprising of Shire assets including grant of easements or other interests in real property;
 - Memorandum of Understandings;

- Grants and Funding Agreements (incoming and outgoing);
- State or Commonwealth Government Funding Agreements;
- Community Service Projects, Service Agreements (incoming and outgoing), Licences & Related documents;
- Prosecution Notices & Court Documents;
- Deeds of Settlement – Employee matters;
- Documents that enable compliance with a local government statutory obligation, which, if not signed, constitutes a possible risk to the Shire;
- Other documents required to affect a decision of Council; and
- Other documents required in the management of local government property.

Level 3 Documents are documents that are created in the normal course of business to undertake the duties of an officer's position in a manner consistent with the Council's or Shire's policies and procedures. Such duties may be undertaken by employees at the discretion of the Chief Executive Officer where the authority and accountability has been granted through an Authorisation, Delegation, Policy, Executive Instruction, approved Position Description or 'acting through'.

In the event of ambiguity over what category might apply to a document, i.e. 2 levels may have relevance to a document, then the higher level is take precedence unless a decision has been made under delegated authority, in which case, it is a level 2 document and can be executed by the officer exercising the delegated authority.

Procedures

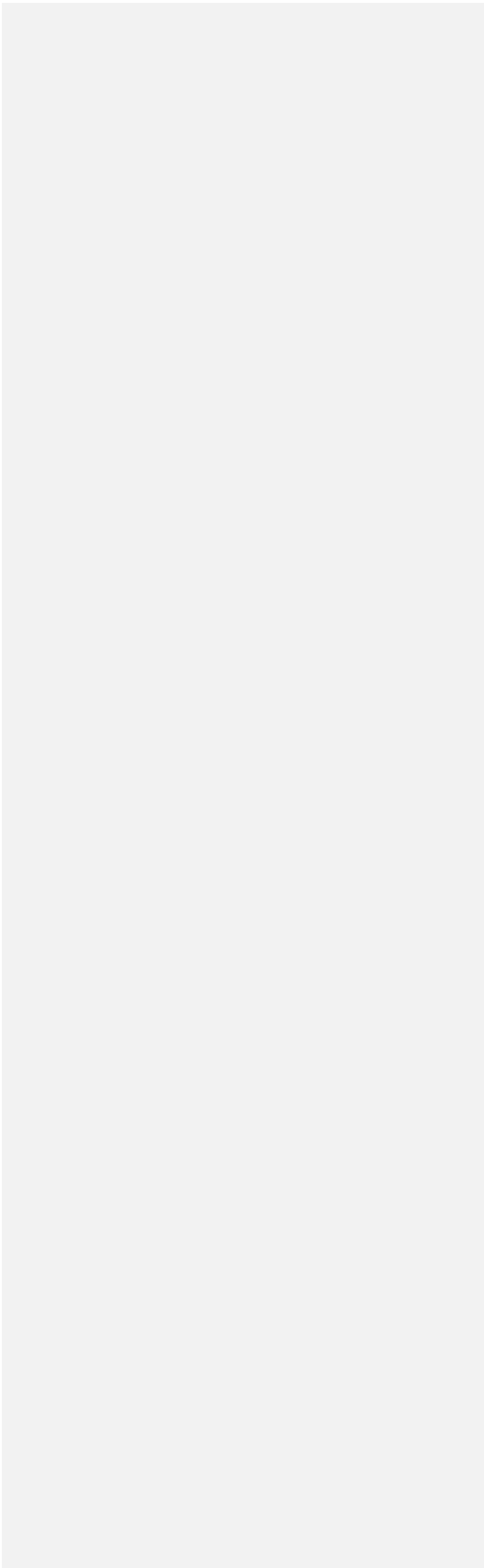
Common Seal Register.

Forms and Templates

Nil

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2.2 Destruction of Records (Deleted)



2.3 Confidential records – Inspection

Statutory context

Local Government Act 1995 –

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

Administration Regulations 1996 –

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

Rules of Conduct Regulations 2007 –

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

Corporate context

Shire of Narrogin Record Keeping Plan

History

Last Reviewed	26 May 2021
Reviewed	27 April 2022
Reviewed	26 April 2023
Reviewed	01 May 2024 22 May 2024

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 26 April 2023

~~Reviewed~~ [01 May 2024](#) [22 May 2024](#)

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power, subject to prior budget provision having been made or to give effect to a Council decision, to –
 - (a) prepare and finalise specifications for calling all tenders, expressions of interest and panels for pre-qualified suppliers in accordance with Budget provision and at the appropriate time;
 - (b) determine the criteria for assessment of all tenders, expressions of interest and panels for pre-qualified suppliers;
 - (c) invite all tenders, expressions of interest and applications for panels of pre-qualified suppliers; or
 - (d) approve a minor variation to a tender prior to acceptance, provided the intentions and purposes of the tender are not substantially altered, and where the effect on the total contract is a –
 - (i) reduction;

- (ii) increase in cost to a cumulative total of \$25,000 ex GST or 5% whichever is the greater, where the adjusted total remuneration remains within Budget provision; or
- (iii) reasonable and unforeseen increase in duration of the contract.

Conditions on use of delegation

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

Sub-delegation permitted to

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

Delegation by CEO to other employees

To –

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

References

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

File number 1.2.1

Notes:

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

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

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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
Reviewed	26 April 2023
Reviewed	01 May 2024 22 May 2024

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

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

Sub-delegation permitted

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

Delegation by CEO to other employees

To –

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

References

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

Notes

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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
Reviewed	26 April 2023
Reviewed	01-May-2024 22 May 2024

Delegation from Council to CEO

Function/s to be performed

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

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

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

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

Conditions on use of delegation

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

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

Sub-delegation permitted to

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

Delegation by CEO to other employees

To –

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

References

Formal record of use Acceptance of offer on disposal file

File number 23.4.1

Notes

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

3.4 Disposing of land – leases, rentals etc

Statutory context

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

Residential Tenancies Act 1987

Caravan Parks and Camping Grounds Act 1985

Commercial Tenancy (Retail Shops) Agreements Act 1985

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

Corporate context None

History

Last Reviewed	26 May 2021
Amended	26 May 2021
Reviewed	27 April 2022
Reviewed	26 April 2023
<u>Reviewed</u>	<u>01 May 2024</u> <u>22 May 2024</u>

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

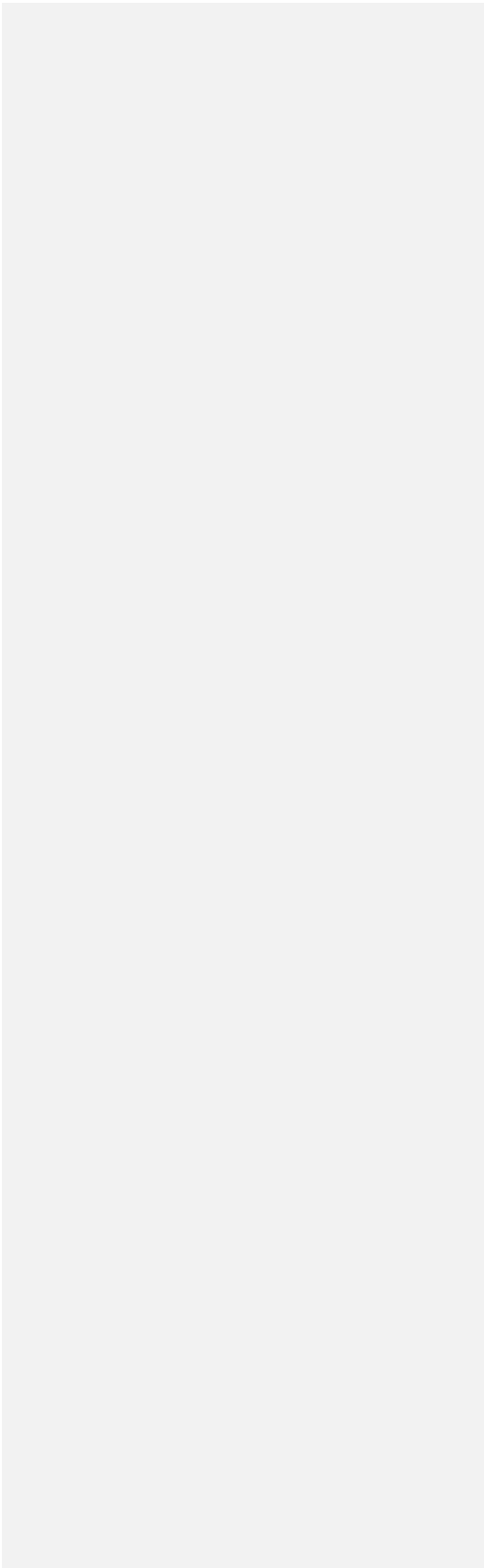
File number 5.1.5

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.

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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	26 April 2023
<u>Reviewed</u>	<u>01 May 2024</u> <u>22 May 2024</u>

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 26 April 2023
Reviewed 01 May 2024 22 May 2024

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 26 April 2023

Reviewed 01 May 2024 22 May 2024

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

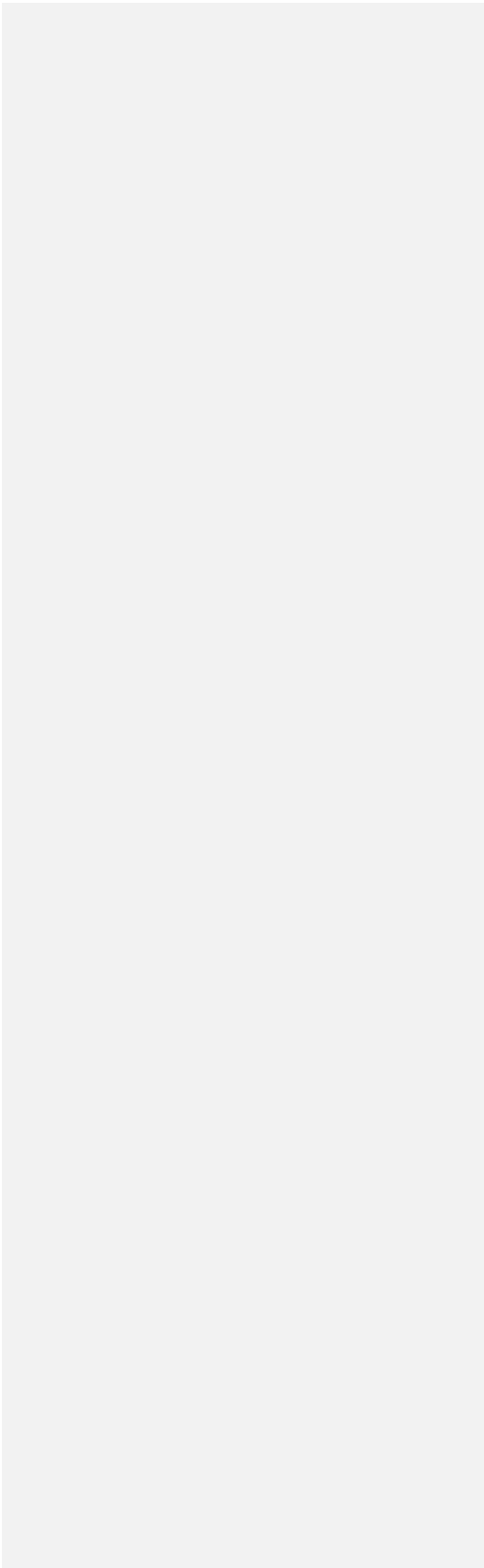
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Notes

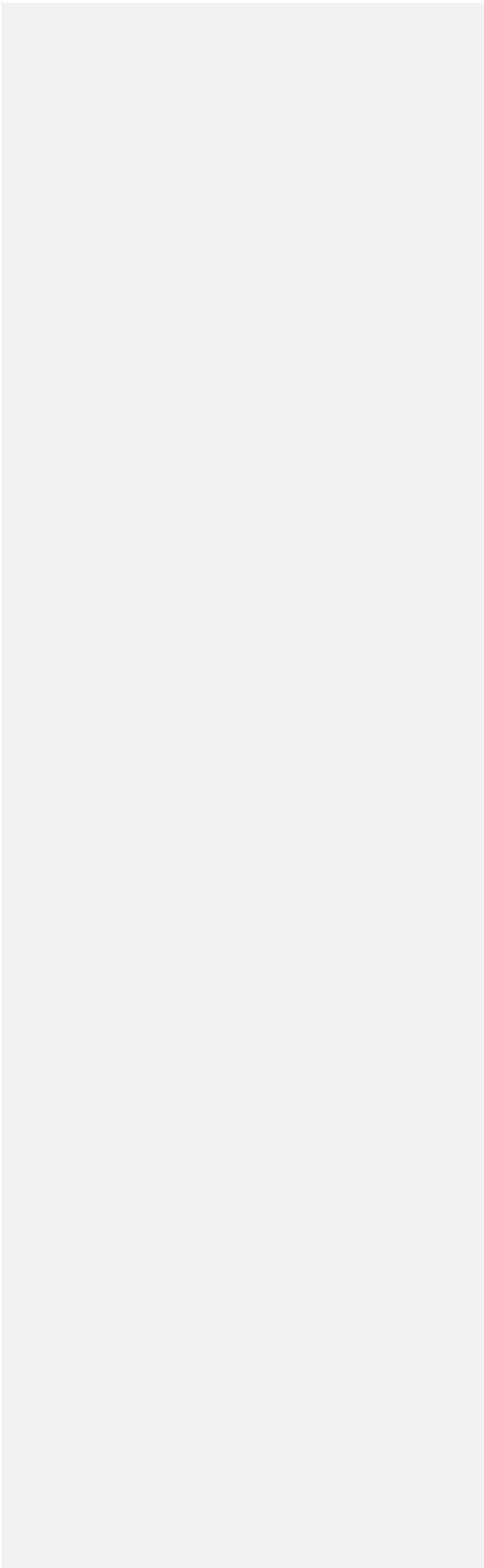
Where a write-off is intended for rates or service charges, there must be evidence that reasonable attempts were made to pay the amount by the date of calculation, unless the value of the debt makes recovery attempts uneconomical.

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.



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3.8 Municipal Fund – Incurring expenditure (Deleted)



3.9 Municipal Fund and Trust Fund – Payments from Bank Accounts

Statutory context

Local Government Act 1995 –

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

Local Government (Financial Management) Regulations 1996 –

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

Local Government (Audit) Regulations

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

Corporate context None

History

Last Reviewed 26 May 2021
Reviewed 27 April 2022
Reviewed 26 April 2023
~~Reviewed 01 May 2024~~ [22 May 2024](#)

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~~ Investments of money, restrictions on

Corporate context

Policy Manual –
3.7 – Investments

History

Last Reviewed	26 May 2021
Reviewed	27 April 2022
Reviewed	26 April 2023
Reviewed	01 May 2024 <u>22 May 2024</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

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Formal record of use	Record of lodgement of funds for investment, and instructions given
File number	12.3.2
Notes	FM Reg r.19C imposes limits on institutions, duration of investment, type etc.

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

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

History

Last Reviewed	26 May 2021
Reviewed	27 April 2022
Reviewed	26 April 2023
Reviewed	01 May 2024 22 May 2024

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 \$500 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

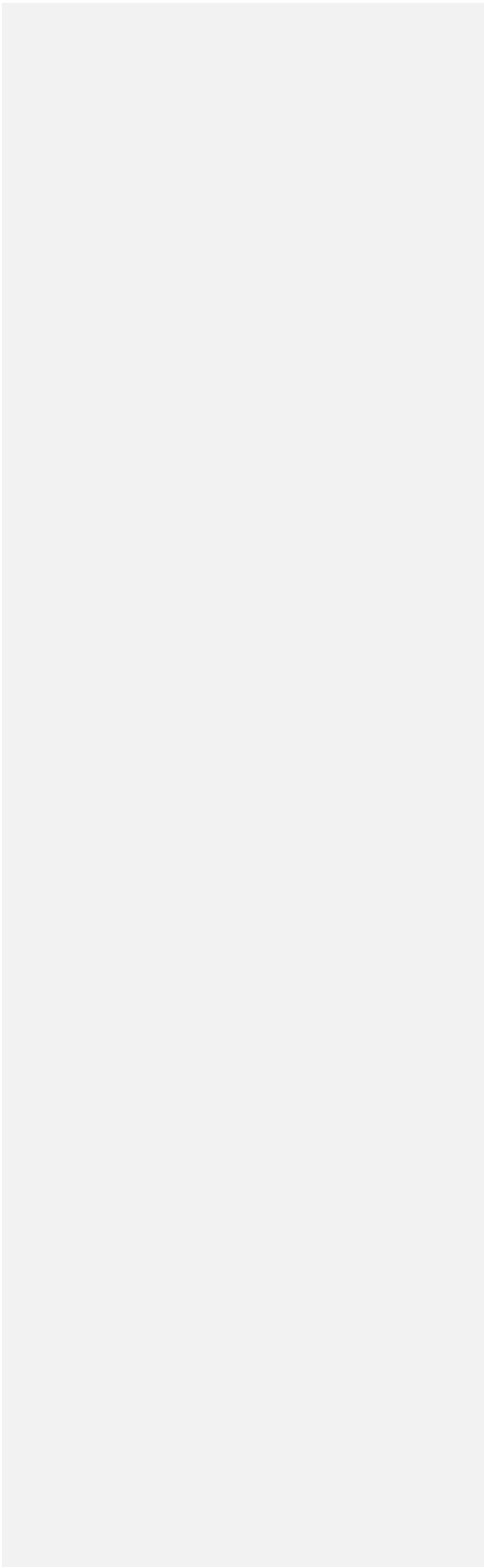
Formal record of use Office copy of approval / authorisation in Register of Grants, Discounts, Sponsorship, Waivers & Donations Paid

File reference 2.10.1

|

Form
Notes

[FCCS031 \(Donations\)](#)



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	26 April 2023
Reviewed	01 May 2024 22 May 2024

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 26 April 2023
~~Reviewed 01 May 2024~~ [22 May 2024](#)

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

None

Sub-delegation permitted to

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

Delegation by CEO to other employees

To –

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

References

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

File number 19.1.3

Notes

4.2 Cat Act 2011

Statutory context	Cat Act 2011 – s.44 – Council may delegate to CEO s.45 – CEO may delegate to any employee s.70 – dealing with objections – to be by Council s.73(1) – Prosecutions under the Act Local Government Act 1995 – s.9.10 – Appointment of authorised persons
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Corporate context	None
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History

Last Reviewed	26 May 2021
Amended	26 May 2021
Reviewed	27 April 2022
Reviewed	26 April 2023
Reviewed	01 May 2024 22 May 2024

Delegation from Council to CEO

Functions to be performed

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

Delegation by CEO to other employees

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

References

Formal record of use	File copy of notice, approval etc.
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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	26 April 2023
<u>Reviewed</u>	<u>01 May 2024</u> <u>22 May 2024</u>

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

1. The delegation excludes –
 - (a) determination of any fee or charge; and
 - (b) dealing with an objection.
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
Reviewed	26 April 2023
<u>Reviewed</u>	<u>01-May-2024</u> <u>22 May 2024</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

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	26 April 2023
<u>Reviewed</u>	<u>01 May 2024</u> <u>22 May 2024</u>

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

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

Sub-delegation permitted to

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

Delegation by CEO to other employees

To –

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

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References

Formal record of use File copy of approval of discretionary use

File number 19.7.4

Notes

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

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

4.6 Impounding of vehicles and goods

Statutory context

Local Government Act 1995 –

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

s.3.37 to s.3.48

Corporate context None

History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

Reviewed 26 April 2023

Reviewed 01 May 2024 22 May 2024

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.
2. The CEO is delegated power to take all appropriate action that may be necessary to recover the costs of impounding vehicles and goods.

Conditions on use of delegation

None

Sub-delegation permitted to

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

Delegation by CEO to other employees

To –

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

References

Formal record of use File copy of notice

File number 19.4.2

Notes

Disposal of impounded vehicles or goods is covered by Delegation 3.2

4.7 Impounding of cattle etc

Statutory context

Local Government (Miscellaneous Provisions) Act 1960 –

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

Corporate context None

History

Last Reviewed 26 May 2021
Reviewed 27 April 2022
Reviewed 26 April 2023
Reviewed 01 May 2024 22 May 2024

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

None

Sub-delegation permitted to

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

Delegation by CEO to other employees

To –

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

References

Formal record of use Impounding register

File number 19.1.3

Notes

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

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

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

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

4.8 Parking Local Law 2016

Statutory context Shire of Narrogin Parking Local Law 2016

Corporate context None

History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

Reviewed 26 April 2023

~~Reviewed 01 May 2024~~ 22 May 2024

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.
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

4.9 Graffiti Vandalism Act 2016

Statutory context

Graffiti Vandalism Act 2016 –

s.16 – Council may delegate to CEO

s.17 – CEO may delegate to any employee

Corporate context None

History

Last Reviewed/Adopted 0422 May 2024

Delegation from Council to CEO

Functions to be performed

- 1 The CEO is delegated power to exercise all discretionary matters in the Graffiti Vandalism Act 2016, including but not limited to, giving orders to remove graffiti to private landowners and if necessary, obliterating graffiti that is visible from a public place and that has been applied without the consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent to do it.

