



AGENDA

ORDINARY COUNCIL MEETING

28 May 2025

NOTICE OF ORDINARY COUNCIL MEETING

Dear Elected Member & Community Members

Pursuant to Resolution 111224.04 of 11 December 2025, an Ordinary Meeting of the Shire of Narrogin will be held on 28 May 2025, in the Shire of Narrogin Council Chambers, 89 Earl Street, Narrogin, commencing at 7:00 pm.

Dale Stewart
Chief Executive Officer

Acknowledgement of Noongar People

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

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

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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

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In accordance with Regulation 14I of the Local Government (Administration) Regulations 1996, the Shire of Narrogin records all Council Meetings. Recordings are publicly available within 14 days and retained for at least 5 years. Copies may be provided to the Departmental CEO upon request.

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ORDINARY COUNCIL MEETING

28 MAY 2025

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

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

Before we begin, I remind Elected Members, Employees, and the public, that this meeting is being recorded in accordance with Regulation 14I of the Local Government (Administration) Regulations 1996. The recordings will be made publicly available and serve as a public record of proceedings.

While Section 9.57A of the Local Government Act 1995 provides the Local Government with limited protection from defamation liability for content published on its official website as part of a broadcast or recording of Council proceedings, this does not extend to Elected Members or Employees and I encourage all participants to ensure their contributions are respectful, professional, and consistent with the standards expected of Council meetings. Please remember that all comments will form part of the public record.

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 T Wiese

Cr M Fisher

Cr C Bartron

Cr J Pomykala

Cr R McNab

Staff

Mr A Awang – Executive Manager Development & Regulatory Services

Mr T Evans – Acting Chief Executive Officer (Executive Manager Technical & Rural Services)

Mr I Graham – Executive Manager Corporate & Community Services

Mrs L Webb – Executive Support Coordinator

Leave of Absence

Apologies

Mr D Stewart – Chief Executive Officer (Annual Leave)

Absent

Visitors

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

Name	Item No	Interest	Nature

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

6. APPLICATIONS FOR LEAVE OF ABSENCE

The next meeting is scheduled for 18 June 2025.

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 23 April 2025 be confirmed as an accurate record of the proceedings.

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

9. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS

Nil

10. MATTERS WHICH REQUIRE DECISIONS

10.1 DEVELOPMENT AND REGULATORY SERVICES

10.1.1 FINAL ADOPTION LOCAL PLANNING POLICY - TEMPORARY/TRANSIENT WORKFORCE ACCOMMODATION

File Reference	18.6.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	19 May 2025
Author	Azhar Awang – Executive Manager of Development Regulatory Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Local Planning Policy – Temporary/Transient Workforce Accommodation 2. Schedule of Submissions	

Summary

The purpose of this agenda report is for the consideration for final adoption of a Local Planning Policy (LPP) on Temporary/Transient Workforce Accommodation after completion of the public advertising period. This policy provides a clear and robust framework for assessing and managing proposals for workforce accommodation within the Shire, ensuring they align with strategic planning objectives, infrastructure considerations, and long-term community benefits.

The proposed policy encourages workforce accommodation developments to contribute positively to Narrogin's growth, including transitioning into legacy housing solutions such as over-50s lifestyle villages. It also establishes criteria for location, infrastructure servicing, management, and compliance to ensure workforce accommodation is well-integrated and does not create long-term planning or social challenges.

Background

The proposed *Local Planning Policy – Temporary/Transient Workforce Accommodation* was considered by Council at its meeting held on 26 March 2025. Council at that meeting resolved as follows:

“That with respect to the proposed Draft Local Planning Policy – Temporary/Transient Workforce Accommodation, the Council:

- 1) Resolve to approve the Draft Local Planning Policy on Temporary /Transient Workforce Accommodation (Attachment 1) pursuant to Schedule 2, Part 2, Division 2, Clause 3(1) of the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations*

2015 for the purpose of conducting public advertising in accordance with clause 4 of those provisions;

- 2) Request the Chief Executive Officer to advertise the Draft Local Planning Policy – Temporary/Transient Workforce Accommodation for a period of 21 days in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015; and*
- 3) Receives a further report following the consultation period to consider any submissions received and the final adoption of the Policy”.*

The proposed Local Planning Policy was advertised in accordance with clause 87, Schedule 2 of the Deemed Provisions contained in the Planning and Development (Local Planning Schemes) Regulations 2015.

The LPP was advertised in the Narrogin Observer, Shire’s website, Facebook, Shire’s Notice board and written notifications to the relevant stakeholders. Advertising closed on 16 May 2025.

At the conclusion of the public submissions period a total of three (3) submissions were received and have been included in the Schedule of Submissions (Attachment 2).

The draft policy was developed in response to the Shire's growing exposure to large-scale construction projects, particularly in the renewable energy sector, which are generating a significant and temporary influx of non-resident workers.

These projects are placing increasing pressure on local housing, infrastructure, and services, particularly in the absence of purpose-built accommodation. Without a clear planning policy, the Shire has limited guidance for managing workforce accommodation proposals, which can result in:

- Inappropriate siting of temporary dwellings;
- Adverse impacts on rural or residential amenity;
- Loss of available housing stock for local residents; and
- Strain on existing community infrastructure and services.

Consultation

Consultation has occurred with the following officers:

- Elected Members;
- Chief Executive Officer;
- Executive Manager Technical and Rural Services;
- Executive Manager Corporate and Community Services; and
- Planning Assistant.

The advertising process complied with the requirements of Clause 4 of the Deemed Provisions. All submissions received were reviewed, and no objections were raised that would warrant substantial modification of the policy.

Statutory Environment

The sections of the Acts, Regulations and/or Local Laws that apply to this item are:

- *Planning and Development Act 2005* – Governs land use planning and development in Western Australia.
- *Planning and Development (Local Planning Schemes) Regulations 2015* – Provides for the preparation and adoption of local planning policies.

- Shire of Narrogin *Local Planning Scheme No. 3 (LPS3)* – The statutory instrument under which the policy will operate.
- *State Planning Policies (SPP)* – Particularly SPP 3 – Urban Growth and Settlement and the WAPC Position Statement on Workforce Accommodation
- *Planning and Development (Local Planning Schemes) Regulations 2015*.

Clause 3 and 4 under Part 2, Schedule 2 of the Deemed Provisions contained in the Regulations set out the power for local government to make a local planning policy and the procedure for making a local planning policy, including a requirement to advertise a Draft Local Planning Policy for a period not less than 21 days. The Shire is required to refer the Local Planning Policy to the Western Australian Planning Commission, where there is a potential inconsistency with State Planning Policy.

Clauses 4 and 87 of the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015, provides guidance as to the publication requirements of the LPP.

“4. Procedure for making local planning policy

(1) If the local government resolves to prepare a local planning policy the local government must, unless the Commission otherwise agrees, advertise the proposed policy as follows —

(a) publish in accordance with clause 87 the proposed policy and a notice giving details of —

- (i) the subject and nature of the proposed policy; and*
- (ii) the objectives of the proposed policy; and*
- (iii) how the proposed policy is made available to the public in accordance with clause 87; and*
- (iv) the manner and form in which submissions may be made; and*
- (v) the period for making submissions and the last day of that period;*

(b) if, in the opinion of the local government, the policy is inconsistent with any State planning policy, give notice of the proposed policy to the Commission;

(c) give notice of the proposed policy in any other way and carry out any other consultation the local government considers appropriate.

(2) The period for making submissions specified in a notice under subclause (1)(a)(v) must not be less than the period of 21 days after the day on which the notice is first published under subclause (1)(a).

(3) After the expiry of the period within which submissions may be made, the local government must —

(a) review the proposed policy in the light of any submissions made; and

(b) resolve to —

- (i) proceed with the policy without modification; or*
- (ii) proceed with the policy with modification; or*
- (iii) not to proceed with the policy.”*

Clause 87 (3) requires the LPP to be published in the following manner:

(b) publish on the website of the local government

- (i) the document; or*
- (ii) a hyperlink to a webpage on which the document is published; and*

(c) if it is reasonably practicable to do so, make a copy of the document available for public inspection at a place in the district of the local government during normal business hours.”

Policy Implications

Once adopted, this policy will provide a formal framework for assessing and determining development applications for workforce accommodation within the Shire. It will not amend the zoning scheme but will guide discretionary decision-making under LPS3.

The policy will ensure a consistent approach to:

- Site selection and zoning considerations.
- Infrastructure and servicing contributions by proponents.
- Design, management, and community integration requirements.
- Legacy housing outcomes, with an emphasis on over-50s lifestyle villages.

The provisions of the *Planning Development Act 2005* and associated regulations and the Shire's Local Planning Scheme No.3, in relation to engagement comply with the obligations inherent in Council Policy 1.14 Community Engagement Charter.

Sustainability & Climate Change Implications

Environmental – Ensures proper wastewater, energy, and drainage planning to prevent environmental harm, and supports workforce accommodation sites that can transition to sustainable housing solutions post-construction. Encourages energy-efficient, modular, and transportable housing that can be repurposed, and supports planning approaches that reduce emissions and environmental footprint.

Economic – Encourages infrastructure investment by major projects, supporting long-term economic growth, and reduces negative economic impacts of temporary/transient workforce camps by integrating workers into the local economy.

Social – Encourages workforce accommodation developments that contribute to long-term housing needs and encourages proper management of temporary/transient workforce camps to avoid social disruption.

Financial Implications

Adoption and implementation of the *Local Planning Policy on Temporary/Transient Workforce Accommodation* may incur initial minor administrative, and advertising costs related to policy development and public consultation.

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)
Outcome:	2.3 Existing strong community spirit and pride is fostered, promoted and encouraged
Outcome	2.4 Cultural and heritage diversity is recognised

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Uncontrolled workforce accommodation developments.	Possible (3)	Major (4)	High (10-16)	Business & Community Disruption	Adoption of the policy ensures clear guidelines and planning control.
Legal challenge to policy provisions.	Unlikely (2)	Moderate (3)	Medium (5-9)	Compliance Requirements	Policy aligns with State Planning Policies and SAT precedents.
Negative community feedback if no such policy is enacted.	Possible (3)	Moderate (3)	Medium (5-9)	Engagement Practices	Public consultation allows for community input before final adoption.

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 twelve, six (6), and nine (9) have been determined for this item. Any items with a risk rating over 10 (considered 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 finalisation of the *Local Planning Policy – Temporary/Transient Workforce Accommodation* comes at a critical time as the Shire experiences an increasing volume of major project proposals, particularly from the renewable energy sector. These projects often involve short-term but intensive labour demands that outstrip the existing housing supply.

The policy will:

- Provide clear guidance on suitable locations, standards, and approval requirements for temporary workforce accommodation;
- Support coordinated and consistent assessment of proposals;
- Protect residential and rural amenity from poorly planned or ad hoc developments;
- Encourage early engagement between developers and the Shire on accommodation needs; and
- Support the local economy by facilitating housing solutions that enable project delivery while protecting community interests.

Importantly, the policy offers a transparent framework for managing short-term accommodation needs without compromising long-term planning objectives or overburdening local housing resources.

A total of two (2) submissions were received from State Government agencies, and one (1) from the public, during the public advertising period. Matters raised were merely for notation or indeed, commendation. No submissions were received from renewable energy proponents despite being advised of the draft policy.

The policy has been updated to reflect minor numbering inconsistencies only.

It is recommended that Council adopt the *Local Planning Policy – Temporary/Transient Workforce Accommodation* as advertised, with minor modifications, and publish notice of its adoption in accordance with the Planning Regulations.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to the proposed *Local Planning Policy - Temporary/Transient Workforce Accommodation*, Council:

- 1) Note the submissions as outlined in the Schedule of Submissions included in Attachment 2;
- 2) Resolve to proceed with the adoption of the *Local Planning Policy on Temporary/Transient Workforce Accommodation* (Attachment 1) with minor modifications, pursuant to Schedule 2, Part 2, Division 2, Clause 4(3)(b)(ii) of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*;
- 3) Authorise the Chief Executive Officer to public a notice of the Local Planning Policy on the Shire website in accordance with Schedule 2, Part 2, Division 2, Clause 4(4) of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, after which time the Local Planning Policy has effect on the publication of the notice;
- 4) Write to all individuals and agencies that submitted their comments during advertising period advising of the Council's decision; and
- 5) Request the Chief Executive Officer to advise known renewable industry proponents in, adjoining, or neighbouring the Shire of Narrogin, informing them of the adoption of the policy.

D12 – Temporary/Transient Workforce Accommodation

History Adopted dd mmmm yyyy (Resolution No. xxxxxx.xx)

Statutory Context Planning and Development Act 2005
Planning and Development (Local Planning Schemes) Regulations 2015
Shire of Narrogin Local Planning Scheme No. 3 (LPS3)
State Planning Policy 2.5: Rural Planning
WAPC's Position Statement on Workforce Accommodation

Introduction

This is a Local Planning Policy prepared under Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 and the Shire of Narrogin Local Planning Scheme No. 3. This policy may be cited as Local Planning Policy (LPP) – Temporary/Transient Workforce Accommodation

Purpose

This Local Planning Policy ("the Policy") provides guidance for the establishment of temporary or transient workforce accommodation within the Shire of Narrogin. It aims to ensure that such accommodation is developed in an appropriate location, to a high standard, and in a manner that delivers lasting benefits to the community. The Policy aligns with the Western Australian Planning Commission (WAPC) state planning framework for workforce accommodation and establishes criteria to manage workforce housing proposals, so they support the Shire's long-term planning objectives and community wellbeing. In doing so, the Policy seeks to balance the short-term needs of industry with the sustainable growth of Narrogin's permanent residential population.

The Shire will have due regard to this policy when determining applications but is not bound by it. Where there is an inconsistency between this policy and LPS3, the provisions of LPS3 shall prevail.

This policy aims to:

- Align with State Planning Policies – Ensure consistency with relevant State planning policies and WAPC guidelines for workforce accommodation and land use planning, including the WAPC's Position Statement on Workforce Accommodation and State Planning Policy framework.
- Appropriate Zoning and Location – Identify suitable land for workforce accommodation (including the Shire's freehold "inglobo" residential landholding and similarly zoned areas) and outline any necessary zoning or scheme amendments. Facilitate the preparation of a Structure Plan to guide rezoning, site layout, and integration of workforce accommodation with intended future land uses.
- Best Practice Integration – Incorporate best-practice principles from other jurisdictions (e.g., Town of Port Hedland, Shire of Wyndham–East Kimberley) to ensure workforce accommodation is well-designed, integrated with the town, and not developed as isolated "camps." The Policy encourages high-quality design that can serve longer-term purposes and fosters social cohesion.
- Infrastructure and Servicing Contributions – Require proponents to provide or fund necessary infrastructure extensions to service the development (e.g., sewer, water, power) and to demonstrate how the site will connect to or augment existing utilities. Ensure that workforce accommodation proposals include plans for infrastructure delivery that can also support future permanent housing on the site.
- Legacy Housing and Community Benefit – Prioritise proposals that offer lasting community benefits. Accommodation villages should be designed for transitional use, capable of conversion into permanent housing or other legacy community assets after the temporary workforce need has passed. In particular, the Shire encourages models that can evolve into over-50s lifestyle villages or other forms of housing for the local community. Wherever feasible, workforce accommodation should be developed in a manner that allows the housing units or facilities to be retained by the Shire or community for long-term use (e.g., seniors' accommodation or lifestyle village) once the transient workforce demand subsides.

- **Statutory Compliance and Defensibility** – Ensure the Policy provisions and approval conditions are clear, justifiable, and capable of withstanding appeal to the State Administrative Tribunal (SAT). This includes referencing relevant legal precedents (such as the City of Kalgoorlie–Boulder SAT case) to support the imposition of conditions (e.g., time-limited approvals 2 -5 years) and other requirements that uphold orderly and proper planning.

Application

This Policy applies to all development applications for “Workforce Accommodation” (also referred to as transient or temporary workforce accommodation) within the Shire of Narrogin, made under Local Planning Scheme No. 3 (“the Scheme”). For the purposes of this Policy, Workforce Accommodation is defined as per the Planning and Development (Local Planning Schemes) Regulations 2015 and the Scheme:

“premises, which may include modular or relocatable buildings, used:

(a) primarily for the accommodation of workers engaged in construction, resource, agricultural or other industries on a temporary basis; and

(b) for any associated catering, sporting and recreation facilities for occupants and authorised visitors.”.

This Policy is concerned with temporary workforce housing (typically to service a defined project or short-term need) rather than standard permanent residential development.

Relationship to Scheme and State Acts

The provisions of this Policy are to be read in conjunction with the Scheme and the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015. Where there is any inconsistency, the Scheme and Regulations prevail to the extent of that inconsistency. It is noted that certain mining or resource-related camps may be exempt from local planning approval under the Mining Act 1978 or State Agreement Acts; however, the Shire will use this Policy to guide its recommendations or responses in such cases, to advocate for outcomes consistent with the Policy’s objectives.

Assessment Guidance

In exercising discretion for workforce accommodation proposals (a use class defined in the Scheme), Council shall have due regard to this Policy as a local planning policy under Schedule 2, Clause 67 of the Regulations. Matters addressed in this Policy – including location, design quality, infrastructure servicing, management, and duration of approval – will form key considerations in determining applications. Proponents should address each relevant section of this Policy in their development application submission.

Exclusions

This Policy does not retroactively apply to workforce accommodation developments already approved prior to its adoption, except where an applicant seeks to amend or extend such an approval. It is also not intended to govern standard residential housing or tourist accommodation (which are covered by other provisions), nor “fly-camps” or informal transient quarters established under emergency or short-term (less than 3 months typically) arrangements (these may be dealt with case-by-case or under separate policy if needed).

Policy Provisions

1. Alignment with State Planning Framework

- 1.1. **State Planning Policies:** Workforce accommodation proposals must be consistent with the State Planning Framework, including the State Planning Strategy and any relevant State Planning Policies (SPPs). In particular, SPP 3 – Urban Growth and Settlement promotes a sustainable settlement pattern that builds on existing towns and communities. Consistent with this, the WAPC’s Position Statement on Workforce Accommodation (2018) directs that, where practicable, workforce accommodation should be located within established townsites in a manner suited to the local context, to support ongoing town sustainability. The Shire will have regard to these state policy principles, seeking to

ensure that workforce accommodation developments complement rather than detract from Narrogin's long-term growth and community development.

- 1.2. Local and Regional Strategies: The Shire's Local Planning Strategy and any regional planning strategies should be considered. Proposals need to demonstrate consistency with strategic objectives for housing and population. (For example, if the Shire's strategy identifies a need to grow the permanent population or provide more seniors' housing, a workforce accommodation project that can transition into such housing would align with strategic goals.) The proponent should outline how their proposal supports the strategic intent for the subject land and does not undermine planned future uses.
- 1.3. Sustainability of Towns: The Shire supports the widely held planning position that temporary workforce accommodation should not become an entrenched substitute for permanent housing in the community. FIFO/DIDO (fly-in/fly-out or drive-in/drive-out) workforce practices should be managed so they do not erode the liveability or economic base of regional towns. This Policy uses tools (such as time-limited approvals and integration requirements) to encourage workers to reside within the community where possible, in line with the findings of the Parliamentary inquiry into FIFO impacts and WAPC policy direction.

2. Location and Zoning Requirements

- 2.1. Permissible Zones: Under LPS No.3, "Workforce Accommodation" is a discretionary land use in limited zones (e.g., Rural Townsite and Rural zones) and is not permitted ("X") in most other zones, including the standard Residential zone. Accordingly, new workforce accommodation should be sited on land where the use is permissible or on land that can be appropriately rezoned or designated for that purpose. The Shire identifies the following lands as potentially suitable, subject to detailed planning:
 - 2.1.1. Shire "Inglobo" Residential Land – The Shire's freehold residential development land (held inglobo) within but on the perimeter of Narrogin townsite is a primary candidate for transient workforce accommodation, given its ownership and intended development purpose. This land is currently zoned Urban Development (or a similar deferred urban zoning) under LPS3, meaning a structure plan is required prior to subdivision or development. The Shire may support a Scheme Amendment or Special Use Zone to facilitate workforce accommodation on this site, provided it is implemented via an endorsed Structure Plan (see 4.2.2) that coordinates the use with future residential outcomes.
 - 2.1.2. Other Urban Development or Future Residential Areas – Any other land zoned "Urban Development" (or earmarked for future residential expansion) could be considered for temporary workforce accommodation if a planning framework is put in place to integrate the use with the long-term development of the area. This would typically involve structure planning and possibly a temporary Special Use classification to allow workforce accommodation for a defined period or stage.
 - 2.1.3. Rural and Rural Townsite Zones – Proposals in the Rural zone (e.g., for an agricultural workforce or a remote construction camp) or in a Rural Townsite (small settlement) zone will be assessed on their merits. The location should be close to the workforce's place of employment or an established settlement. Isolated camps in pure rural areas are generally discouraged unless no reasonable alternative exists, and impacts can be managed (see 4.3.3).
 - 2.1.4. Industrial/Commercial Zones – The Scheme currently prohibits workforce accommodation in industrial and commercial zones (use class "X"). The Shire will not support workforce accommodation in core industrial estates or the town commercial centre, as this is inconsistent with zone objectives. (For example, SAT has agreed that permanent workforce accommodation in industrial zones can hinder industrial land use potential and conflict with zone purpose.) However, if a proposal can demonstrate a unique circumstance (e.g., use of under-utilized industrial land on a strictly temporary basis without sterilizing future industry), a Scheme Amendment to allow a time-limited "Additional Use" might be contemplated, subject to strict conditions and alignment with this Policy's objectives.

- 2.2. **Structure Plan Requirement:** For any large-scale workforce accommodation village, or any proposal on land zoned Urban Development or similarly requiring coordinated planning, a Local Structure Plan (or Local Development Plan, as applicable) shall be prepared and approved in accordance with the Planning and Development Regulations 2015. The structure plan must indicate land use layout, road/access network, servicing strategy, open space, interface with surrounding areas, and the staged transition of the site to long-term uses (e.g., conventional housing). This ensures that the workforce accommodation is not ad hoc, but rather forms an integrated part of the planned development of the area. The structure plan should designate specific precinct(s) for the workforce accommodation and demonstrate how those precincts can be converted to permanent housing or other compatible uses in the future. Rezoning to a Special Use zone may be used to implement this, with conditions in the Scheme tying development to the structure plan.
 - 2.3. **Rezoning and Land Use Controls:** Where the current zoning of a site does not allow workforce accommodation, proponents must secure the appropriate zoning or approval pathway before development can proceed. The Shire may consider initiating a Scheme Amendment to facilitate a well-planned workforce accommodation proposal, particularly on Shire-owned land or strategic sites, provided the proponent agrees to the Policy's requirements (including time limits and legacy outcomes). Any such amendment should include mechanisms (such as sunset clauses or scheme text provisions) to ensure the workforce accommodation use is either time-limited or can transition to an acceptable long-term use in line with the local planning strategy.
 - 2.4. **Avoidance of Sensitive Locations:** Workforce accommodation should not be located in areas that would conflict with existing sensitive land uses or constrain the intended function of zones. For instance, siting a transient workforce camp adjacent to established residential neighbourhoods is generally inappropriate due to potential amenity impacts. Likewise, locating a camp in a planned growth area without proper structure planning could prejudice the orderly development of that area. Proponents must carefully select sites that minimise land use conflicts and are either within or directly adjacent to built-up areas (to maximise integration benefits) or completely separated if integration is not feasible (in which case self-contained camps must be justified as a last resort).
3. **Design, Integration and Best Practice**
 - 3.1. **Integration with Community:** The design and location of workforce accommodation should facilitate integration with the local community rather than isolation. Urban integration is the preferred model, meaning accommodation villages should be within or near Narrogin's townsite (or the relevant settlement) and linked to existing commercial and community services. By being in proximity to shops, recreation, and town infrastructure, the workforce residents are more likely to patronise local businesses and participate in community life. This reciprocal benefit approach is a key aim – the development should, wherever possible, function as part of the town, not a closed compound. Proposals that are located far from any town or that are designed as self-sufficient "quasi-towns" with no need for residents to leave the site are strongly discouraged unless no other practical solution exists for the project's location.
 - 3.2. **Site Planning and Amenity:** High-quality site planning and built form are required for workforce accommodation projects. The development should be laid out in a manner akin to a residential neighbourhood or lifestyle village, with appropriate road hierarchy, landscaping, outdoor recreation areas and building orientation that considers climate and privacy. Demountable or modular buildings (if used) must be arranged and treated (e.g., with facades, colours, and screening) to present an aesthetically pleasing, locally appropriate design. The aim is to avoid a sterile "mining camp" look and instead create a pleasant living environment that is harmonious with the character of Narrogin. Use of landscaping (including retention of existing vegetation where possible) is important to soften the development's appearance and provide shade and amenity for occupants. The Policy recognises that these facilities may be temporary in nature, but it encourages designs that can perform longer-term functions rather than being disposable after a short use.

3.3. Best Practice Examples: In formulating and assessing proposals, reference should be made to successful approaches in other regions:

3.3.1. Town of Port Hedland – Port Hedland's Workforce Accommodation Policy emphasises integration into town fabric, multi-purpose design, and high-quality built form that can endure beyond the life of the resource project. For example, it encourages workforce housing near commercial centres so that facilities serve a dual purpose in the community. Narrogin's Policy similarly encourages central or well-connected locations for workforce accommodation to leverage existing services.

3.3.2. Shire of Wyndham–East Kimberley – This Shire distinguishes between permanent workforce accommodation and temporary construction camps, ensuring each is treated with appropriate controls. Notably, it views workforce accommodation for agriculture/tourism as a “semi-permanent facility for seasonal workers” and discourages it where adequate permanent housing in town is available. The lesson is to use workforce housing as a solution only when ordinary housing supply cannot meet demand. Narrogin will likewise consider local rental housing availability – if a project's needs can be met by existing accommodation stock or new standard dwellings, purpose-built camps may not be supported.

3.3.3. Shire of Waroona – The Shire of Waroona's policy provides useful guidance on management and social integration. It requires that workforce accommodation be accompanied by management plans and has provisions to ensure developments do not negatively impact town amenity or social cohesion. Narrogin's Policy adopts a similar stance: proponents must demonstrate how they will manage worker behaviour, facility security, and interaction with the community to avoid adverse impacts (see 4.3.5 below).

3.4. Development Standards: Workforce accommodation developments should, at minimum, meet the development standards ordinarily applicable to residential or tourist developments of a similar scale. This includes compliance with health and building codes for lodging, bushfire safety requirements if in a bushfire prone area (per SPP 3.7), and appropriate parking and vehicle access standards. Provision for vehicle parking should consider buses or shuttles if used to transport workers, as well as private vehicles if workers will keep cars on-site. Waste management, lighting (avoiding light spill to neighbours), noise control (e.g., generators, recreation facilities), and security must all be addressed in the design phase. Any onsite facilities (mess hall, gym, etc.) should be centrally located and accessible to occupants, and their scale should be ancillary to the accommodation use (not serving the general public like a commercial operation, unless approved separately).

3.5. Management Plan: Council shall require a detailed Workforce Accommodation Management Plan with any development application. This plan should outline:

3.5.1. Staffing and supervision arrangements for the facility (e.g., presence of a camp manager or 24/7 supervisor).

3.5.2. Rules and code of conduct for occupants, including measures to control noise, antisocial behaviour, and interaction with the public. For example, policies on alcohol consumption on-site, visitor protocols, and any curfews or quiet hours should be detailed.

3.5.3. Strategies for encouraging positive integration, such as providing information to workers about local services, events, and encouraging patronage of local businesses.

3.5.4. Security measures (lighting, fencing, access control) that keep the site secure without unduly isolating or fortress-like designs. (A balance is needed between security and welcoming appearance).

3.5.5. Complaints management process for nearby residents or businesses, with a nominated liaison person to address any issues arising from the workforce accommodation.

3.5.6. Decommissioning and Transition Plan (see also 4.5.2) outlining how the facility will be removed or repurposed when no longer required for workforce housing.

Requiring a robust management plan will help ensure the facility operates smoothly and mitigates potential negative impacts on the community, making the development more acceptable in a town setting. The management measures will be enforced via conditions of approval.

- 3.6. Need and Justification: The onus is on the proponent to demonstrate the need for a workforce accommodation facility. In line with best practice, applications should include a Needs Assessment detailing: the project or industry the accommodation is serving; why existing housing or rentals cannot adequately host the workers; the number of workers, their roles (construction vs operational, etc.), and the expected duration of their stay (project timeline). Proposals of a speculative nature (e.g., a “open” workforce camp not tied to a specific project or proponent) will generally not be supported, as they can undermine local housing investment and are harder to integrate. The workforce accommodation should be linked to a particular employer, project, or industry cluster, and not serve as an indefinite cheap lodging option. Council will assess whether the scale of the proposal is commensurate with the demonstrated need and may refuse or require downsizing of camps that significantly exceed the justified demand.

4. Infrastructure and Servicing Contributions

- 4.1. Servicing Plan: All workforce accommodation proposals must include an Infrastructure Servicing Plan showing how the development will be supplied with essential services – water, wastewater disposal, electricity, and road access – to a standard acceptable to the Shire and relevant service agencies. Wherever feasible, the accommodation should be connected to existing town infrastructure networks to enable quality service and facilitate future permanent use of the site. If the site is within or near the Narrogin townsite, connection to the reticulated sewerage system and town water supply will be required. The proponent is responsible for any extensions of mains or network upgrades necessary to service the development. For electricity, connection to the grid is preferred; if mains power is unavailable, on-site generation may be considered but must comply with noise regulations and be interim only. All service designs must adhere to the standards of the utility providers (e.g., Water Corporation, Western Power).
- 4.2. Proponent Contributions: As a condition of approval, developers of workforce accommodation will be required to undertake or fund infrastructure upgrades to support their development. This includes, but is not limited to:
- 4.2.1. Roads and Access – Upgrading of access roads to an appropriate standard (seal, widen, install drainage) if increased traffic from the camp will impact local roads. Intersection improvements or new access points must meet Main Roads standards where applicable. Internal roads within the facility should be all-weather, drained, and safe.
- 4.2.2. Water & Sewer – Extension of water pipelines and sewer lines to the site (or construction of approved onsite wastewater treatment systems if reticulation is truly not available and or needs to be staged be post the initial temporary workforce planning needs). The capacity of existing sewer/water infrastructure in town must be analysed; if the development’s demand requires augmentation (e.g., pump station upgrades, additional water supply capacity), the proponent will either fund these works or contribute an appropriate share in accordance with State Planning Policy 3.6 – Infrastructure Contributions and the Shire’s developer contributions framework, if any.
- 4.2.3. Electricity – Any necessary extension of the electricity network (new transformers, substations, or lines) to serve the site shall be at the cost of the development. Backup power or renewable energy integration is encouraged to improve reliability, but primary reliance on diesel generators is discouraged for anything but short-term use, due to noise and pollution.
- 4.2.4. Drainage – The site must be drained such that stormwater is managed on-site or through suitable discharge without impacting surrounding properties. If connection to the town stormwater system is needed, capacity impacts should be assessed and mitigated by the developer.

4.2.5. Other Services – Telecommunications (internet/phone) should be provided to a modern standard to serve the occupants. Waste collection arrangements must be made (e.g., kerbside pickup if available or private waste removal). Any common facilities (canteen, laundry etc.) must have appropriate trade waste connected to sewer or otherwise approved disposal. Proponents should engage early with service agencies to confirm requirements and include evidence of such consultation in their application.

4.3. Staging of Infrastructure: In some cases, a workforce accommodation project may be developed in stages (for example, initially 50 units expanding to 100 units if a second project phase commences). The Shire may allow staging of infrastructure provision accordingly, but the approval will clearly condition which works are required before occupancy of each stage. Essential services for health and safety (potable water, firefighting supply, effluent disposal, etc.) must be operational from day one; later stages might trigger upgrades like doubling of wastewater capacity or additional accommodation blocks. The structure plan (if applicable) and servicing plan should outline any such staging.

4.4. Integration with Future Networks: The infrastructure installed for the workforce accommodation should be planned with a view to servicing future development on the site or vicinity. For example, if a sewer line is extended to the site for the camp, its alignment and capacity should consider the ultimate residential subdivision (legacy) so that it can be re-used. The Shire may require the proponent to oversize certain infrastructure (at the proponent's cost or via cost-sharing if other parties benefit) to avoid redundant works later. In some instances, the State Government or Shire may seek development contributions from the project towards broader community infrastructure, especially if a large influx of workers places demands on community services (e.g., health, recreation). Any such contributions will be negotiated in line with legal frameworks (e.g., via voluntary agreement or a Development Contribution Plan, consistent with SPP 3.6).

4.5. Financial Assurances: Council may require the proponent to enter into a legal agreement or provide bonds to ensure infrastructure commitments are delivered. For example, a condition may require a deed of agreement between the developer and the Shire/utility provider for specific works, or a bank guarantee to cover road damage from heavy construction vehicles. This protects the Shire and community from incurring costs related to the development.

5. Legacy and Long-Term Housing Outcomes

5.1. Transitional Design: A core principle of this Policy is that temporary workforce accommodation should leave a positive legacy. Proponents are strongly encouraged to design and construct facilities that can be repurposed into permanent housing or tourist accommodation, or otherwise serve the community after the transient workforce has gone. This may involve using transportable homes or units that can be converted to standard housing (for example, modular units that can be reconfigured into 1-2 bedroom dwellings for seniors) or constructing certain permanent structures (such as a clubhouse or communal facilities) that would form the nucleus of a future lifestyle village. The layout of the accommodation village should, if possible, mimic a future residential layout – for instance, road patterns and unit placements that could later become residential lots or long-term rental cabins. The proponent should outline in their application how each element of the development might be adapted or retained. Creative solutions are encouraged: e.g., developing an initial “workers village” that after 5-10 years is marketed as an over-50s lifestyle village with minimal retrofit. Prioritising single-storey, accessible designs and a mix of unit types can facilitate this transition to seniors housing (which is a noted need in the Narrogin community).

5.2. Decommissioning and Handover: A Decommissioning Plan must be submitted and will be conditioned as part of any approval. This plan should detail the trigger events or timeframe for decommissioning (such as the end of the construction project or a specified approval expiry date) and the actions to be taken. These actions may include removal of all temporary buildings and restoration of the site to a subdivisible standard (cleared of any temporary works); or, if conversion is intended, the steps to physically convert or refurbish buildings for their new purpose. The plan should also address the disposal of facilities – for example, will the dwellings be sold to the Shire or a community housing

provider at nominal cost, or will the proponent retain ownership and lease them as affordable housing? The Shire's preference is that assets created for workforce accommodation be retained locally rather than removed from the district, to maximise community benefit. To this end, the Shire may negotiate with proponents on legacy arrangements, such as transferring ownership of on-site infrastructure (dwellings, recreation buildings, etc.) to the Shire or a not-for-profit housing body after a certain period in exchange for example the Council permitting heavily discounted access and enjoyment of relevant suitable land during the interim period. While this Policy cannot mandate transfer of ownership, demonstrating a commitment to an enduring community housing outcome will make a proposal more favourable in Council's assessment.

- 5.3. Over-50s and Lifestyle Villages: When designing legacy housing solutions, particular emphasis should be on housing for people aged 50 and over (retirees or downsizers) and "lifestyle village" style living. Narrogin, like many regional communities, has demand for quality seniors' accommodation that is low-maintenance and close to services. A workforce accommodation village that is planned to morph into an over-50s lifestyle village is an ideal scenario. This typically means incorporating features such as: a communal hall or recreation space (which could serve as a community centre for the lifestyle village), a pedestrian-friendly layout, gardens or communal open space, and universal design principles in the units (e.g., ramp access, wider doorways, etc., making them suitable for older residents). By embedding these features from the start, the proponent can avoid extensive modifications later. Council will look very favourably on proposals that include a documented pathway for transition to over-50s housing, including any partnership with the Council or aged housing providers. This not only addresses the transient workforce need but proactively contributes to Narrogin's housing diversity in the long term.
- 5.4. Community Ownership and Management: Legacy housing that is retained by the Shire or local community entities (such as a housing co-operative or community organisation, if relevant) is encouraged. The Policy supports innovative delivery models – for example, the Shire could lease its land to a proponent to build a workforce village, on the condition that after (say) 2-5 years, the buildings become the property of the Shire. Such arrangements would be subject to separate agreements and Council decisions, but this Policy framework is supportive of them. Any proposal suggesting community ownership transfer will still be assessed on planning merits, but the added social benefit will be taken into account. Proponents should note that any permanent retention of accommodation will likely require a fresh development approval (for the new use, such as a park home park or grouped dwelling development) at the transition stage – the Policy's encouragement of legacy outcomes does not guarantee automatic approval of the converted use, which must be consistent with the Scheme. Early dialogue with the Shire on how a camp could transition (zoning, permissibility, development standards for the new use) is recommended to ensure feasibility.
- 5.5. Avoiding Stranded Assets: In cases where workforce accommodation is approved without a clear legacy plan (for instance, a purely temporary construction camp using basic dongas), strict conditions will ensure that no disused or derelict infrastructure remains on-site at the end of the project. The proponent will be responsible for full removal and rehabilitation of the land (e.g., soil stabilisation, re-vegetation if in a rural area, or preparation for next stage development if in urban area). Bonds or guarantees may be required by the Shire to cover decommissioning costs if the proponent fails to carry them out. The intent is to avoid scenarios where a transient camp is abandoned and becomes a blight or safety hazard. This ties back to orderly planning – the end state of the site post-occupation must be addressed from the outset.

6. Approval Conditions and Legal Considerations

- 6.1. Time-Limited Approvals: The Shire of Narrogin will generally impose a time limit on development approvals for workforce accommodation. A standard approval period will be in the order of 2-5 years (or a timeframe aligning with the project construction period plus demobilisation time). This reflects the Policy position that workforce accommodation is a temporary land use and should be reviewed periodically. Granting an open-ended or permanent approval for what is essentially transient housing

is not supported, as it may unintentionally allow a “camp” to become a de facto permanent settlement contrary to the Scheme intent. Notably, the SAT has upheld the validity of time-limited conditions for workforce accommodation were justified by planning policy. In *Goldfields Villages Pty Ltd vs City of Kalgoorlie–Boulder* [2023] WASAT 6, the Tribunal confirmed that it is within a local government’s policy discretion to limit the duration of approval to encourage more permanent residency in the long run. Consistent with this legal precedent, Narrogin will apply temporary approval periods and require proponents to either cease the use or seek renewal upon expiry. Any renewal will be subject to assessment of ongoing need and compliance with the Policy at that future time (and may involve additional conditions or requirements to align with contemporary policy or community expectations).

- 6.2. **Occupancy and Use Restrictions:** Conditions will tie the use of the development to workforce accommodation purposes only. Occupancy should be restricted to bona fide workers (and their supervisory staff) associated with the project(s) named in the application. The camp must not be used for general tenancy or tourist accommodation unless a separate approval is obtained for such use. This ensures the facility operates as presented in the proposal (serving a defined transient workforce) and not morph into an unregulated boarding house or caravan park. The Shire may require an annual (or periodic) report from the operator listing the number of occupants and confirming the continued workforce-related usage, as a means of monitoring compliance.
- 6.3. **Management and Conduct Conditions:** Key elements from the proponent’s Management Plan (per 4.3.5) will be enforced via conditions. For example, a condition may require the implementation of the submitted Code of Conduct for occupants at all times, or that an on-site manager be present. Non-compliance with these could lead to compliance action or jeopardise any extension of approval. Council can also impose specific operational conditions such as limits on music/noise after certain hours, lighting to be baffled, and no alcohol or drugs policy (particularly if that was a community concern). The aim is to legally solidify the commitments made by the proponent to ensure community amenity is protected.
- 6.4. **Infrastructure Contributions Conditions:** As noted in 4.4, conditions will be used to require necessary infrastructure works. For instance, a condition may state that “the developer shall, at its cost, connect the development to the town’s sewer and water network prior to occupation, to the satisfaction of the local government and service providers.” Another example is a condition for a bond to be lodged for road repairs. Such conditions must meet the legal tests for valid planning conditions (serving a planning purpose, fairly and reasonably related to the development, and not unduly onerous). This Policy provides the rationale that infrastructure upgrades are directly related to enabling the accommodation use, and therefore conditions or agreements for contributions are justified. The Shire will ensure any required contribution is proportionate to the proposal’s impact (for example, not asking a small 20-person camp to fund an upgrade far beyond what its presence necessitates).
- 6.5. **Link to Structure Plan or Staging:** If a Structure Plan is required (as in 4.2.2), a condition of development approval will typically mandate that the development comply with the adopted Structure Plan. If the workforce accommodation is only one stage of a larger development, the approval may be conditioned to lapse if the broader subdivision or development does not proceed, to avoid a standalone camp remaining without the planned context. The Scheme’s provisions for structure plans and staging will guide such conditions.
- 6.6. **SAT and Legal Defensibility:** In formulating this Policy, the Shire has considered relevant SAT determinations and legal guidance to ensure the Policy provisions are sound. Aside from the Kalgoorlie case mentioned, the Policy takes into account that certain requirements (e.g., demanding community “legacy benefits” or monetary contributions) cannot be imposed unless properly founded in planning law. This Policy uses encouragement and negotiates outcomes for legacy housing, rather than purporting to compel a developer to hand over assets, to remain on firm legal ground. Likewise, while community infrastructure contributions are desirable, any such condition will be based on established frameworks (such as a Developer Contribution Plan or voluntary agreement) consistent with SPP 3.6. By clearly documenting the assessment criteria and expectations in this Policy, Council’s decisions on

workforce accommodation are less likely to be seen as arbitrary if challenged. Each application will be judged against these published criteria, providing transparency. Conditions applied will directly reference Policy requirements (for example, time limit, management measures, servicing) that have a proven planning purpose. This approach positions the Shire to robustly defend its decisions, as the SAT gives weight to properly adopted local planning policies under the Planning and Development Act. Applicants are urged to familiarise themselves with this Policy and ensure their proposals are compliant, to avoid refusals or onerous conditions that could otherwise have been addressed at the design stage.

- 6.7. Monitoring and Review: The Shire will monitor the outcomes of approved workforce accommodation against the objectives of this Policy. If a development is found to consistently breach conditions or create unanticipated issues, it will inform future decisions (for instance, Council may be more restrictive or require additional safeguards on subsequent applications). This Policy itself may be reviewed and updated in response to evolving State policies or local experiences. Notably, should the State Government introduce any new legislation or policy specifically governing transient workforce accommodation, this Policy will be amended to align with those requirements.

– End of Policy

References

- 1) Relevant sources and reference documents that have informed this Policy include:
- 2) WAPC Position Statement: Workforce Accommodation (January 2018).
- 3) State Planning Policy 3.6 Infrastructure Contributions and WAPC guidelines on developer contributions.
- 4) Town of Port Hedland Local Planning Policy 05/2020 Workforce Accommodation.
- 5) Shire of Waroona Local Planning Policy 14 Workforce Accommodation.
- 6) Shire of Wyndham–East Kimberley Local Planning Policy 11 Workforce Accommodation (2020) and LPP 12 Temporary Workforce Camps.
- 7) SAT case: Goldfield Villages Pty Ltd vs City of Kalgoorlie–Boulder [2023] WASAT 6 (upholding time-limited approval for workforce accommodation).
- 8) City of Kalgoorlie–Boulder Workforce Accommodation Policy (2021) and City of Karratha DP10 Workforce Accommodation Policy – for best practice context on integration and term of approvals.

State Government Agency	Submission Summary	Officers Comments
Public Transport Authority (PTA),	The PTA has no objections.	Noted. No further action.
Western Power	Please see below highlighted Thank you for your submission to Western Power for Ref: Draft Local Planning Policy - Temporary/Transient Workforce Accommodation Unfortunately requests for general comments, feedback and approval for proposals can't be provided for without a formal application and the investigation by Western Power that follows. We suggest reviewing your query against the processes referred to in our Strategic Planning web page: • Using our provided mapping tools and Before You Dig Australia to locate any assets that may be affected by any proposed change or development • Consider the proposal against our Products and Services • If there are transmission assets (66,000VOLTS-330,000 VOLTS) in proximity to your work, applying via our move or remove transmission and communication assets form, • Ensuring any developers involved are aware that they will need to make an application to deal with any assets that are in the development area as well as for the power requirements for the development. Submission of Road Closures or Property Boundary changes: If the new property boundary changes the relationship of distribution equipment to that boundary, i.e. poles, cables, or ground mounted equipment formerly in the road reserve or running in proximity to the old boundary are now well within the property an application will need to be made to move or remove equipment. This application will determine if an easement is required or if a physical change is necessary. Even if our assets are present but not affected by a boundary change, continued physical access for maintenance and emergency response must be provided. If this is not via the original road path, changed access conditions should be communicated via our Land Entry Preferences form. Thank you and we look forward to receiving your information/applications through the correct channels.	Noted.
Water Corporation	Water Corporation has No Objections to the proposed Temporary / Transient Workforce Accommodation policy. All future Temporary / Transient Workforce Accommodation developments should be referred to the Water Corporation for assessment to verify that the surrounding network has capacity to support the development and servicing connection extensions as required. The information provided above is subject to review and may change. If the proposal has not proceeded within the next 6 months, please contact us to confirm that this information is still valid.	Noted.

Public Submissions	Submission Summary	Officers Comments
Public Submission Number 1	I refer to the above and your recent advertisement in the Narrogin Observer in this regard, and where I comment as follows: 1.) Your D12 submission for Temporary and Transient Workforce accommodation is indeed acknowledged with much appreciation for the comprehensive nature of the document, where the Shire and the Administrative team are to be commended for designing such an insightful and articulate submission. 2.) It is particularly pleasing to note the provision at clause 2.1 (Permissible Zones) supports Shire flexibility in consideration for amendments to the scheme, within guidelines, which provides applicants an opportunity for accommodating aspects for a submission not necessarily consistent with the scheme. 3.) Similarly, clause 2.3 also accommodates provision for initiating rezoning into either time-limited or acceptable long-term use in terms of the planning strategy, where this clause displays encouragement for development and philosophic Shire support and is noted with much pride in Shire strategy and advanced long-term thinking. 4.) The required "Management Plan" at clause 3.5 is most comprehensive and clearly articulates the requirements for submissions, where the exactness and extensive detail of the requirements is most encouraging. 5.) The provisions of clause 5.5 capturing the potential for avoiding Stranded assets is indeed acknowledged with much support, where it is encouraging to note the Shire has anticipated this potential and has designed the Policy to accommodate this issue. 6.) Similarly, the details as provided at clause 6.6 encompassing the legal requirements of the State Administrative Tribunal and the Shire's legal defensibility is significant, where it is encouraging that this aspect has been considered and included in the policy. Overall, this is an extremely well designed and most comprehensive policy, which will serve to support the current and future needs for development in this Shire. The Policy is supported with much pride) the innovative and strategic thinking aspect of the Shire and the administration.	Noted.

10.1.2 FINAL ADOPTION LOCAL PLANNING POLICY - TREE FARMS AND CARBON FARMING

File Reference	18.6.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	19 May 2025
Author	Kiralee Harris – Planning Officer
Authorising Officer	Azhar Awang – Executive Manager of Development Regulatory Services
Attachments 1. Local Planning Policy – Tree Farms and Carbon Farming 2. Schedule of Submissions	

Summary

The purpose of this agenda report is for the consideration for final adoption of a Local Planning Policy (LPP) on Tree Farms and Carbon Farming after completion of the public advertising period. This policy aims to provide clear guidelines and regulations for assessing Tree Farms and Carbon Farming proposals and balancing the benefits with potential impacts.

The policy has been modified in response to submissions received from government agencies during the advertising period. Minor formatting and structural amendments have been made to the advertised draft policy to improve clarity and readability. These changes do not alter the policy intent and are consistent with the officer responses to submissions. Council is recommended to adopt the policy with the proposed changes as outlined in the Schedule of Submissions (Attachment 2).

Background

The *Draft Local Planning Policy – Tree Farms and Carbon Farming* was first considered by Council at its Ordinary Council Meeting held on 26 March 2025. At that meeting, Council resolved to proceed with advertising the policy in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*. The resolution was as follows:

“That with respect to the proposed Draft Local Planning Policy - Tree Farming and Carbon Farming, the Council:

- 1. Resolve to approve the Draft Local Planning Policy on Tree Farms and Carbon Farming (Attachment 1) pursuant to Schedule 2, Part 2, Division 2, Clause 3(1) of the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 for the purpose of conducting public advertising in accordance with clause 4 of those provisions;*
- 2. Request the Chief Executive Officer to advertise the Draft Local Planning Policy – Tree Farms and Carbon Farming for a period of 21 days in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015; and*

3. *Note that following the conclusion of the advertising period, any submissions received during the public advertising period will be referred to a future Council Meeting for further consideration”.*

In accordance with this resolution, the draft policy was advertised publicly from 17 April to 16 May 2025. Advertising was conducted via the Narrogin Observer, the Shire’s website, public noticeboard, Facebook page, and direct referral to 15 relevant State Government agencies.

At the conclusion of the submission period, eight (8) formal submissions were received from State Government agencies. No submissions were received from members of the public. All submissions are summarised in Attachment 2.

Due to the temporary absence of the Records Officer, several submissions received on 15–16 May 2025 via email were not distributed internally until 20 May 2025. These were subsequently reviewed and incorporated into this report and the final policy.

This report now returns the final version of the Local Planning Policy to Council for consideration and adoption, as required by Clause 4 of the Deemed Provisions.

Consultation

Consultation has occurred with the following officers:

- Elected Members;
- Chief Executive Officer;
- Executive Manager Technical and Rural Services;
- Executive Manager Corporate and Community Services; and
- Planning Officer.

External consultation was undertaken in accordance with Clause 4 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and Council Policy 1.14 – Community Engagement.

The draft *Local Planning Policy – Tree Farms and Carbon Farming* was publicly advertised from 17 April to 16 May 2025, for a period of 21 calendar days. Advertising was carried out through the Shire’s website, public noticeboard, social media, local newspaper, and direct written referral to fifteen (15) relevant State Government agencies.

At the close of the advertising period, eight (8) submissions were received from State Government agencies. No submissions were received from members of the public. This has been verified against the Shire’s records as at the close of submissions.

Submissions were received from the following agencies:

- Wheatbelt Natural Resource Management (WNRM);
- Main Roads Western Australia;
- Water Corporation;
- Western Power;
- Department of Primary Industries and Regional Development (DPIRD);
- Department of Biodiversity, Conservation and Attractions (DBCA);
- Department of Fire and Emergency Services (DFES); and
- Department of Water and Environmental Regulation (DWER).

These submissions contained important feedback from State agencies that informed modifications to the advertised draft policy and have been included in the final Schedule of Submissions (Attachment 2).

Council is now requested to consider the revised policy and resolve to proceed with the Local Planning Policy in accordance with Clause 4(3)(b)(ii) of the Deemed Provisions.

Statutory Environment

The sections of the Acts, Regulations and/or Local Laws that apply to this item are:

- *Planning and Development Act 2005*;
- *Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2 (Deemed Provisions)*;
 - Clause 3 – Provides local governments with the power to prepare a Local Planning Policy.
 - Clause 4 – Prescribes the procedure for making a policy, including a requirement to advertise the draft for not less than 21 days.
 - Clause 4(1)(a) – Requires advertising to be undertaken in accordance with Clause 87(3).
 - Clause 4(1)(b) – Requires notification to the WAPC where a draft policy is considered inconsistent with a State Planning Policy.
 - Clause 87(3) – Outlines publication requirements, including publication on the local government's website and, where practicable, availability for inspection at the Shire's offices.
- *Shire of Narrogin Local Planning Scheme No. 3 (LPS3)*:
 - Clause 4.38 – Vegetation Protection
 - Clause 4.40 – Drainage and Water Resource Protection
 - Clause 3.1.2 – Rural Zone Objectives
- *State Planning Policy 2.5: Rural Planning*;
- *State Planning Policy 3.7: Planning in Bushfire Prone Areas*;
- *State Planning Policy 2.9: Water Resources*; and
- *Carbon Rights Act 2003*.

Policy Implications

If adopted, the *Local Planning Policy – Tree Farms and Carbon Farming* will guide assessment and decision-making for tree farming and carbon sequestration proposals. It will clarify expectations regarding fire management, road maintenance, environmental impacts, and compatibility with surrounding land uses.

Sustainability & Climate Change Implications

Environmental - Supports carbon sequestration and climate change mitigation and enhances biodiversity and land rehabilitation. May impact native vegetation and water resources if not managed properly.

Economic - Provides diversification opportunities for landowners and can contribute to regional economic development through carbon credits and forestry industries. Potential land use conflicts with traditional agriculture.

Social - Potential changes to rural character and landscape aesthetics and could affect local employment in traditional farming sectors. Possible increased fire risk requiring mitigation measures.

Financial Implications

Adoption and implementation of the Local Planning Policy on Tree Farms and Carbon Farming may incur initial minor administrative, and advertising costs related to policy development and public consultation.

Strategic Implications

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

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
The absence of a specific policy exposes the Shire to potential unregulated development of Tree Farm, leading to uncertainties, community dissatisfaction, and inconsistent decision making. Adopting a clear policy mitigates these risks and ensures responsible development.	Possible (3)	Moderate (3)	Medium (5-9)	Compliance Requirements	Control through conditions of approval and compliance.

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 nine (9) has been determined for this item. Any items with a risk rating over 10 (considered 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 *Local Planning Policy – Tree Farms and Carbon Farming (Final Version for Adoption – May 2025)* establishes a consistent framework for assessing proposals involving Tree Farming and Carbon Farming in the Shire. It outlines requirements relating to bushfire management, rural land capability, biodiversity outcomes, environmental safeguards, and the protection of infrastructure assets. It also provides guidance for the assessment of Carbon Farming proposals that fall under the ‘Use Not Listed’ category within the *Shire of Narrogin Local Planning Scheme No. 3 (LPS3)*.

The policy has been prepared in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* and is consistent with relevant State Planning Policies, including *SPP 2.5 – Rural Planning*, *SPP 2.9 – Water Resources*, and *SPP 3.7 – Planning in Bushfire Prone Areas*. It supports the Shire’s objectives for sustainable land use, environmental stewardship, and managing the cumulative impacts of large-scale rural development.

A total of eight (8) submissions were received from State Government agencies during the public advertising period. Matters raised included bushfire planning, native vegetation use, land capability, environmental buffers, water resource protection, carbon credit schemes, and haulage impacts. No public submissions were received.

The policy has been updated in response to the submissions received. Key amendments include:

- Section 1.2 was introduced to clarify the policy’s application to both Tree Farms and Carbon Farming, including proposals that are assessed as ‘Use Not Listed’ under LPS3.
- Section 2 – Fire Management Requirements was updated to reference the *DFES Guidelines for Plantation Fire Protection (2011)*, outline firebreak and fuel reduction requirements, and allow for simplified Bushfire Management Plans where no habitable buildings are proposed. These changes align with *SPP 3.7* and reflect best-practice fire risk assessment.
- Section 3 – Application Requirements was expanded to include species screening and site-specific soil mapping. Proponents are also encouraged to consult infrastructure agencies early, particularly Western Power. Clarifications were added confirming that development approval is not required for non-commercial revegetation or land rehabilitation, improving policy clarity, and reducing unnecessary applications.
- Section 4 – Environmental and Water Management was amended to prohibit tree farms in dam buffer zones and Public Drinking Water Source Areas (PDWSAs) unless approved by the Water Corporation. The section also now references *Operational Policy 4.3* and the *FIFWA Code of Practice (2014)* for determining buffer distances and specifies that buffers must be measured from the edge of the foreshore. A minimum 6 metre non-planted buffer beyond the foreshore is required, consistent with DWER advice.
- Section 5 – Agricultural Land Retention was refined to encourage multi-species planting and support projects aligned with the *Australian Carbon Credit Unit (ACCU) Scheme*. Clarification was

added requiring Farm Management Plans where more than 35% of a lot is proposed for tree planting, ensuring proposals demonstrate land use justification and environmental benefit.

- Section 6 – Transport and Infrastructure was revised to reference Main Roads WA and the State Road Network, ensuring haulage impacts are properly assessed and integrated into the development approval process.

An Advisory Note has been included recommending early engagement with DFES, Western Power, and other relevant authorities, and the use of asset identification tools such as *Before You Dig Australia*.

Minor formatting, terminology and structural edits have also been made post-advertising to improve the readability and consistency of the document. These changes do not alter the intent of the policy as advertised and are consistent with the officer responses outlined in Attachment 2.

The final version of the *Local Planning Policy – Tree Farms and Carbon Farming* is now presented to Council for adoption. A full summary of submissions and officer responses is provided in Attachment 2.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to the proposed *Local Planning Policy - Tree Farms and Carbon Farming*, Council:

- 1) Note the submissions and recommended modifications as outlined in the Schedule of Submissions included in Attachment 2;
- 2) Resolve to proceed with the adoption of the *Local Planning Policy on Tree Farms and Carbon Farming* (Attachment 1) with modifications, pursuant to Schedule 2, Part 2, Division 2, Clause 4(3)(b)(ii) of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*;
- 3) Authorise the Chief Executive Officer to public a notice of the Local Planning Policy on the Shire website in accordance with Schedule 2, Part 2, Division 2, Clause 4(4) of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, after which time the Local Planning Policy has effect on the publication of the notice; and
- 4) Write to all individuals and agencies that submitted their comments during advertising period advising of the Council's decision.

Local Planning Policy

D13 – Tree Farms and Carbon Farming

History	Adopted dd mmmm yyyy (Resolution No. xxxxxx.xx)
Statutory Context	Planning and Development Act 2005 Planning and Development (Local Planning Schemes) Regulations 2015 Shire of Narrogin Local Planning Scheme No. 3 (LPS3) State Planning Policy 2.5: Rural Planning State Planning Policy 3.7: Planning in Bushfire Prone Areas State Planning Policy 2.9: Water Resources Carbon Rights Act 2003

Introduction

This is a Local Planning Policy prepared under Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 and the Shire of Narrogin Local Planning Scheme No. 3. This policy may be cited as Local Planning Policy (LPP) – Tree Farms and Carbon Farming.

Policy Statement

The Shire of Narrogin recognises the role of Tree Farms and Carbon Farming in sustainable rural land use. This policy provides a framework for the appropriate location, assessment, and management of Tree Farms to ensure compatibility with existing rural land uses and compliance with LPS3, State Planning Policies, and other regulatory requirements.

This policy does not override the provisions of LPS3 but provides guidance to landowners and applicants on how Tree Farm proposals will be assessed within the Shire.

Purpose

The purpose of this policy is to provide clear guidance on the establishment of Tree Farms in the Shire of Narrogin, ensuring compatibility with surrounding rural and agricultural land uses.

The Shire will have due regard to this policy when determining applications but is not bound by it. Where there is an inconsistency between this policy and LPS3, the provisions of LPS3 shall prevail.

This policy aims to:

- Ensure that Tree Farms are established in appropriate locations without conflicting with existing rural or agricultural land uses;
- Ensure compliance with statutory bushfire risk management requirements, including SPP 3.7 and the Department of Fire and Emergency Services guidelines;
- Manage transport and road infrastructure impacts associated with Tree Farms, particularly those involving commercial harvesting;
- Ensure that Tree Farms do not adversely impact groundwater recharge areas or natural watercourses, in accordance with SPP 2.9;
- Encourage the integration of Tree Farms with agricultural activities, where appropriate;
- Protect and enhance native vegetation, wetlands and water courses and assist in the reduction of salinity, waterlogging and erosion; and
- Promote responsible management and ongoing compliance with approved tree farming activities.

Definitions

Tree Farm: As defined under LPS3, "Tree Farm" means land used commercially for tree production where trees are planted in blocks of more than one hectare, including land in respect of which a carbon right is registered under the Carbon Rights Act 2003, section 5.

Carbon Right: As defined in Part 2, Section 5 of the Carbon Rights Act 2003:

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- A carbon right is a right to the benefits associated with carbon sequestration through tree growth on the specified land.

Statement

Clause 4.38 of the Shire of Narrogin Local Planning Scheme No. 3 (LPS3) provides:

4.38 Vegetation Protection:

- (1) The local government may require the rehabilitation of degraded land, the fencing of remnant vegetation, and the revegetation of areas considered to be deficient in tree cover.

While tree farming involves planting trees for commercial production, it is distinct from vegetation protection objectives within the Scheme, which focus on conserving natural habitats rather than commercial cultivation.

Policy Provisions

1. Planning Approval for Tree Farms

- White Tree Farms are a permitted ('P') use in the Rural zone under LPS3, development approval may still be required where the proposal does not comply with Scheme provisions. Where development approval is required, the application will be assessed with due regard to the relevant provisions of LPS3, the Deemed Provisions, and applicable State Planning Policies.

- In zones where the Tree Farms are not permitted or require discretion, development approval will be required in accordance with LPS3. Such applications will be assessed with due regard to the relevant provisions of LPS3, the Deemed Provisions, and applicable State Planning Policies.

- 1.0. Development approval shall be required for the establishment of a Tree Farm in accordance with LPS3. Applications for planning approval shall include:

(ii)(i) A site plan identifying the plantation area, access points, internal roads, and buffer areas.

(iii)(ii) A Bushfire Management Plan where required under SPP 3.7.

(iv)(iii) A Traffic Impact Statement where haulage activities may impact the State Road Network as well as the local road network.

(v)(iv) An Environmental Impact Assessment where a Tree Farm is proposed near watercourses, wetlands, or remnant vegetation.

(vi)(v) A Hydrological Assessment where irrigation is proposed.

2. Bushfire Management Requirements

- 2.1. Where a Tree Farm is located within a designated bushfire-prone area, the proponent shall prepare a Bushfire Management Plan in accordance with SPP 3-7-3.7 - Planning in Bushfire Prone Areas, the Planning for Bushfire Protection Guidelines, and the and DFES - gGuidelines for Plantation Fire Protection 2011.

- 2.2. Firebreaks, access routes, and water points must be maintained to a standard specified by the Shire of Narrogin's Firebreak Notice. Applications shall demonstrate the location and specification of external firebreaks, fuel reduction zones, and fire access tracks, consistent with Section 2 of the Plantation Fire Protection Guidelines.

- 2.3. The Shire may impose conditions requiring additional fire mitigation measures including alignment with the Sustainable Forest Management Standard (AS/NZS 4708) where applicable. where necessary.

3. Traffic and Road Infrastructure

- 3.1. The Shire and Main Roads Western Australia may require a Traffic Impact Assessment for applications where tree harvesting or associated heavy vehicle movements are proposed and likely impact the local or State Road network, is proposed.

- 3.2. Proponents may be required to contribute to the maintenance or upgrade of local roads impacted by harvesting operations.

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3.2. Where a development is likely to result in significant wear or damage to road infrastructure, proponents may be required, via condition of development approval or agreement, to contribute to the maintenance or upgrade of affected local roads or the State Road Network, in consultation with the relevant road authority. A road bond may be requested to cover potential damage resulting from heavy vehicle use.

3.3. The Shire may request a road bond or contribution as a condition of development approval to cover potential damage to local roads resulting from heavy vehicle use. Where applicable, the involvement of Main Roads WA will be required for impacts to the State Road Network.

3.3.3.4. The Applicant is recommended to consult with Western Power and use the Before You Dig and mapping tools.

4. Environmental and Water Management

4.1. Where a Tree Farm is proposed to be in proximity to wetlands, watercourses, or remnant vegetation, the application must demonstrate that environmental impacts have been appropriately considered and mitigated. The use of invasive or high-risk species (e.g., Eucalyptus camaldulensis) may not be supported. The Shire may request an Environmental Impact Assessment or similar report where development is likely to impact native vegetation, wetland buffers, or riparian corridors.

4.2. Non-planted buffers of no less than 50 metres must be maintained around permanent water bodies and be 30 metres around ephemeral streams: or as determined by Operational Policy 4.3 – Identifying and establishing waterway foreshore areas (2012) and the Code of Practice for Timber Plantations in Western Australia (2014) depending upon the site bio-physical characteristics.

4.3. A Minimum 6 metre non-planted buffer must be provided beyond the edge of the identified foreshore area, unless otherwise supported by the relevant referral agency.

4.4. Tree Farms are not permitted within dam buffer zones or Public Drinking Water Source Areas (PDWSAs) without prior written approval from Water Corporation.

4.5. Where a Tree Farm forms part of a recognised carbon sequestration project, preference will be given to proposals that use locally native, multi-species revegetation. Reduced buffers may be supported for environmental restoration projects using native species and plantings aligned to the objectives of the Australian Carbon Credit Unit (ACCU) Scheme or regional Natural Resource Management (NRM) plans.

5.0. Tree Farms shall be designed to minimise impacts on watercourses and groundwater recharge areas in accordance with SPP 2.9.

6.0. Non-planted buffers of no less than 50 metres must be maintained around permanent bodies of water bodies and be 30 metres around ephemeral streams.

7.0. Where a Tree Farm proposes irrigation, a Hydrological Assessment may be required.

8.5. Agricultural Land Retention

8.1.5.1. The Shire encourages the integration of Tree Farms with existing agricultural uses.

8.2.5.2. Where a Tree Farm proposal seeks to occupy more than 35% of a lot, a Farm Management Plan shall be required, demonstrating:

- (i) Environmental benefits, or
- (ii) Justification for the extent of tree planting.

5.3. 5.3 Where tree farms or carbon farming proposals are submitted, the Shire encourages the use of multi-species plantings and locally native species, particularly where proposals adjoin remnant vegetation, waterways, or areas of high environmental value. This approach supports biodiversity outcomes, ecological connectivity, and long-term landscape resilience.

5.4. 5.4 Proponents are also encouraged to consult with the relevant Natural Resource Management (NRM) body to ensure that proposals align with regional environmental objectives and best-practice

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[restoration principles. While NRM engagement is not mandatory, it is strongly supported as part of a responsible and integrated land-use planning approach.](#)

– End of Policy

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Local Planning Policy - Tree Farms and Carbon Farmin

State Government Agency	Submission	Officers Comments				
Department of Biodiversity, Conservation & Attractions	Please see our comments below. It would be appreciated if you could forward them to Ahar Awang (Shire of Narrogin Executive Manager – Development & Regulatory Services). - Policy provisions, 1(1.1), (iv) An environmental impact assessment where a tree farm is proposed near watercourses, wetlands or remnant vegetation. Included in this would be a preference for local species from locally sourced seed. Some species such as <i>Eucalyptus camaldulensis</i> should be avoided as these can invade reserves and interbreed with species such as <i>Eucalyptus rudis</i>. There could be an array of unsuitable plants being considered, there should be a screening process for species, given that some of these may end up in shire road verges. - Environmental and water management – no specific section for this notion (though possibly in Clause 4.38), but it could be useful if plantings provided buffering and connectivity between existing remnants, and this could enhance the shire vegetation protection objectives. The buffers around wetlands and ephemeral streams are probably adequate, the choice of species and seed source would then be the most critical aspect of the work. - I think that the plan to seek justification for planting more than 35% of a lot could be a sound notion as it seeks to complement agriculture rather than supplant it. Where entire properties have been purchased and converted to tree farms in other regions, this has had a major effect on local communities. This policy is an attempt to integrate plantings which I think is a valid approach. - Recommended that local species / seed be used where possible to enhance biodiversity.	Supported in part. Section 4.2 will be amended to allow discretion to reduce watercourse buffers where locally native species are proposed for environmental restoration, consistent with Clause 4.38 of LPS3. A preference for local provenance species will be included in Section 5. A species screening requirement will be added to Section 3 (Application Requirements) for proposals adjacent to reserves, wetlands or watercourses.				
Department of Fire and Emergency Services (DFES)	The below advice is provided in reference to <i>State Planning Policy 3.7 Bushfire</i> (SPP 3.7) and the associated <i>Planning for Bushfire Guidelines (Guidelines)</i>. DFES Land Use Planning Branch has reviewed the policy and provide the following advice - In some scenarios the submission of BMPs may not add value where tree/carbon farms do not include any habitable buildings on site/within 100m of site. - The policy should reference and adequately incorporate the DFES Guidelines for Plantation Fire Protection 2011(the Guidelines). It is recommended the following policy provisions be incorporated: <table><tr><th>Policy Provision(continued)</th><th>Assessment (continued)</th></tr><tr><td>Planning for Plantation Fire Management</td><td> The Guidelines in section 2 - Planning for Plantation Fire Management (PMP), should be incorporated or reference the following criteria. - External Firebreaks and Setback Distances - Fuel Reduction The Guidelines in Section 3 Fire Management Plans provide the specific details required in alignment with Sustainable Forest Management (AS / NZS 4708). </td></tr></table>	Policy Provision(continued)	Assessment (continued)	Planning for Plantation Fire Management	The Guidelines in section 2 - Planning for Plantation Fire Management (PMP), should be incorporated or reference the following criteria. - External Firebreaks and Setback Distances - Fuel Reduction The Guidelines in Section 3 Fire Management Plans provide the specific details required in alignment with Sustainable Forest Management (AS / NZS 4708).	Supported. Provisions have been incorporated into Section 2: Bushfire Management Requirements. The recommendations provided by the Department of Fire and Emergency Services (DFES) have been addressed and incorporated as follows: Bushfire Management Plan requirements, including reference to State Planning Policy 3.7 – Planning in Bushfire Prone Areas, the Planning for Bushfire Protection Guidelines, and the DFES Guidelines for Plantation Fire Protection 2011, have been integrated into: Section 2.1 – Bushfire Management Plan triggers and document references. Section 2.2 – Specifications relating to firebreaks, fuel reduction zones, and fire access tracks, referencing Section 2 of the
Policy Provision(continued)	Assessment (continued)					
Planning for Plantation Fire Management	The Guidelines in section 2 - Planning for Plantation Fire Management (PMP), should be incorporated or reference the following criteria. - External Firebreaks and Setback Distances - Fuel Reduction The Guidelines in Section 3 Fire Management Plans provide the specific details required in alignment with Sustainable Forest Management (AS / NZS 4708).					

	<table><tr><td>Fire Management Requirements</td><td>2.2 The specifications can reference section 4 of The Guidelines.</td></tr><tr><td>Not Included</td><td>Plantation Fire Protection Specifications (section 4), Equipment and Training (section 5), Harvesting and Post Plantation Management (section 6) and Plantation Species (section 7) warrant consideration for referencing or content inclusion.</td></tr></table> - Completed Plantation Management Plans may not be required for carbon sequestration proposals, noting that these developments generally will not include ongoing management, thinning or harvesting at maturity. In these instances, it is recommended that the applicable sections of the Guidelines are addressed in a simplified document. - On the basis of the above, DFES requests that the policy be updated to reference the DFES Guidelines for Plantation Fire Protection 2011 and ensure that the relevant 'management plan' is submitted where required for each type of proposal. - DFES understands that DPLH is currently working on policies to cover this type of development. It is recommended that this policy be referred to DPLH to ensure that there are no duplication/conflicting requirements proposed. - DFES encourages early communication with applicants regarding potential tree/carbon farms, and request that approved proposals are forwarded to DFES Office of Bushfire Risk Management to be added to the Map of Bushfire Prone Areas.	Fire Management Requirements	2.2 The specifications can reference section 4 of The Guidelines.	Not Included	Plantation Fire Protection Specifications (section 4), Equipment and Training (section 5), Harvesting and Post Plantation Management (section 6) and Plantation Species (section 7) warrant consideration for referencing or content inclusion.	DFES Guidelines. Section 2.3 – Discretionary Shire conditions allowing for alignment with the Sustainable Forest Management Standard (AS/NZS 4708) where appropriate. Section 2.4 – Provision for simplified Bushfire Management Plans for carbon sequestration proposals with no habitable buildings within 100m, as requested by DFES. These inclusions are consistent with DFES's recommendations relating to fire risk mitigation, BMP structure, and standards alignment.
Fire Management Requirements	2.2 The specifications can reference section 4 of The Guidelines.					
Not Included	Plantation Fire Protection Specifications (section 4), Equipment and Training (section 5), Harvesting and Post Plantation Management (section 6) and Plantation Species (section 7) warrant consideration for referencing or content inclusion.					
Department of Primary Industries and Regional Development	DPIRD does not object to the proposal and offers the following comments: The zoning table lists 'Tree Farms' as - a 'P' use in the Rural zone. A 'D' use may provide the Shire with more control in the establishment of 'Tree Farms' in this zone. - a 'D' use in the Rural Residential zone. A 'X' use for 'Tree Farms' in this zone may be more appropriate to manage the potential fire risk from a dense planting of trees near residential areas. The policy allows for a Tree Farm to occupy more than 35% of a lot and there may be valid reasons for some Tree Farms to completely fill a lot. However, large blocks of trees bring a new fire risk into the landscape, which could challenge the capacity of local rural fire brigades to cope with this type of fire. In addition, there is the possibility of absentee landowners who could 'plant and walk away', leading to reduced human resources to deal with a fire. While DPIRD supports increasing the area of trees in the shire, it needs to be done in a sustainable manner. A requirement for a local manager would ensure the property is well maintained and the local fire brigade is supported. Development applications could include a soils map and the proposed list of trees by soil type. This would enable DPIRD, Department of Biodiversity, Conservation and Attractions (DBCA) and the Shire to determine if the correct species have been selected for the landscape. This could also ensure that the species selected are complimentary to native remnant vegetation and will assist in maintaining landscape function. The Shire must ensure that any Tree Farm Management Plan has measurable requirements that can be enforced by the local government through planning conditions. DPIRD agrees that "while tree farming involves planting trees for commercial production, it is distinct from vegetation protection objectives within the Scheme, which focus on conserving natural habitats rather than	Supported in part. Use permissibility is controlled by LPS3 and cannot be changed via policy. However, the drafted policy already requires Tree Farm Management Plans where planting exceeds 35% of a lot. Section 3 will be updated to include: (a) requirement for species list linked to site soil characteristics, and (b) recommendation for a nominated local contact for fire liaison. Land rehabilitation using trees for erosion control or salinity is not subject to approval unless commercial harvest or carbon registration is proposed.				

	commercial cultivation". Planning approval should not be required for the planting of trees for land rehabilitation, salinity affected areas, wind belts etc which are not proposed to be commercially used for harvesting or carbon sequestration.	
Wheatbelt Natural Resource Management (WNRM)	Hopefully, this helps local planning policy to reflect the current 'environment' with regards to carbon tree projects. Most commercial tree farm projects would be registered with the Clean Energy Regulator for carbon credits, so you are unlikely to get an application for a tree farming project that is not also generating ACCUs. Comments: 1. Where the WA Carbon Rights Act is mentioned, it's useful to add the Australian Carbon Credit Unit (ACCU) Scheme and its legislative instruments also. Most marketable carbon credit projects within Australia are registered with the Clean Energy Regulator under the ACCU Scheme. I am unsure how the national legislation interacts with the 2003 state Act but both may be applicable. https://www.legislation.gov.au/C2011A00101/latest/text https://www.legislation.gov.au/F2015L00156/latest/text It may also be useful to define which ACCU Scheme methods the tree policy allows for, or that an application relates to, for example: https://cer.gov.au/schemes/australian-carbon-credit-unit-scheme/accu-scheme-methods/reforestation-environmental-or-mallee-plantings-fullcam-method-2024 https://cer.gov.au/schemes/australian-carbon-credit-unit-scheme/accu-scheme-methods/reforestation-and-afforestation-method https://cer.gov.au/schemes/australian-carbon-credit-unit-scheme/accu-scheme-methods/plantation-forestry-method This ensures Shire staff are aware of and able to locate the method, its planting layouts, and species requirements. Some methods involve plantation style projects to be harvested (monocultures) whilst others are permanent biodiverse plantings. Carbon projects (both monoculture and biodiverse) can complement priority agricultural land-use by rehabilitating degraded and/or low productivity land. Hence statement 4.38 could be edited to reflect this (see 3 below). 2. The Australian Government's Nature Repair Market - DCCEEW will encourage dual registered projects for carbon and biodiversity certificates. This is an opportunity for Tree Farming and biodiversity values to coexist within your policy. Given the above range of project types and ACCU Scheme methods, the Shire may wish to preference the planting of biodiverse, or at least, multi species tree plantings. The carbon and biodiversity economy represents an opportunity to leverage investment that maximises the Shire's biodiversity and landscape benefit, improving future natural capital and resilient landscape values for the shire through renewed ecosystem services. Whilst the monetary 'credits' for these services may belong to the project proponent, the resilience and ecosystem services benefits your landscapes. Understanding the various ACCU Scheme methods will assist you when assessing projects adjacent to remnant vegetation or watercourses, where locally native and biodiverse plantings are more appropriate. 3. Section 4 - Environmental and Water Management. Regarding carbon projects that are dual registered for carbon biodiversity credits. Where revegetation is desired along watercourses as part of integrated	Supported in part. A contextual note on the ACCU Scheme will be added to the Introduction. Section 4.2 will be amended to allow reduced setbacks (to 15m or 30m) only where local native revegetation is proposed for environmental restoration, consistent with Clause 4.38 of LPS3. Section 5 will express a preference for multi-species or native plantings. NRM engagement will be encouraged but cannot be made mandatory.

	farming systems and land restoration priorities, the 50m and 30m buffers may not be required for biodiverse plantings comprised of species that represent the native species mix of that riparian zone. An exception to this clause could be added to cater for this circumstance. 4. Section 5 – Agricultural Land Retention. A stronger assessment mechanism may be required where a significant land-use change is proposed for a property that is currently under food production. The state government (DPIRD) and NRM's advocate that carbon credit projects (and logically tree farms) would not displace priority agricultural land or at least result in 'no net loss' to production through agricultural productivity co-benefits such as erosion control, and improved small water cycles. DPIRD may provide guidance through both their Rural Planning Policy and Carbon Farming and Land Restoration Program. Noting that ACCU Scheme projects registered with the Clean Energy Regulator require proponents to demonstrate the project's alignment with the location's Regional NRM Plan. To strengthen this mechanism and maximise landscape outcomes from the restoration economy, local government may want project proponents to have undertaken the NRM consultation prior to local government assessment. This may assist local government processes.	
Main Roads	Thank you for the opportunity to comment on the Shire of Narrogin Draft Local Planning Policy - Tree Farms and Carbon Farming. Main Roads has completed a review and provides the following comments: • Section 1.1 (iii), Reference should be made to the State Road Network as well as local Roads. • Section 3.1, Reference should be made to Main Roads Western Australia as well as The Shire. • Section 3.2, Reference should be made to the State Road Network as well as local Roads.	Supported. The policy has been updated to reference the State Road Network and Main Roads WA where appropriate. Specifically, Section 3.1 – Traffic and Road Infrastructure clarifies that a Traffic Impact Assessment may be required where harvesting or haulage is likely to impact either the local or State Road network.
Western Power	Thank you for your submission to Western Power for Ref: Draft Local Planning Policy - Tree Farms and Carbon Farming. Unfortunately requests for general comments, feedback and approval for proposals can't be provided for without a formal application and the investigation by Western Power that follows. We suggest reviewing your query against the processes referred to in our Strategic Planning web page: • Using our provided mapping tools and Before You Dig Australia to locate any assets that may be affected by any proposed change or development • Consider the proposal against our Products and Services • If there are transmission assets (66,000VOLTS-330,000 VOLTS) in proximity to your work, applying via our move or remove transmission and communication assets form, • Ensuring any developers involved are aware that they will need to make an application to deal with any assets that are in the development area as well as for the power requirements for the development. Submission of Road Closures or Property Boundary changes: If the new property boundary changes the relationship of distribution equipment to that boundary, i.e. poles, cables, or ground mounted equipment formerly in the road reserve or running in proximity to the old boundary are now well within the property an application will need to be made to move or remove equipment. This application will determine if an easement is required or if a physical change is necessary. Even if our assets are present but not affected by a boundary change, continued physical access for	Noted. No changes to policy text are proposed. An advisory note has been added to Section 3.4 – Traffic and Road Infrastructure recommending early consultation with Western Power and the use of Before You Dig Australia and related mapping tools to identify infrastructure constraints.

	maintenance and emergency response must be provided. If this is not via the original road path, changed access conditions should be communicated via our Land Entry Preferences form. Thank you and we look forward to receiving your information/applications through the correct channels.	
Water Corporation	Water Corporation scheme water will not be used for the purpose of irrigation. Tree farming should not occur within Water Corporation Dam buffers or within drinking water protection areas without being assessed by Water Corporation for potential impact. The information provided above is subject to review and may change. If the proposal has not proceeded within the next 6 months, please contact us to confirm that this information is still valid. Should you have any queries or require further clarification on any of the above issues, please do not hesitate to contact me at matt.calabro@watercorporation.com.au	Supported. Section 4.4 of the policy has been amended to prohibit Tree Farms within dam buffer zones or Public Drinking Water Source Areas (PDWSAs) without prior written approval from Water Corporation. Section 4.5 has been added to clarify that scheme water is not to be used for irrigation unless approved by Water Corporation.
Department of Water and Environment (DWER)	Policy Provision 4.2 of the above draft policy states a “non-planted” buffer of “30 metres around ephemeral streams” (see Screenshot 1 below). From our experience, we note that the “non-planted buffer of 30 metres around ephemeral streams” may be interpreted as: - the total width of 30 metres (i.e. 15 metres each side of the stream to make up the 30 metres width), or 30 metres on each side of the stream (i.e. total 60 metres width) - the non-planted buffer to include the waterway foreshore, which would be incorrect - the non-planted buffer measurement being taken from the centreline of the waterway, which would be incorrect The Shire should note that: the Draft State Planning Policy 2.9 Planning for Water Guidelines (Aug 2021) refers to DWER’s Operational Policy 4.3 – Identifying and establishing waterway foreshore areas (Screenshot 2), which provides guidance on determining the extent of the waterway foreshore based on the bio-physical characteristics of the site Section 3.3.3 of Operational Policy 4.3 states: “The Department of Water recommends a flexible approach to identifying foreshore areas, rather than simply adopting ‘standard’ foreshore widths. Historically, a foreshore area width of 30 metres for waterways and 50 metres for estuaries was generally applied.” “It (foreshore) was measured separately for each bank of the waterway, outwards from either: the outer edge of wetland vegetation, the two- to three- year average recurrence interval floodway or the high water mark (bank full) level.” Operational Policy 4.3 defines the: Foreshore area as: “The land that adjoins or directly influences a waterway. It is the area of transition between the edge of the waterway and the furthest extent of riparian vegetation, the floodplain and riverine landforms, or as negotiated area endorsed by the Department of Water” Foreshore buffer as: “The additional distance required between a foreshore area and any proposed development to help manage the condition of the waterway” the Code of Practice for Timber Plantations in Western Australia (FIFWA 2014) recommends to maintain a minimum 6 meter non-planted buffer to the edge of the waterway (Screenshot 3). As such, the non-planted buffer would extend a minimum 6 metre distance (i.e. buffer), in	Supported. Section 4.2 has been amended to clarify that non-planted buffers must be 30m from ephemeral streams and 50m from permanent water bodies, or as otherwise determined based on site-specific conditions in accordance with Operational Policy 4.3 – Identifying and establishing waterway foreshore areas (2012) and the Code of Practice for Timber Plantations in Western Australia (2014). Section 4.3 clarifies that buffer distances are to be measured from the edge of the foreshore, not the centreline. Section 4.4 introduces a minimum 6m non-planted buffer beyond the foreshore area, unless otherwise supported by the relevant referral agency. These changes ensure alignment with DWER guidance and best-practice foreshore management.

	addition to the foreshore width determined via Operational Policy 4.3 for each side of the waterway. The Shire should note that DWER has been advising a minimum non-planted buffer of 6 metres from the edge of the waterway foreshore (as per the Code of Practice for Timber Plantations in Western Australia), in addition to the foreshore width being determined using Operational Policy 4.3. These above documents are attached for your convenience. In view of the above, DWER recommends the following change to Policy Provision 4.2 of the draft policy statement: From: “4.2. Non-planted buffers of no less than 50 metres must be maintained around permanent bodies of water bodies and be 30 metres around ephemeral streams.” To: “4.2. Non-planted buffers of no less than 50 metres must be maintained around permanent water bodies and be 30 metres around ephemeral streams; or as determined by Operational Policy 4.3 – Identifying and establishing waterway foreshore areas 2012 and the Code of Practice for Timber Plantations in Western Australia 2014 depending upon the site bio-physical characteristics.” In the event there are modifications to the proposal that may have implications on aspects of environment and/or water management, the Department should be notified to enable the implications to be assessed. *Submission contained the following documents: Operational policy 4.3: Identifying and establishing waterways foreshore areas and Code of Practise Timber Plantations	

10.1.3 ADOPTION OF DRAFT LOCAL PLANNING POLICY – SOCIAL IMPACT ASSESSMENT

File Reference	18.6.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	2 May 2025
Author	Dale Stewart – Chief Executive Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Draft Local Planning Policy – Social Impact Assessment	

Summary

This report seeks Council’s approval to advertise the Draft Local Planning Policy – Social Impact Assessment (LPP) for public comment, in accordance with the requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the *Shire of Narrogin Local Planning Scheme No. 3 (LPS3)*. The policy provides a robust and structured framework to guide the preparation, submission, and assessment of Social Impact Assessments (SIAs) for significant planning proposals within the Shire.

The purpose of the policy is to ensure that planning decisions within Narrogin give due consideration to the full spectrum of social impacts, both positive and negative, arising from development proposals. The intent is to enhance community wellbeing, promote sustainable development, and align with Narrogin’s long-term strategic vision. The policy establishes when a Social Impact Assessment is required, outlines expectations for stakeholder and community engagement, and defines the matters to be addressed in both SIAs and accompanying Social Impact Statements (SIS).

Council is requested to adopt the Draft Policy for the purpose of public advertising for a minimum period in accordance with LPS3, after which a further report will be presented to Council for final adoption.

Background

Significant development proposals, such as mining, industrial, infrastructure, and renewable energy projects, have the potential to bring profound changes to Narrogin’s social fabric. These projects can influence employment, population demographics, community services, safety, housing availability, and more. In response to these potential impacts, it is necessary to implement a consistent and transparent planning mechanism.

The Draft Local Planning Policy – Social Impact Assessment has been prepared to:

- Guide the assessment of proposals that may have significant social consequences.
- Promote early engagement with the community and key stakeholders.
- Mitigate negative social impacts while enhancing community benefits.

- Establish clear requirements for proponents, including when an SIA is mandatory and what it must contain.

The Policy aligns with the *Planning and Development Act 2005*, relevant State Planning Policies, and the Shire's LPS3.

Consultation

In preparing this policy, the Shire has reviewed best practice examples from other jurisdictions and has considered relevant state planning policies and SAT decisions.

If approved for advertising, the Draft Policy will be subject to public consultation for a minimum period, in accordance with LPS3 and the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Consultation will include:

- Public notice on the Shire's website, social media, and local newspaper;
- Letters to key stakeholders, including major project proponents and relevant government agencies; and
- Opportunities for written submissions to be lodged with the Shire during the consultation period.

Following the consultation period, a further report will be presented to Council, summarising submissions received and recommending any necessary amendments prior to final adoption.

Statutory Environment

The Draft Policy has been prepared in accordance with the following legislative and statutory frameworks:

- *Planning and Development Act 2005* – Governs land use planning and development in Western Australia.
- *Planning and Development (Local Planning Schemes) Regulations 2015* – Provides for the preparation and adoption of local planning policies.
- Shire of Narrogin *Local Planning Scheme No. 3 (LPS3)* – The statutory instrument under which the policy will operate.
- Relevant State Planning Policies (SPPs)

In accordance with Clause 4 of Schedule 2 of the Regulations, a local planning policy must be advertised for public comment prior to final adoption.

Policy Implications

Once adopted, this policy will ensure a consistent approach to:

- Provide statutory guidance for evaluating social consequences of developments.
- Support Council in achieving better planning outcomes that align with the Shire's community values and strategic priorities.
- Set clear standards for developers and decision-makers regarding site selection, consultation, infrastructure needs, and long-term community integration.

This policy will not amend zoning under LPS3 but will guide discretionary decisions related to development approvals and structure planning, with a strong focus on enduring community benefit.

Sustainability & Climate Change Implications

Environmental – By requiring social impact assessments to consider ecological values and sustainability principles, the policy supports responsible development that avoids long-term environmental degradation. While the policy does not directly regulate emissions, it supports planning approaches that consider climate resilience, environmental sustainability, and long-term community wellbeing.

Economic – The policy supports sustainable economic development by ensuring that major projects contribute to local employment, procurement of goods and services, and infrastructure upgrades.

Social – By embedding social impact assessment into planning processes, the policy ensures that developments account for impacts on health, safety, community cohesion, heritage, housing accessibility, and service availability. This encourages socially inclusive, resilient communities and prevents or reduces the risk of displacement, inequity, or decline in quality of life.

Financial Implications

The costs associated with advertising the Draft Policy are minimal and can be accommodated within the Shire's existing operational budget.