Conditions on use of delegation

None

Sub-delegation permitted to

- b) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

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

References

Formal record of use File copy of approval of discretionary use

File number

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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 26 April 2023

Reviewed 01 May 202422 May 2024

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 if 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.

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5.2 Fire Fighting – Emergency Plant Hire (Deleted)

History

Adopted	12 July 2016
Reviewed	24 May 2017
Reviewed	23 May 2018
Repealed	24 July 2019

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	26 April 2023
Reviewed	01 May 2024 22 May 2024

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	26 April 2023
Reviewed	01 May 2024 22 May 2024

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	26 April 2023
<u>Reviewed</u>	<u>01 May 2024</u> <u>22 May 2024</u>

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 2023. Statutory references will change accordingly.

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6.2 Health Local Law 2022

Statutory context

Shire of Narrogin Health Local Law 2022

Corporate context None

History

Adopted 27 April 2022

Reviewed 26 April 2023

~~Reviewed~~ ~~01 May 2024~~ [22 May 2024](#)

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

Delegation by CEO to other employees

To –

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

References

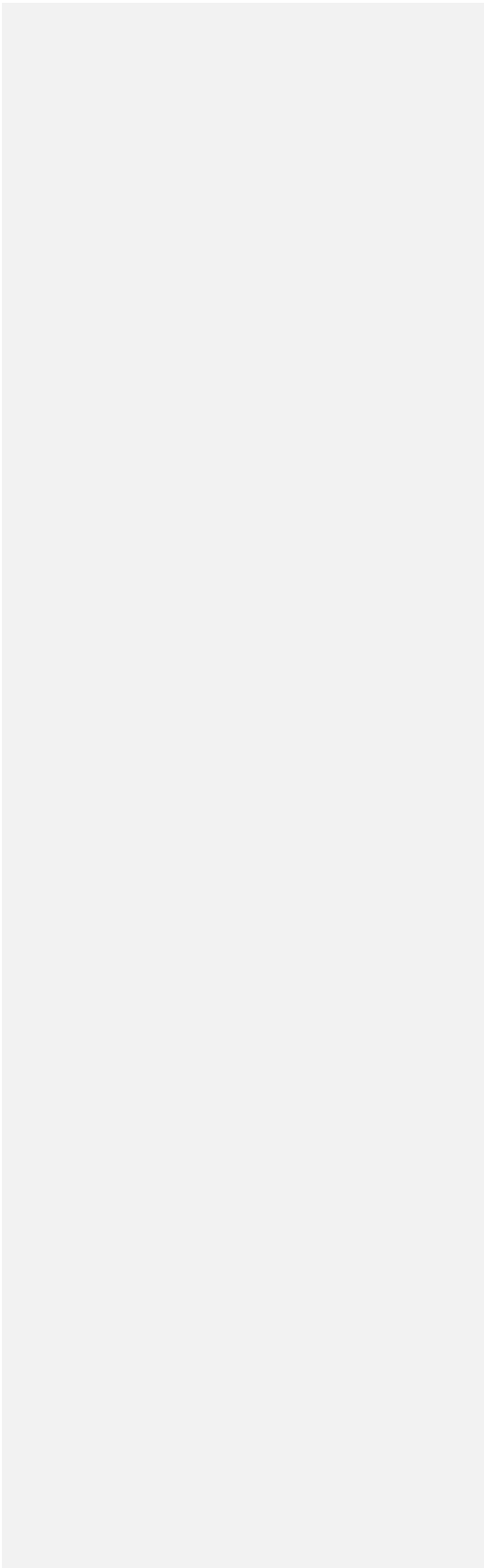
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File number

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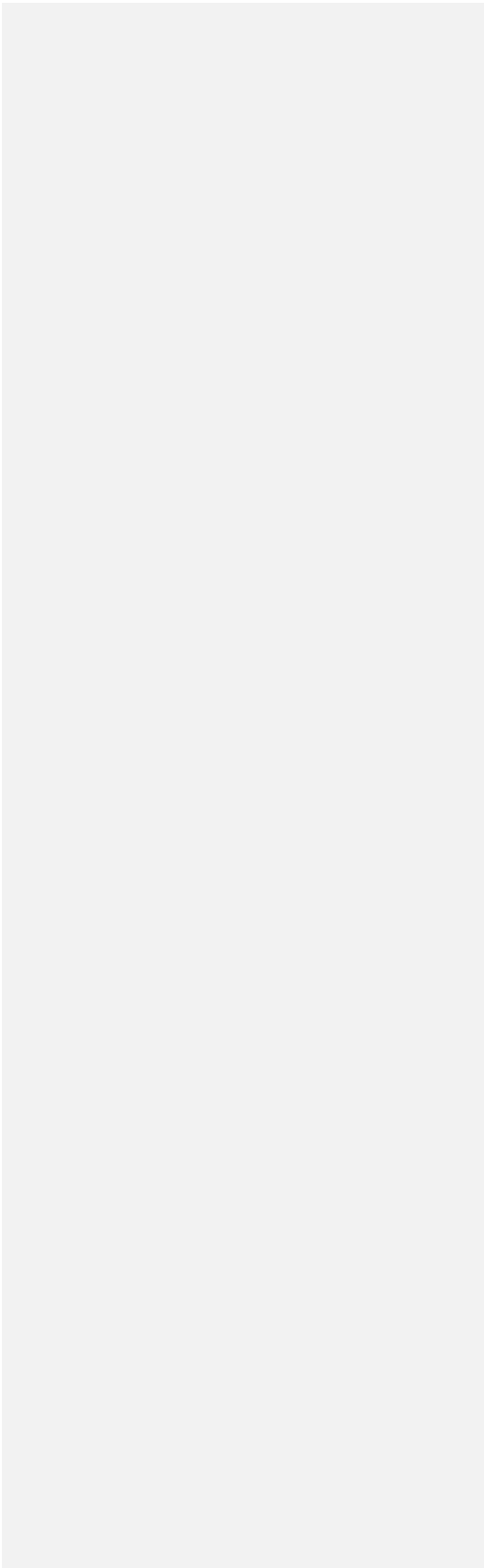
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Objections and review are those matters refused under delegated power which the applicant requests Council to reconsider.



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6.3 Amenity Local Law 2016 (Deleted)



6.4 Control of food matters

Statutory context

Food Act 2008 –

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

Food Regulations 2009 –

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

Public Health Act 2016

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

Government Gazette 24 Jan 2017 – Designation of Health Authorised Officers

Corporate context None

History

Last Reviewed	26 May 2021
Reviewed	27 April 2022
Reviewed	26 April 2023
<u>Reviewed</u>	<u>01 May 2024</u> <u>22 May 2024</u>

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

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

Sub-delegation permitted to

Not permitted

|

|

Delegation by CEO to other employees

Not permitted

References

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

File number 19.6.4 / 24.3.1 / 24.3.2 / Property file

Notes

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

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

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

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

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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 26 April 2023

~~Reviewed~~ [01 May 2024](#) [22 May 2024](#)

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

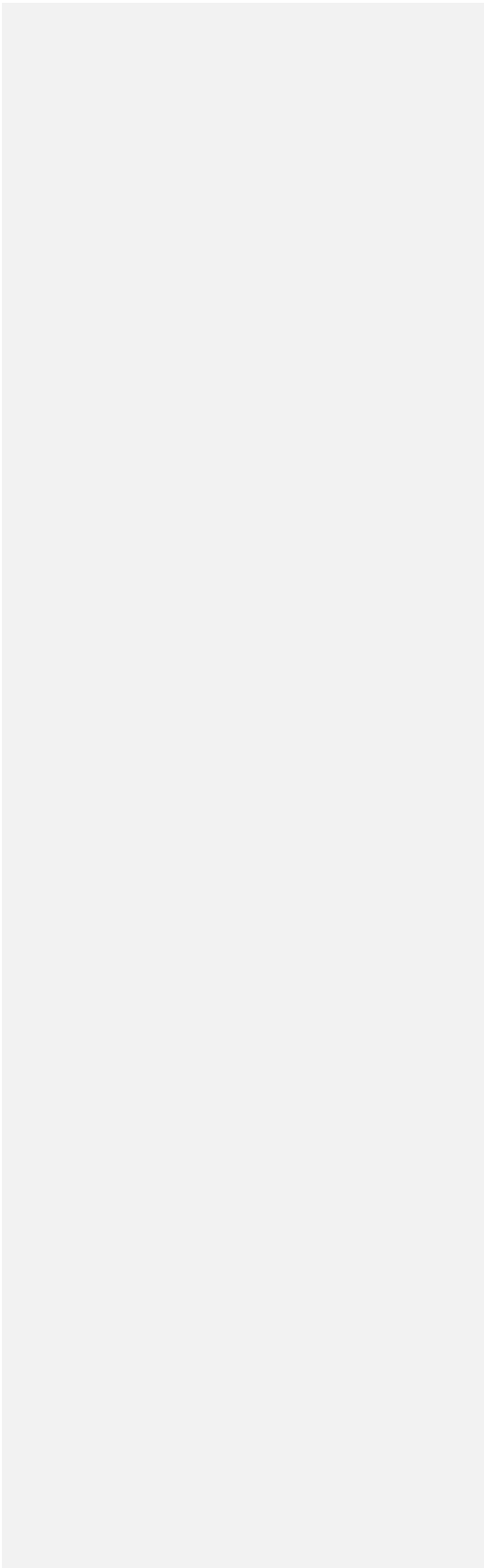
Formal record of use File copy of notice, record of inspection etc

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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 26 April 2023
~~Reviewed~~ ~~01 May 2024~~ [22 May 2024](#)

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 26 April 2023

Reviewed 01 May 2024 22 May 2024

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 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 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 26 April 2023
~~Reviewed 01 May 2024~~ [22 May 2024](#)

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

I

- 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 [2024](#)

~~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

Reviewed 26 April 2023

~~Reviewed~~ [01 May 2024](#) [22 May 2024](#)

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) [applications for all other](#) appropriate period or periods 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

~~On application, the CEO is to advise the employee that deferral of long service leave beyond six months of becoming due may be approved however when the leave is taken it will be paid at the hourly rate earned by the employee at the anniversary of the 10th year plus six months.~~

~~All decisions regarding the taking of Long Service Leave by the CEO shall be determined by the Council.~~

~~1. 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

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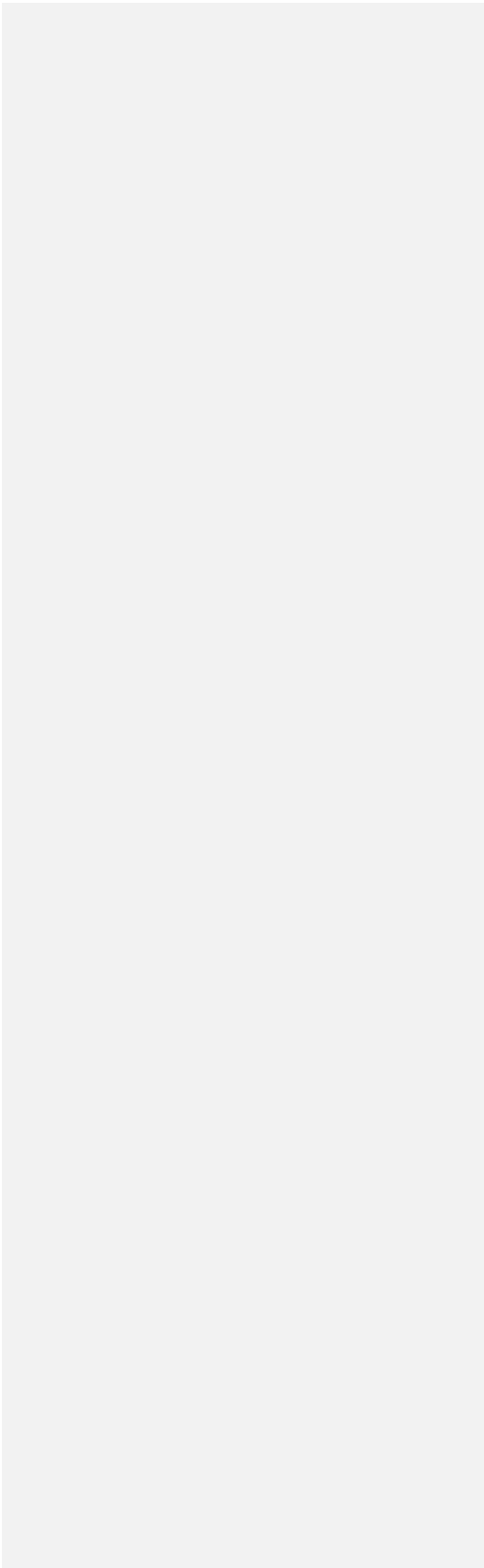
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File number

Personnel file

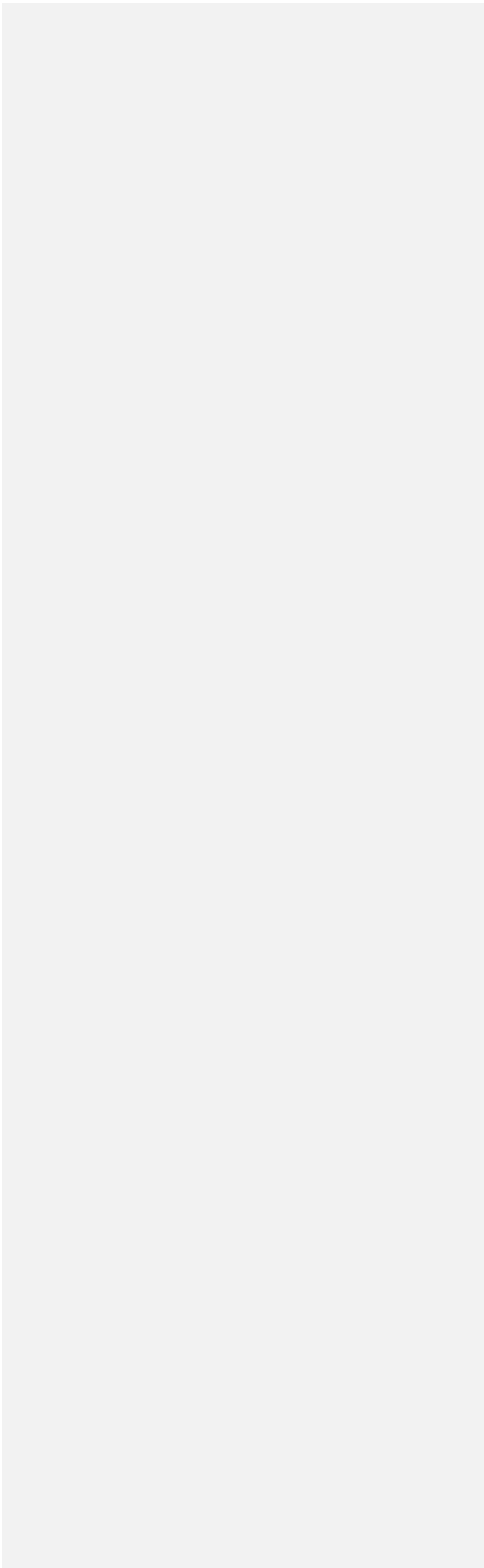
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| Section 9 - ~~Occupational Safety & Health~~Work Health & Safety

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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 26 April 2023

Reviewed 01 May 2024 22 May 2024

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; and
 - (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

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~~

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~~Shire of Narrogin Town Planning Scheme No. 2
Part 6 – Use and Development of Land~~
~~Shire of Narrogin Local Planning Scheme No 3~~

Corporate context Shire of Narrogin Local Planning Policies

History

Last Reviewed	26 May 2021
Reviewed	27 April 2022
Reviewed	26 April 2023
Reviewed	01 May 2024 22 May 2024

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.~~

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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~~

~~Shire of Narrogin Local Planning Scheme No 3~~

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Corporate context

Shire of Narrogin Local Planning Policies

History

Last Reviewed 26 May 2021

Reviewed and amended 27 April 2022

Reviewed and amended 26 April 2023

Reviewed [01 May 2024](#) [22 May 2024](#)

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.

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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 –~~

~~Shire of Narrogin Local Planning Scheme No 3~~

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Corporate context

Shire of Narrogin Local Planning Policies

History

Last Reviewed	26 May 2021
Reviewed and amended	27 April 2022
Reviewed	26 April 2023
Reviewed	01 May 202422 May 2024

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.

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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
Shire of Narrogin Local Planning Scheme No 3

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Corporate context None

History

Last Reviewed	26 May 2021
Reviewed	27 April 2022
Reviewed	26 April 2023
Reviewed	01 May 2024 22 May 2024

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.~~

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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~~

~~Shire of Narrogin Local Planning Scheme No 3~~

Corporate context

Shire of Narrogin Local Planning Policies

History

Last Reviewed	26 May 2021
Reviewed	27 April 2022
Reviewed	26 April 2023
Reviewed	01 May 2024 22 May 2024

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

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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.

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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	26 April 2023
Reviewed	01 May 2024 22 May 2024

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	26 April 2023
Reviewed	01 May 2024 22 May 2024

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 26 April 2023

~~Reviewed~~ [01 May 2024](#) [22 May 2024](#)

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

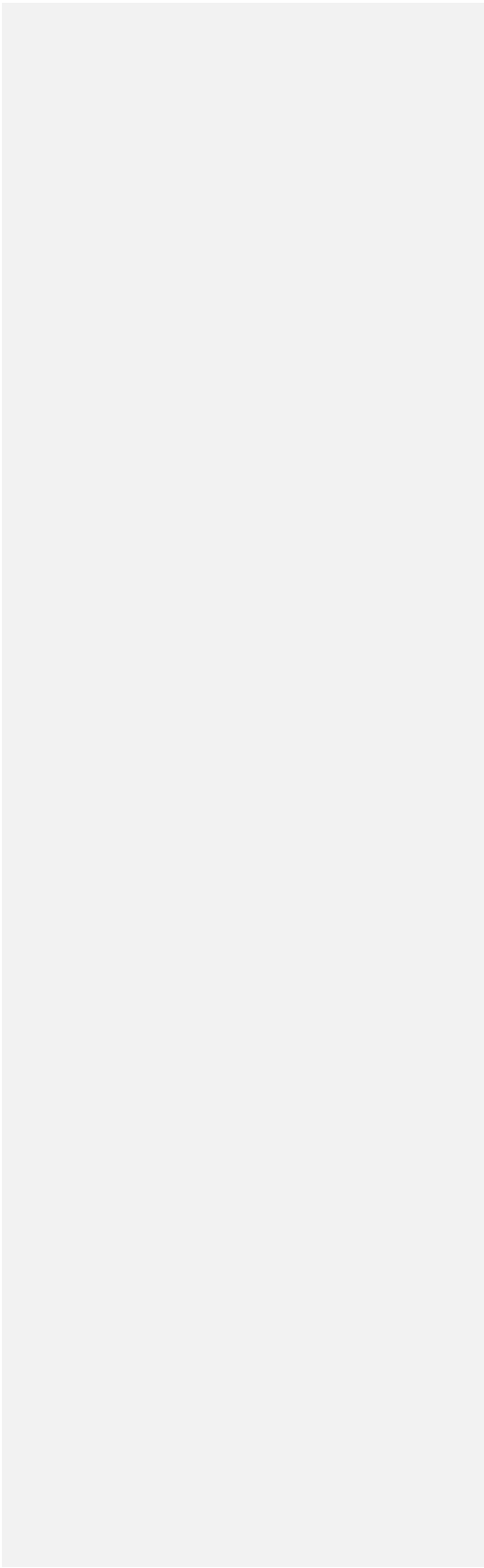
References

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	26 April 2023
Reviewed	01 May 2024 22 May 2024

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

I

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 26 April 2023

Reviewed 01 May 2024 22 May 2024

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.

I

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 26 April 2023

~~Reviewed~~ ~~01 May 2024~~ [22 May 2024](#)

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

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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	26 April 2023
Reviewed	01 May 2024 22 May 2024

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

I

I

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 26 April 2023
~~Reviewed~~ [01 May 2024](#) [22 May 2024](#)

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	26 April 2023
Reviewed	01 May 2024 22 May 2024

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 26 April 2023

Reviewed 01-May-2024 22 May 2024

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

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

Sub-delegation permitted to

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

Delegation by CEO to other employees

To –

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

References

Formal record of use File copy of decision on written application

File number 28.7.1

Notes

See Road Traffic (Administration) Act –

135. Protection from liability for wrongdoing

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

141. Closure of roads

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

See Events on Roads Regulations –

9. Erection of barriers, signs and other equipment

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

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

12.9 Temporary road closures

Statutory context

Local Government Act 1995 –

s.3.50 – closing to vehicles

s.3.50A – closure for repairs or maintenance

Road Traffic Act 1974

s.81D – how a road is to be closed

s.92 – power to close unsafe roads

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

cl.5.2 – no entry to closed local government property

cl.6.13 – no driving on closed thoroughfare

Corporate context None

History

Last reviewed 26 May 2021

Reviewed 27 April 2022

Reviewed 26 April 2023

Reviewed 01 May 2024 22 May 2024

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 26 April 2023

~~Reviewed~~ [01-May-2024](#) [22 May 2024](#)

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

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

Sub-delegation permitted to

- a) Executive Manager Technical & Rural Services

Delegation by CEO to other employees

To –

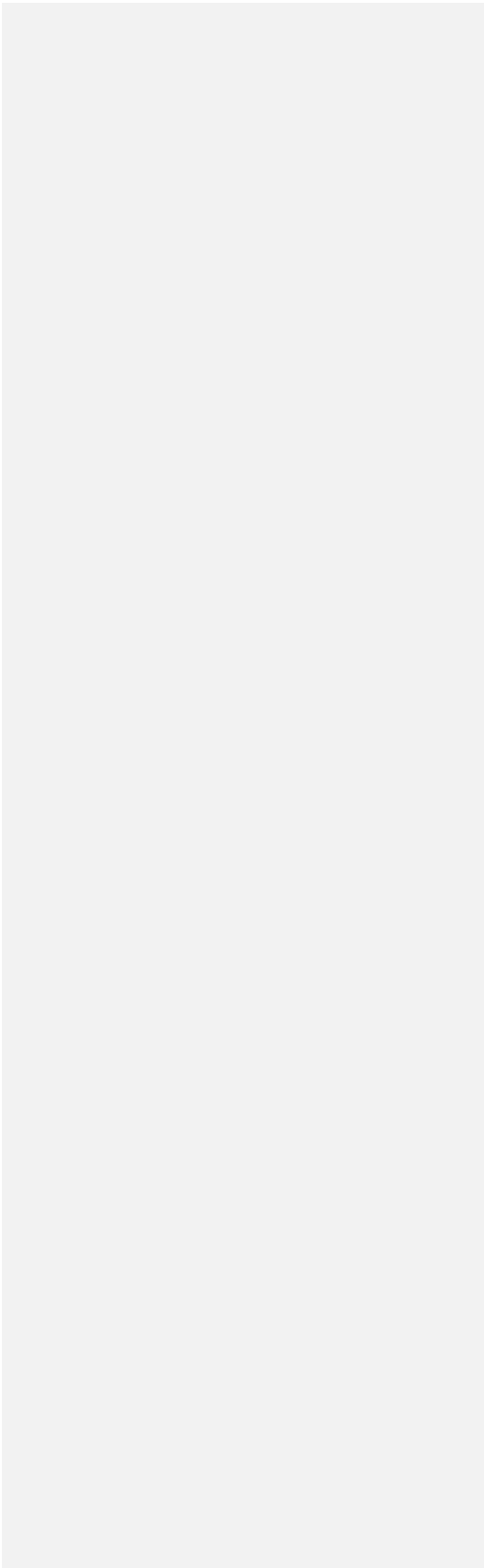
- a) **Executive Manager Technical & Rural Services**
Negotiations for all matters prior to signing of agreement

References

Formal record of use File copy of decision on written application

|

File number	3.2.2
Notes	



12.11 Gates across roads / thoroughfares

Statutory context

Local Government Act 1995

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

Local Government (Uniform Local Provisions) 1996

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

Environmental Protection Act 1986

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

Environmental Protection (Clearing of Native Vegetation) Regulations 2004

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

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

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

Corporate context

Delegation Register –

- 13.2 – Native flora and fauna

Policy Manual –

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

History

Adopted	26 May 2021
Reviewed	27 April 2022
Reviewed	26 April 2023
<u>Reviewed</u>	<u>01 May 202422 May 2024</u>

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

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

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

Sub-delegation permitted to

- a) Executive Manager Technical & Rural Services

Delegation by CEO to other employees

To –

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

References

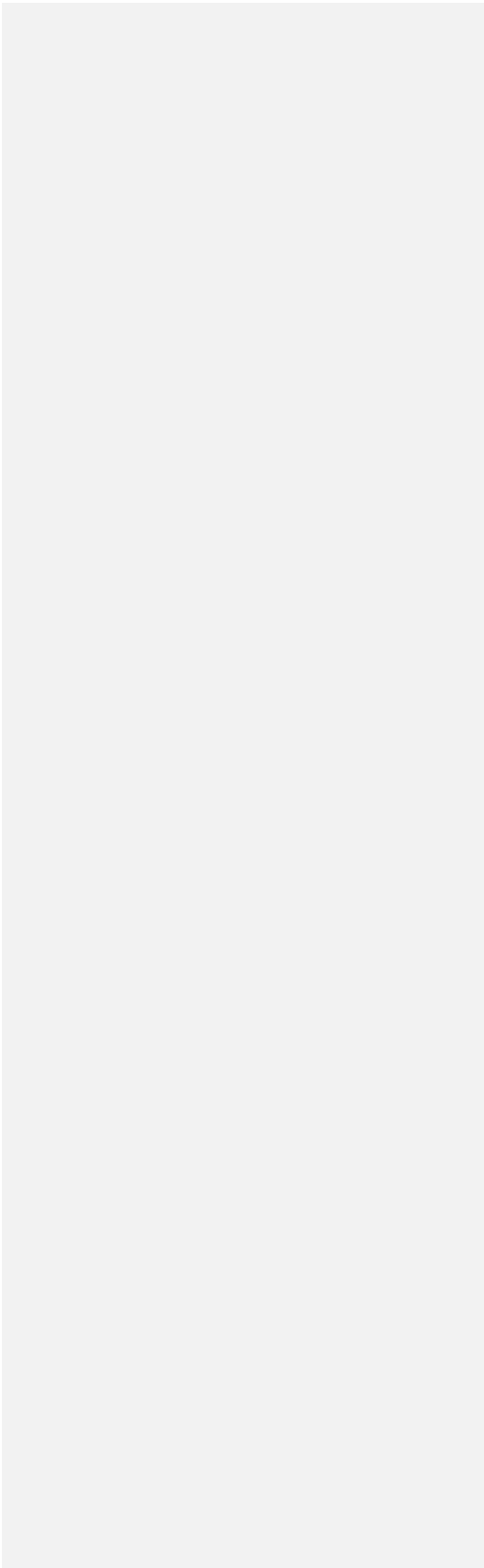
Formal record of use File copy of notice, record of inspection etc
 Register of Gates to be maintained in Corporate records

|

File number

Notes

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



Plant / Equipment

Section 13 - Natural Resource Management

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

Statutory context

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

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

Local Government Act 1995 –

- s.9.10 – Appointment of authorised persons

Corporate context None

History

Last Reviewed	26 May 2021
Amended	26 May 2021
Reviewed	27 April 2022
Reviewed	26 April 2023
Reviewed	01 May 2024 22 May 2024

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

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c) Executive Manager Development & Regulatory Services
In full

References

Formal record of use File copy of notice

File reference 19.6.5

Notes

13.2 Native flora and fauna

Statutory context

Environmental Protection Act 1986 –

s.51C – Unauthorised clearing of native vegetation

Biodiversity Conservation Act 2016 –

s.40 – Minister may authorise

Biodiversity Conservation Regulations 2018

r.61

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 26 April 2023

Amended 30 January 2024

Reviewed 01-May-2024 22 May 2024

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.

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

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

Former Section 16 – Unclassified (transferred to Section 12)

Former Section 17 – Building and Development (deleted)

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

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

10.4.2 REGIONAL EARLY EDUCATION AND DEVELOPMENT INCORPORATED RENEWAL OF LEASE

File Reference	A323500
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Regional Early Education and Development Incorporated
Previous Item Numbers	Nil
Date	09 May 2024
Author	Victoria Anderson – Records & Governance Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Narrogin Regional Child Care Service Inc Lease	

Summary

The Regional Early Education and Development Incorporated (REED), formerly known as Narrogin Regional Child Care Services Inc. have requested that the Shire give effect to the renewal (for a further 10-year period) of their lease, over 6 (Lot 1579) William Kennedy Way, Narrogin. The Council is being requested to consider the extension, given the current lease option expires on 30 June 2024.

Background

The Regional Early Education and Development Incorporated (REED) has a current Lease with the Shire on Lot 1579 William Kennedy Way, Narrogin, with the purpose of 'Child Care Services and the administration of the facilitation of this service'.

REED's current lease is dated from 01 July 2014 and their first (and final) extension option expires the 30 June 2024, with an option of renewal for a further 10 years listed within it (item 3 (three) of the schedule). The option is at the joint discretion of both parties.

Consultation

Consultation has been undertaken with:

- Chief Executive Officer; and
- Chairperson of REED.

Statutory Environment

The request aligns with the statutory framework for Commercial R50 purposes, being the Shire of Narrogin's Local Planning Scheme No. 3.

As the land is held as Crown Grant, the lease does not require approval of the Minister for Lands.

Section 3.58 of the Local Government Act 1995, in relation to 'disposal' (by way of lease) relates.

Disposal by way of lease, to an Incorporated Association is exempt from any advertising or valuation requirements.

Noting that this is an exercise of option to renew, such provisions however are not applicable.

Policy Implications

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

Financial Implications

The Lessee is expected to maintain the upkeep of the premises, therefore responsibility for all matters pertaining to non-structural remains with the organisation.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	2.	Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.2	Build a healthier and safer community
Strategy:	2.2.1	Support the provision of community security services and facilities
Outcome:	2.5	A broad range of quality education services and facilities servicing the region
Strategy:	2.5.1	Advocate for increased education facilities for the region
Strategy:	2.5.2	Advocate for and support increased education services

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Not approving the lease could lead to dissatisfaction with residents and impact the Council's relationship with the community.	Possible (3)	Minor (2)	Medium (5-9)	Engagement Practices	Accept Officer Recommendation
Loss of revenue for the community as families forced to move or leave jobs to look after their children, which will	Possible (3)	Minor (2)	Medium (5-9)	Business & Community Disruption	Accept Officer Recommendation

have a flow on effect to local businesses.					
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Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of six (6) 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 Regional Early Education and Development Incorporated have been in contact with the Shire requesting exercising of their option for renewal of the lease, being a further, final, 10 year term. Further in the lease it states, *“The Lessor is to nominate an Elected Member to attend and participate as a voting delegate within the Lessee’s committee meetings.”* To date this has not been actioned as part of the Elected Member representatives or delegates and may need consideration, if the current Council desires that to occur.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to the request of the Regional Early Education and Development Incorporated, to effect the lease extension for a further 10 years with respect to their lease of 6 William Kennedy Way, Narrogin (the REED Narrogin Childcare Centre) Council agree and authorise the Shire President and the Chief Executive Officer to:

1. Amend the Lessee and Lessor organisational names to reflect the current legal entity names of:
 - Regional Early Education and Development Incorporated; and
 - Shire of Narrogin.
2. Subject to Part 1, prepare, sign and affix the common seal to a renewal of lease under the same terms and conditions.

LEASE

DEED dated 1st July 2014

BETWEEN Town of Narrogin of 89 Earl Street, Narrogin, Western Australia ('Lessor')

AND Narrogin Regional Child Care Service Inc. (NRCCS) ('Lessee').

RECITALS

- A. The Lessor is the registered proprietor of the Land.
- B. The Lessor has agreed to Lease the Premises to the Lessee at the Rent and upon the terms and conditions contained in this Lease.

OPERATIVE PART

1. DEFINITIONS AND INTERPRETATION

1.1 Definitions

In this Deed, unless the contrary intention appears, the following words have the following meanings:

'CEO' means Chief Executive Officer.

'Commencement Date' means the Commencement Date specified in the Schedule;

'Expiration Date' means the Expiration Date specified in the Schedule;

'Land' means the Land referred to in the Schedule;

'Lessee' means the Lessee referred to in the Schedule;

'Lessee's Covenants' means terms covenants and conditions contained in this Lease and on the part of the Lessee to be observed and performed;

'Permitted Use' means the permitted use specified in the Schedule;

'Premises' means that part of the Land described in the Schedule and all improvements, fixtures and fittings in the Premises;

'Rent' means the rent specified in the Schedule and the rent payable under this Lease from time to time;

'Term' means the term of this Lease specified in the Schedule commencing on the Commencement Date and terminating on the Expiration Date;

'The Town' means the Town of Narrogin;

'this Lease' means this lease and any variations to it agreed between the parties.

1.2 Interpretation

Words importing the masculine gender shall include the feminine gender and shall also have application to corporations.

Words importing the plural number shall include the singular number and words importing the singular number shall include the plural number.

References to statutes shall include all statutes amending the statutes referred to or passed in lieu thereof.

When two or more Lessees are parties to this Lease the covenants and agreements on their part shall bind them and any two or greater number of them jointly and severally.

2. LEASE

The Lessor LEASES the Premises to the Lessee for the Term at the Rent and otherwise upon the terms and conditions contained in this Lease.

3. RENT

There will be an annual rent payable to the Town.

4. LESSEE'S COVENANTS

The Lessee COVENANTS with the Lessor as follows:

4.1 Rates, Taxes & Outgoings

To pay and discharge all rates and taxes including land tax assessed or charged in respect of the Premises and all other outgoings, including without limitation all telephone, electricity, gas, water, rubbish collection, emergency services levy and sewerage charges levied, charged or imposed upon the Premises or any part of the Premises or arising out of the use of the Premises and whether expressed to be payable by the owner or occupier of the Premises. (No Council Rates are Payable within this lease)

4.2 Maintenance, Repairs & Painting

The Lessee is to keep and maintain the premises in the condition presented to the lessor. The Lessee is to maintain every part of the Premises and all additions to the Premises and all lighting and electrical installations, including gardens area and car park, air conditioners, mobility hoists, electric doors and other such items servicing and general maintenance, and all drainage and all other fixtures and fittings, including window treatments and flooring in good repair to a standard acceptable to the Lessor and Lessee and to paint all such parts of the interior and exterior of the Premises as are now painted or are usually painted at such times and in accordance with the directions of the CEO of the Town.

4.4 Cleaning

At the Lessee's own expense during the Term at all times to keep and maintain the Premises clean, drained, free from rubbish, refuse and disused material of any kind and in good and sanitary condition to a standard acceptable to the Lessor.

4.5 Entry by Lessor to View and Undertake Urgent Repairs

To permit the Lessor, its officers, members or agents at all reasonable times with or without workmen or others to enter the Premises to view the state of repair and condition of the Premises and to forthwith carry out any repairs, cleaning, painting or other works for which the Lessee is responsible under this Lease in accordance with any notice in writing given to the Lessee or left on the Premises by the Lessor.

The Lessor will take all practical steps to advise the Lessee of the need to entry the premises to undertake inspections or undertake urgent repair works.

4.6 Abatement of Nuisances

- (a) Not to do or leave undone any act, matter or thing which may be or be deemed to be a nuisance within the meaning of the *Local Government Act*, the *Health Act*, the *Factories and Shops Act* or any other Act or under any local laws or regulations applicable to the Premises or the use or occupation of the Premises by the Lessee and immediately to abate any such nuisance or alleged nuisance.
- (b) To ensure that the Premises are not used in any manner which may be or become a nuisance, disturbance or annoyance to the quiet and comfort of any occupier of any land in the vicinity of the Premises and on being required to do so by the Lessor or any officer of the Lessor to immediately abate any such nuisance, disturbance or annoyance.

4.7 Disorderly Behaviour

To prevent disorderly behaviour and indecent language in the Premises at all times during the day and night.

4.8 Compliance with Statutes and Licences

- (a) At its own expense to comply with, carry out and perform the requirements of the *Local Government Act*, the *Health Act* and all other Acts, town planning schemes, local laws or regulations or of any requisitions or orders under them applicable to the Premises or the use or occupation of the Premises.
- (b) To take out and keep current any licences required in connection with any activities carried on from the Premises.

4.9 Permitted Use

To use the Premises solely for the Permitted Use.

4.10 Prohibited Use

Not to use the Premises for any illegal or immoral purpose nor for any business or commercial use without the prior written consent of the Lessor.

4.11 Insurance

The Lessee is to take out and keep in force the following policies of insurance with an insurer approved by the Lessor:

- (a) to effect and keep in force throughout the term a public risk policy of insurance in an amount of not less than \$10,000,000 for any one event or such greater amount as the Lessor may require and to produce to the Lessor on request a certificate of the currency of that policy.
- (b) Such policies of insurance as specified in Item 6 of the schedule.
- (c) is to effect and keep in force throughout the term a contents insurance policy to cover all goods owned by the Lessor.

The Lessee is:

- (d) not to do or permit to be done anything whereby any policy of insurance in respect of the Premises may become void or voidable or by which the rate or premium on it may be increased.

4.12 Alterations and Improvements

Not without the prior written consent of the Lessor to erect or suffer to be erected any building or structure on the Premises nor to make or suffer to be made any alteration in or additions to any building or any other improvements to the Premises nor to remove any such improvements or to cut, maim or injure or suffer to be cut, maimed or injured any of the walls or timbers of the Premises.

4.13 Fixtures, Fittings and Furniture

Not without the prior written consent of the Lessor to erect, install or place any fixtures, fittings in or upon the Premises.

4.14 Assignment or Subletting

Not to assign, sublet or part with the possession of the Premises or any part of the Premises without the prior consent in writing of the Lessor and it is DECLARED that Sections 80 and 82 of the *Property Law Act 1969* are expressly excluded.

4.15 Signs

Not without the prior written consent of the Lessor to affix or exhibit or permit to be affixed to or exhibited upon any part of the exterior of the Premises or in any place visible from beyond the Premises any permanent placard, sign, poster, hoarding or advertisement.

4.16 Delivery Up of Possession

At the expiry or sooner determination of the Term peaceably and quietly to deliver up possession of the Premises and all furniture, fixtures and fittings belonging to the Premises in such good and tenantable repair, order and condition as shall be consistent with the covenants contained in this Lease PROVIDED THAT immediately upon the expiry or sooner determination of the term the Lessee shall remove any tenant's fixtures and fittings and shall make good any damage caused to the Premises in doing so.

4.17 Removal of Trees etc

Unless the Lessee has the prior written consent of the Lessor in each case (which consent the Lessor shall have the unrestricted right to refuse) the Lessee shall not:

- (a) remove or agree to or permit the removal from the Premises any fixtures, fittings or other improvements or any rock, stone, gravel, earth or minerals comprised therein;
- (b) cut or permit to be cut any trees on the Premises or remove or permit the removal of any timber from the Premises.

4.18 Fire

To use and adopt all proper measures and precautions against the outbreak or spread of fire upon from or to the Premises and to comply with the *Bushfires Act 1965* and with all local laws, orders, regulations, requisitions, orders and notices made or given thereunder or pursuant thereto.

The Lessee is to maintain all fire fighting equipment in good working order.

5. LESSOR'S COVENANT – QUIET POSSESSION

The Lessor COVENANTS with the Lessee that the Lessee paying the rental reserved by this Lease and observing and performing the covenants expressed and implied by this Lease and on the Lessee's part to be observed and performed shall during the Term and any extension of the Term quietly enjoy the use and occupation of the Premises without interruption by the Lessor or any person lawfully claiming through or under the Lessor.

6. MUTUAL AGREEMENTS

IT IS MUTUALLY AGREED as follows:

6.1 Default by Lessee

If:

- (a) the Lessee breaches any of the Lessee's Covenants and the breach continues for 14 days after notice has been served on the Lessee by the Lessor; or
- (b) the Lessee goes into liquidation or ceases to be an incorporated body whether compulsory or voluntary (except for the purpose of amalgamation or reconstruction) or a receiver or manager is appointed; or
- (c) any mortgagee of the Lessee's property enters into possession of the Premises; or
- (d) any execution or process is made against the property of the Lessee; or
- (e) the Lessee being a natural person shall commit an act of bankruptcy; or
- (f) the Lessee abandons or vacates the Premises;

then and in any of such cases (but subject to the *Bankruptcy Act 1966*) the Lessor may at its option at any time after that event and without any notice or demand enter and repossess the Premises and as a result of that the Term and the estate and interest of the Lessee in the Premises will immediately determine but without prejudice to any other of the rights and remedies of the Lessor under this Lease and without releasing the Lessee from liability in respect of the Lessee's Covenants.

6.2 Destruction of Premises

- (a) Subject to clause 6.2(b), if the Premises or any part of the Premises shall be burned down, destroyed or damaged by fire so as to render the same unfit for the purpose permitted by this Lease then in such case (unless the insurance of the Premises shall have been forfeited or become null or void or the payment of any moneys payable under such

insurance be refused or withheld through any act or default of the Lessee or its members, agents, servants, invitees or licensees) the Rent or a fair and just proportion of the Rent according to the nature and extent of the damage sustained shall cease to be payable until the Premises shall have been rebuilt and rendered fit for the purpose permitted by this Lease. In case of difference touching this paragraph such difference shall be referred to the award of a single arbitrator if the parties can agree upon one and otherwise to two arbitrators one to be appointed by the Lessor and the other by the Lessee and their umpire (to be appointed before proceeding with the arbitration) and in either case in accordance with the provisions of the *Commercial Arbitration Act 1985* or any modification or re-enactment thereof for the time being in force PROVIDED THAT in the event of such difference no part of the Rent shall be allowed by the Lessor to the Lessee as aforesaid but the Lessee shall continue to pay the Rent in full until the date of the award of such arbitrator at which time the Lessor shall refund to the Lessee free of interest any Rent which according to such award shall have been overpaid. In any such arbitration each party shall be entitled to be represented by a duly qualified legal practitioner and this clause shall be deemed to be the agreement in writing referred to in Section 20 of the *Commercial Arbitration Act 1985* in respect of such representation.