Long-term, the policy aims to reduce the financial burden on the Shire by:

- Requiring developers to consider and address potential adverse social and infrastructure impacts early in the planning process.
- Reducing future remedial or mitigation costs that may otherwise fall to the Shire.
- Encouraging contributions from proponents toward infrastructure and service provision, reducing reliance on ratepayer funding for unanticipated impacts of large-scale developments.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective:	1.	Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.1	Growth in revenue opportunities
Strategy:	1.1.1	Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business
Objective:	2.	Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.2	Build a healthier and safer community
Strategy:	2.2.2	Advocate for mental health and social support services
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
Strategy:	2.3.4	Provide improved community facilities (e.g., library/recreation)
Outcome:	2.4	Cultural and heritage diversity is recognised

Strategy:	2.4.2 Support our Narrogin cultural and indigenous community

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Development proceeds without assessment of social impacts, resulting in community backlash or service strain.	Possible (3)	Major (4)	High (10-16)	Business & Community Disruption	Adoption of the policy mandates Social Impact Assessments for high-impact proposals, enabling proactive planning and community benefit analysis.
Legal challenge to policy provisions.	Unlikely (2)	Moderate (3)	Medium (5-9)	Compliance Requirements	The policy aligns with State Planning Policies and draws from SAT precedents, enhancing its legal defensibility
Social dislocation caused by rapid project implementation (e.g., housing stress, reduced amenity).	Possible (3)	Major (4)	High (10-16)	Business & Community Disruption	Early requirement for proponents to assess and mitigate social risks through SIAs reduces the likelihood of post-approval disruption.

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 twelve, six, and twelve have been determined for this item. Any items with a risk rating of 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

The Draft Local Planning Policy – Social Impact Assessment provides a strategic, transparent, and defensible framework to ensure that significant development proposals in the Shire of Narrogin are assessed not only for their physical and economic outcomes, but also for their social impacts. This policy strengthens community wellbeing, aligns with State Planning Policies, and promotes balanced decision-making that reflects the long-term vision for Narrogin.

Council's approval is sought to proceed with public advertising of the Draft Policy, in accordance with LPS3 and the Planning Regulations.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to the proposed Local Planning Policy – Social Impact Assessment, the Council:

- 1) Resolve to approve the Draft Local Planning Policy on Social Impact Assessment (Attachment 1) pursuant to Schedule 2, Part 2, Division 2, Clause 3(1) of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the purpose of conducting public advertising in accordance with clause 4 of those provisions;
- 2) Request the Chief Executive Officer to advertise the Draft Local Planning Policy – Social Impact Assessment for a period of 21 days in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*; and
- 3) Note that following the conclusion of the advertising period, any submissions received during the public advertising period will be referred to a future Council Meeting for further consideration”.

D14 – Social Impact Assessment

History Adopted dd mmmm yyyy (Resolution No. xxxxxx.xx)

Statutory Context Planning and Development Act 2005
Planning and Development (Local Planning Schemes) Regulations 2015
Shire of Narrogin Local Planning Scheme No. 3 (LPS3)

Introduction

This is a Local Planning Policy prepared under the *Planning and Development (Local Planning Schemes) Regulations 2015* and the Shire of Narrogin Local Planning Scheme No. 3. This policy may be cited as Local Planning Policy (LPP) – Social Impact Assessment.

The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area. In making a determination under the Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with the Scheme.

Purpose

Purpose

This Local Planning Policy (“the Policy”) provides guidance for the preparation, submission, and assessment of Social Impact Assessments (SIA) within the Shire of Narrogin. It seeks to ensure that land use planning decisions consider the full range of potential social impacts arising from significant development proposals. By doing so, the Policy aims to promote informed, transparent, and balanced decision-making that supports community wellbeing, sustainable growth, and the long-term vision for Narrogin.

The Policy outlines the circumstances in which a Social Impact Assessment is required, the expectations for consultation and engagement, and the matters to be addressed in both Social Impact Assessments and accompanying Social Impact Statements. It aligns with the *Planning and Development Act 2005*, relevant State Planning Policies, and the Shire’s Local Planning Scheme No. 3 (LPS3).

The Shire will have due regard to this Policy when determining planning proposals. In the event of any inconsistency between this Policy and LPS3, the provisions of LPS3 shall prevail.

This policy aims to:

- Facilitate a consistent and transparent approach to the consideration of local social impacts, both positive and negative, in land use planning decision-making.
- Minimise adverse impacts and maximise beneficial impacts of proposed developments.
- Provide clear guidance as to the specific development types and circumstances where a social impact assessment is required.
- Encourage upfront and ongoing engagement with the community and other key stakeholders regarding potential impacts of a proposed development.
- Assist agencies and proponents to minimise the amount of time taken to prepare social impact assessment plans for major projects.
- Consider a wide range of issues that have social implications, including infrastructure, resource issues (and access to those resources), heritage impacts, landform impacts, economic and fiscal impacts, community impacts, indigenous rights impacts, demographic impacts, transport impacts, and other relevant considerations.

Definitions

Social Impact Assessment (SIA)

The processes of analysing, monitoring, and managing the intended and unintended social consequences including impact on community wellbeing, both positive and negative, of a land use planning decision to be made in respect of a particular development proposal and any social change process that results from that decision.

Social Impact Statement (SIS)

A SIS forms part of the SIA process and is a report that summarises findings of the SIA which includes the type and significance of impacts (temporary and permanent) and the Applicant's proposed response to mitigate negative impacts and enhance positive impacts.

Application

This Policy applies to the following:

1. All Standard and Complex scheme amendment proposals (including amendment to the Local Planning Scheme) under Local Planning Scheme No. 10 and/or Local Planning Scheme No. 3 of State or regional significance that would have a substantial impact on the Shire of Narrogin.
2. All proposals for Structure Plans and Local Development Plans.
3. All proposals subject to a community consultation/advertising public notice process where the land or development or land use is considered by the Shire to result in significant social impact.
4. All proposals that consist of one or more of the following use classes being on land that is zoned 'Rural':
 - Industry;
 - Mining Operations;
 - Renewable Energy Facility; and
 - Workforce Accommodation.
5. Applications for development approval that relate to existing development/land uses that fall within clause 4 and consist of one or more of the following:
 - An extension of time in excess of 12 months; and/or
 - An extension to the scale of the project in excess of 10%, as determined by either the capacity of the development or the development value (whichever is the greater).
6. Where the Shire is consulted on uses of proposals listed below, a Social Impact Assessment shall be recommended:
 - Proposals under the *Mining Act 1978*;
 - Proposals covered by a State Agreement; and
 - Proposed Development of State Significance under the *Planning and Development Act 2005*.

Policy Measures

The local government shall have regard to the following provisions when assessing Social Impact Assessments:

1. A SIA is to be prepared by a suitably qualified and experienced person with specific demonstrated expertise in the completion of SIAs.
2. The level of detail, consultation and investigation should relate directly to the scale of the development proposed and the extent of issues inherent in the consideration of the proposal.
3. Proposals that have the potential for social impacts will be required to be accompanied by a comprehensive SIA prepared on the basis of pre-lodgement consultation and liaison with the local community and stakeholder consultation.
4. A SIS may form part of the SIA process and is a statement that provides strategies and monitoring mechanisms for impacts identified in the SIA process. Where a SIS is prepared as a stand-alone document,

the replication of information may be required to ensure that the proposal, its context, and its potential impacts are fully described in the SIS.

5. The following matters shall be addressed in a SIA/SIS, to the satisfaction of the local government:

5.1 Economic Impact

- Employment opportunities and estimate of number of jobs that will be created directly and indirectly as a result of the proposal;
- Income generation (short and long term);
- Impact on the local economy; including the engagement of local labour, local goods and services in the proposal;
- Provision of capital infrastructure; and
- Provision of telecommunications and advanced technology.

5.2 Social Impact

- Benefits to existing community services;
- Impact on existing community facilities;
- Provision of affordable housing;
- Impact on quality of life;
- Provision of useable open space;
- Identify stakeholders, the consultation level required and possible strategies to engage community and maximise the informed debate on the proposal, including an outline of the process for approval;
- Long term costs and benefits to the community;
- Requirements for additional facilities;
- Access to resources;
- Impact on community safety, security and social amenity;
- Noise and acoustic impacts (may require a separate technical report); and
- Visual Impact assessment impacts (may require a separate technical report).

5.3 Transport Issues

- Traffic Impact Statement.
- Examination of pedestrian and cycle trips.

5.4 Ecological Impact

- Environmental Impact Assessment where required to address potential impacts on the environment.
- Sustainability principles to be used in development and ongoing operation of the proposal.

5.5 Cultural Impact

- Impact on local character, amenity and 'sense of place';
- Impact on historic built form and cultural landscapes;
- Form partnerships with community;
- Impact on attractions of the area; and
- Impact on places of heritage significance, both indigenous and post European settlement.

5.6 Other relevant considerations

- Construction impacts (short to medium term);
- Operational impacts (long term); and
- Likely flow on and cumulative impacts arising from the likely precedent a favourable planning decision may create.

- Identify management and monitoring measures for all potentially significant adverse impacts and demonstrate hierarchy of avoidance and mitigation options.
 - Establish roles and responsibilities of the proponent, stakeholders, and potential partnerships throughout life of a proposal.
6. The local government recognises that a SIA may be incorporated into other project assessment processes (i.e., A State-level Infrastructure Assessment Framework). This policy is not intended to duplicate such processes but rather to assist in guiding, informing, and streamlining them.

Approval Requirements

Where a SIA is to be completed for a development proposal or a Scheme Amendment in accordance with Policy Measures, the SIA shall be required to be lodged with, and form part of the formal application.

1. It is recommended that a SIA report is a standalone document that is appended to the balance of the development proposal. The SIA report shall include the following information:
 - A brief description of the subject site and surrounds.
 - A description of the development project.
 - Likely direct and indirect impacts and the potential for cumulative impacts.
 - The significance of likely and potential impacts.
 - Completed SIA findings report (being the SIS) outlining the type and significance of impacts (temporary and permanent) and the Applicant's proposed response to mitigate negative impacts and enhance positive impacts.
2. The structure of a SIA should generally be in accordance with Attachment 1 of this Policy.
3. In considering a SIA the local government will have regard to:
 - The degree of change likely to arise from the proposed development, relative to existing circumstances and consideration of the alignment of the change with the long-term vision for the Shire.
 - The number and nature of people likely to be affected, both positively and negatively.
 - Whether the impact will be direct or indirect.
 - The potential for cumulative impacts as a result of the development.
4. In preparing a SIA, proponents may be required to undertake consultation with relevant stakeholders and/or the community as outlined in the Advertising and Consultation Requirements of this Policy.
5. A SIA shall include a Social Impact Statement to provide strategies and monitoring mechanisms for impacts identified through the process generally set out under the Approval Requirements of this Policy and in accordance with Attachment 2 of this Policy. A Social Impact Statement is required to form part of the SIA to be provided as part of an application lodged with the Council and shall contain:
 - Proposed measures to enhance positive impacts and mitigate negative impacts.
 - A monitoring program for assessing performance of the mitigation and enhancement measures.
 - Details of how the community will be involved in the monitoring and evaluation process, if appropriate.
 - Procedures for periodically reviewing and updating the SIS.

Advertising and Consultation Requirements

Consultation is required to meet the needs of the community based upon the principle that as the complexity and scale of a proposal increases, so does the community's need for constructive engagement in the planning process. A SIA prepared in accordance with this policy shall address the following requirements:

1. Stakeholder and community consultation shall be the responsibility of the proponent in accordance with this policy, including the identification of key stakeholders and the expected methods of community consultation to be undertaken by the proponent.
2. The local government will be responsible for the statutory responsibility to advertise, inform and respond to submissions lodged during the formal advertising period. The local government acknowledges submissions

and informs submitters of the relevant process in respect to a final decision on the proposal. The local government will make available a SIA prepared in support of a proposal and relevant associated documentation to whomever it is appropriate to consult in order to consider the proposal during the formal advertising.

3. Where warranted by wider implications of social impacts, the local government may refer a SIA to adjacent local governments and relevant agencies and community groups for comment.
4. Following the conclusion of the advertising period the local government may require further information or details to modify an SIA where any inconsistencies within the document have been highlighted, the accuracy of the original information is questionable or unclear or the statements made in the SIA are subjective and not verifiable based on acceptable technical or professional details. The local government may highlight issues of the proponent as a result of submissions received, to which the proponent may be invited to respond.
5. The local government strongly recommends that the proponent initiates constructive engagement between the applicant and the community/stakeholders before, during and after the formal advertising period for all levels of consultation.
6. In assessing the appropriateness of consultation methods for a proposal, due regard should be given to the likely social impacts and the methods to be adopted to reduce or resolve these social impacts including the level and type of consultation proposed by the applicant.
7. A record of consultation undertaken by the proponent is to be provided as part of any initial proposal and must form part of a SIA.

Attachment 1 – Potential Social Impacts and Scoping Questions

Impact	Baseline Information/Scoping Questions
Demographic and Population Change	• Would the development result in a change to the age structure, household structure or permanence of the resident population in the immediate/broader locality? • To what degree will the development increase the permanent and temporary population of the Shire of Narrogin? • Would the development result in the displacement of current residents, visitors and/or workers? • Would the development increase the size of the population significantly in a short period of time?
Accommodation and Housing	• Would the development result in a mix of housing types and sizes? • Is the development targeted at specific groups in the community? • Would the development alter the availability of affordable housing in the community (either net increase or net loss)? • Would the development have a significant effect on the local housing market?
Accessibility to Community Services and Facilities	• Is the development appropriately located to maximise accessibility to existing towns/settlements, pedestrian/cycle networks? • Will the proposed development increase demand for community services and facilities? • Where an increased demand for services and facilities has been identified, how does this relate to existing capacity?
Social Infrastructure	• Will the development have implications on community and social infrastructure and services, either positively or negatively?
Cultural Values and Beliefs	• Will the development significantly affect cultural or community values and beliefs (positively or negatively)?
Community Values, Identity and Cohesion	• Would the development impact on an area/place/site/item of value or significance to the community? • Will the development promote integration with adjacent communities (e.g., through design, facilities etc.)? • Would the development affect the capacity for people to participate in community affairs or other social interactions?
Health and Wellbeing	• Will the development affect local health and wellbeing (either positively or negatively)? • Will the development contribute to the location's walkability (in terms of connectivity, density, and land use mix)?
Crime and Public Safety	• Will the development and associated operations provide opportunities for criminal or anti-social behaviour? • Will the development significantly impact on perceived or actual public safety?
Economic Considerations	• Will the development have an impact on local businesses (positively or negatively)?
Employment and Local Benefits	• How will the community benefit from this project? • What benefits can be offered to offset any adverse effect of the development on increasing the permanent population of the Shire of Narrogin. • Will the development provide diverse local employment opportunities?

Attachment 2 – Outline of Social Impact Assessment Process

Heading	Process/Scope
Context, Scoping, and Profiling	• Define the study area. • Prepare a baseline demographic profile of the community. Identification of key stakeholders (neighbours, stakeholder groups, community groups and organisations, Government stakeholders, industry). • Identify existing data relating to social conditions in the locality, existing community facilities and services etc. • Preparation of a community/stakeholder engagement plan.
Prediction	• Utilising the baseline data prepared in the section above, consider general community trends in the locality. • Facilitate a community/stakeholder engagement process. • Identify ways in which stakeholders are likely to be affected by the development. • Predict how the development will alter or influence existing trends, either positively or negatively.
Assessment and Evaluation	• Assess the significance of each predicted impact and the potential for cumulative impacts. • Identify possible alternatives and their advantages and disadvantages for different stakeholders. • Assess the alternatives. • Document outcomes of stakeholder and community consultation.
Recommendations	• Identify strategies that may enhance positive impacts and mitigate negative impacts. • Evaluate alternative enhancement and mitigation strategies, the likelihood of implementation and ongoing management, costs and benefits and effects on project viability. • Make recommendations about: • Whether positive social impacts outweigh negative social impacts. • Whether negative impacts and risks can be satisfactorily mitigated to acceptable levels. • The likely effectiveness of strategies to enhance positive impacts.
Social Impact Statement	• Develop a SIS which: ○ Detail strategies required to enhance positive impacts and mitigate negative impacts. ○ Develop contingency plans to identify and respond to future problems. ○ Develop monitoring and response plans. ○ Outline community/stakeholder consultation programs relevant to the proposed strategies. ○ Identify procedures for periodically reviewing and updating the SIS (if necessary).

– End of Policy

10.2 TECHNICAL AND RURAL SERVICES

10.2.1 AWARDING REQUEST FOR TENDER – RFT 2024/25-02 SUPPLY AND INSTALLATION OF ACCOMMODATION UNITS AT NARROGIN CARAVAN PARK

File Reference	1.2.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	13 May 2025
Author	Torre Evans – Executive Manager Technical & Rural Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. CONFIDENTIAL Attachment RFT 2024/25-02 Evaluation Matrix (provided under separate cover). 2. CONFIDENTIAL Attachment - Pricing for additional units from the preferred supplier after the tender evaluation (provided under separate cover).	

Summary

Council is requested to consider awarding Request for Tender RFT 2024/25-02 Supply and Installation of Accommodation Units at the Narrogin Caravan Park, to Fleetwood Australia for the sum of \$1,429,446 ex GST, for the provision of 18 one-bedroom self-contained units at the Narrogin Caravan Park.

Background

Due to the success and high occupancy rates of bookings for the current six (6) accommodation units at the Caravan Park, Council allocated a sum of \$1.5M towards, up to, an additional 16 one bedroom self-contained accommodation units. Another driver for Council to consider adding further units to the Caravan Park was to accommodate renewable energy development workers for various large scale projects that would begin in Narrogin over the next 1-2 years, such as wind turbines, solar farms, battery storage facilities and the proposed Bio diesel refinery.

Consultation

Consultation regarding the procurement of additional units at the Caravan Park has been conducted at various forums with Elected Member Monthly Briefing Sessions, Budget workshops, and the adoption of the 2024/25 Annual Budget, which lists a \$1.5M allocation toward the procurement and commissioning of the units.

The tender was advertised through the West Australian newspaper between 26 April and 12 May 2025, the Shire's Facebook platform, Public Noticeboards, and the Shire's website.

Additionally known local builders were emailed a copy of the tender document and encouraged to make submission. There was only one local builder that responded and declined.

Consultation and evaluation of the tender was facilitated by the:

- Chief Executive Officer (CEO);
- Executive Manager Technical & Rural Services (EMTRS); and
- Manager Operations (MOPS).

Statutory Environment

The following statutory implications relates:

- Local Government Act 1995 section 3.57 – Tenders for providing goods or services; and
- Local Government (Functions and General) Regulations 1996 Part 4 – Provisions of Goods and Services, Division 2 – Tenders for Providing Goods and Services (section 3.57).

Policy Implications

The tender process facilitated is compliant with Section 3 of Council's Policy Manual – Financial Management at

- 3.1 Purchasing;
- 3.1 (a) Purchasing Principals;
- 3.1 (b) Purchasing Thresholds and Requirements;
- 3.1 (c) Regulatory Compliance; and
- 3.2 Regional Price Preference.

Sustainability & Climate Change Implications

Environmental – The proposed purchase of 18 one-bedroom units at the Narrogin Caravan Park promotes sustainable land use by making the most of existing infrastructure instead of developing new land. This reduces environmental impact and reflects Council's commitment to using local resources efficiently. The project helps address climate change by using prefabricated, energy-efficient units that lower construction emissions. Reusing the existing laundry building further reduces the carbon footprint. Being located on a fully serviced site also supports climate resilience by making smart use of land and allowing flexibility for future needs. There are also opportunities to boost climate responsiveness with solar-ready systems and water-saving features.

Economic – Acquiring these units represents a cost-effective investment that can support local tourism and workforce accommodation, generating ongoing revenue for Council. It may also stimulate local economic activity by increasing visitor numbers, supporting nearby businesses.

Social – The additional units will enhance the availability of short and medium term accommodation in Narrogin. This can support regional workers, government workers, development workers, families, and vulnerable community members who need flexible housing options, contributing to social inclusion and strengthening the town's community resilience.

Financial Implications

The proposed acquisition of 18 accommodation units at the Narrogin Caravan Park involves a significant investment to enhance local housing capacity and support regional workforce and tourism accommodation needs. This proposal incorporates both capital costs for the units and associated infrastructure, along with a funding model that includes a mix of loan financing, government grants, and projected future rental income. The breakdown below illustrates the expected financial commitments and revenue streams associated with this project.

Summary of Expenditure and Income

Item	Expenditure	Income Source	Income
Purchase of 18 Accommodation Units	\$1,429,466	Loan	\$1,500,000
Electrical Upgrade	\$100,000	Government Housing Grant	\$100,000
Site Works, Water & Sewer Connection	\$100,000	Government Housing Grant	\$100,000
Operating costs (3 months)	\$78,781	Gross Leasing Revenue (1 Apr–30 Jun 2025 @ \$145.45p/n (+GST) x 18 x 91 nights)	\$238,247
Loan Repayments (P&I)	\$200,000		
Furnishing of 18 Units	\$130,000		
Total	\$2,038,247	Total Income	\$1,938,247

Net Financial Position

Deficit: \$100,000

This short-term deficit of \$100,000 reflects initial capital outlays exceeding immediate revenue over the first three-month leasing period. However, the leasing revenue generated in this period indicates a positive operational cash flow, demonstrating strong early financial performance. This initial cash flow will assist in meeting loan repayment obligations (both principal and interest). Additionally, sustained leasing activity beyond June 2025 is anticipated to enhance the project's financial viability, providing sufficient ongoing revenue to cover operational costs, maintenance expenses, and progressively reduce loan liabilities.

Strategic Implications

Support for Emerging Developments:

- **Workforce Attraction & Retention:** Additional units provide much-needed accommodation for workers involved in local projects (e.g., agriculture, infrastructure, renewable energy, or mining support industries).
- **Economic Stimulus:** Easier access to accommodation could attract new businesses or contractors, boosting local employment and services.

Long-Term Financial Sustainability:

- **Revenue Generation:** Leasing the units long-term to companies or government agencies can provide a steady income stream, offsetting acquisition and maintenance costs.
- **Asset Utilisation:** Maximising use of existing infrastructure at the caravan park enhances return on public investment.

Community & Planning Considerations:

- **Pressure Relief on Housing Market:** Helps reduce strain on residential rentals, keeping housing more affordable for locals.
- **Strategic Land Use:** Aligns with broader town planning goals if integrated with infrastructure and tourism strategies.

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective:	1.	Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.1	Growth in revenue opportunities
Strategy:	1.1.1	Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business
Strategy:	1.1.2	Promote Narrogin and the Region
Outcome:	1.2	Increased Tourism
Strategy:	1.2.1	Promote, develop tourism and maintain local attractions

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Should Council resolve not to accept the tender, then this would be a missed opportunity of expanding the Caravan Park and the increased revenue that would be generated during a period of accommodation shortage.	Unlikely (2)	Moderate (3)	Medium (5-9)	Management of Facilities, Venues, Events and Services	Accept Officer Recommendation
Letting a construction contract inherently involves procurement risks such as contract works insurance, managing variations, and effective project management.	Unlikely (2)	Moderate (3)	Medium (5-9)	Purchasing and Supply	Control through a number of established administrative practices including obtaining contractor works insurance from LGIS and monitoring adherence to the contract specifications and criteria.

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 both in 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

RFT 2024/25 – 02 Supply and Installation of Accommodation Units at the Narrogin Caravan Park, was facilitated as a compliant tender with seven (7) submissions received by the close of the tender period.

Known local building companies were advised of and sent the tender via email and encouraged to make submission. Of these only one replied and declined to quote.

All seven submissions received were evaluated under the criteria requirements and specifications of the tender, and were evaluated by the:

- Chief Executive Officer;
- Executive Manager Technical & Rural Services; and
- Manager of Operations.

The selection criteria were weighted as follows:

- Price 60%
- Relevant Experience 15%
- Capacity 15% and
- Delivery time frame 10%.

The full evaluation matrix is presented to Council under in confidence separate confidential cover. Fleetwood Australia clearly evaluated as the preferred submission overall with their price including a full service of supply, delivery and installation to the Caravan Park.

Due to Fleetwood's submitted tender cost being well below the Shire's Budget allocation, it was evident that there was scope to seek pricing, from Fleetwood as the preferred supplier, of up to 18 units after the evaluation process was concluded.

The Manager of Operation, after consultation with the CEO and EMTRS, corresponded with Fleetwood as the preferred tenderer and asked for if they could provide further pricing of up 18 units. Fleetwood submitted an additional quote to their original tender submission based on the Shire's request, with the addition three (3) units being held at the original tendered price per unit. The units quoted on were in blocks of three (3) one bedroom units so 18 units represents six blocks of three (3), see attachment 2.

The supply and installation of an additional laundry to support the 18 units is required and is separate to this tender process. The Shire recently took possession of a transportable building gifted to the Shire from Arc Infrastructure. This building is in good condition and only requires minimal fit out to be fit for purpose as a laundry to service the proposed 18 units. This represents a saving to Council of between \$15,000 to \$20,000 if the Shire were to purchase a transportable laundry. The fitting out and relocation of the transportable laundry to the Caravan Park will be contained within the Budget allocation.

It is recommended that Council award of the tender to Fleetwood Australia for the supply of 18 accommodation units at the Narrogin Caravan Park as it represents a strategic investment in local infrastructure that directly supports the region's growing transient workforce. These units will provide modern, fit-for-purpose accommodation that is essential for attracting and retaining workers, where short-term housing options are often limited.

The estimated potential annual gross revenue from the new units is approximately \$1,051,200 (including GST), subject to occupancy rates and operational costs. Net revenues, after year one (1), allowing a ten-year loan and 80% occupancy rates is predicted at \$330,000p.a. including GST, on current proposed rates of \$160p/n including GST. This figure demonstrates a strong economic return and the opportunity to significantly boost the sustainability and financial viability of the Caravan Park.

In addition, the development aligns with Council's objectives to promote economic development, support local employment, and enhance the appeal of Narrogin as a regional service hub.

Awarding the tender to Fleetwood Australia, a proven and reputable supplier with extensive experience in modular accommodation solutions, ensures quality, timely delivery, and value for money. It is therefore recommended that Council support this initiative to meet current and future accommodation demands while generating substantial long-term revenue.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to Request for Tender (RFT) RFT 2024/25-02 Supply and Installation of Accommodation Units at the Narrogin Caravan Park, Council:

- 1) Award the tender to Fleetwood Australia for the amount of \$1,429,446 ex GST as per their tender submission and subsequent additional quote as preferred supplier for the supply and installation of 18 accommodation units;
- 2) Authorise the Chief Executive Officer to execute and manage the contract, including any variations, providing these variations do not exceed the total allocated provision within the 2024/25 and to be adopted 2025/26 Budgets;
- 3) Consider the sum of \$130,000 in the 2025/26 Budget for furnishings for the 18 units, knowing this expenditure will be offset by revenue generated from the 18 units; and
- 4) Consider allocating funding in the 2025/26 Budget toward site works, electrical upgrade and other utility connections in relation to this project, from the pending Federal Housing Grant in compliance with its guidelines.

10.2.2 REVISED TEN - YEAR PLANT & FLEET REPLACEMENT PROGRAM 2025 - 2035

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 10.2.3, 22 May 2024 Res. 220524.07
Date	15 April 2025
Author	Torre Evans – Executive Manager Technical & Rural Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	1. Revised Ten Year Plant & Fleet Replacement Program 2025 - 2035

Summary

The purpose of this report is to present the Shire of Narrogin's Revised Ten-Year Plant & Fleet Replacement Program (PFRP) 2025 - 2035 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 whilst considering the financial constraints of the Long-Term Financial Plan and Annual Budgets.

Background

The Shire recognises the importance of maintaining its infrastructure and equipment to provide essential services to the community. The previous Ten-Year Plant & Fleet Programs, adopted by Council, have successfully guided plant and fleet 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 Council's Road Reference Group (RRG), comprising of the Deputy Shire President, Cr Wiese, and Cr Fisher, were presented with the revised Ten-Year Plant & Fleet Program at the groups meeting held 7 May 2025. The RRG made the following recommendation to the officer:

"That the Road Reference Group endorse the revised Ten-Year Plant & Fleet Program 2025 – 2035 as presented, which will facilitate the preparation of a report by the Officer for the Council's consideration."

Consultation

The Shire's Road Reference Group was consulted as detailed in the background of this report. Consultation also occurred with the:

- 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.

Sustainability & Climate Change Implications

Environmental - Adopting a structured ten-year plant and fleet replacement program supports the transition to more fuel-efficient, low-emission vehicles and equipment. Newer technology often comes with improved environmental standards, helping to reduce the Shire's carbon footprint and overall environmental impact. This proactive approach demonstrates a commitment to sustainability and responsible resource management. For example, the Shire's transition to Plugin Hybrid Electric Vehicles (PHEV) where possible, currently four fleet vehicles.

Economic - A planned replacement program enables better long-term financial management through cost forecasting and reduced reactive maintenance expenses. By avoiding costly breakdowns and inefficient equipment, the Shire can achieve savings on repairs and operational costs. The program also provides opportunities to take advantage of procurement efficiencies and potential resale value of well-maintained assets. PHEV's are financially advantageous to the Shire due to them being Fringe Benefit Tax (FBT) exempt.

Social - Reliable and well-maintained plant and fleet contribute to the effective delivery of community services, enhancing public confidence and satisfaction. Modern, proven brand equipment improves safety for staff and the public, while also supporting job efficiency and morale. The program ensures the Shire remains responsive to the needs of the community with high-performing, dependable resources, whilst striving to provide a high level of service.

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 2025/2026, the amount of funding proposed to be transferred to the Plant, Vehicle and Equipment Reserve is \$520,000 up \$75,000 from \$445,000 the previous year. The program then proposes modest and conservative increases annually to align with the annual increases that have been seen recently from quotes and trade valuations, with the procurement of plant and fleet. This has been noticed across the board not only with large plant but fleet as well.

The transition from fossil fuel-based fleet only to PHEV's where possible, has noticed an initial increase in the purchase price in comparison, however this has been outweighed by the cost saving presented by PHEV's in fuel savings and particularly Fringe Benefit Tax (FBT) exemption.

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 confidence.

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 (e.g., 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	Consider and adopt 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 2025 – 2035 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.

It should be noted that the Administration has included an additional utility for increased efficiency and the ability to carry out optimal maintenance tasks within the Shire's rural sector, which was supported by the RRG. The revised program now encapsulates the purchase of the Holden Colorado dual cab utility that initially was leased for the Fire Mitigation Officer and was then allocated to the Building Maintenance Officer, and the addition of a PHEV Mitsubishi Eclipse Cross for the Regional Environmental Health Officer.

By adopting this program, the Council 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

OFFICER'S RECOMMENDATION

That with respect to the Revised Ten-Year Plant & Fleet Replacement Program 2025 - 2035, Council adopt the program as presented in Attachment 1.



PLANT & FLEET REPLACEMENT PROGRAM 2025 - 2035



Shire of Narrogin 10 Year Plant Replacement Program 2024/25 - 2034/35																									
Category	Plant Number	Description	Registration	24/25 BUDGET	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35											
Graders	P978	NO4719 2020 JOHN DEERE 670G GRADER (WORKS) (P978)	NO4719	\$470,000 (\$140,000)								\$520,000 (\$135,000)													
	P979	NO4871 2014 JOHN DEERE 670G GRADER w/ TOP CON (WORKS)	NO4871																			\$520,000 (\$135,000)			
	P977	2017 VOLVO EC220DL EXCAVATOR (WORKS)	UNREG																		\$300,000 (\$150,000)				
Loaders	P980	1EYN610 2015 KOMATSU WA380-6 WHEEL LOADER (WORKS)	1EYN610		\$350,000 (\$160,000)																				
	P833	2019 JCB 5CX BACKHOE LOADER (WORKS)	NO5199															\$220,000 (\$50,000)				\$240,000 (\$50,000)			
	P23	NO4141 2023 CATERPILLAR 432E BACKHOE LOADER (WORKS)	NO4141																	\$220,000 (\$50,000)					
	P36	1EVP731 2015 CAT SKID STEER LOADER (WORKS)	1EVP731															\$75,000 (\$15,000)				\$75,000 (\$15,000)			
	P834	NO1225 KOMATSU FG25T-12 FORKLIFT (WORKS)	NO1225																						
	P72	NGN426 2022 CAT SKID STEER LOADER - ALL TERRAIN LOADER (WORKS)	TBA																			\$85,000 (\$15,000)			
Tractors/Mowers	P867	NO4883 2015 NEW HOLLAND T5060 TRACTOR (WORKS)	NO4883																						
	P35	NGN390 2004 JOHN DEERE TRACTOR (WORKS)	NGN390															\$100,000 (\$25,000)							
		2023 PERRUZO FLAIL MOWER (PARKS)	NGN12070																			\$30,000 (\$5,000)			
	P66	2017 JOHN DEERE RIDE ON MOWER (PARKS)	Un-licenced														\$10,000 (\$1,000)		\$10,000 (\$1,000)		\$12,000 (\$1,000)		\$12,000 (\$1,000)		
	P39	JOHN DEERE X324 RIDE ON MOWER (CARAVAN PARK)	Unlicenced														\$10,000 (\$1,000)		\$10,000 (\$1,000)						
	P59	1GPJ543 2022 TORO MOWER 7210 (WORKS)	1GPJ543												\$40,000 (\$10,000)			\$40,000 (\$15,000)			\$42,000 (\$15,000)			\$44,000 (\$15,000)	
Trucks	P24	VT015573 BUCHER V65T ROAD SWEEPER (WORKS)	1EUF156																						
	P25	NGN830 2017 FUSO FIGHTER 8T TIP TRUCK (WORKS)	NGN830												\$140,000 (\$35,000)								\$400,000 (\$85,000)		\$165,000 (\$50,000)
	P8213	NO3 2020 NISSAN UD TIP TRUCK (WORKS)	NO3																						
	P8212	NO1 2018 NISSAN UD TIP TRUCK (WORKS)	NO1																					\$300,000 (\$60,000)	
	P8217	NO4 2010 NISSAN UD TIP TRUCK AUTO (WORKS)	NO4															\$280,000 (\$60,000)							
	P8216	NO2 2009 NISSAN UD TIP TRUCK (WORKS)	NO2															\$280,000 (\$60,000)							
	P8219	NO4834 2023 HINO 300 SERIES CREW CAB (WORKS)	NO4834																	\$110,000 (\$30,000)					
	P8220	NO4846 2024 HINO 300 SERIES 3T TIPPER (WORKS)	NO4846																		\$110,000 (\$25,000)				
	P8215	NO401 2023 HINO FLO CON UNIT (WORKS)	NO401																						
Rollers	P8516	NO237 2020 CATERPILLAR CW34NN RUBBER TYRED ROLLER (WORKS)	NO237																						
	P8517	NO4516 2021 CATERPILLAR CW34NN RUBBER TYRED ROLLER (WORKS)	NO4516																		\$210,000 (\$95,000)		\$220,000 (\$95,000)		
	P8518	NO4929 2015 HAMM 3520HT STEEL VIBE ROLLER (WORKS)	NO4929														\$250,000 (\$65,000)								
	P8311	3 PT LINKAGE BROOM (HYDRAULIC) (WORKS) (P8311)	Un-licenced																						
	P8312	NO2768 2013 SEWELL TB2000E ROAD SWEEPER (WORKS)	NO2768																						
	P67	2018 BOMAG TWIN DRUM TURF ROLLER (PARKS)	Un-licenced																						

Category	Plant Number	Description	Registration	24/25 BUDGET	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35
	P22	NO764 2021 BOMAG TWIN VIBRATING ROLLER (WORKS)	NO764							\$45,000				
										(\$8,000)				
Heavy Trailers	P968	NO2731 2013 FOUR AXLE SIDE TIPPER TRAILER (WORKS)	NO2731	\$150,000										
	P969	NO2706 2013 FOUR AXLE SIDE TIPPER TRAILER (WORKS)	NO2706	(\$20,000)										
				\$150,000										
	P970	NO2260 1994 THREE AXLE DOG TRAILER (WORKS)	NO2260	(\$20,000)										
						\$180,000								
						(\$25,000)								
Outdoor Works Crew Utilities	P967	NO01 TOYOTA HILUX 4X4 2.8L DSL D/C (MO)	NO01	\$65,000			\$60,000			\$60,000			\$60,000	
				(\$40,000)			(\$40,000)			(\$40,000)			(\$40,000)	
	P8164	1NO 2022 TOYOTA HILUX 4X4 2.4L DSL DUAL CAB (CF)	1NO	\$60,000			\$45,000			\$45,000			\$45,000	
				(\$35,000)			(\$30,000)			(\$30,000)			(\$30,000)	
	P26	00NGN TOYOTA HILUX 4X4 2.4L DSL DUAL CAB (MF)	00NGN	\$60,000			\$45,000			\$45,000			\$45,000	
				(\$35,000)			(\$30,000)			(\$30,000)			(\$30,000)	
	P8144	NO591 2021 ISUZU D-MAX (MECHANIC)	NO591			\$35,000			\$35,000			\$35,000		
						(\$20,000)			(\$20,000)			(\$20,000)		
	P8165	NO03 2021 ISUZU D-MAX (WORKS)	NO03	\$35,000			\$35,000			\$35,000			\$35,000	
				(\$15,000)			(\$20,000)			(\$20,000)			(\$20,000)	
	P63	NO0 2020 MITSUBISHI TRITON (WORKS) (GRADER UTE)	NO0			\$35,000			\$35,000			\$35,000		
						(\$20,000)			(\$20,000)			(\$20,000)		
	P21	NO592 2021 ISUZU D-MAX 4X4 SX (LH PARKS & GARDENS)	NO592			\$35,000			\$35,000			\$35,000		
						(\$20,000)			(\$20,000)			(\$20,000)		
	P18	NGN93 2020 ISUZU D-MAX SINGLE CAB (TURF CURATOR PARKS)	NGN93		\$35,000			\$35,000			\$35,000			\$35,000
					(\$20,000)			(\$20,000)			(\$20,000)			(\$20,000)
	P17	NGN802 2021 TOYOTA HILUX (GARDENER)	NGN802			\$35,000			\$35,000			\$35,000		
						(\$20,000)			(\$20,000)			(\$20,000)		
	P62	NGN15581 ISUZU D-MAX SPACE CAB (OVALS)	NGN15581			\$35,000			\$35,000			\$35,000		
						(\$20,000)			(\$20,000)			(\$20,000)		
	P??	New Construction Utility			\$35,000			\$35,000			\$35,000			\$35,000
								(\$15,000)			(\$15,000)			(\$15,000)
Administration Vehicles/Rangers	P1	1NGN 2022 TOYOTA PRADO (CEO)	1NGN		\$70,000		\$70,000		\$70,000		\$70,000		\$70,000	
					(\$40,000)		(\$40,000)		(\$40,000)		(\$40,000)		(\$40,000)	
	P2	NGN00 2021 TOYOTA KLUGER GX AWD (EMDRS)	NGN00		\$55,000		\$55,000		\$55,000		\$55,000		\$55,000	
					(\$35,000)		(\$35,000)		(\$35,000)		(\$35,000)		(\$35,000)	
	P4	NGN0 MG HS EXCITE WAGON (MCLC)	NGN0	\$30,000		\$30,000		\$30,000		\$30,000		\$30,000		\$30,000
				(\$10,000)		(\$15,000)		(\$15,000)		(\$15,000)		(\$15,000)		(\$15,000)
	P5	ONGN 2021 ISUZU MUX LSM 4X4 (EMCCS)	ONGN		\$55,000		\$55,000		\$55,000		\$55,000		\$55,000	
					(\$25,000)		(\$25,000)		(\$25,000)		(\$25,000)		(\$25,000)	
	P6	NGN2 NGN2 TOYOTA COROLLA HATCH (BS)	NGN2		\$30,000		\$30,000		\$30,000		\$30,000		\$30,000	
					(\$15,000)		(\$15,000)		(\$15,000)		(\$15,000)		(\$15,000)	
	P7	NGN417 2020 Mazda BT-50 4x4 (RANGER)	NGN417			\$35,000			\$35,000					
						(\$20,000)			(\$20,000)					
	P47	002NGN 2022 MITSUBISHI ECLIPSE (MCCS)	002NGN			\$30,000		\$30,000		\$30,000		\$30,000		\$30,000
						(\$15,000)		(\$15,000)		(\$15,000)		(\$15,000)		(\$15,000)
	P65	032NGN 2018 MG HS PLUS EXCITE (EHO)	032NGN			\$30,000		\$30,000		\$30,000		\$30,000		\$30,000
						(\$15,000)		(\$15,000)		(\$15,000)		(\$15,000)		(\$15,000)
	P700	ONO 2022 ISUZU MUX 4x4 LSM 2022(EMTRS)	ONO		\$55,000		\$55,000		\$55,000		\$55,000		\$55,000	
					(\$35,000)		(\$35,000)		(\$35,000)		(\$35,000)		(\$35,000)	
	P8163	NO05 2023 TOYOTA HILUX (SENIOR RANGER)	NO05		\$45,000			\$45,000				\$45,000		\$45,000
					(\$30,000)			(\$30,000)				(\$30,000)		(\$30,000)
	P74	Holden Colorado Building Maintenance NGN12398			\$45,000		\$45,000		\$45,000		\$45,000		\$45,000	
					(\$20,000)		(\$20,000)		(\$20,000)		(\$20,000)		(\$20,000)	
		REHO VEHICLE		\$35,000		\$35,000		\$35,000		\$35,000		\$35,000		\$35,000
						(\$15,000)		(\$15,000)		(\$15,000)		(\$15,000)		(\$15,000)
e Purpose Trailers	P8823	NO2830 2013 BARTCO TRAFFIC LIGHTS (WORKS)	NO2830											
	P8823A	NO2831 2013 BARTCO TRAFFIC LIGHTS (WORKS)	NO2831											
	P60	1TQY201 EMEERGENCY TRAILER w/ GENERATOR	1TQY201											
	P70	MOBILE (TRAILER MOUNTED) VISUAL DISPLAY UNIT	NO2959											

Category	Plant Number	Description	Registration	24/25 BUDGET	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35	
Single	P8814	NO2318 FUEL TRAILER (WORKS)	NO2318												
	P8	NGN13292 GRAFFITI RESPONSE TRAILER (WORKS)	NGN13292												
ESL Funded Trailers/Trucks	P971	NO2309 FIRE TRAILER (HIGHBURY)	NO2309												
	P8816	1TBG649 1999 TRAILER MOUNTED TRANSFER PUMP (OCKLEY)	1TBG649												
	P8817	1TGO032 2006 TRAILER MOUNTED TRANSFER PUMP (MINGIN)	1TGO032												
	P8819	1TLI873 2010 TRAILER MOUNTED TRANSFER PUMP (HIGHBURY)	1TLI873												
	P8818	1TJN888 TRAILER MOUNTED STANDPIPE (SHIRE)	1TJN888												
	P8821	NO2737 1998 FIRE UNIT TANDEM AXLE TRAILER (NGN VALLEY)	NO2737												
	P958	NO209 2018 ISUZU FTS139/260 FIRE UNIT VFB	1GNZ817												
	P959	NO5020 2017 ISUZU FTS800 FIRE UNIT VFB	NO5020												
Multi Purpose Trailers	P8822	NO2749 UTILITY TRAILER (FURNITURE)	NO2749							\$2,500					
	P31	NGN13182 1968 GARDENER EQUIPMENT TRAILER (WORKS)	NGN13182								\$2,500				
	P42	KN2189 2004 EMULSION TRAILER (WORK)	KN2189									\$2,500			
	P46	NGN3146 1985 TORO MOWER TRAILER (WORKS)	NGN3146										\$2,500		
	P48	1TNA405 2012 LOADSTAR BOXTOP TRAILER (WORKS) NEW HERBICIDE TRAILER	1TNA405	\$0 \$15,000										\$2,500	
	P52	1TNA692 2012 LOADSTAR TRAILER 6x4 (WORKS)	1TNA692		\$2,500										
	P53	1TNR029 2012 LOADSTAR BOXTOP TRAILER 7x4 (WORKS)	1TNR029			\$2,500									
	P57	1TOQ338 2013 TIPPER TRAILER (GARDENER)	1TOQ338				\$6,500 (\$500)								
	P8813	1TAS567 LOADSTAR TRAILER SIGNS (WORKS)	1TAS567					\$2,500							
	P8820	NO2785 UTILITY BOXTOP TRAILER (WORKS)	NO2785						\$2,500						
				Purchase Value	\$1,235,000	\$797,500	\$767,500	\$1,101,500	\$657,500	\$732,500	\$939,500	\$1,134,500	\$1,132,500	\$811,500	\$1,314,500
				Trade In Value	(\$345,000)	(\$382,000)	(\$270,000)	(\$425,500)	(\$217,000)	(\$345,000)	(\$373,000)	(\$436,000)	(\$440,000)	(\$360,000)	(\$386,000)
Change Over Cost To Council				\$890,000	\$415,500	\$497,500	\$676,000	\$440,500	\$387,500	\$566,500	\$698,500	\$692,500	\$451,500	\$928,500	
Reserve Fund Opening Balance				\$423,280	\$2,215	\$106,781	\$162,485	\$61,359	\$202,700	\$411,281	\$457,120	\$382,333	\$321,303	\$509,442	
Reserve Interest Accrued 3%				\$23,935	\$66	\$3,203	\$4,875	\$1,841	\$6,081	\$12,338	\$13,714	\$11,470	\$9,639	\$15,283	
Reserve Contribution				\$445,000	\$520,000	\$550,000	\$570,000	\$580,000	\$590,000	\$600,000	\$610,000	\$620,000	\$630,000	\$640,000	
Reserve Closing Balance				\$2,215	\$106,781	\$162,485	\$61,359	\$202,700	\$411,281	\$457,120	\$382,333	\$321,303	\$509,442	\$236,226	

10.2.3 ADDITIONAL NOMINATIONS OF DIGNITARIES FOR FOOTPATH PLAQUES

File Reference	13.5.4
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, 26 March 2025 Res. 260325.06 Relates
Date	1 May 2025
Author	Torre Evans – Executive Manager Technical & Rural Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	Nil

Summary

At its meeting held 29 April 2025, the Townscape Advisory Committee (TAC) resolved to recommend another three (3) dignitaries to Council for recognition through individual footpath plaques within Narrogin's central business district (CBD) precinct. These nominations align with Council Policy 11.6 – Shire of Narrogin Dignitaries – CBD Footpath Plaques. The policy provides a framework for honouring individuals who have made significant contributions to the community.

The TAC previously recommended to Council; seven (7) Narrogin Freeman be recognised as dignitaries for footpath plaques whereby Council resolved this recommendation at its Ordinary Council Meeting (OCM) held 26 March 2025.

The Administration will include a sum of \$10,000 in the draft 2025/26 Budget, for approximately 10 footpath plaques for Council consideration, hence why the TAC has recommended an addition three nominations to Council to bring the number of nominations to ten.

Background

At Council's Ordinary Council Meeting (OCM) held 19 February 2025, Council resolved to adopt a Shire of Narrogin Dignitaries Footpath Plaque Policy, as per Resolution 190225.05. Within the policy, selection of honourees can be made by Community Members, the Councils Australia Day and Honours Advisory Committee or the Townscape Advisory Committee. Eligible nominees may include:

- Pioneers;
- Citizens of the Year;
- Freeman awardees;
- Indigenous leaders; and
- Other distinguished individuals or groups who have contributed positively to the Shire of Narrogin.

The TAC's recommendation complies with the Policy.

At Council's OCM held 26 March 2025, Council resolved (Resolution 260325.06) at point 6:

"6) Request the Townscape Advisory Committee to consider recommending another three (3) dignitaries for plaques from recognised eligibility criteria, pursuant to Council Policy 11.6, being mindful to adhere to a potential budget of \$10,000 in the 2025/26 Annual Budget".

Consultation

Consultation has occurred between the Committee members of the TAC as per Council resolution 260325.06) at point 6, the Chief Executive Officer and Executive Manager Technical & Rural Services.

As all three nominations in the recommendation are long deceased, no consultation has occurred with any known living family members, hence why the Administration is recommending to Council to waive this requirement in the recommendation and liaison with the Shire President and Deputy Shire President, it has been determined that this item need not be considered confidential for the above reasons.

Statutory Environment

There are no known relevant statutory implications.

Policy Implications

The selection of nominees for Dignitary Footpath Plaques by the TAC complies with Council Policy 11.6 – Shire of Narrogin Dignitaries – CBD Footpath Plaques.

Sustainability & Climate Change Implications

Environmental - There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.

Economic - Installing dignitary footpath plaques in the Narrogin CBD can enhance tourism appeal, attracting more visitors and increasing foot traffic to local businesses.

Social - The plaques will celebrate local history and achievements, fostering community pride and a stronger sense of identity among residents.

Financial Implications

Council Resolution 190225.05 relates, and therefore, \$10,000 will be included in the draft 2025/26 Budget for the purchase and installation of up to ten (10) plaques, for Council's consideration.

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)
Outcome:	2.3	Existing strong community spirit and pride is fostered, promoted and encouraged
Outcome:	2.4	Cultural and heritage diversity is recognised

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Council may reject the nominations of the Townscape Advisory Committee (TAC).	Unlikely (2)	Minor (2)	Low (1-4)	Engagement Practices	Manage by accepting the TAC's recommendation of plaque nominees.

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 four (4) 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 recommendation put forward by the TAC aligns with the Council's commitment to recognise and honour individuals who have made significant contributions to the community. The three (3) dignitaries have each played a pivotal role in shaping the social, economic, and cultural fabric of Narrogin, and it is fitting that their achievements be commemorated in a manner that ensures their legacy is visible and enduring.

The TAC, in considering their choice of nominations for diversity, focussed on woman and or indigenous nominations as the first seven nominations of Freeman were all male.

Some information is provided for Council on the Narrogin Pioneer nominations:

Nomination a. Nurse Bridgit Mary (Bessie) Kelliher

From 1914 to 1929 Nurse Bessie Kelliher ran a private hospital at Vailima, the attractive building which her brother Dan had erected for her, and which still stands in Havelock Street.

Nomination b. Nurse Grace Menzies

At Boundain as a farmer's wife and maternity nurse from 1903, she then established a maternity hospital in Grant Street, Narrogin from 1916 to 1940. Speaking at her farewell, Dr Jack Savage said that she had never had a single maternal death during her long career. She is now commemorated on the Pioneer Women's Memorial in King's Park, Perth.

Nomination c. Nurse Elizabeth Ann ("Grannie") Ness

In Narrogin from very early 1900s, she began operating as maternity nurse from a cottage in Doney Street then established a maternity hospital at 6 Williams Road (later Nurse Barrington's "Malahide"). Also, a fine horsewoman and noted participant at the Narrogin and district Shows.

The proposed dignitary footpath plaques within the CBD precinct will provide an appropriate and prestigious means of recognising these esteemed individuals. This initiative not only celebrates their contributions but also enhances the townscape by adding elements of historical and cultural significance. Furthermore, the recommendation is consistent with the new Council Policy 11.6 – Shire of Narrogin Dignitaries – CBD Footpath Plaques, ensuring a structured and formal approach to such recognitions.

Approving this recommendation will reinforce the Shire's commitment to honouring those who have demonstrated exceptional service to the community. It will also serve to inspire present and future generations to contribute to the growth and development of Narrogin. The installation of these plaques will create a lasting tribute, fostering civic pride and a greater appreciation of the town's heritage.

It is therefore recommended that Council resolve in favour of the recommendation to proceed with the recognition of the three (3) dignitaries through individual footpath plaques within the CBD.

It is also recommended for Council to consider waiving the requirement for descendant consultation on this occasion, as all proposed dignitaries are long deceased and initial attempts to locate living or known relatives have proven challenging and time consuming. The author believes that there would be very low risk if any, with any living family members objecting to the proposed nominations.

Grace Menzies has a Narrogin Park named after her at the junction of Garfield and Northwood Streets, as does Brigit Kellier, the park located at the junction of Northwood and Roe Street, jointly named after her and her brother Dennis.

Voting Requirements

Simple Majority

OFFICERS' AND TOWNSCAPE ADVISORY COMMITTEE'S RECOMMENDATION

That with respect to additional nominations of Dignitaries for Footpath Plaques, Council resolves to endorse the recommendation by the Townscape Advisory Committee of:

- 1) Plaques for three (3) nominees be purchased, installed, and contain the following information, pursuant to Council Policy 11.6, as follows:
 - a. Nurse Bridgit Mary (Bessie) Kelliher
b.1869 – d.1929
Established Vailima Maternity Hospital
 - b. Nurse Grace Menzies
b.1858 – d.1949
Established Maternity Hospital on Grant Street
 - c. Nurse Elizabeth Ann (Grannie) Ness
b.1859 – d.1935
Established Maternity Hospital on Williams Road

- 2) Plaques continue on the west side of Federal Street from Fortune Street to Egerton Street after the west side of Federal Street from Fortune to Park is filled with plaques.
- 3) Council waive the requirement for descendant consultation for the three (3) nominations, similar to the previous decision regarding the first seven (7) plaque nominations.
- 4) The first seven (7) plaques (Freeman) contain the following information:
 - Name;
 - Year of birth and death; and
 - Freeman.

10.3 CORPORATE & COMMUNITY SERVICES

10.3.1 SCHEDULE OF ACCOUNTS PAID – APRIL 2025

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	19 May 2025
Author	Belinda Knight – Acting Manager Corporate Services
Authorising Officer	Ian Graham – Executive Manager Corporate & Community Services
Attachments	
1. Schedule of Accounts Paid – April 2025	

Summary

Council is requested to note the payments as presented in the Schedule of Accounts Paid for April 2025.

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 Chief Executive Officer.

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.

Sustainability & Climate Change Implications

Environmental – There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.

Economic – There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

Social - There are no significant identifiable social impacts arising from adoption of the officer's recommendation.

Financial Implications

All expenditure has been approved via adoption of the 2024/25 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 2025 is presented to Council for notation.

Below is a summary of activity:

April 2025 Payments		
Payment Type	\$	%
Cheque	380.00	0.02
EFT (incl Payroll)	1,470,251.41	77.62
Direct Debit	417,256.36	22.03
Credit Card	147.76	0.01
Fuel Card	5,305.68	0.27
Store Cards	859.95	0.05
Total Payments	1,894,201.16	100.00

Regional Payments	\$	%
Non Local/Statutory	1,390,114.16	73.39
Local Suppliers	125,136.30	6.60
Payroll	378,950.70	20.01
Total	1,894,201.16	100.00

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to the Schedule of Accounts Paid for April 2025, Council note the Report as presented.

Accounts Paid - April 2025

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type
1	771	09/04/2025	Shire Of Narrogin - Petty Cash-admin			\$380.00	
2	LIBRARY24-25	02/04/2025	Shire Of Narrogin - Petty Cash-admin	LIB - GENERAL OFFICE EXPENSES - Petty Cash Reimbursement	\$200.00		
3	CATS-MAR2025	08/04/2025	Shire Of Narrogin - Petty Cash-admin	AGEDOTHER - CATS DRIVER MEALS - Drivers Lunches March 2025	\$180.00		
				CHEQUE TOTAL	\$380.00		

	EFT Payments	Date	Name	Description	Invoice Amount	Payment Total	Type
5	EFT25250	03/04/2025	Best Office Systems			\$1,702.41	
6	643795	26/03/2025	Best Office Systems	VARIOUS DEPARTMENTS - Printing Charges March 2025	\$1,702.41		
7	EFT25251	03/04/2025	Narrogin Packaging			\$1,546.63	L
8	00090737	29/10/2024	Narrogin Packaging	48A GRANT ST - MAINTENANCE - Valve , Nipple and Plumbers Tape	\$40.48		
9	00093006	28/02/2025	Narrogin Packaging	NRLC - CLEANING & WASTE DISPOSAL - Cleaning Supplies	\$75.00		
10	00093548	13/03/2025	Narrogin Packaging	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Milk & Laundry Detergent	\$73.60		
11	00093346	14/03/2025	Narrogin Packaging	HIGHBURY PUBLIC TOILETS MAINTENANCE - Tissue Rolls and Interleave Towel	\$127.00		
12	00093368	17/03/2025	Narrogin Packaging	CBD PARKS - MAINTENANCE/OPERATIONS - F&F Elbow , Risers , MP Rotor Nozzle and Sprinkler Body	\$109.20		
13	00093365	17/03/2025	Narrogin Packaging	NARROGIN REGIONAL LEISURE CENTRE BUILDING MAINTENANCE - Sprinkler	\$183.20		
14	00093369	17/03/2025	Narrogin Packaging	PARKS & GARDENS MAINTENANCE - Nitrile Gloves	\$20.00		
15	00093373	17/03/2025	Narrogin Packaging	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Cleaning Supplies and Sugar	\$235.60		
16	00093478	24/03/2025	Narrogin Packaging	VARIOUS LOCATIONS - Cleaning Supplies	\$525.05		
17	00093496	26/03/2025	Narrogin Packaging	GNAROJIN PARK MAINTENANCE/OPERATIONS - Sprinkler	\$88.00		
18	00093512	26/03/2025	Narrogin Packaging	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Coffee Satchels	\$28.00		
19	00093541	28/03/2025	Narrogin Packaging	HIGHBURY PUBLIC TOILETS MAINTENANCE - Toilet Paper	\$41.50		
20	EFT25252	03/04/2025	Great Southern Fuels			\$937.14	
21	19019692	19/03/2025	Great Southern Fuels	STOCK - PURCHASE OF STOCK MATERIALS - Two Stroke Mix	\$339.04		
22	19019691	19/03/2025	Great Southern Fuels	STOCK - PURCHASE OF STOCK MATERIALS - Two Stroke Mix	\$87.41		
23	D2210470	24/03/2025	Great Southern Fuels	STOCK - PURCHASE OF STOCK MATERIALS - 300L Unleaded	\$510.69		
24	EFT25253	03/04/2025	Leigh Norman Ballard			\$12,506.25	
	20250331	31/03/2025	Leigh Norman Ballard	MEMBERS - PRESIDENT'S ALLOWANCE - 01/01/2025 - 31/03/2025, MEMBERS - MEMBERS SITTING FEES - 01/01/2025 - 31/03/2025, MEMBERS - COMMUNICATIONS ALLOWANCE - 01/01/2025 - 31/03/2025	\$12,506.25		
25							
26	EFT25254	03/04/2025	St John Ambulance Western Australia Ltd			\$356.00	
27	FAINV01277543	10/03/2025	St John Ambulance Western Australia Ltd	NRLC - TRAINING & DEVELOPMENT - NRLC Duty Supervisor CPR Training	\$89.00		
28	FAINV01277544	10/03/2025	St John Ambulance Western Australia Ltd	NRLC - TRAINING & DEVELOPMENT - Duty Supervisor CPR Training	\$89.00		
29	FAINV01277545	10/03/2025	St John Ambulance Western Australia Ltd	NRLC - TRAINING & DEVELOPMENT - x1 Lifeguard CPR Training	\$89.00		
30	FAINV01277604	10/03/2025	St John Ambulance Western Australia Ltd	NRLC - TRAINING & DEVELOPMENT - x1 Lifeguard CPR Training	\$89.00		
31	EFT25255	03/04/2025	Hancocks Home Hardware			\$58.95	L
32	510364	13/03/2025	Hancocks Home Hardware	CHCP - CLIENT PURCHASES - Wireless Door Chime, CHCP - CLIENT PURCHASES - Wireless Door Chime Battery	\$58.95		
33	EFT25256	03/04/2025	Parry's Narrogin			\$38.25	L
34	100253	28/02/2025	Parry's Narrogin	ANIMAL - PROTECTIVE CLOTHING - Ranger PPE - Work Shirt	\$38.25		
35	EFT25257	03/04/2025	Susan Farrell			\$200.00	
36	07	26/03/2025	Susan Farrell	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Washing of Tea Towels, TableCloths February 2025	\$200.00		
37	EFT25258	03/04/2025	Borgas Engineering Pty Ltd			\$247.50	
38	9219B	06/10/2024	Borgas Engineering Pty Ltd	CLAYTON OVAL MAINTENANCE/OPERATIONS - Hire of Crane for Removal of Goal Posts	\$247.50		
39	EFT25259	03/04/2025	Great Southern Waste Disposal			\$49,313.22	
40	IV00000003312	07/03/2025	Great Southern Waste Disposal	WASTE COLLECTION SERVICES - February 2025	\$49,313.22		
41	EFT25260	03/04/2025	RJ Smith Engineering			\$568.88	
42	DI24614	19/03/2025	RJ Smith Engineering	CLAYTON OVAL MAINTENANCE/OPERATIONS - 2x Post Caps	\$3.88		
43	DI24803	24/03/2025	RJ Smith Engineering	NO4883 NEW HOLLAND T5060 TRACTOR - Repairs to Auger and Replace Tip	\$525.00		
44	D124890	27/03/2025	RJ Smith Engineering	SIGNS & TRAFFIC CONTROL EXPENSES - 4x Metal Plates For U Bolts	\$40.00		
45	EFT25261	03/04/2025	PFD Food Services Pty Ltd			\$293.20	
46	LP384598	20/03/2025	PFD Food Services Pty Ltd	NRLC - GENERAL KIOSK SUPPLIES GEN - Kiosk Stock	\$293.20		
47	EFT25262	03/04/2025	Public Transport Authority			\$131.24	
48	T2	31/03/2025	Public Transport Authority	TransWA - Ticket sales	\$152.30		
49	RCTIJFEB25	31/03/2025	Public Transport Authority	ECONOM - TRANSWA COMMISSION February 2025	-\$21.06		
50	EFT25263	03/04/2025	Air Response			\$277.50	
51	158863A	20/03/2025	Air Response	GOOD SHED ROOF AND WALL RESTORATION - Remove Old Aircon	\$277.50		
52	EFT25264	03/04/2025	Narrogin Gasworx			\$139.00	
53	85597	25/03/2025	Narrogin Gasworx	CHCP - CLIENT PURCHASES - Shower Stool	\$139.00		

54	EFT25265	03/04/2025	Narrogin Amcal Chemist					
55	1147699	21/03/2025	Narrogin Amcal Chemist	CHCP - CLIENT PURCHASES - Body Products	\$29.85	\$164.65	L	
56	1147769	21/03/2025	Narrogin Amcal Chemist	CHCP - CLIENT PURCHASES - Continence Products	\$39.90			
57	1158115	24/03/2025	Narrogin Amcal Chemist	CHCP - CLIENT PURCHASES - Blood Pressure Monitor & Pill Bob	\$94.90			
58	EFT25266	03/04/2025	New Security Installations Pty Ltd			\$1,006.72		
59	3424	24/03/2025	New Security Installations Pty Ltd	TOWN HALL BUILDING OPERATIONS - GPRS Alarm Monitoring, 1 Hr Polling Charged Annually in Advance	\$1,006.72			
60	EFT25267	03/04/2025	Narrogin Cottage Homes Inc.			\$107.00	L	
61	30584	21/02/2025	Narrogin Cottage Homes Inc.	CHCP - CLIENT PURCHASES GEN - Installation Of Grab Rail In Toilet	\$107.00			
62	EFT25268	03/04/2025	Narrogin Chamber Of Commerce			\$550.00	L	
63	INV-0356	17/03/2025	Narrogin Chamber Of Commerce	STAFF GRATUITY - Gift Certificate 2 Years of Service - Depot Admin Officer, STAFF GRATUITY - Gift Certificate 9 years of Service - EMDRS	\$550.00			
64	EFT25269	03/04/2025	Melchiorre Plumbing & Gas			\$416.90		
65	5586MPG	31/03/2025	Melchiorre Plumbing & Gas	NRLC - GENERAL AREA MAINTENANCE - Repairs to Hockey Urinal Valve & Mixer Hose Replacement in Wetside Disabled Toilet	\$416.90			
66	EFT25270	03/04/2025	Clive Malcolm Bartron			\$2,727.00		
67	20250331	31/03/2025	Clive Malcolm Bartron	MEMBERS - MEMBERS SITTING FEES - 01/01/2025 - 31/03/2025, MEMBERS - COMMUNICATIONS ALLOWANCE - 01/01/2025 - 31/03/2025	\$2,727.00			
68	EFT25271	03/04/2025	Environmental Health Australia (wa)			\$2,293.33		
69	125313	06/03/2025	Environmental Health Australia (wa)	HEALTH - TRAINING & DEVELOPMENT - Corporate Member Level 2 06/03/2025 - 30/06/2025,	\$283.33			
70	125457	31/03/2025	Environmental Health Australia (wa)	HEALTH - TRAINING & DEVELOPMENT - WA Conference 2025 for MEHS & REHO	\$2,010.00			
71	EFT25272	03/04/2025	Murray John Fisher			\$2,642.00		
72	20250331	31/03/2025	Murray John Fisher	MEMBERS - MEMBERS SITTING FEES - 01/01/2025 - 31/03/2025, MEMBERS - COMMUNICATIONS ALLOWANCE - 01/01/2025 - 31/03/2025	\$2,642.00			
73	EFT25273	03/04/2025	Narrogin Community Pharmacy			\$239.80	L	
74	1267328	13/03/2025	Narrogin Community Pharmacy	CHCP - CLIENT PURCHASES - Pressure Stockings and Cream	\$59.85			
75	1268588	20/03/2025	Narrogin Community Pharmacy	CHCP - CLIENT PURCHASES - Pressure Stockings and Cream	\$179.95			
76	EFT25274	03/04/2025	Independence Australia Group			\$1,616.00		
77	82734559.01	19/03/2025	Independence Australia Group	CHCP - CLIENT PURCHASES - Continence Product	\$609.70			
78	82736800.01	20/03/2025	Independence Australia Group	CHCP - CLIENT PURCHASES - Continence Products	\$510.30			
79	82740184.01	21/03/2025	Independence Australia Group	CHCP - CLIENT PURCHASES - Continence Orders	\$132.40			
80	82746787.01	25/03/2025	Independence Australia Group	CHCP - CLIENT PURCHASES - Fortisip Protein Bottles	\$242.40			
81	82746787.02	26/03/2025	Independence Australia Group	CHCP - CLIENT PURCHASES - Fortisip Protein Bottles	\$121.20			
82	EFT25275	03/04/2025	Truck Centre (WA) Pty Ltd			\$1,506.14		
83	1826524-000001	25/03/2025	Truck Centre (WA) Pty Ltd	NO1 2018 NISSAN UD TIP TRUCK - Supply Only Filter Kit, NO3 2020 NISSAN UD TIP TRUCK (WORKS) (P8213) - Supply Only 2 x 20L Drum UD Engine Oil Mega	\$1,506.14			
84	EFT25276	03/04/2025	Wirtgen Australia Pty Ltd			\$485.97		
85	1900127959	05/12/2024	Wirtgen Australia Pty Ltd	NO4929 2015 HAMM 3520HT STEEL VIBE ROLLER - Service Filters Oil, Fuel & Air	\$485.97			
86	EFT25277	03/04/2025	Timothy Robert Wiese			\$2,727.00		
87	20250331	31/03/2025	Timothy Robert Wiese	MEMBERS - MEMBERS SITTING FEES - 01/01/2025 - 31/03/2025, MEMBERS - COMMUNICATIONS ALLOWANCE - 01/01/2025 - 31/03/2025	\$2,727.00			
88	EFT25278	03/04/2025	Aquatic Services WA Pty Ltd			\$5,030.38		
89	AS#20250211	20/03/2025	Aquatic Services WA Pty Ltd	NRLC - GENERAL AREA MAINTENANCE GEN - Dolphin Wave 100 Pool Vacuum Service & Repairs	\$2,809.79			
90	AS#20250228	27/03/2025	Aquatic Services WA Pty Ltd	NRLC - GENERAL AREA MAINTENANCE - Pipework Repairs	\$2,220.59			
91	EFT25279	03/04/2025	Narrogin Tyrepower			\$2,053.00	L	
92	112493	27/03/2025	Narrogin Tyrepower	1NGN 2023 TOYOTA PRADO (CEO) (P1) - Supply and Fit Four of New Grand Trek Tyres	\$1,320.00			
93	112521	31/03/2025	Narrogin Tyrepower	NO2260 1994 THREE AXLE DOG TRAILER - Supply And Fit Double Tyre And Roadking Demountable Rim	\$733.00			
94	EFT25280	03/04/2025	Elgas			\$9,147.66		
95	0361094999	21/03/2025	Elgas	NRLC - UTILITY - GAS - Gas Supplied 4,740L	\$8,789.76			
96	0361087704	26/03/2025	Elgas	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Gas Supplied 193L	\$357.90			
97	EFT25281	03/04/2025	BMR Mechanical Pty Ltd			\$368.50		
98	INV-3717	21/03/2025	BMR Mechanical Pty Ltd	NO4929 2015 HAMM 3520HT STEEL VIBE ROLLER - Repair Filler and Test	\$368.50			
99	EFT25282	03/04/2025	Earl Street Physiotherapy			\$100.00	L	
100	0050465	26/03/2025	Earl Street Physiotherapy	CHCP - CLIENT PURCHASES - Move Your Body Program	\$100.00			
101	EFT25283	03/04/2025	Graham Kenneth Broad			\$4,271.19		
	20250331	31/03/2025	Graham Kenneth Broad	MEMBERS - DEPUTY PRESIDENT'S ALLOWANCE - 01/01/2025 - 31/03/2025, MEMBERS - MEMBERS SITTING FEES - 01/01/2025 - 31/03/2025, MEMBERS - COMMUNICATIONS ALLOWANCE - 01/01/2025 - 31/03/2025	\$4,271.19			
102	EFT25284	03/04/2025	Narrogin & Districts Plumbing Service			\$385.00	L	
103	INV-2261	20/03/2025	Narrogin & Districts Plumbing Service	NRLC - GENERAL AREA MAINTENANCE GEN - Replacement Of Flexi Hose To Basins	\$385.00			
104	EFT25285	03/04/2025	Narrogin Podiatry			\$165.00	L	
105	0021096	18/03/2025	Narrogin Podiatry	CHCP - CLIENT PURCHASES - Standard Podiatry Consultation	\$82.50			
106	0021268	25/03/2025	Narrogin Podiatry	CHCP - CLIENT PURCHASES - Standard Consultation	\$82.50			
107	EFT25286	03/04/2025	MCG Fire Services			\$9,226.17		
108	INV-4445	26/02/2025	MCG Fire Services	VARIOUS LOCATIONS - - 6 Month Fire Equipment Services	\$8,901.67			
109	INV-4468	20/03/2025	MCG Fire Services	TOWN HALL BUILDING OPERATIONS - Site Service Fee - February 2025, Monthly FDAS, Monthly EVAC Test	\$324.50			
110	EFT25287	03/04/2025	Hersey's Safety			\$4,723.70		
111	INV-3924	24/03/2025	Hersey's Safety	GOOD SHED ROOF AND WALL RESTORATION - 35 Lengths of Jarrah	\$4,723.70			
112	EFT25288	03/04/2025	Integrated ICT			\$215.71		
113	37012	27/03/2025	Integrated ICT	ADMIN - INFORMATION SYSTEMS - Monthly Billing March 2025	\$215.71			
114	EFT25289	03/04/2025	Lite n' Easy			\$1,160.40		
115	7889407	18/03/2025	Lite n' Easy	CHCP - CLIENT PURCHASES - Lite n Easy Meals, CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$190.11			
116	7931901	18/03/2025	Lite n' Easy	CHCP - CLIENT PURCHASES - Lite n Easy Meals, CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$133.52			
117	7912451	18/03/2025	Lite n' Easy	CHCP - CLIENT PURCHASES - Lite n Easy Meals, CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$75.07			
118	7936505	25/03/2025	Lite n' Easy	CHCP - CLIENT PURCHASES - Lite n Easy Meals, CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$104.08			
119	7943922	25/03/2025	Lite n' Easy	CHCP - CLIENT PURCHASES - Lite n Easy Meals, CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$204.43			
120	7943190	25/03/2025	Lite n' Easy	CHCP - CLIENT PURCHASES - Lite n Easy Meals, CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$94.98			
121	7942965	25/03/2025	Lite n' Easy	CHCP - CLIENT PURCHASES - Lite n Easy Meals, CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$134.92			
122	7922929	25/03/2025	Lite n' Easy	CHCP - CLIENT PURCHASES - Lite n Easy Meals, CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$148.22			
123	7922946	25/03/2025	Lite n' Easy	CHCP - CLIENT PURCHASES - Lite n Easy Meals, CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$75.07			
124	EFT25290	03/04/2025	Guardian Safety Pendants			\$70.00		
125	INV-96200	18/02/2025	Guardian Safety Pendants	CHCP - CLIENT PURCHASES - Annual Sim Renewal	\$70.00			
126	EFT25291	03/04/2025	Roxanne Rae McNab			\$2,642.00		
127	20250331	31/03/2025	Roxanne Rae McNab	MEMBERS - MEMBERS SITTING FEES - 01/01/2025 - 31/03/2025, MEMBERS - COMMUNICATIONS ALLOWANCE - 01/01/2025 - 31/03/2025	\$2,642.00			
128	EFT25292	03/04/2025	Joshua John Pomykala			\$2,642.00		
129	20250331	31/03/2025	Joshua John Pomykala	MEMBERS - MEMBERS SITTING FEES - 01/01/2025 - 31/03/2025, MEMBERS - COMMUNICATIONS ALLOWANCE - 01/01/2025 - 31/03/2025	\$2,642.00			
130	EFT25293	03/04/2025	Flight Plan Digital T/A Live Life Alarms			\$150.00		

132	O-00414468	17/03/2025	Flight Plan Digital T/A Live Life Alarms	CHCP - CLIENT PURCHASES - Annual Renewal	\$75.00		
133	O-00433667	21/03/2025	Flight Plan Digital T/A Live Life Alarms	CHCP - CLIENT PURCHASES - False Alarm Renewal	\$75.00		
	EFT25294	03/04/2025	Non Stop Adz Pty Ltd Atf Investstar Holding Trust t/as Non Stop Marketing			\$583.00	
134	94027	24/02/2025	Non Stop Adz Pty Ltd Atf Investstar Holding Trust t/as Non Stop Marketing	CHCP - ADVERTISING & PROMOTIONS - Fridge Calendars, CHSP - ADVERTISING & PROMOTIONS - Fridge Calendars	\$583.00		
135							
136	EFT25295	03/04/2025	H+H Architects			\$1,408.00	
137	INV01073	19/03/2025	H+H Architects	TOUR - PUBLIC RELATIONS & AREA PROMOTION - Shire of Narrogin Colour Scheme Advice	\$1,408.00		
138	EFT25296	03/04/2025	Tourism Council Western Australia			\$117.50	
139	I-00012841	05/02/2025	Tourism Council Western Australia	TOUR - VISITORS CENTRE/ RAILWAY MAINTENANCE - Golden Outback Flag Replacement	\$117.50		
140	EFT25297	03/04/2025	PC Harley Family Trust (Narrogin Newsagency)			\$124.74	
141	SN00160628022025	28/02/2025	PC Harley Family Trust (Narrogin Newsagency)	LIB - PRINTING & STATIONERY - Newspaper February 2025	\$124.74		
142	EFT25298	03/04/2025	Team Global Express Pty Ltd			\$197.68	
143	0664-T740710	16/03/2025	Team Global Express Pty Ltd	2019 JCB 5CX BACKHOE LOADER (WORKS) (P833) - Freight Charges	\$120.86		
144	0665-T740710	23/03/2025	Team Global Express Pty Ltd	NO686 2015 CAT SKID STEER LOADER - Freight Charges, NO4 2010 NISSAN UD TIP TRUCK AUTO - Freight Charges	\$76.82		
145	EFT25299	03/04/2025	Sage Consulting Engineers Pty Ltd			\$7,876.00	
146	INV-0781	20/03/2025	Sage Consulting Engineers Pty Ltd	TOWN HALL UPGRADE WORK - Narrogin Town Hall Incoming Supply Upgrade - Design and Documentation	\$7,876.00		
147	EFT25300	03/04/2025	Oztrology Pty Ltd			\$175.95	
148	1423	27/02/2025	Oztrology Pty Ltd	TOUR - DRYANDRA VISITORS CENTRE MERCHANDISE - Oztrology Card 60 Pre Pack 5 of Each	\$175.95		
149	EFT25301	03/04/2025	JH Computer Services			\$20,904.40	
150	005331-D01	28/02/2025	JH Computer Services	ADMIN - INFORMATION SYSTEMS - Microsoft 365 Premium Subscription February 2025	\$2,312.20		
151	005330-D01	31/03/2025	JH Computer Services	ADMIN - INFORMATION SYSTEMS - IT Contract Charges for April 2025	\$16,280.00		
152	005332-D01	31/03/2025	JH Computer Services	ADMIN - INFORMATION SYSTEMS - Microsoft 365 Premium Subscription March 2025	\$2,312.20		
153	EFT25302	03/04/2025	Harcher Distributors (Wa Distributors P/L)			\$516.20	
154	1061463	25/03/2025	Harcher Distributors (Wa Distributors P/L)	NRLC - GENERAL KIOSK SUPPLIES - Kiosk Stock	\$516.20		
155	EFT25303	03/04/2025	Uniforms At Work Australia Pty Ltd			\$395.70	
156	37000025	17/03/2025	Uniforms At Work Australia Pty Ltd	LIB - ALLOWANCES - Staff Uniform	\$171.50		
157	37000023	24/03/2025	Uniforms At Work Australia Pty Ltd	LIB - ALLOWANCES GEN - Staff Uniform	\$224.20		
158	EFT25304	03/04/2025	Officeworks Ltd			\$696.36	
159	620443116	06/03/2025	Officeworks Ltd	ADMIN - PRINTING & STATIONERY - 15 Cartons A4 White Copy Paper	\$522.95		
	620640675	18/03/2025	Officeworks Ltd	NRLC - PROGRAM COSTS GEN - School Holiday Supplies, NRLC - CLEANING & WASTE DISPOSAL GEN - Cleaing Supplies, NRLC - GENERAL KIOSK SUPPLIES GEN - Kiosk Stock	\$173.41		
160				GST Free			
161	EFT25305	03/04/2025	Omnicom Media Group Australia Pty Ltd			\$772.89	
162	1832532	31/03/2025	Omnicom Media Group Australia Pty Ltd	AUDIT, RISK & IMPROVEMENT COMMITTEE - Expressions Of Interest - Public Notice	\$772.89		
163	EFT25306	03/04/2025	Caterina Ranieri			\$87.00	
164	24032025	25/03/2025	Caterina Ranieri	NRLC - OTHER EMPLOYEE EXPENSES - WWC Screening	\$87.00		
165	EFT25307	03/04/2025	Joy De Castro T/A Safesmart			\$1,375.00	
166	1044	18/03/2025	Joy De Castro T/A Safesmart	TRAINING & DEVELOPMENT - Manual Handling Training	\$1,375.00		
167	EFT25308	03/04/2025	Williams Community Resource Centre			\$150.00	
168	00011416	21/03/2025	Williams Community Resource Centre	WORKS - TRAINING & DEVELOPMENT - AusChem Training	\$150.00		
169	EFT25309	03/04/2025	YMCA Services Pty Ltd			\$667.81	
170	50041707	13/03/2025	YMCA Services Pty Ltd	NRLC - ALLOWANCES - Lifeguard Uniforms, NRLC - GENERAL KIOSK SUPPLIES - Goggles	\$667.81		
171	EFT25310	03/04/2025	NER Finance			\$270.41	
172	NA00209916	19/03/2025	NER Finance	NRLC - EQUIPMENT HIRE & PURCHASE GEN - Monthly Printer Rental - April 2025	\$270.41		
173	EFT25311	03/04/2025	Face Painting By Mary			\$50.00	
174	88	01/04/2025	Face Painting By Mary	OTHCUL - Australia Day - Face Painting Australia Day - Fuel Expense	\$50.00		
175	EFT25312	03/04/2025	Melissa Crow			\$195.00	
176	699	24/03/2025	Melissa Crow	OTHCUL - FESTIVAL & EVENTS - Welcome to Narrogin 2025 Brochure Design	\$195.00		
177	EFT25313	03/04/2025	Lucas Rowland			\$264.71	
178	27032025	27/03/2025	Lucas Rowland	002NGN 2022 MITSUBISHI ECLIPSE HYBRID - Fuel Charges	\$264.71		
179	EFT25314	03/04/2025	POSMarket			\$1,665.47	
180	POS25031	10/03/2025	POSMarket	LIB - MINOR ASSET PURCHASES - POS Register	\$1,665.47		
181	EFT25315	03/04/2025	Supagas Pty Limited			\$49.50	
182	C644168-2-2025	28/02/2025	Supagas Pty Limited	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - LPG 45kg	\$49.50		
183	EFT25316	03/04/2025	Nichola Ann Jones			\$239.50	
184	17032025	17/03/2025	Nichola Ann Jones	CHCP - RECRUITMENT - Pre-Employment Medical	\$239.50		
185	EFT25317	03/04/2025	Noelene Long			\$88.00	
186	26032025	26/03/2025	Noelene Long	AGEDOTHER - CATS FEES & CHARGES - CATS Trip Cancelled - Fees refunded	\$88.00		
187	EFT25318	03/04/2025	Wilhelmus Johannes Doldersum			\$88.00	
188	26032025	26/03/2025	Wilhelmus Johannes Doldersum	AGEDOTHER - CATS FEES & CHARGES - CATS Trip Cancelled - Fees refunded	\$88.00		
189	EFT25319	03/04/2025	Jan Russell Shepherd			\$100.50	
190	26032025	26/03/2025	Jan Russell Shepherd	AGEDOTHER - CATS FEES & CHARGES - CATS Trip Cancelled - Fees refunded	\$100.50		
191	EFT25320	03/04/2025	Debra Mae Jones			\$2,877.20	
192	A129300	28/03/2025	Debra Mae Jones	Rates refund for assessment A129300 6 DALE STREET NARROGIN WA 6312	\$2,877.20		
193	EFT25321	09/04/2025	Synergy			\$13,190.79	
194	2002454547	26/03/2025	Synergy	JOHN HIGGINS COMMUNITY COMPLEX BUILDING OPERATIONS - Electricity Charges 21/02/25 - 24/03/25	\$1,788.30		
195	2038386524	01/04/2025	Synergy	STREETLIGHTS - Electricity Charges 25/02/25 - 24/03/25	\$11,402.49		
196	EFT25322	09/04/2025	Narrogin Packaging			\$729.14	L
197	00093515	27/03/2025	Narrogin Packaging	CHCP - MEDICAL SUPPLIES - Vinyl Gloves, CHSP - MEDICAL SUPPLIES - Vinyl Gloves, CHCP - GENERAL OFFICE EXPENSES - Interleave Towel & Bin Liner	\$254.00		
198	00093633	03/04/2025	Narrogin Packaging	ADMIN OFFICE BUILDING MAINTENANCE - Interleave Towel	\$85.50		
199	00093632	03/04/2025	Narrogin Packaging	PUBLIC TOILETS - Supplies	\$389.64		
200	EFT25323	09/04/2025	Australia Post			\$843.04	
201	1013929616	03/04/2025	Australia Post	ADMIN - POSTAGE AND FREIGHT - Postage Charges - March 2025	\$843.04		
202	EFT25324	09/04/2025	Great Southern Fuels			\$5,305.68	
203	MARCH2025	31/03/2025	Great Southern Fuels	VARIOUS VEHICLES - Fuel March 2025	\$5,305.68		
204	EFT25325	09/04/2025	Water Corporation			\$3,030.96	
205	9007721602	07/02/2025	Water Corporation	HOCKEY GROUNDS, HOMECARE (JESSE HOUSE) - Water Charges 04/12/24 - 06/02/25	\$2,255.73		
206	9007710938	31/03/2025	Water Corporation	LIONS PARK MAINTENANCE/OPERATIONS - Water Charges 04/02/25 - 28/03/25	\$509.67		
207	9007708854	31/03/2025	Water Corporation	MUSEUM BUILDING OPERATIONS - Water Charges 04/02/25 - 28/03/25	\$73.48		

208	9007708352	01/04/2025	Water Corporation	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Water Charges 04/02/2025 - 28/03/2025	\$24.02		
209	9007723317	04/04/2025	Water Corporation	THOMAS HOGG OVAL BUILDINGS OPERATIONS - Water Charges 10/02/25 - 03/04/25	\$70.54		
210	9007723333	04/04/2025	Water Corporation	MICHAEL BROWN PARK BUILDINGS OPERATIONS - Water Charges 10/02/25 - 03/04/25	\$97.52		
211	EFT25326	09/04/2025	Westrac Pty Ltd			\$7,113.63	
212	PI0706304	06/03/2025	Westrac Pty Ltd	NO237 2020 CATERPILLAR CW34NN RUBBER TYRED ROLLER - Supply Air on Run Compressor Electric Motor GP	\$5,346.21		
213	PI0737531	14/03/2025	Westrac Pty Ltd	NO4516 2021 CATERPILLAR CW34 CTS ROLLER (WORKS) (P8517) - Supply RH Access Door	\$1,390.64		
214	PI0784699	27/03/2025	Westrac Pty Ltd	NO4141 2023 CATERPILLAR 432 BACKHOE LOADER (WORKS) - Supply Service Filters Oil ,Fuel and Air	\$376.78		
215	EFT25327	09/04/2025	Narrogin Liquor Barons			\$220.96	L
216	00066862	14/03/2025	Narrogin Liquor Barons	FIRE - TRAINING & DEVELOPMENT - Selection of Beverages and Ice for the BFAC Meeting 24/3/2025	\$220.96		
217	EFT25328	09/04/2025	Narrogin Bearing Service			\$1,837.60	L
218	IN227009	03/04/2025	Narrogin Bearing Service	ROAD MAINTENANCE GENERAL EXPENSE - Cordless Milwaukee Kit and 2x Batteries	\$1,837.60		
219	EFT25329	09/04/2025	Great Southern Waste Disposal			\$53,204.69	
220	IV00000003341	03/04/2025	Great Southern Waste Disposal	WASTE COLLECTION SERVICES - February 2025	\$53,204.69		
221	EFT25330	09/04/2025	RJ Smith Engineering			\$34.00	
222	DI25101	02/04/2025	RJ Smith Engineering	SMALL PLANT - HOMECARE - Jockey Handle and Installation	\$34.00		
223	EFT25331	09/04/2025	West Australian Newspapers Limited			\$660.00	
224	1028037520250331	31/03/2025	West Australian Newspapers Limited	ADVERTISING - Narrogin Narrative March 2025	\$660.00		
225	EFT25332	09/04/2025	United Security Enforcement Corporation			\$633.60	
226	00013466	23/03/2025	United Security Enforcement Corporation	CHCP - SECURITY SYSTEM - Alarm Response 20/03/2025	\$158.40		
227	00013474	27/03/2025	United Security Enforcement Corporation	CHCP - SECURITY SYSTEM - Alarm Response 22/03/2025	\$316.80		
228	00013476	31/03/2025	United Security Enforcement Corporation	CHCP - SECURITY SYSTEM - Alarm Response 24/03/2025	\$158.40		
229	EFT25333	09/04/2025	Independence Australia Group			\$219.20	
230	82747084.01	26/03/2025	Independence Australia Group	CHCP - CLIENT PURCHASES - Continence Products	\$219.20		
231	EFT25334	09/04/2025	Stabilised Pavements of Australia			\$202,339.50	
232	WA-0001205	28/02/2025	Stabilised Pavements of Australia	WANDERING ROAD CONSTRUCTION - Stabilise 30000m2 of Pavement on the Narrogin Wandering Road	\$202,339.50		
233	EFT25335	09/04/2025	Telair Pty Ltd			\$1,627.65	
234	TA10781-069	31/03/2025	Telair Pty Ltd	VARIOUS DEPARTMENTS - Telephone charges	\$1,627.65		
235	EFT25336	09/04/2025	Sherrin Rentals Pty Ltd			\$6,765.00	
236	5219377	28/02/2025	Sherrin Rentals Pty Ltd	Wandering Road Construction - 23 Day Dry Hire 16000L Water Cart - 10/02/25 - 28/02/25	\$6,765.00		
237	EFT25337	09/04/2025	The White Family Trust T/a Narrogin Valley Stockfeed			\$90.00	L
238	NVS161321	07/04/2025	The White Family Trust T/a Narrogin Valley Stockfeed	ANIMAL POUND MAINTENANCE - Dog Food Supplies	\$90.00		
239	EFT25338	09/04/2025	Kulker Carpentry And Construction			\$38,500.00	
240	IV00000001235	07/04/2025	Kulker Carpentry And Construction	GOOD SHED ROOF AND WALL RESTORATION - Install Sheeting to North and South Gable Ends	\$11,000.00		
241	IV00000001236	07/04/2025	Kulker Carpentry And Construction	GOOD SHED ROOF AND WALL RESTORATION - Install Roof Sheeting to Western Gable Roof	\$27,500.00		
242	EFT25339	09/04/2025	Down to Earth Training & Assessing			\$3,980.00	
243	00043134	03/04/2025	Down to Earth Training & Assessing	WORKS - TRAINING & DEVELOPMENT - Traffic Control Refresher Training x 9	\$3,980.00		
244	EFT25340	09/04/2025	Elgas			\$12,085.27	
245	0361087707	26/03/2025	Elgas	NRLC - UTILITY - GAS - Gas Supplied 6,408L	\$11,882.87		
246	0363005667	01/04/2025	Elgas	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - 210kg LPG Cyl	\$202.40		
247	EFT25341	09/04/2025	Surgical House Pty Ltd			\$199.86	
248	A993351	14/03/2025	Surgical House Pty Ltd	CHCP - CLIENT PURCHASES - Wound Dressings	\$199.86		
249	EFT25342	09/04/2025	ASSA ABLOY Australia Pty Limited			\$595.65	
250	IN02950996	25/03/2025	ASSA ABLOY Australia Pty Limited	FAIRWAY DEPOT BUILDING MAINTENANCE - 5 x D5 Packlocks	\$595.65		
251	EFT25343	09/04/2025	MCG Fire Services			\$665.50	
252	INV-4535	27/03/2025	MCG Fire Services	Town Hall (Federal St) Building Operations - Site Services Fee - March 2025 - Monthly FDAS - Monthly EVACTest	\$324.50		
253	INV-4534	27/03/2025	MCG Fire Services	NARROGIN REGIONAL LEISURE CENTRE BUILDING MAINTENANCE - Site Service Fee March 2025 - Monthly EVAC Panel - Repair Fault in Gym Zone	\$341.00		
254	EFT25344	09/04/2025	Cuballing Building Company			\$180.40	L
255	INV04101	26/03/2025	Cuballing Building Company	CHCP - CLIENT PURCHASES - Handrails Installed in Bathroom	\$180.40		
256	EFT25345	09/04/2025	Narrogin Auto Electrics			\$2,341.38	L
257	269490	04/03/2025	Narrogin Auto Electrics	NO03 2021 ISUZU D-MAX (WORKS) (P8165) - 1x New Battery	\$296.73		
258	269491	05/03/2025	Narrogin Auto Electrics	NO2 2009 NISSAN UD TIP TRUCK (WORKS) (P8216) - Supply 2x Mega Power Batterys 165/G51 Heavy Duty	\$796.67		
259	269492	10/03/2025	Narrogin Auto Electrics	1NO 2024 TOYOTA HILUX 4X4 2. 8L (P8164) - Supply and Fit Two Way Antenna and One Anderson Plug	\$561.19		
260	269495	19/03/2025	Narrogin Auto Electrics	NO2318 FUEL TRAILER (WORKS) - Fit new Battery and Solar Diverter	\$619.50		
261	269493	31/03/2025	Narrogin Auto Electrics	NO4 2010 NISSAN UD TIP TRUCK AUTO (WORKS) (P8217) - Supply 12 Pin Flat Plastic Plug	\$67.29		
262	EFT25346	09/04/2025	Lucille Munnik			\$377.99	
263	07042025	07/04/2025	Lucille Munnik	ADMIN - TRAINING & DEVELOPMENT - Accommodation & Meals - Finance Nuts and Bolts Training	\$377.99		
264	EFT25347	09/04/2025	Metal Artwork Badges			\$74.75	
265	30912	23/02/2025	Metal Artwork Badges	CHCP - PRINTING & STATIONERY - Homecare Name Badges	\$74.75		
266	EFT25348	09/04/2025	Flight Plan Digital T/A Live Life Alarms			\$140.00	
267	00279441	11/03/2025	Flight Plan Digital T/A Live Life Alarms	CHCP - CLIENT PURCHASES - Repair and Overhaul of False Alarm	\$140.00		
268	EFT25349	09/04/2025	John Warburton			\$50.25	
269	04042025	04/04/2025	John Warburton	WORKS - OHS AND TOOLBOX MEETINGS - Toolbox Meeting - Meals	\$50.25		
270	EFT25350	09/04/2025	Narrogin Fruit Trading Pty Ltd			\$575.89	L
271	INV-1386	28/03/2025	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Ordinary Council Meeting - Catering	\$500.94		
272	37264	31/03/2025	Narrogin Fruit Trading Pty Ltd	ADMIN - GENERAL OFFICE EXPENSES - Weekly Office Order	\$74.95		
273	EFT25351	09/04/2025	Team Global Express Pty Ltd			\$214.86	
274	0666-T740710	30/03/2025	Team Global Express Pty Ltd	HEALTH - ANALYTICAL EXPENSES - Freight Charges	\$149.16		
275	0667-T740710	06/04/2025	Team Global Express Pty Ltd	NO4141 2023 CATERPILLAR 432 BACKHOE LOADER (WORKS) (P25) - Freight Charges	\$65.70		
276	EFT25352	09/04/2025	Coca Cola Euro Pacific			\$1,357.92	
277	236429947	02/04/2025	Coca Cola Euro Pacific	NRLC - GENERAL KIOSK SUPPLIES - Kiosk Stock, NRLC - GENERAL KIOSK SUPPLIES - Kiosk Stock GST Free	\$1,357.92		
278	EFT25353	09/04/2025	Kelly Nelissen			\$707.20	
279	31032025	31/03/2025	Kelly Nelissen	TOUR - DRYANDRA VISITORS CENTRE MERCHANDISE - Various items	\$707.20		
280	EFT25354	09/04/2025	Helen Elliott			\$44.20	
281	31032025	31/03/2025	Helen Elliott	TOUR - DRYANDRA VISITORS CENTRE MERCHANDISE - Various items	\$44.20		
282	EFT25355	09/04/2025	Narrogin McIntosh & Sons			\$1,799.00	
283	P15/132	25/03/2025	Narrogin McIntosh & Sons	SMALL PLANT - Lawn Mower	\$1,799.00		
284	EFT25356	09/04/2025	Deborah Jane Old			\$25.50	
285	31032025	31/03/2025	Deborah Jane Old	TOUR - DRYANDRA VISITORS CENTRE MERCHANDISE - Various items	\$25.50		
286	EFT25357	09/04/2025	York Gum Services			\$96.90	

287	31032025	31/03/2025	York Gum Services	TOUR - DRYANDRA VISITORS CENTRE MERCHANDISE - Various items	\$96.90		
288	EFT25358	09/04/2025	Omnicom Media Group Australia Pty Ltd			\$363.90	
289	1832533	31/03/2025	Omnicom Media Group Australia Pty Ltd	ADMIN - ADVERTISING - Advertising - Community Capital Budget Submissions 2025-2026	\$363.90		
290	EFT25359	09/04/2025	Djinda Kaal Dreaming			\$684.25	
291	31032025	31/03/2025	Djinda Kaal Dreaming	TOUR - DRYANDRA VISITORS CENTRE MERCHANDISE - Various items	\$684.25		
292	EFT25360	09/04/2025	Gemma Crafts			\$168.00	
293	31032025	31/03/2025	Gemma Crafts	TOUR - DRYANDRA VISITORS CENTRE MERCHANDISE - Various items	\$168.00		
294	EFT25361	09/04/2025	Meredith Robertson t/a Jump Marketing			\$149.60	
295	00001142	01/04/2025	Meredith Robertson t/a Jump Marketing	TOUR - DRYANDRA VISITORS CENTRE MERCHANDISE - Gift Cards of Various Designs	\$149.60		
296	EFT25362	09/04/2025	David Evenis			\$102.00	
297	31032025	31/03/2025	David Evenis	TOUR - DRYANDRA VISITORS CENTRE MERCHANDISE - Ernie Books x 6 - Nov 2024 - Feb 2025	\$102.00		

298	EFT25363	09/04/2025	McLeods Lawyers				
299	144078	28/02/2025	McLeods Lawyers	PWO - CONSULTANTS - Drainage Easements - Federal St. and Fortune St.	\$237.99	\$237.99	
300	EFT25364	09/04/2025	Tuff Stuff Washroom			\$3,025.23	
301	INV-504	25/03/2025	Tuff Stuff Washroom	PUBLIC TOILETS - Supplies	\$3,025.23		
302	EFT25365	09/04/2025	Ian Graham			\$2,698.00	
303	03042025	03/04/2025	Ian Graham	13 HOUGH ST - OPERATIONS - Internet Charges 10/03/25 - 09/04/25, 13 HOUGH ST - OPERATIONS - Internet Charges 10/04/25 - 09/05/25	\$198.00		
304	08042025	08/04/2025	Ian Graham	ADMIN - RECRUITMENT - Relocation Reimbursement as per Contract	\$2,500.00		
305	EFT25366	09/04/2025	Power Networx			\$151.80	
306	INVOICE_PNX18229	03/04/2025	Power Networx	ADMIN - INFORMATION SYSTEMS - Greeting Messages March 2025	\$151.80		
307	EFT25367	09/04/2025	Paul H. Brown			\$21.25	
308	31032025	31/03/2025	Paul H. Brown	TOUR - DRYANDRA VISITORS CENTRE MERCHANDISE - Brownie The Country Yobbo Book - Nov 2024 - Feb 2025	\$21.25		
309	EFT25368	09/04/2025	Melba Rowley			\$114.65	
310	01042025	01/04/2025	Melba Rowley	ADMIN - RECRUITMENT - Drug and Alcohol Test, ADMIN - RECRUITMENT - Pre-Employment Medical	\$114.65		
311	EFT25369	09/04/2025	Heath Turner-Reid			\$763.20	
312	31032025	31/03/2025	Heath Turner-Reid	NRLC - PROGRAM COSTS - Items for Art Program	\$763.20		
313	EFT25370	09/04/2025	Trent Nathan Annear			\$239.50	
314	03042025	03/04/2025	Trent Nathan Annear	PWO - WORKS - RECRUITMENT - Pre-Employment Medical, PWO - WORKS - RECRUITMENT - Drug and Alcohol Test	\$239.50		
315	EFT25371	09/04/2025	Stephanie Lee			\$303.30	
316	09042025	09/04/2025	Stephanie Lee	ADMIN - RECRUITMENT - Pre-Employment Medical, Drug and Alcohol Test, Police Clearance	\$303.30		
317	EFT25372	11/04/2025	Amanda Mackerill			\$246.36	
318	142037	09/04/2025	Amanda Mackerill	NRLC - SALARIES & WAGES - A. Mackerill Salary and Wages Repayment	\$246.36		
319	EFT25373	17/04/2025	Best Office Systems			\$17.00	
320	644240	04/04/2025	Best Office Systems	NRLC - PRINTING & STATIONERY - Printing of Code of Conduct for Centre	\$17.00		
321	EFT25374	17/04/2025	Synergy			\$1,830.25	
322	2034407334	10/04/2025	Synergy	ADMIN OFFICE BUILDING OPERATIONS - Electricity Charges 08/02/25 - 09/04/25	\$1,216.33		
323	2018412872	11/04/2025	Synergy	SHOP 1 84 FEDERAL STREET (OLD JEWELLERS) - Electricity Charges 11/02/25 - 10/04/25	\$232.95		
324	2078369579	11/04/2025	Synergy	MUSEUM BUILDING OPERATIONS - Electricity Charges 11/02/25 - 10/04/25,	\$261.71		
325	2062374427	11/04/2025	Synergy	HISTORY HALL BUILDING OPERATIONS - Electricity Charges 11/02/25 - 10/04/25	\$119.26		
326	EFT25375	17/04/2025	Narrogin Packaging			\$1,272.30	L
327	00093565	31/03/2025	Narrogin Packaging	NARROGIN REGIONAL LEISURE CENTRE BUILDING MAINTENANCE - Brick Saw	\$170.00		
328	00093850	04/04/2025	Narrogin Packaging	CLAYTON OVAL MAINTENANCE/OPERATIONS - Heavy Duty Large Valve Box	\$110.00		
329	00093737	07/04/2025	Narrogin Packaging	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Urinal Blocks , Disinfectant and Toilet Rolls	\$992.30		
330	EFT25376	17/04/2025	Water Corporation			\$2,733.27	
331	9007709005	31/03/2025	Water Corporation	OLD SHIRE DEPOT - FELSPAR ST - BUIDLING OPERATIONS - Water Charges - 04/02/25 - 28/03/25	\$120.50		
332	9010739547	09/04/2025	Water Corporation	LYDEKER DEPOT BUILDING OPERATIONS - Water Charges 12/02/25 - 08/04/25	\$2,612.77		
333	EFT25377	17/04/2025	St John Ambulance Western Australia Ltd			\$343.20	L
334	FAINV01284780	01/04/2025	St John Ambulance Western Australia Ltd	OTHCUL - Australia Day - First Aid Mobile Station - Family Fun Event 25/01/25	\$343.20		
335	EFT25378	17/04/2025	Makit Narrogin Hardware			\$65.50	L
336	116305	25/11/2024	Makit Narrogin Hardware	NARROGIN REGIONAL LEISURE CENTRE BUILDING MAINTENANCE - Shovel Snap, FOOTPATH MAINTENANCE - Pick Axe	\$65.50		
337	EFT25379	17/04/2025	IT Vision Software Pty Ltd t/a Ready Tech			\$277.20	
338	INTV41454	30/07/2024	IT Vision Software Pty Ltd t/a Ready Tech	ADMIN - INFORMATION SYSTEMS - Reversal of Disposal Batch 1355	\$277.20		
339	EFT25380	17/04/2025	Narrogin Glass & Quick Fit Windscreens			\$1,012.01	L
340	00064329	25/03/2025	Narrogin Glass & Quick Fit Windscreens	NGN219 2022 NISSAN X-TRAIL (CATS) (P14) - Supply and Fit Windscreen CATS Car	\$1,012.01		
341	EFT25381	17/04/2025	RJ Smith Engineering			\$102.00	
342	DI23482	01/02/2025	RJ Smith Engineering	LIB - GENERAL OFFICE EXPENESES - 6 Bottles of Water for Library Water Filter	\$102.00		
343	EFT25382	17/04/2025	PFD Food Services Pty Ltd			\$400.80	
344	LP529555	03/04/2025	PFD Food Services Pty Ltd	NRLC - GENERAL KIOSK SUPPLIES - Kiosk Stock	\$400.80		
345	EFT25383	17/04/2025	Air Response			\$737.17	
346	158559A	28/01/2025	Air Response	39 FEDERAL ST BUILDING MAINTENANCE - Changed Out the Pump and Steri Cleaned the Unit	\$607.17		
347	158779A	22/02/2025	Air Response	ADMIN OFFICE BUILDING MAINTENANCE - Reset and Re Address Wall Controller	\$130.00		
348	EFT25384	17/04/2025	T Quip			\$730.80	
349	138189#32	09/04/2025	T Quip	N052 2018 TORO MOWER 7210 (WORKS) (P59) - Replacement Blades	\$730.80		
350	EFT25385	17/04/2025	Narrogin Panel Beating Service			\$750.00	L
351	11325	02/04/2025	Narrogin Panel Beating Service	NGN15581 2024 ISUZU SX SINGLE CAB 4X2 MAN (WORKS) P62 - Repairs to Front End	\$750.00		
352	EFT25386	17/04/2025	New Security Installations Pty Ltd			\$2,013.44	
353	3432	28/03/2025	New Security Installations Pty Ltd	30 GRAY ST BUILDING OPERATIONS (FORMALLY EAST NARROGIN OFFSITE KINDERGARTEN) SUPPLY 55 HANSARD - GPRS Alarm Monitoring Charged Annually in Advanced Covering the Period from 28th March 2025,	\$1,006.72		
	3508	12/04/2025	New Security Installations Pty Ltd	30 GRAY ST BUILDING OPERATIONS (FORMALLY EAST NARROGIN OFFSITE KINDERGARTEN) SUPPLY 55 HANSARD - GPRS Alarm Monitoring Charged Annually in Advanced Covering the Period from 28th March 2025,	\$1,006.72		
354							
355	EFT25387	17/04/2025	Ikes Home Improvement & Glass Centre			\$1,138.94	
356	00031873	14/04/2025	Ikes Home Improvement & Glass Centre	LIBRARY BUILDING MAINTENANCE - Reglaze Internal Window at Narrogin Library in Laminated Safety Glass	\$1,138.94		

357	EFT25388	17/04/2025	Bob Waddell & Associates Pty Ltd				
358	4488	14/04/2025	Bob Waddell & Associates Pty Ltd	ADMIN - CONSULTANTS - Assistance with Feb and Mar 2025 BAS	\$396.00	\$396.00	
359	EFT25389	17/04/2025	Melchiorre Plumbing & Gas			\$495.99	
360	5562MPG	21/03/2025	Melchiorre Plumbing & Gas	NARROGIN REGIONAL LEISURE CENTRE BUILDING MAINTENANCE - Cleared Dirt and Mulch at the Bottom of the Gully	\$495.99		
361	EFT25390	17/04/2025	Allworks Civil			\$3,630.00	
362	0272	10/04/2025	Allworks Civil	ROAD MAINTENANCE GENERAL EXPENSES - Line Marking - Repainting of Lines Around Town and Highbury	\$3,630.00		
363	EFT25391	17/04/2025	Independence Australia Group			\$1,369.27	
364	82744228.01	24/03/2025	Independence Australia Group	CHCP - CLIENT PURCHASES - Ensure Plus Drinks	\$273.00		
365	82744797.01	25/03/2025	Independence Australia Group	CHCP - CLIENT PURCHASES - Continence Products	\$347.20		
366	82764537.01	03/04/2025	Independence Australia Group	CHCP - CLIENT PURCHASES - Continence and Skin Integrity Products	\$458.67		
367	82766875.01	04/04/2025	Independence Australia Group	CHCP - CLIENT PURCHASES - Continence Products	\$290.40		
368	EFT25392	17/04/2025	Sunny Industrial Brushware			\$1,732.50	
369	00030256	13/02/2025	Sunny Industrial Brushware	NGN339 HINO ROAD SWEEPER 2021 - 9 Main Brooms	\$1,732.50		
370	EFT25393	17/04/2025	AFGRI Equipment Australia Pty Ltd			\$500,500.00	
371	2955675	04/04/2025	AFGRI Equipment Australia Pty Ltd	REPLACEMENT JOHN DEERE 670G GRADER - Purchase 1 of New John Deere 620 GP Grader	\$500,500.00		
372	EFT25394	17/04/2025	Seton Australia Pty Ltd			\$363.64	
373	9358644964	28/03/2025	Seton Australia Pty Ltd	NRLC - CLEANING & WASTE DISPOSAL - Cleaning Wipes for Gym	\$363.64		
374	EFT25395	17/04/2025	ASSA ABLOY Australia Pty Limited			\$289.50	
375	IN02961834	09/04/2025	ASSA ABLOY Australia Pty Limited	RAILWAY STATION BUILDING MAINTENANCE - TS1 Keys to Suit Master Key System 6347	\$289.50		
376	EFT25396	17/04/2025	Narrogin Auto Electrics			\$36.26	
377	269494	25/03/2025	Narrogin Auto Electrics	NGN802 2021 TOYOTA HILUX 4X2 2.4L DSL SINGLE CAB - Trailer Adapter	\$36.26		
378	EFT25397	17/04/2025	Hersey's Safety			\$3,764.20	
379	INV-3925 47604	24/03/2025 09/04/2025	Hersey's Safety Hersey's Safety	PWO - WORKS - PROTECTIVE CLOTHING - 24x Pairs of Polarised Safety Glasses ROADM - WORKSHOP/DEPOT EXPENSED EQUIPMENT - 6 Square Mouth Shovels, 6 Post Hole Shovels, 6 Meat Rakes, 12 White Spraymark, 2 Combo Jerry's , 12 Smoke Saftey Glases , 24 Magic Trees, 1 Box Latex Gloves Black, 30 Coveralls, 1Box Latex Gloves Orange	\$1,900.80 \$1,863.40		
380							
381	EFT25398	17/04/2025	Edwards Isuzu Ute			\$875.95	
382	R60224	03/04/2025	Edwards Isuzu Ute	ONGN 2021 ISUZU MUX EMCCS VEHICLE - 45,000km Service	\$875.95		
383	EFT25399	17/04/2025	Lite n' Easy			\$1,561.84	
384	7953689	01/04/2025	Lite n' Easy	CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Lite n Easy Meals	\$516.10		
385	7955515	01/04/2025	Lite n' Easy	CHCP - CLIENT PURCHASES - Lite n Easy Meals, CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$82.73		
386	7954384	01/04/2025	Lite n' Easy	CHCP - CLIENT PURCHASES - Lite n Easy Meals, CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$99.92		
387	7947773	01/04/2025	Lite n' Easy	CHCP - CLIENT PURCHASES - Lite n Easy Meals, CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$89.38		
388	7931876	01/04/2025	Lite n' Easy	CHCP - CLIENT PURCHASES - Lite n Easy Meals, CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$148.22		
389	7922434	01/04/2025	Lite n' Easy	CHCP - CLIENT PURCHASES - Lite n Easy Meals, CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$190.11		
390	7943452	08/04/2025	Lite n' Easy	CHCP - CLIENT PURCHASES - Lite n Easy Meals, CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$148.22		
391	7965063	08/04/2025	Lite n' Easy	CHCP - CLIENT PURCHASES - Lite n Easy Meals, CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$175.41		
392	7965074	08/04/2025	Lite n' Easy	CHCP - CLIENT PURCHASES - Lite n Easy Meals, CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$111.75		
393	EFT25400	17/04/2025	Narrogin Eagles Sporting Club			\$330.00	L
394	1201	01/04/2025	Narrogin Eagles Sporting Club	OTHCUL - MEDICAL STUDENTS - Donation for Medical Students Dinner	\$330.00		
395	EFT25401	17/04/2025	Keeling Electrical Group			\$3,499.16	
396	1776	25/03/2025	Keeling Electrical Group	TOWN HALL (FEDERAL ST) BUILDING MAINTENANCE - Supply and Erect Scaffolding for Town Hall Dami Im Event	\$1,045.00		
397	1773	14/04/2025	Keeling Electrical Group	PUBLIC ART STRATEGY - IMPLEMENTATION - Flood Lights Installation	\$1,414.38		
398	1774	15/04/2025	Keeling Electrical Group	ADMIN OFFICE BUILDING MAINTENANCE - Replace Failed Emergency Lighting	\$1,039.78		
399	EFT25402	17/04/2025	Narrogin Gas Services			\$275.00	L
	849	03/04/2025	Narrogin Gas Services	CEMETERY PUBLIC TOILETS MAINTENANCE - Supply and Install Backing Board for Soap Dispenser at Cemetery Toilet, CEMETERY PUBLIC TOILETS MAINTENANCE - Replace Soap Dispenser Unit - Mackie Park Toilet	\$275.00		
400							
401	EFT25403	17/04/2025	All Events Hire and Production			\$140.00	
402	AE01624	07/04/2025	All Events Hire and Production	TOWN HALL (FEDERAL ST) BUILDING MAINTENANCE - Set Up Lighting Equipment	\$140.00		
403	EFT25404	17/04/2025	Goodyear Auto Care Narrogin			\$760.00	L
404	105013	11/04/2025	Goodyear Auto Care Narrogin	NGN339 HINO ROAD SWEEPER 2021 - Supply and Fit 2 x Advance Steer Tyres	\$760.00		
405	EFT25405	17/04/2025	Narrogin Fruit Trading Pty Ltd			\$66.63	L
406	41716	14/04/2025	Narrogin Fruit Trading Pty Ltd	ADMIN - GENERAL OFFICE EXPENSES - Weekly Office Orders	\$66.63		
407	EFT25406	17/04/2025	PC Harley Family Trust (Narrogin Newsagency)			\$36.80	L
408	SN00156431032025	31/03/2025	PC Harley Family Trust (Narrogin Newsagency)	CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Jessie House Newspapers	\$36.80		
409	EFT25407	17/04/2025	Reagan James Spanswick			\$21,234.03	
410	INV-1099	31/03/2025	Reagan James Spanswick	NARROGIN REGIONAL LEISURE CENTRE BUILDING MAINTENANCE - Repair Pool Roofline	\$1,984.86		
411	INV-1102	09/04/2025	Reagan James Spanswick	GNAROJIN PARK PUBLIC TOILETS MAINTENANCE - Make Safe 2x Damaged Skylights in Male and Female Toilets at Gnarojin Park	\$574.82		
412	INV-1101	09/04/2025	Reagan James Spanswick	RAILWAY INSTITUTE HALL & OFFICE BUILDING MAINTENANCE - Repair Work at Holyoake Overflow Flashing	\$516.59		
	INV-1104	10/04/2025	Reagan James Spanswick	SENIOR CITIZEN CENTRE ROOF REPAIR - Supply and Install New Flashings to Entire Roof , Supply and Install New Gutters and Downpipes - Roof Maintenance , Labour and Materials - Deposit,	\$17,000.00		
413				HIGHBURY PUBLIC TOILETS MAINTENANCE - Enclose Facade Gable Including Material, HIGHBURY PUBLIC TOILETS MAINTENANCE - Install 3 Soap Dispenser in Male, Female and Disability Toilet	\$1,157.76		
414	INV-1103	11/04/2025	Reagan James Spanswick				

415	EFT25408	17/04/2025	Impart Media				
416	00002811	11/03/2025	Impart Media	TOUR - WEBSITE - Operator Listing and Banner Update	\$264.00	\$264.00	
417	EFT25409	17/04/2025	Harcher Distributors (Wa Distributors P/L)			\$451.80	
418	1064033	01/04/2025	Harcher Distributors (Wa Distributors P/L)	NRLC - GENERAL KIOSK SUPPLIES - Kiosk Stock, NRLC - CLEANING & WASTE DISPOSAL - Cleaning Supplies, NRLC - GENERAL KIOSK SUPPLIES - Kiosk Stock - GST Free	\$451.80		
419	EFT25410	17/04/2025	Perfect Gym Solutions			\$907.50	
420	INV-13348	01/04/2025	Perfect Gym Solutions	NRLC - LICENCES & SUBSCRIPTIONS GEN - Monthly Perfect Gym Package - April 2025	\$907.50		
421	EFT25411	17/04/2025	Uniforms At Work Australia Pty Ltd			\$123.55	
422	37000024	17/03/2025	Uniforms At Work Australia Pty Ltd	LIB - ALLOWANCES - Staff Uniform - LSC	\$123.55		
423	EFT25412	17/04/2025	Aussie Telecom Pty Ltd			\$81.39	
424	250318590	31/03/2025	Aussie Telecom Pty Ltd	LIB - SUBSCRIPTIONS & MEMBERSHIPS - Deep Freeze Mac	\$81.39		
425	EFT25413	17/04/2025	Western Australian Police Force			\$18.00	
426	I27092918	01/04/2025	Western Australian Police Force	CHSP MEALS ON WHEELS COMMITTEE - Recruitment - Volunteer Police Check	\$18.00		
427	EFT25414	17/04/2025	Waterlogic Australia			\$64.01	
428	4760295	06/04/2025	Waterlogic Australia	NRLC - EQUIPMENT HIRE & PURCHASE - Water Cooler Rental - April 2025	\$64.01		
429	EFT25415	17/04/2025	Mable			\$517.83	
430	862156106	09/04/2025	Mable	CHCP - CLIENT PURCHASES - Nursing	\$129.21		
431	806157100	09/04/2025	Mable	CHCP - CLIENT PURCHASES - Nursing	\$388.62		
432	EFT25416	17/04/2025	Readytech User Group WA Inc			\$1,402.50	
433	INITV41994	20/02/2025	Readytech User Group WA Inc	ADMIN - TRAINING & DEVELOPMENT - SynergySoft Pensioners & Seniors Rates WA	\$1,402.50		
434	EFT25417	17/04/2025	WEX Australia Pty Ltd			\$859.95	
435	217	31/03/2025	WEX Australia Pty Ltd	VARIOUS DEPARTMENTS - Coles Account March 2025	\$859.95		
436	EFT25418	17/04/2025	CJ & DM Prideaux (Mister Yardman)			\$132.00	
437	91	31/03/2025	CJ & DM Prideaux (Mister Yardman)	NRLC - CLEANING & WASTE DISPOSAL - Rubbish & Steel Disposal	\$132.00		
438	EFT25419	17/04/2025	Acromat			\$34,930.50	
439	52968	12/03/2025	Acromat	NRLC GLASS BACKBOARDS AND SNAPDOWN RINGS - Installation - Electric Winder for Court 1	\$34,930.50		
440	EFT25420	17/04/2025	Roofsafe Pty Ltd			\$3,014.00	
441	I2497	07/04/2025	Roofsafe Pty Ltd	GOOD SHED ROOF AND WALL RESTORATION - Fortnightly Hire of Temporary Static Line	\$3,014.00		
442	EFT25421	17/04/2025	Dolphin Lighting			\$198.00	
443	00012293	25/03/2025	Dolphin Lighting	PUBLIC ART STRATEGY - IMPLEMENTATION - T-frame to Fix the Flood Lights on the Pole	\$198.00		
444	EFT25422	17/04/2025	Lucas Rowland			\$273.71	
445	14042025	14/04/2025	Lucas Rowland	002NGN 2022 MITSUBISHI ECLIPSE HYBRID - Fuel Charges	\$273.71		
446	EFT25423	17/04/2025	WHAT4 Services			\$429.00	
447	023	03/04/2025	WHAT4 Services	WELFARE - YOUTH SERVICES GEN - Banana's Big Day Out - Storytime Workshop	\$429.00		
448	EFT25424	17/04/2025	Heath Turner-Reid			\$144.49	
449	08042025	08/04/2025	Heath Turner-Reid	NRLC - OTHER EMPLOYEE EXPENSES - LIWA Annual Membership Payment	\$144.49		
450	EFT25425	24/04/2025	Synergy			\$4,161.79	
451	2062373031	10/04/2025	Synergy	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Electricity Charges 12/03/25 - 08/04/25,	\$2,536.26		
452	2090346707	11/04/2025	Synergy	LIBRARY BUILDING OPERATIONS - Electricity Charges 11/02/25 - 10/04/25	\$296.64		
453	2010417089	11/04/2025	Synergy	CEMETERY MAINTENANCE/OPERATIONS - Electricy Charges 11/02/25 - 10/04/25	\$145.15		
454	2010420114	16/04/2025	Synergy	JOHN HIGGINS COMMUNITY COMPLEX BUILDING OPERATIONS - Electricity Charges 25/03/25 - 14/04/25	\$1,060.44		
455	2074377767	17/04/2025	Synergy	MICHAEL BROWN PARK BUILDINGS OPERATIONS - Electricity Charges 15/02/25 - 16/04/25	\$123.30		
456	EFT25426	24/04/2025	Narrogin Packaging			\$823.90	L
457	00092693	12/02/2025	Narrogin Packaging	CHCP - MEDICAL SUPPLIES - Facial Tissue and Vinyl Gloves, CHSP - MEDICAL SUPPLIES - Facial Tissue and Vinyl Gloves	\$194.20		
458	00093878	11/04/2025	Narrogin Packaging	HIGHBURY PUBLIC TOILETS MAINTENANCE - Hand Care	\$38.65		
459	00093932	17/04/2025	Narrogin Packaging	PUBLIC TOILETS - Supplies	\$382.00		
460	00093933	17/04/2025	Narrogin Packaging	ADMIN OFFICE BUILDING MAINTENANCE - Toilet Roll , Interleave Towel and Bin Liner	\$209.05		
461	EFT25427	24/04/2025	Water Corporation			\$5,433.02	
462	9024789334	09/04/2025	Water Corporation	SUNDRY DRY PARKS/RESERVES MAINTENANCE/OPERATIONS - Water Charges 12/02/25 - 08/04/25,	\$20.58		
463	9007798909	11/04/2025	Water Corporation	STANDPIPE MAINTENANCE/OPERATIONS - Water Charges 14/02/25 - 10/04/25	\$2,322.19		
464	9007798968	11/04/2025	Water Corporation	STANDPIPE MAINTENANCE/OPERATIONS - Water Charges 12/02/25 - 10/04/25	\$814.21		
465	9013776554	14/04/2025	Water Corporation	HIGHBURY PUBLIC TOILETS OPERATIONS - Water Charges 14/02/25 - 11/04/25	\$44.09		
466	9007669306	14/04/2025	Water Corporation	HIGHBURY HALL BUILDING OPERATIONS - Water Charges 14/02/25 - 11/04/25	\$387.95		
467	9007800191	14/04/2025	Water Corporation	STANDPIPE MAINTENANCE/OPERATIONS - Water Charges 14/02/25 - 11/04/25	\$1,844.00		
468	EFT25428	24/04/2025	Hancocks Home Hardware			\$254.23	L
469	512423	02/04/2025	Hancocks Home Hardware	CHCP - CLIENT PURCHASES - Keysafe	\$62.21		
	512424	02/04/2025	Hancocks Home Hardware	CHCP - EXPENSED MINOR ASSET PURCHASES - Drill bits, Screwdriver Set and Spanner Set, CHSP - EXPENSED MINOR ASSET PURCHASES - Drill Bits, Screwdriver Set, Spanner Set	\$192.02		
470							
471	EFT25429	24/04/2025	Parry's Narrogin			\$165.75	L
472	100531	12/03/2025	Parry's Narrogin	PWO - WORKS - PROTECTIVE CLOTHING - Pants x3 and Work Shirt x3	\$165.75		

473	EFT25430	24/04/2025	Narrogin Toyota					
474	PI23066940	05/02/2025	Narrogin Toyota	SMALL PLANT - Service on Small Brushcutter	\$45.06	\$1,798.60	L	
475	PI23066983	07/02/2025	Narrogin Toyota	1NO 2024 Toyota Hilux 4x4 2.8L (P8164) - Supply Service Filters , Air, Oil & Fuel	\$174.59			
476	JC24046179	28/02/2025	Narrogin Toyota	NGN10179 2018 TOYOTA HIACE - 120,000km Service	\$1,288.95			
477	JC24046708	09/04/2025	Narrogin Toyota	1NGN 2023 TOYOTA PRADO - 60,000km Service	\$290.00			
478	EFT25431	24/04/2025	Narrogin Amcal Chemist			\$299.65	L	
479	1145421	08/03/2025	Narrogin Amcal Chemist	CHCP - CLIENT PURCHASES - Ankle Deluxe Sport	\$84.95			
480	1146221	13/03/2025	Narrogin Amcal Chemist	CHCP - CLIENT PURCHASES - Stocking Applicator	\$99.95			
481	1147255	18/03/2025	Narrogin Amcal Chemist	CHCP - CLIENT PURCHASES - Medication Lime Gloop	\$114.75			
482	EFT25432	24/04/2025	Narrogin Chamber Of Commerce			\$1,000.00	L	
483	INV-0360	14/04/2025	Narrogin Chamber Of Commerce	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - \$10 Narrogin Dollars Vouchers - Narrogin Caravan Park	\$1,000.00			
484	EFT25433	24/04/2025	Bob Waddell & Associates Pty Ltd			\$88.00		
485	4498	22/04/2025	Bob Waddell & Associates Pty Ltd	ADMIN - Consultants - Assistance with Feb and Mar 25 BAS	\$88.00			
486	EFT25434	24/04/2025	Melchiorre Plumbing & Gas			\$2,521.29		
487	5364MPG	04/02/2025	Melchiorre Plumbing & Gas	48A GRANT ST - MAINTENANCE - Pump Repairs / Replacement	\$2,080.30			
488	5569MPG	25/03/2025	Melchiorre Plumbing & Gas	ADMIN OFFICE BUILDING MAINTENANCE - Drain Machine and Clear the Blockage for Bathrooms	\$440.99			
489	EFT25435	24/04/2025	Department of Mines, Industry Regulation and Safety			\$608.56		
490	T13	24/04/2025	Department of Mines, Industry Regulation and Safety	App # NGN2425030 Grandplan Investments WA Pty Ltd T/as 79 Solutions, App # NGN2425031 Segarn Pty Ltd	\$608.56			
491	EFT25436	24/04/2025	Narrogin Flying Club			\$58.16	L	
492	INV0279	15/04/2025	Narrogin Flying Club	AIRSTRIP & GROUNDS MAINTENANCE/OPERATIONS - Electricity Charge Contribution - 29/01/25 - 05/03/25	\$58.16			
493	EFT25437	24/04/2025	Bill & Ben Hot Bread Shop			\$60.00	L	
494	34	12/04/2025	Bill & Ben Hot Bread Shop	OTHCUL - FESTIVAL & EVENTS - Meals - Creek Clean Up Day ,	\$60.00			
495	EFT25438	24/04/2025	United Security Enforcement Corporation			\$158.40		
496	00013496	14/04/2025	United Security Enforcement Corporation	CHCP - SECURITY SYSTEM - Alarm Response	\$158.40			
497	EFT25439	24/04/2025	Independence Australia Group			\$756.27		
498	82778270.01	10/04/2025	Independence Australia Group	CHCP - CLIENT PURCHASES - Continence Products	\$297.60			
499	82778258.01	10/04/2025	Independence Australia Group	CHCP - CLIENT PURCHASES - Continence Products	\$458.67			
500	EFT25440	24/04/2025	Aquatic Services WA Pty Ltd			\$114,937.66		
501	AS#20250216	20/03/2025	Aquatic Services WA Pty Ltd	NRLC - GENERAL AREA MAINTENANCE - Vac Truck Effluent Tank	\$6,498.58			
502	AS#20250217	20/03/2025	Aquatic Services WA Pty Ltd	NRLC - EQUIPMENT HIRE & PURCHASE - Replacement Pro Cal Transfer Pump	\$2,692.79			
503	AS#20250220	25/03/2025	Aquatic Services WA Pty Ltd	NRLC LRCIP 3 UPGRADE WORKS - Install Rheem Thermal Commercial Heat Pump - Removal of Old Unit - Re-plumb Suction and Discharge Plumbing	\$105,746.29			
504	EFT25441	24/04/2025	Elgas			\$403.15		
505	0363005668	01/04/2025	Elgas	NRLC - UTILITY - GAS - Service Charge x2 7,500L Tank LPG	\$403.15			
506	EFT25442	24/04/2025	Earl Street Physiotherapy			\$170.00	L	
507	0050490	27/03/2025	Earl Street Physiotherapy	CHCP - CLIENT PURCHASES - Standard Physio Consultation	\$85.00			
508	0050741	07/04/2025	Earl Street Physiotherapy	CHCP - CLIENT PURCHASES - Standard Physio Consultation	\$85.00			
509	EFT25443	24/04/2025	MCG Fire Services			\$2,294.93		
510	INV-4511	25/03/2025	MCG Fire Services	NRLC - EQUIPMENT HIRE & PURCHASE - Replacement of Amplifier for EWP	\$2,294.93			
511	EFT25444	24/04/2025	Hersey's Safety			\$1,587.87		
512	50626	05/11/2024	Hersey's Safety	PWO - WORKS - PROTECTIVE CLOTHING - 30x Flynets , Safety Glasses , Bug Repellent , Earplugs , Rigger Gloves , Sunscreen , Spray Mark , Air Freshners and Freight Charge	\$1,081.87			
513	50627	05/11/2024	Hersey's Safety	PWO - WORKS - PROTECTIVE CLOTHING - 30x Flynets , Safety Glasses , Bug Repellent , Earplugs , Rigger Gloves , Sunscreen , Spray Mark , Air Freshners and Freight Charge	\$506.00			
514	EFT25445	24/04/2025	Lite n' Easy			\$1,485.33		
515	7976194	15/04/2025	Lite n' Easy	CHCP - CLIENT PURCHASES - Lite n Easy Meals, CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$94.60			
516	7975954	15/04/2025	Lite n' Easy	CHCP - CLIENT PURCHASES - Lite n Easy Meals, CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$116.02			
517	7975422	15/04/2025	Lite n' Easy	CHCP - CLIENT PURCHASES - Lite n Easy Meals, CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$133.52			
518	7969176	15/04/2025	Lite n' Easy	CHCP - CLIENT PURCHASES - Lite n Easy Meals, CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$75.07			
519	7933526	15/04/2025	Lite n' Easy	CHCP - CLIENT PURCHASES - Lite n Easy Meals, CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$190.11			
520	7986886	22/04/2025	Lite n' Easy	CHCP - CLIENT PURCHASES - Lite n Easy Meals, CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$87.32			
521	7985796	22/04/2025	Lite n' Easy	CHCP - CLIENT PURCHASES - Lite n Easy Meals, CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$145.59			
522	7984334	22/04/2025	Lite n' Easy	CHCP - CLIENT PURCHASES - Lite n Easy Meals, CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$147.45			
523	7975174	22/04/2025	Lite n' Easy	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$495.65			
524	EFT25446	24/04/2025	CRISP Wireless			\$825.00		
525	INV-19354	17/04/2025	CRISP Wireless	OLOPS - CCTV MAINTENANCE - Annual Subscription - Smith St Toilets CCTV	\$825.00			
526	EFT25447	24/04/2025	Narrogin Gas Services			\$480.00	L	
527	842	20/03/2025	Narrogin Gas Services	RAILWAY STATION BUILDING MAINTENANCE - Replace 2 Locks at Railway Station Building and Return Redundant Unit to Shire	\$120.00			
528	844	08/04/2025	Narrogin Gas Services	TOWN HALL (FEDERAL ST) BUILDING MAINTENANCE - Remove Redundant Mirror and Install 2 New Led Mirror - Assemble 2 New Supplied Salon Chairs, ADMIN OFFICE BUILDING MAINTENANCE - Replace Kitchen Door Closer and Adjust, Install Supplied Whiteboard	\$360.00			
529	EFT25448	24/04/2025	Tourism Council Western Australia			\$695.00		
530	I-00013777	22/04/2025	Tourism Council Western Australia	ADMIN - TRAINING & DEVELOPMENT - 2025 Perth Airport WA Tourism Conference CEDC	\$695.00			

531	EFT25449	24/04/2025	All Events Hire and Production				
532	AE01624	07/04/2025	All Events Hire and Production	TOWN HALL (FEDERAL ST) BUILDING MAINTENANCE - Labour - Wait Time and Rectification of Incorrectly Set Up Lighting Equipment	\$140.00	\$140.00	
533	EFT25450	24/04/2025	Goodyear Auto Care Narrogin			\$392.00	
534	105017	22/04/2025	Goodyear Auto Care Narrogin	NGN11555 2022 TOYOTA COROLLA - Tyres	\$392.00		
535	EFT25451	24/04/2025	Narrogin Fruit Trading Pty Ltd			\$338.33	L
536	INV-1416	08/04/2025	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Annual Elected Members Bus Tour Catering	\$280.72		
537	44298	22/04/2025	Narrogin Fruit Trading Pty Ltd	ADMIN - GENERAL OFFICE EXPENSES - Weekly Office Order	\$57.61		
538	EFT25452	24/04/2025	PC Harley Family Trust (Narrogin Newsagency)			\$112.59	L
539	SN00160631032025	31/03/2025	PC Harley Family Trust (Narrogin Newsagency)	LIB - PRINTING & STATIONERY - Newspaper March 25	\$112.59		
540	EFT25453	24/04/2025	Narrogin Independent Playgroup			\$1,012.00	L
541	04112025	11/04/2025	Narrogin Independent Playgroup	OTHCUL - COMMUNITY CHEST - Community Chest Grant Funding	\$1,012.00		
542	EFT25454	24/04/2025	Wild & Waste Free			\$150.00	
543	INV-1034	15/04/2025	Wild & Waste Free	OTHCUL - FESTIVAL & EVENTS - Catering Box - Creek Clean Up Day	\$150.00		
544	EFT25455	24/04/2025	Coca Cola Euro Pacific			\$800.00	
545	0236535328	17/04/2025	Coca Cola Euro Pacific	NRLC - GENERAL KIOSK SUPPLIES - Kiosk Stock, NRLC - GENERAL KIOSK SUPPLIES GEN - Kiosk Stock GST Free	\$800.00		
546	EFT25456	24/04/2025	Officeworks Ltd			\$142.52	
547	620851137	28/03/2025	Officeworks Ltd	NRLC - GENERAL EXPENSES - Antibac Wipes	\$45.95		
548	621014661	07/04/2025	Officeworks Ltd	NRLC - GENERAL EXPENSES - Storage Containers	\$96.57		
549	EFT25457	24/04/2025	Sherrilee Joy Betteley			\$195.26	
550	15042025	15/04/2025	Sherrilee Joy Betteley	WELFARE - YOUTH SERVICES - Supplies for School Holiday	\$195.26		
551	EFT25458	24/04/2025	Cardering			\$776.00	
552	374	10/04/2025	Cardering	CHCP - CLIENT PURCHASES - Cognitive and Psychological Assessment	\$776.00		
553	EFT25459	24/04/2025	Mable			\$2,016.97	
554	862156107	16/04/2025	Mable	CHCP - CLIENT PURCHASES - Nursing	\$72.86		
555	794843101	16/04/2025	Mable	CHCP - CLIENT PURCHASES - Nursing	\$194.31		
556	806104101	16/04/2025	Mable	CHCP - CLIENT PURCHASES - Nursing	\$388.62		
557	889126100	16/04/2025	Mable	CHCP - CLIENT PURCHASES - Nursing	\$518.16		
558	889092100	16/04/2025	Mable	CHCP - CLIENT PURCHASES - Nursing	\$518.16		
559	8752556101	23/04/2025	Mable	CHCP - CLIENT PURCHASES - Nursing	\$129.21		
560	862156108	23/04/2025	Mable	CHCP - CLIENT PURCHASES - Nursing	\$195.65		
561	EFT25460	24/04/2025	Tunstall Austalia Pty Ltd			\$27.45	
562	INV1238292	01/04/2025	Tunstall Austalia Pty Ltd	CHCP - CLIENT PURCHASES - Monitoring Alarm Sim Charge	\$27.45		
563	EFT25461	24/04/2025	Reaching Out Occupational Therapy			\$1,163.94	
564	INV-0049	13/04/2025	Reaching Out Occupational Therapy	CHCP - CLIENT PURCHASES - Occupational Therapy - Equipment Trial	\$581.97		
565	INV-0048	13/04/2025	Reaching Out Occupational Therapy	CHCP - CLIENT PURCHASES - Occupational Therapy Assessment	\$581.97		
566	EFT25462	24/04/2025	Sparks Butchers			\$72.00	
567	INV-0028	21/04/2025	Sparks Butchers	OTHCUL - FESTIVAL & EVENTS - Meals - Creek Clean Up Day,	\$72.00		
568	EFT25463	24/04/2025	Thoman Management Pty Ltd t/a Quest Innaloo			\$1,122.00	
569	8482696	22/04/2025	Thoman Management Pty Ltd t/a Quest Innaloo	ADMIN - TRAINING & DEVELOPMENT - DOT Training Accommodation 04/05/25 - 10/05/25	\$1,122.00		
570	EFT25464	24/04/2025	Creative Bytes			\$90.00	
571	00000112	07/04/2025	Creative Bytes	LIB - GENERAL OFFICE EXPENSES GEN - Freight of Laptops for Coding Club	\$90.00		
572	EFT25465	24/04/2025	Amanda Mackerill			\$128.04	
573	142362	23/04/2025	Amanda Mackerill	NRLC - SALARIES & WAGES - A. Mackerill Salary and Wages Repayment,	\$128.04		
574	EFT25466	24/04/2025	Ariana Accident Repair Centre			\$750.00	
575	INV-04966	11/04/2025	Ariana Accident Repair Centre	032NGN MITSHUBISHI ECLIPSE CROSS PHEV 2024 (EHO VEHICLE) (P65A) - Excess Fee - Insurance Claim	\$750.00		
576	EFT25467	30/04/2025	Department of Human Services			\$385.37	
577	99	09/04/2025	Department of Human Services	Child Support 000453 Peter Toboss	\$385.37		
578	EFT25468	30/04/2025	Australian Services Union Western Australian Branc			\$26.50	
579	99	09/04/2025	Australian Services Union Western Australian Branc	Union Fees - ASU 000315 Gary Southall	\$26.50		
580	EFT25469	30/04/2025	Best Office Systems			\$1,323.50	
581	644824	24/04/2025	Best Office Systems	VARIOUS DEPARTMENTS - Printing Charges March 2025	\$1,323.50		

582	EFT25470	30/04/2025	Synergy				
583	2034407333	10/04/2025	Synergy	NRLC - UTILITY - ELECTRICITY - Electricity Charges 12/03/25 - 08/04/25	\$20,302.49	\$24,906.21	
584	2066385636	14/04/2025	Synergy	LYDEKER DEPOT BUILDING OPERATIONS - Electricity Charges 07/02/25 - 08/04/25	\$919.73		
585	2062376544	15/04/2025	Synergy	MEMORIAL PARK MAINTENANCE/OPERATIONS - Electricity Charges 11/02/25 - 11/04/25	\$264.08		
586	2098301178	15/04/2025	Synergy	TOWN HALL (FEDERAL ST) BUILDING OPERATIONS - Electricity Charges 11/02/25 - 11/04/25	\$1,436.40		
587	2074374148	15/04/2025	Synergy	13 HOUGH ST - OPERATIONS - Electricity Charges 13/02/25 - 14/04/25,	\$84.85		
588	2006430483	15/04/2025	Synergy	EMDRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Electricity Charges 11/02/25 - 11/04/25	\$138.64		
589	2030398757	15/04/2025	Synergy	SUNDRY DRY PARKS/RESERVES MAINTENANCE/OPERATIONS - Electricity Charges 12/02/25 - 14/04/25	\$126.86		
590	2098303731	22/04/2025	Synergy	30 GRAY ST BUILDING OPERATIONS (FORMALLY EAST NARROGIN OFFSITE KINDERGARTEN) SUPPLY 55 HANSARD - Electricity Charges 18/02/25 - 17/04/25	\$138.31		
591	2006435456	23/04/2025	Synergy	GNARROJIN PARK MAINTENANCE/OPERATIONS - Electricity Charges 19/02/25 - 22/04/25	\$376.05		
592	2070384118	23/04/2025	Synergy	43 FEDERAL STREET (CSBP) BUILDING OPERATIONS - Electricity Charges 19/02/25 - 22/04/25	\$130.83		
593	2090352984	23/04/2025	Synergy	MACKIE PARK MAINTENANCE/OPERATIONS - Electricity Charges 19/02/25 - 22/04/25	\$380.01		
594	2078377306	23/04/2025	Synergy	SUNDRY DRY PARKS/RESERVES MAINTENANCE/OPERATIONS - Electricity Charges 13/02/25 - 22/04/25	\$139.47		
595	2018421647	24/04/2025	Synergy	BMX PARK - Electricity Charges 14/02/25 - 23/04/25	\$147.33		
596	2058396107	24/04/2025	Synergy	WASTE FACILITIES BUILDING OPERATIONS - Electricity Charges 13/02/25 - 23/04/25	\$321.16		
597	EFT25471	30/04/2025	Narrogin Packaging			\$251.84	L
598	00092619	06/02/2025	Narrogin Packaging	NARROGIN REGIONAL LEISURE CENTRE BUILDING MAINTENANCE - Joiners and Clamps	\$3.24		
599	00092954	25/02/2025	Narrogin Packaging	NARROGIN REGIONAL LEISURE CENTRE BUILDING MAINTENANCE - Hunter Roter , Sprinkler and Sockets	\$107.10		
600	00093934	17/04/2025	Narrogin Packaging	LIBRARY BUILDING OPERATIONS - Toilet Roll and Interleave Towel	\$141.50		
601	EFT25472	30/04/2025	Water Corporation			\$902.27	
602	9007803122	22/04/2025	Water Corporation	STANDPIPE MAINTENANCE/OPERATIONS - Water Charges 21/02/25 - 17/04/25	\$902.27		
603	EFT25473	30/04/2025	Makit Narrogin Hardware			\$827.40	L
604	116454	04/03/2025	Makit Narrogin Hardware	VARIOUS LOCATIONS - Supplies	\$474.90		
605	116482	17/03/2025	Makit Narrogin Hardware	VARIOUS LOCATIONS - Supplies	\$352.50		
606	EFT25474	30/04/2025	Halanson Earthmoving			\$396.00	
607	2061	15/04/2025	Halanson Earthmoving	2017 VOLVO EC220DL EXCAVATOR (WORKS) (P977) - Float Excavator from Shire Depot to Fleay Road	\$396.00		
608	EFT25475	30/04/2025	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust			\$97,319.90	L
609	IV00000003460	22/04/2025	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust	HIGHBURY SOUTH RESHEET SLK 0.0 TO 6.19 - Pushing Up Gravel, SPENCER RE-SHEET SLK 1.7 TO 3.17 - Pushing Up Gravel, SIM RD RESHEET SLK 0.0 TO 1.53 - Pushing Up Gravel, MORCOMBE RE-SHEET SLK 2.00 TO 3.88 - Pushing Up Gravel, MORCOMBE RE-SHEET SLK 2.00 TO 3.88 - Pushing Up Gravel	\$29,000.00		
610	IV00000003459	22/04/2025	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust	FALCON STREET. FEDERAL ST TO GLYDE ST. 130M - Install New Concrete Footpath, DALGLISH STREET. CLAYTON RD TO ENSIGN ST. 340M - Install New Concrete Footpath	\$68,319.90		
611	EFT25476	30/04/2025	Narrogin Glass & Quick Fit Windscreens			\$530.00	L
612	00064539	29/04/2025	Narrogin Glass & Quick Fit Windscreens	1NQ 2024 TOYOTA HILUX 4X4 2. 8L (P8164) - Supply and Fit New Windscreen	\$530.00		
613	EFT25477	30/04/2025	PFD Food Services Pty Ltd			\$324.05	
614	LP648470	15/04/2025	PFD Food Services Pty Ltd	NRLC - GENERAL KIOSK SUPPLIES - Kiosk Stock	\$324.05		
615	EFT25478	30/04/2025	Country Paint Supplies			\$378.54	
616	4801026392	16/04/2025	Country Paint Supplies	MEMORIAL PARK MAINTENANCE/OPERATIONS - Paint & Brushes for Cannons	\$378.54		
617	EFT25479	30/04/2025	Air Response			\$130.00	
618	158931A	19/04/2025	Air Response	NRLC - GENERAL AREA MAINTENANCE - Fault Inspection AC	\$130.00		
619	EFT25480	30/04/2025	T Quip			\$266.70	
620	138354#12	15/04/2025	T Quip	NO52 2018 TORO MOWER 7210 (WORKS) (P59) - V Belt	\$266.70		
621	EFT25481	30/04/2025	New Security Installations Pty Ltd			\$1,006.72	
622	3465	01/04/2025	New Security Installations Pty Ltd	RAILWAY STATION BUILDING MAINTENANCE - GPRS Alarm monitoring	\$1,006.72		
623	EFT25482	30/04/2025	Bob Waddell & Associates Pty Ltd			\$176.00	
624	4508	28/04/2025	Bob Waddell & Associates Pty Ltd	ADMIN - CONSULTANTS - Assistance Provided with Feb BAS	\$176.00		
625	EFT25483	30/04/2025	Traffic Force			\$3,622.30	
626	00039409	07/04/2025	Traffic Force	PWO - CONSULTANTS - Prepare Traffic Management Plan for Road Closure on Pioneer Drive	\$3,622.30		
627	EFT25484	30/04/2025	Lotex Filter Cleaning Service			\$448.59	
628	00011047	17/10/2024	Lotex Filter Cleaning Service	POC - PARTS & REPAIRS - Filter Cleaning October 2025	\$285.26		
629	00011479	30/01/2025	Lotex Filter Cleaning Service	POC - PARTS & REPAIRS - Filter Cleaning January 2025	\$163.33		
630	EFT25485	30/04/2025	Truck Centre (WA) Pty Ltd			\$5,235.64	
631	1829190-000001	15/04/2025	Truck Centre (WA) Pty Ltd	NO1 2018 NISSAN UD TIP TRUCK (WORKS) (P8212) - Supply Propeller Shaft Plus Freight, NO2 2009 NISSAN UD TIP TRUCK (WORKS) (P8216) - Supply 2 x Adblue Filter Kit	\$5,235.64		
632	EFT25486	30/04/2025	Aquatic Services WA Pty Ltd			\$2,851.42	
633	AS#20250222	26/03/2025	Aquatic Services WA Pty Ltd	NRLC - GENERAL AREA MAINTENANCE - ProCal Service	\$2,851.42		
634	EFT25487	30/04/2025	Scavenger Supplies Pty Ltd			\$14,060.20	
635	INV-22216	17/04/2025	Scavenger Supplies Pty Ltd	ESL - BFB GENERAL EXPENSES - PPE	\$14,060.20		

636	EFT25488	30/04/2025	The White Family Trust T/a Narrogin Valley Stockfeed				
637	NVS162586	23/04/2025	The White Family Trust T/a Narrogin Valley Stockfeed	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - 2 x Gas Bottle Refills	\$90.00	\$230.00	L
638	NVS162637	24/04/2025	The White Family Trust T/a Narrogin Valley Stockfeed	ANIMAL POUND OPERATIONS - Alert Active Dog 20Kg, ANIMAL POUND OPERATIONS - Stockmans Paddock Chicken Veg and Rice 12X700g Cans	\$140.00		
639	EFT25489	30/04/2025	Elgas			\$7,000.29	
640	0361051670	04/04/2025	Elgas	NRLC - UTILITY - GAS - Gas Supplied 3,775L	\$7,000.29		
641	EFT25490	30/04/2025	Williams Rural Supplies			\$1,524.60	
642	343885	12/12/2024	Williams Rural Supplies	WHINBIN ROCK RD CONSTRUCTION - 4 x 30m Reconstituted Pipes 600ml	\$1,524.60		
643	EFT25491	30/04/2025	Narrogin Auto Electrics			\$1,802.39	L
	269124	07/01/2025	Narrogin Auto Electrics	NO2731 FOUR AXLE SIDE TIPPER TRAILER (WORKS) (P968) - Replace LED Brake Lights, NO3 2020 NISSAN UD TIP TRUCK (WORKS) (P8213) - Replace Speakers and New Aerial	\$565.78		
644	269126	10/01/2025	Narrogin Auto Electrics	NO4929 2015 HAMM 3520HT STEEL VIBE ROLLER - Supply and Fit New Compressor , Receiver Drier Check Over Clean and Test	\$1,029.11		
645	269125	15/01/2025	Narrogin Auto Electrics	019 JCB 5CX BACKHOE LOADER (WORKS) (P833) - Check and Repair Airconditioner	\$207.50		
647	EFT25492	30/04/2025	McPest Pest Control			\$1,650.00	
648	02423	14/04/2025	McPest Pest Control	NRLC - PEST CONTROL - Annual Pest Control	\$1,650.00		
649	EFT25493	30/04/2025	Elders Real Estate Pty Ltd			\$6.01	
650	7494	11/04/2025	Elders Real Estate Pty Ltd	EMDRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Water Charges - 06/02/25 - 01/04/25	\$6.01		
651	EFT25494	30/04/2025	Narrogin Fruit Trading Pty Ltd			\$5.95	L
652	46622	28/04/2025	Narrogin Fruit Trading Pty Ltd	ADMIN - GENERAL OFFICE EXPENSES - Weekly Office Order	\$5.95		
653	EFT25495	30/04/2025	PC Harley Family Trust (Narrogin Newsagency)			\$1,300.52	L
654	I0000005719	09/01/2025	PC Harley Family Trust (Narrogin Newsagency)	ADMIN - PRINTING & STATIONERY - Diary 2025 x19	\$375.81		
655	I0000005768	12/03/2025	PC Harley Family Trust (Narrogin Newsagency)	PWO - GENERAL OFFICE EXPENSES - Card Large, ADMIN - PRINTING & STATIONERY - Newspaper March 2025	\$30.74		
656	I0000005810	17/03/2025	PC Harley Family Trust (Narrogin Newsagency)	PWO - PRINTING & STATIONERY - Achive Box x10	\$55.00		
657	I0000005842	20/03/2025	PC Harley Family Trust (Narrogin Newsagency)	PWO - PRINTING & STATIONERY - Manilla Folders	\$44.95		
658	I0000005885	22/03/2025	PC Harley Family Trust (Narrogin Newsagency)	ADMIN - PRINTING & STATIONERY - Stationery Order March 2025	\$794.02		
659	EFT25496	30/04/2025	Team Global Express Pty Ltd			\$145.90	
660	0668-T740710	13/04/2025	Team Global Express Pty Ltd	NGN339 HINO ROAD SWEEPER 2021 - Freight Charges, NGN339 HINO ROAD SWEEPER 2021 - Freight Charges - Refund	\$46.53		
	0669-T740710	20/04/2025	Team Global Express Pty Ltd	NOS2 2018 TORO MOWER 7210 (WORKS) (P59) - Freight Charges, NO1 2018 NISSAN UD TIP TRUCK (WORKS) (P8212) - Freight Charges, NO2 2009 NISSAN UD TIP TRUCK (WORKS) (P8216) - Freight Charges	\$99.37		
661							
662	EFT25497	30/04/2025	Harcher Distributors (Wa Distributors P/L)			\$334.70	
663	1066401	08/04/2025	Harcher Distributors (Wa Distributors P/L)	NRLC - GENERAL KIOSK SUPPLIES - Kiosk Stock, NRLC - GENERAL KIOSK SUPPLIES GEN - Kiosk Stock GST Free	\$334.70		
664	EFT25498	30/04/2025	Uniforms At Work Australia Pty Ltd			\$324.86	
665	37000026	27/03/2025	Uniforms At Work Australia Pty Ltd	CHSP - ALLOWANCES - Uniform MCCS	\$324.86		
666	EFT25499	30/04/2025	Officeworks Ltd			\$606.74	
667	621157536	14/04/2025	Officeworks Ltd	NRLC - GENERAL KIOSK SUPPLIES - Kiosk Stock, NRLC - CLEANING & WASTE DISPOSAL - Cleaning Supplies	\$159.69		
668	621183340	16/04/2025	Officeworks Ltd	NRLC - PROGRAM COSTS - Storage Containers	\$95.10		
669	621269419	24/04/2025	Officeworks Ltd	ADMIN - PRINTING & STATIONERY - 10 Cartons A4 White Copy Paper	\$351.95		
670	EFT25500	30/04/2025	NER Finance			\$270.41	
671	NA00211000	10/04/2025	NER Finance	NRLC - EQUIPMENT HIRE & PURCHASE - Monthly Printer Rental - May 2025	\$270.41		
672	EFT25501	30/04/2025	Modern Teaching Aids Pty Ltd			\$335.23	
673	46355775	09/04/2025	Modern Teaching Aids Pty Ltd	NRLC - PROGRAM COSTS - Soccer Balls & Aquatic Education Infant Mat	\$335.23		
674	EFT25502	30/04/2025	Zone 50 Engineering Surveys Pty Ltd			\$13,624.60	
675	INV-1308	24/04/2025	Zone 50 Engineering Surveys Pty Ltd	WANDERING ROAD CONSTRUCTION - Survey and Spotting for Linemarking	\$13,624.60		
676	EFT25503	30/04/2025	Duffy Electrics			\$773.75	
677	INV-0600	20/03/2025	Duffy Electrics	CAFE 45 FEDERAL ST BUILDING MAINTENANCE - Investigate Electrical Fault and Replace Outlet	\$773.75		
678	EFT25504	30/04/2025	Patricia Sandoval Kennedy			\$326.50	
679	24042025	24/04/2025	Patricia Sandoval Kennedy	LIB - RECRUITMENT - Pre-Employment Medical, Drug and Alcohol Test, WWC Screening	\$326.50		
680	EFT25505	30/04/2025	Arsh Kiran Kaur			\$1,104.00	
681	PPE21/04/2025	30/04/2025	Arsh Kiran Kaur	CHCP - SALARIES & WAGES - Reversal Credit due to incorrect account repayment PPE 21/04/2025	\$1,104.00		
EFT TOTAL					\$1,476,417.04		

	Direct Debit	Date	Name	Description	Invoice Amount	Payment Total	Type
682	DD11429.1	01/04/2025	Department of Transport			\$26,833.80	
683	T1 24/25	31/03/2025	Department of Transport	Refund DOT Direct debit			
684	DD11447.1	01/04/2025	Elders Real Estate Pty Ltd			\$1,386.67	
685	EMDRSRENT010425	01/04/2025	Elders Real Estate Pty Ltd	EMDRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent 01/04/2025	\$1,386.67		
686	DD11447.2	03/04/2025	Zefari Pty Ltd			\$380.00	
687	EMTRSRENT030425	03/04/2025	Zefari Pty Ltd	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 03/04/25	\$380.00		
688	DD11447.3	01/04/2025	Les Mills Asia Pacific			\$905.00	
689	LMB1277895	01/04/2025	Les Mills Asia Pacific	NRLC - LICENCES & SUBSCRIPTIONS - Group Fitness Licence April 2025,	\$905.00		
690	DD11447.4	01/04/2025	CRISP Wireless			\$1,317.80	
691	202501003115	01/04/2025	CRISP Wireless	NRLC - TELEPHONE/MOBILE - Monthly Charges April 2025, ADMIN - INFORMATION SYSTEMS - Monthly Charges April 2025,	\$1,317.80		
692	DD11460.1	01/04/2025	National Australia Bank Ltd			\$2,157.51	
693	002704482	01/04/2025	National Australia Bank Ltd	INVEST - BANK FEES AND CHARGES NAB Merchant Fees, Shire of Narrogin - March 2025	\$1,747.28		
694	009571025	01/04/2025	National Australia Bank Ltd	INVEST - BANK FEES AND CHARGES NAB Merchant Fees, Shire of Narrogin - March 2025	\$182.88		
695	005211998	01/04/2025	National Australia Bank Ltd	INVEST - BANK FEES AND CHARGES NAB Merchant Fees, Shire of Narrogin - March 2025	\$227.35		
696	DD11461.1	10/04/2025	Zefari Pty Ltd			\$380.00	
697	EMTRSRENT100425	10/04/2025	Zefari Pty Ltd	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 10/04/25	\$380.00		
698	DD11462.1	07/04/2025	All Events Hire and Production			-\$140.00	
699	AE01624	07/04/2025	All Events Hire and Production	TOWN HALL (FEDERAL ST) BUILDING MAINTENANCE - Set Up Lighting Equipment	-\$140.00		
700	DD11463.1	24/04/2025	Sandwai Pty Ltd			\$865.70	
701	INV-4901	01/04/2025	Sandwai Pty Ltd	CHSP - INFORMATION SYSTEMS - Monthly Charges April 2025, CHCP - INFORMATION SYSTEMS - Monthly Charges April 2025	\$865.70		
702	DD11463.2	24/04/2025	Zefari Pty Ltd			\$380.00	
703	EMTRSRENT100425	10/04/2025	Zefari Pty Ltd	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 10/04/25	\$380.00		
704	DD11476.1	30/04/2025	Telstra			\$956.53	
705	K137094551-8	12/04/2025	Telstra	VARIOUS DEPARTMENTS - Telephone expenses	\$956.53		
706	DD11486.1	30/04/2025	Australian Taxation Office			\$93,854.00	
707	PAYGPPE07042025	30/04/2025	Australian Taxation Office	PAYG TAX - PAYG Tax Withholding PPE 07/04/2025	\$47,334.00		
708	PAYGPPE21042025	30/04/2025	Australian Taxation Office	PAYG TAX - PAYG Tax Withholding PPE 21/04/2025	\$46,520.00		
709	DD11487.1	24/04/2025	Zefari Pty Ltd			\$380.00	
710	EMTRSRENT240425	24/04/2025	Zefari Pty Ltd	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending	\$380.00		
711	DD11489.1	30/04/2025	Department of Transport			\$287,599.35	
712	T1 24/25	30/04/2025	Department of Transport	Refund DOT Direct debit	\$287,599.35		
713	DD11491.3	30/04/2025	General Credit Card Purchases			\$112.76	
714	PRMAR2025-2	06/03/2025	General Credit Card Purchases	CHCP CBDC OTHER EXPENSES - Morning Tea Jessie House	\$112.76		
715	DD11492.3	30/04/2025	General Credit Card Purchases			\$35.00	
716	DSMAR2025-12	07/04/2025	General Credit Card Purchases	ADMIN - TRAVEL & ACCOMMODATION - Meals - Clean Energy Summit	\$35.00		
Total Direct Debits					\$417,404.12		

	Fuel Cards	Date	Name	Description	Invoice Amount	Payment Total	Type
717	EFT25324	09/04/2025	Great Southern Fuels			\$5,305.68	
718				009NGN TOYOTA COROLLA HATCH 2020 (P43) HOMECARE	\$163.16		
719				032NGN MITSUBISHI ECLIPSE CROSS PHEV 2024 (P65A) EHO	\$183.23		
720				0NGN 2021 ISUZU MUX (P5) EMCCS	\$239.83		
721				0NO 2024 Mitsubishi Outlander Exceed 2.4L (P700) EMTRS	\$324.69		
722				1NGN 2023 TOYOTA PRADO (P1) CEO	\$870.87		
723				1NO 2024 Toyota Hilux 4x4 2.8L (P8164)	\$223.41		
724				2024 Mitsubishi Eclipse Cross Wagon PHEV ASPIRE AWD (NGN0) MEHS	\$328.98		
725				NGN00 2021 Toyota Kluger GX AWD Wagon (P2) EMDRS	\$531.87		
726				NGN10179 2018 TOYOTA HIACE (P11) NHC	\$89.86		
727				NGN11555 2022 Toyota Corolla (P15) NHC	\$92.94		
728				NGN324 2024 MAZDA BT-50C	\$107.44		
729				NGN2 TOYOTA COROLLA HATCH 2.0L Ascent Sport (P6) PA	\$53.55		
730				NGN219 2022 NISSAN X-TRAIL (P14) CATS	\$552.27		
731				NGN417 2023 New Isuzu DMax Space Cab (P7) RANGER	\$321.17		
732				NGN839 2019 Toyota Corolla Cross 2WD 2.0L (P44) CHCP	\$97.78		
733				NGN847 2023 Mazda CX-5 6 Auto G25 Touring Petrol (P10) NHC	\$174.09		
734				NO01 TOYOTA HILUX 4X4 2.8i DSL (P967)	\$70.29		
735				2023 Toyota Hilux Dual Cab NO05 (P8163) SENIOR RANGER	\$354.96		
736				NGN182 TOYOTA HILUX 4x2 Workmate Utility NHC	\$78.16		
737				NGN12398 2019 Holden Colorado 2.8 LS Crew Cab (P74)	\$447.13		
Total Fuel Card					\$5,305.68		

	Coles Cards	Date	Name	Description	Invoice Amount	Payment Total	Type
738	EFT25417	17/04/2025	WEX Australia Pty Ltd			\$859.95	
739				CHSP Social Support Group Other Expenses	\$13.50		
740				PWO - General Office Expenses GEN	\$86.50		
741				MEMBERS - Civic Functions, Refreshments & Receptions GEN	\$36.05		
742				OTHCUL - Australia Day GEN	\$52.00		
743				LIB - Event Catering GEN	\$28.85		
744				MEMBERS - Civic Functions, Refreshments & Receptions GEN	\$318.80		
745				OTHCUL - Australia Day GEN	\$42.05		
746				CHSP Social Support Group Other Expenses	\$282.20		
Total Coles Card					\$859.95		

	Credit Cards	Date	Name	Description	Invoice Amount	Payment Total	Type
747	DD11491.3	30/04/2025	General Credit Card Purchases			\$112.76	

748			WELFARE - YOUTH SERVICES - School Holiday Program Supplies	\$112.76		
749	DD11492.3	30/04/2025	General Credit Card Purchases		\$35.00	
750			ADMIN - TRAVEL & ACCOMMODATION - Meals - Clean Energy Summit	\$35.00		
Total Credit Cards				\$147.76		

	Payroll	Date	Name	Description	Invoice Amount	Payment Total	Type
751	PAYROLL		Payroll			\$378,950.70	
752				07/04/2025 - Pay 40	\$190,824.46		
753				21/04/2025 - Pay 41	\$188,126.24		
Total Payroll				\$378,950.70			

ABBREVIATIONS				Cheque Total	\$380.00	0.02%
L Local Supplier				EFT Total	\$1,470,251.41	77.62%
				Direct Debit Total	\$417,256.36	22.03%
				Credit Card Total	\$147.76	0.01%
				Trust Total	\$0.00	0.00%
				Coles Card Total	\$859.95	0.05%
				Fuel Cards Total	\$5,305.68	0.27%
				TOTAL:	\$1,894,201.16	100.00%
				Term Deposits (TD)	\$0.00	
				Payroll Total	\$378,950.70	
				Subtotal	\$378,950.70	
				Synergy List of Accounts - Municipal Bank Account	\$1,894,053.40	
				Credit Cards - Processed as at date of Direct Debit	\$147.76	
				Synergy List of Accounts -Trust Bank Account	\$0.00	
				Payroll	\$378,950.70	
				Variance	\$0.00	
				Non Local Suppliers	\$1,390,114.16	73.39%
				Local Suppliers	\$125,136.30	6.60%
				Employees	\$378,950.70	20.01%
				TOTAL:	\$1,894,201.16	100.00%

10.3.2 MONTHLY FINANCIAL REPORT – APRIL 2025

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	19 May 2025
Author	Belinda Knight – Acting Manager Corporate Services
Authorising Officer	Ian Graham – Executive Manager Corporate & Community Services
Attachments 1. Monthly Financial Report for April 2025; and 2. Capital Projects Tracker – April 2025.	

Summary

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

Background

Council is requested to review the April 2025 Monthly Financial Report.

Consultation

Consultation has been undertaken with the Executive Manager Corporate & Community Services.

Statutory Environment

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

Policy Implications

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

Sustainability & Climate Change Implications

Environmental – There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.

Economic – There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

Social - There are no significant identifiable social impacts arising from adoption of the officer's recommendation.

Financial Implications

All expenditure has been approved via adoption of the 2024/25 Annual Budget or resulting from a Council resolution.

Council is requested to review the April 2025 Monthly Financial Report, noting that Council is advised of the following matters:

- Rates received to 30 April 2025 is 88.2% (as at 31 March 2025 was 83%) of the total to be collected, with \$748k to be collected as at 30 April 2025. It should be noted that of this amount there is approximately \$204K related to Pensioner Rate Deferments.
- Sundry Debtors: 90+ day Debtors are \$75K as at 30 April 2025 and are subject to collection action by the EMCCS.
- Term Deposits as 30 April 2025 was \$7.896M, made up of \$3.0M Municipal Investments and \$4.896M Reserve Investments:

Fund	Investment \$	Maturity Date	Interest Rate	Institution	Investment %
Reserves					
	\$2,448,144	10/06/2025	4.95%	NAB	31%
	\$2,448,143	10/06/2025	4.80%	CBA	31%
TOTAL:	\$4,896,287				62%
Municipal					
	\$1,500,000	25/05/2025	4.75%	NAB	19%
	\$1,500,000	25/05/2025	4.81%	Westpac	19%
TOTAL:	\$3,000,000				38%
GRAND TOTAL:	\$7,896,287				100%
Investment Summary					
	Investment \$			Institution	Investment %
	\$3,948,144			NAB	50%
	\$2,448,143			CBA	31%
	\$1,500,000			Westpac	19%
TOTAL:	\$7,896,287				100%

- Monthly Summary Information Graphs - as part of our ongoing commitment to financial transparency and effective budget management, some clarification regarding the phasing of expenditure in relation to the budget adopted in July each year I provided.

While the budget provides an annual allocation of funding, actual expenditure throughout the year may not always align perfectly with the anticipated monthly distribution. This is particularly relevant when considering the default phasing of expenditure, which is often spread evenly (at 1/12 per month or an initial 8.33% allocation) depending on the nature of the expenses.

For administrative efficiency, the predicted phasing or timing of expenditure is not adjusted on a month-by-month basis to reflect actual variations. This means that while the financial report (and

in particular the graphs) may show timing differences, these are not necessarily an indication of overspending or underspending, but rather a reflection of how expenses naturally fluctuate due to operational requirements, project timelines, and external factors.

It is important to view the financial report with this in mind and understand that variances are a normal part of financial management. The finance team continuously monitors and manages these variations to ensure overall budget integrity and adherence to Council's financial objectives.

Should any material changes arise that require formal budget adjustments, these will be brought to Council for consideration in the usual manner.

Strategic Implications

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

Risk Implications

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

Risk Matrix

Consequence		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 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 2025 Monthly Financial Report is presented for review.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to the Monthly Financial Report for April 2025, Council note the Report as presented.



SHIRE OF NARROGIN

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)
For the period ended 30 April 2025

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF NARROGIN
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2025

	Supplementary Information	Adopted Budget (a) \$	Amended Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Var.
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	10	6,049,236	6,046,876	6,046,876	6,038,752	(8,124)	
Rates excluding general rates		9,313	11,673	11,673	9,313	(2,360)	
Grants, subsidies and contributions	14	1,977,666	1,978,956	1,670,393	1,985,432	315,039	▲
Fees and charges		3,019,686	2,969,686	2,494,205	2,727,340	233,135	▲
Interest revenue		524,000	624,000	445,650	392,806	(52,844)	▼
Other revenue		324,984	324,984	254,449	302,918	48,469	▲
Profit on asset disposals	6	48,262	48,262	43,253	48,083	4,830	
		11,953,147	12,004,437	10,966,499	11,504,644	538,145	
Expenditure from operating activities							
Employee costs		(7,378,981)	(7,309,742)	(6,099,371)	(5,304,124)	795,247	▲
Materials and contracts		(3,843,571)	(3,935,810)	(3,196,406)	(2,623,382)	573,024	▲
Utility charges		(1,048,742)	(1,048,742)	(908,195)	(810,010)	98,185	▲
Depreciation		(3,358,620)	(3,358,620)	(2,798,720)	(3,856,088)	(1,057,368)	▼
Finance costs		(73,468)	(73,468)	(60,219)	(30,129)	30,090	▲
Insurance		(367,990)	(367,990)	(356,316)	(381,953)	(25,637)	▼
Other expenditure		(361,761)	(644,562)	(314,213)	(168,746)	145,467	▲
Loss on asset disposals	6	(31,343)	(31,343)	(6,110)	(19,115)	(13,005)	
		(16,464,476)	(16,770,277)	(13,739,550)	(13,193,547)	546,003	
Non-cash amounts excluded from operating activities	Note 2(b)	3,363,399	3,363,397	3,843,243	3,843,243	0	
Amount attributable to operating activities		(1,147,930)	(1,402,443)	1,070,192	2,154,340	1,084,148	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	15	9,531,876	9,779,324	7,575,368	2,039,201	(5,536,167)	▼
Proceeds from disposal of assets	6	407,000	407,000	407,000	256,850	(150,150)	▼
		9,938,876	10,186,324	7,982,368	2,296,051	(5,686,317)	
Outflows from investing activities							
Payments for property, plant and equipment	5	(12,273,640)	(12,494,588)	(8,186,339)	(2,166,710)	6,019,629	▲
Payments for construction of infrastructure	5	(4,515,696)	(4,791,695)	(2,967,658)	(2,565,418)	402,240	▲
		(6,850,460)	(7,099,959)	(3,171,629)	(2,436,077)	735,552	
Amount attributable to investing activities		(6,850,460)	(7,099,959)	(3,171,629)	(2,436,077)	735,552	
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from New Borrowings	2	4,346,000	4,346,000	0	0	0	
Transfer from reserves	4	2,386,449	2,786,250	0	0	0	
		6,732,449	7,132,250	0	0	0	
Outflows from financing activities							
Repayment of borrowings	11	(189,114)	(189,114)	(111,384)	(111,384)	0	
Payments for principal portion of lease liabilities	12	(23,585)	(23,585)	0	0	0	
Transfer to reserves	4	(1,398,208)	(1,666,949)	0	0	0	
		(1,610,907)	(1,879,648)	(111,384)	(111,384)	0	
Amount attributable to financing activities		5,121,542	5,252,602	(111,384)	(111,384)	0	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		2,876,849	3,249,801	3,249,801	3,249,801	0	
Amount attributable to operating activities		(1,147,930)	(1,402,443)	1,070,192	2,154,340	1,084,148	▲
Amount attributable to investing activities		(6,850,460)	(7,099,959)	(3,171,629)	(2,436,077)	735,552	▲
Amount attributable to financing activities		5,121,542	5,252,602	(111,384)	(111,384)	0	
Surplus or deficit after imposition of general rates		0	0	1,036,980	2,856,680	1,819,700	▲

KEY INFORMATION

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

* Refer to Note 3 for an explanation of the reasons for the variance.

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

SHIRE OF NARROGIN
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 APRIL 2025

	Supplementary Information	30 Jun 2024 \$	30 Apr 2025 \$
CURRENT ASSETS			
Cash and cash equivalents	3	9,619,705	8,459,697
Trade and other receivables		1,104,738	1,073,916
Inventories	8	41,439	2,174
TOTAL CURRENT ASSETS		10,765,882	9,535,787
NON-CURRENT ASSETS			
Trade and other receivables		204,493	204,493
Other financial assets		124,756	124,756
Property, plant and equipment		70,002,194	70,051,998
Infrastructure		90,143,862	90,769,032
Right-of-use assets		47,692	21,421
TOTAL NON-CURRENT ASSETS		160,522,997	161,171,700
TOTAL ASSETS		171,288,879	170,707,487
CURRENT LIABILITIES			
Trade and other payables	9	1,176,204	355,897
Other liabilities	13	979,522	979,522
Lease liabilities	12	28,524	28,524
Borrowings	11	189,114	77,729
Employee related provisions	13	814,747	814,747
TOTAL CURRENT LIABILITIES		3,188,111	2,256,419
NON-CURRENT LIABILITIES			
Lease liabilities	12	11,055	11,055
Borrowings	11	1,191,331	1,191,331
Employee related provisions		173,220	173,220
TOTAL NON-CURRENT LIABILITIES		1,375,606	1,375,606
TOTAL LIABILITIES		4,563,717	3,632,025
NET ASSETS		166,725,162	167,075,462
EQUITY			
Retained surplus		54,845,963	55,196,263
Reserve accounts	4	4,896,290	4,896,290
Revaluation surplus		106,982,909	106,982,909
TOTAL EQUITY		166,725,162	167,075,462

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2025

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

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 financial 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 Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

Judgements and 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 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.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

SIGNIFICANT ACCOUNTING POLICIES

Significant accounting policies utilised in the preparation of these statements are as described within the 2024/25 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 30 April 2025

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2025

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

		Amended Budget Opening 30 Jun 2024	Last Year Closing 30 Jun 2024	Year to Date 30 Apr 2025
(a) Net current assets used in the Statement of Financial Activity				
Current assets				
Cash and cash equivalents	3	\$ 9,619,705	\$ 9,619,705	\$ 8,459,697
Trade and other receivables		1,104,738	1,104,738	1,073,916
Inventories	8	41,439	41,439	2,174
Other assets	8	(95,252)	(95,252)	0
		10,670,630	10,670,630	9,535,787
Less: current liabilities				
Trade and other payables	9	(1,176,204)	(1,176,204)	(355,897)
Other liabilities	13	(979,522)	(979,522)	(979,522)
Lease liabilities	12	(28,524)	(28,524)	(28,524)
Borrowings	11	(189,114)	(189,114)	(77,729)
Employee related provisions	13	(814,747)	(814,747)	(814,747)
Other provisions	13	62,254	62,254	0
		(3,125,857)	(3,125,857)	(2,256,419)
Net current assets		7,544,773	7,544,773	7,279,368
Less: Total adjustments to net current assets	Note 2(c)	(4,294,973)	(4,294,973)	(4,422,688)
Closing funding surplus / (deficit)		3,249,800	3,249,800	2,856,680

(b) Non-cash amounts excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

Non-cash amounts excluded from operating activities

		Amended Budget Opening 30 Jun 2024	Last Year Closing 30 Jun 2024	Year to Date 30 Apr 2025
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	6	(48,262)	(64,360)	(48,083)
Less: Movement in liabilities associated with restricted cash		0	11,969	16,123
Add: Loss on asset disposals	6	31,343	127,329	19,115
Add: Depreciation		3,358,620	3,597,320	3,856,088
Movement in current employee provisions associated with restricted cash		21,696	9,652	
- Pensioner deferred rates		0	1,076	0
- Investment property		0	(2,522)	0
- Employee provisions		0	(10,302)	0
- Other provisions		0	9,139	0
Total non-cash amounts excluded from operating activities		3,363,397	3,679,301	3,843,243

(c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

		Amended Budget Opening 30 Jun 2024	Last Year Closing 30 Jun 2024	Year to Date 30 Apr 2025
		\$	\$	\$
Adjustments to net current assets				
Less: Reserve accounts	4	(4,896,290)	(4,896,290)	(4,896,290)
- Payments for financial assets - self supporting loans		0	0	(16,330)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	11	189,114	189,114	77,729
- Current portion of lease liabilities	12	28,524	28,524	28,524
- Current portion of employee benefit provisions held in reserve	4	383,679	383,679	383,679
Total adjustments to net current assets	Note 2(a)	(4,294,973)	(4,294,973)	(4,422,688)

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. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2025

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.
The material variance adopted by Council for the 2024/25 financial year is exceeding 10% and a value greater than \$15,000.