- (b) If the Premises or any substantial part thereof be burnt down, destroyed or damaged so as to be wholly unfit for occupation or use this Lease may at the option of the Lessor (such option to be declared in writing within 28 days after such destruction) be determined the Lessee in that event paying the rental hereby reserved up to such determination and all moneys paid or payable under any policy of insurance effected in respect of the Premises shall belong to the Lessor absolutely.

6.3 Entry by Lessor

If the Lessee shall fail to duly and punctually observe or perform any of the Lessee's Covenants the Lessor shall be entitled to carry out the observance or performance of such covenant, condition or agreement and for such purpose the Lessor or the Lessor's agents workmen or architects may if necessary enter the Premises or any part of the Premises or any part of the Premises and the cost and expense incurred in such observance or performance together with interest thereon at the rate of 11% per annum shall be a debt due by the Lessee to the Lessor and shall be payable on demand and may be recovered by the Lessor in the same manner as if such debt were for rent due under this Lease in arrear by action in law and such cost expense and interest shall be a charge on the Term.

6.4 Structural Alterations

Notwithstanding anything contained in clauses 4.3 (Maintenance, Repairs and Painting), 4.4 (Cleaning), 4.8 (Compliance with Statutes and Licences) and 4.13 (Alterations and Improvements) of this Lease, the Lessee shall not be

liable to effect any structural alterations of the Premises unless the same shall be necessitated or occasioned by reason of any act or default of the Lessee.

6.5 Service of Notices

That all notices, consents and approvals or any demand to be given to or made upon the Lessee shall be in writing and may be signed by the Lessor or its solicitors or agents and all such notices or demands shall be considered as having been properly served upon the Lessee if delivered to the Lessee or posted to the Lessee by prepaid registered post addressed to the Premises or to the address of the Lessee and if served by post shall be conclusively deemed to be served upon and be received by the Lessee at the expiration of the next day following the day when the same shall be posted.

6.6 Headings

That the headings appearing in this Lease are inserted only as a matter of convenience and in no way define, limit, construe or describe the scope or intent of the clauses of this Lease nor in any way affect this Lease.

7. ESSENTIAL TERMS

The covenants by the Lessee contained in this Lease to pay Rent and rates, taxes and insurance in respect of the Premises at the time and in the manner therein respectively prescribed and to only use the Premises for the Permitted Use and Clauses 4.20 to 4.25 inclusive are essential terms of this Lease and any breach of any of those covenants shall be regarded by the Lessor and the Lessee as a fundamental breach by the Lessee of this Lease. Should the Lessor determine this Lease following such a breach then (without prejudicing or limiting any other right or remedy of the Lessor arising from such breach or otherwise under this Lease) the Lessor shall be entitled to recover from the Lessee and the Lessee covenants to pay to the Lessor as and by way of liquidated damages for such breach the Rent, rates, taxes and insurance which would have been payable by the Lessee for the unexpired residue of the Term after making allowance for the Rent, rates, taxes and insurance which the Lessor by taking reasonable steps to relet the Premises obtains or could reasonably be expected to obtain by reletting the Premises for such unexpired residue of the Term on reasonable terms as to rent and otherwise PROVIDED THAT:

- (a) any such reletting shall not be required to be on like terms as are expressed and implied in this Lease;
- (b) the Lessor's entitlement to recover damages as aforesaid shall not be prejudiced or limited if:
 - (i) the Lessee abandons or vacates the Premises;
 - (ii) the Lessor elects to re-enter the Premises or to determine this Lease;

- (iii) the Lessor accepts the Lessee's repudiation of this Lease; or
- (iv) the parties' conduct constitutes a surrender by operation of law;
- (c) the Lessor shall be entitled to institute proceedings to recover damages either before or after any of the events or matters referred to in subparagraph (c):
- (d) any conduct by the Lessor to mitigate damages shall not of itself constitute acceptance of the Lessee's breach or repudiation or a surrender by operation of law; and
- (e) nothing expressed or implied in this Lease shall be construed to mean that no other covenant in this Lease on the part of the Lessee to be observed or performed may be an essential term.

8. ADDITIONAL TERMS

All (if any) the additional terms covenants and conditions contained in the Schedule are incorporated into and apply to this Lease.

THE SCHEDULE

Item 1 The Lessee

Narrogin Regional Child Care Service Inc.

Item 2 Land

Lot 1579 Located at the corner of Williams Kennedy Way and Parks Street, Narrogin

Item 3 Term

Period of ten years, with a ten year option at the discretion of both parties.

Commencement Date

1 July 2014

Expiration Date

30 June 2024

Expiration of Option Period.

30 June 2034

Item 4 Rent

1st year rent \$2,500 -2014/15
2nd year rent \$3,000 – 2015/16
3rd year rent \$3,500 – 2016/17

After the third payment the annual increase is based on the Perth CPI Index.

Rent is due by the 31 August each year. The rent obtained by the Town of Narrogin is to be allocated to the Building reserve to enable capital repair works to be undertaken in the future. (This reserve is not for capital improvements or upgrades)

Item 5 Permitted Use

Child Care Services and the administration of the facilitation of this service.

Other uses as agreed to in writing by the Town of Narrogin.

Item 6 Insurance

The Lessor is responsible for the building insurance and public liability insurance that is attributed to the Building and land.

The Lessee is to provide workers compensation insurance for its operations and officers' actions and also ensure that a Public Liability insurance for the actions of staff and operations of the Centre which includes all matters other than the Building and fixtures and fitting.

The Lessee is to ensure the Centre is covered for contents.

The Lessee is to supply a photocopy of each policy of insurance with the lessor and at least seven (7) days before they become due to pay all premiums necessary for that purpose and deposit with the Lessor a photocopy of the receipt for the current years premium or a certificate of renewal of insurance company and if the Lessee at any time fails to insure and keep insured as above it is agreed the Lessor may do all things necessary to effect or maintain the insurance and that the lessee must repay any moneys expended by the Lessor for the purpose on demand and any moneys so expended are deemed to be rent in arrears and may be recovered by the Lessor accordingly.

Excess payment required in the instance of a claim to the Centre is the responsibility of the Lessee to reimburse the Lessor.

Item 7 Bond

The Lessee is to pay a bond for the premises of no less than the equivalent of four weeks rent or \$500.00 whichever is the higher amount.

Item 8 Specific Maintenance Clarification

Lessee Responsibility:

- Any and all items installed by the Lessee both maintenance and replacement.
- General maintenance of the Centre and items that receive wear and tear through the facilitation of the Center activities.
- Cost incurred for the servicing of air conditioning units.
- Costs incurred in servicing the automatic door, if installed.
- Maintenance of the internal and external painting of the Centre as required; however, at the minimum of full painting every ten years.
- Costs for cleaning of all carpets and flooring.
- Replacement of worn flooring through the Centre as required.
- Payment of all Insurance Excess cost. Lessee is to pay for any or all repair bills if the amount is equal to or less than the excess limit within the insurance policy held by the lessor.

Lessor Responsibility:

- The replacement of capital items as they occur.
- The Building's structure and foundations unless issue is created directly from the actions of the Lessee.
- Town will process the insurance claim on behalf of the lessee as required and utilise the insurance payout for the repairs as required, less the excess payment. Any and all additional costs are to be covered by the lessee)

Item 9 Utilities Accounts

Where ever practical, utility accounts must be in the name of the Lessee.

Item 10 Smoking

The Lessee is not to permit smoking within the premises.

As part of the Lease that the Town of Narrogin has a place on the Narrogin Child Care Centre Committee and that Council provide the details to the Committee for administration purposes and attendance.

Item 10 Committee Representation

The Lessor is to nominate an Elected Member to attend and participate as a voting delegate within the Lessee's committee meetings.

EXECUTED as a Deed.

THE COMMON SEAL of the TOWN)
OF NARROGIN was hereunto affixed)
In the presence of:

Leigh Ballard

Mayor

Name of Mayor

Aaron Cook

Chief Executive Officer

Name of Chief Executive Officer

NRCCS Chairperson

Name of NDSCC Chairperson

10.4.3 LEASE - COLOCATION OF VOLUNTEER BUSH FIRE SERVICE & VOLUNTEER STATE EMERGENCY SERVICE

File Reference	A105188
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Fire and Emergency Services (FES) Ministerial Body (DFES)
Previous Item Numbers	Nil
Date	01 May 2024
Author	Victoria Anderson – Records & Governance Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Draft Lease 2. SK1 Diagrams 1-3 3. Hatched Plan	

Summary

After years of negotiations, the Fire and Emergency Services (FES) Ministerial Body (DFES) have offered the Shire of Narrogin the opportunity to lease a portion of Lot 812 Gordon Street, Narrogin on Deposited Plan 425276, of Crown Land Title Volume LR3176 Folio 246. The premises, including the existing State Emergency Service Unit (SES) buildings, measure approximately 7300m² and are shown for identification purposes as hatched on the plan attached, marked 1 (Appendix 3).

The lease is required to facilitate the proposed much needed colocation of the Shire's Volunteer Bush Fire Service (VBFS) and Shire's administered Volunteer State Emergency Service Unit (SES) (refer Attachment 2).

Background

The area, formerly netball and basketball courts and indeed a Fire Brigade running track, have been utilised by the Shire's Volunteer Bush Fire Service (VBFS) and auspiced Volunteer State Emergency Service Unit (SES) for many years for fire and rescue training and securely garaging emergency service vehicles and other general services storage.

The Reserve, up until approximately 1980, was indeed a Shire Recreation Reserve, (as a Management Order or Vesting as it was known at that time), in favour of the former Town of Narrogin. It is not known why the Reserve was handed to DFES.

For the record, the report also notes that the proposed lease area does not include the existing shed managed by the Shire and currently used for the Shire's VBFS (Central Volunteer Bush Fire Brigade). This Shed will eventually be either demolished or relocated and repurposed, or owned outright by DFES and retained, once the proposed colocation construction project is concluded.

Consultation

Consultation has been undertaken with:

- Shire President;
- Chief Executive Officer;
- Executive Manager Development & Regulatory Services;
- Central VBFB;
- Narrogin SES Unit; and
- DFES.

Statutory Environment

The request aligns with the Shire of Narrogin's Local Planning Scheme No. 3, for the use of the public reserve, which is reserved for emergency services.

Lease of the land would need to comply with the Management Order issued in favour of DFES by the Minister for Lands. The purpose of the Reserve (number 47304) is currently for the purpose of emergency services training centre. Approval to lease for periods up to 21 years has been granted, subject to each and every lease being endorsed by the Minister.

Policy Implications

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

Financial Implications

The Lessee is expected to maintain the upkeep of the premises, therefore responsibility for all matters pertaining to non-structural remains with the Shire of Narrogin, as is currently the case.

The lease requires payment of a lease fee by the lessee of \$1.00 plus GST, upon demand.

The current (as at 1 July 2024) lease for the property is \$2,293 + GST per annum

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	2.	Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.2	Build a healthier and safer community
Strategy:	2.2.1	Support the provision of community security services and facilities
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
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Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Not agreeing to a lease puts the colocation project worth \$5m in jeopardy as the grant is contingent upon the Shire of Narrogin having tenure to enable the construction of the joint facilities which also provides for St John Ambulance to also collocate as a true emergency services hub that will position the community as a regional centre for such services and enable greater volunteerism opportunities.	Almost Certain (5)	Major (4)	Extreme (20-25)	Management of Facilities, Venues, Events and Services	Proceed with the lease

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 20 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 Department of Fire and Emergency Services has granted the Shire's longstanding request to either secure a Management Order or receive a 21-year lease. This agreement paves the way for the future co-location of SES/BFB facilities, which is supported by a grant application submitted to the State's Local Government ESL Grant Scheme.

Additionally, this arrangement allows the Shire to eventually acquire the Management Order, once the lease is finalised, and potentially engage in a sublease with St John Ambulance for the northern portion. This sublease would enable the establishment of their planned four-bay Ambulance and Training District Sub Station in the future.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to the proposed lease of portion of Lot 812 Gordon Street, Narrogin on Deposited Plan 425276 (part of Management Order 47304), Council authorise the Shire President and the Chief Executive Officer to;

1. Enter into a lease in accordance with the principles of the draft lease (Appendix 1), for a period of 21 years for the purposes of colocation of the Shire's Volunteer Bush Fire Service (VBFS) and Shire's auspiced State Emergency Service (SES) facilities and which will enable future subletting portion to the Narrogin Sub Branch of St John Ambulance; and
2. Prepare, sign and affix the common seal to the final agreed lease.

REVISED DRAFT

FES MINISTERIAL BODY

- and -

SHIRE OF NARROGIN

**NARROGIN
NARROGIN SES
[SHORT FORM LEASE]**

BETWEEN:

The party named in Item 1 of the Schedule ("the Landlord");

and

The party named in Item 2 of the Schedule ("the Tenant").

AGREEMENT**1. DEFINITIONS AND INTERPRETATION****1.1. Definitions**

In this Lease:

- 1.1.1. **Australian Property Institute** means the Australian Property Institute (Inc.) Western Australian Division;
- 1.1.2. **Authority** includes any governmental or public authority of any kind;
- 1.1.3. **Building** means the buildings situated on and forming part of the Premises or any future buildings constructed by the Tenant thereon and any Landlord's Property;
- 1.1.4. **Commencement Date** means the date specified in Item 5 of the Schedule;
- 1.1.5. **Environmental Laws** means all laws regulating or otherwise relating to the environment including laws relating to land use, planning, heritage, pollution, contamination, public and occupational health and safety, or any other aspect of protection of the environment;
- 1.1.6. **Expiry Date** means the date specified in Item 5 of the Schedule;
- 1.1.7. **Land** means the land described in Item 3 of the Schedule;
- 1.1.8. **Landlord** includes:
 - 1.1.8.1. in the case of a person, that person's executors, administrators and assigns; and
 - 1.1.8.2. in any other case, the Landlord's successors and assigns;
- 1.1.9. **Landlord's Property** means the plant, equipment, fixtures, fittings and any other Landlord's property at the Premises (if applicable);
- 1.1.10. **Managing Agent** means any agent appointed by the Landlord to manage the Premises;
- 1.1.11. **Official Requirement** means any requirement, notice, order or direction properly given by any Authority;
- 1.1.12. **Outgoings** has the meaning set out in Annexure "A";
- 1.1.13. **Premises** means the premises described in Item 4 of the Schedule;
- 1.1.14. **Property Council** means the Property Council of Australia Limited;
- 1.1.15. **Rates and Taxes** means shire rates, water rates and land tax (calculated on the basis that the Land is the only land owned by the Landlord);
- 1.1.16. **Rent Commencement Date** means the date stated in Item 7 of the Schedule;
- 1.1.17. **Schedule** means the schedule at the back of this Lease;
- 1.1.18. **Services** means all gas, electricity, telephone, water, sewerage, fire prevention, ventilation, hydraulic and security services and all other services or systems available for the Tenant's use whether provided by the Landlord or any Authority;
- 1.1.19. **Tenant** includes the Tenant's successors and permitted assigns;
- 1.1.20. **Tenant's Employees** means each of the Tenant's employees, contractors and agents and those persons over whom the Tenant exercises control at the Premises;

1.1.21. **Tenant's Property** means the property of the Tenant brought onto, installed, constructed or erected at the Premises at any time during the Term (and includes any property acquired from a former occupier of the Premises);

1.1.22. **Term** means the term of this Lease stated in Item 5 of the Schedule.

1.2. Interpretation

In this Lease:

1.2.1. a reference to a statute, code or other written law includes State and Federal statutes, codes or other written laws and any regulations and other instruments under them and consolidations, amendments, re-enactments or replacements of any of them occurring at any time before or after the Commencement Date;

1.2.2. a reference to **law** includes any statute, rule, regulation, proclamation, ordinance or by-law, whether state, federal or otherwise;

1.2.3. a reference to the termination of this Lease includes the expiry of the Term; and

1.2.4. a reference to **rent** means the amount stated in Item 6 of the Schedule.

1.3. Schedule and appendices

All the provisions in the Schedule, the Annexure and any attachments or appendices at the back of this Lease are incorporated in and form part of this Lease. If there is any inconsistency between the terms of this Lease and any provision in the Schedule, then the provisions in the Schedule prevail.

1.4. Party preparing lease not to be disadvantaged

No rules of construction will apply to the disadvantage of a party on the basis that that party was responsible for the preparation of this lease or any part of it.

1.5. Governing law

This lease will be construed in accordance with and governed by the laws of Western Australia.

1.6. Entire Agreement

This Lease covers the whole of the agreement between the parties and no further or other covenants or provisions, whether in respect of the Premises or otherwise, will be considered to be implied or to arise between the parties by way of any collateral or other agreement.

2. GRANT

2.1. Grant

The Landlord leases to the Tenant and the Tenant takes a lease of the Premises for the Term commencing on the Commencement Date subject to the provisions of this Lease.

2.2. Quiet enjoyment

If the Tenant complies with the Tenant's obligations under this Lease, the Tenant may use the Premises without interruption or disturbance from the Landlord or any person claiming by, through or under the Landlord.

3. RENT

3.1. Rent

The Tenant must pay the rent to the Landlord annually in advance. The first instalment must be paid on the Rent Commencement Date and thereafter on the same date in each and every succeeding year of the Term clear of any deductions.

4. RATES AND TAXES AND OUTGOINGS

4.1. Payment of Rates and Taxes

4.1.1. The Tenant must pay to the Landlord all Rates and Taxes levied, assessed or imposed against the Landlord in relation to the Land, the Building or the Premises, or separately levied, assessed or imposed on the Premises, to the Landlord on demand.

4.1.2. If the Rates and Taxes are not separately levied, assessed or imposed, the Tenant must pay to the Landlord on demand the same proportion of the Rates and Taxes as the lettable area of the Premises (as certified by the Landlord) bears to the lettable area of the Land (as certified by the Landlord). This proportion will increase or decrease automatically with changes to the lettable area

of the Land.

4.2. Payment of Outgoings

- 4.2.1. In this Lease, **Lease Year** means each year commencing on 1 July and ending on the next 30 June. If this Lease commences between those dates, the period from the Commencement Date until the next 30 June is deemed to be a Lease Year and if the lease ends between those dates, the period from 1 July immediately before the date of the expiration or termination until that date is deemed to be a Lease Year.
- 4.2.2. If Outgoings are not separately levied, assessed or imposed, the Tenant must pay to the Landlord on demand the same proportion of the Outgoings as the lettable area of the Premises (as certified by the Landlord) bears to the lettable area of the Land (as certified by the Landlord). This proportion will increase or decrease automatically with changes to the lettable area of the Land.
- 4.2.3. The Tenant must pay any Outgoings separately levied, assessed or imposed on the Premises to the Landlord on demand.

5. SERVICES

5.1. Charges for Services

- 5.1.1. The Tenant must pay by the due date all charges for Services supplied to the Premises directly to the relevant supplier, or if the Landlord so directs, to the Landlord.
- 5.1.2. The Tenant acknowledges and agrees that the Tenant at its sole cost is responsible for arranging and maintaining the supply of services to the Premises (including the Building) at all times.

6. USE OF THE PREMISES

6.1. Permitted use

The Tenant may only use the Premises for the purpose of emergency services training centre.

6.2. Restrictions on use

The Tenant must not:

- 6.2.1. carry on any noxious or offensive trade or business at the Premises or in the Building;
- 6.2.2. cause any nuisance to occupiers of adjacent premises;
- 6.2.3. interfere with or obstruct the operation of or access to the Services or overload any Service;
- 6.2.4. use any facilities at or near the Premises or in the Building, including the toilets and drains, for any improper purpose;
- 6.2.5. sleep nor allow any person to sleep at the Premises or in the Building;
- 6.2.6. do or allow to be done at the Premises or in the Building anything which could overload the Services;
- 6.2.7. store any hazardous thing at the Premises or in the Building; or
- 6.2.8. breach any Environmental Laws.

6.3. Tenant's Risk

- 6.3.1. The Tenant occupies and uses the Premises at its own risk.
- 6.3.2. The Landlord is not liable for any damage or loss to any property or injury, illness or death of any person no matter how it happens except to the extent that the Landlord intentionally or negligently causes that damage, loss, injury, illness or death.

6.4. Security

The Tenant must use its best efforts to protect the Premises and the Building from theft and vandalism.

7. MAINTENANCE AND REPAIR

7.1. Repair of Premises

- 7.1.1. The Tenant must keep the Premises, the Building and the Landlord's Property in good repair and

condition at all times.

- 7.1.2. The Tenant at its sole cost (capital or otherwise) is responsible for any maintenance, replacement, renovation or repair of any nature (including structural maintenance, replacement, renovation or repair) to the Building.

7.2. Cleaning

The Tenant must keep the Premises clean and tidy at all times.

7.3. Tenant to Report

To the extent that they are known (or ought reasonably to be known) by the Tenant, the Tenant must give prompt written notice to the Landlord of any accident to or defect or lack of repair to any Service or fixtures, fittings, plant or equipment at the Premises that is likely to be or to cause any damage risk or hazard to the Premises or any person of which the Tenant is aware.