Description	Var. \$ \$	Var. % %	
Revenue from operating activities			
Grants, subsidies and contributions	315,039	18.86%	▲
<i>Grants yet to be received include CHCP & Other Cultural Grants</i>			
<i>MRWA Direct grant higher than budget (permanent)</i>			
Fees and charges	233,135	9.35%	▲
<i>Fees & charges higher than budget in areas of Sanitation, Sewerage, Planning, Building and Commercial property leases. (permanent)</i>			
Interest revenue	(52,844)	(11.86%)	▼
<i>Investments not due until 27/05/2025 (Muni) and 10/06/2025 (Reserves)</i>			
Other revenue	48,469	19.05%	▲
<i>Other reimbursements relating to recycled water - to be reviewed for accuracy of allocations. (Timing)</i>			
Expenditure from operating activities			
Employee costs	795,247	13.04%	▲
<i>Employee costs lower than predicted primarily in area of Fire, CHCP, CHSP, and Admin</i>			
Materials and contracts	573,024	17.93%	▲
Utility charges	98,185	10.81%	▲
<i>This will vary due to timing of utility charges being processed.</i>			
Depreciation	(1,057,368)	(37.78%)	▼
<i>Non-cash item higher in areas of Infrastructure due to revaluation in previous year (permanent)</i>			
Finance costs	30,090	49.97%	▲
<i>Loans 128 & 129 not due until May</i>			
Insurance	(25,637)	(7.20%)	▼
<i>Increase primarily in area of Workers Compensation. To be reviewed at year end.</i>			
Other expenditure	145,467	46.30%	▲
<i>Underspend primarily in area of debt collection.</i>			
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(5,536,167)	(73.08%)	▼
<i>NRLC makes up greatest % of this, other projects behind Schedule</i>			
Proceeds from disposal of assets	(150,150)	(36.89%)	▼
<i>Sale of assets yet to occur</i>			
Outflows from investing activities			
Payments for property, plant and equipment	6,019,629	73.53%	▲
<i>Refer to Note 5 for details on Capital Program</i>			
Payments for construction of infrastructure	402,240	13.55%	▲
<i>Refer to Note 5 for details on Capital Program</i>			
Surplus or deficit after imposition of general rates	1,819,700	175.48%	▲
<i>Confirmed by Audit - this figure will change from month to month as it compares YTD budget to YTD actual.</i>			

- ▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
- ▲ Indicates an increase in available funds
- ▼ Indicates a decrease in available funds

SHIRE OF NARROGIN
SUPPLEMENTARY INFORMATION
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SHIRE OF NARROGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$3.25 M	\$3.25 M	\$3.25 M	\$0.00 M
Closing	\$0.00 M	\$1.04 M	\$2.86 M	\$1.82 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$8.46 M	% of total
Unrestricted Cash	\$3.56 M	42.1%
Restricted Cash	\$4.90 M	57.9%

Refer to 3 - Cash and Financial Assets

Payables	
	\$0.36 M
Trade Payables	\$0.23 M
0 to 30 Days	54.9%
Over 30 Days	45.1%
Over 90 Days	6.3%

Refer to 9 - Payables

Receivables		
	\$0.87 M	% Collected
Rates Receivable	\$0.55 M	88.2%
Trade Receivable	\$0.33 M	% Outstanding
Over 30 Days		71.7%
Over 90 Days		37.8%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.40 M)	\$1.07 M	\$2.15 M	\$1.08 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$6.04 M	% Variance
YTD Budget	\$6.05 M	(0.1%)

Refer to 10 - Rate Revenue

Grants and Contributions		
YTD Actual	\$1.99 M	% Variance
YTD Budget	\$1.67 M	18.9%

Refer to 14 - Grants and Contributions

Fees and Charges		
YTD Actual	\$2.73 M	% Variance
YTD Budget	\$2.49 M	9.3%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$7.10 M)	(\$3.17 M)	(\$2.44 M)	\$0.74 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.26 M	%
Amended Budget	\$0.41 M	(36.9%)

Refer to 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$2.57 M	% Spent
Amended Budget	\$4.79 M	(46.5%)

Refer to 5 - Capital Acquisitions

Capital Grants		
YTD Actual	\$2.04 M	% Received
Amended Budget	\$9.78 M	(79.1%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$5.25 M	(\$0.11 M)	(\$0.11 M)	\$0.00 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	(\$0.11 M)
Interest expense	(\$0.03 M)
Principal due	\$1.27 M

Refer to 11 - Borrowings

Reserves	
Reserves balance	\$4.90 M
Interest earned	\$0.00 M

Refer to 4 - Cash Reserves

Lease Liability	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.04 M

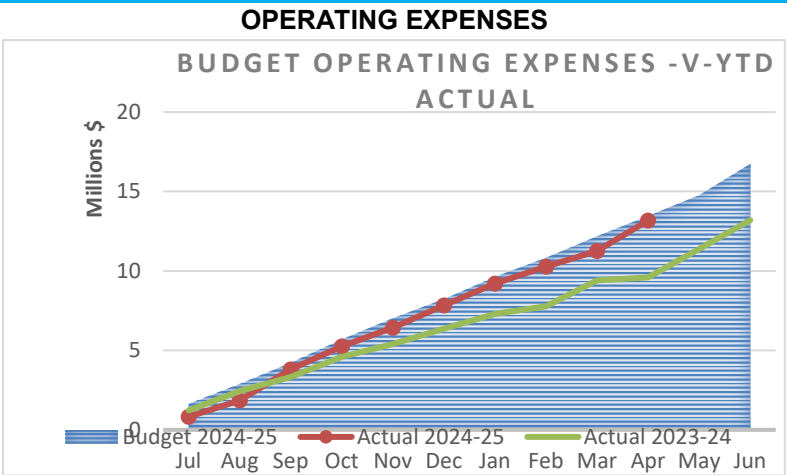
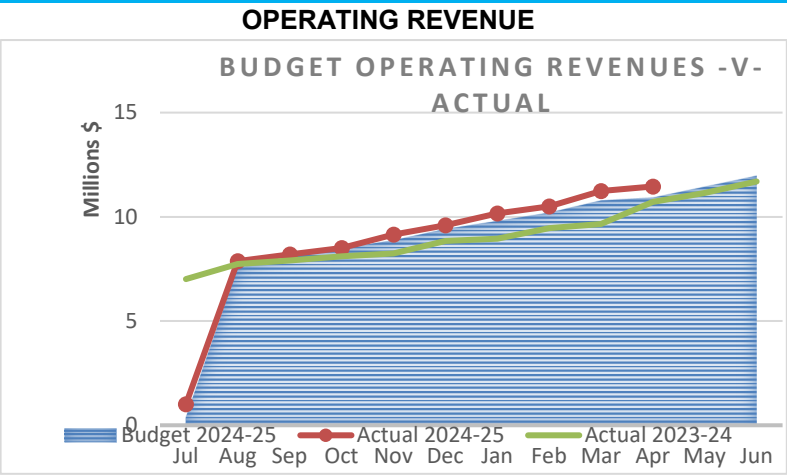
Refer to Note 12 - Lease Liabilities

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

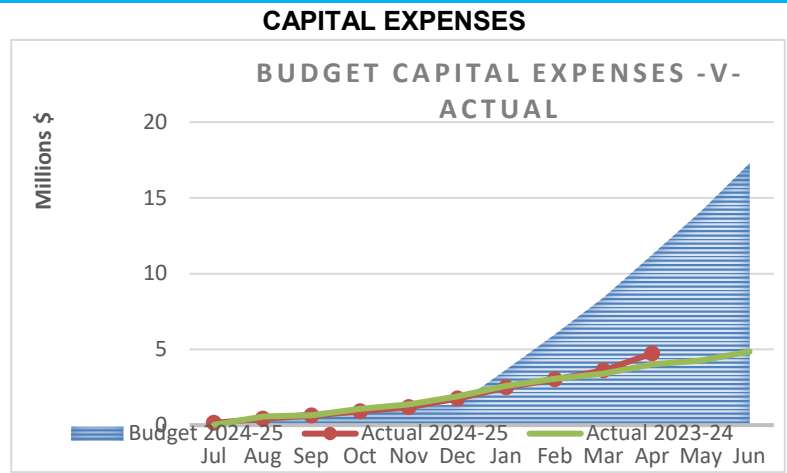
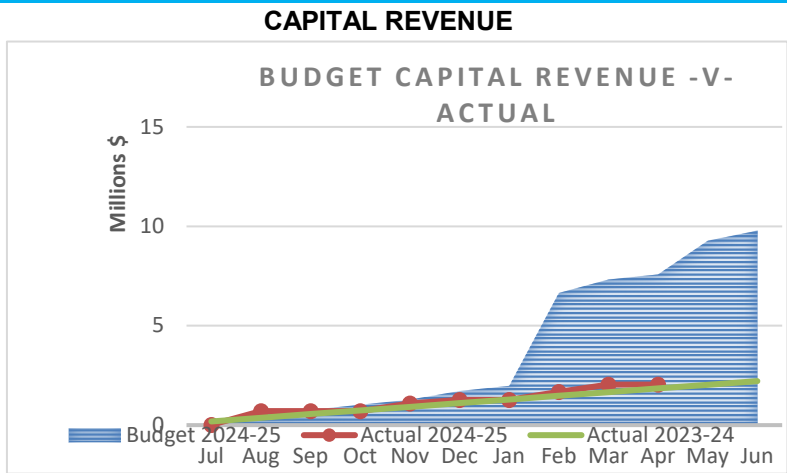
SHIRE OF NARROGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025

2 KEY INFORMATION - GRAPHICAL

OPERATING ACTIVITIES



INVESTING ACTIVITIES



SHIRE OF NARROGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025

3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash at Bank	Cash and cash equivalents	63,410		63,410		NAB	1.95%	On call
Reserve Funds	Cash and cash equivalents	0	4,896,287	4,896,287		NAB	2.25%	10/06/2025
Investments	Cash and cash equivalents	3,500,000		3,500,000		NAB	2.25%	27/05/2025
Total		3,563,410	4,896,287	8,459,697	0			
Comprising								
Cash and cash equivalents		3,563,410	4,896,287	8,459,697	0			
		3,563,410	4,896,287	8,459,697	0			

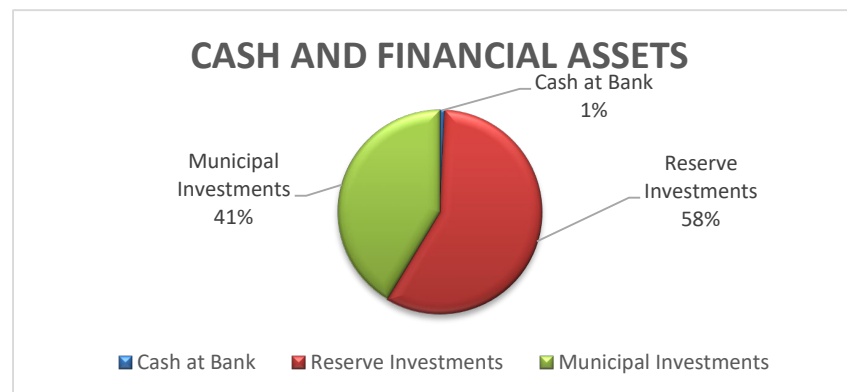
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



SHIRE OF NARROGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025

4 RESERVE ACCOUNTS

Reserve name	Budget Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council										
Refuse Reserve	861,363	48,708	45,000	(85,000)	870,071	861,363	0	0	0	861,363
Community Assisted Transport (CAT) Vehicle Reserve	14,492	819			15,311	14,492	0	0	0	14,492
Building Reserve	159,315	9,009		(50,000)	118,324	159,315	0	0	0	159,315
Regional Recreational Leisure Centre Reserve	375,998	21,262	100,000		497,260	375,998	0	0	0	375,998
Employee Entitlement Reserve	383,679	21,696			405,375	383,679	0	0	0	383,679
Plant, Vehicle & Equipment Reserve	423,281	23,935	445,000	(890,000)	2,216	423,281	0	0	0	423,281
Unspent Grants and Contribution Reserve	140	0		(140)	0	140	0	0	0	140
Economic Development Reserve	82,218	4,649	743,809	(331,168)	499,508	82,218	0	0	0	82,218
IT & Office Equipment Reserve	28,094	1,589			29,683	28,094	0	0	0	28,094
Tourism & Area Promotion Reserve	83,549	4,725	140	(50,000)	38,414	83,549	0	0	0	83,549
HACC Reserve	475,068	0		(475,068)	(0)	475,068	0	0	0	475,068
CHCP Reserve	800,416	45,261		(344,852)	500,825	800,416	0	0	0	800,416
Road Works Reserve	356,468	20,157			376,625	356,468	0	0	0	356,468
Asset Valuation Reserve	33,883	1,916			35,799	33,883	0	0	0	33,883
CHSP Reserve	479,965	27,141		(478,790)	28,316	479,965	0	0	0	479,965
Landcare Reserve	92,969	5,257		(5,000)	93,226	92,969	0	0	0	92,969
Narrogin Airport Reserve	122,115	6,905	25,000		154,020	122,115	0	0	0	122,115
Bridges Reserve	63,519	3,592	48,000	(36,232)	78,879	63,519	0	0	0	63,519
Water Reuse Scheme Reserve	59,758	3,379	10,000	(40,000)	33,137	59,758	0	0	0	59,758
	4,896,287	250,000	1,416,949	(2,786,250)	3,776,986	4,896,290	0	0	0	4,896,290

4 RESERVE ACCOUNTS

KEY INFORMATION

Refuse Reserve

To fund infrastructure development and rehabilitation costs associates with the Shire's tip site as well the purchase and development a regional waste facility.

Community Assisted Transport (CAT) Vehicle Reserve

To fund the replacement/change over of the CATS vehicle.

Building Reserve

To support the acquisition, upgrade or enhancements of buildings within the district.

Regional Recreational Leisure Centre Reserve

To fund YMCA additional maintenance works as well as acquisitions, upgrades and enhancement of the building, major plant & equipment items.

Employee Entitlement Reserve

To fund current and past employee's leave entitlements and redundancy payouts.

Plant, Vehicle & Equipment Reserve

To support the purchase/replacement of motor vehicles, and heavy plant and equipment.

Unspent Grants and Contribution Reserve

Closed

Economic Development Reserve

To fund economic development projects that will benefit the district.

IT & Office Equipment Reserve

To fund the purchase and upgrade of computer equipment, software and office equipment.

Tourism & Area Promotion Reserve

For the purpose of tourism & district promotion activities, significant events and festivals which includes banner poles, entry statements and outdoor digital screens.

HACC Reserve

To store unspent H.A.C.C grant funds that can fund the purchase of assets, payout of Homecare employee entitlements and other projects that have been approved by the Funding Body.

CHCP Reserve

To store unspent C.H.C.P grant funds that can fund the purchase of assets, payout of Homecare employee entitlements and other projects that have been approved by the Funding Body.

Road Works Reserve

To be used on road construction projects.

Asset Valuation Reserve

To fund asset valuations.

CHSP Reserve

To store unspent C.H.S.P grant funds that can fund the purchase of assets, payout of Homecare employee entitlements and other projects that have been approved by the Funding Body.

Landcare Reserve

To fund future natural resource management activities aligned with the principles established in the former NLCDC letter dated 6/6/17 (ICR1712270).

Narrogin Airport Reserve

For the purpose of supporting and funding infrastructure development, maintenance, acquisition, upgrade or enhancements and grant funding to the Narrogin Airport.

Bridges Reserve

For the purpose of supporting and funding infrastructure development, maintenance, acquisition, upgrade or enhancements and grant funding for bridges within the Shire.

Water Reuse Scheme Reserve

For the purpose of supporting and funding infrastructure development, maintenance, acquisition, upgrade or enhancements and grant funding for infrastructure enabling the re-use of water resources.

5 CAPITAL ACQUISITIONS

	Budget	Amended YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$
Capital acquisitions				
Land & Buildings	9,325,297	5,591,611	291,738	(5,299,873)
Furniture and equipment	97,400	83,230	64,559	(18,671)
Plant and equipment	3,071,891	2,511,498	1,810,413	(701,085)
Acquisition of property, plant and equipment	12,494,588	8,186,339	2,166,710	(6,019,629)
Infrastructure - roads	2,627,396	1,501,060	2,138,411	637,351
Footpaths	277,599	269,576	121,237	(148,339)
Drainage	0	0	(544)	(544)
Parks & Ovals	611,700	380,022	306,315	(73,707)
Bridges	1,275,000	817,000	0	(817,000)
Acquisition of infrastructure	4,791,695	2,967,658	2,565,418	(402,240)
Total capital acquisitions	17,286,283	11,153,997	4,732,128	(6,421,869)
Capital Acquisitions Funded By:				
Capital grants and contributions	9,779,324	7,575,368	2,039,201	(5,536,167)
Borrowings	4,346,000	0	0	0
Other (disposals & C/Fwd)	407,000	407,000	256,850	(150,150)
Reserve accounts				
Refuse Reserve	85,000		0	0
Building Reserve	50,000		0	0
Plant, Vehicle & Equipment Reserve	890,000		0	0
Unspent Grants and Contribution Reserve	140		0	0
Economic Development Reserve	331,168		0	0
Tourism & Area Promotion Reserve	50,000		0	0
HACC Reserve	475,068		0	0
CHCP Reserve	344,852		0	0
CHSP Reserve	478,790		0	0
Landcare Reserve	5,000		0	0
Bridges Reserve	36,232		0	0
Water Reuse Scheme Reserve	40,000		0	0
Contribution - operations	(32,291)	3,171,629	2,436,077	(735,552)
Capital funding total	17,286,283	11,153,997	4,732,128	(6,421,869)

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expenses immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

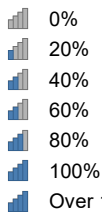
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction and fixed overheads.

**SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025**

5 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total

Level of completion indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Level of completion indicator, please see table at the end of this note for further det:

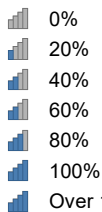
			Amended		Variance
Account Description			Budget	YTD Budget	(Under)/Over
			\$	\$	\$
	BC265	SES Training / Meeting Room	55,483	36,988	0
	BC292	Senior Citizen Centre Roof Repair	50,000	23,332	15,455
	BC293	Senior Citizen Centre Air Conditioning	15,000	10,000	0
	BC274	Recycling shed (Tip Shop)	50,000	33,332	0
	BC294	Thomas Hogg Ablutions & Sewerage Project	35,000	23,332	22,750
	BC295	Thomas Hogg Effluent Tank Upgrade	25,000	25,000	11,889
	BC181	Town Hall Upgrade Work (to be agreed by Council)	90,118	60,076	7,160
	BC296	NRLC Energy Efficiency and Upgrade Project	6,792,000	4,528,000	0
	IO080B	Library Extension	147,245	73,622	0
	BC236	Caravan Park Accommodation Units	1,500,000	500,000	3,112
	LB030	Land Development Opportunity	232,000	0	24,046
	BC278	Good Shed Roof and Wall Restoration	333,450	277,880	207,326
	PE089	Ockley Water Tank 130,000 litre	17,000	17,000	18,195
	PE090	Ockely Weather Station	5,000	5,000	4,663
	PA950	Acquisition of Incident Control Vehicle	881,900	587,932	0
	PA951	Acquisition of General Rescue Utility	110,200	73,464	0
	PA953	Mobile Standpipe-BFB (Fast fill Trailer)	8,000	6,660	7,273
	FE037	Additional Public CCTV Camera's - Installation	100,000	66,668	0
	PE087	Acquisition of Speed Signs (2 Sets of 2)	30,000	30,000	30,440
	PA004F	Purchase of REHO Vehicle 2024	35,000	35,000	45,283
	PA072A	P56 Fuso Rosa (Bus)	141,000	141,000	128,200
	PE077	NRLC Courts - Electric Winders □	20,000	20,000	10,585
	PE079	NRLC Fire Panel Emergency Warning System□	40,000	40,000	35,364
	PE084	NRLC Upgrade Works (Pool Covers \$120k) (Glazing \$50k) (\$25kDiscr) LRCII	195,000	130,000	139,176
	PE088	NRLC Glass Backboards and Snapdown Rings Cts 1&3	26,036	26,036	31,755
	PE162	NRLC LRCIP 3 Upgrade Works	252,755	122,755	156,910
	PA026C	Maintenance Foreman 4x4 Vehicle (P26)	60,000	60,000	56,126
	PA59B	Replacement of 2022 Torro 7210 Mower (P59)□	40,000	40,000	50,470
	PA025B	8T Side Tipping Truck	140,000	140,000	141,884
	PA970	New Tractor Herbicide Trailer	15,000	15,000	9,518
	PA8164B	Construction Foreman 4x4 Vehicle (p8164)	60,000	60,000	56,126
	PA8165A	NO023 Toyota Dual Cab 4x4	35,000	35,000	0
	PA967H	NO01 MO Vehicle (p967)	65,000	65,000	62,525
	PA968A	NO2731 Four Axle Side Tipping Trailer	150,000	150,000	163,155
	PA969A	NO2706 Four Axle Side Tipping Trailer	150,000	150,000	163,155
	PA979	Replacement John Deere 670G Grader	460,000	460,000	455,000
	PA047	Building Surveyor Vehicle	35,000	35,000	44,610
	FE110	Support at Home IT System Update	10,000	0	0
	FE107	NRLC Replacement Carpet in NRLC and Squash Courts	18,000	18,000	22,650
	FE040	Library - Community Access Hublet Tablets (6)□	15,600	15,600	14,170
	FE109	Portable Library Shelving	9,300	9,300	8,495
	FE102	Replacement Printer/Copiers (NDVC, Depot, Admin Office)	19,500	19,500	17,398
	FE103	IT Upgrades as per Asset Management Plan(Altus PO & Other IT Assets)	25,000	20,830	1,845
	IR048	Construct Highbury Rest Area	57,729	57,729	34,207
	IR131	Morcombe Re-Sheet SLK 2.00 to 3.88	90,986	30,326	33,346
	IR132	Sim Rd Resheet SLK 0.0 to 1.53	39,628	13,208	39,248
	IR133	Spencer Re-sheet SLK 1.7 to 3.17	39,628	13,208	13,161
	IR134	Highbury South Resheet SLK 0.0 to 6.19□	75,551	25,182	5,182
	IR135	Argus Street Widening□	27,905	27,905	0
	IR224	Wiese Road Re-Sheet SLK 1.45 to 7.9	132,205	44,067	51,348

**SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025**

5 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total

Level of completion indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

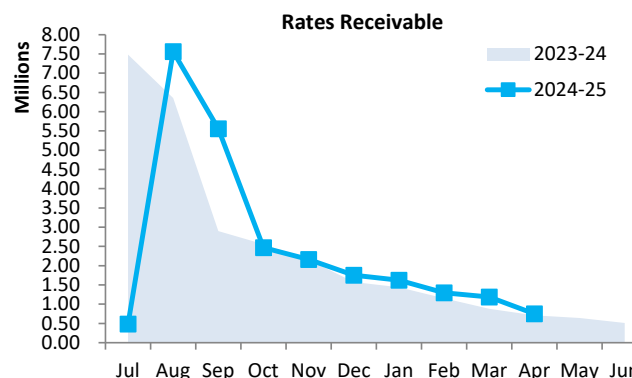
	R2R006	Ensign Street SLK 0.0 to 1.56 (R2R)	70,200	23,400	59,243	35,843
	R2R035	Lefroy Street SLK 0.24 to 1.27	75,698	25,232	52,199	26,967
	R2R079	Town Street Reseal SLK 0.0 to 0.21	6,300	2,100	7,404	5,304
	R2R202	Congelin Road - SLK 0.0 to 1.5	61,857	20,619	56,718	36,099
	R2R204	Tarwonga Road - SLK 3.04 to 4.04	84,915	28,305	63,366	35,061
	R2R303	Graham Road - SLK 0.0 to 0.81 (Town)	51,030	51,030	33,494	(17,536)
	RRG205	Whinbin Rock Rd Construction	1,012,500	337,499	1,015,924	678,425
	WSFN332	Wandering Road Construction	801,265	801,265	673,571	(127,694)
	DM011	Drainage Maintenance - Falcon St	0	0	(544)	(544)
	IB204	Tarwonga Rd Bridge 4551	687,000	229,000	0	(229,000)
	IB205	Whinbin Rock Rd Bridge 3125	588,000	588,000	0	(588,000)
	IO037	Boundary Fencing Bannister Reserve	40,000	20,000	7,750	(12,250)
	IO188	Design & Construction new liquid waste ponds	35,000	23,332	0	(23,332)
	IO136	Rail Heritage (Relocation of PM706)	75,000	75,000	78,287	3,287
	IO193	Narrogin to Williams Rail Trail Feasibility Study	27,700	27,700	27,100	(600)
	IO062	Lions Park Upgrade - Shade Sails	25,000	25,000	16,325	(8,675)
	IO138	Narrogin Speedway Lighting Upgrade Project	200,000	0	0	0
	IO137	Filter & Pipe Replacement for Clayton Oval Treated Water Reticulation	15,000	15,000	12,220	(2,780)
	IO113	Public Art Strategy - Implementation	124,000	124,000	117,293	(6,707)
	IO196	Dog Enclosure Fence in Caravan Bay at Caravan Park	5,000	5,000	0	(5,000)
	IO194A	Card operated water standpipe system at Narrogin Townsite (Works Depot)	40,000	40,000	35,630	(4,370)
	IO194B	Card operated water standpipe system at Tarwonga Road	25,000	25,000	11,710	(13,290)
	IF059	Railway Station Footpath to BP Crossing	25,000	25,000	0	(25,000)
	IF060	Footpath - Butler Street. Homer to Southern Bus Stop 132m	17,900	17,900	0	(17,900)
	IF101	Federal Street - Footpath Construction	15,000	15,000	0	(15,000)
	IF161	Falcon Street. Federal St to Glyde St. 130m	48,116	40,100	47,034	6,934
	IF162	Homer Street. Butler St to Argus St. 130m	18,584	18,584	0	(18,584)
	IF163	Gray Street. Kipling St to Doney St. 434m	60,760	60,760	0	(60,760)
	IF164	Butler Street. Doney St to Hansard St. 130m	20,652	20,652	0	(20,652)
	IF165	Dalglish Street. Clayton Rd to Ensign St. 340m	19,848	19,848	34,405	14,557
	IF166	Forrest Street. 82 Forrest St to Narrakine Rd. 340m	51,739	51,739	39,798	(11,941)
			17,286,283	11,153,997	4,732,128	(6,421,869)

6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Amended Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Plant and equipment	390,081	407,000	48,262	(31,343)	227,880	256,850	48,084	(19,114)
		390,081	407,000	48,262	(31,343)	227,880	256,850	48,084	(19,114)
Asset Ref.	Asset description	Amended Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Transport								
	Plant Disposals	390,081	407,000	48,262	(31,343)	0	0	0	0
9231B	2022 Toyota Hilux					38,340	35,455	0	(2,885)
2942C	Toyota Hilux Dual Cab					36,567	36,818	251	0
9221G	Toyota Hilux					37,258	43,636	6,378	0
9996hybrid	Mitsubishi Eclipse Cross					38,956	22,727	0	(16,229)
2963A	Toro Mower					7,788	16,500	8,712	0
2,958	Mitsubishi Bus					37,500	47,591	10,091	0
	Fuso Tipping Truck					31,471	54,123	22,652	0
	Land					0	0	0	0
						0	0	0	0
						0	0	0	0
		390,081	407,000	48,262	(31,343)	227,880	256,850	48,084	(19,114)

7 RECEIVABLES

Rates receivable	30 Jun 2024	30 Apr 2025
	\$	\$
Opening arrears previous years	453,194	313,250
Levied this year	5,753,519	6,038,752
Less - collections to date	(5,693,463)	(5,603,791)
Gross rates collectable	513,250	748,211
Allowance for impairment of rates receivable	(200,000)	(200,000)
Net rates collectable	313,250	548,211
% Collected	91.7%	88.2%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(35)	109,691	126,927	4,298	146,105	386,986
Percentage	0.0%	28.3%	32.8%	1.1%	37.8%	
Balance per trial balance						
Trade receivables	(35)	109,691	126,927	4,298	146,105	386,986
GST receivable		124,989				124,989
Receivables for employee related provisions					13,730	13,730
Allowance for credit losses of other receivables					(200,000)	(200,000)
Total receivables general outstanding						325,705

Amounts shown above include GST (where applicable)

KEY INFORMATION

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

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

8 OTHER CURRENT ASSETS

	Opening Balance 01 Jul 2024	Asset Increase	Asset Reduction	Closing Balance 30 Apr 2025
Other current assets	\$	\$	\$	\$
Inventory				
Fuel	41,439	(39,265)		2,174
Total other current assets	41,439	(39,265)	0	2,174
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Inventory

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.

9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	32,338	22,566	302	3,710	58,916
Percentage	0.0%	54.9%	38.3%	0.5%	6.3%	
Balance per trial balance						
Sundry creditors	0	32,338	22,566	302	3,710	228,088
Accrued salaries and wages					62,754	62,754
ATO liabilities		(76,428)				(76,428)
Other payables		11,005				11,005
Rates paid in Advance					130,478	130,478
Total payables general outstanding						355,897
Amounts shown above include GST (where applicable)						

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

10 RATE REVENUE

General rate revenue

RATE TYPE	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue \$	Budget		Total Revenue \$	YTD Actual		Total Revenue \$
					Reassessed Rate Revenue \$	Total Revenue \$		Rate Revenue \$	Reassessed Rate Revenue \$	
Gross rental value										
Urban	0.117572	1,762	32,142,176	3,779,020	1,500	3,780,520	3,779,019	(1,468)		3,777,552
Rural	0.097665	50	1,031,000	100,693	0	100,693	100,693			100,693
Rural - Highbury	0.097665	31	446,208	43,579	0	43,579	43,579			43,579
Non-Rateable/Exempt	0.000000	317	1,754,991	0	0	0	0			0
Unimproved value										
Unimproved Value	0.003816	251	344,372,000	1,314,123	1,260	1,315,383	1,314,124	0		1,314,124
Sub-Total		2,411	379,746,375	5,237,415	2,760	5,240,175	5,237,415	(1,468)		5,235,948
Minimum payment										
Gross rental value										
Urban	1,299	386	2,913,272	505,311		505,311	501,414			501,414
Rural	1,153	16	90,570	18,448		18,448	18,448			18,448
Rural - Highbury	921	3	14,740	2,763		2,763	2,763			2,763
Unimproved value										
Unimproved Value	1,153	243	41,116,200	280,179		280,179	280,179			280,179
Sub-total		648	44,134,782	806,701	0	806,701	802,804	0		802,804
Amount from general rates						6,046,876				6,038,752
Ex-gratia rates						11,673				9,313
Total general rates						6,058,549				6,048,065

11 BORROWINGS

Repayments - borrowings

Information on borrowings

Information on borrowings		New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	01 Jul 2024	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
New Administration Building	128	99,867			(24,469)	(49,266)	75,398	50,601	(1,454)	(2,944)
Repayments due November & May										
Staff Housing	132	476,766			(16,352)	(16,352)	460,414	460,414	(12,992)	(29,161)
Repayments Due July & January										
Upgrade TWIS	130	128,740			(8,829)	(17,723)	119,911	111,017	(1,304)	(2,568)
Repayments due December & June										
NRLC Energy Efficiency Project	New	0		2,846,000	0	0	0	2,846,000	0	0
Repayments Due November & May										
Industrial Land Purchase	127	59,289			(6,849)	(13,852)	52,440	45,437	(1,522)	(2,938)
Repayments Due December & June										
Accommodation Units NCP	129	183,829			(17,559)	(35,296)	166,270	148,533	(2,158)	(4,756)
Repayments Due November & May										
Accommodation Units NCP	133	431,953		1,500,000	(37,326)	(56,624)	394,627	1,875,329	(10,699)	(30,846)
Repayments Due December & June										
Total		1,380,444	0	4,346,000	(111,384)	(189,114)	1,269,060	5,537,330	(30,129)	(73,213)
Current borrowings		189,114					77,729			
Non-current borrowings		1,191,330					1,191,331			
		1,380,444					1,269,060			

All debenture repayments were financed by general purpose revenue.

New borrowings 2024/25

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
NRLC Energy Efficiency Project										
Repayments Due November & May		2,846,000	WATC	Debenture	10	719,587	4.5			
Accommodation Units NCP										
Repayments Due December & June		1,500,000	WATC	Debenture	10	379,262	4.5			
	0	4,346,000				1,098,849		0	0	0

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

12 LEASE LIABILITIES

Movement in carrying amounts

Information on leases Particulars		Lease No.	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			01 Jul 2024	Actual	Budget	Actual	Budget	Actual	Budget	Actual
			\$	\$	\$	\$	\$	\$	\$	\$
Housing							0	0		0
8 Parry Crt, Narrogin	2	12,120			0	(7,182)	12,120	4,938	0	18
68 Williams Rd, Narrogin	3	27,458			0	(16,403)	27,458	11,055	0	237
Total		39,578	0	0	0	(23,585)	39,578	15,993	0	255
Current lease liabilities		28,524					28,524			
Non-current lease liabilities		11,055					11,055			
		39,579					39,579			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

13 OTHER CURRENT LIABILITIES

	Note	Opening Balance 01 Jul 2024	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 Apr 2025
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Contract liabilities		979,522	0	0	0	979,522
Total other liabilities		979,522	0	0	0	979,522
Employee Related Provisions						
Provision for annual leave		461,728	0	0	0	461,728
Provision for long service leave		353,019	0	0	0	353,019
Total Provisions		814,747	0	0	0	814,747
Total other current liabilities		1,794,269	0	0	0	1,794,269

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 14

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

14 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability				Grants, subsidies and contributions revenue		
	Liability 1 Jul 2024	Increase in Liability	Decrease in Liability (As revenue)	Current Liability 30 Apr 2025	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies							
General purpose funding				0	131,290	98,468	98,468
Law, order, public safety				0	186,000	154,990	68,802
Education and welfare				0	1,350,101	1,112,560	1,482,940
Recreation and culture				0	61,450	60,680	107,971
Transport				0	211,615	211,615	229,752
Other property and services				0	38,500	32,080	(2,500)
	0	0	0	0	1,978,956	1,670,393	1,985,432
Grant Detail							
GENGRANT - Financial Assistance Grant - General				0	53,445	40,084	40,084
GENGRANT - Financial Assistance Grant - Roads				0	77,845	58,384	58,384
FIRE - Bush Fire Mitigation Activity Grant fund				0	106,000	88,330	0
ESL - SES Subsidy (Operating) Grant				0	15,000	12,500	11,625
ESL - Bush Fires Subsidy (Operating) Grant				0	65,000	54,160	57,177
CHCP - Recurrent Grant Funding				0	699,998	583,320	883,146
CHSP - Recurrent Grant Funding				0	635,003	529,160	599,776
CHSP - Contributions & Donations				0	100	80	10
AGEDSNRS - Contributions & Donations				0	15,000	0	0
AGEOTHER - CATS Contributions & Donations				0	0	0	8
REC - Contributions & Donations				0	3,000	2,250	2,727
LIB - Contributions & Donations				0	5,100	5,080	378
LIB - Grant - Regional Library Services				0	4,350	4,350	4,350
OTHCUL - Grants - Other Culture				0	49,000	49,000	95,970
ROADM - Direct Road Grant (MRWA)				0	194,115	194,115	229,752
ROADM - Street Lighting Subsidy				0	17,500	17,500	0
ADMIN - Contributions & Donations				0	0	0	(2,500)
ADMIN - Grants				0	38,500	32,080	0
HERITAGE - Contributions & Donations				0	0	0	4,545
	0	0	0	0	1,978,956	1,670,393	1,985,432

15 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities				Capital grants, subsidies and contributions revenue		
	Liability 1 Jul 2024	Increase in Liability	Decrease in Liability (As revenue)	Current Liability 30 Apr 2025	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies							
Law, order, public safety					1,312,899	257,316	20,000
Education and welfare					10,000	0	0
Recreation and culture					4,852,359	4,465,432	182,353
Transport					3,315,116	2,564,590	1,821,369
Economic services					288,950	288,030	15,479
	0	0	0	0	9,779,324	7,575,368	2,039,201
Capital Grant Detail							
FIRE - Government Grants					135,316	135,316	0
ESL - SES Capital Grant					992,100	0	0
CHCP - Other Grants					10,000	0	0
NRLC - Grants					4,497,755	4,245,000	0
OTHCUL - Contributions & Donations - Other Culture					5,000	4,160	0
OTHCUL - Grants - Other Culture					9,175	9,175	0
ROADC - Regional Road Group Grants (MRWA)					675,000	562,500	540,000
ROADC - Roads to Recovery Grant					350,270	291,890	350,000
ROADC - Other Grants - Footpaths					237,599	0	0
TOUR - Grants					5,500	4,580	0
FIRE - Contribution and Donations					22,000	22,000	20,000
SES Capital Grant					63,483	0	0
OLOPS - Crime Prevention Grant					100,000	100,000	0
REC - Capital Grants (DLGSCI/CSRFF)					66,666	0	0
REC - Contribution and Donations					66,666	0	0
LIB - Capital Grant - LRCIP					147,245	147,245	149,435
HERITAGE GRANTS					14,852	14,852	0
HERITAGE- Contributions and Donations					45,000	45,000	32,918
ROADC - Capital Grants-WSFN					748,382	623,650	598,278
ROADC - Capital Contributions					28,865	24,050	0
ROADC - Capital Grants(Bridges) WALGCG& \$ MRWA-AFP					1,275,000	1,062,500	333,091
ECONOM - Capital Grants					283,450	283,450	15,479
	0	0	0	0	9,779,324	7,575,368	2,039,201

SHIRE OF NARROGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025

15 BUDGET AMENDMENTS

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

Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			\$	\$	\$	\$
Budget adoption						
Decrease GL 2040226 Valuation Expenses by \$15,000 from \$20,000 to \$5,000	250924.04	Operating Expenses		372,951		372,951
		Operating Expenses		15,000		387,951
Increase GL 2050420 Expenditure for Natural Disaster Relief by \$15,000 from Nil to \$15,000	250924.04	Operating Revenue			(15,000)	372,951
Decrease GL 3110218 User Fees – Group Fitness Classes by \$6,500 from \$14,549 to \$8,049	250924.04	Operating Revenue			(6,500)	366,451
Increase GL 3110211 User Fees – Health Club by \$6,500 from Nil to \$6,500	250924.04	Operating Revenue		6,500		372,951
A new Capital Job worth \$17,000 for the purchase and installation of a 130,000 litre water tank, including necessary plumbing and connections.	231024.04	Capital Expenses			(17,000)	355,951
A new Capital Job worth \$5,000 for the purchase and installation of a weather station to support fire monitoring and safety.	231024.04	Capital Expenses			(5,000)	350,951
Increase GL NEW Capital Revenue - Contributions & Donations from Nil to \$22,000.	231024.04	Operating Revenue		22,000		372,951
Final WALGGC advice Decrease in forecast income from \$126,000 to \$53445 = \$72,555	271124.13	Operating Revenue			(72,555)	300,396
Final WALGGC advice Increase in forecast income from \$68,000 to \$77,845	271124.13	Operating Revenue		9,845		310,241
Overestimate of expenditure remove budget.	271124.13	Capital Expenses		5,000		315,241
Increase in forecast expenditure of \$40,000 Estimate based on quote	271124.13	Capital Expenses			(40,000)	275,241
Increase in forecast expenditure of \$40,000 Donations for PM 706	271124.13	Operating Revenue		40,000		315,241
		Operating Revenue		49,000		
Increase in forecast income of \$49,000 \$10k contribution from CBH & \$39k Lotterywest state grant	271124.13					364,241
Increase in forecast income of \$196,000 Whinbin Rock Rd Bridge MRWA Contribution (in-kind donation) not budgeted	271124.13	Operating Revenue		196,000		560,241
Increase in forecast expenditure of \$196,000 Whinbin Rock Rd Bridge MRWA Contribution (in-kind donation) not budgeted	271124.13	Capital Expenses			(196,000)	364,241
Decrease in income of \$32,500 No Standpipe Grants Received	271124.13	Operating Revenue			(32,500)	331,741
Increase in Expenditure \$8,000 Underestimate of required budget expense	271124.13	Operating Expenses			(8,000)	323,741
Decrease in expenditure of \$70,000 Incorrect allocation to the GL	271124.13	Operating Expenses		70,000		393,741
Increase in Expenditure \$70,000 Correction to allocation to the right job & GL	271124.13	Operating Expenses			(70,000)	323,741
Increase in Expenditure \$333,450 Goods Shed Restoration	271124.13	Capital Expenses			(50,000)	273,741
Increase in Expenditure (Transfer to Reserve) from \$475,068 to \$748,809 to Build Economic Development Reserve	271124.13	Capital Expenses			(273,741)	0
Increase in forecast income of \$100,000 of Interest Revenue	190225.1	Operating Revenue		100,000		100,000
Boundary Fencing Bannister Reserve	190225.1	Capital Expenses			(40,000)	60,000
Budget Savings	190225.1	Capital Expenses		20,000		80,000
Budget Savings	190225.1	Operating Expenses		35,000		115,000
Support At Home IT System Upgrade	190225.1	Capital Expenses			(10,000)	105,000
Grant Support At Home IT System Upgrade	190225.1	Operating Revenue		10,000		115,000
New Budget for CATS (not CHSP)	190225.1	Operating Expenses			(2,500)	112,500
Refund to be paid (invoice received from DHAC)	190225.1	Operating Expenses			(267,801)	(155,301)
Refund to be paid (invoice received from DHAC)	190225.1	Capital Revenue		267,801		112,500
13 Hough Street - Security cameras, additional signage, flyscreen repairs	190225.1	Operating Expenses			(8,000)	104,500

SHIRE OF NARROGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025

15 BUDGET AMENDMENTS

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

Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			\$	\$	\$	\$
Library sewer realignment (project amended)	190225.1	Operating Expenses		240,807		345,307
Library sewer realignment (project amended)	190225.1	Operating Revenue			(240,807)	104,500
Elec Heat Pump \$105k, Generator \$46.9k, BMS \$90k,		Capital Expenses			(252,755)	
Elec Board Upgrade \$10k	190225.1					(148,255)
LRCIP Phase 3 Grant	190225.1	Operating Revenue		252,755		104,500
Reduction in budgeted pool entry fees	190225.1	Operating Revenue			(50,000)	54,500
Budget saving	190225.1	Operating Expenses		13,000		67,500
No Original Budget	190225.1	Operating Expenses			(2,000)	65,500
No Original Budget	190225.1	Operating Expenses			(2,000)	63,500
Additional Plant Operating Costs	190225.1	Operating Expenses			(50,000)	13,500
Budget saving	190225.1	Operating Expenses		13,500		27,000
Budget amendment	190225.1	Capital Expenses			30,000	57,000
Budget amendment	190225.1	Capital Expenses		(30,000)		27,000
Contract Building Surveyor	190225.1	Operating Expenses			(15,000)	12,000
Contract Building Surveyor	190225.1	Operating Expenses		35,000		47,000
Transfer to correct GL (close GL 3130301)	190225.1	Operating Revenue			(500)	46,500
Transfer to correct GL (close GL 3130301)	190225.1	Operating Expenses		500		47,000
Budget saving	190225.1	Operating Expenses		17,500		64,500
Additional Printing & Stationery costs	190225.1	Operating Expenses			(4,500)	60,000
Original Budget error	190225.1	Operating Expenses			(31,503)	28,497
Original Budget error	190225.1	Operating Revenue		31,503		60,000
Additional use of consultants	190225.1	Operating Expenses			(90,000)	(30,000)
Budget savings	190225.1	Operating Expenses		30,000		0
Additional Plant Operating Costs	190225.1	Operating Expenses			(50,000)	(50,000)
Additional Plant Operating Costs	190225.1	Capital Revenue		50,000		0
				1,873,662	(1,873,662)	0

Strategic Budget Projects Register 2024/25



AS AT 30/04/2025

	Project Title/Task	COA	Job	Original Budget Adopted by Council	Current Budget varied by Council	Actual Exp / Income to 30/04/25	Outstanding PO Exp to 30/04/25 (calc column)	Total Committed Exp or Income Rec'd (calc column)	Budget Remaining (incl P/Os) (calc column)	Risk of NOT completing by 30/6. H=Likely	Comments	Accountability	Status	% Complete	Start Date	Due Date
1	Projects that are either strategic (plans/projects) or critical to implement and manage or of an asset renewal or creation (Capital) in nature that have a budget provision in the current Budget. All CAPEX and a few CEO identified OPEX.			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
6		4050155	PE089	\$0.00	\$17,000.00	\$18,194.87	\$0.00	\$18,194.87	-\$1,194.87	Completed	Added by OCM 23/10/24 3/1/2025 - Water tank completed. Recoup of cost from HDCC per resol once two projects completed	Development & Regulatory Services	Complete	100%	25/10/24	19/12/24
7	Weather station to support fire monitoring and safety	4050155	PE090	\$0.00	\$5,000.00	\$4,650.00	\$0.00	\$4,650.00	\$350.00	Completed	Added by OCM 23/10/24 Recoup of cost from HDCC per resol once two projects completed.	Development & Regulatory Services	Complete	100%	25/10/24	28/02/25
8	Thomas Hogg Reserve Boundary Fencing	4050165	IO037	\$0.00	\$40,000.00	\$0.00	\$38,110.00	\$38,110.00	\$1,890.00	Low	11/3/25 - Confirming with Surveyor of commencing date for the survey works and the contractors for the installation of the fencing. Letter sent to adjoining property DPLH notifying them of the proposed works.	Development & Regulatory Services	On Track	20%	21/02/25	30/05/25
9	Acquisition of Incident Control Vehicle	4050255	PA950	\$881,900.00	\$881,900.00	\$0.00	\$0.00	\$0.00	\$881,900.00	High	10/9/2024 - still awaiting to be fabricated due to backlog of order from various LG. 8/10/2024 - No change to status. 5/1/2025 - Still in concept phase with DFES Fleet Development 18/2/2025 - No change to status 11/3/2025 - The Manager Fleet Development at DFES has indicated that ICV build program has not progressed. They still have not undertaken the tendering process to enable builds to be completed. 09/05/2025 - Included in carryovers for 2025-26 budget in proposed CAPEX report to MBS May 2025.	Development & Regulatory Services	In Trouble	50%	01/07/24	30/05/25
10	Acquisition of General Rescue Utility Vehicle	4050255	PA951	\$110,200.00	\$110,200.00	\$0.00	\$0.00	\$0.00	\$110,200.00	High	10/9/2024 - Response from DFES Resource Allocation Officer is that the GRU is still awaiting chassis delivery to the builder. At this stage third quarter of this FY seems likely. Exact date is unknown. 8/10/2024 - No change to status. 3/1/2025 - No change to status 18/2/2025 - No change to status 11/3/2025 - Received advice from DFES fleet design and delivery officer that the GRU to be completed around mid June. 09/05/2025 - Included in carryovers for 2025-26 budget in proposed CAPEX report to MBS May 2025.	Development & Regulatory Services	In Trouble	50%	01/07/24	30/05/25
11	Mobile Stand Pipe - BFB (Fast Fill Trailer)	4050255	PA953	\$8,000.00	\$8,000.00	\$0.00	\$7,272.73	\$7,272.73	\$727.27	Low	10/9/2024 - With fabricators 18/2/2025 - Still with Fabricators 11/3/2025 - Still with fabricators to complete the work	Development & Regulatory Services	On Track	30%	01/07/24	30/05/25
12	SES Building Project	4050260	BC265	\$55,483.00	\$55,483.00	\$0.00	\$0.00	\$0.00	\$55,483.00	High	10/9/2024 - Pending grant funding approval. 8/10/2024 - LGGS or 2023/2024 capital funding was unsuccessful. 5/1/2025 - no change to status 18/2/2025 - No change to status. Will reapply for the 2024/2025 LGGS round in March 2025. 11/3/2025 - Application to be submitted to LGGS due end of March 2025 19/05/2025 - included in carryovers in 2025-26 proposed Capex report to May 2025 MBS.	Development & Regulatory Services	In Trouble	10%	01/07/24	30/05/25
13	Additional Public CCTV Cameras (Subject to Grant)	4050455	FE037	\$100,000.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	High	Not yet commenced. Subject to Grant applications where able EMCCS sent request to CEDC regarding available grants (if any), current year and 2025/26 (potential carryover to 2025/26 year). 09/05/2025 - Included in carryovers for 2025-26 budget in proposed CAPEX report to MBS May 2025.	Corporate & Community Services	In Trouble	0%	01/07/24	30/06/25
14	Acquisition of Speed Signs (2 sets of 2)	4050455	PE087	\$50,000.00	\$30,000.00	\$30,440.00	\$0.00	\$30,440.00	-\$440.00	Completed	Purchase order issued to Voxon. Delivery of 4 speed sign and poles expected October 2024. 21/10/24 Now installed	Technical & Rural Services	Complete	100%	01/07/24	30/05/25
17	Purchase of REHO Vehicle 2024	4070355	PA004F	\$35,000.00	\$35,000.00	\$45,283.18	\$0.00	\$45,283.18	-\$10,283.18	Completed	PEVH Purchased - over budget by \$10k - offset by annual reduction in FBT and Plant Reserve Net Draws	Development & Regulatory Services	Complete	100%	01/07/24	30/05/25
19	Fuso Rosa Bus Replacement	4080455	PA072A	\$141,000.00	\$141,000.00	\$128,199.89	\$0.00	\$128,199.89	\$12,800.11	Completed	Bus replaced July 2024. Project complete net under Budget between purchase and trade	Corporate & Community Services	Complete	100%	28/02/24	30/08/24
20	Support at Home IT System Upgrade	408550	FE110	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	Medium	15/4/2025 awaiting grant agreement via email 23/04/2025 - still awaiting Grant Agreement. 29/4/25 - grant agreement delayed 11/03/2025 - confirmed application for grant was successful. 19/05/2025 - awaiting confirmation of Sadwai upgrades as eligible expenditure.	Corporate & Community Services	On Track	10%	21/02/25	28/05/26
21	Senior Citizen Centre Roof Repair	4080650	BC292	\$35,000.00	\$50,000.00	\$0.00	\$47,526.75	\$47,526.75	\$2,473.25	Low	10/9/2024 - RFQ out. 18/2/2025 - Received one Quote from Programmed, bit above approved budget. Waiting for budget review outcome to increase the budget allocation to undertake the work. 11/3/2025 - Budget amendment to be presented to the March Council meeting	Development & Regulatory Services	On Track	20%	01/07/24	30/05/25
22	Senior Citizen Centre AC Repair	4080650	BC293	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	Low	3/1/2025 - Building Maintenance officer liaising with Centre management. 18/2/2025 - Works to be funded by the Senior Citizen.	Development & Regulatory Services	On Track	10%	01/07/24	30/05/25
25	Construction of Recycling Shed (Tip Shop)	4100160	BC274	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	High	3/1/2025 - MEHS working with REHO for design and quote. 18/2/2025 - With MEHS and REHO to progress the project 11/3/2025 - No change to status 09/05/2025 - Included in carryovers for 2025-26 budget in proposed CAPEX report to MBS May 2025.	Development & Regulatory Services	In Trouble	0%	30/08/24	30/06/25
26	Design & Construction new liquid waste ponds	4100165	IO188	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	High	3/1/2025 - quotes received from Ian Watkins. MEHS to review and action. 18/2/2025 - With MEHS to review and issue PO for the design 11/3/2025 - No change to status. 09/05/2025 - Included in carryovers for 2025-26 budget in proposed CAPEX report to MBS May 2025.	Development & Regulatory Services	In Trouble	10%	30/08/24	30/05/25
29	Thomas Hogg Ablutions and Sewerage Project	4100850	BC294	\$35,000.00	\$35,000.00	\$22,750.00	\$8,967.36	\$31,717.36	\$3,282.64	Low	4/12/24 - David Annear advises that toilets part of project complete - inspection required Sewerage extension / replacement still required. 2/1/2025 - sewer connections to be completed. 18/2/2025 - Building Maintenance Officer in discussion with local plumbers to submit written quote for the sewer connection in compliance with Water corporation requirements. 11/3/2025 - Struggling to get local plumbers to provide quote and to do the job for the sewerage project work.	Development & Regulatory Services	On Track	70%	01/07/24	31/05/25

	Project Title/Task	COA	Job	Original Budget Adopted by Council	Current Budget varied by Council	Actual Exp / Income to 30/04/25	Outstanding PO Exp to 30/04/25 (calc column)	Total Committed Exp or Income Rec'd (calc column)	Budget Remaining (incl P/Os) (calc column)	Risk of NOT completing by 30/6. H=Likely	Comments	Accountability	Status	% Complete	Start Date	Due Date
30	Thomas Hogg Effluent Tank Upgrade	4100360	BC295	\$25,000.00	\$25,000.00	\$11,889.00	\$0.00	\$11,889.00	\$13,111.00	Completed	Purchase order issued to supplier by MOPs. Expected supply and install by early April 2025. 10/3/25 No change to status 23/4/25 Tank to be installed mid May.	Technical & Rural Services	Complete	100%	01/07/24	31/05/25
32	Rail Heritage (Relocation of PM706)	4110670	IO136	\$35,000.00	\$75,000.00	\$78,286.55	\$0.00	\$78,286.55	-\$3,286.55	Completed	\$72k plus GST + Expenses \$8k = \$80k plus GST Offset Sponsorship Income Agreed \$32,800 (@31/10): 10/9/24 Purchase Order issued to WA Specialised Transport as the preferred supplier for RFQ 24/25-06.Expected delivery of PM 706 and Carriage is November/December. 4/12/24 - Carriage was due 15/12/24 to finalise project, now in January date to be agreed. 3/2/25- Carriage due for delivery February 2025. Account over Budget due additional costs from Hotham Valley Railway \$3,480 for rail management plan, and \$1,200 from Divine Framing. 20/3/25 - ARM 357 Carriage has arrived. Project Stage one - bring back loco, complete.	Office of CEO	Complete	100%	30/08/24	28/03/25
33	Filter and Pipe Replacement For Clayton Oval Reticulation	4100350	IO137	\$15,000.00	\$15,000.00	\$12,220.00	\$0.00	\$12,220.00	\$2,780.00	Completed	Due for completion February 2024. Pipe work complete, filter to be installed February 2025. 10/3/25 Filter to be replaced when retic system is shut down for winter - April 23/4/25 Effluent retic is now turned off. The new filter was installed 22/4/25 and will be completed 28/4/25	Technical & Rural Services	Complete	100%	01/07/24	31/05/25
34	Rail Trail Project	4110670	IO193	\$27,700.00	\$27,700.00	\$27,100.00	\$0.00	\$27,100.00	\$600.00	Completed	In progress 22/10/24 Agenda item to be prepared for 27 November	Corporate & Community Services	Complete	100%	01/07/24	28/11/24
39	Town Hall Upgrade Work - (to be agreed by Council)	4110160	BC181	\$90,119.00	\$90,119.00	\$7,160.00	\$1,849.09	\$9,009.09	\$81,109.91	High	16/9/24 - Waiting for Peter Jago to review the structural details and design from the Structural Engineer. 3/1/2025 -Design with Structural Engineer with recommendation from Peter Jago. 18/2/2025 - Follow up with local Structural Engineer and Designer via phone and email as to the status of this project. 09/05/2025 - Included in carryovers for 2025-26 budget in proposed CAPEX report to MBS May 2025.	Development & Regulatory Services	In Trouble	10%	30/08/24	30/05/25
41	Replacement Carpet in NRLC Reception and Squash Courts	4110250	FE107	\$18,000.00	\$18,000.00	\$22,650.00	\$0.00	\$22,650.00	-\$4,650.00	Completed	2 quotes received but additional quotes still being sought prior top final decision of supplier. Squash court carpet completed 31/12/24. Foyer carpet to be completed 27-28/02/2025. 28/2/2025- foyer carpet complete	Corporate & Community Services	Complete	100%	01/07/24	28/02/25
42	NRLC Courts - Electric Winders	4110255	PE077	\$20,000.00	\$20,000.00	\$10,585.00	\$0.00	\$10,585.00	\$9,415.00	Completed	Vendor identified and PO to be raised for Purchase of Winders for Court 1. 19/3/2025- installation to commence	Corporate & Community Services	Complete	100%	01/07/24	31/03/25
43	NRLC - Fire Panel Emergency Warning System	4110255	PE079	\$40,000.00	\$40,000.00	\$35,364.10	\$0.00	\$35,364.10	\$4,635.90	Completed	Completed Dec 2024	Corporate & Community Services	Complete	100%	01/07/24	28/02/25
44	NRLC Upgrade Works (Pool Covers 120k, Glazing 50k, Discretionary 25k)	4110255	PE084	\$195,000.00	\$195,000.00	\$139,176.27	\$23,772.50	\$162,948.77	\$32,051.23	Low	Pool covers delivered; invoice being processed. Quotes received for Glazing Reception Desk area; Changing Room doors being quoted on w/c 16/09/24. 18/3/25 - GJ allocation error now new Budget for Job PE162 below	Corporate & Community Services	On Track	80%	01/07/24	30/05/25
45	Glass Backboards and Snap Down Ring - 4 in total	4110255	PE088	\$26,036.00	\$26,036.00	\$0.00	\$30,244.00	\$30,244.00	-\$4,208.00	Completed	Vendor identified and PO to be raised for Items for Courts 1 & 3. 19/03/2025- installation to commence	Corporate & Community Services	Complete	100%	01/07/24	31/03/25
46	NRLC Upgrade Works (Heat Pump \$105k, Generator \$6.9k, BMS \$90k, Elec Board \$10k)Pool Covers 120k, Glazing 50k, Discretionary 25k)	4110255	PE162	\$0.00	\$252,755.00	\$160,136.93	\$80,372.82	\$240,509.75	\$12,245.25	Low	21/03/2025- aquatic services installation of heat pump 21/03/2025- Keeling Electrical upgrade board with connecting heat pump to electrical sub meter 26/03/2025- Centigrade commence BMS and Mechanical repairs	Corporate & Community Services	On Track	80%	20/02/25	30/05/25
47	NRLC Energy Efficiency and Upgrade Project	4110260	BC296	\$6,792,000.00	\$6,792,000.00	\$0.00	\$0.00	\$0.00	\$6,792,000.00	High	Awaiting outcome of grant applications before commencement. 03/03/25 - confirmed that CSRFF grant application was not successful. 23/4/25 - submitting alternate grant to Feds Round 2 - June. 14/05/2025 Included in carryovers for 2025-26 budget in proposed CAPEX report to MBS May 2025.	Corporate & Community Services	In Trouble	0%	01/07/24	30/06/25
49	Lions Park Shade Sails		IO062	\$25,000.00	\$25,000.00	\$16,325.00	\$0.00	\$16,325.00	\$8,675.00	Completed	Purchase order issued, expected install of shade sails November 2024. \$8,675 under budget	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
50	Narrogin SpeedwayLighting Upgrade Project		IO138	\$200,000.00	\$200,000.00	\$0.00	\$0.00	\$0.00	\$200,000.00	High	Awaiting outcome of grant application before commencement. 15/4/25 - Speedway have not submitted grant application as yet. 23/4/25 - will need to carryover to CBP / LTFP. No grant submitted as yet by applicant. 23/4/25 - Speedway have submitted Capex application for 2025/26 year, added to draft Capex spreadsheet for 2025/26 09/05/2025 - Included in carryovers for 2025-26 budget in proposed CAPEX report to MBS May 2025.	Corporate & Community Services	In Trouble	0%	30/08/24	NA
52	Library - Community Access Hublet Tablets (6)	4110550	FE040	\$15,600.00	\$15,600.00	\$14,170.36	\$0.00	\$14,170.36	\$1,429.64	Completed	Tablets on order.	Corporate & Community Services	Complete	100%	12/09/24	30/05/25
53	Portable Library Shelving	4110550	FE109	\$9,300.00	\$9,300.00	\$8,495.00	\$0.00	\$8,495.00	\$805.00	Completed	Completed Dec 2024	Corporate & Community Services	Complete	100%	20/11/24	30/05/25
54	Construction of Library Sewer Extension	4110560	IO080B	\$388,052.00	\$147,245.00	\$0.00	\$0.00	\$0.00	\$147,245.00	High	Documentation for RFQ completed only. 20/09/2025 request sent to Infrastructure that the LRCIP project is amended and the grant is reduced to \$147,245 for realignment of sewerage between Admin and Library only. Agreement from Infrastructure has been received. To be included in Budget Review for Council adoption. New RFQ to be issued by DRS in December 2024. 31/03/25 - DRS advise quote obtained, currently clarifying traffic management costs. 23/04/2025 - emailed EMDRS for update. 09/05/2025 - Included in carryovers for 2025-26 budget in proposed CAPEX report to MBS May 2025.	Corporate & Community Services	In Trouble	10%	30/08/24	30/06/25
56	Public Art Strategy Implementation	4110860	IO113	\$124,000.00	\$124,000.00	\$117,293.09		\$117,293.09	\$6,706.91	Low	Artist identified and final design and Indigenous artist input being confirmed before further progression. 06/01/2025 CEDC - The project has been completed for Lotterywest, but we still need to install the LED lights and complete the pavement near the wall. The remaining work will be finalised in February-March 2025. 31/03/25 - lights and paving installed. 23/4/25 - CDEC negotiating with Ross Storey re artwork addition to Smith St Toilets as addendum / value add to project per MBS.	Corporate & Community Services	On Track	95%	30/08/24	31/05/25
60	Wandering Road Construction SLK0.0 to 3.0	4120164	WSFN332	\$801,266.00	\$801,266.00	\$661,069.57	\$18,820.00	\$679,889.57	\$121,376.43	Completed	Starting February 2025 10/3/25 seal now complete, line marking booked and guide posts to go back in 26/3/25 Works complete	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
61	Construct Highbury Rest Area (C/F)	4120165	IR048	\$57,729.00	\$57,729.00	\$14,605.03	\$18,513.00	\$33,118.03	\$24,610.97	Completed	Starting December 2024 15/1/25 gravel imported, shaped by grader and compacted. Will be sealed at the same time as Wandering Road - late Feb early March. 10/3/24 Seal Contractor to return first week of April to complete the seal. 15/4/25 Seal complete, minor kerbing to be laid mid May	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
62	Morcombe Re-Sheet SLK 2.00 to 3.88	4120165	IR131	\$90,986.00	\$90,986.00	\$6,151.90	\$0.00	\$6,151.90	\$84,834.10	Completed	Starting May 2025 4/4/25 Started April	Technical & Rural Services	Complete	100%	30/08/24	30/05/25

	Project Title/Task	COA	Job	Original Budget Adopted by Council	Current Budget varied by Council	Actual Exp / Income to 30/04/25	Outstanding PO Exp to 30/04/25 (calc column)	Total Committed Exp or Income Rec'd (calc column)	Budget Remaining (incl P/Os) (calc colum)	Risk of NOT completing by 30/6. H=Likely	Comments	Accountability	Status	% Complete	Start Date	Due Date
63	Sim Rd Resheet SLK 0.0 to 1.53		4120165 IR132	\$39,628.00	\$39,628.00	\$22,364.80	\$0.00	\$22,364.80	\$17,263.20	Completed	Starting May 2025	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
64	Spencer Re-sheet SLK 1.7 to 3.17		4120165 IR133	\$39,628.00	\$39,628.00	\$4,275.90	\$0.00	\$4,275.90	\$35,352.10	Completed	Starting May 2025	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
65	Highbury South Resheet SLK 0.0 to 6.19		4120165 IR134	\$75,551.00	\$75,551.00	\$5,181.83	\$6,727.27	\$11,909.10	\$63,641.90	Low	Starting May 2025	Technical & Rural Services	On Track	0%	30/08/24	30/05/25
66	Argus Street Widening		4120165 IR135	\$27,905.00	\$27,905.00	\$0.00	\$0.00	\$0.00	\$27,905.00	High	May need to be a carry forward to 2025/26 Budget 09/05/2025 - Included in carryovers for 2025-26 budget in proposed CAPEX report to MBS May 2025.	Technical & Rural Services	In Trouble	0%	30/08/24	30/06/25
67	Wiese Rd Re-Sheet SLK 1.45 to 7.9		4120165 IR224	\$132,205.00	\$132,205.00	\$80,581.81	\$18,181.82	\$98,763.63	\$33,441.37	Low	Starting May 2025 To be partially funded (\$75K) by R2R via a budget amendment to Council May OCM	Technical & Rural Services	On Track	50%	30/08/24	30/05/25
68	Whinbin Rock Rd Construction		4120167 RRG205	\$1,012,500.00	\$1,012,500.00	\$1,014,537.67	\$2,105.45	\$1,016,643.12	-\$4,143.12	Completed	Starting October 2024 20/11/24 65% complete 4/12/24 2nd 2.5km stretch being sealed 5/12/24. Final 2.5km seal due early January 2025 15/1/25 final 2.5kms of seal booked for 17 Jan. This will the complete this job with Whinbin Rock being full sealed.	Technical & Rural Services	Complete	100%	30/08/24	31/01/25
71	Ensign Street SLK 0.0 to 1.56		4120166 R2R006	\$70,200.00	\$70,200.00	\$59,243.44	\$0.00	\$59,243.44	\$10,956.56	Completed	To commence and be completed December 2024	Technical & Rural Services	Complete	100%	30/08/24	31/01/25
72	Lefroy Street SLK 0.24 to 1.27		4120166 R2R035	\$75,698.00	\$75,698.00	\$52,198.64	\$0.00	\$52,198.64	\$23,499.36	Completed	To commence and be completed December 2024	Technical & Rural Services	Complete	100%	30/08/24	31/01/25
73	Town Street Reseal SLK 0.0 to 0.21		4120166 R2R079	\$6,300.00	\$6,300.00	\$7,404.12	\$0.00	\$7,404.12	-\$1,104.12	Completed	To commence and be completed December 2024	Technical & Rural Services	Complete	100%	30/08/24	31/01/25
74	Congelin Road SLK 4.1 to 5.1		4120166 R2R202	\$61,857.00	\$61,857.00	\$56,717.76	\$0.00	\$56,717.76	\$5,139.24	Completed	To commence and be completed December 2024	Technical & Rural Services	Complete	100%	30/08/24	31/01/25
75	Tarwonga Road SLK 3.04 to 4.04		4120166 R2R204	\$84,915.00	\$84,915.00	\$63,365.68	\$2,714.32	\$66,080.00	\$18,835.00	Completed	To commence and be completed December 2024	Technical & Rural Services	Complete	100%	30/08/24	31/01/25
76	Graham Road SLK 0.0 to 0.81 (Town)		4120166 R2R303	\$51,030.00	\$51,030.00	\$33,494.08	\$0.00	\$33,494.08	\$17,535.92	Completed	To commence and be completed December 2024	Technical & Rural Services	Complete	100%	30/08/24	31/01/25
78	Railway Station Footpath to BP Crossing		4120175 IF059	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	Completed	Pending grant or March 2025	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
79	Butler Street. Homer to Southern Bus Stop 132m		4120175 IF060	\$17,900.00	\$17,900.00	\$0.00	\$15,678.00	\$15,678.00	\$2,222.00	Completed	Purchase order issued to NEC 15/1/25 NEC advise start date Feb and finish date 30 May 2025.	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
80	Footpath on Federal St to Narrogin Auto Centre (Clayton to Ford)		4120175 IF101	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	Low	Awaiting confirmation from contractor 6/5/25 Contractor advises that this footpath will be done when the current footpaths are finished May/June 2025	Technical & Rural Services	On Track	25%	30/08/24	30/05/25
81	Falcon Street. Federal St to Glyde St. 130m		4120175 IF161	\$18,116.00	\$48,116.00	\$0.00	\$47,034.00	\$47,034.00	\$1,082.00	Completed	Purchase order issued to NEC - will be over budget however grant funded and overall LCIRP 4B on budget still with numerous under to compensate. 15/1/25 NEC advise start date Feb and finish date 30 May 2025. 4/4/25 started 75% complete 15/4/25 footpath laid	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
82	Homer Street. Butler St to Argus St. 130m		4120175 IF162	\$18,584.00	\$18,584.00	\$0.00	\$16,884.00	\$16,884.00	\$1,700.00	Low	Purchase order issued to NEC 15/1/25 NEC advise start date Feb and finish date 30 May 2025.	Technical & Rural Services	On Track	50%	30/08/24	30/05/25
83	Gray Street. Kipling St to Doney St. 434m		4120175 IF163	\$60,760.00	\$60,760.00	\$0.00	\$48,240.00	\$48,240.00	\$12,520.00	Completed	Purchase order issued to NEC 15/1/25 NEC advise start date Feb and finish date 30 May 2025.	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
84	Butler Street. Doney St to Hansard St. 130m		4120175 IF164	\$20,652.00	\$20,652.00	\$0.00	\$16,281.00	\$16,281.00	\$4,371.00	Completed	Purchase order issued to NEC 15/1/25 NEC advise start date Feb and finish date 30 May 2025.	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
85	Dalglish Street. Clayton Rd to Ensign St. 340m		4120175 IF165	\$49,848.00	\$19,848.00	\$34,405.00	\$0.00	\$34,405.00	-\$14,557.00	Completed	Purchase order issued to NEC 15/1/25 NEC advise start date Feb and finish date 30 May 2025. 4/4/25 Works complete 9/5/25 - over budget but balanced by unders in footpath program - all grant funded program	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
86	Forrest Street. 82 Forrest St to Narrakine Rd. 340m		4120175 IF166	\$51,739.00	\$51,739.00	\$39,798.00	\$0.00	\$39,798.00	\$11,941.00	Completed	Purchase order issued to NEC 15/1/25 NEC advise start date Feb and finish date 30 May 2025.	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
88	Tarwonga Bridge (4551)		4120181 IB204	\$687,000.00	\$687,000.00	\$0.00	\$0.00	\$0.00	\$687,000.00	Medium	MRWA and Fed Gov funded project managed by MRWA - started by MRWA May 2025 - need expense advice for asset register. 6/5/25 MRWA advise works will commence in May/June 2025	Technical & Rural Services	On Track	20%	30/08/24	30/06/25
92	Caravan Park Accommodation Units		4130260 BC236	\$1,500,000.00	\$1,500,000.00	\$3,112.40	\$0.00	\$3,112.40	\$1,496,887.60	High	\$1.5M in 2024/25 Budget. 10/3/25 CEO to approve RFT 23/4/25 CEO proof reading Tender doc ready for advertising 6/5/25 Tender now advertised closing 12 May 2025. 14/05/2025 - included in carryovers for 2025/26 at May 2025 MBS. 19/5/25 Awarding of Tender Report to Council OCM May 2025. 09/05/2025 - Included in carryovers for 2025-26 budget in proposed CAPEX report to MBS May 2025.	Technical & Rural Services	In Trouble	5%	30/08/24	30/06/25
93	Dog Enclosure Fence in Caravan Bay at Caravan Park		4130265 IO196	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	Low	April 2025 4/4/25 Fencing wire ordered 24/4/25 Fence to be installed late May 2025	Technical & Rural Services	On Track	50%	30/08/24	30/05/25
94	Purchase of Residential Land (Conversion of Reserves into Freehold)		4130640 LB030	\$100,000.00	\$232,000.00	\$24,045.76	\$0.00	\$24,045.76	\$207,954.24	Low	Negotiating with Karinya, DPLH and DoL re several options. Lot 1665 73 Northwood \$22,500 plus fees plus GST expected to conclude Feb 2025. Written numerous letters seeking interest in selling. Approval obtained to purchase 37 & 39 Hough from DBCA, seeking valuation before report to Council. Report to Council OCM April re purchase of lots 1058 and 1059, 38 Furnival St.	Office of CEO	On Track	75%	30/08/24	30/05/25
95	Good Shed - Roof and Wall Restoration		4130650 BC278	\$283,450.00	\$333,450.00	\$204,053.23	\$19,552.41	\$223,605.64	\$109,844.36	Low	16/9/24 - RFQ with CEO for consideration prior to advertising. 4/12/24 - Works Crew and Kulker Carpentry undertaking. 24/3/25 - Platform resurfaced - that aspect complete.	Office of CEO	On Track	60%	30/08/24	31/05/25
96	Card operated water standpipe system at Narrogin Townsite (Works Depot)		4130660 IO194A	\$40,000.00	\$40,000.00	\$35,630.23	\$0.00	\$35,630.23	\$4,369.77	Completed	Purchase order issued to Industrial Automotive. Expected installation by mid November 2024.	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
97	Card operated water standpipe system at Tarwonga Road		4130660 IO194B	\$25,000.00	\$25,000.00	\$11,709.95	\$0.00	\$11,709.95	\$13,290.05	Completed	Purchase order issued to Industrial Automotive. Expected installation by mid November 2024.	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
100	Replacement Printer/Copiers (NDVC, Depot, Admin Office)		4140580 FE102	\$19,500.00	\$19,500.00	\$17,398.00	\$0.00	\$17,398.00	\$2,102.00	Completed	Items on order. 23/04/2025 -EMCCS following up on order. 19/05/2025 - completed.	Corporate & Community Services	On Track	75%	30/08/24	30/05/25
101	ICT Upgrades as per Minor Asset Replacement		4140580 FE103	\$25,000.00	\$25,000.00	\$1,845.45	\$0.00	\$1,845.45	\$23,154.55	Low	Yet to commence Quote for new laptops requested 08/04/2025. 34/04/2025 EMCCS following up on quote. 12/05/2025 RFQ issued via VendorPanel, closing 23/05/2025.	Corporate & Community Services	On Track	0%	30/08/24	30/05/25
103	2017 Mitsubishi Fuso 8T Truck		5120350 PA025B	\$140,000.00	\$140,000.00	\$141,884.03	\$0.00	\$141,884.03	-\$1,884.03	Completed	Purchase order issued, expected delivery December. Truck delivered 5/12/24	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
104	2022 Toyota Hilux (Works Foreman)		5120350 PA026C	\$60,000.00	\$60,000.00	\$56,125.85	\$0.00	\$56,125.85	\$3,874.15	Completed	Delivered	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
105	2022 Torro 7210 Mower		5120350 PA59B	\$40,000.00	\$40,000.00	\$50,470.00	\$0.00	\$50,470.00	-\$10,470.00	Completed	Purchase order issued, expected delivery November 2024. Offset mostly by additional sale price of trade above budget.	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
106	2022 Toyota Hilux (CF)		5120350 PA8164B	\$60,000.00	\$60,000.00	\$56,125.85	\$0.00	\$56,125.85	\$3,874.15	Completed	Delivered	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
107	2021 Isuzu Dmax (Works)		5120350 PA8165A	\$35,000.00	\$35,000.00	\$0.00	\$32,412.73	\$32,412.73	\$2,587.27	Low	P/O issued March 2025, delivery expect mid May2025	Technical & Rural Services	On Track	90%	30/08/24	30/05/25
108	2022 Toyota Hilux (MO)		5120350 PA967H	\$65,000.00	\$65,000.00	\$62,524.81	\$0.00	\$62,524.81	\$2,475.19	Completed	Delivered	Technical & Rural Services	Complete	100%	30/08/24	30/05/25

	Project Title/Task	COA	Job	Original Budget Adopted by Council	Current Budget varied by Council	Actual Exp / Income to 30/04/25	Outstanding PO Exp to 30/04/25 (calc column)	Total Committed Exp or Income Rec'd (calc column)	Budget Remaining (incl P/Os) (calc column)	Risk of NOT completing by 30/6. H=Likely	Comments	Accountability	Status	% Complete	Start Date	Due Date
109	2013 Side Tipping Trailer		5120350 PA968A	\$150,000.00	\$150,000.00	\$163,155.00	\$0.00	\$163,155.00	-\$13,155.00	Completed	P/O issued to Howard Porter for the purchase of 2 side tipping trailers. Delivery expected 16 weeks from order. 15/1/25 Expected deliver of the trailers is February 2025	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
110	2013 Side Tipping Trailer		5120350 PA969A	\$150,000.00	\$150,000.00	\$163,155.00	\$0.00	\$163,155.00	-\$13,155.00	Completed	P/O issued to Howard Porter for the purchase of 2 side tipping trailers. Delivery expected 16 weeks from order. 15/1/25 Expected deliver of the trailers is February 2025	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
111	Tractor Herbicide Trailer		5120350 PA970	\$15,000.00	\$15,000.00	\$9,518.18	\$0.00	\$9,518.18	\$5,481.82	Completed	Delivered	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
112	2014 John Deere 670G Grader		5120350 PA979	\$460,000.00	\$460,000.00	\$0.00	\$455,000.00	\$455,000.00	\$5,000.00	Completed	P/O issued to AFGRI. Expected delivery date for the grader is April 2025. 4/4/25 Currently being registered, mid April delivery. 15/7/25 New Grader delivered.	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
115	Building Surveyor Vehicle		4130350 PA047	\$35,000.00	\$35,000.00	\$44,610.45	\$0.00	\$44,610.45	-\$9,610.45	Completed	Purchase order issued to Narrogin Autos to replace 002NGN. Expected deliver end October 2024. PHEV purchased to save on FBT. Over Budget by \$4k inclusive of trade in.	Development & Regulatory Services	Complete	100%	30/08/24	30/05/25
118	Trade - Replacement of Homecare Fuso Rosa Bus		5080450 PD072A	-\$52,000.00	-\$52,000.00	-\$47,590.91	NA	-\$47,590.91	-\$4,409.09	Completed	Under budget income by \$4.4k	Corporate & Community Services	Complete	100%	02/07/24	10/07/24
119	Trade - 2017 Mitsubishi Fuso 8T Truck		5120350 PD025A	-\$35,000.00	-\$35,000.00	-\$54,123.06	NA	-\$54,123.06	\$19,123.06	Completed	Going to public auction January 2025 22/1/25 the truck sold at public auction for \$61,250 minus GST & auction fees, this equates to aprox \$22,000 surplus subject to receipt being closed and checked	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
120	Trade - 2022 Toyota Hilux (Works Foreman)		5120350 PD026C	-\$35,000.00	-\$35,000.00	-\$36,818.18	NA	-\$36,818.18	\$1,818.18	Completed	Traded	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
121	Trade - 2022 Torro 7210 Mower		5120350 PD59B	-\$10,000.00	-\$10,000.00	-\$16,358.30	NA	-\$16,358.30	\$6,358.30	Completed	To be purchased by Narrogin Golf Club when the new mower arrives and at the trade in price offered by the supplier 15/1/25 Old Toro mower paid for in full and delivered to Narrogin Gold Club	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
122	Trade - 2022 Toyota Hilux (CF)		5120350 PD8164B	-\$35,000.00	-\$35,000.00	-\$35,454.55	NA	-\$35,454.55	\$454.55	Completed	Traded	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
123	Trade - 2021 Isuzu Dmax (Works)		5120350 PD8165	-\$15,000.00	-\$15,000.00	-\$17,154.00	NA	-\$17,154.00	\$2,154.00	Low	To be disposed of when new is delivered May 2025	Technical & Rural Services	On Track	90%	30/08/24	30/05/25
124	Trade - 2022 Toyota Hilux (MO)		5120350 PD967H	-\$40,000.00	-\$40,000.00	-\$43,636.36	NA	-\$43,636.36	\$3,636.36	Completed	Traded	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
125	Trade - 2013 Side Tipping Trailer		5120350 PD968	-\$20,000.00	-\$20,000.00	\$0.00	NA	\$0.00	-\$20,000.00	Completed	To be auctioned when new trailers arrive April 2025 15/4/25 Trailer sent to public auction. 6/5/25 Auction finished 6/5/25, awaiting outcome. 8/5/25 Sold for \$32,000 which is \$17k above the budgeted amount minus auction fees.	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
126	Trade - 2013 Side Tipping Trailer		5120350 PD969	-\$20,000.00	-\$20,000.00	\$0.00	NA	\$0.00	-\$20,000.00	Completed	To be auctioned when new trailers arrive April 2025 15/4/25 Trailer sent to public auction. 6/5/25 Auction finished 6/5/25, awaiting outcome. 8/5/25 Sold at auction for \$30,000 which is \$15k above the budgeted amount minus auction fees.	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
127	Trade - 2014 John Deere 670G Grader		5120350 PD979	-\$130,000.00	-\$130,000.00	\$0.00	NA	\$0.00	-\$130,000.00	Low	To be auctioned when new arrives April 2025 6/5/25 to be auctioned May / June 2025	Technical & Rural Services	On Track	90%	30/08/24	30/05/25
128	Trade - 002NGN Building Surveyor Vehicle		5130350 PD047	-\$15,000.00	-\$15,000.00	-\$22,727.27	NA	-\$22,727.27	\$7,727.27	Completed	Disposed of to Ngn Autos as trade in for \$25k. Offered to 3 other local dealers	Development & Regulatory Services	Complete	100%	30/08/24	30/05/25
131	MAF Bush Fire Prevention Funding	2050120	2050120	\$106,000.00	\$106,000.00	\$95,831.82	\$0.00	\$95,831.82	\$10,168.18	Low	Being acquitted	Development & Regulatory Services	On Track	95%	01/07/24	30/05/25
132	NDVC Monopoly Board Game Project	2130214	MONOB01	\$20,000.00	\$90,000.00	\$0.00	\$0.00	\$0.00	\$90,000.00	High	06/01/2025 - need to review available resources for this project - EMCCS to discuss with Manager Community Services & CEDC 10/04/2025 - discussed progress with MCYS and CEDC - currently looking at options for external assistance to facilitate completion.	Corporate & Community Services	In Trouble	10%	01/07/24	30/06/25
134																
135																
136																
137																
138																
139																
140																
141																

10.3.3 PROPOSED FEES & CHARGES FOR 2025/26 FINANCIAL YEAR

File Reference	12.4.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	14 May 2025
Author	Ian Graham – Executive Manager Corporate & Community Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	1. Proposed Fees & Charges for Financial Year 2025/26

Summary

The Shire's proposed Fees and Charges are presented to Council for consideration for the Financial Year 2025/26.

The review process for the 2025/26 financial year has considered the Western Australian Local Government Association (WALGA) Economic Briefing data for the March 2025 ending quarter as part of the process in recommending fee and charge increases for the next financial year.

Background

The proposed Fees and Charges have been collated and compiled in consultation with Management, who collectively are responsible for providing the relevant services to the community and ensuring appropriate levels of income/cost recovery are generated for the Shire. Council was also consulted at a pre-budget workshop held on 14 May 2025.

Attached is a schedule of the proposed Fees and Charges for 2025/26, for Council's consideration and adoption. Council is advised that where applicable and in consideration of inflation rates currently, an increase of up to approximately 4% was applied to non-Statutory Fees & Charges before rounding up and down to the nearest 50c or \$1. This resulted in some percentile variants (of minor value) to certain items.

Consultation

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

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

- Manager Community Services;
- Manager Environmental Health Officer;
- Building Maintenance Officer; and
- Elected Members – workshop held on 14 May 2025.

Statutory Environment

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

Policy Implications

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

Sustainability & Climate Change Implications

Environmental – There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.

Economic – There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

Social – There are no significant identifiable social impacts arising from adoption of the officer's recommendation.

Financial Implications

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

Strategic Implications

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

Risk Implications

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

Risk Matrix

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

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

Comment/Conclusion

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

Voting Requirements

Absolute Majority

OFFICERS' RECOMMENDATION

That with respect to the proposed Schedule of Fees and Charges for the 2025/26 Financial Year (Attachment 1), Council:

- 1) Include the Fees and Charges in the 2025/26 Annual Budget;
- 2) Undertake advertising by local public notice, pursuant to Section 6.19 of the *Local Government Act 1995*, for the information of the public, prior to 30 June 2025, enabling them to take effect on and from 1 July 2025;
- 3) Note that certain fees and charges where change has occurred, such as those related to the *Residential Tenancies Act 1987*, the *Caravan Parks and Camping Grounds Act 1995*, and the *Cemeteries Act 1986*, have requirements for notifications and/or prior publishing in the Government Gazette; and
- 4) Request the Chief Executive Officer to assess market conditions and rents with respect to the existing and proposed accommodation units at the Narrogin Caravan Park in January 2026 and, if the officer deems necessary, report to Council any proposed variations to reflect any findings.