8. ALTERATIONS AND ADDITIONS

The Tenant must not without the Landlord's prior consent, which will not be unreasonably refused or delayed, alter or add to the Premises or the Building.

9. LEGAL OBLIGATIONS

9.1. Compliance with laws and Official Requirements

The Tenant at its cost must comply with and observe any law or Official Requirement concerning the Tenant's use or occupation of the Premises or the Building or the gender or number of persons at the Premises or the Building.

9.2. Compliance with requisitions of Authorities

For the avoidance of any doubt, the Tenant at its cost must perform and do all acts and things as are at any time during the Term required by any order or requisition of any Authority by reason of the nature of the business conducted by the Tenant at the Premises or by the number or sex of the persons engaged at or working at the Premises.

10. LANDLORD'S RIGHT TO ENTER THE PREMISES

10.1. Right to enter

The Landlord and its agents may after giving at least 2 business days' notice to the Tenant (or in an emergency, without notice) enter the Premises to do any one or more of the following things:

- 10.1.1. to inspect and / or examine the state of repair, order and condition of the Premises and / or the Building; or
- 10.1.2. to give or leave for the Tenant any notice under this Lease.

10.2. Minimise disruption

If the Landlord does anything permitted by the preceding clause the Landlord must not disrupt the Tenant's use of the Premises and must promptly make good any damage to the Tenant's Property caused by the Landlord.

11. TENANT'S RIGHTS IN RELATION TO ACCESS

The Tenant may have access to the Premises at all times provided the Tenant complies with the Landlord's reasonable requirements relating to safety and security in connection with access.

12. ASSIGNMENT AND SUBLETTING

12.1. Assignment and subletting permitted with prior consent

The Tenant may assign this Lease or sublet all or part of the Premises with the prior consent of the Landlord (such consent not to be unreasonably withheld) and the prior consent of the Minister for Lands.

12.2. Exclusion of Property Law Act

Sections 80 and 82 of the *Property Law Act 1969* are excluded.

12.3. Tenant to remain liable

The covenants and agreements on the part of any assignee or sub-tenant will be considered to be supplementary to this lease and will not in any way relieve or be treated as relieving the Tenant from its

obligations and liabilities under this lease.

13. INSURANCE AND INDEMNITY

13.1. Tenant's Insurance

- 13.1.1. The Tenant must, at all times during the Term and at the Tenant's expense, arrange and maintain insurance cover in respect of General Liability (including Products Liability), Motor Vehicle Material Loss or Damage and Motor Vehicle Third Party Liability, Property and Business Interruption, Personal Accident – Voluntary Workers and Personal Accident – Work Experience and other insurance cover which the Landlord acting reasonably from time to time during the Term requires the Tenant to take out and maintain with an amount of cover as may be reasonably specified by the Landlord.
- 13.1.2. The Tenant must give the Landlord a copy of any certificate of currency or receipt the Landlord requests (acting reasonably) in relation to insurance which the Tenant is required to arrange and maintain.
- 13.1.3. The Tenant must pay to the Landlord or as directed by the Landlord from time to time on demand the amount of all premiums and any excess paid by the Landlord in respect of any insurances effected by the Landlord for the purposes of this lease, as an Outgoing.

13.2. Increase in premiums

If any premium for insurances taken out by the Landlord is increased because of the use of the Premises by the Tenant, or by any other reason, then the Tenant must pay to the Landlord the amount of that increase on demand.

13.3. Avoidance of Landlord's policy

If the Tenant does or permits anything to be done which invalidates or voids any insurance policy taken out by or for the benefit of the Landlord, then the Tenant is responsible for any damage or loss which the Landlord consequently suffers or incurs.

13.4. Payment of premiums

The Tenant must pay all premiums in respect of the insurance policies to be taken out by the Tenant under this lease to the appropriate insurer by the due date for payment.

13.5. Indemnity

The Tenant is responsible for and indemnifies the Landlord and the Minister of Lands against any liability resulting from:

- 13.5.1. any loss of or damage to property or any injury to or death of any person occurring at the Premises, the Building or the Land caused or contributed to by the Tenant or the Tenant's Employees wherever occurring; or
- 13.5.2. any reasonable action taken by the Landlord to remedy a default by the Tenant.

This indemnity does not apply to the extent that the liability is caused or contributed to by the Landlord or the Landlord's agents, contractors or employees or the Minister for Lands or any employee or agent of the Minister for Lands.

14. LANDLORD HAS NO OBLIGATIONS CONCERNING BUILDING

The Tenant acknowledges and agrees that the Landlord has no obligations of any kind regarding the structure or maintenance of the Building.

15. LANDLORD HAS NO OBLIGATIONS CONCERNING SERVICES

The Landlord has no obligations of any kind regarding the functioning, maintenance or repair of the Services.

16. LANDLORD'S OBLIGATIONS / RIGHTS

16.1. Rates and Taxes

The Landlord must by the relevant due date or dates pay to the relevant Authority, supplier or entity all Rates and Taxes and any Outgoings levied, assessed or imposed relating to the Land, the Building or the Premises.

16.2. Landlord not liable for damage

The Landlord is not liable for any cost, loss or damage resulting from any equipment, goods or property of any kind which may be at the Premises during the Term being destroyed or damaged by any means, except where the damage or destruction is caused by any negligent act or omission by the Landlord.

16.3. Landlord not liable for interruption of Services

Despite any implication or rule of law to the contrary, the Landlord is not liable to the Tenant for any loss or damage suffered by the Tenant from any malfunction, failure to function or interruption of or to any of the Services or fire equipment at the Premises or for the blockage of any sewers, water drains, gutters, downpipes, or storm water drains unless it is caused by any negligent act or omission by the Landlord.

16.4. Landlord Insurance

The Landlord will maintain cover of the nature effected with the Western Australian Government Treasury Managed Fund (Riskcover) in respect of the Land (including the Landlord's Property).

16.5. No Obligation

For the avoidance of any doubt, the Landlord is under no obligation to maintain the Building or any other improvements at the Premises.

16.6. Adequacy of Premises and Services

The Landlord makes no representation that the Premises are fit for the permitted use specified in clause 6.1. The Tenant acknowledges and declares that in entering into this Lease, the Tenant has not relied on any promise, representation, undertaking or warranty given by or on behalf of the Landlord as to the suitability of the Premises or Services for any business or undertaking to be carried on or conducted there.

17. DEFAULT AND TERMINATION

17.1. Tenant's default

The Tenant is in default if:

- 17.1.1. the Tenant fails to comply with any of the Tenant's obligations under this Lease within 21 days after the Landlord has given the Tenant a notice specifying the default and requiring it to be remedied; or
- 17.1.2. the Tenant repudiates this Lease.

17.2. Forfeiture of Lease

Subject to giving any prior demand or notice required by any law, if the Tenant is in default in any manner specified in clause 17.1, the Landlord may:

- 17.2.1. re-enter and take possession of the Premises and this Lease terminates immediately that occurs; or
- 17.2.2. by notice to the Tenant, terminate this Lease on the date of giving the notice or on any later date.

17.3. Essential terms and damages

Every obligation of the Tenant under this Lease:

- 17.3.1. to pay money;
- 17.3.2. not to do something without the Landlord's consent; or
- 17.3.3. relating to damage to the Premises or to the state of repair or condition of the Premises and / or the Building,

is an essential term of this Lease. (This clause does not prevent other obligations being essential terms).

If the Tenant defaults by not performing or complying with any obligation which is an essential term, the Landlord is entitled to recover damages for losses over the whole Term, including losses caused by the

non-payment of money by the Tenant over that period, even if this Lease is terminated by the Landlord as a result of the Tenant's default before the Expiry Date.

This clause is not to be taken as relieving the Landlord of any duty to mitigate losses which is imposed by law.

18. TERMINATION OF TERM

- 18.1.1. On termination of this Lease, the Tenant must leave the Premises in good repair, order and condition in accordance with this Lease, fair wear and tear excepted.
- 18.1.2. The Tenant must surrender to the Landlord all keys and security devices giving access to the Premises, whether or not they were supplied by the Landlord.
- 18.1.3. The Tenant must remove the Tenant's Property (including but not limited to all signs, partitions, furnishings, fittings and equipment) from the Premises at any time before termination of this Lease and must repair any damage caused by removal of the Tenant's Property.
- 18.1.4. If the Tenant does not remove the Tenant's Property or any part before termination of this Lease, the Landlord must give the Tenant notice of any Tenant's Property which has not been removed and allow the Tenant access to the Premises for the purpose of removing it within 7 days after the notice is given. If any of the Tenant's Property has not been removed within that time, the Landlord may treat that Tenant's Property as if it has become the Landlord's Property without being liable in conversion or for any loss or damage and without being liable to account to the Tenant.

19. DAMAGE AND DESTRUCTION

19.1. Tenant's Rights

If any part of the Building is damaged or destroyed so that the whole or a substantial part of the Building is unfit for use by the Tenant, the Tenant must give notice to the Landlord within 2 months after the date of the damage or destruction which either:

- 19.1.1. terminates this Lease on a date that is 1 month after the date the Landlord receives the notice; or
- 19.1.2. informs the Landlord of the Tenant's intention to make the Building fit for use by the Tenant.

19.2. Landlord's right to terminate

If the Tenant gives notice under clause 19.1.2 and does not make the Building fit for use by the Tenant within a reasonable time, having regard to the extent of the damage and the time required to obtain all necessary approvals and to carry out the necessary work, the Landlord may terminate this Lease by giving 1 months notice to the Tenant.

19.3. Restrictions on Tenant's rights

The Tenant's right to terminate this lease under this clause 19 does not apply where the destruction or damage is caused or contributed to by the act, omission, default or negligence of the Tenant or the Tenant's Employees.

20. MISCELLANEOUS

20.1. Notices

- 20.1.1. Any notice by any party under this Lease is valid if signed by any authorised representative or the solicitor of that party and must be given in writing.
- 20.1.2. Any notice to any party under this Lease is valid if given to a managing agent appointed by that party.
- 20.1.3. Any notice by the Tenant to the Landlord must be given by being sent by prepaid post to:
FES Ministerial Body
20 Stockton Bend
Cockburn Central WA 6164
Attention: Land and Buildings
- 20.1.4. Any notice by the Landlord to the Tenant must be given by being sent by prepaid post to:
The Chief Executive Officer
Shire of Narrogin
PO Box 1145
Narrogin WA 6312
- 20.1.5. All notices sent by post must be addressed to the address stated in this Lease.

- 20.1.6. Any notice sent by post is taken to be given on the third business day after the day it was posted.
- 20.1.7. The Tenant acknowledges and agrees that the Landlord does not accept service of notices by email or facsimile.

20.2. Caveat

The Tenant may lodge a subject to claim caveat in respect of the Premises in relation to the Tenant's interests under this Lease, but must immediately withdraw that caveat after the Tenant has ceased to have any interest in the Premises under this Lease.

20.3. Costs and expenses arising on default

A party who is in default must pay to or reimburse the other party on demand the amount of all costs and expenses (including legal costs and expenses) arising as a result of enforcing any right under this Lease including giving a notice under section 81 of the *Property Law Act 1969*.

20.4. Other costs and expenses

Unless otherwise stated in this Lease, each party will pay its own costs and expenses (including legal costs and expenses) in connection with this Lease or anything done or to be done under this Lease.

20.5. Landlord may act by Agent

All acts and things which the Landlord is required or empowered to do under this Lease may be done by the Landlord, solicitor, agent, contractor or employee of the Landlord, including the Managing Agent.

21. GST

21.1. Definitions

In this Lease:

- 21.1.1. **GST** has the meaning given in section 195-1 of the *GST Act*;
- 21.1.2. **GST Act** means *A New Tax System (Goods and Services Tax) Act 1999*;
- 21.1.3. **Input Tax Credit** has the meaning given in section 195-1 of the *GST Act*;
- 21.1.4. **Primary Payment** means any payment by the Tenant to the Landlord under this Lease;
- 21.1.5. **Taxable Supply** has the meaning given in section 195-1 of the *GST Act*; and
- 21.1.6. **Tax Invoice** has the meaning given in section 195-1 of the *GST Act* and in the *A New Tax System (Goods and Services Tax) Regulations 1999*.

21.2. Payments exclusive of GST

The amount of all Primary Payments specified in this Lease is exclusive of GST.

21.3. Primary Payment increased

If GST is payable by the Landlord in respect of a Primary Payment or any part in connection with a Taxable Supply provided under this Lease:

- 21.3.1. the Primary Payment is increased by an amount equal to the applicable GST; and
- 21.3.2. the Tenant must pay the amount of the increase in the same manner and on the same date as the Tenant is required to pay the Primary Payment.

21.4. Adjustment

If the Primary Payment consists (wholly or partly) of the recovery by the Landlord of all or a portion of the Landlord's costs, the Primary Payment is to be reduced by the amount (or corresponding proportion) of the Input Tax Credits available to the Landlord in respect of these costs and then increased by any applicable GST payable under clause 21.3.

21.5. Tax invoice

If a Primary Payment is to be increased to account for GST under clause 21.3, the Landlord must, by the date on which the increased Primary Payment is to be paid, issue a Tax Invoice to the Tenant.

22. MINISTER FOR LANDS CONSENT

The Minister for Lands consents to this lease, a copy of the consent is attached to this lease marked "2".

23. Reserve 47304

- 23.1.** Reserve 47304 was created for the purpose of emergency services training centre.
- 23.2.** The Landlord as the primary interest holder has the care, control and management of the Land pursuant to Management Order J104022 ("**Management Order**").
- 23.3.** Pursuant to the Management Order, the Landlord has the power to lease the Land for a term not exceeding 21 years subject to the prior written approval of the Minister for Lands.

DRAFT

SCHEDULE

Item 1 Landlord

FES Ministerial Body (formerly known as Fire and Emergency Services Authority of Western Australia) of 20 Stockton Bend, Cockburn Central, Western Australia, 6164

Item 2 Tenant

Shire of Narrogin of 89 Earl Street, Narrogin Western Australia, 6312

Item 3 Land

Lot 812 on Deposited Plan 425276 being the land comprised in Crown Land Title Volume LR3176 Folio 246.

Item 4 Premises

Part of the Land (including the Building) measuring approximately 7300m² and shown for identification purposes only hatched on the plan attached marked "1".

Item 5 Term

The period of 21 years from the Commencement Date to the Expiry Date

Commencement Date

Expiry Date

Item 6 Rent

\$1.00 per annum (exclusive of GST)

Item 7 Rent Commencement Date

The Commencement Date

Item 8 Additional Provisions

8.1. Signage

The Tenant must not place or allow to be placed at the Premises, the Building or on the Land any sign unless the Tenant has first obtained the Landlord's written approval (such approval not to be unreasonably withheld or delayed). The Tenant at its expense must maintain any signage erected in good repair and condition at all times.

8.2. Right of Landlord to make Rules

The Landlord may make rules and amend them by notice to the Tenant so long as no rule materially prejudices the Tenant's rights under this Lease or materially adversely affects the Tenant's use of the Premises. If there is inconsistency between the provisions of this Lease and any rules, the provisions of this lease will prevail. The Tenant will observe and perform and cause the Tenant's Employees to observe and perform the Tenant's obligations under this Lease and any rules made by the Landlord.

8.3. Easements

8.3.1. For the purpose of:

- (a) provision of access to the Land, the Building or the Premises;
- (b) the support of structures erected on the Land or adjoining land; and
- (c) any utility or Service,

the Landlord may dedicate, grant, transfer or otherwise enter into any arrangement in relation to the Land provided it does not materially prejudice the Tenant's rights under this lease.

8.3.2. This lease will be deemed to be subject to any right granted by the Landlord under this Item 8.3.

8.4. Contamination

Notwithstanding any other provision contained in this Lease to the contrary, the Tenant at its cost must immediately remediate any contamination (which term has a similar meaning as the term “contaminated” as defined in the *Contaminated Sites Act 2003*) arising from the Tenant’s use or occupation of the Premises or the Building. This provision shall survive the termination or expiration of this Lease.

8.5. Landlord Release

Notwithstanding any other provision contained in this Lease to the contrary, to the full extent permitted by law, the Tenant releases the Landlord from liability for any claim in respect of or arising from any loss or damage to any property at the Premises or the Building or injury to, illness, or death of any person at the Premises or in the Building unless caused by the negligence of the Landlord.

8.6. Early Termination

Notwithstanding any other provision contained in this lease to the contrary, either party may terminate this Lease at any time during the Term by giving 6 months notice (or such other notice period agreed by the Landlord and Tenant) to the other party and at the expiration of the notice period, this Lease terminates. No compensation or penalty payment will apply if the Lease is terminated pursuant to this special condition.

8.7. Enquiries

The Tenant has made and relied on its own enquiries in relation to all matters relevant to its decision to enter this Lease.

8.8. “As is”

The Tenant accepts that the Premises (including the Building) are provided to the Tenant on an “as is” basis as at the Commencement Date.

8.9. Tenant Works

Notwithstanding any other provision contained in this lease to the contrary, the Tenant agrees prior to commencing any work at the Premises that it must provide the Landlord with plans, drawings and specifications for the proposed works for the Landlord’s approval (such approval not to be unreasonably withheld).

If approved on each separate occasion, the works are to be undertaken and completed by the Tenant in accordance with all Australian Standards and Building Codes of Australia.

The Tenant must obtain all approvals statutory or otherwise in respect of carrying out the approved works and the Tenant must produce the approvals to the Landlord.

The Tenant acknowledges and agrees that approved works must be carried out in a professional and competent manner by reputable tradespeople using good quality materials.

The Tenant must ensure that prior to commencing any approved works its contractors have taken out and will maintain policies of insurance covering contractors risks insurance.

Any approved works referred to in this Item 8.9 must be completed to the Landlord’s absolute satisfaction.

8.10. Transfer to Tenant

The Landlord and the Tenant acknowledge that during the Term the Premises may be excised from the Land to create a new Crown Land Title with the Tenant to be the primary interest holder of same. Upon creation of the new Crown Land Title (if applicable) this lease will come to an end.

Executed as a Deed.

Signed by **KATHLEEN COLGATE** Executive)
Manager – Land and Buildings as sub)
delegate of the Minister under Sections 15)
and 16 of the Fire and Emergency Services)
Act 1998 (WA)in the presence of:)

Signature of Witness

Print name of Witness

Address of Witness

Occupation of Witness

The Common Seal of the Shire of Narrogin)
was hereunto affixed in the presence of:)

Signed

Signed

Position

Position

Print full name

Print full name

“A”

DEFINITION OF “OUTGOINGS”

Outgoings means the total of all amounts properly and reasonably paid or payable by the Landlord in respect of a Lease Year with respect to the Land, the Building or the Premises in connection with:

- (1) Rates and Taxes (if applicable);
- (2) premiums and any other costs or expenses relating to any insurance which the Landlord takes out;
- (3) supplying Services, except Services which are separately metered and charged to the person to whom they are supplied;
- (4) maintaining, servicing and repairing the Land, the Premises and the Services;
- (5) security and safety;
- (6) any other operating expenses reasonably and properly incurred by the Landlord.

The Outgoings do not include any capital costs or any expenditure for structural work or contributions to any sinking fund. For the avoidance of doubt, the Tenant is entirely responsible to pay all capital costs or expenditure for structural work for the Building and the Premises.

NOTES:

To be confirmed :
Mechanical ventilation may be required along with the ridge and louvered ventilation to the Vehicle Areas.

Vehicle Area Column, Truss, Purlins & Girt Structural sizes to be confirmed with future Structural Engineering Design.

Note: Brick Course height indicated for labeling purposes as standard brick coursing i.e. 1c = 86mm.

Main building brick veneer walls consist of 90mm External leaf federation limestone third bond brickwork.
Internal walls are steel stud walls as per engineers details.

Allow for Spilt Reverse Cycle Air-Conditioning with Condenser units positioned on roof as per future Air-Conditioners Layout.
Air conditioning is not required for Vehicle Areas, Stores, Laundry or Ablution and toilet areas.

Internal office doors to have a glazed viewing panel.

AREAS:

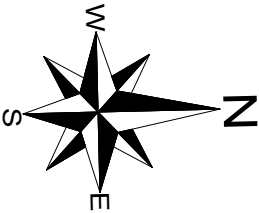
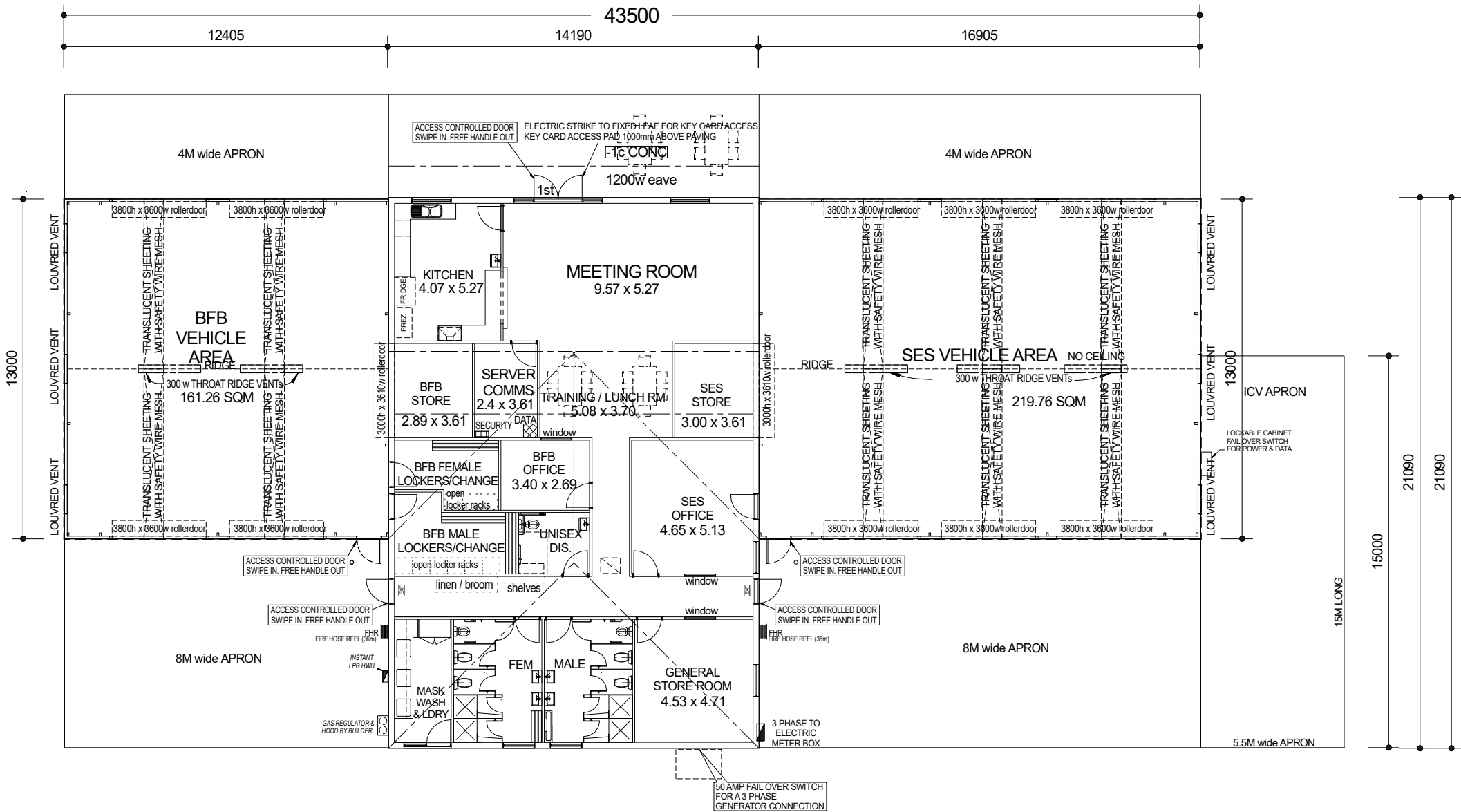
MAIN BUILDING AREA Per. 70.56m = 299.264m²

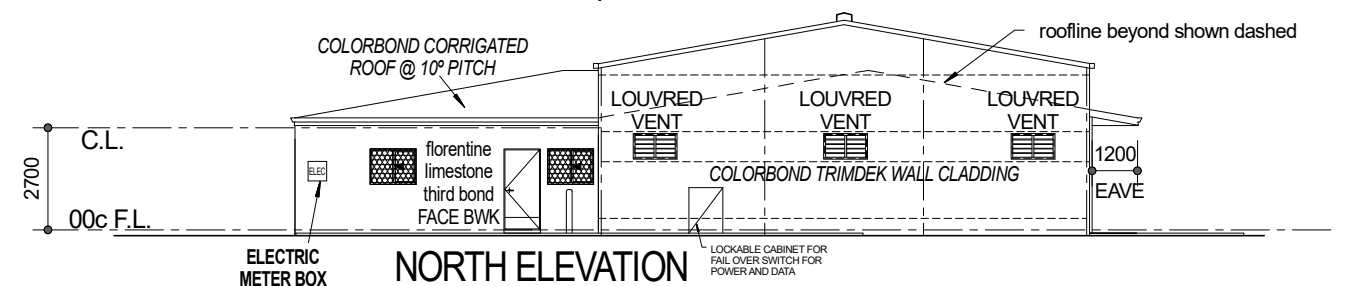
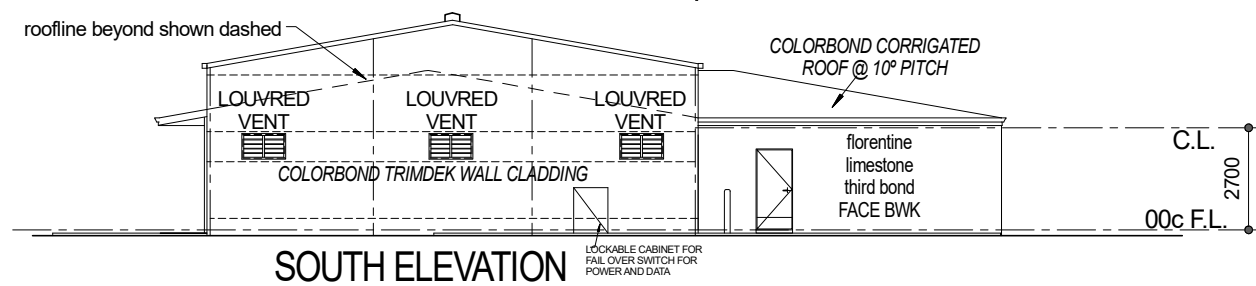
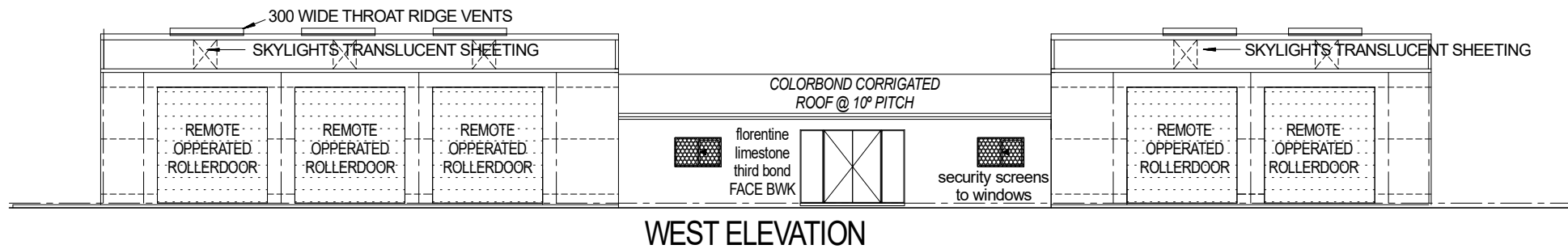
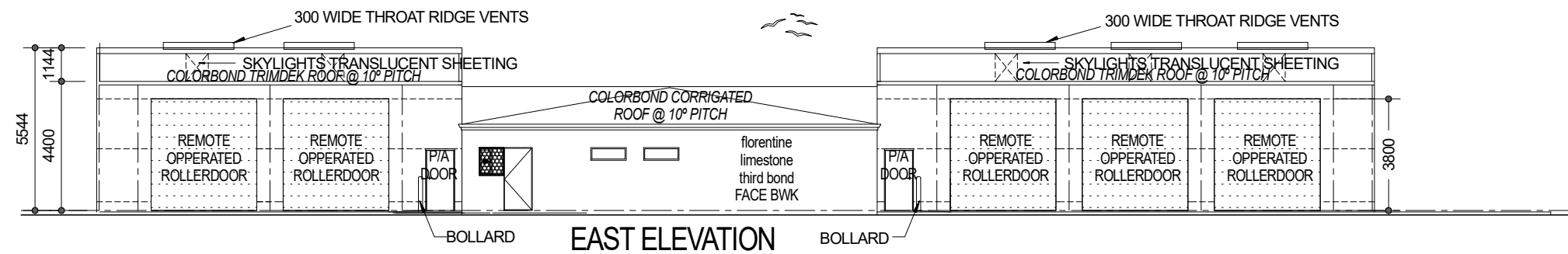
BFB VEHICLE AREA = 161.265m²

SES VEHICLE AREA = 219.765m²

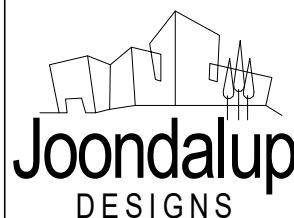
TOTAL BUILDING AREA = 680.294m²

PROVIDE SPLIT SYSTEM REVERSE CYCLE
AIR CONDITIONING AS PER FUTURE
MANUFACTURERS RECOMENDATIONS
CONDENSER UNITS TO BE LOCATED ON ROOF





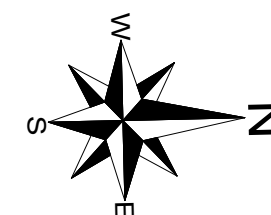
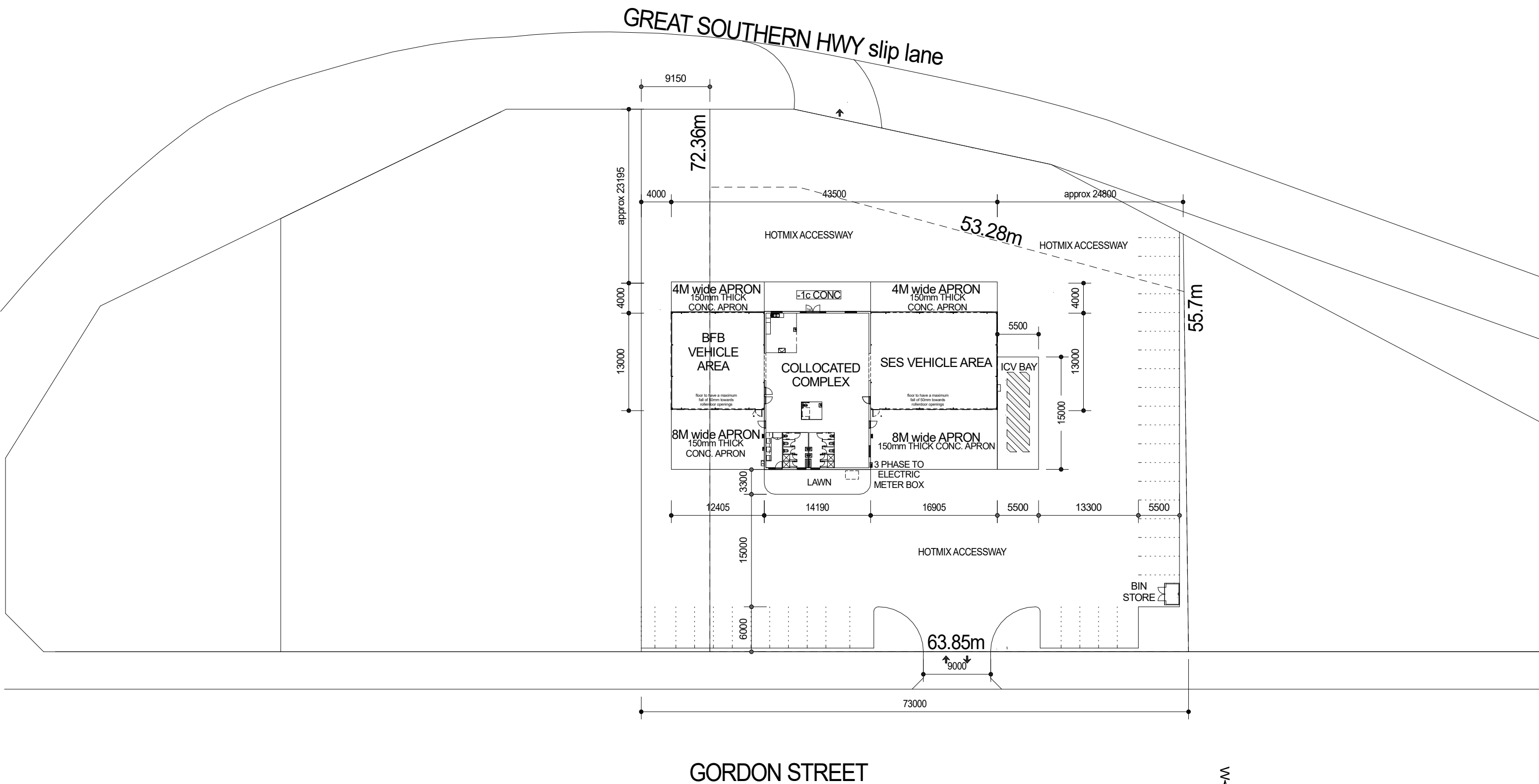
JOONDALUP DESIGNS
 Address 845 Muchea South Rd, Muchea.
 Post office Box 97, Muchea, 6501.
 Email joondalupdesigns@bigpond.com
 Phone 08 9571 4361
 Mobile 0411 513 771




PROPOSED SHIRE of NARROGIN / DFES COLLOCATED EMERGENCY SERVICES FACILITY GORDON STREET, NARROGIN

Agenda Ordinary Council Meeting 22 May 2024

Rev No:	Variation:	Date Dwn:	By:	design sketch SK1			
0 A B C	ISSUED FOR APPROVAL REVISED FOR APPROVAL RE-DESIGN REDUCE IN SIZE RE-LOCATE SES OFFICE	01.02.24 14.02.24 20.03.24 24.03.24	LA LA LA LA	DRAWING NAME: ELEVATIONS			
FILE NAME : E:\Documents\JD\2023 JD\Narrogin\DFES SK1.SKF				Date Drawn: FEB 2024	Scale: 1 : 200	Sheet No: 2 OF 3	Revision: Page 290 C



<div>JOONDALUP DESIGNS</div> <div>Address 845 Muchea South Rd, Muchea. Post office Box 97, Muchea, 6501. Email joondalupdesigns@bigpond.com Phone 08 9571 4361 Mobile 0411 513 771</div> <div>Shire of Narrogin</div>	<div></div> <div>Joondalup DESIGNS</div>	<div>PROPOSED SHIRE of NARROGIN / DFES COLLOCATED EMERGENCY SERVICES FACILITY GORDON STREET, NARROGIN</div> <div>Agenda Ordinary Council Meeting 22 May 2024</div>	<div>Rev No:</div> <div>0 A B</div>	<div>Variation:</div> <div>ISSUED FOR APPROVAL REVISED FOR APPROVAL RE-DESIGN REDUCE IN SIZE</div>	<div>Date Dm:</div> <div>01.02.24 14.02.24 20.03.24</div>	<div>By:</div> <div>LA LA LA</div>	<div>design sketch SK1</div>			
			<div>DRAWING NAME:</div> <div>SITE LOCATION PLAN</div>						<div>Date Drawn:</div> <div>FEB 2024</div>	<div>Scale:</div> <div>1 : 500</div>



10.4.4 RENEWAL OF LEASE - NARROGIN GOLF CLUB INC.

File Reference	A340057
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Narrogin Golf Club Inc.
Previous Item Numbers	Nil
Date	15 May 2024
Author	Victoria Anderson – Records & Governance Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Current Narrogin Golf Club Lease; 2. Management Order; and 3. Letter to Minister.	

Summary

The Narrogin Golf Club Inc. have requested that the Shire give effect to the renewal (for a further 21 year period) of their lease, over portion of Reserve 31110, Lot 3000 Williams-Kondinin Road, Narrogin. The Council is being requested to consider the extension, given the current lease option expires on 31 May 2024.

Background

The Narrogin Golf Club has a current Lease with the Shire on one portion of Reserve 31110, Lot 3000 Williams-Kondinin Road, Narrogin, with the purpose of 'Golf Links and Recreation'.

The Narrogin Golf Club's current lease is dated from 01 July 2003 and their first option expires the 31 May 2024, with an option of renewal for a further 21 years listed within it (clause 6 of the schedule).

It should be noted that a 21 and 21 year lease of a local authority recreation reserve is extremely rare and not in keeping with *current* guidelines of Landgate.

Consultation

Consultation has been undertaken with:

- Shire President;
- Chief Executive Officer; and
- President of the Club.

Statutory Environment

The request aligns with the statutory framework for the use of public reserves for recreational purposes, being the Shire of Narrogin's Local Planning Scheme No. 3.

Lease of the land would need to comply with the Management Order issued in favour of the Shire of Narrogin by the Minister for Lands. Approval to lease for periods up to 21 years has been granted, subject to each and every lease being endorsed by the Minister (Attachment 3).

Section 3.58 of the Local Government Act 1995, in relation to 'disposal' (by way of lease) relates.

Disposal by way of lease, to an Incorporated Association is exempt from any advertising or valuation requirements.

Noting that this is an exercise of option to renew, such provisions however are not applicable.

Policy Implications

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

Financial Implications

The Lessee is expected to maintain the upkeep of the premises, therefore responsibility for all matters pertaining to non-structural remains with the Club.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	2.	Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.2	Build a healthier and safer community
Strategy:	2.2.1	Support the provision of community security services and facilities
Outcome:	2.3	Existing strong community spirit and pride is fostered, promoted and encouraged
Strategy:	2.3.2	Engage and support community groups and volunteers
Objective	3.	Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.3	Efficient use of resources
Strategy:	3.3.1	Increase resource usage efficiency

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Not approving the lease could lead to dissatisfaction with residents and impact the Council's relationship with the community.	Possible (3)	Minor (2)	Medium (5-9)	Engagement Practices	Agree to lease renewal.
Loss of revenue for the community as competitions held attract visitors who	Possible (3)	Minor (2)	Medium (5-9)	Business & Community Disruption	Agree to lease renewal.

support local businesses.					
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Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of six (6) 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 Club have been in contact with the Shire requesting to exercise their option to renew the lease, being a further, final, 21 year term.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to the request of the Narrogin Golf Club Inc. to effect their extension of lease, for a further 21 year term, Council authorise the Shire President and the Chief Executive Officer to:

1. Prepare, sign and affix the common seal to a renewal of lease under the same terms and conditions, subject to receipt of written approval from the Minister for Lands.

EXPIRY 31/5/2024
FEE \$24.00 P.A.

TOWN OF NARROGIN

AND

NARROGIN GOLF CLUB INC.

LEASE

NARROGIN GOLF CLUBROOMS & COURSE

THIS LEASE is made on

BETWEEN TOWN OF NARROGIN of 89 Earl Street, Narrogin, Western Australia ("**Lessor**")

AND NARROGIN GOLF CLUB INC ("**Lessee**")

RECITAL

Subject to certain approvals and consents being obtained, the Lessor has agreed to lease the Premises to the Lessee and the Lessee has agreed to take the Premises on lease from the Lessor upon and subject to the provisions of this Lease.

IT IS AGREED

1. INTERPRETATION

1.1 Definitions

In this document:

"**Commencement Date** " means the Commencement Date specified in Item 4 of the Schedule.

"**Expiration Date** " means the Expiration Date specified in Item 4 of the Schedule.

"**Permitted Use** " means the Permitted Use specified in Item 8 of the Schedule.

"**Premises**" means the land described in item 1 of the Schedule together with all buildings and improvements on that land or after the signing of this Lease erected on that land and includes any part thereof.

"**Rent** " means the rent specified in the Schedule and the rent payable under this Lease from time to time.

"**Reserve**" means where the Premises are a reserve (as defined in the Land Administration Act 1997) or portion of such a reserve which has been placed under the care, control and management of the Lessor pursuant to the Land Administration Act 1997, that reserve.

"**Term**" means the term specified in item 4 of the Schedule and includes, if the Lessee exercises any option of renewal of this Lease granted to the Lessee pursuant to the provisions of **clause 3.2**, any further term.

1.2 Definitions: GST

In this document the expressions "consideration", "GST", "input tax credit", "supplier", "supply", "tax invoice", "recipient" and "taxable supply" have the meanings given to those expressions in the A New Tax System (Goods and Services Tax) Act 1999.

1.3 Construction

Unless expressed to the contrary:

(a) words importing:

(i) the singular include the plural and vice versa;

- (ii) any gender include the other genders;
- (b) if a word or phrase is defined cognate words and phrases have corresponding definitions;
- (c) a reference to:
 - (i) a person includes a firm, unincorporated association, corporation and a government or statutory body or authority;
 - (ii) a person includes its legal personal representatives, successors and assigns;
 - (iii) a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them;
 - (iv) a right includes a benefit, remedy, discretion, authority or power;
 - (v) an obligation includes a warranty or representation and a reference to a failure to observe or perform an obligation includes a breach of warranty or representation;
 - (vi) provisions or terms of this document or another document, agreement, understanding or arrangement include a reference to both express and implied provisions and terms;
 - (vii) time is to local time in Perth, Western Australia;
 - (viii) "\$" or "dollars" is a reference to the lawful currency of Australia;
 - (ix) this or any other document includes the document as varied or replaced and notwithstanding any change in the identity of the parties;
 - (x) writing includes any mode of representing or reproducing words in tangible and permanently visible form, and includes facsimile transmissions.

1.4 Headings

Headings do not affect the interpretation of this document.