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
BUSINESS UNIT: GENERAL PURPOSE FUNDING						
Rates						
Penalty interest	S6.13 LGA		S	S-max 11%	11%	11%
Instalment Interest	S6.45 LGA		S	S-max 5.5%	5.50%	5.50%
Instalment charge (statutory 4 instalments)	S6.45 LGA				\$57.50	\$60.00
Special Payment Arrangements						
1 to 2 payments	S6.16 LGA				\$0.00	\$0.00
2 to 5 payments	S6.16 LGA				\$20.00	\$21.00
Greater than 5	S6.16 LGA				\$58.00	\$60.50
Payment arrangement - dishonour fee	S6.16 LGA				\$12.00	\$12.50
Electoral roll copy	S6.16 LGA				\$16.50	\$17.50
Rate Book (Paper copy)	S6.16 LGA	Yes			\$110.00	\$114.50
Rate Book (Electronic copy)	S6.16 LGA	Yes			\$82.00	\$85.50
Rate account enquiries (Rate settlement statement) per property	S6.16 LGA				\$82.00	\$85.50
Orders & Requisitions report per property	S6.16 LGA				\$148.00	\$154.00
Request for additional copies of a Rate Notice (for a year other than current financial year)	S6.16 LGA				\$0.00	\$0.00
Debt collection fee - Landgate title search fee (per search)	S6.16 LGA				at cost	at cost
Debt collection fee - caveat withdrawal	S6.16 LGA				at cost	at cost
Debt collection fee - caveat lodgement	S6.16 LGA				at cost	at cost
Debt collection fee - property seize & sale order	S6.16 LGA				at cost	at cost
Other General Purpose Funding						
Outstanding sundry debtors interest	S6.13 LGA		S	S-max 11%	S-max 11%	11%

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
Community Development						
Giant Dominos (Per Day)	S6.16 LGA	Yes			\$55.50	\$58.00
Giant Checkers (Per Day)	S6.16 LGA	Yes			\$55.50	\$58.00
Giant Pick Up Sticks (Per Day)	S6.16 LGA	Yes			\$55.50	\$58.00
Giant Yahtzee (Per Day)	S6.16 LGA	Yes			\$55.50	\$58.00
Giants Os & Xs (Per Day)	S6.16 LGA	Yes			\$55.50	\$58.00
Giant Jenga (Per Day)	S6.16 LGA	Yes			\$55.50	\$58.00
Bocce (Per Day)	S6.16 LGA	Yes			\$55.50	\$58.00
Bond	S6.16 LGA	Yes			\$200.00	\$200.00

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
BUSINESS UNIT: LAW, ORDER & PUBLIC SAFETY						
Ranger Services						
Seizure impoundment registered dog/cat	S29 DA, S27 CAA				\$31.50	\$33.00
Seizure impoundment unregistered dog/cat	S29 DA, S27 CAA				\$104.00	\$108.00
Daily impound fee	S6.16 LGA				\$21.00	\$22.00
Destruction/disposal of dog/cat	S6.16 LGA				\$166.50	\$173.00
Surrender of dog/cat	S6.16 LGA				\$52.00	\$54.00
Out of hours release fee	S6.16 LGA				\$104.00	\$108.00
Sale of dog/cat (excluding license)	S6.16 LGA	Yes			\$55.00	\$57.00
Unsterilised dog registration fee 1 year	R17 DR		S		\$50.00	\$50.00
Unsterilised dog registration pensioner fee 1 year	R17 DR		S		\$25.00	\$25.00
Unsterilised dog registration fee 3 years	R17 DR		S		\$120.00	\$120.00
Unsterilised dog registration pensioner fee 3 years	R17 DR		S		\$60.00	\$60.00
Unsterilised dog registration fee life time	R17 DR		S		\$250.00	\$250.00
Unsterilised dog registration pensioner fee life time	R17 DR		S		\$125.00	\$125.00
Sterilised dog/cat registration fee 1 year	R17 DR & Sch 3 CR		S		\$20.00	\$20.00
Sterilised dog/cat registration pensioner fee 1 year	R17 DR & Sch 3 CR		S		\$10.00	\$10.00
Sterilised dog/cat registration fee 3 years	R17 DR & Sch 3 CR		S		\$42.50	\$42.50
Sterilised dog/cat registration pensioner fee 3 years	R17 DR & Sch 3 CR		S		\$21.25	\$21.25
Sterilised dog/cat registration fee life time	R17 DR & Sch 3 CR		S		\$100.00	\$100.00
Sterilised dog/cat registration pensioner fee life time	R17 DR & Sch 3 CR		S		\$50.00	\$50.00
Sterilised Working dog fee 1 year	S15(5) Dog Act		S		\$5.00	\$5.00
Sterilised Working dog fee 3 year	S15(5) Dog Act		S		\$10.60	\$10.63
Sterilised Working dog fee lifetime	S15(5) Dog Act		S		\$25.00	\$25.00
Unsterilised Working dog fee 1 year	S15(5) Dog Act		S		\$12.50	\$12.50

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
Unsterilised Working dog fee 3 year	S15(5) Dog Act		S		\$30.00	\$30.00
Unsterilised Working dog fee lifetime	S15(5) Dog Act		S		\$62.50	\$62.50
Guide or Assistance Dog (requires letter or certificate confirming dogs status as a Guide Dog from Guide Dogs WA, Seeing Eye Dogs, Assistance Dogs Australia, Lions Hearing Dogs or Royal Guide Dogs Assn.)			S		\$0.00	\$0.00
Dangerous dog registration fee 1 year	R17 DR		S		\$50.00	\$50.00
Annual application for approval or renewal of approval to breed cats (per cat)	Sch 3 CR		S		\$100.00	\$100.00
Application to keep more than standard number of cats - residential	S6.16 LGA		S		\$20.00	\$21.00
Application to keep more than standard number of cats - cat management facility	S6.16 LGA		S		\$500.00	\$520.00
Renewal of permit - cat management facility or cat breeder	S6.16 LGA		S		\$100.00	\$104.00
Cats registered after 31 May in any year, for that registration year	Sch 3 CR		S		50% of the fee payable	50% of the fee payable
Application for a kennel licence	R17 DR		S		\$700.00	\$700.00
Issue of a kennel licence or renewal of a kennel licence	S6.16 LGA		S		\$100.00	\$104.00
Application to transfer a kennel licence	S6.16 LGA		S		\$100.00	\$104.00
Application to keep more than standard number of dogs	S6.16 LGA		S		\$52.00	\$54.00
Microchipping of impounded animal	R30A DR		S		\$31.50	\$33.00
Impoundment of shopping trolley (per trolley)	S6.16 LGA		S		\$25.00	\$26.00
Dogs kept in approved kennel establishment licensed under section 27 of the Act, where not otherwise registered (per establishment)	S27 DA		S		\$200.00	\$200.00
<u>Penalties - Dog Act 1976</u>	R33 DR		S			
<u>Penalties - Cat Act 2011</u>	Sch 3 CR		S			
Ranger - min. Call-Out fee 3 x hours standard hours 7am-6pm (additional hours to be charged at standard hourly rate)	S6.16 LGA	Yes				\$273.00
Ranger - standard hourly rate (including travel time) 7am-6pm	S6.16 LGA	Yes			\$87.50	\$91.00
Ranger - min. Call-Out fee 3 x hours after hours 6pm -7am (additional hours to be charged at after hours hourly rate)	S6.16 LGA	Yes				3 x After Hours hourly rate (calculated as below)
Ranger - after hours hourly rate (including travel time) 6pm - 7am	S6.16 LGA	Yes			\$87.50	Standard hourly rate x applicable penalty rate(s)
Mileage rate per km	S6.16 LGA	Yes			\$2.50	\$2.50

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
Removal of trapped animal	S6.16 LGA	Yes			\$22.00	\$23.00
Hire of small animal trap per week	S6.16 LGA	Yes			\$22.00	\$23.00
Hire of large animal trap per week	S6.16 LGA	Yes			\$33.50	\$35.00
Bond for animal trap	S6.16 LGA				\$60.50	\$60.50
Anti barking device per month	S6.16 LGA	Yes			\$33.50	\$35.00
Anti barking device bond	S6.16 LGA				\$60.50	\$60.50
Dangerous Dog Collar						
- Small	S6.16 LGA	Yes			Cost plus 20%	Cost plus 20%
- Medium	S6.16 LGA	Yes			Cost plus 20%	Cost plus 20%
- Large	S6.16 LGA	Yes			Cost plus 20%	Cost plus 20%
Dangerous dog sign	S6.16 LGA	Yes			Cost plus 20%	Cost plus 20%
Abandoned / Impounded Vehicles (All 3 charges are a breakdown of total cost per vehicle)						
- Towing charge	S6.16 LGA				Cost plus 20%	Cost plus 20%
- Storage of impounded vehicle (per month or part thereof, (minimum charge 1 day pro ra S6.16 LGA					\$75.50	\$79.00
- Administration	S6.16 LGA				\$38.00	\$40.00
Stock Impoundment						
- As per Section 464 Local Government (Miscellaneous Provisions) Act 1960	S464 LG(MP)A		S		As per Act	As per Act
Penalties - Local Government Act (Misc) 1960			S		As per Act	As per Act

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
BUSINESS UNIT: HEALTH						
Health Services						
<u>Wastewater Treatment Systems</u>						
Application to install waste water treatment system	R4 HTS		S		\$118.00	\$118.00
Permit to use waste water treatment system	R4 HTS		S		\$118.00	\$118.00
Non compliance Inspection Fee of Waste Water treatment System	S6.16 LGA	Yes			\$139.00	\$145.00
Local Government Report Fee	R4, 4A, 10 Health (TSDELW) Regs 1974		S		\$139.00	\$102.00
Temporary Vendor /Stall						
Annual itinerant food vendor/stallholder fee new or renewal (pro rata applies)	S140 FA				\$389.00	\$405.00
Itinerant food vendor/stallholder fee per Quarter	S140 FA				\$150.00	\$156.00
Itinerant food vendor/stallholder fee per day	S140 FA				\$54.00	\$56.00
Temporary Food Stall – Community group/organisation	S140 FA				\$0.00	\$0.00
Itinerant vendor/stallholder fee per day	S6.16 LGA				\$54.00	\$56.00
Food Business						
New Food Business Notification fee	s6.16 LGA				\$54.00	\$56.00
New Food Business Registration fee	s6.16 LGA				\$123.00	\$128.00
Very Low Risk Classification - Exempt or Charitable Group	s6.16 LGA				\$0.00	\$0.00
Low Risk Classification - one inspection annually	s6.16 LGA				\$123.00	\$128.00
Medium Risk Classification - two inspections annually	s6.16 LGA				\$246.00	\$256.00
High Risk Classification - three inspections annually	s6.16 LGA				\$369.00	\$384.00
Food business follow up inspection for noncompliance	s6.16 LGA				\$123.00	\$128.00
Late Payment Administration Fee	s6.16 LGA				\$50.00	\$52.00
Food Business Fit out Inspection on Request	s6.16 LGA				\$123.00	\$128.00
Food Business Settlement Enquiry Inspection/Report	s6.16 LGA				\$123.00	\$128.00

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
Public Buildings						
Public Building fee - Licence premises (commercial) annually (2 inspections)	s6.16 LGA				\$140.00	\$146.00
Public Building fee - Non Licence premises (commercial) annually (1 inspections)	s6.16 LGA				\$70.00	\$73.00
Public Building fee (not for profit) per inspection	s6.16 LGA				\$0.00	\$0.00
New Public Building Application & Assessment fee	s6.16 LGA				\$123.00	\$128.00
Major Event Approval Application fee more than 500 attendees	s6.16 LGA				\$246.00	\$256.00
Minor Event Approval Application fee less than 500 attendees	s6.16 LGA				\$123.00	\$128.00
Major or Minor Event Approval Application fee for fundraising/community and charitable groups	s6.16 LGA				\$0.00	\$0.00
Caravan Parks and Camping Grounds						
Application for grant or renewal of licence - Minimum (Regulation 45 Schedule 3 – Section 1a) per annum or The amount calculated by multiplying the relevant amount set out in column 2 by the maximum number of sites (including any sites that may be used in an overflow area) of the particular type specified in the application, whichever is the greater amount.	Sch.3 CP & CG Regs		S		\$200.00	\$200.00
Caravan Parks Licence – Long stay per site per annum	Sch.3 CP & CG Regs		S		\$6.00	\$6.00
Caravan Parks Licence – Short stay and transit parks per site per annum	Sch.3 CP & CG Regs		S		\$6.00	\$6.00
Caravan Parks Licence – Camp site per site per annum	Sch.3 CP & CG Regs		S		\$3.00	\$3.00
Caravan Parks Licence – Overflow per site per annum	Sch.3 CP & CG Regs		S		\$1.50	\$1.50
Caravan Parks Licence – Renewal after expiry per renewal	Sch.3 CP & CG Regs		S		\$20.00	\$20.00
Caravan Parks Licence – Temporary Licence per site per annum	Sch.3 CP & CG Regs		S		\$100.00	\$100.00
Caravan Parks Licence – Transfer of Licence per annum	Sch.3 CP & CG Regs		S		\$100.00	\$100.00
Health Officer Charge-Out Rates						
Manager/ Senior EHO per hour	s6.16 LGA	Yes			\$93.60	\$97.00
EHO - per hour	s6.16 LGA	Yes			\$66.56	\$69.00
Mileage rate per km	s6.16 LGA				\$2.50	\$2.60

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
Liquor Licence/Permits						
Liquor Act Certification Section 39 (commercial)	s6.16 LGA				\$139.00	\$145.00
Liquor Act Certification Section 39 (not for profit)	s6.16 LGA				\$68.50	\$71.00
Hair Dressing and Skin Penetration Premises						
Application & Assessment of New Skin Penetration Business	s6.16 LGA				\$123.00	\$128.00
Annual surveillance/inspection fee	s6.16 LGA				\$123.00	\$128.00
Application & Assessment of New Hairdresser Business	s6.16 LGA				\$123.00	\$128.00
Other Health Licences/Registration						
Lodging House Initial Application	s6.16 LGA				\$125.00	\$130.00
Lodging House Annual Renewal of Licence	s6.16 LGA				\$125.00	\$130.00
Bed & Breakfast Initial Application	s6.16 LGA				\$125.00	\$130.00
Bed & Breakfast Annual Renewal of Licence	s6.16 LGA				\$125.00	\$130.00
Application for keeping Bees	s6.16 LGA				\$125.00	\$130.00
Sampling Fee - Food & Water Sampling						
Food, Water and Asbestos sampling per site (exc. Analytical and/or Freight costs)	s6.16 LGA					\$130.00
Other Health Fees						
Any other re-inspection	s6.16 LGA				\$123.00	\$128.00
Noise						
Event Application (Non-compliant eg concerts)	R18 EP(N)R				As per Regs	As per Regs
Late Fee (Non-compliant eg concerts)	R18 EP(N)R				As per Regs	As per Regs
Application for approval of Noise Management Plan (inc. construction noise)	R13 s6.16 LGA				\$125.00	\$130.00

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
Health Fines, Infringements or Modified Penalties						
Penalties under the Shire of Narrogin Health Local Law	Clause 16.3 HLL				As Per Act	As Per Act
Penalties under the Food Act 2008 and Food Regulations 2009	FA & Regs		S		As Per Act	As Per Act
Penalties under Environmental protection Act	Noise Regs		S		As Per Act	As Per Act
Health (Asbestos) Amendment Regulations 2016	HA Reg		S		As Per Act	As Per Act

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
BUSINESS UNIT: EDUCATION & WELFARE						
Homecare						
SUPPORT AT HOME						
Care Management Fee (client cost)	S3.3 ACA		S			10%
Personal Care	S3.3 ACA				\$90.00	\$105.00
Home Maintenance	S3.3 ACA				\$90.00	\$105.00
Support worker (week day) per hour (include DA & SSI)	S3.3 ACA				\$85.00	\$100.00
Support worker (week day after 7pm) per hour (include Personal Care and Home Maintenance)	S3.3 ACA				\$95.00	\$110.00
Support worker (Saturday)	S3.3 ACA				\$125.00	\$147.00
Support worker (Sunday) per hour	S3.3 ACA				\$150.00	\$175.00
Support worker (Public Holiday) per hour	S3.3 ACA				\$170.00	\$195.00
Social Support Group Weekdays (per day) (km will be charged separately for 40km+)	S3.3 ACA				\$160.00	\$185.00
Social Support Group Weekdays (per half day) (km will be charged separately for 40km+)	S3.3 ACA				\$70.00	\$92.50
Social Support Group (Saturday) per day	S3.3 ACA				\$240.00	\$260.00
Social Support Group (Sunday and Public Holidays) per day	S3.3 ACA				\$280.00	\$342.00
Shoppers Bus Support Group	S3.3 ACA				\$45.00	\$50.00
Social Support Group transport 0 - 10km per trip (Driver Included) (Base Rate)	S3.3 ACA				\$42.00	\$48.00
Social Support Group Transport per trip 11 - 20 kms Driver Included	S3.3 ACA				\$62.00	\$70.00
Social Support Group Transport per trip 21- 40kms Driver Included	S3.3 ACA				\$82.50	\$92.50
Travel per service over 40 kms per km: Note: the applicable Support Worker Charge will also be incurred.	S3.3 ACA				1.45 per km	\$1.55 per km
Meals delivered by NRHC	S3.3 ACA				\$36.50	\$38.00
Travel per service per one way 0 - 10kms (Driver included) (Base Rate)	S3.3 ACA				\$42.00	\$48.00
Transport per service, one way 11 - 20 kms Driver Included	S3.3 ACA				\$62.00	\$70.00
Transport per service, one way 21-40 kms Driver included	S3.3 ACA				\$82.50	\$92.50

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
Travel per service over 40 kms per km. Note: the applicable Support Worker Charge will also be incurred.	S3.3 ACA				1.45 per km	\$1.55 per km
Clinical Nursing Care	S3.3 ACA				\$170.00	\$195.00
COMMONWEALTH HOME SUPPORT PACKAGES (CHSP)						
Personal Care, Home Maintenance	S3.3 ACA				\$15.00	\$16.00
Domestic Assistance, Social Support Individual	S3.3 ACA				\$12.00	\$13.00
Nursing Care - per hour	S3.3 ACA				\$15.00	\$16.00
Social Support Group (Full Day)	S3.3 ACA				\$12.00	\$13.00
Social Support Group (Half Day - Including Morning / Afternoon Tea)	S3.3 ACA				\$8.00	\$9.00
Social Support Group Meal	S3.3 ACA				\$10.00	\$11.00
Social Support Group Transport (each way)	S3.3 ACA				\$4.00	\$4.50
Transport - individual (each way)	S3.3 ACA				\$5.00	\$5.50
Transport - shoppers bus	S3.3 ACA				\$5.00	\$5.50
Monthly Excursion	S3.3 ACA				\$22.00	\$23.00
Monthly Excursion (transport kms will be charged extra if excessive (over 100km))						
Brokerage (Up to) per hour	S3.3 ACA				\$170.00	\$190.00
Rosa bus hire per hour (No dry hire)	S3.3 ACA				\$140.00	\$150.00
Rosa bus driver rate per km	S3.3 ACA				\$1.45	\$1.55
Hire of Jesse House (as approved by Manager)	S3.3 ACA				\$160.00	\$170.00
Community Assisted Transport Service - Perth	S6.16 LGA	Yes			\$88.00	\$115.00
Community Assisted Transport - Busselton	S6.16 LGA	Yes			\$105.00	\$130.00
Lunch voucher for Driver / Carer (CATS)	S6.16 LGA	Yes			\$18.00	\$18.00
Overnight stay for Driver (CATS)	S6.16 LGA	Yes			\$88.00	\$115.00
Tip Runs for CHCP Clients (average of 5 clients per day , 30 minutes run)	S3.3 ACA				\$9.00	\$10.00
Tip Runs for CHSP Clients	S3.3 ACA				\$1.50	\$1.60
Meals on Wheels	S3.3 ACA				Set by WACHS	Set by WACHS

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
BUSINESS UNIT: STAFF HOUSING						
Staff Housing						
Staff will be charged the difference between the housing subsidy and the cost to the Shire of renting the residential building (unless the employment contract states otherwise).						
Chief Executive Officer	S6.16 LGA				\$100.00	\$100.00
Executive Manager Corporate & Community Services	S6.16 LGA				\$100.00	\$100.00
Executive Manager Technical & Rural Services	S6.16 LGA				\$100.00	\$100.00
Executive Manager Development & Regulatory Services	S6.16 LGA				\$100.00	\$100.00

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
BUSINESS UNIT: COMMUNITY AMENITIES						
Sanitation - Household & Other Rubbish Charges						
Domestic refuse services (first service)	S6.16 LGA				\$274.00	\$285.00
Additional service - household/ domestic	S6.16 LGA				\$274.00	\$285.00
Domestic recycling service	S6.16 LGA				\$103.00	\$107.00
Commercial refuse services (first service)	S6.16 LGA				\$280.00	\$291.00
Additional service - commercial	S6.16 LGA				\$280.00	\$291.00
Additional pickup - commercial on a per bin per pick up basis	S6.16 LGA				\$280.00	\$291.00
Special refuse service (first service)	S6.16 LGA				\$417.00	\$434.00
Additional service - special refuse service	S6.16 LGA				\$417.00	\$434.00
Refuse Site Fees						
Free access for rate payers and residents who deliver capacities less than 1m ³ to the refuse site, subject to proof of rate payer or residential status in the Shire of Narrogin with proof being demonstrated via an acceptable process such as, Shire of Narrogin registration plates, rate notice or driver's licence, or as deemed sufficient by an Authoried Person employed by the Shire of Narrogin.						
* NOTE: Quantities are per cubic metre or part thereof						
<u>Cardboard and Paper (ALL)</u>						
Cardboard and paper - 1 x cubic metre (m ³) per day free	S6.16 LGA				\$0.00	\$0.00
Cardboard and paper - more that 1 x cubic metre (m ³) per day, per m ³	S6.16 LGA				\$0.00	\$17.50
<u>Commercial or Non-residential Waste Charges</u>						
General and Green Waste <u>less than</u> one (1) cubic metre (m ³)	S6.16 LGA				\$0.00	\$0.00
*Commercial or Non-residential entities located within the Shire of Narrogin can dispose this volume of waste at no charge <u>once per day</u> during opening hours. Fees will apply as per Schedule following each daily utilisation of this service. Subject to proof of locality of commercial/non-residential entity as deemed sufficient by an Authorised Person employed by the Shire.						
General Waste per cubic metre (m ³)	S6.16 LGA				\$17.50	\$18.00
Green Waste per cubic metre (m ³)	S6.16 LGA				\$7.28	\$7.50

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
<u>Residential (Domestic) Waste Charges</u>						
General and Green Waste <u>less than</u> one (1) cubic metre (m ³) *Rate payers and Residents located within the Shire of Narrogin can dispose this volume of waste at no charge once per day during opening hours. Fees will apply as per Schedule following each daily utilisation of this service. Subject to proof of rate payer or residential status in the Shire of Narrogin with acceptable means of proof being Shire of Narrogin vehicle license plates, rates notice, driver's licence, or as deemed sufficient by an Authorised Person employed by the Shire	S6.16 LGA				\$0.00	\$0.00
General Waste per cubic metre (m ³)	S6.16 LGA				\$17.50	\$18.00
Green Waste per cubic metre (m ³)	S6.16 LGA				\$7.28	\$7.50
<u>General Waste from Outside the Shire of Narrogin</u>						
General Waste generated outside the Shire of Narrogin per tonne - as a deterrent. - Waste from metropolitan areas (ie, Subject to Waste Levy) NOT ACCEPTED.	S6.16 LGA	Yes			\$278 per tonne	\$288 per tonne
General waste from the Shire of Cuballing per tonne	S6.16 LGA	Yes			\$99 per tonne	\$103 per tonne
<u>Other Disposals either per cubic metre or per item</u>						
Building and Demolition waste per cubic metre (m ³) (no Timber)	S6.16 LGA				\$86.00	\$86.00
Wood (including pallets) per cubic metre (m ³)	S6.16 LGA				\$0.00	\$17.50
Contaminated/Hazardous waste including asbestos or soil per cubic metre (see *NOTE above)	S6.16 LGA				\$168.50	\$175.00
Truck body (all fluids, tyres and non-metal parts removed) per item	S6.16 LGA				\$233.00	\$242.00
Light vehicle / Motorcycle tyre per item	S6.16 LGA				\$9.50	\$10.00
Light truck tyre per item	S6.16 LGA				\$12.50	\$13.00
Truck tyre per item	S6.16 LGA				\$16.50	\$17.00
Car/truck battery per item	S6.16 LGA				\$4.50	\$5.00
Car body (all fluids, tyres and non-metal parts removed) per item	S6.16 LGA				\$43.00	\$45.00
Clean fill per cubic metre (m ³)	S6.16 LGA				\$0.00	\$0.00
Metal products (including steel) (recyclable)	S6.16 LGA				\$0.00	\$0.00

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
<u>Animal Carcass Disposal</u>						
Small animal Carcass (approximately less than 50kg)	S6.16 LGA				\$30.00	\$31.00
Medium animal Carcass (approximately up to 100kg)	S6.16 LGA				\$0.00	\$60.00
Large animal Carcass (approximately 101 to 300kg)	S6.16 LGA				\$90.00	\$94.00
Animal Carcasses in excess of approximately 301kg	S6.16 LGA				\$0.00	\$110.00
<u>Liquid Waste Disposal</u>						
Liquid waste (mineral oil) recyclable (not cooking oil) non-commercial dollars per litre.	S6.16 LGA				\$0.25	\$0.26
Liquid waste (mineral oil) recyclable (not cooking oil) commercial dollars per litre.	S6.16 LGA				\$0.25	\$0.26
Liquid waste (excludes oils) per litre (dollars per litre)	S6.16 LGA				\$0.25	\$0.26
Clinical/soiled waste NOT ACCEPTED	S6.16 LGA				\$0.00	\$0.00
Recycled Water						
Sale of recycled water External Supply up to 30,000kl per annum per kilo litre rate	S6.16 LGA	Yes			\$1.45	\$1.50
Sale of recycled water External Supply above 30,000kl per annum per kilo litre rate	S6.16 LGA	Yes			\$1.55	\$1.60
Internal Supply Charge Sale of recycled water per kilo litre	S6.16 LGA				\$1.20	\$1.25

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
Town Planning						
Planning Services						
Home Occupation - initial application fee	Part 7 PDR		S		\$222.00	\$222.00
Home Occupation - annual renewal fee	Part 7 PDR		S		\$73.00	\$73.00
Zoning Certificates, Property Settlements & Enquiries (Zoning)	Part 17 PDA		S		\$73.00	\$73.00
Planning Application fees based on cost of development (as amended)						
(a) Not more than \$50,000	Part 17 PDA		S		\$147.00	\$147.00
(b) More than \$50,000 but not more than \$500,000 based on estimated costs	Part 17 PDA		S		\$0.00	\$0.00
(c) More than \$500,000 but not more than \$2.5 million	Part 17 PDA		S		\$1,700.00 plus 0.257% for every \$1 in excess of \$500,000	\$1,700.00 plus 0.257% for every \$1 in excess of \$500,000
(d) More than \$2.5 million but not more than \$5 million	Part 17 PDA		S		\$7,161.00 plus 0.206% for every \$1 in excess of \$2.5m	\$7,161.00 plus 0.206% for every \$1 in excess of \$2.5m
(e) More than \$5 million but not more than \$21.5 million	Part 17 PDA		S		\$12,633.00 plus 0.123% in excess of every \$1 in excess of \$5 million	\$12,633.00 plus 0.123% in excess of every \$1 in excess of \$5 million
(f) More than \$21.5 million	Part 17 PDA		S		\$34,196.00	\$34,196.00
Subdivision/Strata Clearance fees						
(a) Not more than 5 lots -per lot	Part 17 PDA		S		\$73.00	\$73.00
(b) More than 5 lots but not more than 195 lots - per lot over 5	Part 17 PDA		S		\$35.00	\$35.00
(c) More than 195 Lots	Part 17 PDA		S		\$7,393.00	\$7,393.00
Change of use fee	Part 17 PDA		S		\$295.00	\$295.00
Fee for use/development already commenced	Part 17 PDA		S		Development fee plus Twice the schedule fee	Development fee plus Twice the schedule fee
Provision of Written Planning Advice per hour (min. 1 x hour, more than 1 x hour rounded to nearest 1/4 hour)	S6.16 LGA	Yes	S		\$73.00	\$73.00
Deemed to comply check – development approval exemption for Single House	Part 17 PDA		S		\$295.00	\$295.00
Determining an application to amend or cancel development approval	Part 17 PDA	Yes	S		\$295.00	\$295.00
Executive Manager Development & Regulatory Services - per hour	S6.16 LGA	Yes			\$130.00	\$130.00

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
Manager - per hour	S6.16 LGA	Yes			\$85.00	\$85.00
Town Planner - per hour	S6.16 LGA	Yes			\$60.00	\$60.00
Secretary Administrative Officer - per hour	S6.16 LGA	Yes			\$45.00	\$45.00
Vehicles mileage rate	S6.16 LGA	Yes			\$2.00	\$2.00

Structure Plan and Local Development Plan

Scheme Amendment

- Basic	Part 17 PDA				\$2,800.00	\$2,800.00
	Part 17 PDA				\$4,200.00	\$4,200.00
- Complex	Part 17 PDA				\$5,500.00	\$5,500.00
Sign Application	Part 17 PDA				\$147.00	\$147.00
Extractive Industry - new	Part 17 PDA				\$739.00	\$739.00
Extractive Industry - commenced or carried out	Part 17 PDA				\$1,478.00	\$1,478.00
Liquor Act Certification Section 40	S6.16 LGA		S		\$122.00	\$122.00
Landgate title search fee (per search)	S6.16 LGA				\$30.00	\$30.00
Public Art Contribution	S6.16 LGA				0.5% of the cost of development over \$2 million	
Cost per car parking bay	S6.16 LGA				\$9,000.00	\$9,000.00
Standard Crossover Charge	S6.16 LGA Council Policy 12.1				The Shire will contribute 50% of the cost of a standard crossover to a maximum contribution of \$1,500, first crossover only. Based on a standard crossover costing in total \$3,000. This is inclusive of urban and rural)	The Shire will contribute 50% of the cost of a standard crossover to a maximum contribution of \$1,500, first crossover only. Based on a standard crossover costing in total \$3,000. This is inclusive of urban and rural)

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
A DAP Application if estimated cost the the development:						
(a) not less than \$2 million and less than \$7 million	Sch 1 r.10 PDR			S	\$5,815.00	\$6,168.00
(b) not less than \$7 million and less than \$10 million	Sch 1 r.10 PDR			S	\$8,977.00	\$9,522.00
(c) not less than \$10 million and less than \$12.5 million	Sch 1 r.10 PDR			S	\$9,767.00	\$10,361.00
(d) not less than \$12.5 million and less than \$15 million	Sch 1 r.10 PDR			S	\$10,045.00	\$10,656.00
(e) not less than \$15 million and less than \$17.5 million	Sch 1 r.10 PDR			S	\$10,324.00	\$10,952.00
(f) not less than \$17.5 million and less than \$20 million	Sch 1 r.10 PDR			S	\$10,604.00	\$11,249.00
(g) not less than \$20 million and less than \$50m	Sch 1 r.10 PDR			S	\$10,883.00	\$11,544.00
(h) more than \$50m	Sch 1 r.10 PDR			S		\$16,680.00
<u>An application under r. 17</u>	Sch 1 r.10 PDR			S	\$249.00	\$264.00

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
Other Community Amenities						
Cemetery						
Single Burial Permits:						
Application	S53 CA	Yes			\$53.50	\$55.50
Grant of Right of Burial (Lawn)	S53 CA				\$1,345.50	\$1,399.00
Grant of Right of Burial (Other than Lawn)	S53 CA				\$807.00	\$839.00
Natural Burial Permit	S53 CA					\$839.00
Interment in a grave up to 2.1 meters deep	S53 CA	Yes			\$1,076.50	\$1,120.00
Re-opening of an ordinary grave for 2nd or 3rd burial	S53 CA	Yes			\$1,076.50	\$1,120.00
Reinstatement, if required	S53 CA	Yes			\$538.00	\$560.00
After hours interment - weekdays	S53 CA	Yes			\$268.50	\$279.00
After hours interment - weekend/public holidays	S53 CA	Yes			\$538.00	\$560.00
Exhumation						
Exhumation	S53 CA	Yes			\$2,583.00	\$2,686.00
Exhumation reinstatement in existing grave, if required	S53 CA	Yes			\$538.00	\$560.00
Interment in a new grave after exhumation	S53 CA	Yes			\$1,076.50	\$1,120.00
Ashes						
Application (single funeral permit & permission to place a plaque)	S53 CA	Yes			\$53.50	\$55.50
Grant of Right of Burial - interment of ashes in Niche Wall	S53 CA				\$269.00	\$280.00
Interment - Niche Wall (temporary blank cover)	S53 CA	Yes			\$215.00	\$224.00
Interment - garden	S53 CA	Yes			\$215.00	\$224.00
Interment - grave	S53 CA	Yes			\$323.00	\$336.00
After hours interment - weekdays	S53 CA	Yes			\$107.50	\$112.00
After hours interment - weekend/public holidays	S53 CA	Yes			\$215.00	\$224.00

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
Pre-need services (Reservation)-25 Years						
Reservation (Grant of Right of Burial-Lawn)	S53 CA				\$1,345.00	\$1,400.00
Reservation (Grant of Right of Burial - Other than Lawn)	S53 CA				\$807.00	\$840.00
Reservation (Grant of Right of Placement - Niche Wall)	S53 CA				\$269.00	\$280.00
Other						
Permission to erect Memorial - grave, garden	S53 CA	Yes			\$85.50	\$90.00
Transfer of Right of Burial/Reservation	S53 CA				\$53.50	\$56.00
Issue of a copy of Grant Right of Burial /Reservation	S53 CA				\$53.50	\$56.00
Renewal of Grant Right of Burial/Reservation - Lawn (further 25 years)	S53 CA				\$1,345.00	\$1,400.00
Renewal of Grant Right of Burial/Reservation - Other than Lawn (Further 25 Years)	S53 CA				\$807.00	\$840.00
Renewal of Reservation - Niche wall (further 25 Years)	S53 CA				\$269.00	\$280.00
Annual Funeral Director's Licence	S53 CA				\$107.50	\$112.00
Single Funeral Permit (Funeral Director's only)	S53 CA				\$53.50	\$56.00
Chronicle RIP Pty Ltd - Digital Memorisation Charge (40% of Total Cost) on a Cemetery Record in accordance with Contract					\$26.00	\$26.00

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
BUSINESS UNIT: RECREATION & CULTURE						
Public Halls & Civic Centres						
Town Hall & Reception Centre (Commercial Usage)						
Town Hall Complex full DAY (Includes light & sound equipment if approved by CEO/EMCCS) (Excludes Mayors Parlour and Nexus Gallery)	S6.16 LGA	Yes			\$677.00	\$700.00
Town Hall Complex per HOUR (Includes light & sound equipment if approved by CEO/EMCCS) (Excludes Mayors Parlour and Nexus Gallery)	S6.16 LGA	Yes			\$99.50	\$120.00
Town Hall - full day	S6.16 LGA	Yes			\$400.00	\$450.00
Town Hall - per hour	S6.16 LGA	Yes			\$88.50	\$90.00
Mayors Parlour full day	S6.16 LGA	Yes			\$178.00	\$200.00
Mayors Parlour per hour	S6.16 LGA	Yes			\$35.50	\$40.00
Reception Centre & NEXiS Gallery - full day	S6.16 LGA	Yes			\$455.50	\$400.00
Reception Centre & NEXiS Gallery - hourly rate	S6.16 LGA	Yes			\$71.50	\$80.00
Kitchen Hire (flat fee)	S6.16 LGA	Yes				\$50.00
Supper Room (flat fee)	S6.16 LGA	Yes				\$100.00
Cutlery and crockery hire per person	S6.16 LGA				\$0.00	\$0.00
Damaged cutlery and crockery will be replaced at a charge of direct replacement cost plus 20% Administration charge	S6.16 LGA	Yes			Cost plus 20%	Cost plus 20%
Cleaning - per hour	S6.16 LGA	Yes			Cost plus 20%	\$100.00
Bond without alcohol	S6.16 LGA				\$375.00	\$375.00
Bond with alcohol	S6.16 LGA				\$1,250.00	\$1,250.00

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
Town Hall & Reception Centre - Not for Profit*/Individual Resident or Ratepayer (Not a business)						
50% of Commercial Rates as above						
Cleaning	S6.16 LGA	Yes			\$100.00	\$100.00
The Doug Fairclough Rooms, Town Hall Office 3 Full Day	S6.16 LGA	Yes			\$208.00	\$216.00
The Doug Fairclough Rooms, Town Hall Office 3 Half Day	S6.16 LGA	Yes			\$125.00	\$130.00
William Manning Rooms Town Hall Office 1 Full Day	S6.16 LGA	Yes			\$208.00	\$216.00
William Manning Rooms Town Hall Office 1 Half Day	S6.16 LGA	Yes			\$125.00	\$130.00
CEO is given authority to negotiate a hire fee for significant functions and conferences at the JHCC and Town Hall						
Bond without alcohol	S6.16 LGA				\$312.00	
Bond with alcohol	S6.16 LGA				\$624.00	
NB: Any function or event that is subject to the 'Not for Profit' Fees and Charges rates must acknowledge the Shire sponsorship at the function/event.						
Narrogin Regional Recreation Centre (NRLC)						
Retail						
Merchandise & Sundry Items	S6.16 LGA	Yes			Cost plus 100%	Cost plus 100%
Aquatics (Casual)						
Adult Swim	S6.16 LGA	Yes			\$6.50	\$7.00
Child Swim -U5 (Supervised)	S6.16 LGA	Yes			\$0.00	\$0.00
Concession Swim	S6.16 LGA	Yes			\$5.50	\$5.50
Family Swim	S6.16 LGA	Yes			\$22.50	\$23.50
Concession Family Swim	S6.16 LGA	Yes			\$15.50	\$16.50
Inflatable Entry					\$1.00	\$1.00
Pool Party-Min 10 Children max 20 children-2.5hrs (pool entry, decorations) - per Child		Yes				\$30.00
Pool Party-Min 10 Children max 20 children-2.5hrs (pool entry, decorations, food) - per Child		Yes				\$34.00
Pool Party-Min 10 Children max 20 children-2.5hrs (pool entry, decorations, food, ice cream cake, lollie bags) - per Child		Yes				\$38.00

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
Visit Passes (Book of 10)						
Adult Swim	S6.16 LGA	Yes			\$65.00	\$63.00
Concession Swim	S6.16 LGA	Yes			\$55.00	\$49.50
Adult Gym	S6.16 LGA	Yes			\$145.00	\$153.00
Concession Gym	S6.16 LGA	Yes			\$115.00	\$126.00
Group Fitness	S6.16 LGA	Yes			\$165.00	\$162.00
Group Fitness (Concession)	S6.16 LGA	Yes			\$135.00	\$135.00
Strength for Life	S6.16 LGA	Yes			\$100.00	\$108.00
For Hire						
Lane Hire (Does not include entry fee)	S6.16 LGA	Yes			\$9.50	\$10.00
Inflatable Hire (Equipment only per day)	S6.16 LGA	Yes			\$104.00	\$108.50
Movie Hire (Equipment only per day)	S6.16 LGA	Yes			\$390.00	\$406.00
Projector Hire (Equipment only per day)	S6.16 LGA	Yes			\$50.00	\$52.00
Silent Disco (Equipment only per day)	S6.16 LGA	Yes			\$100.00	\$104.00
Public Announcement System Hire (Equipment only per day)	S6.16 LGA	Yes			\$78.00	\$81.50
Kindy Gym (Equipment only per day)	S6.16 LGA	Yes			\$100.00	\$104.00
Schools/ Clubs						
Program Swimming (Schools and Clubs)	S6.16 LGA	Yes			\$3.50	\$4.00
Casual Group Fitness						
Group Fitness	S6.16 LGA	Yes			\$17.00	\$18.00
Group Fitness (Concession)	S6.16 LGA	Yes			\$14.00	\$15.00
Strength for Life	S6.16 LGA	Yes				\$12.00

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
Casual Gym						
Initial Induction (Casual use)	S6.16 LGA	Yes			\$30.00	\$31.50
Follow Up Induction (Casual use)	S6.16 LGA	Yes			\$20.00	\$21.00
Initial Exercise Plan (Casual use)	S6.16 LGA	Yes			\$100.00	\$104.00
Follow Up Exercise Plan (Casual use)	S6.16 LGA	Yes			\$30.00	\$31.50
Gym (Casual use)	S6.16 LGA	Yes			\$16.00	\$17.00
Gym (Casual use) - Concession	S6.16 LGA	Yes			\$13.00	\$14.00
Personal Training 1 Hr Session	S6.16 LGA	Yes			\$65.00	\$68.00
Personal Training 2 Clients One Session	S6.16 LGA	Yes			\$88.50	\$92.50
Personal Training 1 Hr 5 Visit Pass	S6.16 LGA	Yes			\$338.00	\$352.00
Strength for Life induction Doctor Referral	S6.16 LGA	Yes				\$60.00
Memberships (per fortnight)						
NOTE: Full membership includes gym, swim & group fitness, casual court entry (Squash, netball & Basketball)						
Full Centre Membership	S6.16 LGA	Yes			\$43.00	\$45.00
Full Centre Membership Joining Fee	S6.16 LGA	Yes			\$47.00	\$49.00
Full Centre Membership (Concession)	S6.16 LGA	Yes			\$37.00	\$38.50
Full Centre Membership Joining Fee (Concession)	S6.16 LGA	Yes			\$35.00	\$36.50
Full Centre Family Membership	S6.16 LGA	Yes			\$86.00	\$89.50
Full Centre Family Membership Joining Fee	S6.16 LGA	Yes			\$47.00	\$49.00
Gym Membership	S6.16 LGA	Yes			\$32.00	\$33.50
Gym Membership Joining Fee	S6.16 LGA	Yes			\$47.00	\$49.00
Gym Membership (Concession)	S6.16 LGA	Yes			\$26.00	\$27.50
Gym Membership Joining Fee (Concession)	S6.16 LGA	Yes			\$35.00	\$36.50
Aquatic Membership	S6.16 LGA	Yes			\$33.50	\$35.00

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
Aquatic Membership Joining Fee	S6.16 LGA	Yes			\$47.00	\$49.00
Aquatic Family (2 adults 3 children)	S6.16 LGA	Yes			\$67.00	\$70.00
Aquatic Family (2 adults 3 children) Memebrship Joining Fee	S6.16 LGA	Yes			\$47.00	\$49.00
Aquatic Membership Fee (Concession)	S6.16 LGA	Yes			\$27.00	\$28.50
Aquatic Membership Joining Fee (Concession)	S6.16 LGA	Yes			\$35.00	\$36.50
Group Fitness Membership Fee	S6.16 LGA	Yes			\$33.00	\$34.50
Group Fitness Membership Joining Fee	S6.16 LGA	Yes			\$47.00	\$49.00
Group Fitness Membership (Concession)	S6.16 LGA	Yes			\$26.50	\$28.00
Group Fitness Membership Joining Fee (Concession)	S6.16 LGA	Yes			\$35.00	\$36.50
Memberships (paid in advance). Note: In accordance with Council Policy 9.4.4, full and part time employees are offered a 50% discount single or						
Corporate Membership: 12 Month Full Centre Membership at Concession Rate (only). Must be paid for by members Employer.	S6.16 LGA	Yes				\$1,000.50
Corporate Membership Joining Fee: 12 Month Full Centre Joining Fee at Concession Rate (only). Must be paid for by members Employer.	S6.16 LGA	Yes				\$36.50
3 Month Full Centre Membership	S6.16 LGA	Yes			\$279.50	\$291.00
3 Month Full Centre Membership Joining Fee	S6.16 LGA	Yes			\$47.00	\$49.00
3 Month Full Centre Membership (Concession)	S6.16 LGA	Yes			\$240.50	\$250.50
3 Month Full Centre Membership Joining Fee (Concession)	S6.16 LGA	Yes			\$35.00	\$36.50
3 Month Full Centre Family Membership	S6.16 LGA	Yes			\$559.00	\$581.50
3 Month Full Centre Family Membership Joining Fee	S6.16 LGA	Yes			\$47.00	\$49.00
12 Month Full Centre Membership	S6.16 LGA	Yes			\$1,118.00	\$1,163.00
12 Month Full Centre Membership Joining Fee	S6.16 LGA	Yes			\$47.00	\$49.00
12 Month Full Centre Membership (Concession)	S6.16 LGA	Yes			\$962.00	\$1,000.50
12 Month Full Centre Membership Joining Fee (Concession)	S6.16 LGA	Yes			\$35.00	\$36.50
12 Month Full Centre Family Membership	S6.16 LGA	Yes			\$2,236.00	\$2,325.50
12 Month Full Centre Family Membership Joining Fee	S6.16 LGA	Yes			\$47.00	\$49.00

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
3 Month Group Fitness Membership	S6.16 LGA	Yes			\$215.00	\$224.00
3 Month Group Fitness Membership Joining Fee	S6.16 LGA	Yes			\$47.00	\$49.00
3 Month Group Fitness Membership (Concession)	S6.16 LGA	Yes			\$180.00	\$187.50
3 Month Group Fitness Membership Joining Fee (Concession)	S6.16 LGA	Yes			\$35.00	\$36.50
12 Month Group Fitness Membership	S6.16 LGA	Yes			\$858.00	\$892.50
12 Month Group Fitness Membership Joining Fee	S6.16 LGA	Yes			\$47.00	\$49.00
12 Month Group Fitness Membership (Concession)	S6.16 LGA	Yes			\$689.00	\$717.00
12 Month Group Fitness Membership Joining Fee (Concession)	S6.16 LGA	Yes			\$35.00	\$36.50
3 Month Gym Membership	S6.16 LGA	Yes			\$185.00	\$192.50
3 Month Gym Membership Joining Fee	S6.16 LGA	Yes			\$47.00	\$49.00
3 Month Gym Membership (Concession)	S6.16 LGA	Yes			\$150.00	\$156.00
3 Month Gym Membership Joining Fee (Concession)	S6.16 LGA	Yes			\$35.00	\$36.50
12 Month Gym Membership	S6.16 LGA	Yes			\$832.00	\$865.50
12 Month Gym Membership Joining Fee	S6.16 LGA	Yes			\$47.00	\$49.00
12 Month Gym Membership (Concession)	S6.16 LGA	Yes			\$676.00	\$703.50
12 Month Gym Membership Joining Fee (Concession)	S6.16 LGA	Yes			\$35.00	\$36.50
3 Month Aquatic Membership	S6.16 LGA	Yes			\$185.00	\$192.50
3 Month Aquatic Membership Joining Fee	S6.16 LGA	Yes			\$47.00	\$49.00
3 Month Aquatic Membership (Concession)	S6.16 LGA	Yes			\$150.00	\$156.00
3 Month Aquatic Membership Joining Fee (Concession)	S6.16 LGA	Yes			\$35.00	\$36.50
12 Month Aquatic Membership	S6.16 LGA	Yes			\$832.00	\$865.50
12 Month Aquatic Membership Joining Fee	S6.16 LGA	Yes			\$47.00	\$49.00
12 Month Aquatic Membership (Concession)	S6.16 LGA	Yes			\$676.00	\$703.50
12 Month Aquatic Membership Joining Fee (Concession)	S6.16 LGA	Yes			\$35.00	\$36.50

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
Swimming Lessons (9 weeks)						
Swimming Lessons Per Term	S6.16 LGA	Yes			\$122.00	\$127.00
Swimming Lessons Per Term (Concession)	S6.16 LGA	Yes			\$96.00	\$100.00
Swim & Survive (per Term)	S6.16 LGA	Yes			\$122.00	\$127.00
Swim & Survive (per Term) Concession	S6.16 LGA	Yes			\$96.00	\$100.00
Infant (per Term)	S6.16 LGA	Yes			\$74.00	\$77.00
Infant (per Term) Concession	S6.16 LGA	Yes			\$58.00	\$60.50
Private (per Term)	S6.16 LGA	Yes			\$333.00	\$346.50
Private (per Term) Concession	S6.16 LGA	Yes			\$279.00	\$290.50
Stadium						
Social Sports Game Fees	S6.16 LGA	Yes			\$63.00	\$66.00
Social Sports Registration Fee	S6.16 LGA	Yes			\$85.00	\$88.50
Youth Sports Game fees	S6.16 LGA	Yes				\$48.00
Youth Sports registration fees	S6.16 LGA	Yes				\$65.00
Adult Sports Court Entry	S6.16 LGA	Yes			\$6.50	\$7.00
Concession Sports Court Entry	S6.16 LGA	Yes			\$5.00	\$5.50
Basketball Association Indoor Court Hire (Per Hour)	S6.16 LGA	Yes			\$64.00	\$64.00
Basketball Association Outdoor Court Hire (Per Hour)	S6.16 LGA	Yes			\$31.00	\$31.00
Netball Association Indoor Court Hire (Per Hour)	S6.16 LGA	Yes			\$64.00	\$64.00
Netball Association Outdoor Court Hire (Per Hour)	S6.16 LGA	Yes			\$31.00	\$31.00
Outdoor Court Hire (Per Hour), (Per Individual)	S6.16 LGA	Yes			\$2.50	\$2.50
Spectator (Over 9yrs) (Operational Discretion)	S6.16 LGA	Yes			\$1.00	\$1.00
Forfeit Fee	S6.16 LGA	Yes			\$62.00	\$64.00

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
Squash						
Squash Court Hire Per Hour	S6.16 LGA	Yes			\$17.00	\$18.00
Squash Court Hire Per Hour (Concession)	S6.16 LGA	Yes			\$13.50	\$14.50
Adult Squash Per Hour	S6.16 LGA	Yes			\$8.00	\$8.50
Concession Squash Per Hour	S6.16 LGA	Yes			\$6.50	\$7.00
Synthetic Hockey Pitch						
Annual UGSHA Charge for lease of Pitch	S6.16 LGA	Yes			\$78,000.00	\$81,000.00
Annual Narrogin Senior High School Facilities Charge	S6.16 LGA				\$10,400.00	\$10,800.00
Narrogin Senior High School- Hockey Academy (Per Hour)	S6.16 LGA	Yes			\$31.20	\$32.50
Full pitch hire per hour	S6.16 LGA	Yes			\$140.40	\$146.50
Full pitch hire per hour (Concession)	S6.16 LGA	Yes			\$104.00	\$108.50
Creche (per child)						
Creche one session (1.5hrs) member	S6.16 LGA	Yes			\$5.00	\$5.50
Creche 10 pass (members)	S6.16 LGA	Yes			\$43.50	\$45.50
Child Program (Casual)	S6.16 LGA	Yes			\$5.00	\$5.50
Child Term Program	S6.16 LGA	Yes			\$107.00	\$111.50
School Usage (per child)						
Hockey Turf	S6.16 LGA	Yes			\$3.00	\$3.50
Squash	S6.16 LGA	Yes			\$3.00	\$3.50
Stadium	S6.16 LGA	Yes			\$3.00	\$3.50
Outdoor Netball	S6.16 LGA	Yes			\$3.00	\$3.50
Gym	S6.16 LGA	Yes			\$6.00	\$6.50
Pool entry	S6.16 LGA	Yes			\$3.00	\$3.50

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
John Higgins Community Complex						
Hall hire full day	S6.16 LGA	Yes			\$603.00	\$627.50
Hall hire half day	S6.16 LGA	Yes			\$310.00	\$322.50
Half Hall Full day	S6.16 LGA	Yes			\$300.00	\$312.00
Half Hall half day	S6.16 LGA	Yes			\$155.00	\$161.50
Hall Hire per hour	S6.16 LGA	Yes			\$80.00	\$83.50
Half Hall Hire per hour	S6.16 LGA	Yes			\$42.00	\$44.00
Kitchen Hire - additional flat rate per hall booking	S6.16 LGA	Yes			\$52.00	\$54.50
Kitchen Hire per hour	S6.16 LGA	Yes			\$31.00	\$32.50
Out of Hours staffing fee (per hour or part thereof)	S6.16 LGA	Yes			\$59.00	\$61.50
NRLC Office Lease - per Week						
JHCC - 3m x 3m - Office 1 - WAFC (WA Football Commission)	S6.16 LGA	Yes			\$92.00	\$96.00
JHCC - 3m x 3m - Office 2 - NDNA (Narrogin District Netball Association)	S6.16 LGA	Yes			\$10.00	\$10.00
JHCC - 3m x 3m - Office 3 - NJBA (Narrogin Junior Basket Ball Association)	S6.16 LGA	Yes			\$10.00	\$10.00
JHCC - 3m x 3m - Office 4 - UGSHA (hire included in agreed annual payment) (Upper Great Southern Hockey Association)	S6.16 LGA	Yes			\$0.00	\$0.00
JHCC - 3m x 3m - Office 5 - Vacant	S6.16 LGA	Yes			\$82.50	\$86.00
JHCC - 3m x 3m - Office 6 - Ag Society	S6.16 LGA	Yes			\$10.00	\$10.00
Internal - 6m x 3m office (NB: Toy Library free)	S6.16 LGA	Yes			\$0.00	\$0.00
Internal - 8m x 3m office FULL HIRE	S6.16 LGA	Yes			\$108.00	\$112.50
Internal - 10m x 3m office FULL HIRE	S6.16 LGA	Yes			\$319.00	\$332.00
Internal - 10m x 3m office HALF HIRE	S6.16 LGA	Yes			\$160.00	\$166.50
NB: Above rentals apply whilst current tenants continue to occupy. When vacated the following WEEKLY rentals apply.						

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
3m x 3m offices are rented by commercial tenants	S6.16 LGA	Yes			\$95.00	\$99.00
8m x 3m (Full) offices are rented by commercial tenants	S6.16 LGA	Yes			\$250.00	\$260.00
8m x 3m (Half) offices are rented by commercial tenants	S6.16 LGA	Yes			\$125.00	\$130.00
NRLC Office Lease - per Annum						
NB: Above rentals apply whilst current tenants continue to occupy. When vacated the following ANNUAL rentals apply.						
3m x 3m offices - commercial tenants	S6.16 LGA	Yes			\$0.00	\$2,600.00
3m x 3m offices - approved Community Groups	S6.16 LGA	Yes			\$0.00	\$520.00
6m x 3m (Full) - commercial tenants	S6.16 LGA	Yes			\$0.00	\$5,200.00
6m x 3m (Full) - approved Community Groups	S6.16 LGA	Yes			\$0.00	\$520.00
Sportsgrounds - Thomas Hogg, Clayton Rd & Centre Sports						
Hourly Rate	S6.16 LGA	Yes			\$21.50	\$22.50
Half Day Hire (4hrs)	S6.16 LGA	Yes			\$88.50	\$92.50
Full Day Hire (8hrs)	S6.16 LGA	Yes			\$177.00	\$185.00
Sportsgrounds - Other						
Half day hire (schools & non sporting organisations)	S6.16 LGA	Yes			\$0.00	\$0.00
Full day hire (schools & non sporting organisations)	S6.16 LGA	Yes			\$172.12	\$179.00
Half day hire commercial	S6.16 LGA	Yes			\$274.56	\$286.00
Full day commercial	S6.16 LGA	Yes			\$457.60	\$477.00
Narrogin Towns Cricket Club - yearly charge	S6.16 LGA	Yes			\$1,504.88	\$1,565.00
Narrogin Hawks Football Club - yearly charge	S6.16 LGA	Yes			\$3,485.04	\$3,625.00
Bond for commercial use	S6.16 LGA	Yes			\$2,600.00	\$2,600.00
Bond for community use if required by the EMCCS	S6.16 LGA	Yes			\$624.00	\$624.00

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
Alby Park Clubroom						
Clubroom Hire per Hour	S6.16 LGA	Yes			\$40.00	\$42.00
Clubroom Half Day Hire	S6.16 LGA	Yes			\$149.00	\$155.00
Clubroom Full Day Hire	S6.16 LGA	Yes			\$298.00	\$310.00
NRLC Whole Facility						
Agricultural Show or similar whole of facility hire (N.B.Narrogin Agricultural Show payable by the Shire)	S6.16 LGA	Yes			\$5,300.00	\$5,500.00
Staffing for Events						
Staffing Fee per Hour - (Minimum 3 Hour engagement)	S6.16 LGA	Yes			\$50.00	\$52.00
Cleaning						
Cleaning (Event related) - Flat rate per booking	S6.16 LGA	Yes			\$96.00	\$100.00
NRLC Advertising and Sponsorship Signs (Policy 11.5)						
Naming Rights Sponsor	S6.16 LGA				Negotiated	Negotiated
NRLC Long Term Sponsor						
Small (up to 60cm X 90cm)	S6.16 LGA				\$111.00	\$115.50
Large up to 120cm x 240cm	S6.16 LGA				\$222.00	\$231.00
Oversize	S6.16 LGA				As determined by Council	As determined by Council
NRLC Seasonal Sponsor						
Small (up to 60cm X 90cm)	S6.16 LGA				\$111.00	\$115.50
Large up to 120cm x 240cm	S6.16 LGA				\$222.00	\$231.00
Oversize	S6.16 LGA				As determined by Council	As determined by Council
Event Sponsor	S6.16 LGA				As determined by Facility Manager	As determined by Facility Manager
Community/ Not for Profit/ Service Group	S6.16 LGA				As determined by Facility Manager	As determined by Facility Manager

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
Small (up to 60cm X 90cm)	S6.16 LGA				As determined by Facility Manager	As determined by Facility Manager
Large up to 120cm x 240cm	S6.16 LGA				As determined by Facility Manager	As determined by Facility Manager
Oversize	S6.16 LGA				As determined by Facility Manager	As determined by Facility Manager

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
Libraries						
RW (Bob) Farr Memorial Library						
Public Computer Access per 30 minutes	S6.16 LGA	Yes			\$0.00	\$0.00
Lost or damaged book/dvd	S6.16 LGA	Yes			Replacement cost	Replacement cost
Laminating A4 size	S6.16 LGA	Yes			\$2.00	\$2.00
Laminating A3 size	S6.16 LGA	Yes			\$4.00	\$4.00
Scanning per document	S6.16 LGA	Yes			\$2.00	\$2.00
Disk cleaning (CD/DVD) per disk	S6.16 LGA	Yes			\$2.50	\$3.00
A4 Single sided photocopy per copy	S6.16 LGA	Yes			\$0.60	\$0.60
A4 double sided photocopy per copy	S6.16 LGA	Yes			\$0.80	\$0.80
A3 single sided photocopy per copy		Yes			\$0.80	\$0.80
A3 double sided per copy	S6.16 LGA	Yes			\$1.60	\$1.60
A4 single sided colour per copy	S6.16 LGA	Yes			\$2.50	\$2.50
A4 double sided colour per copy		Yes			\$3.00	\$3.00
A3 single sided colour per copy	S6.16 LGA	Yes			\$4.00	\$4.00
A3 double sided colour per copy		Yes			\$5.00	\$5.00
Historical research (Non Town or Shire of Narrogin residence)e.g. family history first 30 mins	S6.16 LGA				\$37.50	Free
Historical research (Non Town or Shire of Narrogin residence)e.g. family history subsequent per 30 mins		Yes			\$22.50	\$30.00
Sale of other Items at RRP or cost plus 20% which ever is the higher.	S6.16 LGA	Yes			RRP or cost plus 20%	RRP or cost plus 20%

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
BUSINESS UNIT: TRANSPORT						
Transport						
Aerodrome						
Please refer to Leases information						
Rural Property Numbering						
Rural property numbering	S6.16 LGA	Yes			\$47.00	\$50.00
Licencing						
Shire number plates (transfer of plates not included)	S6.16 LGA	Yes			Cost plus 20%	Cost plus 20%

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
BUSINESS UNIT: ECONOMIC SERVICES						
Tourism and Area Promotion						
Narrogin Caravan Park						
Caravan site fees per day (up to 2 adults and 2 children)	S6.16 LGA	Yes			\$38.00	\$40.00
Caravan site fees per half day (up to 2 adults and 2 children)	S6.16 LGA	Yes			\$19.50	\$20.50
Caravan site fees per week (up to 2 adults and 2 children) up to the first four weeks	S6.16 LGA	Yes			\$186.00	\$193.50
Caravan site fees per week (up to 2 adults and 2 children) after the first four weeks	S6.16 LGA	Yes			\$175.00	\$182.00
Each additional person caravan site single night	S6.16 LGA	Yes			\$10.00	\$10.50
Each additional person caravan site weekly	S6.16 LGA	Yes			\$55.00	\$57.00
Camping site fees (no power) (up to 2 adults and 2 children of the same family) per day	S6.16 LGA	Yes			\$16.50	\$17.00
Camping site fees (power) (up to 2 adults and 2 children of the same family) per day	S6.16 LGA	Yes			\$28.00	\$29.00
Additional person camping site (no power)	S6.16 LGA	Yes			\$7.50	\$8.00
Additional person camping site (power)	S6.16 LGA	Yes			\$9.50	\$10.00
Caravan park site and camping fees should be paid in advance. However if payment is made in arrears additional fees may apply.						
Penalty fee for late payment of site or camping fees	S6.16 LGA	Yes			\$7.50	\$8.00
Washing machines per cycle (fees can only change in dollar increments)	S6.16 LGA	Yes			\$7.00	\$7.00
Driers up to approximately 30 minutes (fees can only change in dollar increments)	S6.16 LGA	Yes			\$6.00	\$6.00
Caravan storage (caravan not to be sited at a caravan site and unoccupied) per week	S6.16 LGA	Yes			\$142.00	\$147.50
Self contained RV (short stay) (not using any of the CP facilities) per night (subject to the official RV site being within the Narrogin caravan site)	S6.16 LGA	Yes			\$7.50	\$8.00
Use of showers and/or toilet only per use (persons not stay in caravan park) subject to the approval of the Shire	S6.16 LGA	Yes			\$7.50	\$8.00

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
Accommodation Units						
Daily Rates						
1 Bedroom Recharge Retreat Unit per night (up to 2 People, 1-6 nights)	S6.16 LGA	Yes			\$0.00	\$160.00
1 Bedroom Accommodation Unit per night (up to 2 People, 1-6 nights)	S6.16 LGA	Yes			\$154.00	\$180.00
2 Bedroom Accommodation Unit per night (up to 4 People, 1-6 nights)	S6.16 LGA	Yes			\$192.00	\$210.00
Accommodation Unit additional person per night	S6.16 LGA	Yes			\$23.00	\$25.00
Weekly Rates						
1 Bedroom Accommodation Unit per week (Up to 2 People) Full Week 7 - 90 days	S6.16 LGA	Yes			969.00	1,260.00
2 Bedroom Accommodation Unit per week (Up to 4 People) Full Week 7 - 90 days	S6.16 LGA	Yes			1,224.00	1,470.00
Accommodation Unit additional person per night	S6.16 LGA	Yes			23.00	25.00
For stays longer than a full week a 10% deposit is required. Cancellation of these bookings less than 48 hours prior to stay will forfeited the deposit. Booking fees for accommodation units include the following service/clean: - Bookings less than 7 days - daily service if requested - Bookings greater than 7 days - weekly service						
Other Hire - Caravan Park						
Hire of E-Scooter - half day (4hrs)	S6.16 LGA	Yes			20.00	20.00
Hire of E-Scooter - full day (8hrs)	S6.16 LGA	Yes			30.00	30.00

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
Other Tourism & Area Promotion						
Visitors Centre Hire of E-Scooter - half day (4hrs)	S6.16 LGA	Yes			20.00	20.00
Visitors Centre Hire of E-Scooter - full day (8hrs)	S6.16 LGA	Yes			30.00	30.00
Visitor Centre Merchandise	S6.16 LGA	Yes			Cost plus 100%	Cost plus 100%
Visitor Centre Merchandise	S6.16 LGA	Yes			Cost plus 100%	Cost plus 100%
Commission - Artist works on consignment	S6.16 LGA	Yes				10.00%
Station Master's Room at Visitor Centre Hourly Rate	S6.16 LGA	Yes			\$26.00	\$27.00
Station Master's Room at Visitor Centre Half Day Hire (4hrs)	S6.16 LGA	Yes			\$62.50	\$65.00
Station Master's Room at Visitor Centre Full Day Hire (8hrs)	S6.16 LGA	Yes			\$125.00	\$130.00
NDVC Office Room - full day	S6.16 LGA	Yes				\$200.00
NVDC Office Room - hourly rate	S6.16 LGA	Yes				\$40.00
Sale of other promotional material at RRP or cost plus 20%	S6.16 LGA	Yes			RRP or Cost plus 20%	RRP or Cost plus 20%
RV permit fee (at approved RV sites external to the Caravan Park)	S6.16 LGA	Yes			N/A	N/A

Schedule of Fees and Charges 2025/26

DESCRIPTION		Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
Building Control							
Building Services							
Labour and travel	Building Surveyor hourly rate - complex matter (commercial, unauthorised residential work, complaints, enforcement, CBC, CCC, building inspections)	Discretionary	Yes			\$150.00	\$150.00
	Building Surveyor hourly rate - basic matter (residential CDC, pool inspections, general advice/enquiries)	Discretionary	Yes				\$100.00
	Building Maintenance / Building Cadet / Technician - charge hourly rate	Discretionary	Yes				\$75.00
	Building Surveyor Contractor - Invoiced fees from contractor plus charge hourly rate	Discretionary	Yes				Cost
	Vehicles mileage rate per km	Discretionary	Yes			\$2.00	\$2.00
	Building Permit Search Request (Retrieval of building plans)	S6.16 LGA	Yes			\$53.50	\$56.00
Uncertified Building Application	Building fee - (all classes) - 0.32% of value of work - minimum \$110	Sch 2 BR		S		\$110 or % applied	As per Regulations
	Construction Training Fund Levy - 0.2% (applies to work over \$20,000 value)	Reg 3 BCITFLA		S		\$200 or for every \$100k of work	As per Regulations
	Building Services Levy - 0.137% - \$61.65 minimum or up to \$45k	R 12 BS		S		\$61.65	As per Regulations
Certified Building Application	Building fee - class 1 & 10 - 0.19% of value of work - minimum \$110	Sch 2 BR		S		\$110 or % applied	As per Regulations
	Building fee class 2-9 - 0.09% of value of work - minimum \$110	Sch 2 BR		S			As per Regulations
	Construction Training Fund Levy - 0.2% (applies to work over \$20,000 value)	Reg 3 BCITFLA		S		\$200 or for every \$100k of work	As per Regulations
	Building Services Levy - 0.137% - \$61.65 minimum or up to \$45k	R 12 BS		S		\$61.65	As per Regulations
Occupancy Permit	Application fee - 0.09% of value of work - minimum \$110	Sch 2 BR		S		\$110 or % applied	As per Regulations
	Unauthorised fee - 0.18% of value of work - minimum \$110			S			As per Regulations
	Building Services Levy - 0.137% - \$61.65 minimum or up to \$45k	R 12 BS		S		\$61.65	As per Regulations
Building Approval Certificates	Unauthorised Building fee - 0.38% of building work - minimum \$110			S			As per Regulations
	Building Services Levy (authorised) - \$123.30 minimum			S			As per Regulations
	Building Services Levy (unauthorised) - 0.274% - \$123.30 minimum or up to \$45k			S			As per Regulations
	Construction Training Fund Levy - 0.2% (applies to work over \$20,000 value)	Reg 3 BCITFLA		S		\$200 or for every \$100k of work	As per Regulations

Schedule of Fees and Charges 2025/26

DESCRIPTION			Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
Damage Bond	Kerb, footpath, verge and road damage bond (per street frontage) 1% of value of proposed works with a minimum of \$1,500 (discretionary fee charge based on nature and value of building work)		Discretionary				% applied	% applied
	Damage inspection fee - for inspection prior to commencement and at completion, at applicants request. This is non-refundable.		Discretionary					\$100.00
Certification	Certificate of Design Compliance (class 1 & 10) - (\$300) or 0.26%, whichever is greater. Hourly rate & travel are applied in addition to this.		Discretionary				\$351.00	\$351.00
	Certificate of Building Compliance (class 1 & 10) - (\$350) or 0.2%, whichever is greater. Hourly rate & travel are applied in addition to this.		Discretionary				\$351.00	\$350.00
	Certificate of Construction Compliance - (\$350) or 0.2%, whichever is greater. Hourly rate & travel are applied in addition to this.		Discretionary				\$351.00	\$350.00
	Performance Based Design Brief		Discretionary					\$150/hr
	Approval of battery powered smoke alarms		R61 BR		S		\$179.50	\$179.40
	Other charges as per the Building Regulations 2012		Sch 2 BR		S		As per the regulation	
Swimming Pools	Swimming pool/spa periodic inspection fee (\$312/4 years or \$78 per year)		R 53 BR		S		\$78.00	\$78.00
	Initial safety barrier inspection (includes 1x reinspection if required) for new or altered swimming pool safety barriers - fee of \$200. For locations outside of Narrogin, additional time and travel costs will apply.		BR R 53a (Reg amendment)		S			\$200.00
Other Economic Services								
	Commercial Standpipe per 1,000L		S6.16 LGA	Yes			\$8.00	\$8.50
	Commercial Standpipe access swipe card		S6.16 LGA	Yes			\$22.50	\$23.50

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
BUSINESS UNIT: OTHER PROPERTY & SERVICES						
Private Works						
<u>Charge Out Rates for Private Works</u>						
<u>With Operator (Labour rates included in price)</u>						
Grader per hour	S6.16 LGA	Yes			\$212.00	\$220.50
Loader per hour	S6.16 LGA	Yes			\$196.50	\$204.50
Backhoe per hour	S6.16 LGA	Yes			\$150.50	\$156.50
Truck (12 tonne) per hour	S6.16 LGA	Yes			\$197.50	\$205.50
Truck (3 tonne) per hour	S6.16 LGA	Yes			\$162.50	\$169.00
Truck & float per hour	S6.16 LGA	Yes			\$253.00	\$263.00
Jet patcher per hour	S6.16 LGA	Yes			\$188.50	\$196.00
Multi- roller per hour	S6.16 LGA	Yes			\$188.50	\$196.00
Vibe (Hamm) roller per hour	S6.16 LGA	Yes			\$236.00	\$245.50
Excavator per hour (Does not include Mob and De-Mob costs at "cost plus 20%")	S6.16 LGA	Yes			\$197.50	\$205.50
Road sweeper per hour	S6.16 LGA	Yes			\$206.00	\$214.00
JD tractor per hour	S6.16 LGA	Yes			\$190.00	\$197.50
Bomag vibrating roller per hour	S6.16 LGA	Yes			\$163.00	\$169.50
Cat multi terrain loader per hour	S6.16 LGA	Yes			\$155.00	\$161.00
JD backhoe per hour	S6.16 LGA	Yes			\$151.00	\$157.00
Trailers (truck dog)	S6.16 LGA	Yes			\$57.50	\$60.00
Slasher (tractor attachment)	S6.16 LGA	Yes			\$33.50	\$35.00
Turf Aerator (tractor attachment)	S6.16 LGA	Yes			\$33.50	\$35.00
New Holland tractor per hour	S6.16 LGA	Yes			\$190.00	\$197.50
JD ride on mower (with trailer) per hour	S6.16 LGA	Yes			\$142.00	\$147.50
Toro ride on mower (with trailer) per hour	S6.16 LGA	Yes			\$154.00	\$160.00

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
Flail Mower (tractor attachment)	S6.16 LGA	Yes			\$90.50	\$94.00
10 tonne Mitsubishi Fuso	S6.16 LGA	Yes			\$197.50	\$205.50
Tow behind broom per hour	S6.16 LGA	Yes			\$144.00	\$150.00
Generator hire per day or part there of (commercial)	S6.16 LGA	Yes			\$574.00	\$597.00
Generator hire per day or part there of (non commercial)	S6.16 LGA	Yes			\$288.00	\$299.50
Materials, Contracts, Plant & Labour Rates	S6.16 LGA	Yes			Cost plus 20%	Cost plus 20%
Works crew labour per hour	S6.16 LGA	Yes			\$101.50	\$105.50
Works Foreman per hour	S6.16 LGA	Yes			\$126.00	\$131.00
Operations Manager	S6.16 LGA	Yes			\$138.00	\$143.50
Mileage rate per km	S6.16 LGA	Yes			\$2.50	\$2.50
Gravel per Cubic metre ex pit excluding delivery	S6.16 LGA	Yes			\$15.00	\$15.50
* No dry hire of plant. Only experienced ticketed Shire staff to operate plant at discretion of CEO or EMTRS <u>All other charges not separately listed in this schedule that is not set by specific legislation</u>						
Gate Permits	S6.16 LGA	Yes			\$270.50	\$281.50

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
Administration						
Administration/Office						
Photocopy charges - single A4 per copy	S6.16 LGA	Yes			\$0.60	\$0.60
Photocopy charges - single A3 per copy	S6.16 LGA	Yes			\$1.20	\$1.25
Photocopy charges - A4 single colour per copy	S6.16 LGA	Yes			\$2.20	\$2.30
Photocopy charges - A4 double / A3 single colour per copy	S6.16 LGA	Yes			\$4.50	\$4.70
Minutes or Agendas (free at council meeting)	S6.16 LGA	Yes			\$28.00	\$29.50
Digital projector per day	S6.16 LGA	Yes			\$40.00	\$42.00
Portable wireless speaker (individual)	S6.16 LGA	Yes			\$36.50	\$38.00
Portable wireless speakers (pair)	S6.16 LGA	Yes			\$61.50	\$64.00
Council chambers full day	S6.16 LGA	Yes			\$444.50	\$462.50
Council chambers per hour	S6.16 LGA	Yes			\$56.50	\$59.00
Meeting room full day	S6.16 LGA	Yes			\$266.00	\$277.00
Meeting room per hour	S6.16 LGA	Yes			\$46.00	\$48.00
Secretarial support per hour	S6.16 LGA	Yes			\$75.50	\$79.00
FOI as per statutory fees	S6.16 LGA	Yes	S		As per Statutory Fees	As per Statutory Fees
Cleaning	S6.16 LGA	Yes			\$0.00	\$0.00
Copy of CCTV Footage (fixed Cost) includes first hour. WAPOL exempt	S6.16 LGA	Yes			\$111.00	\$115.50
Copy of CCTV Footage (Hourly fee or part there of) WAPOL exempt	S6.16 LGA	Yes			\$77.50	\$81.00
Vehicles mileage rate	S6.16 LGA	Yes			\$0.00	\$0.00
Security key bond	S6.16 LGA	Yes			\$283.00	\$294.50
Electric / Hybrid Vehicle (7kWh) Charging Station (Shire Office) per Kilo Watt Hour (minimum charge \$20.00)	S6.16 LGA	Yes			\$0.40	\$0.45
Electric / Hybrid Vehicle (7kWh) Charging Station (Shire Office) per minute of idle time (after 10 minutes)	S6.16 LGA	Yes			\$0.50	\$0.55
Electric / Hybrid Vehicle (22kWh) Charging Stations - Cost per Kilo Watt Hour (kwh)	S6.16 LGA	Yes			\$0.45	\$0.50

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
Electric / Hybrid Vehicle (22kWh) Charging Stations - Cost per minute of idle time (after 10 minutes)	S6.16 LGA	Yes			\$0.50	\$0.55
Bonds that have been approved by the CEO or EMCCS to be paid by credit cards will attract a fee equal to that of the bank fees paid by the Shire associated with that particular transaction.						

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
LEASES/LICENCES						
Annually Unless Stated						
Portion of 105 Federal Street - Arts Narrogin Inc.	S6.16 LGA	Yes	S	S	\$1.00	\$1.00
Reserve 137717 Lake Road - Nomans Lake Hall Committee	S6.16 LGA	Yes	S	S	\$1.00	\$1.00
43 Federal Street - CSBP Ltd	S6.16 LGA	Yes	S	S	\$12,000 plus CPI	\$14,345.10
30-50 Clayton Road - Upper Great Southern Hockey Association	S6.16 LGA	Yes	S	S	\$1.00	\$1.00
Lot 1561 Clayton Road - Narrogin Race & Pace	S6.16 LGA	Yes	S	S	\$50.00	\$50.00
Portion of Lot 205 Great Southern Highway - Richard Boothey	S6.16 LGA	Yes	S	S	\$1.00	\$1.00
Lot 3265541 Federal Street - Barry McNab	S6.16 LGA	Yes	S	S	\$1.00	\$1.00
38 Fortune Street - Westpac Banking Corporation	S6.16 LGA	Yes	S	S	\$40,089 plus 2%	\$49,390.57
45 Federal Street - Food Boss	S6.16 LGA	Yes	S	S	\$15,600 plus CPI	\$17,160.00
95 Earl Street - Menshed Narrogin Inc.	S6.16 LGA	Yes	S	S	\$1.00	\$1.00
166 Clayton Road Menshed Narrogin Inc.	S6.16 LGA	Yes	S	S	\$1.00	\$1.00
Lot 123 Earl Street - John Chadwick	S6.16 LGA	Yes	S	S	\$12.00	\$12.00
1-3 Fathom Street - Narrogin & Districts Senior Citizens Centre	S6.16 LGA	Yes	S	S	\$3733 plus CPI	\$1.00
Lot 3000 Williams Road - Narrogin Golf Club	S6.16 LGA	Yes	S	S	\$24.00	\$1.00
6 William Kennedy Way - REED	S6.16 LGA	Yes	S	S	\$2,000 plus CPI	\$5,884.36
Lot 109 Williams-Kondinin Road - Narrogin Clay Target Club	S6.16 LGA	Yes	S	S	\$1.00	\$1.00
Lot 109 Williams-Kondinin Road - Narrogin Speedway Club	S6.16 LGA	Yes	S	S	\$1.00	\$1.00
Lot 15801 Contine Road - Narrogin Sporting Shooters	S6.16 LGA	Yes	S	S	\$1.00	\$1.00
Lot 109 Williams-Kondinin Road - Narrogin Dirt Bike Association	S6.16 LGA	Yes	S	S	\$1.00	\$1.00
61 Fairway Street - Narrogin Restoration Group	S6.16 LGA	Yes	S	S	\$1.00	\$1.00
Lot 135 Burley Street - Roy & Diana Kirby - owns adjoining land	S6.16 LGA	Yes	S	S	\$1.00	\$1.00
Lot R12584 Clayton Road - Brenton, Clayton & Lewis Hardie (land user - owns surrounding land)	S6.16 LGA	Yes	S	S	\$1.00	\$1.00

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
Lot R12856 Clayton Road - Barry Hardie (land user - owns surrounding land)	S6.16 LGA	Yes	S	S	\$1.00	\$1.00
Lot 301 Yilliminning Road - K Quartermaine (land user - owns surrounding land)	S6.16 LGA	Yes	S	S	\$1.00	\$1.00
Lot 50 Narrogin Valley Road - Adrian Veitch (land user - owns surrounding land)	S6.16 LGA	Yes	S	S	\$1.00	\$1.00
75 Federal Street - Narrogin Community Support Association Inc. / Narrogin Financial Counselling Service (formerly the Narrogin Youth Support Association Inc.	S6.16 LGA	Yes	S	S	\$1,000.00	\$1,000.00
Portion of Lot 1561 Clayton Road - Narrogin & Districts Stud Sheep Breeders Association & Narrogin Agricultural Society Inc	S6.16 LGA	Yes	S	S	\$0.00	\$1.00
Portion of Lot 1561 Clayton Road - Narrogin Amateur Swimming Club	S6.16 LGA	Yes	S	S	\$1.00	\$1.00
Portion of Lot 1561 Clayton Road - Narrogin Towns Cricket Club Inc.	S6.16 LGA	Yes	S	S	\$1.00	\$1.00
Portion of Lot 1561 Clayton Road - Narrogin Poultry Society	S6.16 LGA	Yes	S	S	\$1.00	\$1.00
Kevin Norwell Velodrome - The Nutty Mob Inc.	S6.16 LGA	Yes	S	S	\$1.00	\$1.00
Lot 8 Clayton Road - Licence - Narrogin Hawks Football Club	S6.16 LGA	Yes	S	S	\$0.00	\$12.00
Lot 205 Mokine Road - Licence - Vern Gibson	S6.16 LGA	Yes	S	S	\$0.00	\$12.00
Portion of 105 Federal Street - Narrogin Gymnastics Club Inc.	S6.16 LGA	Yes	S	S	\$5,000.00	\$5,000.00
Lot 1721 Hale Street - Gnarojin Community Gardens Incorporated	S6.16 LGA	Yes	S	S	\$1.00	\$1.00
Portion of R20443, 39 Bannister Street - Narrogin Eagles Sporting Club	S6.16 LGA	Yes	S	S	\$1.00	\$1.00
Portion of Lots 26 & 27 Burley Street - Highbury Tennis Club	S6.16 LGA	Yes	S	S	\$1.00	\$1.00
Portion of Lots 26 & 27 Burley Street - Highbury District Community Council	S6.16 LGA	Yes	S	S	\$1.00	\$1.00
Portion of Lot 1561 Clayton Road - Narrogin Tennis Club Inc.	S6.16 LGA	Yes	S	S	\$1.00	\$1.00
Portion of Lot 1561 Clayton Road - Narrogin Croquet Club	S6.16 LGA	Yes	S	S	\$1.00	\$1.00
Portion of Lot 1561 Clayton Road - Narrogin Bowling Club	S6.16 LGA	Yes	S	S	\$1.00	\$1.00
2194 Clayton Road - Narrogin Gliding Club	S6.16 LGA	Yes	S	S	\$700.00	\$898.73
2202 Clayton Road - Narrogin Flying Club	S6.16 LGA	Yes	S	S	\$350 plus CPI	\$450.52
2202 Clayton Road - St John Ambulance - Patient Transfer Facility	S6.16 LGA	Yes	S	S	\$1.00	\$1.00
58-70 Portion of Lot 1561 Clayton Road - Narrogin Hawks Football Club	S6.16 LGA	Yes	S	S	\$1.00	\$1.00
Shop 2 & Office 82 Federal Street - Holyoake Australian Institution for Alcohol and Drug Addiction Resolution Inc	S6.16 LGA	Yes	S	S	\$11,330.00	\$13,325.00

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
Shop 1 Town Hall Complex (Available) 86 Federal St, Narrogin - Wheatbelt Regional Development Australia (RDA)	S6.16 LGA	Yes	S	S		\$5,200.00
Doug Fairclough Rooms, Town Hall Office 3 (South East) 80 Federal St, Narrogin - IPS Management Consultancy	S6.16 LGA	Yes	S	S		\$7,920.00
Town Hall Offices (William Manning Rooms) 1 & 2 (North East) 80 Federal St, Narrogin	S6.16 LGA	Yes	S	S		\$3,960.00
Town Hall Offices (William Manning Rooms) 1 & 2 (North East) 80 Federal St, Narrogin	S6.16 LGA	Yes	S	S		\$1.00
Part 3, 39 Federal Street, Narrogin Being 39 (Cnr) - St John Ambulance WA	S6.16 LGA	Yes	S	S		\$17,743.44

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee

NOTES

Fees and Charges are to be rounded to the nearest 50c, where practical.

A person who can prove at the time of purchase they are either under 18 years of age or a holder of a Seniors or Health Care Card.

Bonds are to be paid before the hire of facilities, equipment or the supplying of keys.

All Bonds are to be paid by Cash or Bank Cheque unless approved by the CEO or EMCCS.

If the CEO or EMCCS approve payment of Bond by Credit Card then additional fees will apply and the bond will be increase by 3% to cover the loss of bank fees.

The CEO or EMCCS may amend or impose an additional bond for the use of the Shire facilities by any group or individuals where they believe it is in the best interest of the Shire to do so.

Unless special arrangements have been agreed to by the Shire, all facilities are to be cleaned to the same standard as the facility was originally hired, at the end of the hire.

All above figures are in Australian Dollars (AUD).

Any statutory fees imposed by other government agencies are subject to change without warning. Prior to considering change to any of these fees relevant legislation should be read.

All prices with Yes in the GST column include GST.

All other charges not separately listed in this schedule that is not set by specific legislation will be charged at cost plus 20%.

Fees & Charges - References

Aged Care Act 1997 (Federal)

Bushfires Act 1954

Building Regulations 2012

Building Services (Complaint Resolution and Administration) regulations 2011

Cemeteries Act 1986

Cat Act 2011

Cat Regulations 2012

Dog Act 1976

Dog Regulations 2013

Food Act 2008

Health Local Law 2022

Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc.)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25 Fee	Adopted 2025/26 Fee
Health Act 1911						
Public Health Act 2016						
Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974						
Local Government (Miscellaneous Provisions) Act 1960						
Local Government Act 1995						
Planning and Development Act 2005						
Planning and Development Regulations 2009						
WA Freedom of Information Act 1992						

10.4 OFFICE OF THE CHIEF EXECUTIVE OFFICER

10.4.1 ANNUAL REVIEW OF DELEGATION REGISTER

File Reference	13.5.6
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	29 April 2025
Author	Danielle van Rooyen – Business Development and Innovation Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Delegation Register	

Summary

Council is requested to consider the annual review of the Delegations Register, in accordance with section 5.46(2) of the Local Government Act 1995, which requires all delegations to be reviewed at least once every financial year.

The Delegation's Register was last endorsed by Council at its meeting held on 22 May 2024, and the required annual review has now been completed. As a result of the review, the following changes are proposed:

- Minor administrative updates, including revised references to current legislation such as the Cat Act 2011;
- A substantive amendment to Delegation 3.11 – Financial Donations/Sponsorship, to:
 - Define the term "local" within the eligibility criteria; and
 - Clarify that sponsorship to individuals is only permitted where they are formally representing the Shire of Narrogin or the district at recognised national or international events; and
- An amendment to Delegation 3.4 – Disposing of Land – Leases, Rentals etc, to expand the heading to include Licences, ensuring that all forms of land occupation, including non-exclusive arrangements, are captured within the delegation.

The reviewed Delegations Register is now presented for Council's consideration and endorsement.

Background

The Delegations Register documents all powers and duties delegated by Council to the Chief Executive Officer (CEO) and other officers, as well as any sub-delegations made by the CEO, in accordance with various pieces of legislation.

Section 5.46(2) of the Local Government Act 1995 requires that all delegations be reviewed at least once every financial year, and that all delegations be made and kept in writing.

The last review of the Delegations Register was endorsed by Council at its meeting held on 22 May 2024.

An internal review has now been undertaken to ensure the Register remains accurate, reflects current legislative references, and continues to meet operational requirements. The review also provided an opportunity to propose minor amendments and clarifications to specific delegations to support better governance practices.

Consultation

Consultation has occurred with the following:

- Chief Executive Officer;
- Executive Managers;
- Managers; and
- Business Development and Innovation Officer.

Statutory Environment

The following statutory provisions relate:

- Section 5.42 – Council may delegate powers or duties to the Chief Executive Officer (CEO) by an absolute majority decision;
- Section 5.43 – Specifies limits on delegations to the CEO;
- Section 5.44 – Allows the CEO to delegate powers or duties to other employees, provided the delegation is in writing;
- Section 5.46(2) – Requires all delegations to be in writing and reviewed at least once every financial year.

Policy Implications

There are no direct policy implications arising from the review of the Delegations Register.

Sustainability & Climate Change Implications

Environmental - There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.

Economic - There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

Social - There are no significant identifiable social impacts arising from adoption of the officer's recommendation.

Financial Implications

There are no direct financial implications arising from the review of the Delegations Register.

Strategic Implications

The review of the Delegations Register supports the Shire of Narrogin's Strategic Community Plan 2017–2027, specifically:

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

Risk Implications

A risk assessment has been undertaken in accordance with the Risk Management Framework. The results are detailed in the table below.

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Failure to complete the annual review of the Delegations Register, as required under sections 5.42, 5.43, 5.44, and 5.46(2) of the <i>Local Government Act 1995</i> (WA), may result in non-compliance with statutory obligations and minor reputational impact.	Rare (1)	Moderate (3)	Low (1-4)	Compliance Requirements	Accept Officer Recommendation

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of (4) 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 of the Delegations Register has been completed in accordance with section 5.46(2) of the *Local Government Act 1995* (WA), ensuring that all delegations remain current, legally compliant, and operationally effective.

The review identified minor administrative updates, a substantive amendment to Delegation 3.11 to clarify the eligibility for sponsorships and donations, and an amendment to Delegation 3.4 to include licences within the scope of land disposal delegations.

The reviewed Delegations Register is presented to Council for consideration and endorsement. It is recommended that Council endorse the updated Register to maintain good governance and ensure compliance with legislative requirements.

Voting Requirements

Absolute Majority

OFFICERS' RECOMMENDATION

That pursuant to sections 5.42, 5.43, and 5.46(2) of the *Local Government Act 1995* and the various other legislation as listed in the attached Delegations Register, 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;
- 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*; and
- 3) Authorise the change of title from Executive Manager Development & Regulatory Services to Executive Manager Planning & Sustainability, if Council subsequently resolves to amend Council Policy 2.1 Senior Employees – Designation & Appointing Acting Chief Executive Officer.



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REGISTER OF DELEGATIONS

AS AT 14 AUGUST 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
19	22 May 2024	Annual Review	Resolution 220524.10 – Annual Review
20	14 August 2024	Edit & Formatting	Nil

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 17 – Building and Development (deleted)	<u>125121</u>
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Former Section 16 – Unclassified (transferred to Section 12)

Former Section 17 – Building and Development (deleted)

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

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

SUMMARY

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

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

Statutory context

This Delegations Register has been prepared in accordance with –

Local Government Act 1995:

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

- Separate document as differing provisions apply

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

s.5.18 – Register of delegations to committees

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

s.5.43 – Limits on delegations to CEO

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

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

Local Government (Administration) Regulations 1996 –

r.19 – Record to be kept by delegates

Other legislation includes, but is not limited to –

Building Act 2011

Bushfires Act 1954

Cat Act [2011](#)

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

[Litter Act 1979](#)

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

Shire of Narrogin Local Planning Scheme No 3 (LPS 3)

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

Local Government Act 1995 –

5.42. Delegation of some powers and duties to CEO

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

* *Absolute majority required.*

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

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

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

Corporate context

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

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

The order of priority for compliance is –

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

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

- DLGCI 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 22 May 2024				Council to:			CEO to:						
		SP	CBF CO	CEO	EM CCS	EM DRS	EM TRS	MCS	MEHO & REHO	MO	RBS & BS		
				F=Full Delegation R=Restricted Delegation									
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			F	LV 3	LV 3	LV 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			F		F							
5.1	Issue of burning permits – CEO			F	Not Permitted								
5.3	Restricted burning periods – Variations			F	Not Permitted								
5.4	Prohibited burning periods – Variations	Jointly			Not Permitted								
6.1	Control of environmental health matters			F		F			R				
6.2	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	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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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 22 May 2024

[Reviewed](#) [22 May 2025](#)

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 [2008/2011](#);
- g) Cemeteries Act 1986;
- h) Dog Act 1976;
- i) Environmental Protection Act & Regulations 1986;
- j) Food Act 2008;
- k) Litter Act 1979;
- l) Planning and Development Act 2005;
- m) Control of Vehicles (Off-road Areas) Act 1978;
- n) Caravan Parks & Camping Grounds Act 1995;
- o) Public Health Act 2016; and
- p) Graffiti Vandalism Act 2016.

2. Local Laws

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

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

- d) Dogs Local Law 2016;
- e) Extractive Industries Local Law 2017;
- f) Fencing Local Law 2016;
- g) Public Places and Local Government Property Local Law 2016;
- h) Parking Local Law 2016;
- i) Health 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 the local government, there is a duty of care to the person, as well as to the community, and must ensure that the person is adequately resourced for the task, including training, equipment etc, as necessary,
- as an officer of the local government, there is a legal responsibility for their actions, and in making the appointment there is an obligation to be satisfied that the person is appropriate and competent to exercise the authority.

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

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

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

1.2 Acting CEO – Appointment

Statutory context

Corporate context

History

Last Reviewed	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
Revieweded	22 May 2024
Reviewed	22 May 2025

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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:

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

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	22 May 2024
Reviewed	22 May 2025

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	22 May 2024
Reviewed	22 May 2025

Delegation from Council to CEO

Functions to be performed

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

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

Conditions on use of delegation

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

Sub-delegation permitted to

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

Delegation by CEO to other employees

To –

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

References

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

File number 1.2.1

Notes:

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

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

3.2 Contracts – Variations

Statutory context

Local Government (Functions and General) Regulations 1996 –

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

Corporate context

Policy Manual –

- 3.1 - Purchasing

History

Last Reviewed	26 May 2021
Reviewed	27 April 2022
Reviewed	26 April 2023
Reviewed	22 May 2024
Reviewed	22 May 2025

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

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

Sub-delegation permitted

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

Delegation by CEO to other employees

To –

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

References

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

Notes

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

Statutory context

Local Government Act 1995 –

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

Local Government (Functions and General) Regulations 1996 –

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

Corporate context None

History

Last Reviewed	26 May 2021
Reviewed	27 April 2022
Reviewed	26 April 2023
Reviewed	22 May 2024
Reviewed	22 May 2025

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 – [Licences](#), [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
Reviewed	22 May 2024
Reviewed	22 May 2025

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

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

Sub-delegation permitted to

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

Delegation by CEO to other employees

Nil

References

Formal record of use File copy of notice

File number 5.1.5

Notes

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

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

3.5 Rates record, extensions and objections

Statutory context

Local Government Act 1995 –

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

Corporate context None

History

Last Reviewed	26 May 2021
Reviewed	27 April 2022
Reviewed	26 April 2023
Reviewed	22 May 2024
Reviewed	22 May 2025

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	22 May 2024
Reviewed	22 May 2025

Delegation from Council to CEO

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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 22 May 2024

[Reviewed 22 May 2025](#)

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

None

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services

Delegation by CEO to other employees

To –

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

References

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

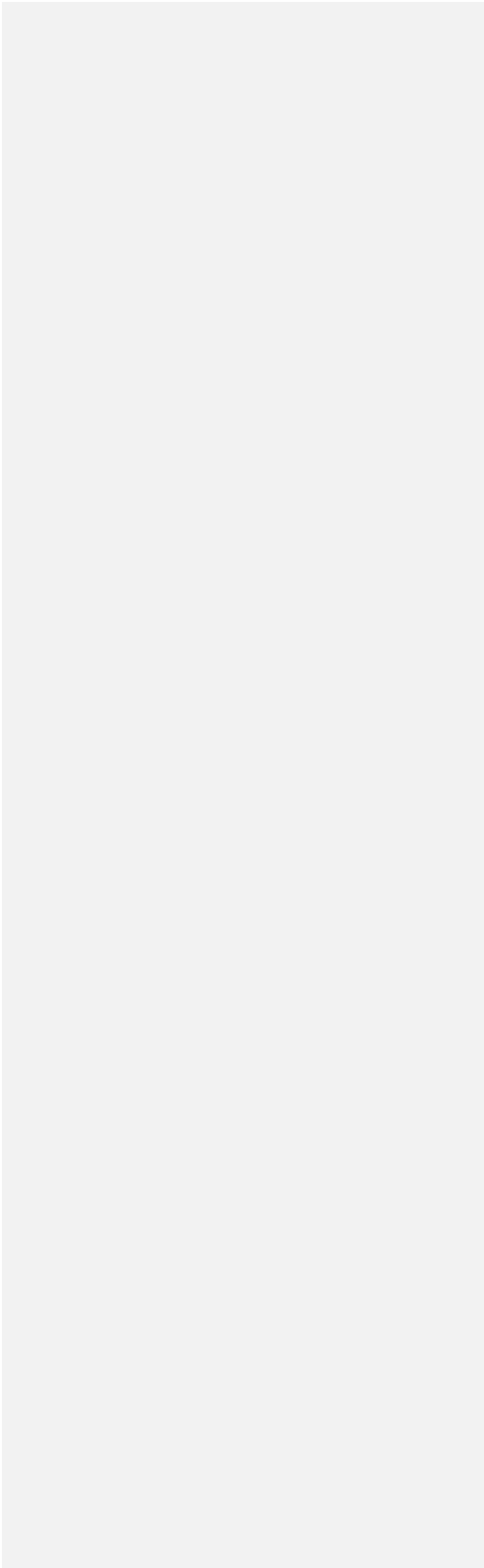
File number 12.7.1

Notes

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

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

3.8 Municipal Fund – Incurring expenditure (Deleted)



3.9 Municipal Fund and Trust Fund – Payments from Bank Accounts

Statutory context

Local Government Act 1995 –

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

Local Government (Financial Management) Regulations 1996 –

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

Local Government (Audit) Regulations

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

Corporate context None

History

Last Reviewed	26 May 2021
Reviewed	27 April 2022
Reviewed	26 April 2023
Reviewed	22 May 2024
Reviewed	22 May 2025

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

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

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

Sub-delegation permitted to

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

- c) Executive Manager Development & Regulatory Services
- d) Manager Corporate Services

Delegation by CEO to other employees

To –

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

References

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

File number Not applicable

Notes

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

3.10 Investments

Statutory context

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

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

Corporate context

Council Policy Manual –
3.7 – Investments

History

Last Reviewed	26 May 2021
Reviewed	27 April 2022
Reviewed	26 April 2023
Reviewed	22 May 2024
Reviewed	22 May 2025

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

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

Sub-delegation permitted to

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

Delegation by CEO to other employees

To –

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

References

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

File number 12.3.2

Notes

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

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

Statutory context

Local Government Act 1995

Corporate context

Delegations Register –

11.2 – Discount/waiver/subsidy of facility hire fees

Council Policy Manual –

5.7 Donation of Funds to Emergency Services and Disaster Recovery

Annual Budget

History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

Reviewed 26 April 2023

Reviewed 22 May 2024

[Reviewed 22 May 2025](#)

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

1. Financial

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

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

- a) the amount does not exceed \$500 ex GST in any financial year; and
- b) the recipient is a community group, sporting club or non-profit organisation; ~~or~~
- c) [the recipient is based locally, meaning the individual, group, organisation or club is physically based, primarily operates, or is incorporated within the boundaries of the Shire of Narrogin; and the purpose of the donation or sponsorship has particular benefit or application to the district, being an initiative, activity, event or project conducted within, or delivering substantial benefit to, the community of the Shire of Narrogin, the recipient is based locally, or the purpose has particular benefit or application to the district.](#)
- d) [_____](#)

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

- a) Businesses; ~~or~~
- b) [private individuals, unless the sponsorship is directly related to formal representation of the Shire of Narrogin or the district at a recognised national or international event, competition, conference, or forum, as determined by the CEO; or individuals;](#)
- b) [_____](#)
- c) recipients of funding from the “Community Chest” annual Budget allocation.

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

2. In-kind works and services

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

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

e)d) [the recipient is not an individual, unless the sponsorship is directly related to formal representation of the Shire of Narrogin or the district at a recognised national or international event, competition, conference, or forum, as determined by the CEO.](#)

Sub-delegation permitted to

Not permitted

Delegation by CEO to other employees

Not permitted

References

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

File reference 2.10.1

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

Notes

3.12 Ex-Gratia Payments

Statutory context

Local Government Act 1995

Corporate context

Council Policy Manual –
3.4 – Ex-gratia payments

History

Last Reviewed	26 May 2021
Reviewed	27 April 2022
Reviewed	26 April 2023
Reviewed	22 May 2024
Reviewed	22 May 2025

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 22 May 2024

[Reviewed](#) [22 May 2025](#)

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

None

Sub-delegation permitted to

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

Delegation by CEO to other employees

To –

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

References

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

File number 19.1.3

Notes

4.2 Cat Act 2011

Statutory context

Cat Act 2011 –

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

Local Government Act 1995 –

- s.9.10 – Appointment of authorised persons

Corporate context None

History

Last Reviewed	26 May 2021
Amended	26 May 2021
Reviewed	27 April 2022
Reviewed	26 April 2023
Reviewed	22 May 2024
Reviewed	22 May 2025

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.