1.5 Exercise of Discretion

A power, authority, right or discretion conferred by this Lease may be exercised from time to time as the occasion requires.

1.6 Withholding of Consent or Approval

Where the consent or approval of a party to this Lease is required, that consent or approval must not be unreasonably or capriciously withheld, but this clause has no application to **clause 4.5**.

2. CONDITIONS

2.1 Conditions

This document is subject to and conditional upon:

- (a) the prior approval in writing of the Minister for Lands pursuant to section 18 of the Land Administration Act 1997; and
- (b) any other necessary approvals and consents (if and to the extent that those approvals and consents are necessary and have not been obtained prior to the signing of this document) being obtained within three months after the signing of this document.

2.2 Application for Approvals and Consents

As soon as possible after the signing of this document the Lessor must, if the Lessor has not already done so, make application for the approvals and consents referred to in **clause 2.1(b)** and must pursue those applications and the Lessee must promptly join in the applications as may be necessary.

2.3 Failure of Condition

If any approval or consent is refused or not obtained on or prior to the date specified in **clause 2.1(b)** this document ceases to have effect and no party has any claim against any other party.

2.4 Approval or Consent Subject to Conditions

If any approval or consent is granted subject to any conditions with which either party is unable or reasonably unwilling to comply that party may give to the other a notice in writing within one month of becoming aware of the condition that the condition is unacceptable and thereupon the approval or consent is deemed to have been refused and this document ceases to have effect and no party has any claim against any other party.

3. LEASE

3.1 Initial Term

The Lessor leases the Premises to the Lessee and the Lessee takes the Premises on lease from the Lessor together with the rights specified in item 2 of the Schedule but subject to the reservations specified in item 3 of the Schedule for the term specified in item 4 of the Schedule at the Rent specified in item 5 of the Schedule upon and subject to the provisions of this Lease.

3.2 Option of Renewal

If at the date of exercise of the option the Lessee has not failed to comply with any notice given by the Lessor to the Lessee requiring the Lessee to remedy a breach by the Lessee of the provisions of this Lease on the Lessee's part to be complied with, the Lessee has the option of extending this Lease for the Further Term specified in item 6 of the Schedule exercisable by the written request of the Lessee made not more than six (6) months nor less than three (3) months prior to the expiration of the term specified in item 4 of the Schedule at the same rental and upon the same provisions as are contained in this Lease except this **clause 3.2**.

4. LESSEE'S AGREEMENTS WITH LESSOR

The Lessee agrees with the Lessor as follows:

4.1 Rent

To pay to the Lessor the Rent in the manner specified in item 5 of the Schedule without any deduction or abatement whatsoever except if the Premises are destroyed or damaged as set out in **clause 7**.

4.2 Outgoings

Duly and punctually to pay all rates, taxes, assessments, charges, impositions and outgoings of whatsoever nature payable or hereafter to become payable to any Government, local government or other authority in respect of the Premises and the following applies:

- (a) the Lessee's liability in respect of all such rates, taxes, assessments, charges, impositions and outgoings commences on the Commencement Date and ceases on the Expiration Date and must be apportioned between the parties on each of those dates;
- (b) if the Premises are not separately rated, charged or assessed in respect of any of the rates, taxes, assessments, charges, impositions and outgoings referred to in this **clause 4.2(a)** then for the purposes of this **clause 4.2** they must be apportioned between the Premises and the other premises the subject of the assessment in proportion to their respective areas.

4.3 Rubbish Charges

Deleted.

4.4 Electricity, and Gas, Telephone and Water

Duly and punctually to pay and discharge all charges and meter rents in respect of gas, electricity, water and telephone used, consumed or incurred on the Premises and if it is possible and reasonably practical to do so, to procure the issue of accounts in respect of such services to and in the name of the Lessee rather than to and in the name of the Lessor.

4.5 Assignment, Subletting, Parting with Possession

- (a) Not to assign, mortgage, charge, sublet or part with the possession of the Premises without the prior written consent of the Lessor which consent the Lessor may in the Lessor's absolute discretion refuse without assigning any reason and it is agreed that Sections 80 and 82 of the Property Law Act 1969 are excluded from and do not apply to this Lease.
- (b) Not to assign, mortgage, charge, sub-let or part with the possession of the Premises without such prior approval in writing of the Minister for Lands if his consent is required pursuant to the Land Administration Act 1997.

4.6 Statutory Obligations

- (a) To comply with and obey the provisions of and all lawful and valid regulations, notices, orders and by-laws which may from time to time be made or given with respect to or affecting the Premises or the use or occupancy of the Premises under the provisions of the Health Act 1911, the Local Government Act 1995, the Metropolitan Water Supply Sewerage & Drainage Act 1909, the Fire Brigades Act 1942, the Bush Fires Act 1954, the Environmental Protection Act 1986 or any other statute, order, regulation, by-law or town planning scheme now or hereafter in force or made or given by any Minister, Department, Health Board, Municipal Council, Water Board or other competent authority or person.
- (b) To take out and keep current any lease required in connection with any activities carried on from the Premises.

4.7 Alterations

Not without the prior written consent of the Lessor to:

- (a) erect or suffer to be erected any building or structure on the Premises or to make or suffer to be made any alteration in or to any building or structure erected on the Premises or cut, maim or injure or suffer to be cut, maimed or injured any of the walls or timbers of such building or structure; and
- (b) install any water, gas or electrical fixtures, equipment, appliance or apparatus for illuminating air conditioning, heating cooling or ventilating the Premises

and that if any buildings and improvements are to be constructed, erected or made or works carried out or executed on the Premises or any such installation is to be made by the Lessee, it is agreed that they must be constructed, erected, made, carried out and executed under the supervision and to the satisfaction of the Lessor and not otherwise.

4.8 Cleaning, Maintenance and Repair

To:

- (a) keep and maintain the Premises (including, without limitation, all lighting and electrical installations, all fences and gates and all reticulation and drainage systems) in good and tenable repair and condition to a standard acceptable to the Lessor, fair wear and tear excepted;
- (b) without limiting the generality of paragraph (a), keep and maintain all:
 - (i) Windows and doors clean, operable and lockable;
 - (ii) Showers, sinks and basins clean and free from blockages; and
 - (iii) Hot water services, stoves, air-conditioning units and plant, refrigerators, fans and heaters clean and regularly maintained in accordance with the manufacturer's specification and any relevant Australian standards;
- (c) remove graffiti from any building on the Premises as soon as possible but in any event no later than 24 hours after the presence of that graffiti is identified;

- (d) keep and maintain the Premises clean and tidy and free from dirt and rubbish;
- (e) cut, water and maintain properly all lawns and hedges from time to time planted on the Premises and to water and maintain properly all gardens, trees, shrubs and other flora from time to time laid out or planted on the Premises and where necessary to replace all shrubs and plants that die or are destroyed;
- (f) Keep and maintained the portion of the Reserve surrounding the Premises clean and tidy and free of all rubbish; and
- (g) Take all reasonable precautions to keep the Premises free of rodents, vermin, insects, termites and other pests and in the event of failing to do so must if so required by the Lessor but at the cost of the Lessee employ from time to time or periodically pest exterminators approved by the Lessor.

4.9 Painting

With the frequency specified in item 7 of the Schedule:

- (a) to paint with two (2) coats, undercoat and finishing coat, at least of first quality exterior paint and to oil with two (2) coats at least of first quality oil in a proper and workmanlike manner to the satisfaction of the Lessor all parts of the outside wood, iron, metal, stucco and cement work and all other external surfaces of all buildings on the Premises as are usually painted or oiled respectively; and
- (b) to paint or oil respectively with two (2) coats of interior paint or oil respectively in like manner all the internal wood and metal work and all other internal surfaces (including ceilings and walls) of such buildings and after every internal painting to grain, varnish, distemper, wash, stop, whiten and colour all parts as have previously been or are in the opinion of the Lessor required to be so dealt with first quality materials

but the Lessor may if in its opinion the condition of the buildings justify it relax these requirements as determined by it from time to time.

4.10 Use

Not to:

- (a) use or permit to be used the Premises for any purpose other than the Permitted Use;
- (b) carry on or suffer to be carried on upon the Premises any noxious noisome or offensive trade act business occupation or calling;
- (c) make, do or suffer upon the Premises any act, matter or thing that may be or become a nuisance or annoyance to the Lessor or to the owners or occupiers of property in the neighbourhood of the Premises;
- (d) sell or dispense alcohol from the Premises or allow alcohol to be sold or dispensed from the Premises other than in accordance with the provisions of the Liquor Licensing Act, 1988;

(e) *Deleted*

(f) store chemicals, inflammable liquids, acetylene gas or volatile or explosive oils, compounds or substances upon the Premises other than motor fuels, fertilisers (which must be stored separately from each other) and other substances reasonably required for conducting the normal activities of the Lessee which are permitted pursuant to **clause 4.10(b)**;

(g) *Deleted*

(h) use or permit or suffer to be used any lavatories, toilets, sinks and drainage and other plumbing facilities in the Premises for any purposes other than those for which they were constructed or provided or deposit or permit to be deposited therein any sweepings, rubbish or other matter and any damage thereto arising caused by misuse shall be made good by the Lessee forthwith and all damages occasioned thereby shall also be paid by the Lessee.

4.11 Signs

All signs affixed or exhibited to or upon the Premises to be of a good quality and in keeping with golf club standards.

4.12 Report Acts of Vandalism

To immediately report to the Lessor any acts of vandalism or any incident which occurs on or adjacent to the Premises which is or is likely to involve a breach of the peace or become the subject of a report to the police.

4.13 Insurance

1. To take out and keep in force the following policies of insurance with an insurer approved by the Lessor:
 - a) a public liability insurance policy naming the Lessee as the insured for an amount which at the commencement of the Term must not be less than the sum of TEN MILLION DOLLARS (\$10,000,000.00) and which must be adjusted at the expiration of the first and each succeeding year during the Term to an amount which on the date of each adjustment the parties agree represents an amount of public risk insurance which a reasonable and prudent person in the circumstances of the Lessee would take out and in the event of any dispute concerning the amount it must be fixed at the expense of the Lessee by an insurance broker nominated by the Lessee;
 - b) the usual workers' compensation policy covering all employees of the Lessee; and
 - c) such policies of insurance as are specified in item 9 of the Schedule

and to deposit each such policy of insurance with the Lessor and at least seven (7) days before they become due to pay all premiums necessary for that purpose and deposit with the Lessor

the receipt for the current year's premium or a certificate of renewal of the insurance company and if the Lessee at any time fails to insure and keep insured as above it is agreed the Lessor may do all things necessary to effect or maintain the insurance and that the Lessee must repay any moneys expended by the Lessor for that purpose on demand and any moneys so expended are deemed to be rent in arrears and may be recovered by the Lessor accordingly.

2. Not to do or permit to be done anything whereby any policy of insurance in respect of the Premises may become void or voidable or by which the rate or premium on it may be increased and if any acts or defaults of the Lessee under this clause then to immediately pay the amount by which the premium shall be increased.
3. At the Lessee's own expense to make such amendments, alterations and additions to the Premises as shall be required by any requisitions or requirements of the Insurance Council of Australia or other body or authority having power or control over electrical installations or fixtures or dealing with insurance matters if the amendments, alterations and additions are required as a result of the Lessee's use of the Premises.

4.14 Insurance Premium: Lessor's Insurance

To pay to the Lessor upon demand:

- (a) such proportion of the insurance premium paid by the Lessor in taking out and keeping in force such policies of insurance as are specified in item 10 of the Schedule as the value of the Premises bears to the total value of the premises the subject of such policies of insurance, such values to be determined by the Lessor in its absolute discretion; and
- (b) any excess payable in respect of any claim made on any such policy of insurance.

4.15 Lessor's Rights of Entry

To permit:

- (a) the Lessor, any employee of the Lessor and any other person authorised by the Lessor at all reasonable times to enter upon the Premises and view the condition of the Premises and upon notice being given by the Lessor, to repair the Premises in accordance with such requirements as are set out in any such notice;
- (b) the Lessor, any employee of the Lessor and any other person authorised by the Lessor, with all necessary vehicles plant and materials at all times to have access to the Premises and the right to remain on the Premises to carry out any building, alterations, improvements or works whether structural or otherwise which the Lessor desires or is required to effect upon the Premises.

4.16 Costs

To pay:

- (a) all costs of and incidental to the preparation, execution and stamping of this Lease (including stamp duty); and

- (b) all costs, charges and expenses (including solicitors' costs and architects' fees) incurred by the Lessor for the purposes of or incidental to the preparation and service of a notice under Section 81 of the Property Law Act, 1969, requiring the Lessee to remedy a breach of any provision of this Lease notwithstanding forfeiture for the breach is avoided otherwise than by relief granted by the Court.

4.17 Indemnity

- (a) To the extent that the terms and conditions of any insurance effected by the Lessor or any money paid to the Lessor out of insurance effected by the Lessee do not fully indemnify the Lessor against all actions, claims, demands, notices, losses, damages, costs and expenses to which the Lessor becomes liable in respect of any of the matters referred to in sub-paragraphs (i), (ii) and (iii) of this **clause 4.17(a)**, to indemnify and keep indemnified the Lessor against all actions, claims, demands, notices, losses, damages, costs and expenses for which the Lessor becomes liable in respect of any loss or damage to property or death or injury of whatever nature or kind and however and wherever sustained:
 - (i) caused or contributed to by the use or occupation of the Premises except to the extent that the same is caused or contributed to by the negligence, act, default or omission of the Lessor;
 - (ii) resulting from any negligence, act, default or omission of the Lessee, its servants, agents, employees, contractors, customers or visitors; or
 - (iii) resulting from any notice, claim or demand to pay, do or perform any act, matter or thing to be paid, done or performed by the Lessee under this Lease except to the extent that the Lessor is obliged under the provisions of this Lease to pay for or contribute to that cost.
- (b) *Deleted.*
- (c) Without limiting the generality of **clauses 4.17(a) and 4.17(b)**, to indemnify and keep indemnified the Lessor against any claim, action, demand, fine, damage, costs or expenses arising out of any breach by the Lessee or its servants, agents, contractors, customers, invitees of any provision of the Occupational Health, Safety and Welfare Act 1984.

4.18 Restore Premises

Upon the expiration or sooner determination of the Term to remove all fixtures and fittings of the Lessee from the Premises and to make good any damage caused by such removal and in particular but without limiting the generality of the above to remove or paint over, as the case may require, any sign, placard or advertisement affixed or exhibited in to or upon the Premises by the Lessee.

4.19 Deliver up Premises

Upon the expiration or sooner determination of the Term to deliver up the Premises and all additions to the Premises and fixtures and fittings in the Premises and the keys of the Premises (if any) to the Lessor in good and tenantable repair order and condition in strict accordance with the Lessee's obligations under this Lease.

5. LESSOR'S AGREEMENTS WITH LESSEE

The Lessor agrees with the Lessee as follows:

5.1 Quiet Enjoyment

If the Lessee pays the Rent and observes and performs the provisions of this Lease on the part of the Lessee to be observed and performed, the Lessee is, subject to **clause 4.15**, entitled to peaceably hold and enjoy the Premises during the Term without any interruption by the Lessor or any person rightfully claiming under or in trust for the Lessor.

5.2 Insurance

Lessee to take out and keep in force such policies of insurance as are specified in item 9 of the Schedule.

6. DEFAULT

The Lessor and the Lessee agree as follows:

6.1 Default: Essential Terms

Each of the obligations of the Lessee set out in **clauses 4.1** (payment of Rent) **4.2** (payment of outgoings), **4.5** (assignment, sub-letting and parting with possession), **4.8** (cleaning, maintenance and repair), **4.10** (use of the Premises), **4.13** (the Lessee's insurances) and **4.17** (indemnity) of this Lease is an essential term of this Lease.

6.2 Default

If:

- (a) any Rent or any other moneys payable under this Lease remain unpaid for fourteen (14) days after written demand has been received by the Lessee from the Lessor; or
- (b) an order is made or a resolution is effectively passed for the winding up of the Lessee (other than for the purpose of amalgamation or reconstruction) or the Lessee becomes bankrupt or if any deed of assignment or deed of arrangement is prepared by or for or presented to the Lessee for execution by it or there is appointed under any Act or instrument or by order of any Court a manager or an administrator or a trustee or a receiver or a receiver and manager or liquidator in relation to any part of the Lessee's undertakings or assets or property; or
- (c) the Lessee fails within the time specified in a notice (which time shall be not less than seven (7) days) requiring the Lessee to remedy a non-monetary breach by the Lessee of any one or more of the provisions of this Lease unless the non-performance or non-observance has been waived or excused by the Lessor in writing;
- (d) the Premises are deserted or vacated; or
- (e) the Lessee being an incorporate association:
 - (i) is wound up or resolves to be wound up voluntarily,

- (ii) without the prior consent of the Lessor, changes its name, objects, rules or constitution,
- (iii) is convicted of an offence under the Associations Incorporations Act 1987.

then and in each case the Lessor or any person or persons duly authorised by the Lessor at any time thereafter and without any notice or demand may re-enter into and upon the Premises and repossess the Premises and thereby the Term and the estate and interest of the Lessee in the Premises will immediately determine.

The Lessor's right of action referred to above is without prejudice to the right of action or other remedy which the Lessor has in respect of any prior breach by the Lessee of any provision of this Lease and following such forfeiture the Lessor is entitled to recover from the Lessee damages for loss of the benefits which performance of the provisions of this Lease by the Lessee would have conferred on the Lessor between the date of forfeiture and the expiry of this Lease by the effluxion of time.

6.3 Execution of Works by Lessor

If and whenever the Lessee fails within the time specified in a notice issued pursuant to **clause 6.2(c)** to remedy a breach of a provision of this Lease, the Lessor may (without prejudice to any other rights or remedies of the Lessor) enter upon the Premises, carry out or execute any repairs, requisitions, notices or works, remedy any default, pay or discharge any outgoings or other moneys or do any act, matter or thing the Lessor thinks necessary or desirable to ensure or secure compliance with the provisions of this Lease and the Lessee must repay any moneys expended by the Lessor for that purpose on demand and any moneys so expended are deemed to be rent in arrears and may be recovered by the Lessor accordingly.

6.4 Interest on Overdue Money

Without affecting the rights, powers and remedies of the Lessor under this Lease, the Lessee agrees to pay to the Lessor on demand interest on any money due by the Lessee to the Lessor pursuant to this Lease but unpaid for seven (7) days calculated from the due date for payment until payment in full and computed at the rate per cent per annum which is from time to time 2% above the prime rate of interest (expressed as a rate per cent per annum) charged by the Lessor's bankers on loans of less than \$100,000.00 from time to time and such interest is deemed to be rent in arrears and may be recovered by the Lessor accordingly.

6.5 Acceptance of Rent Not to Prejudice Lessor's Right

Demand for or acceptance of Rent or any other amounts payable by the Lessee in terms of this Lease after default by the Lessee under this Lease (other than on the grounds of non-payment of that rent or the other amounts as the case may be) will not affect the exercise by the Lessor of the rights and powers conferred upon the Lessor by this Lease and will not operate as an election by the Lessor to exercise or not to exercise any right or power.

7. DAMAGE OR DESTRUCTION

7.1 Damage or Destruction

- (a) Subject to the provisions of **clause 7.2** if the Premises are at any time during the Term totally or partially destroyed or damaged so as to render the Premises unfit for the occupation and use of the Lessee or inaccessible, the Rent and any other moneys payable by the Lessee under the terms of this Lease ("**Amounts Payable**") or a proportionate part of the Amounts Payable according to the nature and extent of the damage sustained shall abate and all or any remedies for recovery of the Amounts Payable falling due after the destruction or damage or a proportionate part of the Amounts Payable shall be suspended until the Premises have been rebuilt or made fit for the occupation and use of the Lessee or accessible to the Lessee as the case may be.
- (b) The abatement of the Amounts Payable referred to above shall not apply in case of destruction or damage caused by the Lessee or if any policy or policies of insurance have been vitiated or payment of the policy moneys refused because of the act, default or omission of the Lessee or of any servant, agent, invitee or licensee of the Lessee.
- (c) If there is any dispute between the parties concerning the interpretation of this **clause 7.1** that dispute must be referred to the award of a single arbitrator (who must conduct the arbitration in accordance with the provisions of the Commercial Arbitration Act 1985) to be appointed in default of agreement between the parties by the President for the time being of the Property Institute (Inc.) WA Division, at the request of either the Lessor or the Lessee, whose appointment is final and the Lessee must pay the Amounts Payable without any deduction or abatement until the date of the award of the arbitrator whereupon the Lessor must refund any of the Amounts Payable which according to the award has been overpaid. Each party is entitled to legal representation at any such arbitration.

7.2 Total Damage or Destruction

If the Premises are at any time during the Term destroyed or damaged to an extent as to be wholly unfit for occupation and use either party may by notice in writing to the other of them given within twenty eight (28) days after the event determine this Lease and thereupon this Lease is determined without prejudice however to the liability of the Lessee under this Lease up to the date of determination.

8. GST

- (a) Unless otherwise expressly stated, all Rent, prices or other sums payable or consideration to be provided under or in accordance with this document are exclusive of GST.
- (b) If GST is imposed on any supply made under or in accordance with this document, the recipient of the taxable supply must pay to the supplier an additional amount equal to the GST payable on or for the taxable supply. Payment of the additional amount will be made at the same time as payment for the taxable supply is required to be made in accordance with this document.