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
Reviewed	22 May 2024
Reviewed	22 May 2025

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

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
Reviewed	22 May 2024
Reviewed	22 May 2025

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
Reviewed	22 May 2024
Reviewed	22 May 2025

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

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 22 May 2024

[Reviewed 22 May 2025](#)

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	22 May 2024
Reviewed	22 May 2025

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 22 May 2024

[Reviewed 22 May 2025](#)

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

Adopted 22 May 2024

[Reviewed](#) [22 May 2025](#)

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 Technical & Rural Services**
In full

References

Formal record of use File copy of approval of discretionary use

File number

Notes

Section 5 - Fire Control

5.1 Issue of burning permits – CEO

Statutory context

Bush Fires Act 1954 –

s.18 – Restricted burning times

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

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

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

s.48(1) – power to delegate to CEO

s.48(3) – no power of sub-delegation

Bush Fire Regulations 1954 –

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

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

r.15A – 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	22 May 2024
Reviewed	22 May 2025

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.

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	22 May 2024
Reviewed	22 May 2025

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	22 May 2024
Reviewed	22 May 2025

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
Reviewed	22 May 2024
Reviewed	22 May 2025

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.

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	22 May 2024
Reviewed	22 May 2025

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

Formal record of use File copy of approval of discretionary use

File number

Notes

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

6.3 Amenity Local Law 2016 (Deleted)

6.4 Control of food matters

Statutory context

Food Act 2008 –

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

Food Regulations 2009 –

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

Public Health Act 2016

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

Government Gazette 24 Jan 2017 – Designation of Health Authorised Officers

Corporate context None

History

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

[Reviewed](#) [22 May 2025](#)

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.

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	22 May 2024

[Reviewed](#) [22 May 2025](#)

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

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

Sub-delegation permitted to

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

Sub-delegation permitted to

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

Delegation by CEO to other employees

To –

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

References

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

File number

Notes

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

6.6 Environmental Protection (Noise) Regulations 1997

Statutory context

Environmental Protection Act 1986 –
Delegation No.112

Corporate context None

History

Adopted 26 April 2023
Reviewed 22 May 2024
[Reviewed](#) 22 May 2025

Delegation from Council to CEO

Functions to be performed

- [2.1.](#) 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 tp 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.

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Conditions on use of delegation

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

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References

Formal record of use File copy of approval of discretionary use

File number

Notes

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

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	22 May 2024

[Reviewed](#) [22 May 2025](#)

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	22 May 2024

[Reviewed](#) [22 May 2025](#)

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

None

Sub-delegation permitted to

Not permitted

Delegation by CEO to other employees

Not permitted

References

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

File number Personnel file

Notes

This delegation does not extend to –

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

Information Package for a vacancy to include –

- remuneration range;
- other benefits available;
- selection criteria or key position requirements;
- closing date and application submission requirements; and

any additional information appropriate.

8.2 Long Service Leave

Statutory context

Local Government Act 1995 –

s.5.48 – Long service leave benefits for employees

Local Government (Long Service Leave) Regulations 2024

Corporate context None

History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

Reviewed 26 April 2023

Reviewed 22 May 2024

[Reviewed](#) [22 May 2025](#)

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

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

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services

Delegation by CEO to other employees

To –

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

References

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

File number Personnel file

Notes

Section 9 - Work Health & Safety

This section is currently empty

Section 10 - Building / Development

10.1 Control of building matters

Statutory context

Local Government Act 1995 –

s.5.36 – Local government employees

Building Act 2011 –

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

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

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

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

Building Regulations 2012

Building Services (Registration) Act 2011

s.17 – registration of building service practitioners

Building Services (Registration) Regulations 2011 –

r.4 – prescribed levels for building surveying

Part 3A – Building surveyors

Corporate context

Delegations Register –

1.1 Appointment of Authorised Persons

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

History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

Reviewed 26 April 2023

Reviewed 22 May 2024

[Reviewed 22 May 2025](#)

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

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	22 May 2024
Reviewed	22 May 2025

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

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

Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

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

References

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

File number Property file

Notes

10.3 Control of planning matters

Statutory context

Planning and Development Act 2005 –

Part 5 – Local planning schemes

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

s.72 – Local government may prepare or adopt scheme

s.73 – Provisions of a local planning scheme

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

Shire of Narrogin Local Planning Scheme No 3

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 22 May 2024

[Reviewed 22 May 2025](#)

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

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

Shire of Narrogin Local Planning Scheme No 3

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 22 May 2024

[Reviewed 22 May 2025](#)

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.

10.5 Fencing Local Law 2016

Statutory context

Fencing Local Law 2016

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

Shire of Narrogin Local Planning Scheme No 3

Corporate context None

History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

Reviewed 26 April 2023

Reviewed 22 May 2024

[Reviewed 22 May 2025](#)

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

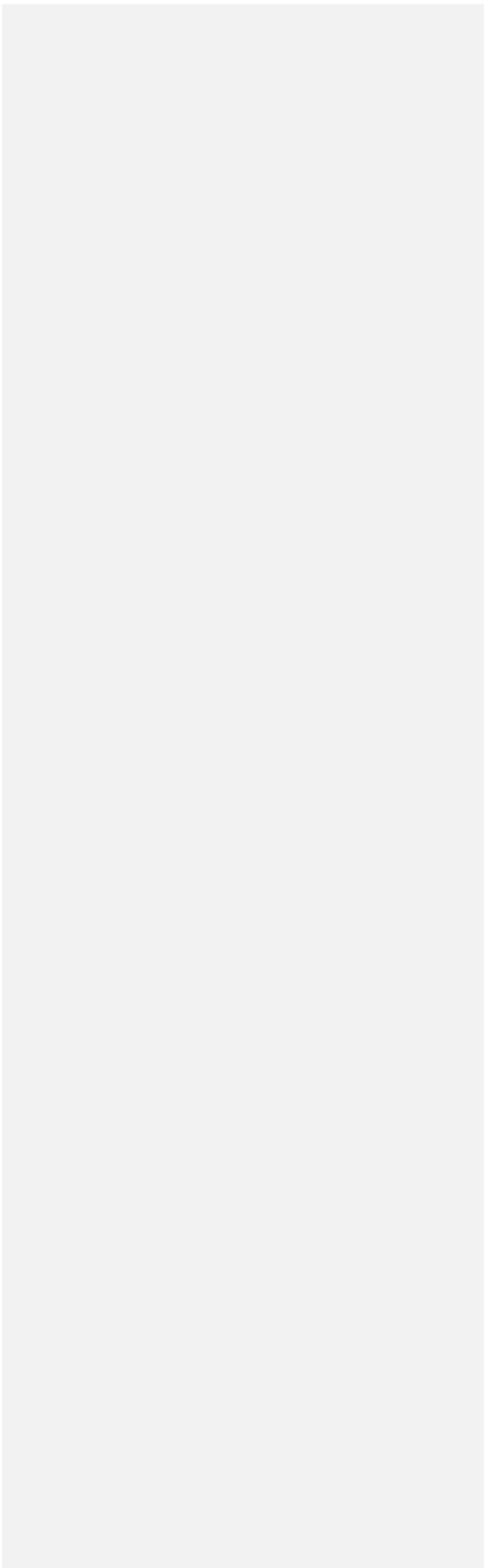
Formal record of use File copy of advice of decision to applicant, developer etc

File number Property file

Notes

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

|



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

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	22 May 2024
Reviewed	22 May 2025

Delegation from Council to CEO

Functions to be performed

The CEO is delegated power to –

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

Conditions on use of delegation

None

Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

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

References

Formal record of use File copy of notice

File number 3.2.3

Notes

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 22 May 2024

[Reviewed 22 May 2025](#)

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

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	22 May 2024
Reviewed	22 May 2025

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 22 May 2024

[Reviewed 22 May 2025](#)

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 –

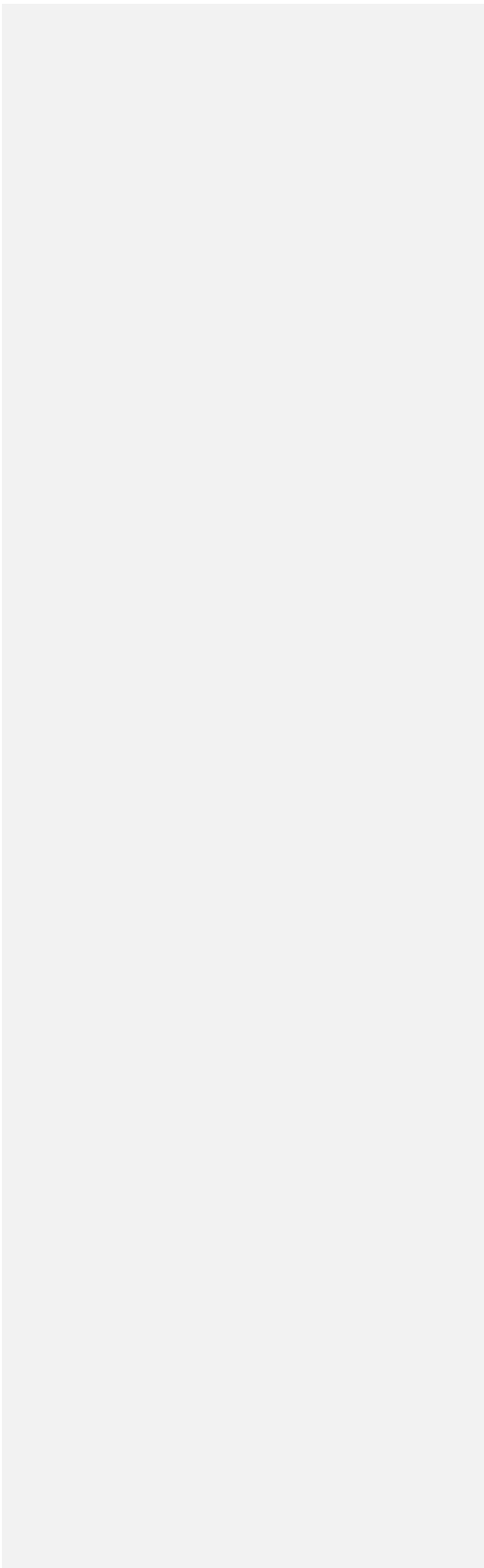
- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Technical & Rural Services**
In full
- c) **Executive Manager Development & Regulatory Services**
In full

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	22 May 2024
Reviewed	22 May 2025

Delegation from Council to CEO

Function to be performed

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

Conditions on use of delegation

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

Sub-delegation permitted to

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

Delegation by CEO to other employees

To –

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

References

Formal record of use File copy of notice

File number Property file

Notes

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

12.3 Works on land outside the district

Statutory context

Local Government Act 1995 –

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

Corporate context None

History

Last Reviewed	26 May 2021
Reviewed	27 April 2022
Reviewed	26 April 2023
Reviewed	22 May 2024
Reviewed	22 May 2025

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

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

Sub-delegation permitted to

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

Delegation by CEO to other employees

To –

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

References

Formal record of use File copy of agreement, consent etc

File number 28.4.2

Notes

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

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

12.4 Materials from land not under local government control

Statutory context

Local Government Act 1995 –

s.3.21 – Duties when performing functions

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

Corporate context None

History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

Reviewed 26 April 2023

Reviewed 22 May 2024

[Reviewed](#) [22 May 2025](#)

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

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

Sub-delegation permitted to

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

Delegation by CEO to other employees

To –

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

References

Formal record of use Written agreement with land owner/occupier

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

Notes

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

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

12.5 Notices requiring certain things to be done

Statutory context

Local Government Act 1995 –

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

Local Government (Uniform Local Provisions) Regulations 1996 –

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

Corporate context None

History

Last Reviewed	26 May 2021
Reviewed	27 April 2022
Reviewed	26 April 2023
Reviewed	22 May 2024
Reviewed	22 May 2025

Delegation from Council to CEO

Function/s to be performed

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

Conditions on use of delegation

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

Sub-delegation permitted to

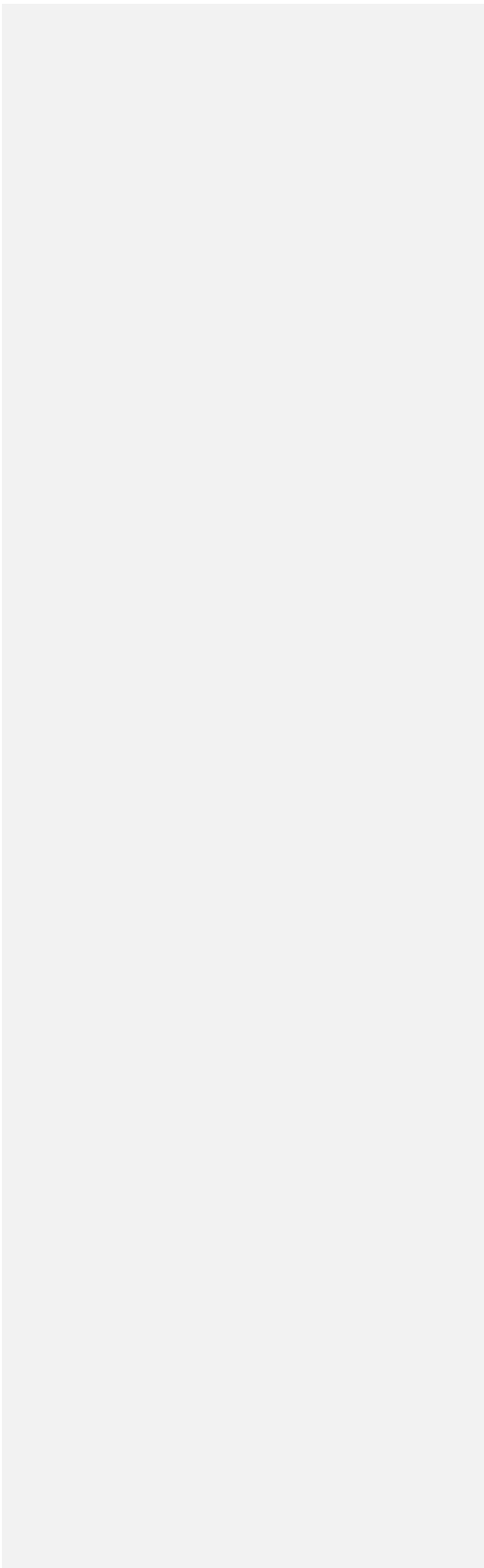
- a) Executive Manager Technical & Rural Services
- b) Executive Manager Corporate & Community Services
- c) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

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

|



References

Formal record of use File copy of notice

File number Property file

Notes

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

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

12.6 Notice of local government works

Statutory context

Local Government Act 1995 –

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

Corporate context None

History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

Reviewed 26 April 2023

Reviewed 22 May 2024

[Reviewed](#) [22 May 2025](#)

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	22 May 2024
Reviewed	22 May 2025

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	22 May 2024
Reviewed	22 May 2025

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

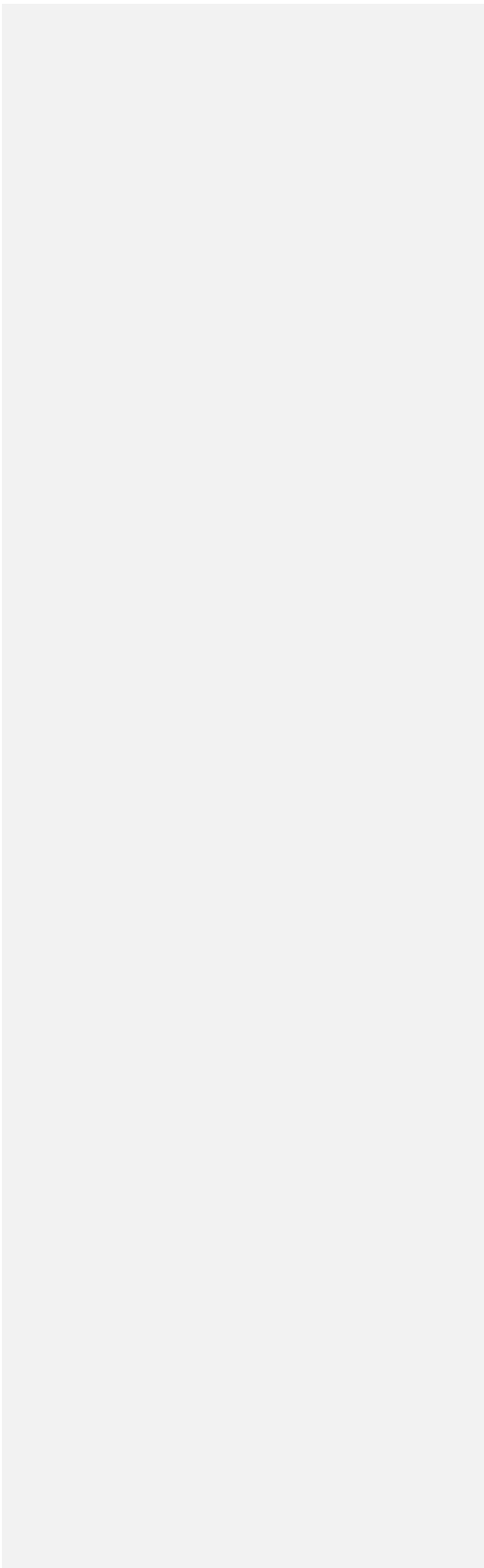
- a) Executive Manager Technical & Rural Services
- b) Executive Manager Corporate & Community Services
- c) Executive Manager Development & Regulatory Services

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 22 May 2024

[Reviewed](#) [22 May 2025](#)

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 22 May 2024

[Reviewed 22 May 2025](#)

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 –

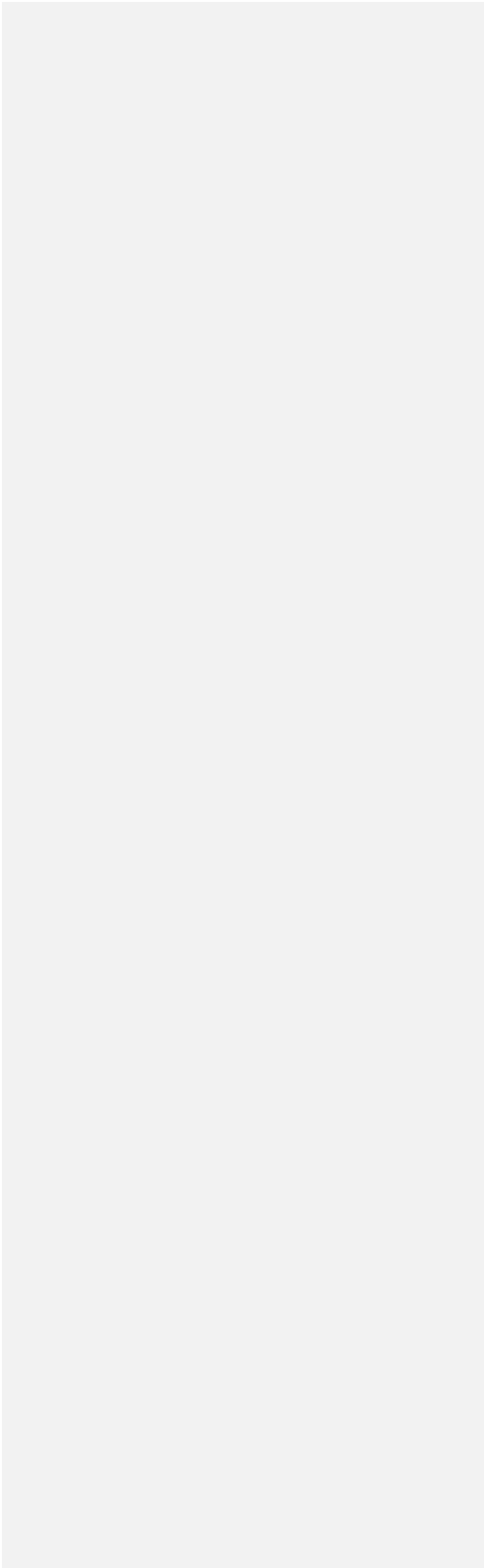
- a) **Executive Manager Technical & Rural Services**
Negotiations for all matters prior to signing of agreement

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
Reviewed	22 May 2024
Reviewed	22 May 2025

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	22 May 2024
Reviewed	22 May 2025

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

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

Sub-delegation permitted to

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

Delegation by CEO to other employees

To –

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

In full

c) Executive Manager Development & Regulatory Services

In full

References**Formal record of use** File copy of notice**File reference** 19.6.5**Notes**

13.2 Native flora and fauna

Statutory context

Environmental Protection Act 1986 –

s.51C – Unauthorised clearing of native vegetation

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 22 May 2024

[Reviewed](#) [22 May 2025](#)

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

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

5. The following statement is to be included in every approval by the CEO –
The approval of the Department of Parks and Wildlife is mandatory, and Shire permission is invalid without the Department's written consent accompanying Shire approval.

Sub-delegation permitted to

- a) Executive Manager Technical & Rural Services

Delegation by CEO to other employees

To –

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

References

Formal record of use File copy of notice of approval

File number 11.3.1

Notes

Dept of Biodiversity, Conservation and Attractions –

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

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

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

Former Section 16 – Unclassified (transferred to Section 12)

Former Section 17 – Building and Development (deleted)

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

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

10.4.2 BI-ANNUAL REVIEW OF COUNCIL POLICY

File Reference	13.5.6
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	15 May 2025
Author	Danielle van Rooyen – Business Development & Innovation Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Council Policy – Reviewed May 2025	

Summary

The Council Policy Manual has undergone a comprehensive review as part of the Council's and its Administration's commitment to good governance and the maintenance of relevant, effective, and legislatively compliant policies. While there is no statutory requirement under the *Local Government Act 1995* for the frequency of policy reviews, the Department of Local Government, Sport and Cultural Industries recommends a biennial review as best practice.

This review process included updates to reflect administrative improvements, including the assignment of a Responsible Executive Officer to each policy to ensure clear accountability and oversight. As part of this, policy responsibilities have been reallocated as follows:

- 53 policies to the Chief Executive Officer;
- 25 policies to the Executive Manager Corporate and Community Services;
- 14 policies to the Executive Manager Development and Regulatory Services; and
- 24 policies to the Executive Manager Technical and Rural Services.

In particular, *Policy 1.19 – Child Safe Awareness* has been strengthened in response to the 2024 report by the WA Ombudsman, Western Australia's Reportable Conduct Scheme: A review of systems to protect children. This report identified opportunities for improved systems within organisations covered by the Scheme. As a result, Policy 1.19 now includes a dedicated section on reportable conduct, a new record keeping section, and a reference to the Shire's public-facing disclosure portal to support accessibility and community trust.

The updated Policy Manual is presented for Council's endorsement, with a detailed schedule of proposed amendments, retirements, and responsible officer assignments attached.

Council is requested to adopt the revised Policy Manual as presented.

Background

The Council Policy Manual serves as a key governance tool, articulating the principles, responsibilities, and procedures that underpin decision-making across the organisation. It includes both legislatively required matters and directions of Council that guide internal operations and community engagement.

Under section 2.7 of the *Local Government Act 1995*, Council is responsible for determining the policies of the local government. To support this function, the Shire undertakes a structured review of the Policy Manual every two years to ensure relevance, consistency, and alignment with evolving legislative and operational requirements.

In line with this cycle, the 2025 review has incorporated both structural improvements and content updates. These include realignment of policy responsibilities across executive roles to reflect current organisational structures and areas of oversight. In addition, targeted updates, such as those applied to the Child Safe Awareness Policy (1.19), respond to sector-wide findings, including recent recommendations issued by the WA Ombudsman in relation to the Reportable Conduct Scheme.

This approach ensures the Manual remains a reliable and responsive governance framework for both internal decision-making and public accountability.

Consultation

Consultation has occurred with the following:

- Chief Executive Officer;
- Executive Managers;
- Managers; and
- Business Development and Innovation Officer.

Statutory Environment

Council's authority to adopt and oversee policies is established under the *Local Government Act 1995*, with Section 2.7 identifying the Council's role in determining local government policies.

Although the Act does not mandate a set review period, the practice of undertaking regular reviews, such as the current biennial cycle, is consistent with guidance provided by the Department of Local Government, Sport and Cultural Industries and supports sound governance and compliance.

Additionally, the Shire is subject to oversight under the Reportable Conduct Scheme, administered by the Western Australian Ombudsman under the *Parliamentary Commissioner Act 1971*. This framework informs the development of child safety-related policies and reinforces the Shire's obligations to protect children and young people from harm.

Policy Implications

The review ensures policies remain current and accountable, with clear executive ownership. Updates to Policy 1.19 enhance child safety reporting and compliance with the WA Ombudsman's Reportable Conduct Scheme.

Sustainability & Climate Change Implications

Environmental - There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.

Economic - There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

Social - The updated Policy Manual promotes transparency, accountability, and safer community outcomes. Enhancements to child safety policy strengthen public trust and support the wellbeing of children and young people in the Shire.

Financial Implications

There are no direct financial implications arising from the review of the Council Policy, that did not exist prior to the review.

Strategic Implications

The review of the Council Policy supports the Shire of Narrogin's Strategic Community Plan 2017–2027, specifically:

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	4.	Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.1	An efficient and effective organisation
Strategy:	4.1.1	Continually improve operational efficiencies and provide effective services
Strategy:	4.1.2	Continue to enhance communication and transparency
Outcome:	4.2	An employer of choice
Objective	2.	Social Objective To provide community facilities and promote social interaction
Outcome	2.2	Build a healthier and safer community

Risk Implications

A risk assessment has been undertaken in accordance with the Risk Management Framework. The results are detailed in the table below.

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Failure to regularly review Council policies may result in outdated or non-compliant practices, reduced organisational accountability, and increased exposure to legal and operational risks.	Rare (1)	Moderate (3)	Low (1-4)	Document Management	Accept Officer Recommendation

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; 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

This comprehensive review of the Council Policy Manual ensures all policies remain relevant, legally compliant, and aligned with current operational requirements and community expectations. The assignment of a Responsible Executive Officer to each policy enhances accountability and supports effective oversight.

Importantly, this review has also strengthened *Policy 1.19 – Child Safe Awareness*, incorporating a dedicated section on reportable conduct, secure record-keeping practices, and reference to the Shire’s public-facing disclosure portal, reinforcing Council’s commitment to child safety and community wellbeing.

Adoption of the revised manual will enhance Council’s governance framework and provide clear direction to staff in the consistent and transparent application of policy.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That pursuant to section 2.7 of the *Local Government Act 1995*, which establishes Council's role in determining the local government's policies, Council:

- 1) Note the completion of the biennial review of the Council Policy Manual;
- 2) Endorse the revised Council Policy Manual as presented, including the administrative assignment of Responsible Executive Officers to each policy and the enhancement of Policy 1.19 – Child Safe Awareness in line with the WA Ombudsman's Reportable Conduct Scheme recommendations; and
- 3) Endorse the amendment of the title of Executive Manager Development & Regulatory Services to Executive Manager Planning & Sustainability where it appears in Council Policy 1.10 Related Party Disclosures (AASB 124), 2.1 Senior Employees – Designation & Appointing Acting CEO, 5.4 Harvest & Movement of Vehicles Bans, and 5.6 Fire Fighting – Emergency plant hire, if Council subsequently resolves to amend Council Policy 2.1 Senior Employees – Designation & Appointing Acting Chief Executive Officer.



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COUNCIL POLICY MANUAL

NOTE: Including Standards adopted under the Local Government Act 1995, but excluding policies adopted by the Council pursuant to the Planning and Development Act 2005 and Shire of Narrogin Local Planning Scheme No 3.

CURRENT AS AT 28 APRIL 2025



History Summary

Item	Date	Action	Description
1	26 April 2017	Revocation	Resolution of Council 0417.048 All previous policies, except – 1.3 – Elected Members – Recognition of Service
2	26 April 2017	Adoption	Resolution of Council 0417.048 All policies adopted
3	28 June 2017	Adoption	Resolution of Council 0617.081 1.10 – Related Parties Policy
4	27 September 2017	Amendment	Resolution of Council 0917.115 14.2 – Plant Equipment and Vehicle Replacement (now 12.10)
5	22 August 2018	New Policy	Resolution of Council 0818.080 14.3 – Asset Management Policy (now 12.11)
6	26 September 2018	New Policy	Resolution of Council 0918.095 3.7 – Investments and 3.8 – Transaction Cards policies
8	24 October 2018	New Policy	Resolution of Council 1018.101 15.3 – Street Trees (now 13.3)
9	26 November 2018	Edit	28/11/2018 – Editing to insert preface into front of Manual and note on front cover relating to TPS policies.
10	20 December 2018	New Policy	Resolution of Council 1218.133 3.9 – Complaints Management
11	24 July 2019	Major Biennial Review	Resolution of Council 0719.12
12	16 August 2019	Amendment	As per resolution 0719.012, the word “Trust” changed to ‘Municipal’ in Policy 10.1, paragraph 3.
13.	24 September 2019	Edit	Referencing form to be used in policy 1.10
14.	8 October 2019	Amendment	Addition to Notes section with Form FCE0041 to Policy 1.1
15.	8 October 2019	New Policy	Resolution of Council 0919.004 1.14 – Community Engagement Policy
16.	27 November 2019	New Policy	Resolution of Council 1119.016 2.9 – Annual Closure During Christmas Period
17.	25 February 2020	New Policy	Resolution of Council 0220.023 1.15 – Elected Member, Chief Executive Officer and Employee Attendance at Events Policy
18.	16 March 2020	Amendment	Administrative – Linked Customer Service Charter under heading of Forms and Templates into policy 3.9.
19.	23 June 2020	New Policy	Resolution of Council 0320.014 1.16 – Fraud and Corruption Prevention Policy
20.	23 June 2020	New Policy	Resolution of Council 0320.017 1.17 – Continuing Professional Development
21.	23 June 2020	New Policy	Resolution of Council 0420.005 6.1 – Itinerant Vendor Policy
22.	25 June 2020	Amendment	Resolution of Council 0520.017 Policy 3.1. – Purchasing

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Item	Date	Action	Description
23.	29 July 2020	New Policy	Resolution of Council 0720.003 Policy 10.3 – Colour Palette and Sign Guide (Central Business Precinct).
24.	29 July 2020	New Policy	Resolution of Council 0720.012 Policy 3.12 – COVID 19 Financial Hardship
25.	24 September 2020	New Policy	Resolution of Council 0720.015 Policy 3.13 – Rating – Change in Predominant Use of Rural Land
26.	24 September 2020	New Policy	Resolution of Council 0820.003 Policy 11.4 – Public Art Contribution Policy
27.	24 September 2020	New Policy	Resolution of Council 0920.008 Policy 3.14 – Rating – Contiguous Land Use
28.	24 September 2020	Amendment	Resolution of Council 0419.002 Policy 5.2 – Bush Fire Brigades Management
29.	25 November 2020	Amendment	Resolution of Council – 1120.004 Policy 9.1 Occupational Safety & Health Policy
30.	5 February 2021	Amendment	Administrative edit to preface for purposes of recording policies requiring adoption, e.g., insertion of red text to alert author.
31.	25 February 2021	Amendment	Preface updated as a result of new Policies adopted at Council Meeting of 24/2/21.
32.	25 February 2021	New Policy	Resolution of Council 0221.016 Replacement of Policy 1.1 with new Code of Conduct for Council Members, Committee Members and Candidates for Local Government Elections.
33.	25 February 2021	New Policy (Standard)	Resolution of Council 0221.017 Inclusion of new mandatory minimum standards that cover the recruitment, selection, performance review and early termination of LG CEO – Policy 1.18.
34.	25 February 2021	Amendment	Resolution of Council 0221.018 Amended Policy 2.1 – Senior Employees and Acting Chief Executive Officer appointments.
35.	29 April 2021	Amendment	CEO Requested that notes be added to 3.10 Portable and Attractive Assets – Reference was added to the Notes section of Policy 3.10 Portable and Attractive Assets, and a link to the SoN Artwork Collection.
36.	29 April 2021	New Policy	Resolution of Council 0421.009 11.5 Advertising/Sponsorship signs – in Shire buildings and facilities.
37.	26 May 2021	Amended policy	Resolution 0521.009 3.14 Rating – Contiguous Land Use
38.	23 June 2021	Policy Manual Review 2021	Resolution 0621.010 Policy Manual as per Attachment 1 of the Council agenda item was adopted.
39.	27 July 2021	Amendment	Administrative amendment – notes added to 5.2 Bush Fire Brigades – Management.
40.	27 July 2021	Amendment	Administrative amendment – every occurrence of 'Occupational Safety and Health Act 1984' was replaced with 'Work Health and Safety Act 2020'
41.	2 August 2021	Amendment	Resolution 0721.009 – 3.8 Transactions Cards.
42.	7 September 2021	Amendment	Administrative amendment -Corporate Context updated to include RPP policy
43.	25 November 2021	Amendment	Resolution 1124.009 Policy 1.17 Continuing Professional Development
44.	30 November 2021	New Policy	Resolution 1124.002 Policy 6.2 The Healthy Eat Policy
45.	30 November 2021	New Policy	Resolution 1124.002

Item	Date	Action	Description
			Policy 6.3 The Active Narrogin Policy
46.	30 November 2021	New Policy	Resolution 1124.002 Policy 6.4 The Alcohol and Drug Policy
47.	30 March 2022	Amendment	Resolution 0323.008 Policy 9.1 Work Health and Safety Policy
48.	12 May 2022	Amendment	Resolution 0427.002 Policy 5.1 Bush Fire Brigades – Establishment
49.	12 May 2022	Amendment	Resolution 0427.003 Policy 5.2 Bush Fire Brigades – Management
50.	12 May 2022	New Policy	Resolution 0427.007 Policy 12.14 Funding Contribution – Application for Advancement of Sealing of Shire Gravel Roads
51.	18 May 2022	Amendment	Administrative amendment – Risk Management Procedures & Framework added to Policy 2.8 – Enterprise Risk Management
52.	7 July 2022	Amendment	Administrative Amendment – 5.1 Bush Fire Brigades – Establishment. Deletion of Duplicated Policy Schedule 5.1 – Bush Fire Brigade areas
53.	11 July 2022	Amendment	Administrative Amendment – 3.12 COVID 19 Financial Hardship end date extended to 30 June 2023.
54.	13 July 2022	Amendment	Administrative Amendment – 2.8 – Enterprise Risk Management – Risk Register added, and Document links added for Risk Management Procedures Framework.
55.	19 October 2022	Amendment	Administrative Amendment – 3.9 Complaints Management
56.	2 December 2022	Amendment	Administrative Amendment – 11.5 Advertising / Sponsorship in Shire Buildings and Facilities
57.	31 January 2023	Amendment	Administrative Amendment – 3.12 COVID 19 Financial Hardship end date change to 3 February 2023
58.	1 March 2023	New Policy	Resolution of Council 230222.004 6.5 Environmental Health Policy
59.	1 March 2023	New Policy	Resolution of Council 230222.006 6.6 – Approval for Venues for Sporting, Cultural or Entertainment Events: Regulation 18 and 19B
60.	23 March 2023	Amendment	Resolution of Council 220323.09 5.2 – Bush Fire Brigades Management
61.	26 April 2023	Policy Manual Review 2023	Resolution 230426.008 – That Council adopt the Policy Manual, as amended, in accordance with Attachment 1 and subject to minor modifications agreed to Policy 1.9 Elected Members Records (broadening the definition of storage devices) and requesting a subsequent report to the Council on Policy 3.6 Rating – Merger Parity Transition, reflecting the pause in relation to COVID for one (1) year and current relative rates in the dollar.
62.	24 May 2023	Amendment	Resolution of Council 240523.07 3.6 – Rating – Merger Parity Transition
63.	24 May 2023	Amendment	Resolution of Council 240523.08 3.13 Rating – Change in Predominant Use of Rural Land
64.	30 June 2023	New Policy	Resolution of Council 280623.07 1.19 Child Safe Awareness Policy
65.	30 June 2023	Amendment	Resolution of Council 280623.08 8.21 Equal Employment Opportunity & Diversity & Inclusion
66.	30 June 2023	Amendment	Resolution of Council 280623.09

Item	Date	Action	Description
			2.7 Shire Logo and Motto
67.	31 July 2023	New Policy	Resolution of Council 260723.04 9.7 Mental Health Policy.
68.	26 October 2023	Repeal of Policy	Resolution of Council 270923.09 1.11 – Common Seal Policy repealed Policy
69.	26 October 2023	New Policy	Resolution of Council 270923.09 1.11A Execution of Documents Policy
70.	26 October 2023	Amendment	Resolution of Council 270923.12 2.9 Annual Closure during Christmas Period Policy
71.	26 October 2023	New Policy	Resolution of Council 251023.08 1.20 – Electronic Attendance at Council Meetings by Elected Members & Committee Members Policy
72.	28 November 2023	New Policy	Resolution of Council 221123.08 1.21 – Freeman of the Shire
73.	22 January 2024	Edit & Formatting	Nil
74.	14 February 2024	New Policy	Resolution of Council 131223.03 10.4 – Living in a Caravan (Other than at a Licensed Caravan Park or Camping Ground)
75.	6 March 2024	New Policy	Resolution of Council 280224.11 5.7 – Donation of Funds to Emergency Services and Disaster Recovery
76.	14 August 2024	Edit & Formatting	Nil
77.	3 September 2024	Amendment	Resolution of Council 280824.12 1.10 Related Party Disclosures (AASB 124), Removal of the positions of Manager Library Services and Manager Community Leisure and Culture; Amend the position of Manager Community Care Services to state Manager Community Services; Approve the addition of the position of Manager Recreation Services as Key Management Personnel
78.	3 September 2024	New Policy	Resolution of Council 280824.13 3.15 Annual School Awards – Citizenship and Leadership
79.	28 October 2024	Edit	Resolution of Council 0919.004 1.14 – Community Engagement Policy
80.	2 November 2024	New Policy	Resolution of Council 232024.03 12.15 – Road Safety Policy and Vision Statement
81.	10 January 2025	Edit	Resolution 271124.14 1.14 – Community Engagement Charter
82.	26 February 2025	New Policy	Resolution 190225.17 2.10 – Information Handling and Breach Policy
83.	26 February 2025	New Policy	Resolution 190225.05 11.6 – Shire of Narrogin Dignitaries – CBD Footpath Plaques
84.	27 March 2025	New Policy	Resolution 260325.14 3.16 Narrogin – Love the Life, Power the Future – Community Enhancements Fund (CEF)
85.	31 March 2025	Amendment	Resolution 260325.06 11.6 – Shire of Narrogin Dignitaries – CBD Footpath Plaques
86.	1 April 2025	Amendment	Resolution 260325.13 8.20 – Elected Member and Employee Superannuation
87.	11 April 2025	Amendment	Responsible Executive allocated to each Policy
88.	28 April 2025	New Policy	Resolution 230425.05 3.17 – Concessions on Commercial & Farming Properties Owner-Occupied by Pensioners/Seniors

Preface

The Policy Manual is the compiled decisions of Council to the Chief Executive Officer (CEO), employees and other officers, detailing how specific matters are to be administered, the standards to apply etc.

Council Policy is over-ridden by –

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

Council Policy overrides –

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

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

The Local Government Act requires the development of only a few policies, otherwise all policies are at Council's sole discretion.

Policies, Codes or Standards of a local government required by the Local Government Act 1995 include:

- Adoption of an Attendance at Events Policy (S5.90A)
- Adoption of a Council Members, committee members and candidates Code of Conduct (S5.104)
- Adoption of an Employees Code of Conduct (S5.51A), to be made by the CEO
- Adoption of Continuing Professional Development Policy for Elected Members (S5.128)
- Adoption of a Policy relating to employing a CEO or Acting CEO (S5.39A and B and C)
- Adoption of Regional Price Preference Policy (R24C Local Government (Functions and General) Regulations 1996)
- Adoption of a Policy that pays employees more than required by their contract or award (recognition of service / gratuity) (S5.50); and
- Adoption of a Standard for CEO recruitment, performance and termination (based on model) (S5.39B).

Other than the above, policies are generally not required to be based on or in legislation but can be a stand-alone instruction of Council. However, it cannot be inconsistent with legislation.

Within the Policy Manual is a detailed outline of –

- how actions and administrative decisions are to be made,
- when they are to be implemented or made,
- limitations and restrictions etc.

The Policy Statement is resolved by Council. All procedural or reference information, formatting and spelling errors may be amended or updated by the CEO.

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INTRODUCTION

Statutory and Corporate context

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

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

The order of priority for compliance is –

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

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

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

Unless specifically resolved that the instruction is to be included in the Policy Manual, it is considered that it is for a specific matter and is not a general or on-going instruction.

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

IMPORTANT – Consequences of Breaching Council Policy

Where there is a breach of Council Policy –

- a) it may result in disciplinary action up to and including termination of employment,
- b) the Shire may also be obligated to refer a breach to an external agency where an employee may be held personally liable for their actions;
- c) the employee in breach may also be personally liable for their actions, such costs charged to the Shire or to repair as a result of the private/personal or unauthorised use.

Application – is to staff, not to community

Policy generally cannot be used to control or manage the general community – it is essentially an instruction to staff that in particular circumstances, a specific action or process is to be followed, for instance –

- Hire of facilities – if there is damage, then staff are to invoice the hirer or cancel their booking etc
- Caravan Park Rules – if a patron does not comply with these, staff are to take action
- HR / Personnel policies – outlines the circumstances in which actions are to be taken
- Crossovers – staff may approve if an application complies with requirements or take action if a crossover does not comply.

A Policy generally cannot be applied directly to the community as they may not be aware of its adoption. The community has to have had the opportunity to be aware of the requirements imposed on them. If a policy is to be applied to the community or to a specific applicant, there are legislative requirements that must be observed.

However, policy may require staff to apply specific conditions to a licence, permit etc, and to provide a written copy of the conditions being applied. These conditions applied are then enforceable.

Advertising of a local law constitutes community wide notification, whether the person is aware of it or not. Accordingly, many policies expand on how a Local Law is to be interpreted or acted upon by staff.

Definitions

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

- s.5.16 refers to “... the exercise of any of its powers and duties ...”
- s.5.42 refers to “... the exercise of any of its powers or the discharge of any of its duties ...”

The term “policy” is not defined anywhere in the LG Act; however, Departmental guidelines refer to Council “acting through” the administration to fulfil requirements and obligations.

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

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

- the Local Government Act, Regulation, or other legislation,
- a delegation made by Council,
- a Council Policy,
- a specific decision of Council, or
- an Executive Instruction.

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

employee means a person employed by the Shire and is on the payroll, and does not include contractors or consultants

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

Executive Instruction is a standing instruction issued by the CEO as to how a particular matter is to be implemented.

instruction means the requirement for a staff member to act in accordance with a direction given by the Council, the CEO, senior employee, or supervisor.

officer generally only to be used in the context of a formal authorisation, and may include an authorised employee

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

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

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

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

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

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

Making, amending, and revoking Council Policy

Administrative Policy generally requires approval by a simple majority of Council, and may be made, amended or revoked at any time by Council.

A number of policies are required by legislation to be adopted or amended by absolute majority, and these are referenced in the Notes section of the relevant policy.

Council may impose limitations on Policy, or the functions delegated as they see fit.

Review of Council Policy

There is no required timetable for the review of policy, however, it is suggested that it should be done regularly to ensure that policies are relevant, current, and understood.

To maintain the Policy Manual up to date, an administrative review should be reviewed at least once a year, and a report made to Council on matters needing amendment or inclusion.

It is suggested that detailed consideration of all policies be undertaken by Council at least once every two years.

Section 1 - COUNCIL / GOVERNANCE

1.1 Code of Conduct

Responsible Executive Chief Executive Officer

Statutory context Sections of the Acts, Regulations and/or Local Laws that apply to this item include:
Local Government Act 1995
Local Government (Model Code of Conduct) Regulations 2021.

Corporate context Nil

History

Adopted	24 February 2021
Reviewed	7 June 2021
Reviewed	26 April 2023
Reviewed	15 May 2025

Policy Statement

1. The following Council Policy Schedule is adopted, and forms part of this Statement –
1.1– Code of Conduct for Council Members, Committee Members and Candidates
2. The Code of Conduct applies to Council Members, Committee Members and Candidates of Local Government Elections.

– End of Policy

Notes

Statutory requirement –

The Local Government Act requires that the code may only be adopted or amended by absolute majority.

Procedures

All Council Members, Committee Members and Candidates of LG Elections are provided with the Code of Conduct upon their appointment and /or induction.

Pursuant to Council resolution 0221.016, and the Local Government (Model Code of Conduct) Regulations 2021;

Clause 11 (3), Council has authorised the following persons to receive Division 3 complaints and withdrawals of same, relating to Council Members, Committee Members and Candidates (that become Council Members):

- i) The Shire President with respect to complaints made by anyone, excluding the Shire President;
- ii) The Deputy Shire President with respect to complaints made by the Shire President, excluding those made of the Deputy Shire President;
- iii) The Deputy Shire President with respect to complaints about the Shire President; and
- iv) A committee comprising all of the Council Members, excluding the Shire President and Deputy Shire President, with respect to complaints about the Deputy Shire President made by the Shire President.

Forms and Templates

A person making a complaint, alleging a breach against the Code is to submit the complaint on the form approved by the local government below.

[FCEO049 – Complaint about alleged Breach](#)

-- See over for Code of Conduct Policy Schedule –

Policy Schedule 1.1 – Code of Conduct

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Code of Conduct for Council Members, Committee Members and Candidates

**Division 1 — Preliminary provisions****1. Citation**

This is the *Shire of Narrogin* Code of Conduct for Council Members, Committee Members and Candidates.

2. Terms used**(1) In this code —**

Act means the *Local Government Act 1995*;

candidate means a candidate for election as a council member;

complaint means a complaint made under clause 11(1);

publish includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.**Division 2 — General principles****3. Overview of Division**

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity**(1) A council member, committee member or candidate should —**

- (a) act with reasonable care and diligence; and
- (b) act with honesty and integrity; and
- (c) act lawfully; and
- (d) identify and appropriately manage any conflict of interest; and
- (e) avoid damage to the reputation of the local government.

(2) A council member or committee member should —

- (a) act in accordance with the trust placed in council members and committee members; and
- (b) participate in decision-making in an honest, fair, impartial and timely manner; and
- (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
- (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

Shire of Narrogin Code of Conduct for Council Members, Committee Members and Candidates Adopted 24/02/2021

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5. Relationship with others

- (1) A council member, committee member or candidate should —
 - (a) treat others with respect, courtesy and fairness; and
 - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive working environment.

6. Accountability

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

Division 3 — Behaviour**7. Overview of Division**

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

- (1) A council member, committee member or candidate —
 - (a) must ensure that their use of social media and other forms of communication complies with this code; and
 - (b) must only publish material that is factually correct.
- (2) A council member or committee member —
 - (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
 - (b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
 - (a) in writing in [the form approved by the local government](#); and
 - (b) to a person authorised under subclause (3); and
 - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

12. Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
 - (a) take no further action; or
 - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
 - (a) engage in mediation;
 - (b) undertake counselling;
 - (c) undertake training;
 - (d) take other action the local government considers appropriate.

- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
- (a) its finding and the reasons for its finding; and
 - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

13. Dismissal of complaint

- (1) The local government must dismiss a complaint if it is satisfied that —
- (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
 - (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
- (a) in writing; and
 - (b) given to a person authorised under clause 11(3).

15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

Division 4 — Rules of conduct

Notes for this Division:

1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

- (1) In this clause —

electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;

resources of a local government includes —

- (a) local government property; and
 - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office —
 - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
 - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

19. Prohibition against involvement in administration

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

- (1) In this clause —

local government employee means a person —

 - (a) employed by a local government under section 5.36(1) of the Act; or
 - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not —
 - (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
 - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
 - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
 - (a) make a statement that a local government employee is incompetent or dishonest; or
 - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

21. Disclosure of information

- (1) In this clause —
closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;
confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;
document includes a part of a document;
non-confidential document means a document that is not a confidential document.
- (2) A council member must not disclose information that the council member —
- (a) derived from a confidential document; or
 - (b) acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
- (a) at a closed meeting; or
 - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
 - (c) that is already in the public domain; or
 - (d) to an officer of the Department; or
 - (e) to the Minister; or
 - (f) to a legal practitioner for the purpose of obtaining legal advice; or
 - (g) if the disclosure is required or permitted by law.

22. Disclosure of interests

- (1) In this clause —
interest —
- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
 - (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
- (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
- (a) that they had an interest in the matter; or
 - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
- (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and

- (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
 - (6) Subclause (7) applies in relation to an interest if —
 - (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
 - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
 - (7) The nature of the interest must be recorded in the minutes of the meeting.
- 23. Compliance with plan requirement**
- If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.
-

Responsible Executive	Chief Executive Officer	
Statutory context	Nil	
Corporate context	Nil	
History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

1. A Welcome to Country is to be arranged with a local Noongar Elder to recognise the traditional custodians of the area, for official major Shire of Narrogin events, including but not limited to –
 - a) events celebrating Aboriginal and Torres Strait Islander people and culture such as the official opening of NAIDOC Week,
 - b) Australia Day Citizenship Ceremonies.
2. An Acknowledgement of the Noongar People is to be read aloud at these events by the official representative of the Shire, and at other events where considered appropriate.
3. An Acknowledgment of the Noongar People is to be placed by the Shire of Narrogin in appropriate written forms, including but not limited to –
 - a) Strategic Community Plan,
 - b) Corporate Business Plan,
 - c) Shire of Narrogin website.
4. The following statement is the official Acknowledgement of Noongar people by the Shire of Narrogin –

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

– End of Policy

Notes

1.3 Elected Members – Recognition of Service

Responsible Executive Chief Executive Officer

Statutory context Local Government Act 1995 –

- s.5.60 – when a person has an interest
- s.5.60A – financial interest
- s.5.69 – Minister may allow members disclosing interests to participate etc. in meetings
- s.5.100A – gifts to elected members may only be made in prescribed circumstances

Local Government (Administration) Regulations 1996 –

- r.34AC – gifts to council members, when permitted etc.
 - (1) at least one 4 year term must be completed
 - (2) maximum gift of \$100 per year of service to maximum of \$1,000

Corporate context Nil

History

Adopted	11 October 2016
Reviewed	24 July 2019
Reviewed	7 June 2021
Reviewed	26 April 2023

[Reviewed 28 May 2025](#)

Policy Statement

1. The CEO is to arrange a suitable gift for departing elected members, to the value permitted by the *Local Government (Administration) Regulations 1996* s.34AC, on the basis of –
 - a) \$50.00 per year for each Elected Member,
 - b) an additional \$25.00 per year for each year of service as Deputy President / Mayor,
 - c) an additional \$50.00 per year for each year of service as President / Mayor,
2. Multiple terms of service as a member of Council are to be considered individually according to each period, and not cumulatively.
3. Each departing elected member shall also receive an appropriate plaque or certificate of service.
4. Presentation of the gift and plaque or certificate will generally be made at the final meeting being attended by the elected member, or at a suitable function.
5. Where qualifying, application for a Certificate of Appreciation from the Minister is to be made through the Department of Local Government.

– End of Policy

Notes

Statutory requirement –

Prior to adoption, amendment or revocation to clauses 1, 2 or 3 of this Policy, elected members must –

- **declare a financial interest in accordance with the Local Government Act, and**
- **receive written permission of the Minister for Local Government to participate and vote.**

This Policy is a Financial Interest as defined by the Local Government Act s.5.60 and 5.60A. Exemption from the Minister under s.5.69 is therefore required prior to any amendment, alteration, or revocation of the Policy whatsoever.

Although elected members are able to claim meeting fees, travel etc as of right, it is considered appropriate that there be some recognition from the Shire on behalf of the community, for their commitment to the district.

Where qualifying, enquiries should also be made through the Department of Local Government and Communities to obtain a Certificate of Appreciation from the Minister.

1.4 Public Question Time – Management

Responsible Executive	Chief Executive Officer	
Statutory context	Local Government Act 1995 – - s.5.24 – requirement for public question time Local Government (Administration) Regulations 1996 – - r.5 – meetings where public question time is required - r.6 – minimum time for public question time - r.7 – procedure for public question time Shire of Narrogin Meeting Procedures Local Law 2016 – - cl.6.7 – Other procedures for public question time (1) questioner to state name and address (2) question may be taken on notice (3) if on notice, response to be in writing and a summary in next agenda (4) any interest is to be declared if question is directed to a relevant person (5) two minutes to submit question or questions, unless extended (6) all members of the public to ask their questions before additional questions (7) where submitted in writing, the presiding member may direct it is to be considered as correspondence (8) circumstances in which the presiding member may direct no response is to be given – same question, a statement, offensive or defamatory (9) presiding member may extend public question time, but is not obliged to (10)summary of response to question to be in minutes	
Corporate context	Nil	
History	Adopted	26 July 2016
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

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Policy Statement

1. The following Policy Schedules are adopted, and form part of this Statement –
1.4 – Procedure for Public Question Time
2. The Procedures for Public Question Time apply to –

a) Ordinary and Special Council meetings,

b) Every meeting of Council committees which have a delegated power or duty.

– End of Policy

Notes

Without this Policy, the only controls available to the Presiding Member of a meeting are the provisions of the Act, Regulations and Local Law, all of which allow wide discretion, but offer limited guidance as to processes.

Policy Schedule 1.4 – Public Question Time**PROCEDURE FOR PUBLIC QUESTION TIME**

The *Local Government Act 1995* requires that a minimum of 15 minutes be provided at council meetings for public question time.

Public question time is early in the meeting as required by the Act. This allows questions to be asked before business is dealt with and also smooth running of the business part of the meeting. The procedure for asking a question is outlined below.

Presenting a question

1. Questions should be addressed to the Presiding Member, and submitted in writing to the Chief Executive Officer by 4.00pm the business day prior to the meeting.
2. Priority will be given to those questions relating to a matter on the Agenda before the meeting. General questions will only be addressed if time permits.
3. The length of question, including any background information, should not exceed 150 words.
4. Questions are limited to 2 per person, and with a total time limit of 2 minutes per speaker. Multiple parts to a question are considered separate questions.
5. Questions are to be directed to the Presiding Member, not to any other person.
6. Questions must be related to issues pertaining to the Shire.
7. Question regarding personal affairs, opinions, information or perceptions not relating directly to Shire business will be refused.
8. Retain your own copy of the question/s to be read aloud at the meeting.
9. No late documentation or item is to be brought into the meeting for distribution without prior arrangement with the CEO.

Managing the questions

10. The CEO is to compile the same or similar questions submitted with notice, and provide a single response.
11. A question without notice at the meeting is to be written on the form available at the meeting so that the exact wording of the question is recorded in the minutes of the meeting. Staff will be made available to assist in wording the question if desired.
12. A timer may be activated at the beginning of each person's time period and the Presiding Member will require questioners to conclude after 2 minutes.
13. Those asking questions are to state their name, address and the item number to which they are referring, and then read the question. Staff will have prepared brief notes to enable an informed response to be given at the meeting.
14. When specifically requested, questioner's details may be kept private.
15. Questions without notice or multiple parts to a question will be answered in the order they are asked to a maximum of 2.
16. Should time permit, after all present have had an opportunity to ask a question, additional questions may be considered.
17. Where a question raises a significant issue not addressed in the staff report, and which cannot be adequately responded to, the meeting will need to consider whether the item should be held over or referred back for further consideration. In making this decision, the meeting will take account of statutory deadlines and other implications if appropriate.

Responding to the questions

18. The order in which questions are to be addressed is –
 - a) questions with notice relating to matters within that meeting's agenda;
 - b) questions with notice relating to other matters;
 - c) questions without notice relating to matters within that meeting's agenda; then
 - d) questions without notice relating to other matters.
19. Matters considered confidential under section 5.23 of the Act will not be addressed other than to advise of such.
20. Written questions submitted by a person not present at the meeting may be declined, and dealt with as correspondence.
21. Responses will be provided in reasonable detail, but in order to permit as many questions as possible, will be concise and to the point. Should greater detail be required, this should be notified to the Shire after the meeting.
22. Questions without notice will only be responded to at the meeting if they are simple. Otherwise they will be taken on notice and will be answered in writing after the meeting and the response included in the agenda of the next council meeting.
23. The meeting will not debate nor discuss the question raised with the questioner. Discussion or debate directly with an elected member or employee, or within the gallery is not permitted.

PLEASE NOTE Members of the public should note that no action should be taken on any item discussed at a council meeting prior to written advice on the resolution of council being received.

– End of Schedule

1.5 Elected Members – Briefing Sessions

Responsible Executive	Chief Executive Officer	
Statutory context	Local Government Act 1995	
Corporate context	Nil	
History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

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Policy Statement

- Briefing Sessions will be held to exchange information between elected members, senior staff, management staff and committees –
 - prior to the last Ordinary Council meeting of the month, or
 - when called by the President or CEO, as necessary.
- Briefing Sessions are closed to the general public.
- The purpose of Briefing Sessions is to –
 - provide an opportunity for elected members to request information, ask questions or make comment on specific issues, or on issues in general,
 - discuss conceptual issues as considered appropriate by elected members or staff,
 - disseminate information from staff to elected members,
 - coordinate questions from elected members to staff.
- Briefing session Information Paper –
 - the CEO is to prepare an Information Paper for each briefing session
 - the briefing session Information Paper is to be distributed with the Ordinary Council Meeting Agenda, or as able for irregular briefing sessions.
- Financial, proximity and impartiality interests –
 - Elected members, employees, consultants, and other participants shall disclose their interests in matters to be discussed
 - Interests are to be disclosed in accordance with the provisions of the Act and associated regulations at the time information is provided or discussion commences on an issue.
- Conduct of Briefing Session –
 - the President or other person nominated by the President is to be the Presiding Member for Briefing Session, or in the President's absence another elected member.
 - All questions and discussions are to be directed through the Presiding Member and there will be no debate style discussion.
 - Being outside the statutory decision making framework, elected members at a Briefing Session must not vote, indicate their voting intentions, make, or imply any collective or collaborative decision is to be made, other than the CEO may agree to take an action that is of an administrative nature
 - Items listed on the current Council Meeting Agenda may be clarified on matters of procedure or fact, but are not to be debated or resolved/agreed in any way;
 - Proposals under a Planning Scheme are not to be discussed.
 - Any additional written information not included with the Council Meeting Agenda is only to be distributed to the meeting at the discretion of the Presiding Member.

– End of Policy

Notes

DLGC Operational Guidelines No.5 – Council Forum Guideline is not mandatory but close adherence is recommended.

1.6 Recording of Council Meetings

Responsible Executive	Chief Executive Officer	
Statutory context	Local Government Act 1995	
	State Records Act 2000	
Corporate context	Nil	
History	Adopted	26 April 2017
	Amended	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

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Policy Statement

1. Ordinary and Special Meetings of Council may be digitally recorded, consistent with the objectives of the Local Government Act section 1.3(2)(c), which promotes greater accountability of local governments to their communities.
2. Notice advising members of the public of electronic recording of the meeting is to be given by –
 - a) clear signage displayed at each entry to the meeting,
 - b) disclosure to be made in the Agenda for the meeting.
3. Recording is to cease during the period that Council has resolved to close the meeting to members of the public in accordance with section 5.23 of the Local Government Act 1995.
4. Access to the recordings is limited to the CEO and person required to assist in the preparation of the minutes. The recordings are to be used for verifying the accuracy of the minutes, and are not available to elected members, other staff members or members of the public.

– End of Policy

Notes

1.7 Legal Representation for Elected Members and Employees

Responsible Executive	Chief Executive Officer	
Statutory context	Local Government Act 1995	
Corporate context	Nil	
History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. The following Council Policy Schedule is adopted, and forms part of this Statement –
1.7 – Legal Costs Indemnification
2. When there is a need for the provision of urgent legal advice before an application can be considered by Council, the amount determined in accordance with Schedule 1.7 clause 3(e) where the CEO may give authorisation is \$10,000.

– End of Policy

Notes

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Policy Schedule 1.7 – Legal Costs Indemnification**1. Introduction**

This policy is designed to protect the interests of Council members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the Shire may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.

It is necessary to determine that assistance with legal costs and other liabilities is justified for the good government of the district.

2. General Principles

The Shire may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the Shire or otherwise in bad faith.

The Shire may provide assistance in the following types of legal proceedings –

- a) proceedings brought by members and employees to enable them to carry out their local government functions (e.g. where a member or employee seeks a restraining order against a person using threatening behaviour);
- b) proceedings brought against members or employees (this could be in relation to a decision of Council or an employee which aggrieves another person (e.g. refusing a development application) or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (eg: defending defamation actions); and
- c) statutory or other inquiries where representation of members or employees is justified.

The Shire will not support any defamation actions seeking the payment of damages for individual members or employees in regard to comments or criticisms levelled at their conduct in their respective roles. Members or employees are not prevented, however, from taking their own private action. Further, the Shire may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.

The legal services under this policy will usually be provided by the Shire's solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest then the service may be provided by other solicitors approved by the Shire.

3. Applications for Financial Assistance

- a) Subject to item (e), decisions as to financial assistance under this policy are to be made by the Council.
- b) A member or employee requesting financial support for legal services under this policy is to make an application in writing, in advance if possible, to the Council providing full details of the circumstances of the matter and the legal services required.
- c) An application is to be accompanied by an assessment of the request and a recommendation prepared by the CEO.
- d) A member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, must ensure compliance with the financial interest provisions of the Local Government Act 1995.
- e) Where there is a need for the provision of urgent legal services before an application can be considered by Council, the CEO may give an authorisation to the value specified by Council.
- f) Where it is the CEO who is seeking urgent financial support for legal services the Council shall deal with the application.
- g) Any application is to be subject to an enforceable agreement to repay expenses incurred by the Shire, either –
 - In full but not exceeding the extent recovered by a member in accordance with 4(a) below, or
 - In full where 4(2) applies.

4. Repayment of Assistance

1. Any amount recovered by a member or employee in proceedings, whether for costs or damages, will be off set against any moneys paid or payable by the Shire.
2. Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the Shire or otherwise in bad faith; or where information from the person is shown to have been false or misleading.
3. Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The Shire may take action to recover any such moneys in a court of competent jurisdiction.

– End of Schedule

1.8 Elected Members – Conference, Training, Travel and out of pocket Expenses

Responsible Executive	Chief Executive Officer	
Statutory context	Local Government Act 1995	
	Local Government (Administration) Regulations 1996, r.30 Meeting attendance fees	
Corporate context	Policy 1.17 Continuing Professional Development	
	Policy 8.13 – Training, Study and Education	
History	Adopted	26 April 2017
	Amended	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

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Policy Statement

1. The Shire will meet all reasonable expenses of members incurred whilst attending authorised conferences, seminars and training courses and during other absences from the district on any business authorised by Council or the Chief Executive Officer.
2. Such expenses may include –
 - accommodation,
 - meals,
 - refreshments,
 - travel,
 - other appropriate out-of-pocket expenses subject to budget allocations.
3. Eligible conferences, training, meetings etc
 Elected members are to be paid travel costs for the use of private vehicles at the rates determined by the Salaries and Allowance Tribunal Determination each year for any travel to and from Council whilst attending any of the following, as provided by the Regulations r.30 –
 - a) Council meetings (ordinary and special)
 - b) Meetings of Council appointed committees
 - c) Annual and Special Meetings of Electors
 - d) Officially called Civic Receptions
 - e) Visits by Ministers of the Crown
 - f) Council authorised meetings with Government agencies
 - g) Other Council called meetings of Councillors and staff
 - h) Meetings where the elected member is representing the Shire of Narrogin.
4. Accommodation
 Expenses automatically met by Council are limited to accommodation in single/twin or double room, registration fees, meals associated with registration, parking and breakfasts for elected members only.
5. Travel
 Unless otherwise authorised by Council, travel expenses will only be paid where –
 - a) the elected member is the appointed delegate to the organisation,
 - b) to an appointed deputy delegate, where the delegate is unable to attend, and the deputy is performing functions consistent with the principles of section 5.11A(3) and (4) of the Act.
6. Other expenses
 Unless otherwise authorised by Council or the Chief Executive Officer, meals, non-alcoholic refreshments, parking, taxi or other out of pocket expenses will be reimbursed to –
 - a) persons authorised to attend by Council,
 - b) delegate appointed by Council to the meeting or organisation,

c) deputy delegate appointed by Council, only where attending in the place of the appointed delegate.

7. Accompanying person

Only at the WALGA Annual Convention, or similar event where the elected member's partner is reasonably expected to attend, will the reasonable additional costs incurred by a partner accompanying an elected member at that event, such as breakfasts, attending the official conference dinner, official sundowners, or Shire President or CEO convened dinners, be met by the Shire. All other partner costs, such as lunches, partner tours or evening meals not convened with the Shire President or CEO will be met or reimbursed by the elected member or employee.

– End of Policy

Notes

1.9 Elected Member Records – Capture and Management

Responsible Executive	Chief Executive Officer	
Statutory context	State Records Act 2000 Freedom of Information Act 1992 Local Government Act 1995	
Corporate context	Nil	
History	Adopted	26 April 2017
	Amended	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

- Each elected member is responsible for determining which records are required for capture and management, and submission of the record to the CEO, for storage.
- The Shire as an organisation, in meeting its obligations to facilitate the capture and management of elected member records will –
 - provide a collection point readily accessible to each elected member to deposit the required materials
 - materials collected will be separated according to elected member and financial year of deposit
 - for electronic records (emails, digital photos etc), a storage device suitable for backup of all electronic records will be provided at least once per year,
 - the storage device then to be deposited with other required materials,
 - where a copy of the record is to be retained by the elected member, photocopying or other duplicate as necessary, will be provided without charge.
- Access to the records created may be required, and is to be facilitated by the CEO –
 - as permitted under various legislation such as the Local Government Act, the Freedom of Information Act etc,
 - by order of an authorised body such as the Standards Panel or a Court of law etc,
 - by a representative, an authorised body such as the Ombudsman or Crime and Corruption Commission etc.

– End of Policy

Notes

State Records Office policy imposes the obligations on elected members and the organisation under the State Records Act, as advised on 30 July 2009 –

In relation to the recordkeeping requirements of local government elected members, records must be created and kept which properly and adequately record the performance of member functions arising from their participation in the decision making processes of Council and Committees of Council.

This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council of local government and other communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business.

Local governments must ensure that appropriate practices are established to facilitate the ease of capture and management of elected members' records up to and including the decision making processes of Council.

In effect, any form of record which may affect accountability or contribute to a decision or action made as an elected member must be retained. These records may be –

- physical – a letter, a handwritten note, a photo someone sends to an elected member in explanation / complaint, an agenda where you have made notes on various items, etc
- electronic – an email or document sent as an attachment to an email, digital photo, an e-file that is sent for review or comment
- audio – message left on your answering machine, although this is likely to be unusual, since rarely are many details left in a message, but it is a record.

The records are not only those you receive, but also those that you create, such as –

- a note of a conversation where someone asked you to pursue a particular matter,
- a letter that you write in the capacity of elected member,
- an email you send as an elected member

The records only need to be relating to those *"affecting the accountability of the Council and the discharge of its business ... up to and including the decision making processes of Council"*. It is the elected members decision and judgement as to what extent this applies, *and it is suggested that this not be further defined*.

The principles of relevance and ephemerality apply, for example –

- a note to remind you to phone a person is ephemeral, but notes of the conversation may not be,
- a copy of an agenda that has no notes made is irrelevant, as the document can be reproduced by the Shire at any time,
- a promotional brochure or conference information is not relevant

1.10 Related Party Disclosures (AASB 124)

Responsible Executive Chief Executive Officer

Statutory context Local Government (Financial Management) Regulations 1996 -

- r.4 – AAS to be complied with and has priority over Regulations
- r.5 – annual budget, annual financial report and other financial reporting to be in accordance with AAS
- Sch.2 Form 1 – CEO required to certify annual financial reports complied in accordance with AAS

Local Government (Audit) Regulations 1996 –

- r.9 – audit is to be performed in accordance with AAS

Australian Accounting Standard 124 – Related Party Disclosures

Corporate context Annual Report Requirements

History

Adopted	28 June 2017
Amended	24 July 2019
Reviewed	7 June 2021
Reviewed	26 April 2023
Amended	28 August 2024
Reviewed	28 May 2025

Policy Statement

1. Policy Schedules adopted

The following Council Policy Schedules are adopted, and form part of this Statement –

1.10 – Related Party Disclosures – Definitions

2. Application

This Related Party Disclosures Policy applies to –

- a) Related Parties of Council,
- b) Key Management Personnel.

3. Disclosure requirement

- (a) The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not.
- (b) Each financial year, the Shire must make an informed judgement as to who is a related party and what transactions need to be considered, when determining if disclosure is required.

4. Key Management Personnel (KMP)

In accordance with AASB 124, KMP are –

- All elected members
- CEO
- Executive Manager –
 - o Corporate & Community Services
 - o Development & Regulatory Services
 - o Technical & Rural Services
- Manager –
 - o Corporate Services
 - o Operations
 - o Community Services

- Recreation Services.

5. Related Party – Council

- (a) Related entities to Council are those where the Shire of Narrogin has significant control or influence, which is deemed to be a greater than 20% –
- financial interest in the organisation,
 - voting rights in the organisation.
- (b) Unless otherwise excluded, the administration will be required to assess all transactions made with these persons or entities.

6. Related Party – KMP

- a) Related parties of the KMP are close family members of the KMP.
- b) For the AASB 124, close family members could include extended family members (such as, parents, siblings, grandparents, uncles/aunts or cousins) if they could be expected to influence, or be influenced by, the KMP in their dealings with the Shire.
- c) Related entities to the KMP or close family members are those where the person has control, joint control or influence, which is deemed to be greater than 20% –
- financial interest in the organisation
 - voting rights in the organisation.
- d) Unless otherwise excluded, the administration will be required to assess all transactions made with these persons or entities.

7. Related Party Transactions (RPT)

- (a) A related party transaction is a transfer of resources services or obligations between the Shire (reporting entity) and the related party, regardless of whether a price is charged.
- (b) For the purposes of determining whether a related party transaction has occurred, the following transactions or provisions of services have been identified as meeting this criterion –
- (i) payments to elected members;
 - (ii) employee compensation whether it is for KMP or close family member of KMP.
 - (iii) lease agreements for housing rental (whether for a Shire owned property or property sub-leased by the Shire through a real estate agent)
 - (iv) lease agreements as lessee or lessor, for commercial properties or other properties;
 - (v) monetary and non-monetary transactions between the Shire and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Shire (trading arrangement).
 - (vi) loan arrangements between related entities or KMP;
 - (vii) contracts and agreements for construction, consultancy, or services
 - (viii) purchases or sales of goods; property and other assets;
 - (ix) rendering or receiving of services; or goods;
 - (x) transfers under licence agreements; or finance arrangements (example, loans);
 - (xi) provision of guarantees (given or received);
 - (xii) commitments to do something if an event occurs, or does not occur, in the future;
 - (xiii) settlement of liabilities on behalf of Council or by the Shire on behalf of that related party;
 - (xiv) use of Shire owned facilities and public open spaces if a fee is normally charged and the KMP are not.

8. Ordinary Citizen Transactions (OCT)

- a) OCT are where there is no special treatment of consideration of either party and are deemed to be any transaction that a member of the public would receive in the usual course of business, and includes but is not limited to –

- (i) payment of rates and charges imposed by Budget resolution, fines and penalties etc.
 - (ii) payment of application or development fees imposed by Council and applying to any applicant
 - (iii) use of Council facilities, whether use of the facility incurs a fee or not, and includes Recreation Centre, Civic Centre, library, parks, ovals, reserves, waste facility and public open spaces
- b) OCT incorporates transactions resulting from delivery of Public Service Obligations and includes but is not limited to –
 - (i) attending Shire of Narrogin functions that are open to the public
 - (ii) attending events that are open to the public
- (c) All Ordinary Citizen Transactions identified within this policy are unlikely to influence the conclusions that those reading the Shire's financial statements would make.

9. Materiality

For guidance, materiality is generally deemed to apply where –

- Where an RPT can be expressed in financial terms
 - o Single transaction – greater than \$300
 - o Cumulative transactions – greater than \$1,500
- Where an RPT cannot be expressed in financial terms –
 - o reasonable person test – would an ordinary person consider that pressure has been applied or influence exerted

10. Related Party Notification

- a) KMP must submit to the CEO a Related Party Declaration, notifying of any existing or potential related party relationship between Council and either themselves, their close family members or entities controlled or jointly controlled by them or any of their close family members.
- b) Related Party Declarations are to be submitted –
 - (i) within 30 days of commencement;
 - (ii) annually, prior to 31 August;
- c) Related Party Declarations are to be updated where –
 - (i) any new or potential related party transaction that is required or likely to be required to be disclosed in Council's financial statements; or
 - (ii) any change to a previously notified related party transaction.

11. Related Party Transaction Notification

- a) A related party transaction is a transfer of resources, services or obligations between the Shire (reporting entity) and the related party, regardless of whether a price is charged.
- b) KMP must submit to the CEO a Related Party Transaction Notification, notifying of any transaction between Council and either themselves, their close family members or entities controlled or jointly controlled by them or any of their close family members.
- c) Related Party Transaction Notifications are to be submitted –
 - (i) at minimum – within 30 days of the end of each financial year;
 - (ii) recommended – at Council meeting each month, and
 - (iii) when leaving the Shire as an elected member or cessation of employment.

12. Confidentiality

- (a) All information contained in a disclosure return, will be treated in confidence.
- (b) Generally, related party disclosures in the annual financial reports are reported in aggregate and individuals not specifically identified.

- (c) Notwithstanding, management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality. Individuals may be specifically identified, if the disclosure requirements of AASB 124 so demands.

13. Discretionary capacity of the CEO

Where a matter is not covered by this policy, the CEO is authorised to make a determination, and may seek such advice as is necessary in order to do so.

– End of Policy

Notes

Abbreviations –

AASB – Australian Accounting Standards Board

KMP – Key Management Personnel

OCT – Ordinary Citizen Transaction

RPT – Related Party Transaction

The objective of the AASB is to ensure that an entity's financial statements contain disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and transactions.

The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not. For each financial year, the Shire must make an informed judgement as to who is a related party and what transactions need to be considered, when determining if disclosure is required.

Effective beginning 1 July 2016 the Shire must disclose in the Annual Report certain related party relationships and transactions together with information associated with those transactions in its Financial Statements, to comply with Australian Accounting Standard 124 Related Party Disclosures.

If there is a related party transaction with the Shire applicable to a reporting financial year, the AASB 124 requires the Shire to disclose in the financial statements the nature of the related party relationship and information about the transaction, including outstanding balances and commitments associated with the transaction. Disclosure in the financial statements may be in the aggregate and/or made separately, depending on the materiality of the transaction.

For more information about the Shire's disclosure requirements under the AASB 124, please refer to <http://www.aasb.gov.au>

Forms

Form FCEO039 Related Parties Declaration to be completed by KMPs to make the notification.

Policy Schedule 1.10 – Related Party Disclosures – Definitions

ALBT or arm's length business transaction means a transaction where the terms between parties are reasonable in the circumstances of the transaction that would result from –

- (a) neither party bearing the other any special duty or obligation; and
- (b) the parties being unrelated and uninfluenced by the other, and
- (c) each party having acted in its own interest

associate means relation to an entity (the first entity), an entity over which the first entity has significant influence.

close members of the family of a person means relation to a key management person, family members who may be expected to influence, or be influenced by, that key management person in their dealings with the Shire and include –

- (a) that person's children and spouse or domestic partner;
- (b) children of that person's spouse or domestic partner; and
- (c) dependants of that person or that person's spouse or domestic partner.

control means the ability to direct the business' activities of an entity through rights or exposure to returns from its involvement with the entity.

entity can include a body corporate, a partnership or a trust, incorporated association, or unincorporated group or body or non-profit association.

financial benefit includes giving a financial benefit indirectly through an interposed entity, making an informal, oral or non-binding agreement to give the benefit, and giving a benefit that does not involve paying money.

Examples of "giving a financial benefit" to a Related Party include but are not limited to the following –

- (a) Giving or providing the Related Party finance or property.
- (b) Buying an asset from or selling an asset to the Related Party.
- (c) Leasing an asset from or to the Related Party.
- (d) Supplying services to or receiving services from the Related Party.
- (e) Issuing securities or granting an option to the Related Party.
- (f) Taking up or releasing an obligation of the Related Party.

joint control is the contractually agreed sharing of control of an arrangement, which exists only when decisions about the relevant activities require the unanimous consent of 2 or more parties sharing control.

joint venture is an arrangement of which 2 or more parties have joint control and have right to the net assets of the arrangement.

KMP or key management personnel or Key management person are those person(s) having authority and responsibility for planning, directing and controlling the activities of Council.

KMP compensation all forms of consideration paid, payable, or provided in exchange for services provided.

material is the assessment of whether the transaction, either individually or in aggregate with other transactions, by omitting it or misstating it could influence decisions that users make on the basis an entity's financial statements. For this policy, it is not considered appropriate to set either a dollar value or a percentage value to determine materiality.

OCT or ordinary citizen transaction are transactions that an ordinary citizen would undertake with Council, which is undertaken on arm's length terms and in the ordinary course of carrying out Shire's functions and activities.

related party is a person or entity that is related to the Shire or KMP pursuant to the definition contained in the AASB 124 –

- (a) an entity that is controlled, jointly controlled or significantly influenced by the Shire or KMP;
- (b) close family members of the KMP; or
- (c) an entity controlled, jointly controlled or significantly influenced by a close family member of the KMP.

RPT or related party transaction means a transfer of resources, services or obligations between the Shire and a related party, regardless of whether a price is charged.

significant means likely to influence the decisions that users of the Shire's financial statements make having regard to both the extent (value and frequency) of the transactions, and that the transactions have occurred between the Shire and related party outside a public service provider/ taxpayer relationship.

remuneration or remuneration package and includes any money, consideration or benefit received or receivable by the person but excludes reimbursement of out-of-pocket expenses, including any amount received or receivable from an RPT.

– End of Schedule

1.11 Common Seal (Repealed)

Responsible Executive Chief Executive Officer

Statutory context Local Government Act 1995 –
s.2.5(2) – the local government is a body corporate with perpetual succession and a common seal
s.9.49A – Execution of documents
s.9.49 – Documents, how authenticated

Corporate context Delegations Register – 2.1 Common Seal – Execution of documents

History

Adopted	24 July 2019
Reviewed	7 June 2021
Reviewed	26 April 2023
Repealed	27 September 2023

Policy Statement

1. The common seal of the Shire is –



2. Local Government Act 1995 section 9.49A –
 - (2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.
 - (3) The common seal of the local government is to be affixed to a document in the presence of –
 - (a) the mayor or president; and
 - (b) the chief executive officer or a senior employee authorised by the chief executive officer, each of whom is to sign the document to attest that the common seal was so affixed.

Procedures

Common Seal Register

Forms and Templates

Nil

– End of Policy

Notes

Responsible Executive Chief Executive Officer

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
	Reviewed	28 May 2025

To establish, in accordance with the requirements of section 9.49A 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; and
- b. Protocols for the affixing and administration of the Shire's Common Seal.

1. Documents executed by the Shire of Narrogin will be done in accordance with the Act and the provisions set out in this policy. Section 9.49A (1) of the Local Government Act 1995 provides that:

(a) the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or

(b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.

2. Pursuant to section 9.49A(4) of the Local Government Act, a local government may, by resolution, authorise the CEO, another employee, or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.

1. The common seal of the Shire is –



2. Local Government Act 1995 section 9.49A –
- (2) *The common seal of a local government is not to be affixed to any document except as authorised by the local government.*
- (3) *The common seal of the local government is to be affixed to a document in the presence of –*
- (a) *the mayor or president; and*
- (b) *the chief executive officer.*

each of whom is to sign the document to attest that the common seal was so affixed.

- (4) A local government may, by resolution, authorise the CEO, another employee, or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.
3. For most documents, there is no statutory requirement for the Common Seal to be affixed if Council has resolved to authorise a person to sign the document (s9.49A(1)(b) and s9.49A(4)). Some exceptions include local laws and resolutions relating to the preparation, adoption, or amendment of the Local Planning Scheme.

Administration of the Common Seal

1. The Chief Executive Officer is to be:
 - a) responsible for the safe custody of and proper use of the Common Seal; and
 - b) maintain a record of each time the Common Seal is used in the Document Execution Register.

Categories of Documents and Authorised Signing Authorities

For the purposes of this policy, documents commonly executed by the Shire are grouped into 3 categories. The way in which a document is to be executed and who has the authority to sign is based upon its assigned category. This policy defines those categories and the Shire officers who are authorised to execute the documents.

Level 1 Documents

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

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 contacts 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

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

– End of Policy

Notes

1.12 Internal Control

Responsible Executive	Chief Executive Officer	
Statutory context	All legislation, regulations, and local laws	
Corporate context	Policy Manual – 3.10 – Portable and Attractive Assets 12.11 – Asset Management	
History	Adopted	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

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Policy Statement

The Internal Controls Policy serves as evidence of Council’s commitment to proper and effective internal controls and their significance to the organisation.

This policy provides a basis for establishing documented internal controls that are implemented based on risk management policies and standards.

The policy ensures that Council meets its obligations under the Local Government Act 1995, related Regulations and other legislation.

The policy will aid the organisation to address the risks as outlined under the objectives.

1. The purpose of this policy is to assist the Shire to carry out its activities in an efficient and effective manner in order to achieve its strategic objectives, to ensure adherence to policies, to safeguard the Shire’s assets, and to secure (as far as possible) the accuracy and reliability of Shire financial records.
2. This policy applies to all aspects of the Shire of Narrogin operations.
3. This policy documents Council’s commitment to appropriate and effective internal controls and their importance to the organisation.
4. This policy provides a framework for the establishment of documented internal controls that are implemented based on risk management policies and principles.
5. The policy will assist the organisation in addressing the risk of; material misstatement of financial information, fraud and corruption, misappropriation of funds and loss of physical assets and ensure that Council meets its obligation under the *Local Government Act 1995*, associated Regulations and other legislation.
6. Internal Control –
Systems of policies and procedures that safeguard assets, ensure accurate and reliable financial reporting, promote compliance with laws and regulations and achieve effective and efficient operations. These systems not only relate to accounting and reporting but also include communication and organisational processes both internally and externally, staff management and error handling.
7. Principles –
 - a) A risk based approach to address and reduce the risk of loss caused by fraud, error or misstatement.
 - b) Protection of the Shire of Narrogin’s assets – people, property, reputation, financial sustainability and information.
 - c) On-going audit and identification of system gaps and improvement of internal controls at the Shire of Narrogin.
8. Roles and Responsibilities –
 - a) An appropriate and effective internal control framework is the responsibility of all employees.
 - b) All employees are accountable for implementing systems, controls, processes and procedures in their own area of responsibility and will play a part in the internal control framework in differing degrees.

- c) The Audit Committee and Council are responsible for mandating that a strong internal control framework is implemented to ensure the good governance of the organisation.
- d) The Chief Executive Officer will report at least three yearly to the Audit Committee and Council on the review and improvement to Council's internal control framework.

9. Monitoring, Reviewing and Reporting –

A monitoring and reporting process/system will be implemented which will provide at least three yearly reports to management, the Audit Committee and Council on the status of Risk Management, Internal Controls and Legislative Compliance within the Shire and which will identify the need for specific areas for review.

In accordance with Regulation 17 of the *Local Government (Audit) Regulations 1996*, the Chief Executive Officer is required to report on a review of the above three areas every three years. This is in addition to the three-yearly review required by Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996* which also includes a review of the Shire's financial internal controls.

Procedures

Nil

Forms and Templates

Nil

– End of Policy

Notes

1.13 Legislative compliance

Responsible Executive	Chief Executive Officer	
Statutory context	All legislation, regulations, and local laws	
Corporate context	Nil	
History	Adopted	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

A fundamental principle of good public administration is that public officials comply with both the letter and the spirit of the law.

The Shire of Narrogin has an obligation to ensure that legislative requirements are complied with. The community and those working at the Shire have an expectation that the Council will comply with applicable legislation and the Council should take all appropriate measures to ensure that that expectation is met.

Regulation 14 of the Local Government (Audit) Regulations 1996 requires local governments to carry out a compliance audit for the period 1 January to 31 December in each year. The compliance audit is structured by the Department of Local Government, Sporting and Cultural Industries and relates to key provisions of the Local Government Act 1995.

Regulation 17 of the Local Government (Audit) Regulations 1996 also requires a review of the appropriateness and effectiveness of systems and procedures in relation to legislative compliance at least once every three financial years and a report to the Audit Committee on the results of that review.

1. The Shire will have appropriate processes and structures in place to ensure that legislative requirements are achievable and are integrated into the operations of the local government.
2. The processes and structures will aim to –
 - a) Develop and maintain a system for identifying the legislation that applies to the Shire’s activities.
 - b) Assign responsibilities for ensuring that legislation and regulatory obligations are fully implemented.
 - c) Provide training for relevant employees, elected members, volunteers and other relevant people in the legislative requirements that affect them.
 - d) Provide people with the resources to identify and remain up-to-date with new legislation.
 - e) Establish a mechanism for reporting non-compliance.
 - f) Review accidents, incidents and other situations where there may have been non-compliance.
 - g) Review audit reports, incident reports, complaints and other information to assess how the systems of compliance can be improved.
3. Roles and Responsibilities
 - a) Elected members and committee members –

Elected members and committee members have a responsibility to be aware and abide by legislation applicable to their role.
 - b) Senior management –

Senior management should ensure that directions relating to compliance are clear and unequivocal and that legal requirements which apply to each activity for which they are responsible are identified. Senior Management should have systems in place to ensure that all staff are given the opportunity to be kept fully informed, briefed and/or trained about key legal requirements relative to their work within the financial capacity to do so.
 - c) Employees –
 - i) Employees have a duty to seek information on legislative requirements applicable to their area of work and to comply with the legislation.
 - ii) Employees shall report through their supervisors to Senior Management any areas of non-compliance that they become aware of.

4. Implementation of Legislation

The Shire will have procedures in place to ensure that when legislation changes, steps are taken to ensure that future actions comply with the amended legislation.

5. Legislative Compliance Procedures

a) Identifying Current Legislation –

The Shire accesses electronic up to date versions of legislation through the Department of Justice Parliamentary Counsel's Office website at www.legislation.wa.gov.au. Direct access to this site is provided from the Shire's networked computers.

b) Identifying New or Amended Legislation –

i) Western Australian Government Gazette

The Government Gazette publishes all new or amended legislation applicable to Western Australia. Copies of Government Gazettes are able to be downloaded from the State Law Publisher website at slp.wa.gov.au. It is incumbent on the CEO and Senior Staff to determine whether any gazetted changes to legislation need to be incorporated into processes.

ii) Department of Local Government, Sporting and Cultural Industries –

The Shire receives regular circulars from the Department on any new or amended legislation. Such advice is received through the Shire's Records section and is distributed to the CEO and relevant Shire officers for implementation.

iii) Department of Planning, Lands and Heritage (DPLH) –

The Shire receives Planning Bulletins from DPLH on any new or amended legislation. Such advice is received through the Shire's Records section and is distributed to the relevant Shire officers for implementation.

iv) Western Australian Local Government Association (WALGA) –

The Shire receives regular circulars from WALGA and these circulars highlight changes in legislation applicable to local governments.

c) Obtaining advice on Legislative Provisions

The Shire will obtain advice on matters of legislation and compliance where this is necessary. Contact can be made with the Department of Local Government, Sporting and Cultural Industries, WALGA or the relevant initiating government department for advice.

d) Informing Council of legislative change

i) If appropriate the CEO will, on receipt of advice of legislative amendments, advise the Council on new or amended legislation.

ii) The Council's format for all its reports to Council meetings provides that all reports shall have a section headed 'Statutory implications' which shall detail the sections of any Act, Regulation or other legislation that is relevant.

6. Review of Incidents and Complaints of Non-compliance

The CEO shall review all incidents and complaints of non-compliance. Such reviews will assess compliance with legislation, standards, policies and procedures that are applicable.

7. Reporting of Non-compliance

a) All instances of non-compliance shall be reported immediately to the supervising Executive Manager.

b) The Executive Manager shall determine the appropriate response and then report the matter to the CEO.

c) The CEO may investigate any reports of significant non-compliance and if necessary, report the non-compliance to the Council and/or the relevant government department.

d) The CEO will also take the necessary steps to improve compliance systems.

Procedures

Compliance Calendar

Forms and Templates

Nil

– End of Policy

Notes

1.14 Community Engagement Charter

Responsible Executive	Executive Manager Corporate & Community Services	
Statutory context	Local Government Act 1995 –	
	s.2.7 – adoption of policies	
	s.3.1 – involve Aboriginal people and consider collaboration and with local governments	
	Integrated Planning and Reporting Guide and Framework	
Corporate context	Nil	
History	Adopted	25 September 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Amended	28 October 2024
	Amended	10 January 2025
	Reviewed	28 May 2025

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Policy statement

This policy outlines the purpose, principles, and approach to ascertaining opinions of, and otherwise receiving feedback from, its diverse community and stakeholders including the specific interest of its Aboriginal people, facilitating, and promoting participation, in the local government’s decision making processes and generally undertaking community engagement by the Shire of Narrogin

The policy will be applied by all employees and consultants appointed by the Shire when engaging those affected by and interested in decisions to be made by the Shire.

1. Purpose

The Shire of Narrogin is committed to providing opportunities for all members of the community to participate in civic decision-making processes.

The Shire recognises that the community is a source of knowledge and expertise, and this can be harnessed to help find solutions to local issues as well as complex Shire challenges. It also recognises that outcomes and advocacy efforts can often be better achieved through regional collaboration with other local governments with similar interest and objectives.

Community engagement is a key part of our commitment to be a transparent and responsive organisation. Our objective is to make better decisions by giving a voice to communities and stakeholders on matters and topics that are of interest and important to them and to develop and encourage a culture which respects and welcomes community input and specifically the particular interests of Aboriginal people, where reasonable and practical to do so.

2. Principles

The Shire of Narrogin’s approach to community engagement is guided by the following principles:

2.1 We clearly communicate why we are engaging and the community’s role in the engagement.

From the outset, we articulate the purpose of our engagement and what will happen as a result of any information gathered. We explain what level of influence the community, stakeholders and Council have on the decision to be made, and any associated limitations or constraints. We consider the requirements for each project and its level of potential impact on the community to determine the required level and timing of engagement. We provide all information necessary so participants can make informed choices.

2.2 We carefully consider who to engage.

Before we begin engaging, we identify communities and the diversity within those communities and stakeholders who are directly involved, or likely to be affected by the project. On major projects that

set a direction or define a position for the Shire, we encourage broad community participation to ensure that a diverse range of views and ideas are expressed and considered. We also consider barriers that prevent or deter people from participating in engagement activities and consider ways to minimise them.

2.3 We explain the process.

We aim to be transparent, and make our decision-making process clear. We do this by explaining upfront the process to be undertaken, identifying where there is opportunity for the community and stakeholders to have input, and where the decision-points are.

Where possible, we build on the outcomes of previous engagement. If the engagement crosses over with a previous engagement process, we explain the outcomes, identify how they relate to the current process and why a new process is required.

2.4 We carefully consider how to engage and ensure our processes, venues and information are accessible.

We recognise people engage with civic life in different ways depending on a number of factors, such as age, background and ability. We aim to be responsive to this broad spectrum of needs, and ensure there are multiple engagement methods in various settings, to achieve appropriate community participation.

We ensure our engagement is accessible by providing information in clear and easy to understand formats, or is available in alternative formats on request. Our engagement events and venues are designed to be accessible whenever practical and achievable.

2.5 We design our engagement to be engaging.

The Shire of Narrogin is working to continuously improve how we engage, and design approaches that are creative, relevant, culturally appropriate and safe and also engaging. We are open to new and innovative engagement methodologies, and we are working on ways to tailor our approach to draw people into the process and maximise the reach and impact of our engagement.

2.6 We complement our engagement with high quality communication.

We provide clear, comprehensive and accessible information, written in plain English, to stakeholders throughout the engagement process. Information about our engagement is available at Have Your Say on our website (<https://www.narrogin.wa.gov.au/have-your-say.aspx>) and through the Shire's usual communication channels.

2.7 We acknowledge contributions made during the engagement process and let participants know how their feedback was used in our decision-making.

We are transparent with the community about how their participation was considered, by reporting back what we heard from contributors and how their input has been incorporated in decision making.

We share the results of engagement through Have Your Say - <https://www.narrogin.wa.gov.au/have-your-say.aspx>

We also advise contributors when the matter is to be considered by Council so they may attend Ordinary Council Meetings if they wish.

3. Approach

3.1 When we engage

The Shire will engage with the community or other local governments when:

- Council resolves formally to engage.
- A decision or plan will substantially impact the community and there is some part of the decision or plan that is negotiable.

- Stakeholders or the community have expressed an interest, or could be interested in a decision or plan where there is a range of potential outcomes.
- Community input can enhance decision-making, project outcomes or future opportunities.
- There is legislation, policy or an agreement requiring community engagement or consultation.

3.2 How we engage

The level of engagement will vary depending on the nature and complexity of the project or decision and will be guided by the Shire of Narrogin community engagement principles as set out above in Section 2 of this Policy.

Consideration is given to matters like community and stakeholder interest, political sensitivity, opportunities for partnerships, the level of impact, legislative requirements, time and resource and budget constraints. These considerations will guide how and when in the life of a project or decision community engagement may offer the greatest benefit.

Quality community engagement is well planned and executed, inclusive and accessible to all members of the community.

At times Council will engage the community on issues that are of importance or interest to a specific part of the community. In this instance, engagement will be targeted towards this group.

The Shire's engagement approach has four stages to ensure we deliver a consistent approach to engagement activities. This includes: a process of planning (developing an engagement plan); doing (preparing and engaging); reporting (analysing information and providing updates on the engagement) and evaluating (both the process and outcomes).

The purpose of the engagement and the type of input that will assist with the decision to be made, is reflected in the way community engagement is planned and reported. We carefully consider aspects of both qualitative input (such as trends and thoughts) and quantitative input (such as number of participants) when designing engagement methods and reporting back what we heard.

The following matrix is used to assist in determining the most suitable approach, relative to the likely 'level of impact' of a project, plan, service or action. As highlighted by this matrix, there are four levels of engagement: Inform, Consult, Involve, and Collaborate. More than one level of engagement is generally required, as there is likely to be movement back and forth through the different levels as the engagement is implemented, except in the case of projects or issues with only a low level of impact of a localised nature or if there is a statutory requirement to consult (see 3.4).

Expected level of impact	Criteria (one or more of the following)	Engagement approach generally taken	Level of engagement generally required	Examples of engagement methods the Shire may use
High – Shire wide	High level of impact on all or a large part of the Shire of Narrogin.	Early engagement with community and stakeholders.	Inform	Mail drop
		Involves a broad range of stakeholders and community members.	Consult	Media Releases
	Any significant impact on attributes that are considered to be of high value to the whole of the Shire, such as the natural environment or heritage.	Utilises a variety of engagement methods to give people who want to contribute, the opportunity to do so.	Involve	Narrogin Narrative
		Updates are provided to interested stakeholders and local community.	Collaborate	Website Email Social Media

	Likely high level of interest across the Shire.	Engagement plan developed in collaboration with the relevant departments and approved by the Chief Executive Officer.		Direct contact with critical stakeholders
	Potential high impact on state or regional strategies or directions.	Budget allocated to deliver community engagement.		Focus groups
		Process is evaluated to assess the quality and overall effectiveness of the engagement and assist the Shire's commitment to continually improve our engagement practice.		Workshops
				Working group
				Surveys
				Online tools on Have Your Say
				Face to face at engagement events
				Pop ups at community events and spaces
				Feedback and submission forms
High – Local	High level of impact on a local area, small community or user group(s) of a specific facility or service.	May range from seeking comment on a proposal to involving the community and stakeholders in discussion on proposed options.	Inform	Mail drop
			Consult	Media Releases
			Involve	Narrogin Narrative
	Significant change to any facility or service to the local community.	Comprehensive information is made available to the community to enable informed input.		Surveys
	Potential for a high degree of community interest at the local level.	Uses a combination of face to face and online engagement methods to encourage broad participation at different levels.		Online tools on Have Your Say
		Feedback is collated and made available to all stakeholders.		Direct contact with critical stakeholders
		Updates are provided to interested stakeholders and local community.		Face to face at engagement events
				Pop ups at community events and spaces
				Feedback and submission forms
Low – Shire wide	Lower level of impact across the Shire.	Approach may range from seeking comment on a proposal to involving the community and	Inform	Mail drop

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

3.3 When it is not effective or appropriate to engage

It is neither effective nor appropriate for the Shire to engage when:

- A final decision has already been made by council or another agency.
- Council cannot influence a decision by another agency or party.
- The decision to be made concerns a minor operational matter with minimal impact on the community or stakeholders.
- Implementing a project or decision that has already been subject to engagement.
- There is insufficient time due to legislative or legal constraints, or urgent safety issues to be addressed.

In these events, the Shire will inform stakeholders why the decision has been made.

3.4 Statutory engagement

In some instances, the Shire of Narrogin is legally required to consult with the community. In these cases, the Shire will treat the prescribed level of community engagement as the minimum standard.

The most common instance of this is in relation to development applications and other planning proposals. For planning proposals, the Shire relies on its policies, adopted under the Planning and Development Act 2005, for guidance in regard to consultation and this will continue to be the basis on which the Shire engages with the community on planning matters.

Delivery of community engagement beyond legally required levels will depend on the decision to be made (or project or service to be delivered), the community's interest to participate, the need for Council to understand the community's view, and the opportunity for the community to influence the decision.

3.5 Holiday periods and other seasonal times

The Shire will not commence an engagement process between the last Council meeting of the calendar year and the first Council meeting of the new-year, unless there is a legal requirement, Council direction or other unavoidable necessity to do so.

An additional 14 days will be added to any engagement period that falls between 15 December and 15 January and 7 days before and 7 days after Easter Sunday.

The Shire will be cognisant of not commencing an engagement process where the primary identified stakeholders and communities would seasonally, or culturally, be less likely to make comment.

Definitions and abbreviations

Engagement – The practice of actively bringing community voices into decisions that affect or interest them, using a range of methods.

Consultation – Seeking and receiving feedback or opinion, usually on a proposed plan or decision, e.g. seeking comment on a draft policy or concept.

Community – A general term for individuals and groups of people not part of an organised structure or group. They may be a community based on geography, or interest, or both, e.g. residents of Highbury, young people interested in skateboarding. The community is not restricted to ratepayers or residents of the Shire of Narrogin.

Stakeholders – People who are organised under the banner of a defined group or organisation, often providing representation to a broader group, e.g. Narrogin Chamber of Commerce, a local school or sporting group.

Engagement tools/methods – The things we use to activate community input, e.g. an invite for public comment, a workshop, an online survey, a community meeting.

Level of engagement – Refers to any one of five levels of engagement (inform, consult, involve, collaborate, empower) defined by the International Association of Public Participation (IAP2) Public Participation Spectrum to describe the community's role in any engagement programme. A complete description of the IAP2 Public Participation Spectrum can be found online at www.iap2.org.

Procedures

Nil

Forms and Templates

FCEO0002 Advertising & Consultation Plan

– End of Policy

Notes

1.15 Elected Member and Chief Executive Officer Attendance at Events Policy

Responsible Executive	Chief Executive Officer	
Statutory context	Local Government Act 1995 –	
	- s.5.51A – Code of conduct for employees required to be prepared and implemented by CEO - Section 5.90A – requirement to prepare and adopt a policy for Council members and the CEO	
Corporate context	Policy 1.1 Code of Conduct	
	Policy 1.8 Elected Members – Conference, Training, Travel and out of pocket Expenses	
	Policy 8.13 Training, Study and Education	
	Code of Conduct – Employees	
History	Adopted	25 February 2020
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

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Policy Statement

Objective

The Shire of Narrogin is required under the Local Government Act 1995 to adopt a policy on attendance at events for Elected Members and the Chief Executive Officer.

This policy applies to Elected Members, the Chief Executive Officer and all employees of the Shire of Narrogin (the Shire) in their capacity as an Elected Member or employee of the Shire and where they may receive free or discounted tickets or invitations to attend events to represent the Shire to fulfil their leadership roles in the community, generally, from a third party.

Attendance at an event, in accordance with this policy, will exclude a gift recipient from the requirement to disclose a potential conflict of interest if the ticket is above \$300 (inclusive of GST) and the donor has a matter before Council. Any gift received that is \$300 or less (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest.

Notations

- If an Elected Member receives a ticket in their name, in their role as an Elected Member, of \$300 or greater value, they are still required to comply with normal gift disclosure requirements.
- Whilst the law permits gifts greater than \$300 to be accepted by the Chief Executive Officer (but not other employees), in their role with the Shire, the Chief Executive Officer and all other employees, by operation of this Policy, are prohibited from accepting any gift greater than \$300, unless from the Shire as the organiser of the event, or as a gift pursuant to Section 5.50 of the Local Government Act 1995 (gratuity on termination).
- If the Chief Executive Officer or an employee receives a ticket in their name, in their role as an employee, of between \$50 and \$300, they are required to comply with normal gift disclosure requirements and the Code of Conduct re notifiable and prohibited gifts.
- An event does not include training, which is dealt with separately via Policies 1.8 Elected Members – Conference, Training, Travel and out of pocket Expenses or 8.13 Training, Study and Education.
- Nothing in this Policy shall be construed as diminishing the role of the Chief Executive Officer in attending or approving attendance at activities or events by other employees, that in the opinion of the CEO, are

appropriate, relevant and beneficial to the Shire of Narrogin and its employees as long as it does not involve gifted or discounted attendance fees.

Definitions

District: is defined as the Wheatbelt Region of Western Australia.

Elected Members: includes the Shire President and all Councillors.

Shire: is the local government of the Shire of Narrogin.

In accordance with Section 5.90A of the Local Government Act 1995, an event is defined as a:

- Concert
- Conference
- Function
- Sporting event
- Occasions prescribed by the Local Government (Administration) Regulations 1996.

Acronyms

- CEO - Chief Executive Officer
- GST - Goods & Services Tax
- LGIS - Local Government Insurance Services
- WALGA - Western Australian Local Government Association

1. Permitted Events

All Elected Members, the Chief Executive Officer and employees with the approval of the CEO or their respective Executive Manager, are entitled to attend permitted events to assist represent the Shire of Narrogin.

If there is a fee associated with a permitted event, the fee, including the attendance of a partner, and if deemed necessary, travel and accommodation, may be paid for by the Shire out of the Shire's budget by way of reimbursement, unless the event is a conference which is dealt with under clause 4 of this policy.

If there are more Elected Members than tickets provided then the Shire President shall allocate the tickets.

Note well: Donated or Discounted individual tickets and any associated hospitality with a discount / donated estimated or face value above \$500 (inclusive of GST and if relevant, travel) provided to the Shire are to be referred to Council for determination.

The following events are permitted subject to the provisions of this policy:

- a) Advocacy, lobbying or Members of Parliament or Ministerial briefings (Elected Members, the Chief Executive Officer and Executive Leadership only);
- b) Meetings of clubs or organisations within the Shire of Narrogin;
- c) Any free event held within the Shire of Narrogin;
- d) Australian or West Australian Local Government events;
- e) Events hosted by Clubs or Not for Profit Organisations within the Shire of Narrogin to which the Shire President, Elected Member, Chief Executive Officer or employee has been officially invited;
- f) Shire hosted ceremonies and functions;
- g) Shire hosted events with employees;
- h) Shire run tournaments or events;
- i) Shire sponsored functions or events;
- j) Community art exhibitions within the Shire of Narrogin or District;
- k) Cultural events/festivals within the Shire of Narrogin or District;
- l) Events run by a Local, State or Federal Government;
- m) Events run by schools and universities within the Shire of Narrogin;

- n) Major professional bodies associated with local government at a local, state and federal level;
- o) Opening or launch of an event or facility within the Shire of Narrogin or District;
- p) Recognition of Service event's within the Shire of Narrogin or District;
- q) RSL events within the Shire of Narrogin or District;
- r) Events run by WALGA, LGIS or a recognised and incorporated WA based local government professional association;
- s) ARTS Narrogin events; and
- t) Where Shire President, Elected Member or Chief Executive Officer representation has been formally requested.

2. Approval Process

Where an invitation is received to an event that is not listed as permitted and not prohibited or requiring Council approval, it may be submitted for approval prior to the event for approval as follows:

- Events for the Shire President may be approved by the Deputy Shire President;
- Events for Councillors may be approved by the Shire President;
- Events for the Chief Executive Officer may be approved by the Shire President; and
- Events for employees may be approved by the Chief Executive Officer or their respective Executive Manager.

Considerations for approval of the event include:

- Any justification provided by the applicant when the event is submitted for approval.
- The benefit to the Shire of the person attending.
- Alignment to the Shire's Strategic Objectives.
- The number of Shire representatives already approved to attend.

3. Other Matters

- If the event is a free event to the public then no action is required.
- If the event is ticketed and the Elected Member, Chief Executive Officer or employee pays the full ticketed price and does not seek reimbursement, then no action is required.
- If the event is ticketed and the Elected Member, Chief Executive Officer or employee pays a discounted rate, or is provided with a free ticket(s), with a discount value, then the recipient must disclose receipt of the tickets (and any other associated hospitality) within 10 days to the Chief Executive Officer (or President if the CEO) if the discount or free value is greater than \$50 for employees, other than the Chief Executive Officer, and greater than \$300 for Elected Members and the CEO.

4. Conference Registration, Bookings, Payment and Expenses

Shall be dealt with in accordance with Council Policies and relevant employment contracts:

- 1.8 Elected Members – Conference, Training, Travel and out of pocket Expenses
- 8.13 Training, Study and Education (for employees and the Chief Executive Officer)

6. Dispute Resolution

All disputes regarding the approval of attendance at events are to be resolved by the Shire President in relation to Elected Members and the Chief Executive Officer and the CEO in relation to other employees.

Procedures

Organisations that desire attendance at an event by a particular person(s), such as the President, Deputy President, Elected Member, Chief Executive Officer or particular officer of the Shire, should clearly indicate that on the offer, together what is expected of that individual, should they be available, and whether the invite / offer or ticket is transferable to another Shire representative.

Free or discounted Invitations / Offers or Tickets that are provided to the Shire without denotation as to who they are for, are be provided to the Chief Executive Officer and attendance determined by the Chief Executive Officer in liaison with the Shire President, based on relative benefit to the organisation in attending the event, the overall cost in attending the event, inclusive of travel or accommodation, availability of representatives, and the expected role of the relevant Elected Member or employee.

Forms and Templates

[FCEO0016 Declaration of Gifts/Contributions to Travel](#) Form is required to be completed and lodged within 10 days, if the gift of free or discounted attendance is provided in their name due to or as part of their role with the Shire of Narrogin as follows:

- If the gift is provided to the Elected Member and the discount or free value is over \$300, inclusive of GST, with the Chief Executive Officer;
- If the gift is provided to the Chief Executive Officer and the discount or free value is over \$300, inclusive of GST with the Shire President; and
- If the gift is provided to an employee, other than the Chief Executive Officer, and the discount or free value is over \$50, inclusive of GST, with the Chief Executive Officer.

– End of Policy

Notes

Statutory requirement –

The Local Government Act requires that the code may only be adopted or amended by absolute majority.

1.16 Fraud and Corruption Prevention

Responsible Executive	Chief Executive Officer		
Statutory context	Local Government (Audit) Regulations 1996 –		
	- r.17 – CEO to review certain systems and procedures		
Corporate context	Local Government (Financial Management) Regulations 1996 –		
	- r.5 – CEO's duties as to financial management		
History	Policy 1.1 – Code of Conduct		
	Policy 8.1 – Disciplinary Action		
	Code of Conduct – Employees		
	Shire of Narrogin Fraud and Corruption Prevention Plan		
History	Adopted	24 March 2020	
	Reviewed	7 June 2021	
	Reviewed	26 April 2023	
	Reviewed	25 October 2023	
	Reviewed	28 May 2025	

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Policy Statement

1. All Elected Members and employees have a key responsibility to safeguard against damage and loss through fraud, corruption or misconduct and have an obligation to support efforts to reduce associated risk by behaving with integrity and professionalism in undertaking their duties.
2. The Shire expects its elected members and employees to act in compliance with the Codes of Conduct and behave ethically and honestly when performing their functions and during their interactions with each other, the community, and all stakeholders of the Shire.
3. All suspected instances of fraudulent or corrupt conduct are to be thoroughly investigated and the appropriate reporting, disciplinary, prosecution and recovery actions initiated.
4. The Chief Executive Officer is to ensure that a Fraud and Corruption Prevention Plan is developed, reviewed by the Audit Committee, and if amendments are proposed, adopted by Council at least once every two years.

Forms and Templates

Nil

– End of Policy

Notes

1.17 Continuing Professional Development

Responsible Executive	Chief Executive Officer	
Statutory context	Local Government Act 1995, Sec 5.127 and Sec 5.128	
Corporate context	Policy 1.8 - Elected Members – Conference, Training, and out of pocket Expenses Policy 8.13 – Training, Study and Education	
History	Adopted	24 March 2020
	Reviewed	7 June 2021
	Amended	24 November 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

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Objective

To ensure that Elected Members of the Shire of Narrogin receive appropriate information and training to enable them to understand and undertake their responsibilities and obligations.

Policy Statement

The Shire of Narrogin recognises the importance of providing Elected Members with the knowledge and resources that will enable them to fulfil their role in accordance with statutory compliance and community expectations and make educated and informed decisions.

Pursuant to the Local Government Act 1995, Elected Members must complete Council Member Essentials which incorporates the following training units:

- Understanding Local Government;
- Conflicts of Interest;
- Serving on Council;
- Meeting Procedures and Debating; and
- Understanding Financial Report and Budgets.

Council's preferred provider for the training is WALGA (WA Local Government Association).

All units and associated costs will be paid for by the Shire and must be completed by 30 June in the year immediately following the elected Member's election. The training is valid for a period of five years.

Additionally, the Shire will publish, on the Shire's website, training undertaken by all Elected Members within one month after the end of the financial year pursuant to Local Government Act 1995.

It is Council's preference that the training is undertaken via the eLearning method which is the more cost efficient form of delivery. It is acknowledged however that there may be Elected Members who prefer to receive training face-to-face and/or opportunities to attend training which is being delivered in the region or in the Perth metropolitan area.

Procedures

Considerations for approval of the training or professional development activity include:

- The costs of attendance including registration, travel and accommodation, if required;
- The Budget provisions allowed and the uncommitted or unspent funds remaining;
- Any justification provided by the applicant when the training is submitted for approval;
- The benefits to the Shire of the person attending;
- Identified skills gaps of elected members both individually and has a collective;
- Alignment to the Shire's Strategic Objectives; and
- The number of Shire representatives already approved to attend.

Consideration of attendance at training or professional development courses, other than the online Council Member Essentials, or Diploma in Local Government (Elected Member), (payment in arrears on successful completion of each unit), which are both deemed to be approved, are to be assessed as follows:

- Events for the Shire President must be approved by the Deputy Shire President, in conjunction with the CEO; and
- Events for Councillors must be approved by either the Council or the Shire President, in conjunction with the CEO.

Note well: any expenditure commitments associated with training or professional development must be performed by and authorised through the CEO.

Forms and Templates

Nil

– End of Policy

Notes

Statutory requirement –

The Local Government Act requires that the policy may only be adopted or amended by absolute majority.

A copy of this Policy (S 5.128) and the Annual Report of Elected Members training (S 5.127) undertaken for the preceding financial year is available here:

<https://www.narrogin.wa.gov.au/your-shire/your-council/elected-members-training.aspx>

Responsible Executive Chief Executive Officer

Statutory context	Local Government Act 1995, Section 5.39B; Local Government (Administration) Amendment Regulations 2021; and Local Government (Administration) Regulations 1996.

Corporate context	Nil

History	Adopted	24 February 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Statutory requirement –

The Local Government Act requires that the standards may only be adopted or amended by absolute majority.

-- See over --

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Policy Schedule 1.18 Standards for CEO Recruitment, Performance and Termination

Adopted Standards for CEO Recruitment, Performance and Termination



Schedule 2 — Model standards for CEO recruitment, performance and termination [Local Government Act 1995 S5.39A & Local Government (Administration) Regulations 1996 R18FA].

1. Citation

These are the Shire of Narrogin Standards for CEO Recruitment, Performance and Termination.

2. Terms used

(1) In these standards —

Act means the Local Government Act 1995;

additional performance criteria means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

applicant means a person who submits an application to the local government for the position of CEO;

CEO means the local government's Chief Executive Officer;

contract of employment means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

contractual performance criteria means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

job description form means the job description form for the position of CEO approved by the local government under clause 5(2);

local government means the [insert name of local government];

selection criteria means the selection criteria for the position of Chief Executive Officer determined by the local government under clause 5(1) and set out in the job description form;

selection panel means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — Standards for recruitment of CEOs**3. Overview of Division**

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

4. Application of Division

(1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.

(2) This Division does not apply —

(a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or

(b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

5. Determination of selection criteria and approval of job description form

(1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.

(2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of Chief Executive Officer which sets out —

(a) the duties and responsibilities of the position; and

(b) the selection criteria for the position determined in accordance with subclause (1).

6. Advertising requirements

(1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the Local Government (Administration) Regulations 1996 regulation 18A.

(2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the Local Government (Administration) Regulations 1996 regulation 18A as if the position was vacant.

7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

(a) inform the person of the website address referred to in the

Local Government (Administration) Regulations 1996 regulation 18A(2)(da); or

(b) if the person advises the local government that the person is unable to access that website address —

(i) email a copy of the job description form to an email address provided by the person; or

(ii) mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO

(1) In this clause —

independent person means a person other than any of the following —

(a) a council member;

(b) an employee of the local government;

(c) a human resources consultant engaged by the local government.

(2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.

(3) The selection panel must comprise —

(a) council members (the number of which must be determined by the local government); and

(b) at least 1 independent person.

9. Recommendation by selection panel

(1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.

(2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —

(a) a summary of the selection panel's assessment of each applicant; and

(b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.

(3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —

(a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and

(b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.

(4) The selection panel must act under subclauses (1), (2) and (3) —

(a) in an impartial and transparent manner; and

(b) in accordance with the principles set out in section 5.40 of the Act.

(5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —

(a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and

(b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and

(c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.

(6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

10. Application of cl. 5 where new process carried out

(1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.

(2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —

(a) clause 5 does not apply to the new recruitment and selection process; and

(b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

(a) the making of the offer of employment to the applicant; and

(b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

12. Variations to proposed terms of contract of employment

(1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the negotiated contract) containing terms different to the proposed terms approved by the local government under clause 11(b).

(2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

13. Recruitment to be undertaken on expiry of certain CEO contracts

(1) In this clause —

commencement day means the day on which the Local Government (Administration) Amendment Regulations 2021 regulation 6 comes into operation.

(2) This clause applies if —

(a) upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO —

(i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and

(ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day; and

(b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.

(3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.

(4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

14. Confidentiality of information

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

Division 3 — Standards for review of performance of CEOs

15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

16. Performance review process to be agreed between local government and CEO

(1) The local government and the CEO must agree on —

(a) the process by which the CEO's performance will be reviewed; and

(b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

(2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.

(3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

(1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.

(2) The local government must —

(a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and

(b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

(a) the results of the review; and

(b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

Division 4 — Standards for termination of employment of CEOs

20. Overview of Division

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

21. General principles applying to any termination

(1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.

(2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —

(a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and

(b) notifying the CEO of any allegations against the CEO; and

(c) giving the CEO a reasonable opportunity to respond to the allegations; and

(d) genuinely considering any response given by the CEO in response to the allegations.

22. Additional principles applying to termination for performance-related reasons

(1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.

(2) The local government must not terminate the CEO's employment unless the local government has —

(a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the performance issues) related to the performance of the CEO; and

(b) informed the CEO of the performance issues; and

(c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
(d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.

(3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

23. Decision to terminate

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

24. Notice of termination of employment

(1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.

(2) The notice must set out the local government's reasons for terminating the employment of the CEO.

– End of Schedule

A copy of these Standards is to be placed on the local government's official website, pursuant to Section 5.39B(6) of the Local Government Act 1995.

Responsible Executive	Executive Manager Corporate & Community Services	
Statutory context	Child Care Services Act 2007 Children and Community Services Act 2004 Civil Liability Act 2002 Corruption, Crime and Misconduct Act 2003 Equal Opportunity Act 1984 Freedom of Information Act 1997 Local Government Act 1995 Parliamentary Commissioner Act 1971 Public Interest Disclosure Act 2003r Public Sector Management Act 1994 Work Health and Safety Act 2020 Working with Children (Criminal Record Checking) Act 2004	
Corporate context	Employee Code of Conduct Community Engagement Policy 1.14 Grievance Policy 8.4 Complaints Management Policy 3.9 Shire of Narrogin Record Keeping Plan Shire of Narrogin Strategic Community Plan Working with Children Checks – Recruitment and Selection Executive Instruction	
History	Adopted	28 June 2023
	Reviewed	28 May 2025
	Amended	28 May 2025

The Shire of Narrogin supports and values all children and young people. The Shire of Narrogin makes a commitment to support the safety and wellbeing of all children and young people, including protection from abuse. This Child Safe Awareness policy is one of the ways the Shire of Narrogin demonstrates its commitment to being child safe and a zero-tolerance approach to child abuse. [This policy outlines procedures for reporting concerns and maintaining secure, confidential records to support a safe and accountable environment.](#)

This Child Safe Awareness policy has been developed in response to recommendation 6.12 of the Royal Commission into Institutional Responses to Child Sexual Abuse and recognises that the Shire of Narrogin is uniquely placed within the local community to demonstrate leadership by supporting organisations to be child safe and to protect children and young people from harm and/or abuse. The Shire of Narrogin will promote the safety and wellbeing of children across the community.

Scope

This policy also applies to the reporting and handling of any concerns or incidents involving the safety or

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[wellbeing of children and young people in accordance with this policy.](#)

Definitions

Abuse: Abuse is an act, or a failure to act, towards or on behalf of a child that may result in harm. It can occur on one occasion or multiple occasions. Sometimes the impact of multiple events leads to harm that becomes cumulative in nature. Types of abuse include physical, emotional and sexual abuse, and neglect.

Child/Children: Means a person under 18 years of age, and in the absence of positive evidence as to age, means a person who appears to be under 18 years of age.

Child Safe Organisation: is defined in the Royal Commission Final Report as one that:

- creates an environment where children's safety and wellbeing are at the center of thought, values, and actions;
- places emphasis on genuine engagement with and valuing of children and young people;
- creates conditions that reduce the likelihood of harm to children and young people;
- creates conditions that increase the likelihood of identifying any harm; and
- responds to any concerns, disclosures, allegations, or suspicions of harm.

Note: in the context of local governments, this would involve referring concerns to the Department of Communities or WA Police to respond as appropriate.

Implementation of the National Principles for Child Safe Organisations give effect to the above.

Child safe: For the purpose of this policy, child safe means protecting the rights of children and young people to be safe by taking actions that can help prevent harm and abuse.

Harm: Harm, in relation to a child, means any detrimental effect of a significant nature on the child's wellbeing, whether caused by a single act, omission or circumstance; or a series or combination of acts, omissions or circumstances.

Reportable Conduct, Behaviour by an adult that may involve sexual misconduct, physical violence, emotional harm, significant neglect, or any act that could cause serious harm to a child's wellbeing,

Wellbeing: Wellbeing of children and young people includes the care, development, education, health and safety of children and young people.

Policy Principles

- The rights of children and young people are upheld.
- Children and young people are respected, listened to, and informed about their rights.
- Children and young people have the fundamental right to be safe and cared for.
- Children and young people have the right to speak up, be heard and taken seriously without the threat of negative consequences.
- The safety and best interests of children and young people are a primary consideration when making decisions that concern them.
- Access to trusted and reliable information, including the National Principles for Child Safe Organisations, helps support organisations to understand what they must do to help reduce the risk of harm and abuse.
- Communities are informed and involved in promoting the safety and wellbeing of children and young people including protection from harm.
- Collaboration with the community and our partners promotes the safety, participation and empowerment of all children and young people.

Policy Functions

The Shire of Narrogin will ensure the following functions of this policy are resourced and assigned to the relevant officers for implementation.

- Developing a process to deliver child safe messages (for example at the Shire of Narrogin's venues, grounds and facilities or events).
- Connecting and supporting local community groups, organisations, and stakeholders to child safe resources

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Responsibilities

Although the Shire of Narrogin is not legally responsible for providing oversight of compliance with child safe practices, it will take any reasonable steps to engage with persons who utilise the Shire of Narrogin facilities to operate in alignment with the Child Safe Awareness policy.

The Shire of Narrogin's Chief Executive Officer will determine which roles across the organisation will directly support the implementation of the Child Safe Awareness policy and provide administrative resources and training to employees where required, to ensure its success.

The Shire of Narrogin is committed to ensuring any concerns, allegations, or suspicions of reportable conduct involving children or young people are taken seriously and responded to appropriately.

- Sexual offences or sexual misconduct involving a child;
- Physical violence or serious emotional harm against a child;
- Significant neglect of a child; or
- Any behaviour that causes significant harm to a child's wellbeing.

- Any allegations or concerns of reportable conduct involving a child will be referred to the appropriate authorities, including the *Department of Communities* and/or *WA Police*, in accordance with mandatory reporting obligations and legal requirements.
- Staff, volunteers, contractors, and others engaged by the Shire who become aware of, witness, or suspect reportable conduct must notify their supervisor or the Chief Executive Officer immediately.
- The Shire will cooperate fully with any investigations and ensure confidentiality and procedural fairness are upheld.
- Appropriate support will be offered to affected children, families, and staff throughout the process.
- Disclosures may also be made via the Shire's website at www.narrogin.wa.gov.au/child-safety-awareness.aspx, where a secure disclosure form is available.

The Shire of Narrogin will maintain secure and confidential records of any concerns, allegations, or reports related to child safety, including reportable conduct.

- Managed in accordance with the *Shire of Narrogin's Record Keeping Plan*.
- Stored securely with restricted access, and
- Retained in line with relevant legislative, regulatory, and archival requirements.

– End of Policy

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Notes

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1.20 Electronic Attendance at Council Meetings by Elected Members

Responsible Executive	Chief Executive Officer	
Statutory context	Local Government Act 1995, Section 5.25	
	Local Government (Administration) Regulations 1996 - r.14C – r.14E	
Corporate context	1.1 - Code of Conduct	
	1.6 – Recording of Council Meetings	
History	Adopted	25 October 2023
	Reviewed	28 May 2025

Policy Statement

Electronic Attendance at Council Meetings by Elected Members

1. Request to attend a Council Meeting electronically
- a) Requests to attend a Council Meeting electronically are to be sent to the President with a copy to the CEO and Executive Support Coordinator at least 24 hours prior to the relevant meeting.
In the request, the Member is to outline the following:
 - i) Details of the location the Member will be attending from;
 - ii) Details of the equipment to be used (if not Shire equipment) and electronic connection method;
 - iii) Confirmation that confidentiality can be maintained; and
 - iv) Any declarations of interest that are to be made for the relevant meeting.
 - c) The Presidents authorisation will have regard to whether the location from which the member intends to attend the meeting, and the equipment to be used are suitable to enable the member to effectively engage in deliberations and communications during the meeting.
 - d) Approval is to be provided in writing by the President and recorded in the Shire’s record keeping system.
 - e) Should the request be denied or made later than midday of the relevant meeting, the request will be put to Council for consideration.
 - f) Should the President wish to attend a Council meeting electronically, this request is to be forwarded to the Deputy President following the process outlined in clauses 1(a) to (d). Procedures.
2. Request to attend a Committee Meeting electronically.
- a) Requests to attend a Committee Meeting electronically are to be sent to the President with a copy to the Committee Presiding Member, CEO and Executive Support Coordinator at least 24 hours prior to the relevant meeting.
In the request, the Member is to outline the following:
 - i) Details of the location the Member will be attending from;
 - ii) Details of the equipment to be used (if not Shire equipment) and electronic connection method;
 - iii) Confirmation that confidentiality can be maintained; and
 - iv) Any declarations of interest that are to be made for the relevant meeting.
 - c) The President’s authorisation will have regard to whether the location from which the member intends to attend the meeting, and the equipment to be used are suitable to enable the member to effectively engage in deliberations and communications during the meeting.
 - d) Approval is to be provided in writing by the President and recorded in the Shire’s record keeping system.

- e) Should the President wish to attend a Committee meeting electronically, this request is to be forwarded to the Deputy President and copied to the Presiding Member, CEO and Executive Support Coordinator following the process outlined in clauses 3.2(a) to (d).
- f) The relevant Committee does not have authorisation to approve electronic attendance. Should the request be denied, the Member may put the request to an ordinary meeting of the Council, if scheduling permits.

3. Request to attend a Non-Legislated meeting electronically

Requests to attend a Non-Legislated Meeting electronically are to be sent to the CEO with a copy to the Executive Support Coordinator by no later than midday on the day of the relevant meeting.

4. Location

- a) The Member is to ensure that the location is indoors, quiet and private.
- b) The location must have suitable controls (such as closing a door to an enclosed room) to ensure that confidentiality (where required) is not breached.

5. Electronic Means

- a) The Shire will conduct electronic meetings preferably utilising the platform known as Microsoft Teams.
- b) All meeting invitations will include a link to join the meeting electronically.
- c) Members attending electronically are to join the meeting preferably at least 15 minutes prior to allow for sufficient testing of equipment and to resolve any technical issues.
- d) Members must use a suitable network connection such as private home WiFi or a mobile hotspot from a trusted personal device.
- e) Due to increased cyber security risks, Members are not permitted to connect via public WiFi (such as connections at cafes, airports, hotels and restaurants).

6. Equipment

Where practical, Members attending meetings electronically are to use equipment provided by the Shire.

7. 50% cap

- a) Members may only attend a Legislated Meeting by electronic means provided they have not attended more than half of Legislated meetings in the previous (12) months by this method.
- b) Members meeting attendance will be recorded by the Administration in the minutes of the relevant meeting.
- c) The Administration will advise the President and the relevant Member when they have attended 40% (or the percentage closest to 40%) of meetings electronically.
- d) The 50% cap does not apply to a member who is a person with a disability as defined in Section 3 of the Disability Services Act 1993 (WA).

8. Declaration of Confidentiality

- a) If the meeting or part of the meeting for which a Member is attending electronically is to be proposed to be closed or subsequently closed to the public, the Member must make a declaration that they can maintain confidentiality during the meeting or the closed part of the meeting (as the case required).
- b) The declaration is to be made at the beginning of the meeting and or at the time that the meeting is closed to the public and recorded in the minutes of the meeting.
- c) The wording of the declaration will be as follows:
'I [Member Name] declare that I am able to maintain confidentiality during the closed part of the meeting. If I am no longer able to maintain confidentiality, I will excuse myself from the meeting.'
- d) Should the Member make the above declaration and subsequently cannot maintain confidentiality, they must leave the meeting or the closed part of the meeting.

Forms and Templates

Nil

Definitions

Electronic or electronically means telephone, video conference or other instantaneous communication, as determined by —

- (a) the president; or
- (b) the council.

– End of Policy

Notes

1.21 Freeman of the Shire

Responsible Executive	Chief Executive Officer	
Statutory context	Former Local Government Act 1960 (s 157).	
Corporate context	Australia Day and Honours Advisory Committee (and Terms of Reference)	
History	Adopted	22 November 2023
	Reviewed	28 May 2025

Introduction

The Shire of Narrogin from time to time acknowledges the remarkable contributions of individuals to our community by granting them the honorary title of Freeman of the Shire of Narrogin. This policy provides clarity and guidance on the invitations extended to Freeman that are still living, to various civic functions and events, emphasising their special connection to the Shire. The term Freeman in the context of this policy is a gender-neutral designation.

In 1965, amendments were made by the Western Australian Parliament to the then Local Government Act 1960, to insert a power for local governments to, by Absolute Majority and with the approval of the Minister, confer upon any person the title of 'Honorary Freeman of the Municipality'. The title of 'Freeman' has its origins in mediaeval European history when a man who was bound to serve a landowner could, by special decree, be declared a 'free man' and so be freed of former obligations to the landlord. In more modern usage, 'Freeman' is used to describe an honour bestowed on a person by a local government who has made a lasting and exceptional contribution to a district. It does not confer any special entitlements (other than reserved seating at local government events) and is the highest honour that a local government can bestow, and unless otherwise rescinded, is bestowed for life.

With the passage of the 1995 Act, the dedicated legislative power for local government disappeared and was absorbed within the general function under section 3.1 of the Local Government Act 1995 (the Act) to provide for the good government of persons in its district and the executive functions under the Act. While the dedicated legislative power to award the title was repealed, many local governments across the state have continued the practice as a means of recognising exceptional contributions, often but not always, made by long-serving and retired Elected Members. In the absence of a legislative power, the framework for appointing a Freeman is set out in this policy.

Criteria for Freeman Status

Freeman of the Shire of Narrogin is an esteemed title awarded to individuals who have demonstrated exceptional dedication and service, significantly advanced the Shire's strategic interests and benefitted the greater community.

Each application for Freeman status shall be assessed on its merits, considering the nominee's profound contributions to the Shire of Narrogin.

Nomination Process

The community is encouraged to nominate individuals for consideration as Freemans at any time. Nominations must be submitted in writing, addressing them confidentially to the Chief Executive Officer. Nominees should not be consulted or informed of their nominations.

The Council will deliberate on nominations in a confidential "in-camera" setting in accordance with the following principles established below under the Eligibility & Selection Criteria.

Entitlements of Freeman

Any individual granted the title of Freeman of the Shire of Narrogin may officially use this designation.

Freeman shall be honoured with a special badge and certificate during a ceremony hosted by the Council to acknowledge their Freemanship.

Freeman are invited to all civic functions and events free of charge including to the following the non-exhaustive list:

- Shire of Narrogin's Foundation Day Celebrations.
- Annual Civic Awards Ceremony.
- Swearing-in Ceremonies for Elected Members.
- Opening Ceremonies of Civic Buildings.
- Special Commemorative Events.
- Community (Shire Sponsored) Festivals and Parades.
- Other significant community events as determined by the Shire President, Chief Executive Officer or the Council.

Freeman are recognised on the Shire of Narrogin's Freeman Honour Board in the Chambers and on the Shire's website.

A photograph and plaque of the Freeman should be displayed in a prominent location within the Administration of the Shire of Narrogin to commemorate their invaluable contributions.

Current Awardees

Former Shire of Narrogin

- Mr Kenneth O'Dea (1991) (Deceased)
- Mr Raymond Spouse (1996) (Deceased)
- Mr Darrell Wiese (2014) (Deceased)

Former Town of Narrogin

- Mr William Manning Esq (1974) (Deceased)
- Mr Robert (Bob) Farr (1988) (Deceased)
- Dr John Parry (1996) (Deceased)
- Mr Douglas Fairclough (1998) (Deceased)

Shire of Narrogin (from 1 July 2016)
Nil

Conclusion:

The title of Freeman of the Shire of Narrogin signifies our profound gratitude for the exceptional service provided by extraordinary individuals. This policy serves as a guideline for acknowledging their contributions and ensuring their participation in various civic functions, thus upholding the traditional and symbolic significance of Freeman status in our community.

Eligibility Criteria

1. Minimum service of 15 years to the Narrogin community in any capacity.
2. Resident of the district for all, or most of the period relating to their eligibility.
3. Not a currently serving Elected Member or employee.
4. Nominee's specific achievement/s must be of a nature that would encourage the local government to nominate that person for an honour under the Australian Honours System.
5. The relevant criteria in determining number four being:
 - a. demonstrated achievement at a high level;
 - b. made a contribution over and above what might be reasonably expected through paid employment; or
 - c. whose voluntary contribution to the community stands out from others who may have also made a valuable contribution.

Selection Criteria

Each criterion to be scored out of 5 (five) (whole numbers only), with 5 (five) being the highest possible score.

Elected Member	Level of commitment to their field of activity (20%)	Outstanding personal leadership qualities and personal integrity (20%)	Benefits to the community of the district (40%)	Special achievements of the nominee (20%)	Total
1					
2					
3					
4					
5					
6					
7					

– End of Policy

Notes

Section 2 - ADMINISTRATION / ORGANISATION

2.1 Senior Employees – Designation & Appointing Acting CEO

Responsible Executive Chief Executive Officer

Statutory context Local Government Act 1995 –

- s.5.37 – senior employee or class of employee may be designated
- Local Government Act 1995, Section 5.39C and 5.36 (2); and
- Local Government (Administration) Amendment Regulations 2021.

Corporate context Delegation 1.2 – Acting CEO (Appointment)

History

Adopted	26 April 2017
Last reviewed	24 July 2019
Amended	24 February 2021
Reviewed	7 June 2021
Reviewed	26 April 2023
Reviewed	28 May 2025

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Policy Statement

Pursuant to Section 5.37 of the Local Government Act 1995, the following employees are designated as senior employees –

- a) Executive Manager, Corporate and Community Services;
- b) Executive Manager, Development and Regulatory Services; and
- c) Executive Manager, Technical and Rural Services.

For the purposes of Section 5.36 (2) of the Local Government Act 1995, the Council has determined that employees that are appointed in one of the above positions are suitably qualified to be appointed as Acting CEO by the CEO, from time to time, when the CEO is on periods of leave, subject to the following condition:

1. The CEO is not an interim CEO or Acting in the position;
2. The term of appointment is not longer than 20 working days consecutive;
3. That the employee's employment conditions are not varied other than the employee is entitled at the CEO's discretion, no greater than the salary equivalent to that of the CEO during the Acting period.

In the case of the unavailability of the CEO due to an emergency, the Executive Manager Corporate & Community Services is automatically appointed as the Acting CEO for up to 2 weeks from commencement, and continuation is then subject to determination by the Council.

All other interim, Acting or CEO appointments to be referred to Council.

W
– End of Policy

Notes

Statutory requirement –

The Local Government Act requires that matters relating to the appointment of a temporary or acting CEO may only be adopted or amended by absolute majority.

CEO is a designated senior employee under the Act. There is no requirement to have designated employees other than for the purpose of automatic appointment as Acting Chief Executive Officer. Most requirements placed on designated employees are already covered by s.5.74 – to declare gifts and to make primary / annual declarations if making direct report to Council or exercising delegated authority.

2.2 Acting / Relieving Staff Authority

Responsible Executive	Chief Executive Officer	
Statutory context	Local Government Act 1995	
Corporate context	Delegation 1.2 – Acting CEO – Appointment	
	Policy 8.5 – Higher Duties	
	Instruction 8.5 – Higher Duties	
History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. To ensure that acting and relieving staff have clear authority to fulfil the requirements of the position, a person acting or relieving in a position, however temporarily and of whatever duration, is authorised to exercise all duties, powers and responsibilities assigned to that position, whether a delegation, policy, direction or accepted practice, subject only to any limitations that may be imposed by the CEO.
2. Acting or relieving staff are to be aware that their tenure is temporary, and to take into account when making decisions, the likely views and preferences of the permanent appointee.

– End of Policy

Notes

Refer Policy 2.1 for matters relating to temporary or acting CEO.

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2.3 Display of National and Other Flags

Responsible Executive Executive Manager Corporate & Community Services

Statutory context Flags Act 1953 (Commonwealth)

Corporate context Nil

History

Adopted	26 April 2017
Reviewed	24 July 2019
Reviewed	7 June 2021
Reviewed	26 April 2023
Reviewed	28 May 2025

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Policy Statement

1. The Shire recognises the significance of certain flags connected to its governance responsibilities and will utilise Council flagpoles to fly such flags.
2. The flags that are to be flown each working day are the –
 - a) Australian National flag,
 - b) Australian Aboriginal flag, and
 - c) Shire of Narrogin flag.
3. The Western Australian State flag and any other flag/s approved by Council or CEO may be flown on appropriate occasions.
4. Flags flown in response to Council's governance responsibilities will be flown in accordance with the relevant legislation and protocols in force at the time.
5. Order of precedence of flags –
 - (1) Australian National flag,
 - (2) National flags of other nations;
 - (3) State and Territory flags,
 - (4) Other flags prescribed by the Flags Act 1953 (Commonwealth)–
 - (a) Australian Aboriginal flag and the Torres Strait Islander flag in either order
 - (b) Australian Defence Force Ensign
 - (c) Australian White Ensign
 - (d) Royal Australian Air Force Ensign,
 - (5) Ensigns and pennants –
 - (a) Local Government,
 - (b) Commonwealth, State and Territory agencies,
 - (c) Non-Government organisations,
 - (6) Banners:
6. Flags should not be flown with any other flag on the same flagpole

– End of Policy

Notes

Refer – Department of the Prime Minister and Cabinet

<https://www.dpmc.gov.au/government/australian-national-flag/australian-national-flag-protocols>

<https://www.dpmc.gov.au/resource-centre/government/australian-flags-booklet-part-two>

(5 January 2017)

2.4 Amendments to Council Policy

Responsible Executive	Chief Executive Officer	
Statutory context	Local Government Act – 2.7(2)(b) – a role of Council is to determine the local government's policies.	
Corporate context	Nil	
History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

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Policy Statement

1. The CEO is to maintain the official copy of the Council Policy Manual, updated as soon as possible after each authorised resolution of Council.
2. Additions, deletions or alterations to Council Policy Statements shall only be made by specific Council resolution stating –
 - a) stating the current Council Policy number if an amendment or deletion,
 - b) the proposed policy number to clearly indicate functional area if a new Council Policy, and
 - c) proposed wording and justification for the amendment, deletion or adoption.

– End of Policy

Notes

The purpose of policy documents is to enable the effective and efficient management of Council resources and to assist staff and Council achieve an equitable decision making process. Written policies also enable the community to be aware of the reasoning behind administrative and Council decisions, and to be familiar with the philosophy behind individual decisions.

If it is not in the Council Policy Manual, it may be usual practice, but it is not Council Policy. Unless it is specifically stated that the authority is to be included in the Policy Manual, it is to be considered that the authority to act, is for a specific matter and is not general or on-going.

2.5 Information & Communications Technology Usage

WALGA Workplace Relations, November 2016 – amended

Responsible Executive	Executive Manager Corporate & Community Services	
Statutory context	Local Government Act 1995	
Corporate context	Policy 2.6 – Social Media Use	
	Policy 8.1 – Disciplinary Action	
	Code of Conduct – Employees	
	Executive Instructions –	
	Instruction 2.1 – Information & Communications Technology Usage	
History	Instruction 2.2 – Social Media	
	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

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Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
- a) employees, consultants or contractors entitled to have access to ICT,
 - b) general use of ICT resources,
 - c) unacceptable use,
 - d) security and proprietary information,
 - e) system and network activities,
 - f) email activities,
 - g) remote access,
 - h) provision of mobile phones and information/communication devices,
 - i) Department of Transport licencing,
 - j) consequences of breach of the Executive Instructions.

– End of Policy

Notes

2.6 Social Media

WALGA Workplace Relations, November 2016 – amended

Responsible Executive	Chief Executive Officer	
Statutory context	Local Government Act 1995	
Corporate context	Policy 2.5 – Information and Communications Technology Usage	
	Policy 8.1 – Disciplinary Action	
	Policy 8.2 – Discrimination, Bullying and Harassment	
	Code of Conduct – Employees	
	Instruction 2.1 – Information & Communications Technology Usage	
History	Instruction 2.2 – Social Media	
	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

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Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) application to all employees, volunteers and contractors,
 - b) use of social media for Shire purposes to be specifically authorised by CEO, or by persons authorised by CEO,
 - c) limitations on private use of Shire corporate sites,
 - d) use of any site to comment on Shire related matters, in particular if such comment is considered to be bullying, harassing or derogatory in nature, or which damages the Shire reputation, will make the employee liable to disciplinary action,
 - e) consequences of breach of the Executive Instruction.

– End of Policy

Notes

2.7 Shire Logo and Motto

Responsible Executive	Chief Executive Officer	
Statutory context	Copyright Intellectual property	
Corporate context	Shire of Narrogin Corporate Style Guide Strategic Community Plan	
History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Amended	28 June 2023
	Reviewed	28 May 2025

Policy Statement

- The CEO is to prepare and maintain a Style Guide regarding this matter, which is to include but is not limited to –
 - use of adopted logo, colours, fonts etc
 - formatting etc
 - motto
- The primary logo of the Shire is –
- The logo should be used –
 - on all Shire publications, letterheads, promotional materials etc.
 - where the Shire has provided sponsorship or support for a program, activity or advertisement – e.g. Homecare program, sporting or community events.
- The motto to be used is “*Love the Life*”, to be used either with the Shire's logo or with the preamble words “*Shire of Narrogin*” or “*Narrogin*”.
- The motto should be used, where appropriate, such as –
 - on all Shire publications, letterheads, promotional materials, television and social media campaigns etc.;
 - where the Shire has provided sponsorship or support for a program, activity or advertisement – e.g. Homecare program, sporting or community event; and
 - encouragement for use by all local groups and businesses to promote living in the Shire of Narrogin.
- Private use of the logo is not permitted unless –
 - the approval of the CEO has been obtained; and
 - there is an identifiable benefit to the Shire or community through acknowledgement of support or promotion of the area.
- Approval for private use of the logo may be withdrawn at any time if the use is considered to be inappropriate.
- Permitted variations to the logo are –
 - use of separate panels within an overall design/program;
 - text in an alternative position;
 - tag line colour may vary in order to be more visible;



- d) tag line may be swapped out for a facility, department or section name;
e.g. RW (Bob) Farr Memorial Library, Narrogin Homecare etc; and
- e) to be approved by CEO before use.

– End of Policy

Notes

2.8 Enterprise Risk Management

Responsible Executive	Chief Executive Officer	
Statutory context	Work Health and Safety Act 2020	
	Local Government (Audit) Regulations 1996	
	- reg.17 – CEO to review risk management and report to Audit Committee	
Corporate context	Council Committees and Reference Groups, Establishment and Terms of Reference	
	– Audit Committee	
	– Risk Management Procedures and Framework	
	– Risk Register	
History	Adopted	26 April 2017
	Amended	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

- Purpose
The Shire of Narrogin (“the Shire”) Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire’s strategies, goals or objectives.
- Policy Schedules adopted
The following Council Policy Schedules are adopted, and forms part of this Statement –
2.8 – Risk Appetite
- Policy
 - It is the Shire’s Policy to achieve best practice (aligned with AS/NZS ISO 31000:2018 Risk management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.
 - Risk Management will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire’s Integrated Planning Framework.
 - The Shire’s Executive Management Team will determine and communicate the Risk Management Policy, Objectives and Procedures, as well as direct and monitor implementation, practice and performance.
 - Every employee, elected member, volunteer and contractor within the Shire is recognised as having a role in risk management.
 - Consultants may be retained at times to advise and assist in the risk management process or management of specific risks or categories of risk.
- Definitions:
Risk means the effect of uncertainty on objectives.
Note 1: An effect is a deviation from the expected – positive or negative.
Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product or process).
Definition (from AS/NZS ISO 31000:2018)
Risk Management means coordinated activities to direct and control an organisation with regard to risk.
Risk Management Process means the systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.
Risk Management Framework means the set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation.
- Risk Management Objectives

The adoption of consistent risk management processes within a comprehensive framework will help deliver on the objectives and benefits below:

- Optimise the achievement of our vision, experiences, strategies, goals and objectives.
- Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
- Enhance risk versus return within our risk appetite.
- Embed appropriate and effective controls to mitigate risk.
- Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhance organisational resilience.
- Identify and provide for the continuity of critical operations.

6. Risk Appetite

- a) The Shire has defined its tolerance to risk, its risk appetite, through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Procedures and are subject to ongoing review in conjunction with this policy.
- b) All organisational risks to be reported at a corporate level are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisation's appetite and are to be noted within the individual risk assessment and approved by a member of the Executive Leadership Team.

7. Roles, Responsibilities & Accountabilities

- a) Council's role is to –
 - review and approve the Shire's Risk Management Policy and Risk Assessment & Acceptance Criteria,
 - determine the organisation's appetite for risk,
 - establish and maintain an Audit Committee in terms of the Local Government Act.
- b) The CEO is responsible for the allocation of roles, responsibilities and accountabilities, which are documented in the Risk Management Procedures (Operational Document).

8. Monitor & Review

- a) The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.
- b) This policy will be kept under review by the Shire's Executive Leadership Team and will be formally reviewed by Council biennially.

– End of Policy

Notes

Policy Schedule 2.8 – Risk Appetite**MEASURES OF CONSEQUENCE**

RATING	PEOPLE	INTERRUPTION TO SERVICE	REPUTATION (Social / Community)	COMPLIANCE	PROPERTY (Plant, Equipment, Buildings)	NATURAL ENVIRONMENT	FINANCIAL IMPACT	PROJECT	
								TIME	COST
Insignificant (1)	No injuries or illness	No material service interruption Less than 1 hour	Unsubstantiated, localised low impact on community trust, low profile or no media item.	No noticeable regulatory or statutory impact	Inconsequential damage.	Contained, reversible impact managed by on site response	Less than \$10,000	Exceeds deadline by 5% of project timeline	Exceeds project budget by 5%
Minor (2)	First Aid Treatment	Short term temporary interruption – backlog cleared < 1 day	Substantiated, localised impact on community trust or low media item	Some temporary non compliances	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response	\$10,000 - \$25,000	Exceeds deadline by 10% of project timeline	Exceeds project budget by 15%
Moderate (3)	Medical treatment / Lost time injury >10 Days	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile	Short term non-compliance but with significant regulatory requirements imposed	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies	\$25,001 - \$100,000	Exceeds deadline by 15% of project timeline	Exceeds project budget by 25%
Major (4)	Lost time injury >30 Days / temporary disability	Prolonged interruption of services – additional resources; performance affected < 1 month	Substantiated, public embarrassment, widespread high impact on community trust, high media profile, third party actions	Non-compliance results in termination of services or imposed penalties to Shire/Officers	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies	\$100,001 – \$500,000	Exceeds deadline by 20% of project timeline	Exceeds project budget by 35%
Extreme (5)	Fatality, permanent disability	Indeterminate prolonged interruption of services non- performance > 1 month	Substantiated, public embarrassment, widespread loss of community trust, high widespread multiple media profile, third party actions	Non-compliance results in litigation, criminal charges or significant damages or penalties to Shire/Officers	Extensive damage requiring prolonged period of restitution. Complete loss of plant, equipment & building	Uncontained, irreversible impact	More than \$500,000	Exceeds deadline by 25% of project timeline	Exceeds project budget by 45%

MEASURES OF LIKELIHOOD

Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year
4	Likely	The event will probably occur in most circumstances	At least once per year
3	Possible	The event should occur at some time	At least once in 3 years
2	Unlikely	The event could occur at some time	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	Less than once in 15 years

RISK MATRIX

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

– End of Schedule

Responsible Executive	Chief Executive Officer	
Statutory context	Nil	
Corporate context	8.6 Leave – Award Entitlements.	
History	Adopted	27 November 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Amended	26 October 2023
	Reviewed	28 May 2025

That the Administration Office, Works Depot, RW (Bob) Farr Memorial Library and Jessie House/Homecare Office operating dates during the Christmas period be closed at the end of normal business hours on Christmas Eve and reopen the day following New Year's Day, subject to the Chief Executive Officer ensuring that an emergency contact list is maintained for senior officers and key personnel and the closures being widely advertised prior.

Advertising

- Administration Office
- Works Depot
- RW (Bob) Farr Memorial Library
- Jessie House/Homecare.
- Narrogin Regional Leisure Centre

Processing of Leave

Forms and Templates

FCCS001 Application for Leave Form

– End of Policy

Notes

Responsible Executive	Chief Executive Officer
Statutory context	Freedom of Information Act 1992 (WA) Privacy Act 1988 (Cth) Local Government Act 1995 (WA) Aged Care Act 2025, Aged Care Quality Standards State Records Act 1997
Corporate context	Code of Conduct for Council Members, Committee Members and Candidates Employee & Volunteer Code of Conduct Record Keeping Plan Instruction 2.23 – Shire of Narrogin’s Efficient and Effective use of ChatGPT
History	Adopted 19 February 2025 Reviewed 28 May 2025

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The Shire of Narrogin is committed to safeguarding all information it collects, stores, and manages, compliant with the obligations and requirements of legislation regarding Privacy and Responsible Information Sharing (PRIS). This Policy establishes a framework to ensure the confidentiality, integrity, and accessibility of information while providing clear processes to handle data breaches effectively.

This policy applies to Elected Members, all employees, contractors, volunteers, and agents of the Shire of Narrogin involved in collecting, handling, or managing information.

The Collection of Personal Information:

The Shire of Narrogin collects personal information from customers and stakeholders to perform its functions and activities. Sensitive personal information is only collected under the following circumstances:

- It is necessary for the Shire's functions and activities;
- The individual consents to the collection;
- It is required or authorised by law;
- It is necessary to establish, exercise, or defend a legal or equitable claim;
- It is required for government-funded welfare or educational research or statistical purposes; or
- It is necessary to prevent or reduce;
 - serious threats to an individual's life, health, safety, or welfare;
 - serious threats to public health, safety, or welfare; or
 - threats to an individual's life, health, safety, or welfare caused by family violence.

Access and Correction of Personal Information

The Shire of Narrogin ensures personal information is accurate and accessible.

- Informal Updates: Updates to personal information are generally handled informally without requiring a formal process
- Informal Access: Personal information, such as correspondence or applications related to an individual, is typically provided informally on request, if sufficient identification can be provided.
- Freedom of Information Act: Individuals can access and correct their information under the Freedom of Information Act 1992 (WA).
- PRIS Legislation: Access and correction requests may also be made under Information Privacy Principle 6 (IPP6) in the PRIS legislation.

Disclosure of Information to Third Parties

The Shire of Narrogin may disclose personal information to third parties in the following cases:

- Information Sharing Agreements: Under an approved agreement or request with another public entity;
- When the customer or stakeholder consents to the disclosure;
- For public interest research or analysis;
- When required or authorised by law;
- For law enforcement functions;
- To complete or improve the function for which the information was provided;
- To prevent or reduce serious threats to individuals or public health, safety, or welfare;
- When necessary for child protection or family violence functions;
- When the information relates to family violence and involves the perpetrator or alleged perpetrator.

The Protection of Information

- The Shire of Narrogin is committed to safeguarding personal information against misuse, loss, modification, and unauthorised access or disclosure. The Shire will:
- Securely Dispose: Permanently de-identify or destroy personal information that is no longer required, unless law mandates its retention.
- Implement Robust Security: Use multiple layers of security, including:
 - Encryption.
 - Multifactor authentication.
 - Security awareness training.
 - Email, and network security.
 - Third-party risk assessments.
 - Adherence to Australian Signals Directorate Essential 8 Maturity Level 1 guidelines.

These measures reflect the Shire of Narrogin's commitment to protecting personal information, ensuring compliance with privacy laws, and maintaining the trust of its community.

Handling Privacy Complaints and Information Breaches

The Shire of Narrogin's designated Information Officer is the Executive Manager Corporate & Community Services (EMCCS), who can be contacted for complaints related to acts or practices of the Shire that may constitute an interference with the privacy of an individual.

The EMCCS will coordinate responses and record management of these complaints. Complaints can be directed to: emccs@narrogin.wa.gov.au. The EMCCS will aim to provide a formal response to the complainant as soon as reasonably practicable upon receiving all required information. If any delays are unavoidable, the complainant will be informed accordingly.

The Chief Executive Officer (CEO) is ultimately responsible for ensuring compliance with privacy-related obligations, overseeing the EMCCS's efforts to address privacy complaints effectively and ensuring the Shire meets its statutory responsibilities under relevant legislation. This structure reinforces the Shire's commitment to protecting privacy and responding transparently to any concerns raised.

Notifiable Information Breach

An interference with the privacy of individuals may constitute a notifiable information breach, which includes:

- Unauthorised access to information
- Unauthorised disclosure of information
- Loss of information.

If an alleged interference with privacy occurs, individuals have the right to escalate their concerns by lodging a complaint with the Information Commissioner of Western Australia. The information Commissioner and their staff are tasked with assisting individuals in formulating and submitting privacy complaints when required.

Breach Management

- 1. **Identification:** Employees must report any suspected or actual breach to their manager or the EMCCS as the designated Information Officer.
- 2. **Containment:** Immediate actions will be taken to limit the impact of a breach, such as securing affected systems and data.
- 3. **Assessment:** The EMCCS will assess the scope and potential impact of the breach, including any risks to individuals or the organisation.
- 4. **Notification:** Where required, affected individuals, the Office of the Information Commissioner, and other relevant bodies will be notified promptly and transparently.
- 5. **Review:** Following a breach, the Shire will conduct a review to identify and address root causes and improve processes to prevent recurrence.

Roles and Responsibilities

- Chief Executive Officer: Ensures organisational compliance with this Policy.
- Executive Manager Corporate & Community Services, as the designated Information Officer: Coordinates breach responses, maintains records, and provides advice on compliance matters.
- Executive Managers: Oversee adherence to the Policy within their teams.
- Employees and Contractors: Abide by the Policy and report breaches.

Policy Monitoring and Review

This Policy will be reviewed every two years or as required by legislative changes.

Definitions

Handle	Refers to collecting, holding, managing, using, or disclosing information.
Information Breach	The unauthorised access, disclosure, or loss of information.
Interference with Privacy	Includes the following: a) Acts or practices by the Shire that contravene the proposed <i>Privacy and Responsible Information Sharing Act 2024 (WA)</i> (PRIS Act), in relation to personal or de-identified information linked to an individual. b) Failures by the Shire to comply with obligations under the PRIS Act regarding suspected or confirmed notifiable information breaches involving personal information. c) Non-compliance in handling personal information during a function or activity.
Notifiable Information Breach	Occurs in any of the following scenarios: a) Unauthorised Access or Disclosure: • Unauthorised access to, or disclosure of, personal information held by an IPP entity; and • A reasonable person concludes that such access or disclosure is likely to cause serious harm to any individual to whom the information relates. b) Loss of Personal Information: • Personal information held by an IPP entity is lost under circumstances where unauthorised access or disclosure is likely to occur; and

	- If access or disclosure does occur, a reasonable person concludes it would likely result in serious harm to any individual to whom the information relates. c) Breach Determination: - Unauthorised access, disclosure, or loss of personal information held by an IPP entity; and - The access, disclosure, or loss occurs under circumstances outlined in a notifiable information breach determination.
Personal Information	Any information or opinion, true or not, and recorded or not, that relates to an individual (living or deceased) whose identity is apparent or can reasonably be ascertained. This includes: Name, date of birth, or address; - Unique identifier, online identifier, or pseudonym; - Contact information; - Information related to an individual's location; - Technical or behavioural information about an individual's activities, preferences, or identity; - Inferred information, including behavioural or preference predictions or profiles generated from aggregated data; and - Information linked to physical, physiological, genetic, mental, behavioural, economic, cultural, or social characteristics of an individual.
Sensitive Personal Information	A specific category of personal information that relates to: - Racial or ethnic origin; - Gender identity, particularly when it differs from assigned sex at birth; - Sexual orientation or practices; - Political opinions; - Membership in political associations; - Religious beliefs or affiliations; - Philosophical beliefs; - Membership in professional or trade associations; - Membership in a trade union; - Criminal records; - Health information; - Genetic or genomic information; - Biometric information.

Procedures

Data Breach Reporting and Response Procedure (to be developed as required)

Records Management Procedure

Forms and Templates

Data Breach Incident Report form (to be developed as required)

– End of Policy

Notes

Nil

Shire of Narrogin Council Policy Manual

Current as at – 28 April 2025

Section 3 - FINANCIAL MANAGEMENT

3.1 Purchasing

Responsible Executive	Executive Manager Corporate & Community Services		
Statutory context	Local Government (Functions and General) Regulations 1996 r.11A – purchasing policy required, and matters to be addressed		
Corporate context	Delegation 3.1 – Tenders – power to set specifications, criteria, call, accept, vary Policy 3.2 – Regional Price Preference Policy 3.8 – Transaction Cards Code of Conduct – Employees Instruction 3.1 – Purchasing – Documentation Instruction 3.3 – Credit (Transaction) cards		
History	Adopted	26 April 2017	
	Amended	24 July 2019	
	Amended	26 May 2020	
	Amended	23 June 2021	
	Reviewed	26 April 2023	
	Reviewed	28 May 2025	

Policy Statement

- The following Council Policy Schedules are adopted, and form part of this Statement –
 - 3.1(a) – Purchasing Principles
 - 3.1(b) – Purchasing Thresholds
 - 3.1(c) – Regulatory Compliance
- Where the goods or services are to be accessed from the WA Local Government Association Preferred Supplier Panel or State Government Common Use Agreement, compliance with Policy Schedule 3.1(b) Purchasing Thresholds, clause 1 is required.
- Proposals for consultancies, works and services etc, to be provided on Shire managed sites are also to be assessed in accordance with –
 - Policy 9.1 WHS – Employees, Volunteers, Contractor and Visitors.
 - Executive Instructions issued by the CEO
 - WHS Contractor Handbook or associated documents.
- A quotation is to be obtained and a purchase order is required to be issued, except for –
 - reimbursement of expenses incurred by a councillor or employee on approved Shire business, where receipts are provided or a statutory declaration is made
 - eg: parking fees, taxi fares etc
 - non-contracted or non-contestable utilities (e.g. electricity, water, telephone),
 - regular or statutory expenses of a periodic nature (e.g. rates & taxes, insurance, licenses, superannuation, etc),
 - employee/elected member allowances.
 - other payments as determined by the CEO in Executive Instruction.

Examples include –

- YMCA WA for payments for employee memberships per Council Policy
- Credit Card purchases below \$1,500
- All freight companies for delivery fees
- Petty cash purchases

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- Store card purchases
 - Fuel card purchases
 - Regional Risk Coordinator Scheme by Local Government Insurance Services
 - Security and on-going alarm monitoring services.
5. A procurement is exempt from the need to obtain quotations and issue of a purchase order where a standing account has been established, as determined by the CEO in Executive Instruction.
 6. Insufficient quotations received
Where the required number of quotations have been sought from suppliers capable of meeting the requirements, but an insufficient number of quotations have been received, a quote may nevertheless be accepted if satisfied with all other aspects of the proposed purchase –
 - a) where the purchase is \$15,000 or more – by the CEO.
 - b) where the purchase is less than \$15,000 ex GST – by the CEO or relevant Executive Manager.
 7. Exceptional Circumstances
 - a) Under exceptional circumstances, where goods or services need to be purchased urgently and there is insufficient time to obtain quotations, the CEO may permit the required purchase, notwithstanding the thresholds and requirements of Schedule 3.1(b), subject to the purchase being less than \$250,000 ex GST. Unique value for money circumstances that preclude obtaining quotes must exist, such as –
 - it is opportunistic such as eliminating otherwise applicable costs, in the opinion of the CEO,
 - it enhances operational efficiency,
 - mitigates against risk etc. or
 - it is appropriate in the opinion of the CEO for continuity of previous works, services, or design.
 - b) Procurement under exceptional circumstances must be approved in advance by the CEO.
 - c) Schedule 3.1(b) Purchasing Thresholds and Requirements is suspended during a state of emergency declared in accordance with Emergency Management Act 2005, subject to –
 - (i) purchases are to be for goods or services required for the purposes of addressing a need arising from the hazard, or from the impact or consequences of the hazard, to which the state of emergency relates,
 - (ii) purchases of \$50,000 or over are to be approved by the CEO,
 - (iii) purchases of \$7,500 to less than \$50,000 are to be approved by the CEO or relevant Executive Manager.
 8. Purchase of road making materials (fill, rock, gravel, water etc) from a landowner is exempt from the requirement to obtain quotes.
 9. Any variations or extensions of contracts awarded are to be dealt with in accordance with Delegation 3.2 Contracts – Variations.
 10. This Policy applies to all purchasing and procurement activity, and is not limited to tendering.

– End of Policy

Notes

Approved purchasing limits assigned to employees are determined by the CEO.

Clause 7(c) is consistent with the Local Government (Functions and General) Regulations 1996 r.11(1A) and (3)(b)

Policy Schedule 3.1(a) – Purchasing Principles

The object of the Purchasing Framework is to –

- obtain quality goods and services that are judged to deliver the best value-for-money or be the most advantageous,
- provide compliance with the Local Government Act, 1995 and the Functions and General Regulations,
- deliver a best practice approach and procedures to internal purchasing for the Shire,
- ensure consistency for all purchasing activities that integrates within all the Shire operational areas.

1. Ethics & Integrity

All officers and employees of the Shire shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure fair and equitable treatment of all parties –

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money,
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire policies and Code of Conduct for Employees,
- purchasing is to be on a competitive basis in which all suppliers are treated impartially, honestly and consistently,
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements,
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed,
- any information provided to the Shire by a supplier shall be treated as commercial-in-confidence until such time as the purchase decision is made, and is not be released unless authorised by the supplier or relevant legislation, and
- consideration must be given to any Local Price Preference Policy adopted by Council.

2. Value for Money

Value for money is an overarching principle recognised by the Regulations, that allows the best possible outcome to be achieved for the Shire. Compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

What constitutes “value for money” or “most advantageous” considerations are to be itemised and detailed as part of evaluation.

An evaluation of the best value for money outcome for any purchasing should consider –

- all relevant whole-of-life costs and benefits (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal,
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality,
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history),
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable,
- continuity of supply or service, and particularly timeliness of any warranty service, emergency or maintenance/repair response, familiarity with works/conditions etc
- where a new or start up business makes a submission, the anticipated longevity of the business, its relevance to the region and if goods or service previously not available in the region.

Where a higher priced conforming offer is recommended, there should be clear benefits over lower priced conforming offers.

3. Sustainable Procurement

Sustainable procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services, and considerations must be balanced against value for money outcomes.

– End of Schedule

Policy Schedule 3.1(b) – Purchasing Thresholds and Requirements**1. Purchasing Thresholds**

The value of a purchase is not limited to the financial year when the purchase was initiated, but may be over several financial years depending on the procurement or type of contract.

Records – where required or obtained, the following are to be attached to the purchase order –

- a) Note of verbal specification and submission
- b) Specification required, assessment criteria set, summary of submissions, evaluation made

General purchasing thresholds –

Exemption from requirement to obtain quotations and issue a purchase order is contained in clause 4 and 5 of the Policy Statement.

Anticipated Value of Purchase Excl. GST	Requirement	Documentation
Less than \$2,000	Quotations not required for items of minor recurrent nature, such as groceries, stationery, hardware, mechanical, reticulation consumables etc Employee must be satisfied that the price is competitive	Nil
\$2,000 to less than \$7,500	Seek at least two verbal quotations Written quotations recommended but not required	Required – - Note of quotations sought - Note of verbal quotations received Recommended – - Written quotations received
\$7,500 to less than \$15,000	Seek at least two written quotations	Required – - Notes of quotations sought - Written quotations
\$15,000 to less than \$50,000	Seek at least three written quotations	Required – - Notes of quotations sought - Written quotations received Recommended – - Written specifications - Assessment criteria - Evaluation panel
\$50,000 to less than \$250,000	Seek at least three written quotations containing price and specification of goods and services	Required – - Notes of quotations sought - Written specification - Written assessment criteria - Written quotations received - Evaluation panel
\$250,000 and above	Conduct a public tender process or WALGA Preferred Supplier / State Government Common Use Agreement Refer to Council for decision unless prior delegation to CEO	Required – - Written specification - Written assessment criteria - Written quotations received - Evaluation panel

WALGA Preferred Supplier or State Government Common Use Agreement thresholds –

Less than \$250,000	As per General threshold	As per General Thresholds
\$250,000 and above	Seek at least three written quotations containing price and specification of goods and services. Refer to Council for decision unless prior delegation to CEO	Required – - Notes of quotations sought - Written specification - Written assessment criteria - Written quotations received - Evaluation panel

Notes –

- Any work done under warranty / guarantee is not considered to be a purchasing activity, but is a part of the original contract / agreement to purchase. Any purchase order issued for warranty / guarantee work is to note this on the purchase order.
- Any work done outside of warranty / guarantee, even if it may affect warrant / guarantee, is a purchasing activity. Management of that risk is an administrative task, and may be a factor in a “value for money” consideration.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$250,000 threshold (excluding GST). If a decision is made to seek public tenders for contracts of less than \$250,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

WALGA Preferred Supplier or State Government Common Use Agreement

Policy 3.1 Purchasing Framework adopted by Council stipulates –

Where the goods or services are to be accessed from the WA Local Government Association Preferred Supplier Panel or State Government Common Use Agreement, compliance with Policy Schedule 3.1(b) Purchasing Thresholds, clause 1 is required.

2. Quotations / Submissions

The general principles relating to written quotations / submission are –

- An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- The request for written quotation should include as a minimum:
 - written specification
 - assessment criteria to be applied
 - price schedule
 - conditions of responding
 - validity period of offer
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

The Local Government Purchasing and Tender Guide produced by the Western Australian Local Government Association (WALGA) should be consulted for further details and guidance.

If it is not possible to get written quotations, a supplier's verbal “decline to quote” will be sufficient, and is required to be noted with details of date, and name of person who declined.

3. Specifications, Assessment Criteria and Evaluation

Applies to all procurements as determined by the thresholds in clause 1 –

- Where a specification is provided or required by clause 1 – What is required to be in the specification may include –
 - Details, format and request to be appropriate to the procurement
 - How many / how much,

- what size / power etc,
 - how fitted out,
 - standard / quality required,
 - type of construction,
 - where the work / product is to be delivered etc
- b) If a written specification has been issued the assessment criteria is to be included in the written specification.
- c) In any event, assessment criteria are to be determined prior to evaluation – How the submission is to be assessed and scored, and may include –
- Details and record to be appropriate to the procurement
 - Local provider or external
 - Standard of work, quality of item
 - Reliability, service, warranty
 - References
 - Price etc
- d) After close of submission period, evaluation is to be made based on the following– How the submission was actually assessed and scored –
- To what extent was each specification met,
 - How does submission measure against each criteria
 - Which score provides best value for money

Where required and prior to submissions being requested, the specifications for the procurement and the assessment criteria for determining the procurement are to be determined in writing –

- for quotations – by the purchasing employee, and approved by the relevant Executive Manager within their approved purchasing limits, otherwise by the CEO
- for tenders – by the purchasing employee, approved by the relevant Executive Manager, and authorised by the CEO under delegated power.

If required or appropriate, any Evaluation Panel is to be established prior to the request for submissions being with a mix of skills and experience relevant to the nature of the purchase. The Panel is to assess the submissions against the specifications set, the assessment criteria, value for money, local price preference and any other relevant matter.

– End of Schedule

Policy Schedule 3.1(c) – Regulatory Compliance**1. Tender Exemption**

In some instances public tenders or quotation procedures are not required, regardless of the value of expenditure. The permitted exemptions are stipulated in the Local Government (Functions and General) Regulations 1996 r.11.

2. Sole Source of Supply (Monopoly Suppliers)

- a) Procurement from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that –
 - there must genuinely be only one source of supply
 - every endeavour to find alternative sources has been made,
 - written confirmation of this must be kept on file for later audit.
- b) The application of provision “sole source of supply” should only occur in very few cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.
- c) Purchase orders issued to a sole supplier are to be signed –
 - where the purchase is \$10,000 or more – by the CEO.
 - where the purchase is less than \$10,000 ex GST – by the CEO or relevant Executive Manager.

3. Anti-Avoidance

The Shire shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$250,000, thereby avoiding the need to publicly tender.

4. Tender Criteria

- a) The CEO under delegated power shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

5. Receiving and Opening Tenders

- a) All tenders must be clearly marked, sealed and placed in the locked tender box until the official opening.
- b) When lodgement of tenders by email is permitted, the email is to be sent to a separate email inbox that remains unused until the close of the tender period.
- c) When tenders are opened there must be at least two employees present, or one local government employee and at least one person authorised by the CEO.

6. Tender Evaluation

- a) Evaluation is to be recorded against the specifications set and assessment criteria established. Reasons for the decision are to be recorded.
- b) Where required by Schedule 3.1(b) an evaluation panel will be established and include a mix of skills and experience relevant to the nature of the purchase.

7. Tender Acceptance

Unless authorised by Council, and delegation of acceptance has been made to a specific Committee or the CEO, all tenders and procurement over \$250,000 are to be presented to Council for decision.

8. Records Management

- a) All records associated with the procurement process must be recorded and retained. For a tender process this includes –
 - Tender documentation, including specifications and assessment criteria,
 - Internal documentation,
 - Evaluation documentation,
 - Enquiry and response documentation,
 - Notification and award documentation.
- b) For a direct purchasing process this includes –
 - Quotation documentation, including any specification and assessment criteria
 - Internal documentation, such as evaluation etc

- Purchase orders issued and requisitions.
- c) Record retention shall be in accordance with the minimum requirements of the State Records Act, and the Shire's internal records management policy.

– End of Schedule

Responsible Executive	Executive Manager Corporate & Community Services	
Statutory context	Local Government (Functions and General) Regulations 1996 – r.24B – terms used r.24C – authority to adopt a policy r.24D – maximum % discount and maximum \$ value of discount permitted r.24E – once prepared, Statewide notice is required, submissions invited, and if significant changes made, further Statewide notice r.24F – Policy can't be adopted until after Statewide notice of adoption, and specified matters must be in the policy, and the policy must be included in tender specifications	
Corporate context	Delegation 3.1 – Tenders – authority to set specifications, criteria, call, accept, vary Delegation 3.2 – Contracts - Variations Code of Conduct – Employees Instruction 3.1 – Purchasing – Documentation Instruction 3.3 – Credit (Transaction) cards	
History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

1. The following Council Policy Schedules are adopted, and form part of this Statement –
 - Policy Schedule 3.2 – Regional Price Preference.
2. The Regional Price Preference applies to providers and suppliers –
 - a) established within the preference region,
 - b) based outside the preference region.
3. This Policy applies to all purchasing and procurement activity, and is not limited to tendering.

– End of Policy

Notes

- Statewide notice of proposed policy, amendment or revocation,
- public comment period of 4 weeks,
- submissions considered prior to adoption, and
- Statewide notice of adoption.

Advertised on 22 August 2019 (West Australian & Narrogin Observer)

Policy Schedule 3.2 – Regional Price Preference

1. Definitions

price preference is the application of a discount to the price when comparing submitted prices only, so as to give a marginal advantage to a regional offer, and does not refer to the price that is to be accepted.

preference region is specified as the geographical area which comprises the whole of the Shires of Narrogin, Cuballing, Wickepin, Williams, Wagin and West Arthur.

regional tenderer as defined under the *Local Government (Functions and General) Regulations 1996* s 24B(2) as a supplier that has been operating a business continuously out of premises within the region for at least 6 months and submits a tender for the supply of goods and/or services.

start-up businesses means a business of less than 10 employees, which has commenced within the preceding 6 months prior to closing date of tender, or would be established specifically for the purposes of the tender.

regional content preference is the incentive for businesses/contractors outside the region to purchase goods, services and construction from within the region, but excludes travel and accommodation costs.

tenderer includes a new or start up business where the owner or provider has been resident of the region for at least 6 months.

2. Preference principles

The Shire will encourage local industry to do business with the Shire by providing incentive through the adoption of a regional price preference advantage in conjunction with standard evaluation considerations, and as part of usual procurement consideration.

The price preference will apply to suppliers who are based in, and operate from the preference region in relation to all purchasing by the Shire for the supply of goods and services and construction (building) services, unless specifically stated otherwise, providing they are competitive in regard to specification, service, delivery and price.

3. Start-up Businesses

Where a new or start up business having less than 10 employees makes a submission, the anticipated longevity of the business, its relevance to the region and if goods or service previously not available in the region, are to constitute a component of “value for money” or “most advantageous” considerations as per Function and General Regulations r.24D(3). Reasons are to be itemised, and detailed as part of the “value for money” evaluation in accordance with Policy Sch.3.1(a) – Purchasing Principles.

4. Regional business preference

This preference enables businesses/contractors within the preference area to claim a price preference for their whole bid, regardless of the origin of the labour or materials, as all labour and materials are deemed to be regional content.

The following levels of preference are to be applied to whole of contract for all purchasing under this provision –

Reduction % to be applied to whole of purchase	Contract for	Maximum reduction value per purchase
10%	Goods or services	\$30,000
5%	Construction (incl. building and roadworks etc) services	\$50,000

To qualify as a local business/contractor, a supplier must meet the following conditions –

- a) A permanent business location in the preference region for at least six (6) months. *Local Government (Functions and General) Regulations 1996* states that the 6 month calculation is based on the period prior to when the tender closes.
- b) Have permanent staff based in the preference region
- c) Management and delivery of the majority of the quotation / contract will be carried out from their business location in the preference region.

The price of the bids from the local businesses/contractors will be reduced / discounted for evaluation purposes only, by the percentage to the maximum value set out in this clause.

5. Regional Content Preference

Some businesses / contractors may be based outside the preference region, but utilise significant resources based in the preference region. This preference provides an incentive for businesses / contractors outside the preference region to purchase goods, services and construction from within the preference region.

The preference applies to the value of the goods, materials or services that are purchased from within the preference region and are referred to as *Regional Content*.

The following levels of preference are to be applied to the portion of the proposal claimed / identified as the Regional Content portion of the contract for all purchasing under this policy –

Reduction % to be applied to Regional Content only of purchase	Contract for	Maximum reduction value per purchase
10%	Goods or services	\$30,000
5%	Construction (incl. building and roadworks etc) services	\$50,000

- Regional content limitations for suppliers based outside the preference region are –
- a) some or all of the goods, materials or services are to be supplied from regional sources. The preference only applies to that part of the tender or quote that has been supplied from regional sources, which needs to be specified in the submission.
 - b) businesses outside of the preference region who claim that they will use regional business in the delivery of the contract outcomes:
 - must stipulate who the regional provider will be and the value of the regional content, and
 - will be required as part of the contract conditions, to demonstrate that they have actually used the regional provider.

The price of the bids from the businesses/contractors using preference region content will be reduced for evaluation purposes and for that component of the bid only, by the amounts set out in above.

6. Scope

It should be noted that price is only one factor to be considered when the Shire assesses submissions. Accordingly, a regional submission where price is within the preference is not guaranteed of procurement, as the submission must also meet other relevant criteria, as per Policy 3.1 – Purchasing Framework.

– End of Schedule

Responsible Executive Executive Manager Corporate & Community Services

Statutory context	Local Government Act 1995 – s.6.20 – Power to borrow s.6.21 – Restrictions on borrowing Local Government (Financial Management) Regulations 1996 r.20 – When local public notice not required for exercise of power to borrow

Corporate context Nil

History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. A request to Council to raise a self-supporting loan will be considered only from community or not for profit organisations.
2. Each request will be considered on its merits, and the organisation may be asked to provide guarantors or other acceptable security.
3. In the event of Council agreeing to make funds available on a self-supporting basis, Council reserves the right to control and/or to carry out any of the following –
 - a) the preparation of plans and specifications for the proposed work,
 - b) the calling of tenders for the proposed work,
 - c) the preparation of the contract documents,
 - d) the letting of the contract,
 - e) sole supervision of the project,
 - f) sole authorisation of expenditure of funds for the project.

– End of Policy

Notes

3.4 Ex-Gratia Payments

Responsible Executive Executive Manager Corporate & Community Services

Statutory context Nil

Corporate context Delegation 3.12 – Ex-gratia payments

History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. The Shire exercises a predisposition against making ex-gratia payments.
2. All claims are to be referred to the Shire's insurers.
3. Exceptional circumstances may be referred to Council for consideration, noting that such a referral does not constitute likelihood of Council agreement.
4. When referring to Council, the report is to advise –
 - of all attempts to claim insurance, if applicable,
 - circumstances outside of the Shire or claimant's control, that may contribute to consideration of the claim.
5. Should Council agree to make an ex-gratia payment, the claimant is to be –
 - a) made an offer in writing,
 - b) advised –
 - the offer is without prejudice
 - does not constitute a precedent
 - does not imply admission of liability
 - c) required to confirm that no further claim will be made on the Shire in relation to the matter.
6. Only once (5) above is fully completed is payment to be made.

– End of Policy

Notes

3.5 Rates – Prize Eligibility

Responsible Executive	Executive Manager Corporate & Community Services		
Statutory context	Local Government Act 1995		
Corporate context	Nil		
History	Adopted	26 April 2017	
	Amended	24 July 2019	
	Amended	23 June 2021	
	Reviewed	26 April 2023	
	Reviewed	28 May 2025	
Policy Statement			
1. In order to qualify for rates incentive prize, payment of rates must be <u>processed prior</u> to close of business hours on the due date.			
2. Entry to the prize draw will not be allowed after this time and date in any circumstances.			
3. The monetary value of the rates incentive prizes offered are to be determined in the relevant Budget.			
4. The prizes are to be drawn by the elected head of Council within 2 weeks of the due date.			
5. Those not eligible to participate, are –			
a) Key Management Personnel as defined in Policy 1.10 Related Party Disclosures; and			
b) State or Commonwealth Government agencies.			
– End of Policy			
Notes			

3.6 Rating – Merger Parity Transition

Responsible Executive Executive Manager Corporate & Community Services

Statutory context Local Government Act 1995

Corporate context Memorandum of Understanding – former Shire and Former Town of Narrogin

History

Adopted	26 April 2017
Reviewed	7 June 2021
Reviewed	26 April 2023
Amended	24 May 2023
Reviewed	28 May 2025

Policy Statement

1. Memorandum of Understanding

Council confirms the agreement of the Memorandum of Understanding (MOU) made between the former Shire of Narrogin and former Town of Narrogin and signed in March 2015, and applying from the 2016/17 Budget as follows –

4.16 Rating – Parity Factor

It is agreed that to achieve parity of rating within the GRV and UV individual categories that –

- Calculation of the “parity factor” will be on the basis of a fixed base-line year of 2015/2016 using the principles outlined in the Proposed Merger Report of February 2014.
- The “parity factor” is to be applied to each rate category over an appropriate period, so that –
 - Equity in the New Entity is achieved for the GRV category, and
 - “Parity factor” for the UV category is calculated with the Shire of Wagin as the selected comparative Shire and updated from the 2015/2016 Budgets.
- After application of the “parity factor”, the “natural increase” that is generally consistent across all rates categories and type be applied only to the extent necessary to meet budget requirements,
- The parity factor does not necessarily mean equality of rate in \$, but what is considered to be a reasonable and appropriate level considering access to amenities, facilities used, and services provided.
- A Joint Merger Policy is to be prepared for the calculation of parity factor increase for each rate category and is to take into account that –
 - The % rates quoted on the Report and below are referenced to the Comparison Year, and are to be considered as indicative,
 - The % rate referenced to the Base Line Year is to provide for the annual cumulative effect over the period phased in.
- The concepts of “parity factor” and “natural increase” are to be used as the methodology to calculate a cumulative rate in \$ for each individual prescribed attribute/zoning for which a differential rate/\$ is to apply, and not implemented as a two tier differential rate in \$.