- (c) If this document requires a party to pay for, reimburse or contribute to any expense, loss or outgoing (“reimbursable expense”) suffered or incurred by another party, the amount required to be paid, reimbursed or contributed by the first party will be the sum of:
 - (i) the amount of the reimbursable expense net of input tax credits (if any) to which the other party is entitled in respect of the reimbursable expense (“net amount”); and
 - (ii) if the other party’s recovery from the first party is a taxable supply, any GST payable in respect of that supply.
- (d) If a GST inclusive price is charged, the supplier must provide the recipient of the supply a valid tax invoice at or before the time of payment.

9. LIMITATION OF LIABILITY OF LESSOR

The Lessor's obligations under this document:

- (a) bind only the person holding the reversionary estate of the Premises immediately expectant upon the expiry of the Term; and
- (b) only render the Lessor liable in damages when the act omission or default giving rise to damages occurs while the Lessor is the registered proprietor of the Premises or while the Premises are vested in the Lessor (as the case may be).

10. SPECIAL CONDITIONS

The Lessor and the Lessee agree that the special conditions (if any) set out in item 10 of the Schedule shall apply and agree with each other to observe and perform the obligations on the part of each of them set out in item 10 of the Schedule.

11. MISCELLANEOUS PROVISIONS

The Lessor and the Lessee agree that:

11.1 Notices

All notices, consents and approvals or any demand to be given or made upon the Lessee shall be made in writing and may be signed by the Lessor or its solicitors or agents and any notice to be given pursuant to this Lease is deemed to have been duly served on the party to whom it is to be given if served in the manner provided in Section 135 of the Property Law Act, 1969 and, in addition, in the case of a notice to the Lessee if left addressed to the Lessee at the Premises.

11.2 Holding Over

- (a) If the Lessee remains in possession of the Premises after the expiry of the Term with the consent of the Lessor the Lessee will be a monthly tenant of the Lessor at a

monthly rent equivalent to one twelfth of the aggregate of the rent payable upon the expiry of the Term which would be payable by the Lessee if an extension of the Term had been granted at the expiry of the Term and otherwise on the same terms and conditions as this Lease (except **clause 3.2**).

- (b) The Lessor may give to the Lessee notice in writing at any time specifying a Rent being an amount greater than the Rent referred to in **clause 4.1** and the Lessee shall commence paying the Rent specified in the notice at the commencement of the months following the receipt of the notice.

11.3 Waiver

No waiver by the Lessor of any breach of any provision of this Lease by the Lessee operates as a waiver of another breach of any provision of this Lease by the Lessee.

11.4 Severance

If any part of this Lease is or becomes void or unenforceable then that part is or will be severed from this Lease so that all parts not void or unenforceable remain in full force and effect and unaffected by that severance.

11.5 Statutory Powers

The powers conferred by or under any statute except to the extent inconsistent with the terms and provisions expressed in this Lease) are in augmentation of the powers conferred on the Lessor by this Lease.

11.6 Governing Law and Jurisdiction

- (a) This document is governed by and is to be construed in accordance with the laws in force in Western Australia.
- (b) Each party irrevocably and unconditionally submits to the non-exclusive jurisdiction of the courts of Western Australia and any courts which have jurisdiction to hear appeals from any of those courts and waives any right to object to any proceedings being brought in those courts.

11.7 Joint and Several Liability

An obligation of two or more persons binds them jointly and severally.

11.8 Time of the Essence

Time is of the essence in respect of the performance and observance by the Lessee of the provisions of this Lease.

SCHEDULE

1. Premises (Clauses 1.1 and 3.1)

Narrogin Golf Clubrooms & Course - Reserve 31110, as hatched on attached plan.

2. Rights (Clause 3.1)

Nil.

3. Reservations (Clause 3.1)

Nil.

4. Term (Clause 3.1)

Commencement Date: 1 July 2003

Expiration Date: 31 May 2024

5. Rent (Clauses 3.1 and 4.1)

Twenty four dollars (\$24.00) per annum.

6. Further Term (Clause 3.2)

Option of further 21 years.

7. Frequency with which Premises to be Painted (Clause 4.9)

Nil.

8. Permitted Use (Clause 4.10(b))

Golf course and Clubrooms

9. Lessee's Additional Insurance Obligations (Clause 4.13(c) & Clause 5.2)

A special risk policy in the name(s) of the Lessee to cover the contents and all plate glass installed on the Premises against loss or damage by fire, fusion, explosion, smoke, lightning, flood, storm, tempest, rain, water, water damage, leakage, earthquake, riot, civil commotion, malicious damage, impact by vehicles, aircraft and articles dropped therefrom and any other risks required by the Lessor, such cover not to be less than the full insurable value of the plate glass and contents on a replacement and/or reinstatement basis.


A building and industrial special risk policy to cover the Premises against loss or damage by fire, fusion, explosion, smoke, lightning, flood, storm, tempest, rain, water, water damage, leakage, earthquake, riot, civil commotion, malicious damage, impact by vehicles, aircraft and articles dropped therefrom and any other risks required by the Lessee, such cover not to be less than the full insurable value of the Premises on a replacement and/or reinstatement basis.

10. Special Conditions (Clause 10)

Nil.

EXECUTED as an agreement.

THE COMMON SEAL of the TOWN)
OF NARROGIN was hereunto affixed)
 by authority of a resolution of the Council)
 in the presence of:)

S.A. Higgins


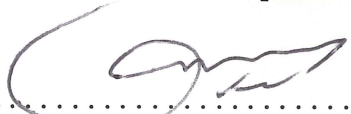
 Sally Anne Higgins

Mayor




..... Chief Executive Officer
 Gary Keith O'Neil

THE COMMON SEAL of NARROGIN)
GOLF CLUB INC was hereunto)
 affixed by authority of a resolution of the)
 Club / Committee in the presence of:)


 President

FREDERICK LESLIE CAULTY
 Name of President
 (print)


 Vice-President

RODNEY C. SMITH
 Name of Vice-President
 (print)

RICHARD I REID
 Secretary

Reid
 Name of Secretary
 (print)



Narrogin Golf Club Lease

Lot 232

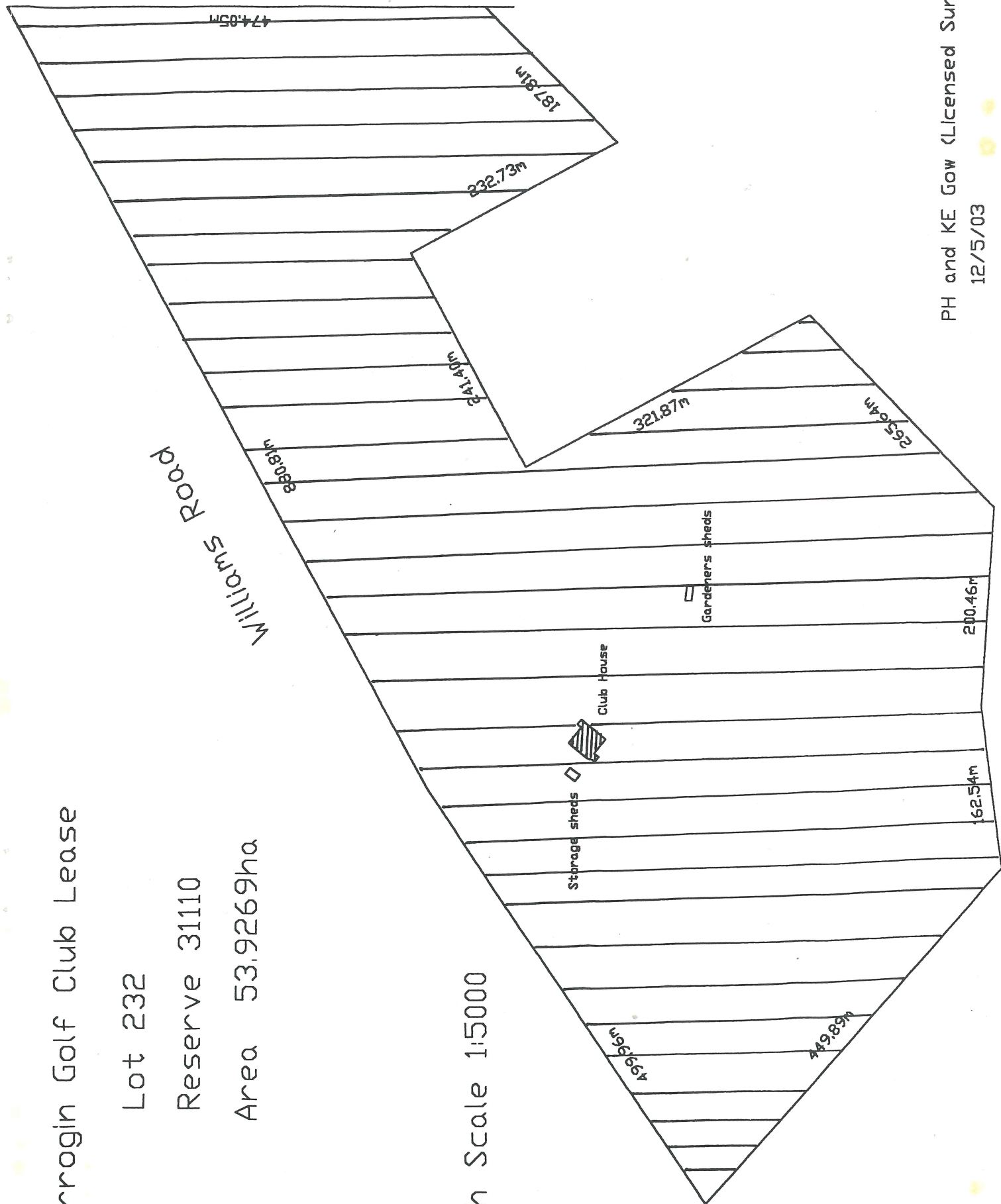
Reserve 31110

Area 53.9269ha

Cooramining Road

Williams Road

North Scale 1:5000



DUPLICATE

FORM LAA-1023

SECTION 46

WESTERN AUSTRALIA
 LAND ADMINISTRATION ACT 1997
 TRANSFER OF LAND ACT 1893 as amended

MANAGEMENT ORDER (XE)

RESERVE DESCRIPTION (NOTE 1)

RESERVE DESCRIPTION (NOTE 1)	EXTENT	VOLUME	FOLIO
31110	Whole	3136	655
31110	Whole	3023	530

MANAGEMENT BODY (NOTE 2)

Shire of Narrogin of PO BOX 1145 NARROGIN WA 6312

CONDITIONS (NOTE 3)

1. To be used for the designated purpose of "Golf Links and Recreation" only; and
2. Power to lease (or sub lease or licence) for the designated purpose is granted for the whole or any portion thereof for any term not exceeding twenty one (21) years from the date of the lease subject to the approval in writing of the Minister for Lands being first obtained to each and every lease or assignment of lease, pursuant also to the provisions of section 18 and section 19 of the Land Administration Act 1997.

THE MINISTER FOR LANDS (IN THE NAME OF AND ON BEHALF OF THE STATE OF WESTERN AUSTRALIA) ORDERS THAT THE CARE, CONTROL AND MANAGEMENT OF THE ABOVE RESERVE BE PLACED WITH THE MANAGEMENT BODY DESCRIBED ABOVE FOR THE PURPOSE FOR WHICH THE LAND COMPRISING THE RESERVE IS RESERVED UNDER SECTION 41 OF THE LAND ADMINISTRATION ACT 1997, AND FOR PURPOSES ANCILLARY OR BENEFICIAL TO THAT PURPOSE SUBJECT TO THE CONDITIONS ABOVE

Dated this 28th day of May in the year 2019

ATTESTATION (NOTE 4)

NAME: Lily Sutomo

SENIOR STATE LAND OFFICER

TEAM: Delivery - P25324


DUPLICATE

INSTRUCTIONS

1. If insufficient space in any section, Additional Sheet Form B1 should be used with appropriate headings. The boxed sections should only contain the words "See Annexure".
2. Additional Sheets shall be numbered consecutively and bound to this document by staples along the left margin prior to execution by parties.
3. No alteration should be made by erasure. The words rejected should be scored through and those substituted typed or written above them, the alteration being initialled by the person signing this document and their witnesses.

NOTES

1. RESERVE DESCRIPTION

Reserve number and details to be stated. The Volume and Folio numbers to be stated.

2. MANAGEMENT BODY

State the full name and address of management body.

3. CONDITIONS

Detail the conditions specified by the Minister to be observed by the management body in its care control and management of the Reserve.

4. ATTESTATION

This document is to be executed by the Minister for Lands or a person to whom the power to grant a management order under section 46 of the Land Administration Act 1997 has been duly delegated under section 9(1) of the Act (if applicable).

EXAMINED

O160820 XE

29 May 2019 08:55:22 Perth



DUPLICATE

MANAGEMENT ORDER (XE)

LODGED BY Department of Planning Lands and Heritage

ADDRESS Goldfields Esperance and Wheatbelt - Box 98C

PHONE No.

FAX No.

REFERENCE No. Jeanne Baker File 01208-1970 Ph 65524590 Fax 65524417

ISSUING BOX No.

PREPARED BY Department of Planning Lands and Heritage

ADDRESS Goldfields Esperance and Wheatbelt - Box 98C

PHONE No.

FAX No.

INSTRUCT IF ANY DOCUMENTS ARE TO ISSUE TO OTHER THAN LODGING PARTY

TITLES, LEASES, DECLARATIONS ETC LODGED HEREWITH

1. _____ Received Items
2. _____ Nos.
3. _____
4. _____ Receiving Clerk
5. _____
6. _____

181120-005



Registered pursuant to the provisions of the TRANSFER OF LAND ACT 1893 as amended on the day and time shown above and particulars entered in the Register.

WESTERN



AUSTRALIA

REGISTER NUMBER	
239/DP175318	
DUPLICATE EDITION	DATE DUPLICATE ISSUED
N/A	N/A

VOLUME LR3023 FOLIO 530

RECORD OF QUALIFIED CERTIFICATE
OF
CROWN LAND TITLE
UNDER THE TRANSFER OF LAND ACT 1893
AND THE LAND ADMINISTRATION ACT 1997
NO DUPLICATE CREATED

The undermentioned land is Crown land in the name of the STATE OF WESTERN AUSTRALIA, subject to the interests and Status Orders shown in the first schedule which are in turn subject to the limitations, interests, encumbrances and notifications shown in the second schedule.

REGISTRAR OF TITLES



LAND DESCRIPTION:

LOT 239 ON DEPOSITED PLAN 175318

STATUS ORDER AND PRIMARY INTEREST HOLDER:
(FIRST SCHEDULE)

STATUS ORDER/INTEREST: RESERVE UNDER MANAGEMENT ORDER

PRIMARY INTEREST HOLDER: SHIRE OF NARROGIN OF PO BOX 1145 NARROGIN WA 6312
(XE O160820) REGISTERED 29/5/2019

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

1. O160819 RESERVE 31110 FOR THE PURPOSE OF GOLF LINKS & RECREATION REGISTERED 29/5/2019.
O160820 MANAGEMENT ORDER. CONTAINS CONDITIONS TO BE OBSERVED. WITH POWER TO LEASE FOR ANY TERM NOT EXCEEDING 21 YEARS, SUBJECT TO THE CONSENT OF THE MINISTER FOR LANDS. REGISTERED 29/5/2019.

Warning: (1) A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
Lot as described in the land description may be a lot or location.
(2) The land and interests etc. shown hereon may be affected by interests etc. that can be, but are not, shown on the register.
(3) The interests etc. shown hereon may have a different priority than shown.

-----END OF CERTIFICATE OF CROWN LAND TITLE-----

STATEMENTS:

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

SKETCH OF LAND: DP175318
PREVIOUS TITLE: LR3023-530
PROPERTY STREET ADDRESS: NO STREET ADDRESS INFORMATION AVAILABLE.
LOCAL GOVERNMENT AUTHORITY: SHIRE OF NARROGIN
RESPONSIBLE AGENCY: DEPARTMENT OF PLANNING, LANDS AND HERITAGE (SLSD)

END OF PAGE 1 - CONTINUED OVER

ORIGINAL CERTIFICATE OF CROWN LAND TITLE
QUALIFIED

REGISTER NUMBER: 239/DP175318

VOLUME/FOLIO: LR3023-530

PAGE 2

NOTE 1: O160820 CORRESPONDENCE FILE 01208-1970-02RO

WESTERN



AUSTRALIA

REGISTER NUMBER	
3000/DP46625	
DUPLICATE EDITION	DATE DUPLICATE ISSUED
N/A	N/A

RECORD OF QUALIFIED CERTIFICATE
OF
CROWN LAND TITLE

VOLUME LR3136 FOLIO 655

UNDER THE TRANSFER OF LAND ACT 1893
AND THE LAND ADMINISTRATION ACT 1997
NO DUPLICATE CREATED

The undermentioned land is Crown land in the name of the STATE OF WESTERN AUSTRALIA, subject to the interests and Status Orders shown in the first schedule which are in turn subject to the limitations, interests, encumbrances and notifications shown in the second schedule.



REGISTRAR OF TITLES

LAND DESCRIPTION:

LOT 3000 ON DEPOSITED PLAN 46625

STATUS ORDER AND PRIMARY INTEREST HOLDER:
(FIRST SCHEDULE)

STATUS ORDER/INTEREST: RESERVE UNDER MANAGEMENT ORDER

PRIMARY INTEREST HOLDER: SHIRE OF NARROGIN OF PO BOX 1145 NARROGIN WA 6312
(XE 0160820) REGISTERED 29/5/2019

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

1. J459190 RESERVE 31110 FOR THE PURPOSE OF GOLF LINKS & RECREATION REGISTERED 6/10/2005.
O160820 MANAGEMENT ORDER. CONTAINS CONDITIONS TO BE OBSERVED. WITH POWER TO LEASE FOR ANY TERM NOT EXCEEDING 21 YEARS, SUBJECT TO THE CONSENT OF THE MINISTER FOR LANDS. REGISTERED 29/5/2019.

- Warning: (1) A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
Lot as described in the land description may be a lot or location.
(2) The land and interests etc. shown hereon may be affected by interests etc. that can be, but are not, shown on the register.
(3) The interests etc. shown hereon may have a different priority than shown.

-----END OF CERTIFICATE OF CROWN LAND TITLE-----

STATEMENTS:

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

SKETCH OF LAND:	DP46625
PREVIOUS TITLE:	LR3136-655
PROPERTY STREET ADDRESS:	NO STREET ADDRESS INFORMATION AVAILABLE.
LOCAL GOVERNMENT AUTHORITY:	SHIRE OF NARROGIN
RESPONSIBLE AGENCY:	DEPARTMENT OF PLANNING, LANDS AND HERITAGE (SLSD)

END OF PAGE 1 - CONTINUED OVER

ORIGINAL CERTIFICATE OF CROWN LAND TITLE
QUALIFIED

REGISTER NUMBER: 3000/DP46625

VOLUME/FOLIO: LR3136-655

PAGE 2

NOTE 1: J459189 CORRESPONDENCE FILE 01208-1970-02RO

YOUR REF:

OUR REF: OCR2415485-A340057

ENQUIRIES: Victoria Anderson



89 Earl Street, Narrogin

Correspondence to:

PO Box 1145, Narrogin WA 6312

T (08) 9890 0900

E enquiries@narrogin.wa.gov.au

W www.narrogin.wa.gov.au

08 May 2024

Mr Hon John Carey MLA
Minister for Planning; Lands; Housing; Homelessness
Level 7, Dumas House
2 HAVELOCK STREET
WEST PERTH WA 6005
(via: info@dplh.wa.gov.au)

Dear Minister

CONSENT TO LEASE RESERVE 31110 - SHIRE OF NARROGIN

Pursuant to section 18 of the Land Administration Act 1997, I seek your consent to execute the attached extension of lease for:

- Reserve 31110 (Lot 3000 Williams-Kondinin Road, Narrogin) – Narrogin Golf Club Inc.

The lease agreement aligns with the objectives of both parties, providing the Narrogin Golf Club Inc. with a suitable location to provide recreational and competitive golfing activities, for residents of Narrogin and surrounds.

The Association has successfully leased the same premises, under similar terms and conditions, for at least the preceding 21 years.

Please find attached a copy of the current agreed lease for your consideration and approval.

Should you require further information or clarification on the above, please contact the Shire's Records and Governance Officer, Victoria Anderson, via telephone 08 90890 0900 or email at governanceofficer@narrogin.wa.gov.au.

Yours sincerely

Dale Stewart
Chief Executive Officer

Att Current Lease between Shire of Narrogin and Narrogin Golf Club Inc.

11. ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12. NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING

13. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at ____ pm and pursuant to resolution 251023.07 of 25 October 2023, reminded Councillors of the next Ordinary Meeting of the Council, scheduled for 7.00 pm on 26 June 2024, at this same venue.



Shire of
Narrogin
Love the life

89 Earl Street, Narrogin
Correspondence to:
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