Report Comparison Year 2013-2014		Base-Line Year 2015/2016
Annual Parity Factor Over 10 Years		Annual Parity Factor Over 10 Years
3.9%	UV – Rate in \$	To be re-calculated and inserted once 2015/2016 Budgets adopted by – - Shire of Narrogin - Town of Narrogin - Shire of Wagin
7.8%	UV – Minimum	
10.5%	GRV – Rate in \$	
7.8%	GRV – Minimum	

3.3%	GRV – Rural Townsite Minimum	

4.17 Rating – Unimproved Values

- a) Unimproved rates should be increased –
- Annually, by the parity factor as calculated for Base Line Year in 4.16 above,
 - The factor as calculated at that date, together with any natural increase annually, is intended to be applied equally over a period of 10 years,
- b) The parity factor is set from the 2015/2016 calculation and is not designed to achieve the same rate in \$ with the Shire of Wagin either annually or at the end of the 10 year period.

4.18 Rating – Gross Rental Values

- a) Differential rating provisions will be utilised to phase in and maintain an equitable level of rating across the New Entity.
- b) As a new Local Planning Scheme will apply the same zoning to land in the Shire as in the Town, Governor's Orders should include the capacity for differential rating on the basis of location in the former Shire or former Town, should the New Entity choose to exercise this option.
- c) It is agreed that the provisions of the Financial Management Regulation r.52A(2) should be used for the five years permitted to achieve 50% of the calculated "parity gap".
- d) Subject to any Governor's Order issues pursuant to clause 4.16(1), it is further agreed that following the 5 year period permitted by Financial Management Regulation r.52A(2), the differential rating provisions in the Act should be used for a further 5 year period to address the remainder of the "parity gap".
- e) The intent of differential rating of GRV properties is to phase in rate increases of similarly zoned land –
- Annually, by the parity factor as calculated for Base Line Year in 4.16 above,
 - The factor as calculated at that date, together with any natural increase annually, is intended to be applied equally over a period of 10 years,

2. Parity Factors

Parity factors calculated in May 2016 for properties in the former Shire of Narrogin, in accordance with the MOU and used for differential rating in 2016/2017 Budget –

Annual Parity Factor - Compounding % Increase	2015/2016 Rate/\$	2015/2016 Target Rate/\$	Total Parity % Increase	Years for phase in	Annual Increase Compounding %
Unimproved Value	0.005500	0.007545	37.2%	10	3.21%
Minimum	590.00	1,006.00	70.5%	10	5.48%
Gross Rental Value	0.051500	0.10057	95.3%	10	6.92%
Minimum	590.00	1,006.00	70.5%	10	5.48%
Minimum – Rural Townsite (75%)	590.00	754.50	27.9%	10	2.49%

– End of Policy

Notes

Memorandum of Understanding

The MOU signed in March 2015 formed the foundation of the agreement between the former Shire and the former Town. A critically important component of that agreement was the process for achieving rating equitability between the two former local governments, as outlined above.

Parity Factor

As per the MOU, the parity factor was recalculated on the basis of the 2015/2016 rate increases of the relevant local government and incorporated into the calculation of the differential rating proposal put to the Town of Narrogin Council on 10 May 2016, advertised in accordance with the Governor's Order and subsequently adopted.

Unimproved Value

The Unimproved Value Target Rate/\$ for 2015/16 is that of Shire of Wagin as per the MOU.

COVID-19

The impact of COVID19 resulted in no rate rises in the 2020/21 financial year, being year 5 of the Parity Schedule; and therefore the transition to parity has been extended by one (1) year to comply with the agreed transition period of ten (10) years and in accordance with the agreed Memorandum of Understanding.

Addendum to Council Policy 3.6 – Rating Merger Parity Transition

- i. The table below is an addendum to Policy 3.6 and informs readers of the annual increases in the rate in the dollar applied for those properties affected by differential rating, in accordance with the Merger Report in February 2014 and the subsequent agreement of Memorandum of Understanding in March 2015.
- ii. This addendum, will be updated on an annual basis to reflect the annual increases of GRV and UV minimum and rates in the dollar for the affected properties that are UV or differentially rated within the Shire of Narrogin until the ten (10) years of transition are completed.
- iii. It is noted, that the transition period of ten (10) years has been extended to eleven, due to the COVID-19 pandemic and the subsequent decision by the Council not to increase rates in the 2020/21 financial year.

ANNUAL INCREASES TO GRV MINIMUMS AND RATES IN THE DOLLAR TO ACHIEVE PARITY FOR PROPERTIES AFFECTED BY DIFFERENTIAL RATING						
Year		GRV Rate (Urban) Rate in the\$	GRV Rate (Rural) Rate in the\$	GRV Urban Minimum	GRV Rural Minimum	GRV Rural Lesser Minimum
1	2016/17	10.4090	5.6866	\$1,041	\$643	
2	2017/18	10.6172	6.1938	\$1,062	\$691	\$653
3	2018/19	10.8295	6.7463	\$1,083	\$743	\$682
4	2019/20	11.3035	7.0754	\$1,105	\$799	\$713
5	2020/21	11.3035	7.0754	\$1,105	\$799	\$713
6	2021/22	11.5861	7.7419	\$1,133	\$863	\$749
7	2022/23	12.1642	8.664	\$1,190	\$953	\$805
8	2023/24	TBC	TBC	TBC	TBC	TBC
9	2024/25	TBC	TBC	TBC	TBC	TBC
10	2025/26	TBC	TBC	TBC	TBC	TBC
11	2026/27	TBC	TBC	TBC	TBC	TBC

ANNUAL INCREASES TO UV MINIMUMS AND RATES IN THE DOLLAR

Year		UV Rate in the \$	UV Minimum
1	2016/17	0.5693	\$646
2	2017/18	0.5999	\$691
3	2018/19	0.5970	\$743
4	2019/20	0.6162	\$799
5	2020/21	0.5768	\$799
6	2021/22	0.5557	\$863
7	2022/23	0.5183	\$953
8	2023/24	TBC	TBC
9	2024/25	TBC	TBC
10	2025/26	TBC	TBC
11	2026/27	TBC	TBC

– End of Addendum

3.7 Investments

Responsible Executive	Executive Manager Corporate & Community Services		
Statutory context	<i>Local Government Act 1995 –</i>		
	s.6.5(a) – Chief Executive Officer duty to ensure that proper accounts and records of the transactions and affairs are kept in accordance with regulations.		
	s.6.9(2) – interest on monies held in Trust is to be applied to the purpose of the monies held		
	s.6.14 – money held in trust may be invested under <i>Trustees Act 1962</i> Part III		
	<i>Local Government (Financial Management) Regulations 1996 –</i>		
	r.8 – money from different accounts may be placed in a common investment		
	r.19 – control procedures for investments required		
	r.19C – restrictions on investments prohibited –		
	▪ deposits with institutions not authorised ▪ fixed term of more than 12 months ▪ bonds not guaranteed by Commonwealth State or Territory ▪ bonds with maturity term more than 3 years ▪ foreign currency		
	<i>Banking Act 1959 (Commonwealth)</i>		
	s.5 – definition of <i>authorised deposit taking institution</i>		
	s.9(3) – authority to carry on a banking business		
	<i>Trustees Act 1962</i>		
	Part III – Investments		
	<i>Western Australian Treasury Corporation Act 1986</i>		
Corporate context	Delegation 3.10 – Investments		
History	Adopted	26 September 2018	
	Amended	24 July 2019	
	Reviewed	7 June 2021	
	Reviewed	26 April 2023	
	Reviewed	28 May 2025	

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Policy Statement

1. Approval to invest
Surplus funds to immediate requirements may be deposited into an authorised institution, in accordance with *Local Government (Financial Management) Regulations 1996* r.8, 19 and 19C.
2. Prudent Person Standard
The investment will be managed with the care, diligence, and skill that a prudent person would exercise. Employees are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Policy, and not for speculative purposes.
3. Ethics and Conflicts of Interests
Employees shall refrain from personal activities that would conflict with the proper execution and management of the local government’s investment portfolio. The Department of Local Government Sporting and Cultural Industries Guidelines No.1 “*Disclosure of Interests Affecting Impartiality*” and No.21 “*Disclosure of Financial Interests in Returns*” provide guidance for recognising and disclosing any conflict of interest. Any independent advisors are required to disclose any actual or perceived conflicts of interest.

4. Approved Investments

Investments may only be made with authorised institutions as follows –

- a) an authorised deposit-taking institution as defined in the *Banking Act 1959* (Commonwealth) section 5 with a Standard & Poor's (or its equivalent) credit rating of BBB or higher; or
- b) the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*.
- c) bonds that are guaranteed by the Commonwealth or a State or Territory and which have a term not exceeding three years.

5. Prohibited Investments

Investments which are not allowed are as follows –

- deposits with an institution except an authorised deposit-taking institution in accordance with the *Banking Act 1959*;
- deposits for a fixed term of more than 12 months;
- stand-alone securities issued that have underlying futures, options, forward contracts and swaps of any kind; or
- are in a foreign currency.

6. Professional Advice

The Shire may from time to time retain the services of suitably qualified investment professionals to provide assistance in investment strategy formulation, portfolio implementation and monitoring.

Any such independent advisor must be approved by Council and licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended and is free to choose the most appropriate product within the terms and conditions of this investment policy.

Any independent advisor engaged by the Shire is required to provide written confirmation that they do not have any actual or potential conflicts of interest in relation to the investment they are recommending or reviewing, including that they are not receiving any commissions or other benefits in relation to the investments being recommended or reviewed.

7. Investment Funds

All cash and investment held by the Shire are placed in common investments in accordance with *Local Government (Financial Management) Regulation 1996* Regulation 8.

8. Risk Management Guidelines

Investments are restricted to bank investments only. The term of the investment will be based on forward cash flow requirements to ensure investment return on available surplus funds.

All investments obtained must comply with three key criteria relating to –

- Portfolio Credit Framework limit overall credit exposure of the portfolio
- Counterparty Credit Framework: limit exposure to individual counterparties/institution; and
- Term to Maturity Framework: limits based upon maturity of securities.

Portfolio Credit Framework

To control the credit quality on the investment portfolio, the following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum
AAA	A-1+	100%
AA	A-1+	100%

A	A-1	60%
BBB	A-2	20%

If any of the investments within the portfolio are subject to a credit rating downgrade such that the portfolio credit percentage are no longer compliant with the Investment Policy, the investment will be diverted as soon as practicable.

Counterparty Credit Framework

Exposure to an individual counterparty/institution will be restricted by its credit rating so that single entity exposure is limited, as detailed in the table below –

S&P Rating	Long Term	S&P Rating	Short Term	Direct Investment Maximum
AAA		A-1+		50%
AA		A-1+		50%
A		A-1		20%
BBB		A-2		10%

If any of the investments within the portfolio are subject to a credit rating downgrade such that the portfolio credit percentage are no longer compliant with the Investment Policy, the investment will be diverted as soon as practicable

Term to Maturity Framework

The investment portfolio is to be invested within the following maturity constraints –

Investment type	Term to Maturity
Authorised Deposit-taking Institution Deposits	< 12 months
State/Commonwealth Government Bonds	< 3 years

9. Reporting and Review

A monthly report on the investment portfolio is to be made to the Council, listing for each investment the institution, amount, term to maturity, maturity date, amount interest rate, and % of total portfolio represented by the individual investment. A summary of the composition of the investment portfolio by credit rating and institution will also be included.

– End of Policy –

Notes

The Local Government Act requires that money invested under the Trustees Act comply with the Regulations.

3.8 Transaction Cards

Responsible Executive	Chief Executive Officer	
Statutory context	Local Government Act 1995 –	
	- s.6.5(a) – Chief Executive Officer duty to ensure that proper accounts and records of the transactions and affairs are kept in accordance with regulations.	
	Local Government (Financial Management) Regulations 1996 –	
	- r.5, the Chief Executive Officer's duties to ensure efficient systems and procedures are established for the proper authorisation of incurring of liabilities and the making of payments. - r.11(1)(a) and (2) – requirement to develop procedures that ensure effective security for the authorisation and payment of accounts and for the authorised use of payment methods, including transaction cards.	
Corporate context	Policy 3.1 – Purchasing Framework	
	Code of Conduct – Employees	
	Executive Instruction 3.3 – Transaction Card Procedures	
History	Adopted	26 September 2018
	Amended	24 July 2019
	Amended	23 June 2021
	Amended	28 July 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement
All cardholders must have the authority of the Chief Executive Officer to commit Council to expenditure.

1. Definitions

Cardholder means an employee who has been authorised by the Chief Executive Officer to incur expenditure by means of a transaction card.

Transaction Card means a card facility (which may include; credit, debit, store, parking, cab-charge and fuel cards) approved for use in lieu of cash transactions, to incur expenditure for goods and services for the purposes of the Shire of Narrogin business activities only in accordance with relevant Shire policies.

2. Determining When Transaction Card Facilities are Appropriate

- a) Transaction Card facilities may be implemented and maintained where the card facility provides benefit to the Shire of Narrogin operations by ensuring –
 - i) goods and services can be obtained in a timely and efficient manner to meet the business needs of the Shire;
 - ii) financial management and accounting standards are met; and
 - iii) purchasing and payment functions are secure, efficient and effective.
- b) Transaction card facility providers will only be acceptable where, in the opinion of the Chief Executive Officer, they –
 - i) provide appropriate and sufficient statement, administration and acquittal controls that enable the Shire to sufficiently administer the facility; and
 - ii) provide the Shire with protection and indemnification from fraudulent unauthorised transactions.

3. Management Oversight

The Chief Executive Officer shall determine and implement systems and procedures that are adequate to ensure –

- a) assessment and selection of transaction card facilities suitable to the efficient and effective operations of the Shire;

- b) authorisation and appointment of suitably eligible cardholders;
- c) cardholder duties and responsibilities are documented; and
- d) cardholders provided with training; and
- e) monitoring and auditing of transactional card activities is planned and reported.

4. Reporting

The Chief Executive Officer will ensure that acquitted transaction statements for each transaction card facility are provided to Council as part of the monthly financial reporting regime.

5. Misuse, Misconduct and Fraudulent Use

- a) Any alleged misuse of transaction cards will be investigated and may be subject to disciplinary procedures.
- b) Where there is reasonable suspicion of misconduct or fraudulent activity arising from transaction card facilities the matter will be reported to the appropriate regulatory agency, subject to the requirements of the *Public Sector Management Act 1994* and the *Corruption, Crime and Misconduct Act 2003*.

6. Principles for usage – Allowable transactions

- a) Transaction card facilities may only be used where –
 - i) the expenditure is directly arising from a Shire operational business activity for which there is an Annual Budget provision;
 - ii) the expenditure is in accordance with legislation, the Shire Purchasing Policy, Code of Conduct for Employees and any conditions or limitations applicable to the individual Cardholder.
 - iii) the procurement of the required goods or services is impractical or inefficient if undertaken via a purchase order or is not able to be obtained other than by a transaction card;
 - iv) supplier surcharges (fees) on transactions are minimised and only allowable where the alternative method of obtaining the supply (i.e. by purchase order) is more onerous, not cost effective or there is no alternative mode of supply.
 - v) hospitality expenditure may only occur when it is in accordance with any Shire Hospitality Policy or is undertaken with the express permission of the Chief Executive Officer.
 - vi) official travel, accommodation and related expenses may only occur in accordance with Shire policies and procedures;
 - vii) a sufficient record of each transaction is obtained and retained in the local government record.
- b) Allowable transaction modes include –
 - i) in-person and over the counter retail purchases;
 - ii) telephone or facsimile purchasing;
 - iii) mail order purchasing and subscriptions;
 - iv) internet purchasing.

7. Principles for usage – Prohibited transactions

- a) The Shire prohibits the use of transaction card facilities for –
 - i) cash advances;
 - ii) incurring expenses which are personal or private (i.e. any expenditure which is not an approved local government activity);
 - iii) making deposits onto the card, whether to offset misuse or otherwise;
 - iv) incurring capital expenditure;
 - v) incurring expenditure for goods or services which are subject to a current supplier contract;
 - vi) incurring expenses which are not in accordance with legislation, the Shire's Purchasing Policy, the Annual Budget and / or the conditions or limitations relevant to the individual cardholder;
 - vii) Apart from approved credit cards, expenses cannot be incurred for which another transaction card is the approved facility;
 - viii) splitting expenditure to avoid compliance with the Purchasing Policy or to negate limits or conditions applicable to the Cardholder; and
 - ix) incurring expenses for the primary purpose of obtaining personal advantage through the transaction (i.e. membership or loyalty rewards).

- b) For clarity, elected members are prohibited from using Shire transaction cards as the *Local Government Act 1995* does not provide authority for an elected member to incur liabilities on behalf of the local government. The Act limits local governments to only paying elected member allowances and reimbursing elected member expenses.

8. Cardholder duty of care and responsible use obligations

- a) A cardholder is required to –
 - i) keep the transaction card and access information in a safe manner; protected from improper use or loss.
 - ii) only use the transaction card for allowable purposes and not for prohibited purposes.
 - iii) obtain, create and retain local government records that evidence transactions.
 - iv) acquit the reconciliation of transaction card usage in the required format and within required timeframes. The onus is on the cardholder to provide sufficient detail for each transaction to avoid any potential perception that a transaction may be of a personal nature.
 - v) return the transaction card to the Shire before termination of employment, inclusive of reconciliation records.
 - vi) reimburse the Shire the full value of any unauthorised, prohibited or insufficiently reconciled expenditure.
 - vii) Comply with all cardholder responsibilities as outlined by the card provider.
- b) Benefits obtained through use of a transaction card (i.e. membership or loyalty rewards) are the property of the Shire and may only be used for Shire business purposes. Such benefits must be relinquished by the cardholder to the Shire. Under no circumstances may such benefits be retained as a personal benefit.

9. Transaction evidence

- a) A sufficient transaction record must include the following minimum information –
 - i) invoice and / or receipt that includes; the date, company name, address, ABN, amount and any GST amount included;
 - ii) where an invoice and / or receipt cannot be obtained, the cardholder must provide a signed statement, detailing the nature of the expense and sufficient information to satisfy the requirements of subclause (i) above.
 - iii) approval of the expense in (ii) above is to be referred to the Chief Executive Officer for a decision.
- b) Where a transaction card is used to incur an expense for hospitality, the transaction record must include for the purposes of Fringe Benefits Tax calculations and probity –
 - i) the number of persons entertained;
 - ii) the names of any employees in that number; and
 - iii) the purpose of providing the entertainment or hospitality.

10. Card Reconciliation Procedures

- a) Card statement accounts will be issued to the relevant cardholder who will, within 7 days, acquit the transactions on the account.
- b) Transactions will be supported by a GST invoice stating the type of goods purchased, amount of goods purchased and the price paid for the goods. The receipt shall meet the requirements of the *Goods and Services Tax Act 1999* to enable a GST rebate to be applied.
- c) Transactions shall be accompanied by a job number for costing purposes.
- d) Should approval of expenses be refused by the Chief Executive Officer recovery of the expense shall be met by the cardholder.
- e) The cardholder shall sign and date the card statement with supporting documentation attached stating all expenditure is of a business nature.

11. Disputed Transactions

- a) The Shire is responsible for paying all accounts on the monthly card statement and the bank processes a direct debit from Council's operating bank account for such.

- b) When a Cardholder believes that charges are incorrect they should first contact the supplier to determine the causes of the discrepancy and if necessary the Creditors Officer will notify the bank in writing.
- c) Any amounts in dispute must be highlighted on the copy of the Cardholders statement and a copy of the written notification to the bank attached.

12. Cancelled Cards

Cancellation of a Card may be necessary where the –

- a) cardholder changes job function within the local government;
- b) cardholder terminates employment with local government;
- c) the employment of the Cardholder is terminated;
- d) card is no longer required;
- e) cardholder has not adhered to set procedures;
- f) misuse of the Card; or
- g) other sufficient reason in the opinion of the CEO.

13. Review of Card Use

All receipts and documentation will be reviewed and any expenses that do not appear to represent fair and reasonable business expenses shall be referred to the Chief Executive Officer for a decision.

14. Procedures for Lost, Stolen and Damaged Cards

- a) The cardholder must formally advise the Executive Manager Corporate & Community Services of the loss or theft without delay.
- b) The loss or theft of a transaction card must be reported to the card provider as a matter of priority.
- c) Advice of a damaged card is to be provided to the Executive Manager Corporate & Community Services who will arrange a replacement.

15. Additional Cardholders

- a) The Chief Executive Officer is the primary cardholder for the Shire and may authorise additional cardholders within the Shire's approved total credit limit.
- b) Individual transaction card limits are as approved by the CEO.

16. Cardholder Agreement

- a) The Cardholder Agreement is as determined by the CEO.
- b) Failure to comply with any of these requirements could result in the card being withdrawn from the employee.
- c) In the event of loss or theft through negligence or failure to comply with the Shire of Narrogin Card Policy any liability arising may be passed on to the cardholder.

17. Consequences of Non-Compliance

Failure to comply with the Delegations, Policy or Executive Instructions may result in disciplinary action up to and including termination of employment.

– End of Policy

Notes

Responsible Executive Executive Manager Corporate & Community Services

Statutory context	N/A

Corporate context Policy Manual 1.1 – Code of Council
Code of Conduct for Employees

History	Adopted	20 December 2018
	Amended	24 July 2019
	Amended	23 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

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Policy Statement

Objectives

1. To develop a structured systematic approach to dealing with complaints received by the Shire of Narrogin from external persons.
2. To assure the community that complaints may be made without fear of recrimination and that all complaints will be promptly dealt with and a (written if required) response will be given setting out the answer to the complaint providing reasons, where appropriate.
3. To have complaints dealt with efficiently by an appropriate employee with minimal referral.
4. To use complaints statistics to improve the effectiveness and efficiency of Shire operations.

Definition

5. A complaint is –
 “an expression of dissatisfaction made to or about an organization, related to its products, services, staff or the handling of a complaint, where a response or resolution is explicitly or implicitly expected or legally required”
 (as defined by the *AS/NZS 10002:2014 Guidelines for Complaint Management in Organisations*).

Policy

6. The Shire of Narrogin recognises the right of its customers to make complaints about services or service delivery, and will make it a priority to address those complaints and rectify unsatisfactory consequences.
7. The Council and its staff will be open and honest in its dealings with customers.
8. When unable to satisfy the complaint, an explanation will be provided in “plain English” why, for legislative/legal reasons, cost constraints or some other matter beyond its control, it is unable to act in accordance with a complainant’s request.
9. The Shire recognises that good complaints handling is an integral part of customer service and provides an effective way of reviewing performance and monitoring standards.
10. The Shire may determine to take the following courses of action –
 - a) take no further action and advise the complainant of the reason/s;
 - b) determine the complaint by use of appropriate strategies such as, but not limited to, mediation, informal discussion or negotiation;

- c) discontinue the assessment in circumstances where it becomes evident that the matter would be referred to another body or person and advise the complainant accordingly.

Confidentiality

11. Complainants have the right to expect that their privacy will be respected when making a complaint or having a complaint investigated. Personal information related to the complaint will be kept confidential in accordance with the *Freedom of Information WA Act 1992*.
12. All complaints are treated confidentially, unless required by law or the complainant provides their permission to release information.
13. A complaint against an employee is considered confidential under the *Freedom of Information Act 1992* and the complainant will not be advised of the outcome, unless required by law.

Application

14. Complaints that are to be dealt with under this policy include, but are not necessarily limited to, expressions of dissatisfaction regarding –
 - a) decisions made by Council or staff;
 - b) inappropriate behaviour of staff or members such as rudeness, discrimination or harassment;
 - c) the standard of works or services provided by the local government;
 - d) the standard or condition of a facility provided by the local government; and
 - e) failure of the local government to comply with the Local Government Act, Council policies, local laws and other laws administered by the local government.
15. The following issues are not regarded as complaints and will not be dealt with under this policy –
 - a) requests for services;
 - b) compliance enforcement action;
 - c) a civic dispute between private individuals;
 - d) a petition;
 - e) requests for information or explanations of policies and/or procedures;
 - f) the lodging of a formal objection or appeal in accordance with the Local Government Act and other Acts or in accordance with Council policies or standard procedures; and
 - g) the lodging of a submission in response to an invitation for comment.
16. Complaints regarding elected members are to be directed to the CEO who is responsible for the initial investigation and administrative responses. Matters that may require disciplinary action are to be referred to the Shire President and dealt with under the Policy 1.1 Code of Conduct.
17. Complaints from Councillors, the Ombudsman, the Local Government Department or from Members of Parliament shall be referred to, and dealt with by, the CEO unless the complaint relates to the CEO whereupon the complaint will be dealt with by the Shire President.

Guidelines

18. Any person or their representative can lodge a complaint.
19. Complaints will be accepted in writing, in person, by facsimile transmission, by email or by telephone. If a verbally received complaint alleges a criminal offence, corruption or other serious matter, the receiving employee is to advise the complainant that the matter must be submitted in writing.
20. Complainants are to be advised that anonymous complaints may not be processed as it is possible that they may be mischievous or vexatious. Depending on the nature of the complaint, it will be at the discretion of the receiving employee to act or refer the complaint or not to deal with the complaint.

21. When any complaint is made, other than a complaint referred to in clauses 16 or 17, the designated receiving employee shall, within the limit of their authority, attempt to satisfy the complainant as soon as possible. If a complainant cannot be satisfied immediately, or on the same day, the designated receiving employee shall immediately issue to the complainant a written acknowledgement of the complaint and if need be, refer to the complaint and a copy of the acknowledgement to a senior employee, or the CEO, as is appropriate, for investigation and determination of the complaint.
22. The standard response times when dealing with complaints are those in the Customer Service Charter.
23. Where a complainant is advised of a likely delay to the handling of the complaint and the complaint is not finalised within a reasonable period of time, the complainant is to be provided with status reports from time to time until the complaint is satisfied.
24. The CEO shall establish and maintain an appropriate record of all complaints. The record will provide the following –
 - a) nature of each complaint;
 - b) services or facilities about which the complaints are made;
 - c) outcomes; and
 - d) other relevant information.
25. The designated receiving employee of any complaint shall be responsible for ensuring that all details pertaining to the complaint are recorded in the system established under clause 24.

Outcomes

26. Where a complaint has been investigated and found to be justified, the relevant employee who dealt with the complaint will ensure that the remedy is carried out, will advise the complainant that the Shire does acknowledge substance in the complaint and the specific action that will be taken by the Shire to respond to the circumstances of the complaint. The employee will, if appropriate, make follow-up contact with the complainant to ensure that the complaint has been resolved satisfactorily.
27. Where a complaint may identify the need for a review of procedures to prevent re-occurrences, relevant staff are to implement any required changes which they feel appropriate. If the matter cannot be easily remedied by the employee, he or she must liaise with his/her Manager or the CEO to agree on a course of action.
28. Where the complaint identifies a need for a change of Council policy in a particular area or a need for additional resources, the matter shall be referred to Council as early as practicable.
29. Where appropriate or necessary, the CEO or relevant Executive Manager may refer the complaint to an external agency having jurisdiction in the matter.

Dealing with unreasonable complainant conduct

30. An unreasonable complainant is defined as the following –
 - a) a rude, angry and harassing customer;
 - b) an aggressive customer;
 - c) habitual or obsessive behaviour which may include –
 - i) cannot 'let go' of their complaint;
 - ii) cannot be satisfied despite the best efforts of the Shire;
 - iii) makes unreasonable demands on the local government where resources are substantially and unreasonably diverted away from its other functions or are unfairly allocated.
31. The Shire may restrict, withhold or withdraw the provision of service to unreasonable complainants by taking one of the following actions –

32. The decision to determine an unreasonable complainant or to restrict, withhold or withdraw contact with the Shire will only be made by the Chief Executive Officer.

– End of Policy

FCEO029 Customer Service Charter

Refer

- SynergySoft Records System File No 13.5.2 Complaints
- Compliance & Governance Calendar – Annual Task of the CEO

3.10 Portable and Attractive Assets

Responsible Executive Executive Manager Corporate & Community Services

Statutory context Local Government (Financial Management) Regulations 1996 –

- r.17A(5) – assets to be excluded from asset register if fair value at date of acquisition is under \$5,000
- r.17B – CEO to take steps to protect excluded portable and attractive assets

Local Government (Audit) Regulations 1996 –

- r.17(1)(b) – CEO to review internal controls
- r.17(2) – review is to be undertaken at once every 3 financial years

Corporate context Delegations Register –3.3 – Disposing of property, and impounded, confiscated or uncollected goods
 Policy 3.1 – Purchasing
 Policy 3.11 – Significant Accounting Policies
 Policy 12.11 – Asset Management
 Instruction 3.6 – Purchase of Telephones, Software/Hardware and Electronic Equipment

History

Adopted	24 July 2019
Amended	23 June 2021
Reviewed	26 April 2023
Reviewed	28 May 2025

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Policy Statement

1. Statement

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

- a) be safeguarded against theft, fire and loss,
- b) enable the physical control of high risk, low value acquisitions,
- c) ensure that losses resulting from such items are minimised; and
- d) ensure that the Shire does not incur significant costs in terms of managing low risk, low value items.

2. Scope

This policy applies to all items –

- a) that are portable and attractive with an acquisition value less than the asset recognition threshold for non-current assets and where the item satisfies all of the following criteria –
 - i) portable – that is, the item can be easily moved between locations by one person; and
 - ii) attractive - by its nature (size, utility, marketability) is susceptible to theft or loss; and
 - iii) valued at, or within the Shire's portable and attractive asset recognition thresholds.
- b) items defined as a portable and attractive asset –
 - i) purchased by the Shire, irrespective of the funding source and
 - ii) includes items gifted or donated to the Shire.

3. Thresholds

- a) The threshold's for portable and attractive assets to be recorded are –

Category	Threshold ex GST
Information technology / electronic devices - cameras, video & audio equipment - mobile phones - laptop computer, tablets, printers etc - GPS devices - other items as determined by the CEO	\$500 to less than \$5,000
General equipment and items - power tools, chainsaws etc - trade equipment - floating plant / loose tools - road counters / traffic classifiers - other items as determined by the CEO	\$1,000 to less than \$5,000

- b) All costs for portable and attractive items is to be expensed using the appropriate account as determined by the chart of accounts.

4. Assets \$5,000 ex GST and over

Assets having a fair value of \$5,000 ex GST or more at date of acquisition, are to be capitalised in accordance with Policy 12.11 Asset Management and relevant Significant Accounting Policies.

5. Exclusion

- a) Items valued at less than the approved portable and attractive asset thresholds are not considered portable and attractive assets and therefore should not be recorded.
- b) Items as determined by the CEO in Executive Instruction that are –
- to be fixed to vehicles, buildings etc (eg: two way radios), or
 - otherwise determined.

6. Recording

- a) To facilitate effective internal control over these items, each item will be individually registered and maintained in the approved format by the Manager Corporate Services.
- b) Where possible, each item will be uniquely identified and an individual custodian who, due to their ability to directly exercise control over the item, will be responsible for the safe custody of the item.
- c) Purchases will be captured via the purchasing system and acquisition cost, acquisition date, description fields, serial number, item custodian and any other relevant details are to be recorded within the appropriate register.
- d) Portable and attractive items are removed from the register when they are disposed of (e.g. due to being obsolete, surplus or damaged beyond repair) or identified as lost or stolen.

7. Stocktake

- a) Each Executive Manager, in consultation with the Manager Corporate Services, is responsible for ensuring that a stock take of all registered portable and attractive items within their jurisdiction is carried out on a regular basis, but at least every three years.
- b) In addition, all registered portable and attractive items will be subject to spot audits on a periodic basis by the Executive Manager Corporate and Community Services or their delegate, to ensure that adequate control over these items has been maintained.
- c) Audits may take the following form –
- in conjunction with tag and testing
 - recognition of existence through regular servicing/maintenance schedules

- include a condition rating
- d) Outcomes of the stocktake will be reported to the EMCCS, highlighting those items identified as lost, stolen or unaccounted for in detail, and advised to the relevant Executive Manager and Manager Corporate Services.

8. Reporting

A report will be produced at least every three years for each Executive Manager –

- a) outlining the staff who are noted as custodians of portable and attractive items,
- b) the last time the item was part of a stocktake and where applicable,
- c) the condition of the item.

9. Disposal of Portable and Attractive Items

Disposal of Portable and Attractive Items will be undertaken in accordance with Delegation 3.3 Disposing of property, and impounded, confiscated or uncollected goods.

10. Stocktake

A stocktake of portable and attractive items within a Department is to be undertaken –

- (a) at the time fair value is being assessed for assets of that class.
- (b) within 1 month of being directed to be undertaken by –
 - (i) CEO;
 - (ii) Executive Manager Corporate and Community Services for any area of Shire operations; or
 - (iii) Executive Manager for the relevant Department.

Procedures

Executive Instruction 3.6 – Purchase of Telephones, Software/Hardware and Electronic Equipment

Forms and Templates

Nil

– End of Policy

Notes

Shire of Narrogin Artwork Collection in Smartsheet link is here: [Shire of Narrogin Artwork Collection Register - Smartsheet.com](#)

Stocktake, for the purposes of this policy, requires that the asset/s be physically sighted and counted, and reconciled to the records held.

Responsible Executive	Executive Manager Corporate & Community Services	
Statutory context	Local Government Act 1995	
	Local Government (Financial Management) Regulations 1996	
	Australian Accounting Standards	
Corporate context	Annual Budget	
	Annual Financial Statements	
History	Adopted	24 July 2019
	Amended	23 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

1. The accounts of the Shire of Narrogin are to be kept in accordance with –
 - a) legislative requirements;
 - b) Australian Accounting Standards and the instructions of the Australian Accounting Standards Board, and
 - c) as required by the auditor.
2. Significant Accounting Policies as used throughout the year in accordance with clause 1 are confirmed by the adoption of the Annual Financial Statement by Council.

Monthly Financial Instructions – Assets

Nil

– End of Policy

Notes

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3.12 COVID 19 Financial Hardship (Repealed)

Responsible Executive	Chief Executive Officer	
Statutory context	Local Government Act 1995	
	Local Government (Financial Management) Regulations 1996	
	Local Government (COVID19 Response) Order 2020 (SL 2020/57)	
Corporate context	Delegations Register –	
	3.6 – Sundry and rates debtors – recovery and agreements	
	3.7 – Write-off of sundry and rates debtors	
	Instruction 3.4 – Debt recovery – Rates debtors	
	Instruction 3.5 – Debt Recovery – Sundry debtors	
	Strategic Community Plan 2017-27 –	
	Objective 4 – Civic Leadership – Continually enhance the Shire’s organisational capacity to service the needs of a growing community’	
History	Adopted	28 July 2020
	Repealed	26 April 2023
	Reviewed	28 May 2025

Responsible Executive	Executive Manager Corporate & Community Services	
Statutory context	Local Government Act 1995 – s.6.26 to s.6.82 Local Government (Financial Management) Regulations 1996 – r.55 – Rate record, form of etc. (Act s.6.39(1)) Local Planning Scheme No. 3	
Corporate context	Delegation 3.5 – Rates Record, Extensions and Objections	
History	Adopted	28 July 2020
	Reviewed	26 April 2023
	Amended	24 May 2023
	Reviewed	28 May 2025

The principles to be observed when implementing Council's rating strategies and policies are:

- Objectivity;
- Fairness and equity;
- Consistency;
- Transparency; and
- Administrative efficiency.

The key premise upon which this Policy is structured is that rates will be based on the "use" of a property or portion of a property.

All lots within a townsite boundary will be rated on the basis of Gross Rental Value (GRV).

All lots outside a townsite boundary, above 20 ha and zoned rural, and used for rural activities, will generally be rated on the basis of Unimproved Valuation (UV). Other lots outside a townsite boundary will be determined in accordance with the principles of this Policy.

Where the predominant use of a lot or property is rural, the basis of rating will be Unimproved Value (UV). Where the predominant use of a rural property or lot or portion of a lot is a clearly identifiable and significant activity that is non rural, the basis of rating will be Gross Rental Value, possibly if necessary to achieve the principles, by applying a "Spot (or Split) Value".

For rate assessments that are for one lot or location only, the predominant use of that property must be determined. For rate assessments that are for more than one lot or location the predominant use of the whole property must be considered. Where the predominant use cannot be clearly identified or where two or more significant activities occur, Council may apply spot or split rating (in circumstances where the projected increase in rates revenue is likely to exceed the cost of undertaking that split).

The predominant use of land is to be determined by assessment of the following non exhaustive and mutually exclusive criterion:

- If one of the activities is more noticeable or imposing than the other activities occurring on the land;
- The nature, scale, frequency & duration of the activities on the land;
- Impact on public infrastructure above that of rural activity traditionally contemplated by the Local Planning Scheme No. 3;
- The locality or impact on amenity in which the land is situated;
- The size of the property;
- The zoning of the land;
- Whether a Development Application was required for the particular activity; and
- Whether there is promotion of the activity being conducted on the land.

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Where there is evidence that there has been a change in the predominant use of rural land, resulting from either the subdivision or amalgamation of rural land, or development of that land, the Shire will ensure that any rural property, where the valuation method is Unimproved Value (UV), is accurately assessed in the determination of its predominant use as that of rural, or otherwise.

Where rural land is subdivided into smaller lots (20 hectares or less), the Shire will, upon receipt of the Western Australian Planning Commission approval for subdivision of the affected land, apply to the Minister for Local Government for a change in valuation methodology from UV to GRV of those lots.

Properties where the size is twenty (20) hectares or less, with evidence of a residential dwelling situated on the parcel, and without evidence that it is being used contiguously with a larger parcel of land held by the same landowner, nor being used for a declarable source of income for taxation purposes, resulting from a rural use; will be classified as non-rural purpose and subject to a valuation of Gross Rental Value (GRV).

Properties of any size in a rural zone, with evidence (e.g., planning approval) of an improvement being used for a non-rural purpose, and that use being the predominant use of the overall property, will be classified as subject to a valuation of GRV for that improvement (commonly called a 'spot rating') and the remaining portion of the property continue to be classified as subject to a valuation of UV. Affected ratepayers may therefore expect to receive two rates' notices.

All properties that are zoned Special Rural, which include Rural Residential and Rural Smallholdings, shall be subject to a valuation of GRV.

All properties or portions thereof, that have an approved development classification of Industry, Abattoir, Transport Depot, Hard Rock Quarries or Renewable Energy Facility (or similar if not defined under the Local Planning Scheme No. 3) will be subject to a valuation of GRV, from the date of commencement of the facility or approval of the change in the Government Gazette, whichever is the latter.

Those properties found where the predominant use of the land is that of non-rural purposes will be referred to the Council for decision, where, if they so resolve, shall cause it to be referred to the Minister for Local Government for determination and gazettal (if approved). Adequate information will be provided so that a determination can be made on the method of valuation to be applied.

Subject to ministerial approval, where required, the Shire is to apply the valuation method of GRV for rural land, or clearly identifiable portions of rural land, used predominantly for non-rural purposes.

All landowners affected by any change in the valuation method shall be notified and advised of their right of appeal to the Council.

– End of Policy

Notes

Rural purpose is defined as land which is used exclusively for farming activities such as cropping, grazing and/or similar intensive use of land for agricultural purposes.

Shire of Narrogin Council Policy Manual

Current as at – 28 April 2025

3.14 Rating – Contiguous Land Use

Responsible Executive	Executive Manager Corporate & Community Services		
Statutory context	Local Government (Financial Management) Regulations 1996 – - r.55 – Rate record, form of etc. (Act s.6.39(1)) Local Government (Financial Management) Regulations 1996 – - r.56 – Rate notice, content of etc. (Act s.6.41) Valuation of Land Act 1978 - Valuer General's Guide to Rating and Taxing Values (Version: Published February 2012)		
Corporate context	Delegation 3.5 – Rates Record, Extensions and Objections		
History	Adopted	22 September 2020	
	Amended	26 May 2021	
	Reviewed	26 April 2023	
	Reviewed	28 May 2025	

Policy Statement

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

1. **Unimproved Value**
- Where the land valuation is Unimproved Value (UV), the following criteria shall be met for the eligibility of contiguous rating:
- 1.1. The land (lots or locations) is contiguous (share a common border) and in common ownership and;

1.2. The land is used and occupied as one holding; and

1.3. The common use and contiguity of the land is likely to continue into the future (eg the relevant portion(s) are not marketed for sale); and

1.4. The land parcels, although possibly separated by a road or waterway (such as a river, stream, creek etc.), would otherwise be adjoining.
- The Council's policy position is that land outside of townsites utilised for genuine farming enterprise should be contiguously rated, to assist in minimising the cost of production, minimise the unplanned breakdown or disaggregation of farmland and to maximise the opportunities for that land to continue to be aggregated for productive agricultural pursuits and purposes.
2. **Gross Rental Value**
- The Council's policy position is that land in townsites should not normally be contiguously rated, as to do so encourages the practice of holding land for speculation. This pushes prices up and inhibits the use of land designated for industrial, commercial or residential development being utilised for those purposes.

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

- 1.1. The land (lots or locations) is:
- 1.1.1. contiguous (sharing a common border), and

1.1.2. in common ownership, and

1.1.3. clearly used, fenced, and occupied, and appears as one clear activity or business
- and either or both of the following also applies:

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

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

Definitions

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

A 'Building' is a permanent fixed structure that is not capable of being easily demolished.

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

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

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

– End of Policy

Notes

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

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

3.15 Annual School Awards – Citizenship and Leadership

Responsible Executive	Chief Executive Officer
Statutory context	Nil
Corporate context	Council Delegation 3.11 Donations – Financial and In-kind Works / Services
History	Adopted 28 August 2024 Reviewed 28 May 2025

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Policy Statement

The CEO is authorised to make and approve financial donations in accordance with delegated authority, for sponsorship of Annual School Awards for Year 12 students from Narrogin Senior High School and Narrogin Agricultural College, as well as Year 6 students from the three primary schools and Year 10 students from the Narrogin High School. These sponsorships should align with promoting the principles of leadership and citizenship, with payments made upon application or at the appropriate time, generally with one award per School (two the Narrogin Senior High School).

Guidelines

1. Sponsorship of Year 12 Leadership Student Awards
- Eligibility: The recipient must be a Year 12 student currently attending Narrogin Senior High School or Narrogin Agricultural College.
 - Award Criteria: Sponsorship will be awarded based on citizenship, community involvement, and leadership, as recognised by the school.
 - Sponsorship Amount: The Sponsorship amount per award will be approximately \$100.00 and will be paid to the applicant (school) for award to the recipient (student).
2. Sponsorship of Year 6 & Year 10 Student Awards
- Eligibility: The recipient must be a Year 6 or Year 10 student currently attending the relevant Primary School in Narrogin, or Narrogin Senior High School.
 - Award Criteria: Sponsorship will be awarded based on citizenship, community involvement, and leadership, as recognised by the school.
 - Sponsorship Amount: The Sponsorship amount per award will be approximately \$70.00 and will be paid to the applicant (school) for award to the recipient (student).

Procedures

Record of any donation must be maintained by the Chief Executive Officer and recorded in Synergy, file reference 2.10.1 as well in the Monthly Briefing Session Report to Elected Members.

Forms and Templates

Record of Donations (FCCS031)

– End of Policy

Notes

Responsible Executive	Executive Manager Planning & Sustainability Development & Regulatory Services
Statutory context	Local Government Act 1995 Local Government (Financial Management) Regulations 1996 Planning and Development Act 2005; Planning and Development (Local Planning Schemes) Regulations 2015 – Provides for the preparation and adoption of local planning policies State Planning Policies (SPPs) – Particularly SPP 3.6 – Infrastructure Contributions
Corporate context	Nil
History	Adopted 26 March 2025 Reviewed 28 May 2025

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The Shire of Narrogin is committed to ensuring that large-scale renewable energy developments (Wind Energy Facilities (WEFs) or farms, Solar Farms, and Battery Energy Storage Systems (BESS)) deliver lasting positive outcomes for the local community. This Community Enhancements (Benefits) Fund (CEF) Policy establishes a framework for proponents of such projects to share benefits with the host community, consistent with the Shire's strategic vision and best practices in Australia. It builds on the Shire's Renewable Energy Position Paper (2024), which outlines a framework of Three Cornerstones (collaboration between community, government, and industry) and Five Foundational Pillars for responsible renewable development.

As Western Australia transitions its energy sector towards net-zero emissions by 2030, the Shire is poised to become a renewable energy hub. The Shire currently has several (circa five) development applications for wind farms, large-scale solar, and BESS projects. This Policy ensures that as renewable projects proceed, they do so in partnership with the community – through early engagement, benefit-sharing contributions, and transparent governance – leaving a positive legacy in line with the Shire's strategic planning objectives

This Policy applies to all large-scale renewable energy facilities within the Shire of Narrogin, including wind energy facilities (wind farms), utility-scale solar farms, and large battery storage projects (BESS), typically those with a nameplate capacity exceeding 5 MW.

It is intended for use by Shire staff, Council, and developers (proponents) of renewable energy projects during project planning, approval, and operational phases. The Policy sets out expectations and requirements for negotiating and establishing a Community Enhancements Fund as a condition of support for such projects. Compliance with this Policy will be considered in Council's assessment of development applications and any related agreements with proponents.

Proponent – The developer, operator, or owner of a large-scale renewable energy project (wind, solar, and/or battery) in the Shire. This includes any company or entity seeking development approval for such projects.

Community Enhancements (Benefits) Fund (CEF) – A fund to which the proponent contributes financially, for the benefit of the local community. Contributions are typically made annually over the life of the project and are used to support community projects, services, and infrastructure in accordance with this Policy. The CEF may also be referred to as a Community Benefit Fund in other documents

Nameplate Capacity – The rated output capacity of a generator (in megawatts for wind/solar, or in megawatt-hours for battery storage if applicable). This is used as the basis for calculating CEF contributions. For hybrid projects, capacity is considered by each component (e.g., MW of wind, MW of solar, MWh of standalone storage).

Life of the Project – The expected operational lifespan of the renewable energy facility, assumed to be approximately 30 years (unless otherwise defined in approvals). CEF contributions are made for the duration of the project's operation.

Indigenous Nations Fund – A designated portion of the CEF (approximately 10% annually) set aside to support initiatives benefiting Traditional Owners and Indigenous communities of the region. In this Policy, it is administered by the Shire with guidance from Indigenous representatives (including a nominee of the Gnaala Karla Booja Aboriginal Corporation (GKBAC)).

Social License – The ongoing acceptance and approval of a project by the local community and stakeholders. Earning a social license involves proactive community engagement, benefit-sharing, and responsible practices by the proponent to build trust and goodwill.

Policy Statement

The Shire of Narrogin requires that all large-scale renewable energy projects contribute to a Community Enhancements (Benefits) Fund (CEF) to ensure the local community directly benefits from these developments. This Policy sets a consistent approach for negotiating, calculating, managing, and disbursing CEF contributions.

Key principles of the Policy include:

- **Early Negotiation and Agreement:**
 - Proponents must engage with the Shire at an early stage (e.g. during feasibility or prior to lodgement of a development application) to negotiate a CEF contribution agreement. The aim is to reach an in-principle agreement on community contributions before development approval, providing certainty to both the community and the proponent. Early negotiation aligns with best practice which calls for collaboration between councils and developers on benefit-sharing programs ([Benefit-Sharing Guideline](#)). The agreed contribution should be formalised via a legal instrument (such as a voluntary planning agreement, deed of agreement, or memorandum of understanding) at development approval stage, ensuring it is binding for the project's life.
- **Contribution Formula (Per MW and Indexation):**
 - The CEF contribution will be calculated based on the installed capacity of the project of each asset installed and located in the Shire of Narrogin, using a rate per megawatt (MW) per annum (or per MWh for storage). As a minimum, the contribution shall be no less than the benchmark rates recommended in the New South Wales Government's 2023 Benefit Sharing Guideline for renewable energy projects, which are: \$1,050 per MW per annum for solar energy, \$850 per MW per annum for wind energy, and \$150 per MWh per annum for standalone battery projects, indexed annually to the Consumer Price Index (CPI) ([Benefit-Sharing Guideline](#)). These rates align closely with the Shire's own advocated framework for community benefit contributions (e.g., approximately \$1,050/MW for wind, \$850/MW for solar, \$250/MW for battery). The contribution amount agreed upon shall be indexed to CPI each year to maintain its real value over time, with the first year's rate typically based on the financial year of project commissioning ([Benefit-Sharing Guideline](#)). Contributions are expected on an annual basis for the full operational life of the project (indicatively 30 years), commencing from the start of commercial operations (or as otherwise negotiated). This long-term, CPI-indexed commitment ensures the fund grows over time and provides a reliable stream of community funding.
- **Minimum Contribution Levels:**
 - In all cases, the proponent's contribution must meet or exceed the Shire's minimum required level. The Shire will use the NSW guideline rates as a floor, not a ceiling ([Benefit-Sharing Guideline](#)). Proponents are encouraged to offer higher contributions or additional benefit-sharing measures where

possible (especially if a project has higher impacts or to address specific community needs), but at a minimum the above rates per capacity apply. The Shire's preference is to calculate contributions on nameplate capacity; however, alternative formulas (such as a percentage of capital investment or revenue) may be considered if they deliver equal or greater community value over the project life. In the event that State policy or regulations (future State Planning Policy or legislation) mandate higher standard contributions, the greater requirement will prevail. This ensures that Narrogin's community receives a fair share commensurate with projects in other regions and reflects the scale of development ([Benefit-Sharing Guideline](#)).

- **Administration and Governance – Shire-Managed Fund (Preferred):**

- The default and preferred model is for the CEF to be administered by the Shire of Narrogin. Proponents will make annual payments to the Shire, to be held in a dedicated restricted cash reserve account established for the particular proponent's Community Enhancements Fund. The Shire will manage and disburse the funds in accordance with the Local Government Act 1995 and relevant financial management regulations and audit requirements. By having the local government manage the fund, the Shire leverages existing governance systems, transparency mechanisms, and community accountability measures. Local governments are best positioned to understand local needs, coordinate projects, exercise sound governance, and maximise returns on investment for community betterment. All CEF monies received will be accounted for in the Shire's annual budget (as restricted funds), and unspent funds will be carried forward in the reserve. Recognition protocols will be established so that the proponent's contribution is acknowledged in Shire publications and at project openings, ensuring the proponent is credited for their community investment (thus supporting their Environmental Social & Governance (ESG) and social license objectives).

- **Indigenous Nations Fund Allocation:**

- In recognition of the Traditional Owners of the land and to ensure inclusivity, approximately 10% of the CEF contributions each year will be allocated to an Indigenous Nations Fund sub-account. This portion of the fund will be used to support projects and initiatives of benefit to Aboriginal people and heritage in the Shire (for example, cultural programs, Indigenous training and employment initiatives, community infrastructure for Aboriginal residents, or joint ventures in renewable energy). The Indigenous Nations Fund will be administered by the Shire in partnership with local Indigenous representatives. The Shire will invite the Gnaala Karla Booja Aboriginal Corporation (GKBAC) – the prescribed Noongar Regional Corporation for this area – to nominate a representative to advise on and participate in decisions about this portion of the fund. This ensures First Nations voices guide the investment of funds intended for their communities. The 10% allocation will be reviewed in consultation with GKBAC to ensure it remains appropriate and effectively targeted. Any Indigenous-focused projects may also be co-funded from the general CEF pool beyond the 10% minimum, recognising the importance of supporting reconciliation and equity.

- **Eligible Uses of Funds and Thematic Priorities:**

- CEF funds must be used for projects, programs, or initiatives that provide a public benefit and align with the Shire's strategic plans (such as the Strategic Community Plan, Corporate Business Plan, Long-Term Financial Plan, and other informing strategies). The overarching goal is to fund long-term sustainable and high-value initiatives that deliver lasting legacy outcomes for the community, rather than one-off short-lived spending. The Shire, in consultation with the community and the proponent, will identify priority themes for investment – for example: improvements to local sporting and recreation facilities, community health and wellbeing programs, education and training scholarships, environmental conservation or renewable energy initiatives, arts and cultural events, emergency services and disaster resilience, tourism development, and local infrastructure enhancement. These thematic areas echo those identified as best practice for reinvesting renewable benefits in host communities. Each year, specific projects or grant programs under these themes will be selected for funding. The Shire will ensure that funded projects are distributed fairly across the community and, where relevant, across different localities within the Shire, so that those most impacted by the

development share in the benefits. Importantly, CEF funds are additional – they complement (but do not replace) normal government spending or other funding sources, thereby truly “enhancing” the community. Proponents are encouraged to participate in launch events or media for funded projects as part of recognition, under agreed protocols.

- Suggested initial thematic approach areas of investment include:
 - Sport & Recreation: Enhancing sport & recreation facilities, the lifeblood of rural towns;
 - Health and Wellbeing: Enhancing health and wellbeing generally;
 - Education and Training: Scholarships and workforce development programs;
 - Environmental Initiatives: Promoting renewable adoption and conservation; Arts, Culture & Events: Fostering vibrant regional communities;
 - Disaster Resilience and Emergency Services: Strengthening emergency services; and
 - Tourism Development: Investing in attractions to drive economic growth.
- **Governance Structure (CEF Committee):**
 - To oversee the distribution of CEF monies, the Shire will establish a CEF Committee or Advisory Group. The Committee would ideally comprise Shire representatives (elected members and/or officers), community members (including drawn from near neighbours or stakeholders), and a representative (and deputy) of the proponent company. The committee's role is to provide input on funding priorities, assess grant applications or project proposals, and make recommendations to Council on the allocation of funds each year. The committee will operate under clear terms of reference approved by Council, ensuring decisions are transparent, fair, and aligned with the fund's objectives. The proponent's presence on the committee (in a non-voting or advisory capacity) can help coordinate recognition and ensure their perspective is considered, while the majority community representation safeguards local interests. Meetings will be held at least annually (or as required) to plan and review fund distribution. Annual Reporting on the CEF will be undertaken: the Shire will publish a summary each year of the fund's contributions received, projects funded (with amounts), and outcomes achieved. This report will be provided to the proponent and made available to the community, reflecting the principle that benefit-sharing arrangements should be transparent and publicly accessible ([Benefit-Sharing Guideline](#)). The fund's management and accounts will also be subject to the Shire's normal audit process, with results reported as part of annual financial statements.
- **Alignment with Shire Plans and Community Input:**
 - All CEF-funded initiatives should support the broader development plans of the Shire. The proponent and the Shire will work together to ensure that the use of funds complements the Shire's long-term infrastructure and service planning. For example, if the Shire's Long-Term Financial Plan (LTFP) or Asset Management Plan identifies critical community infrastructure needs (such as upgrades to community halls, recreation centres, or roads impacted by the project), the CEF can be directed to co-fund those projects. Similarly, initiatives in the Strategic Community Plan – such as improving youth services, economic development, or environmental sustainability – can be resourced through the CEF. By aligning expenditures with these plans, the fund delivers strategic value and avoids ad-hoc spending. Community input is vital in this process: the Shire may hold community workshops or invite submissions on how CEF money should be spent, ensuring the fund is responsive to local aspirations. This collaborative approach reflects that benefit-sharing must be community-focused and tailored to local needs ([Benefit-Sharing Guideline](#)). Where a proponent has its own corporate social responsibility themes (e.g., Science, Technology, Engineering, and Mathematics (STEM) education, community health), these can be coordinated with Shire priorities to maximise impact.
- **Option for Proponent-Administered Fund:**
 - While the Shire-managed model is preferred, this Policy allows for an alternative arrangement where the proponent administers the community fund directly – but only with the Shire's agreement and under

specific conditions. If a proponent wishes to establish and run its own Community Benefit Fund or similar program (for instance, via a trust, community grants program, or a third-party foundation), the following must be ensured: (a) the level of funding provided by the proponent is at least equivalent to what would have been contributed under this Policy's formula (with the same CPI indexation); (b) the fund or programs run by the proponent are aligned with the Shire's strategic objectives and the needs of the Narrogin community; (c) the proponent involves the Shire in the governance or decision-making process – for example, the Shire may have representation on the proponent's fund committee or a formal role in approving projects – and (d) there is full transparency and reporting of expenditures to the Shire and community. Essentially, the proponent-run fund must mirror the intent of the CEF in scope and rigor. The Shire will only endorse such an arrangement if it is satisfied that the outcomes will be equal or better for the community than the Shire-managed approach. If a proponent-administered model is adopted, an agreement (or memorandum) must be in place detailing how funds will be allocated, how the Indigenous Nations Fund portion is handled, how the Shire will participate in project selection, and how reporting/recognition will occur. The proponent should also demonstrate how the fund ties into their ESG commitments. Regular check-ins (e.g., annual meetings) between the Shire and proponent will be required to review the fund's performance. Notably, even under a proponent-managed scheme, the Shire expects that key programs be coordinated with Council (for instance, if the proponent gives education scholarships or community grants, this should be communicated and celebrated jointly). This cooperative model follows the principle that benefit-sharing should be collaborative and centrally coordinated where possible ([Benefit-Sharing Guideline](#)), avoiding duplication or working at cross-purposes.

- **Financial Management and Reserves:**

- All CEF funds received by the Shire will be placed in a restricted cash-backed reserve specifically created for the Community Enhancements Fund. This ensures the funds are quarantined for their intended purpose and not used for general expenditure. Interest earned on the reserve will be retained within the fund. Unexpended funds in any given year will be carried forward to future years, building a cumulative balance if appropriate. The Shire, in liaison with the proponent, may choose to accrue funds over multiple years for larger projects of significant community benefit, rather than disbursing all funds every year. However, a general guideline is that funds should be put to use in a timely manner to benefit the community that is hosting the renewable development (unless saving for a planned large project). The reserve will be managed in accordance with the Shire's financial policies and the Local Government (Financial Management) Regulations 1996, with annual reporting as noted. If the project terminates earlier than expected (e.g., decommissioning or sale), any remaining funds in the reserve will continue to be used for community benefit. In the case of project ownership transfer, the Shire will seek commitments that the contribution agreement is binding on successors. Should there be any dispute or default in payments, the Shire will refer to the agreement provisions for resolution, noting that consistent contributions are a core aspect of maintaining the project's social license in Narrogin.

- **Recognition and Communication:**

- The Shire will develop protocols to formally recognise the contributions made by renewable energy proponents through the CEF. This may include signage at facilities or project sites acknowledging the proponent's community fund (e.g., "This project was funded by the Community Enhancement Fund contributed by [Company Name]"), media releases and stories highlighting the community outcomes enabled by the fund, and invitations for the proponent's representatives to attend and be acknowledged at community events related to CEF-funded initiatives. Mutual recognition builds goodwill and encourages other developers to also contribute generously. Additionally, the Shire will periodically communicate to the broader public about how hosting renewable energy has directly benefited the community – reinforcing the positive narrative of renewable developments. This transparency and promotion are consistent with maintaining public support for the industry and demonstrating that local communities are better off as a result of these projects ([News Story - MEDIA RELEASE - Shire of Narrogin Calls for Unified Support for Responsible Renewable Energy Development » Shire of Narrogin](#)).

Through this Policy, the Shire of Narrogin seeks to create a win-win outcome: proponents fulfill their corporate social responsibilities and gain community acceptance, while the community receives tangible and lasting benefits from the renewable energy transition. The Policy will be reviewed as needed (for example, if State Government introduces new guidelines or if improvements are identified in implementation) to remain aligned with best practices and community expectations.

Exclusion Clause – Neighbour Benefit Schemes (NBS) Not Constituting Community Enhancements Fund Contributions

Nothing in this Policy shall be construed to imply or permit that Neighbour Benefit Schemes (NBS), Near Neighbour Payments, or similar arrangements between proponents and individual landholders or nearby residents constitute part of, or can be offset against, the required Community Enhancements (Benefits) Fund (CEF) contribution.

Such neighbour-specific payments are considered project-specific mitigation or social license costs incurred as part of the normal cost of gaining project approval and community acceptance, and are intended to compensate directly impacted individuals, not the broader community.

The purpose of the CEF is to deliver broader legacy benefits to the entire host community, beyond those properties or individuals most proximate to infrastructure. The CEF is a public-good mechanism to fund strategic, equitable, and transparent investments in community wellbeing, services, infrastructure, Indigenous partnership initiatives, and sustainability outcomes—not compensation payments for localised amenity impacts.

Accordingly:

- The value or extent of any Neighbour Benefit Scheme implemented by a proponent shall not be deducted from or used to offset the agreed CEF contribution;
- The CEF shall be calculated independently, based solely on the nameplate capacity and CPI-indexed benchmarks outlined in this Policy; and
- Proponents are encouraged to implement both NBS and the CEF as complementary but separate streams of community engagement and investment.

This distinction protects the integrity, equity and transparency of the CEF, and ensures that all residents, including those not in immediate proximity to infrastructure—share in the benefit of the renewable energy transition.

Sources:

- Shire of Narrogin Renewable Energy Framework (2024);
- Shire of Narrogin Media Release (Jan 2025);
- [News Story - MEDIA RELEASE - Shire of Narrogin Calls for Unified Support for Responsible Renewable Energy Development » Shire of Narrogin](#);
- Shire of Narrogin LPP – Wind Farms (2024);
- NSW Dept of Planning Benefit Sharing Guide (2023) ([Benefit-Sharing Guideline](#)); and
- ABC News (2024) ([WA government's wind farm development policy lagging behind, councils say - ABC News](#)).

Appendices:

- Appendix 1 – Community Enhancements Fund (CEF) Procedural & Operational Guidelines
- Appendix 2 – Community Enhancement Fund (CEF) Contribution Modelling Examples
- Appendix 3 – Community Enhancement Fund (CEF) Example Agreement (Heads of Terms)
- Appendix 4 – Shire of Narrogin Advocacy Statement: Renewable Industry Framework and Guidelines for Western Australian Local Governments

Appendix 1 – Community Enhancements Fund (CEF) Procedural & Operational Guidelines

This appendix outlines the step-by-step process for establishing and operating a Community Enhancements Fund in line with the Policy.

Step 1: Initial Engagement and Proposal Stage

- **Pre-lodgement Discussion:** When a proponent is considering a renewable energy development in the Shire, they should contact the Shire administration early to discuss the Community Enhancements Fund expectations. The Shire will provide a copy of this Policy and any relevant information (such as the Shire's strategic priority areas) to inform the proponent's planning.
- **Scoping the Contribution:** The proponent and Shire will jointly scope the likely size of the CEF contribution based on the proposed capacity (e.g. MW of generation and/or MWh of storage). For example, a 100 MW wind farm would typically entail an annual contribution of about \$105,000 (indexed) under current guidelines, while a 50 MW solar farm would be about \$42,500/year ([Benefit-Sharing Guideline](#)). This early estimate helps all parties understand the scale of community investment.
- **Community Needs Discussion:** The Shire may share information on community needs or potential projects that a fund could support, and the proponent may share its initial ideas for benefit programs. Early brainstorming ensures both sides are aligned on the importance of community outcomes (e.g. the proponent might express interest in supporting local apprenticeships or environmental projects, which can be factored into the eventual fund usage).

Step 2: Negotiation of Terms

- **Formal Negotiation:** As the project details firm up (typically during project feasibility or once a development application is imminent), the Shire's representatives (e.g. CEO or delegated officer, and potentially Council's negotiating team) will meet with the proponent to negotiate the CEF agreement in detail. Key terms include: the annual contribution amount (based on the final capacity – e.g., if the project plans 150 MW wind, then \$157,500/yr at \$1,050/MW, CPI indexed ([Benefit-Sharing Guideline](#))), the duration of payments (e.g. 30 years from commissioning or until decommissioning), the indexation method (CPI All Groups, applied yearly), and the payment schedule (e.g. annual in advance, or quarterly). The parties will also discuss the administration model (Shire-managed by default, or any request for proponent-managed as per Policy) and associated governance (committee involvement, etc.).
- **Documentation:** The outcome of negotiations will be captured in a draft Community Benefit Agreement (see Appendix 3 for an example outline). This agreement may take the form of a Planning Agreement under the Planning and Development Act (if applicable and enforceable) or a stand-alone Deed between the Shire and proponent. The agreement will specify obligations on both parties. Shire Council approval is required to endorse the agreement (and Council may resolve to make it a condition of development approval or a linked obligation).
- **Legal Review:** Both the Shire and proponent should seek any necessary legal review of the agreement to ensure it is robust. Important considerations include default provisions (e.g. what if payments are late), transfer of obligations to any new owner, and dispute resolution mechanisms.

Step 3: Development Approval and Agreement Execution

- **Council Report:** When the development application (DA) for the project is assessed by Council (or by a Joint Development Assessment Panel, JDAP, or State Development Assessment Unit (SDAU) if relevant), the existence or status of the CEF agreement will be noted. Ideally, the agreement (or a memorandum of understanding) is signed concurrently with development approval. If the DA is approved by Council/JDAP, a condition may be included along the lines of "The proponent shall implement a Community Enhancement Fund in accordance with the Shire's Council Policy and the signed agreement dated [X]."
- **Finalising the Agreement:** The Shire President and CEO (on behalf of the Shire) and the proponent's authorised officers will execute the Community Benefit Fund agreement. It will come into effect upon execution or upon a specified trigger (such as upon the project reaching financial close or commencement of construction, depending on what is negotiated).

Step 4: Establishment of the Fund and Governance

- **Reserve Account Setup:** The Shire's finance team will create a new restricted reserve account in its financial system titled "Community Enhancements Fund – [Project Name]" (or a consolidated fund for multiple projects, with sub-ledger tracking per project if needed). This ensures any incoming funds are sequestered. The Shire will also establish internal codes to track the 10% Indigenous Nations Fund portion.

- **CEF Committee Formation:** Council will establish the CEF Committee or Advisory Group by resolution, including appointing members (elected member representatives, community members, proponent rep, and an Indigenous community rep, etc., as outlined in the Policy). Terms of Reference will be adopted, covering the committee's role, meeting frequency, quorum, decision process (recommendations), and reporting. Alternatively, if the fund will be small initially, the Council may choose to handle decisions directly and form the committee once significant funds accumulate.
- **Public Communication:** Once the fund is official, the Shire will announce the establishment of the CEF to the community. This could include a joint press release with the proponent, highlighting the contribution amount and the shared commitment to community development. It helps set expectations that funding will flow when the project commences operation.

Step 5: Payment and Indexation Process

- **Invoicing:** The Shire will issue an invoice to the proponent for the CEF contribution as per the agreed schedule. Commonly, payment will be annual. The first payment might be due either at the start of construction (if agreed) or upon commissioning. (For example, some agreements might stipulate a smaller construction-phase community contribution before full operations.) Typically, the first full annual payment is due within a set time after the project starts exporting power.
- **CPI Adjustment:** Each year, the Shire's invoice will adjust the contribution by the CPI. For instance, if Year 1 (2025) contribution for a solar farm is \$50,000 (based on capacity using \$850/MW ([Benefit-Sharing Guideline](#))) and CPI for the year is 3%, then Year 2 invoice becomes \$51,500. The agreement will specify the CPI index (e.g. Perth Consumer Price Index, or a national CPI) and the reference quarter for calculations.
- **Recordkeeping:** The Shire records the payment receipt into the CEF reserve. If the project spans multiple decades, the Shire will maintain a schedule of expected payments and ensure the proponent is reminded of upcoming contributions. The proponent should similarly include the payments in their financial models and annual budget for the facility.

Step 6: Fund Allocation Planning

- **Annual Plan:** Each financial year, the Shire (through the CEF Committee or relevant officers) will develop a plan for how that year's available CEF funds (including any carryover) could be allocated. This might involve: setting aside the 10% Indigenous portion for specific Indigenous-led proposals; identifying priority projects in consultation with community (e.g. this year focusing on upgrading a local sports complex, plus a grants program for community groups); and reserving funds if a large future project is targeted. The plan will consider the thematic priorities and any guidance from the Strategic Community Plan or Council.
- **Call for Proposals (if grants program):** If part of the fund is to be distributed via community grants, the Shire will open an application process. Local community groups, clubs, schools, or not for profit enterprises might apply for CEF grants for their projects. Clear criteria will be published (such as alignment with the fund's themes, demonstrating community benefit, capacity to deliver the project, etc.). The proponent may be invited to help promote this opportunity to encourage a wide range of applications.
- **Shire Initiated Projects:** The Shire administration may also put forward proposals for using CEF money on Shire projects (for example, a co-funding opportunity with State/Federal grants where CEF money provides matching funds for a big infrastructure project). These proposals would also be tabled to the CEF Committee for consideration.

Step 7: Decision-Making and Approvals

- **Committee Review:** The CEF Committee (or Council if no committee) reviews all proposed uses of the funds. This could be done in a meeting where Shire staff present a summary of grant applications from the community and any Shire project proposals. The committee assesses each against the Policy objectives and available budget. The proponent's representative provides input, particularly if certain proposals resonate with the proponent's own community investment focus. The GKBAC/Indigenous rep will specifically advise on Indigenous Fund allocations. The committee then forms recommendations – e.g. which projects to fund and at what amounts.
- **Council Approval:** Because the funds are Shire-held, the final approval for expenditure lies with the Council (unless delegated). The committee's recommendations are reported to the Council meeting (this might be part of the Shire's budget adoption or a separate item). Council reviews and formally approves the disbursement from the reserve as recommended or with amendments. Council will ensure decisions

are fair and within the scope of the Policy. Where a Council member has a conflict of interest (for example, if they are on the board of a community group applying for funds), they will exclude themselves per standard governance laws.

Step 8: Fund Disbursement

- **Release of Funds:** Following approval, the Shire's finance team arranges payments to the selected projects/recipients. If the Shire itself is delivering a project, the funds remain in the reserve until transferred to the municipal fund at the time of expenditure (with proper internal accounting). For grants to external groups, funding agreements or Memorandums of Understanding (MOUs) might be used to outline the use of funds and any reporting back needed from the recipient. Cheques/EFTs are issued to grant recipients with official letters.
- **Acknowledgment:** Along with the payment, the Shire will provide guidance on how the contribution should be acknowledged by recipients (e.g. "please acknowledge the Shire of Narrogin Community Enhancement Fund (supported by [Project Proponent]) in any publicity"). Joint press releases or events will be planned for all disbursements and major projects.

Step 9: Monitoring and Reporting

- **Project Monitoring:** The Shire (and possibly the proponent's community liaison, if they have one) will monitor the progress of funded projects. Recipients may be asked to provide a short report or presentation on the outcomes once completed. This ensures accountability and helps gather success stories.
- **Annual Reporting:** At the end of each financial year (or calendar year), a CEF Annual Report is prepared. It will include the total funds received from each proponent project, the list of projects funded (with brief descriptions and amounts), the carryover to next year, and any highlights or community feedback. This report is presented to the Council and also shared with the proponent. It may be published on the Shire's website or included in the Shire's Annual Report to residents. This transparent reporting aligns with best practice where benefit-sharing arrangements information is publicly available ([Benefit-Sharing Guideline](#)).
- **Audit:** The CEF transactions are subject to internal and external audit as part of the Shire's finances. The proponent may also request an audit statement or verification of how funds were used, which the Shire will provide to maintain trust.

Step 10: Ongoing Collaboration and Review

- **Regular Meetings:** The Shire will hold regular liaison meetings with the proponent (for example, annually or semi-annually) to discuss not only the fund but overall project-community relations. This provides an opportunity to adjust any aspect of the CEF program by mutual agreement. For instance, if after a few years both parties see a need to focus more funds on a particular issue (say, local road safety or a new community centre), the strategy can be tweaked.
- **Review of Policy and Agreement:** The CEF Policy and any specific CEF agreement may be reviewed after a certain period (e.g. every 5 years). Changes could include updating contribution rates if state guidelines change, or altering governance if needed. Any amendments to an agreement would require consent of both Shire and proponent. The Shire will also stay informed on any emerging State policies or legislation on community benefit funds to ensure this local approach remains in alignment or can be adapted.
- **End of Project or Termination:** If the project reaches its end of life (around 30 years or if decommissioned earlier), the proponent's obligation to contribute will cease as per the agreement. At that point, the Shire will plan for the use of any remaining funds – ideally, to cap off with a lasting legacy project. If a project is repowered or extended, the agreement should be revisited to continue or renew contributions. In cases of project ownership transfer, the Shire will engage with the new owner to reaffirm the commitments (the agreement should bind successors, but proactive engagement helps ensure a smooth transition).

Appendix 2 – Community Enhancement Fund (CEF) Contribution Modelling Examples

This appendix provides illustrative models for Community Enhancement Fund (CEF) contributions based on project capacity, using both the NSW guideline rates and the Shire's advocated framework.

Standard Rates (2023 baseline): As per NSW Government's Benefit Sharing Guideline ([Benefit-Sharing Guideline](#)) and the Shire's policy, the base contribution rates are:

- **Wind Energy Projects:** \$1,050 per MW per year (indexed annually).
- **Solar Energy Projects:** \$850 per MW per year (indexed annually).
- **Battery Energy Storage (Standalone BESS in rural zone):** \$150 per MWh of storage capacity per year (indexed annually). (Note: For simplicity, the Shire may alternatively use \$250 per MW of battery power capacity as a guideline; however, if precise storage (MWh) is known, the NSW rate per MWh may be applied to ensure sufficient contribution.)

These figures are in 2023 dollars and are subject to CPI escalation each year going forward ([Benefit-Sharing Guideline](#)). The following examples demonstrate how contributions would be calculated:

- **Example 1: Mid-sized Wind Farm** – A wind farm of 50 MW capacity. Using the wind rate: 50 MW * \$1,050 = **\$52,500 per annum** initially. If the project operates 30 years, and assuming an average inflation of 2% annually, by year 30 the annual contribution would grow to around \$95,000 and the cumulative contribution over 30 years would be approximately \$2.3 million (in nominal dollars).
- **Example 2: Large Wind Farm** – A project spread over two local government areas: 300 MW of wind capacity in Shire of Narrogin (for instance). Contribution: 300 MW * \$1,050 = **\$315,000 per annum** to Narrogin ([Benefit-Sharing Guideline](#)). (If split with another Shire, each Shire's share could be proportional to number of turbines or capacity in each jurisdiction, as was done in the Sapphire Wind Farm agreement in NSW ([Benefit-Sharing Guideline](#))). Over 25-30 years, this single project would inject on the order of \$8–9 million into the local community, creating substantial legacy benefits.
- **Example 3: Solar Farm** – A 100 MW solar farm. Using the solar rate: 100 MW * \$850 = **\$85,000 per annum**. Indexed over 30 years, total contributions would exceed \$2.5 million. Even a smaller 10 MW solar farm would contribute \$8,500 per year, which could fund small community projects or accumulate for larger ones. Many solar projects also include battery components – see hybrid example below.
- **Example 4: Battery Storage Project (Standalone)** – A large standalone BESS of 200 MWh capacity (for example, 50 MW power with 4 hours storage = 200 MWh).
- Using the battery rate: 200 MWh * \$150 = **\$30,000 per annum**. If the BESS were instead calculated by MW: 50 MW * \$250 = \$12,500 – however, since 50 MW 4-hr has significant storage, the higher \$30,000 (via MWh) ensures the contribution is proportional to the facility's usefulness and impact. As battery projects become larger, the guideline may adjust, but this policy secures a baseline contribution from any storage facility.
- **Example 5: Hybrid Renewable Project** – A project combining 150 MW of wind, 50 MW of solar, and a 50 MWh battery on the same site. Contribution would be calculated for each component then summed: Wind: 150 * \$1,050 = \$157,500; Solar: 50 * \$850 = \$42,500; Battery: 50 MWh * \$150 = \$7,500. Total = **\$207,500 per annum**. If the battery is integrated (not standalone), some guidelines suggest not double-counting it ([Benefit-Sharing Guideline](#)); however, the Shire's stance is that every component should contribute unless it's clearly part of the same capacity counted elsewhere. In any case, this example project would provide over \$200k/year, which could be transformational for local community funding.
- **Alternative Capital Value Model:** For context, the Shire's advocacy mentioned a 1.5% of Capital Investment Value (CIV) as another method. If a wind farm costs, say, \$2 million per MW to build, a 50 MW wind farm costs ~\$100 million. 1.5% of \$100m is \$1.5 million. Spread over 30 years, that averages \$50,000 per year – which is in line with the \$52,500 per year from the per-MW model. Thus, the per-MW rates roughly correspond to ~1.5% of typical project capital cost, ensuring the community captures a small percentage of the project's value. The per-MW (or MWh) approach is more straightforward to administer and adjust with CPI, which is why it's used in this Policy.
- **Indexation Impact:** It's important to illustrate indexation. If inflation runs higher, the contributions will increase accordingly. For example, a \$100,000 annual contribution today at 3% inflation would be about \$242,000 in 30 years. This protects the community's benefit in real terms and avoids erosion of purchasing power.

These contributions, while significant, are generally a small fraction of a project's revenue or profit and are considered standard practice in other jurisdictions to ensure community support ([Benefit-Sharing Guideline](#)) ([WA government's wind farm development policy lagging behind, councils say - ABC News](#)). Developers in NSW, Victoria, and other states commonly enter into such agreements (sometimes called Voluntary Planning Agreements or Community Benefit Schemes) – for instance, some wind farms in NSW contribute around \$2,500 per turbine or \$1,000+ per MW per year into community funds, and many have delivered hundreds of thousands of dollars to local projects over time ([Benefit-Sharing Guideline](#)) ([Benefit-Sharing Guideline](#)). The Shire of Narrogin's policy ensures we are aligned with these best practices, neither disadvantaging our community nor placing unreasonable burdens on industry.

Allocation Example: Suppose in one year the Narrogin CEF (combined from several projects) has \$300,000 available. Per this Policy, at least \$30,000 (10%) would go into the Indigenous Nations Fund for Indigenous-led initiatives. The remaining \$270,000 could be allocated to various community projects – e.g. \$100k for upgrading a regional recreation centre, \$50k for environmental conservation projects (perhaps leverage additional grants), \$20k for youth training scholarships, \$50k in community grants to local clubs, and retain \$50k for next year or a future big project. The Indigenous Nations Fund \$30k might support, say, a cultural centre upgrade or Aboriginal youth programs in the area (guided by GKBAC rep). In subsequent years, projects would vary according to community needs, but over a decade one could imagine new playgrounds, health services expansions, tourism facilities, and educational programs all being part-funded by this stream. The cumulative effect lifts the social and economic well-being of the Shire significantly, validating the community's support for hosting renewable infrastructure.

Appendix 3 – Community Enhancement Fund (CEF) Example Agreement (Heads of Terms)

This appendix provides a high-level outline of an example agreement that could be used to formalise the Community Enhancements Fund contributions between the Shire of Narrogin and a project proponent. This is a general guide and actual terms will be subject to negotiation and legal advice.

Title: *Community Enhancement Fund Agreement (Community Benefit Deed) between Shire of Narrogin and [Proponent Company].*

Parties:

- **Shire of Narrogin** (the “Shire”), of 89 Earl Street Narrogin WA 6312.
- **[Proponent Name] Pty Ltd** (the “Proponent”), ACN [xxxxxx], registered address [xxxxx]. (This is the developer/operator of the [Name of Renewable Project]).

Background:

- The Proponent is developing the “[Project Name]” which is a [wind farm/solar farm/BESS/hybrid] with a capacity of [X MW] (and BESS capacity of Y MWh if applicable) located at [general area description] within the Shire.
- The Shire of Narrogin has a policy requiring large renewable energy projects to provide community benefit contributions to ensure local communities share in the benefits of these projects ([News Story - MEDIA RELEASE - Shire of Narrogin Calls for Unified Support for Responsible Renewable Energy Development » Shire of Narrogin](#)). The Proponent, in the interest of being a good corporate citizen and maintaining a social license to operate, has agreed to contribute to a Community Enhancement Fund for the benefit of the Shire’s community.
- This Agreement outlines the terms and conditions of the Proponent’s contributions and the Shire’s obligations in managing those contributions. It is entered into in good faith alongside the development approval for the Project.

1. Commencement and Term:

This Agreement commences on the date of signing (or upon the grant of development approval, if later) and continues for the operational life of the Project, estimated to be 30 years from the commencement of electricity generation. The term may be extended or revised by mutual agreement, for instance if the Project is repowered or its operational life is extended. If the Project is decommissioned earlier than 30 years, clause [X] on early termination will apply (generally requiring contributions up to the date of decommissioning and any final settlement of that year’s amount pro-rata).

2. Contribution Amount:

The Proponent will provide an annual monetary contribution to the Shire’s Community Enhancements Fund. The contribution for the first year of the Project’s operation is agreed to be \$[Amount], which is based on the formula of [\$1,050 per MW for wind / \$850 per MW for solar / \$150 per MWh for BESS] applied to the Project’s capacity (noting the Project consists of [A] MW of wind, [B] MW of solar, [C] MWh of storage). This base amount is in 2023 dollar value. For each subsequent year, the annual contribution will be adjusted by the CPI (All Groups, Perth) for the preceding year (or an equivalent index as agreed). The Shire will provide the Proponent with a calculation of the adjusted amount each year. If the Project’s capacity is expanded, the contribution will be recalculated accordingly (subject to a reasonable notice and agreement on start of increased payments). The contribution is exclusive of any rates or taxes – it is a separate community benefit payment, not to offset rates or other charges.

3. Payment Schedule:

Unless otherwise agreed, the Proponent shall pay the annual contribution in one instalment each year. The first payment shall be due on [date, e.g. 1 July] after the Project commences commercial operations (or within 30 days of that milestone). Thereafter, each payment is due by [date] of each year. The Shire will issue a tax invoice for each contribution. The Proponent shall pay the invoice within 30 days of receipt. Alternatively, by mutual agreement,

the annual contribution can be split into [quarterly/half-yearly] payments to facilitate cashflow (the indexation would be applied proportionally). Late payments shall accrue interest at [e.g. statutory interest rate for local govt charges] and persistent default (after notice and cure period) may trigger dispute resolution as per Clause 9.

4. Fund Management:

The Proponent's contributions will be held by the Shire in a dedicated reserve (the Community Enhancements Fund). The Shire will be responsible for administering the fund and expending monies on eligible community projects, in line with the Shire's Community Enhancements Fund Policy and this Agreement. The Shire will ensure that at least 10% of the annual contribution is earmarked for the Indigenous Nations Fund component to support Indigenous initiatives (with guidance from GKBAC). The Shire will maintain separate accounting for all contributions and expenditures under this fund. The funds will be used solely for community benefit purposes and not for the Shire's general operational costs, except for minor administrative overhead directly related to managing the fund (if any, and ideally taken from interest earnings to avoid reducing community monies). Unspent funds will roll over each year and remain available for future community projects. The Shire may invest the funds in accordance with its investment policy and the Local Government Act, with any interest earned to be added to the fund. Both parties acknowledge that using the local government to manage the funds leverages existing prudent financial management structures.

5. Fund Governance and Consultation:

The Shire will establish a governance mechanism (e.g. a committee or panel as described in the Policy) to guide how funds are used. The Proponent will be invited to nominate a representative to join the committee in an advisory or observer role. The committee will also include community representatives and at least one elected member. The committee's function is to recommend projects and allocations for the fund. The Proponent and the Shire agree to cooperate in good faith in this process, recognising the Proponent's desire to see its contributions create positive outcomes, and the Shire's role in representing community interests. The Shire will consult with the Proponent on the strategic priorities for the fund, particularly if the Proponent has relevant expertise or programs (for example, if the Proponent runs a regional STEM education program, the Shire might allocate some funds to complementary local STEM scholarships). Final decisions on fund disbursement rest with the Shire (Council), but will take into account the committee's recommendations. The Shire will also consult GKBAC or other Indigenous bodies regarding the Indigenous Fund portion. In the event the Proponent chooses to directly administer certain community programs (as part of or in addition to the contributions), this will be done in coordination with the Shire to avoid duplication and ensure alignment with community plans (such arrangements can be detailed in a Schedule to this Agreement if applicable).

6. Eligible Projects and Use of Funds:

The Agreement reaffirms that funds will be applied to projects that benefit the community within the Shire of Narrogin. A non-exhaustive list of eligible uses: community infrastructure (e.g. recreation facilities, community halls, local road safety improvements), health and wellbeing initiatives, educational and training programs (such as scholarships, apprenticeships for locals in renewables), environmental and sustainability projects (landcare, climate adaptation, etc.), arts and cultural heritage projects, events that foster community cohesion, and emergency services support. Both parties agree that funded projects should be non-controversial, broadly inclusive, and aligned with the themes set out in the Shire's strategic documents. The Proponent's branding or naming rights for facilities can be discussed on a case-by-case basis for major contributions (e.g. a "[Project Name] Community Sports Centre" refurbishment courtesy of the fund), subject to Council policies on sponsorship. The Shire will not use CEF money to cover costs that the Proponent is otherwise required to bear as a condition of development (e.g. road repairs directly caused by construction, which are dealt with via separate agreements, or compliance monitoring costs). The CEF is intended for additional community value, not mitigation of direct impacts, which are managed under other legal frameworks.

Suggested initial thematic approach areas of investment include:

- Sport & Recreation: Enhancing sport & recreation facilities, the lifeblood of rural towns;
- Health and Wellbeing: Enhancing health and wellbeing generally;
- Education and Training: Scholarships and workforce development programs;
- Environmental Initiatives: Promoting renewable adoption and conservation;

- Arts, Culture & Events: Fostering vibrant regional communities;
- Disaster Resilience and Emergency Services: Strengthening emergency services; and
- Tourism Development: Investing in attractions to drive economic growth.

7. Transparency and Reporting:

The Shire will provide an Annual Report to the Proponent each year by [date, e.g. September 30] detailing: the amount of contribution received in the past year, the projects or initiatives funded (with brief description and amount allocated to each), the balance of any unspent funds, and plans for any major carryover projects. The report will also include testimonials or outcomes where available (e.g. "X number of people benefited from the new training program funded by the CEF"). The Shire will make this information available publicly (e.g. via Council meeting minutes or website) to maintain transparency with the community ([Benefit-Sharing Guideline](#)). The Proponent is encouraged to use the information in its own sustainability reporting or media releases to highlight the community benefits delivered. Representatives of the Proponent may be invited to annual public forums or committee meetings to discuss the fund's outcomes. If the Proponent administers any portion of the community benefits (outside this fund), it will likewise report those to the Shire annually for completeness. Both parties will communicate regularly about the fund's status, and any concerns or suggestions either party has regarding the fund's operation will be discussed in good faith.

8. Recognition:

The Shire shall ensure appropriate recognition of the Proponent's contribution in line with the Policy. This includes, but is not limited to: signage or plaques on infrastructure projects funded (where practical) acknowledging the Proponent's role (e.g. "Funded by the Community Enhancements Fund from [Project Name]" and Shire logos), acknowledging the Proponent in press releases or public announcements regarding the CEF-funded projects, and inviting the Proponent's representatives to ceremonies or events inaugurating projects. The intent is to publicly credit the Proponent for its community investment, reinforcing the positive relationship. The Proponent may also choose to co-brand certain programs (for example, "[Company Name] Narrogin Community Scholarships" in partnership with the Shire). Any media produced by the Proponent referencing the fund should acknowledge the Shire's role (e.g. as administrator and partner). Both parties will agree on any signage wording or major publicity to ensure accuracy and appropriateness.

9. Default and Dispute Resolution:

If the Proponent fails to make a contribution by the due date, the Shire will notify the Proponent in writing and the Proponent must rectify the non-payment within [60] days. Failure to do so entitles the Shire to pursue legal remedies to enforce the payment (since this Agreement may be documented as a deed, it is legally enforceable). However, both parties acknowledge that maintaining a cooperative relationship is paramount. In the event of any dispute arising from this Agreement – whether about the interpretation of eligible fund uses, the adjustment of contributions, or any other matter – the parties agree to first meet and attempt to resolve the issue amicably. If needed, senior representatives (e.g. the Shire CEO and a Director of the Proponent) will engage in mediation. If a dispute cannot be resolved through negotiation or mediation within a reasonable time, either party may refer the matter to an independent arbiter or to a court with jurisdiction, although formal litigation is a last resort. This dispute clause is aimed at ensuring any disagreements do not derail the overall purpose of the fund or the relationship between the community and the project.

10. Assignment and Successors:

This Agreement binds the successors and assigns of the Proponent. If the Project (or the operating entity) is sold or transferred, the Proponent will ensure as a condition of that sale/transfer that the new owner/operator enters into a deed of novation or equivalent to assume the obligations of this Agreement. The Proponent shall notify the Shire of any impending change in ownership. The Shire's rights and obligations under this Agreement will similarly bind any amalgamated local government or a scenario where responsibilities shift (though the Shire has no intention to assign its role except as required by law). This clause ensures continuity of the community benefits regardless of ownership changes in the project over its life.

Any variation to this Agreement must be made in writing with the consent of both parties. Both parties acknowledge that the contribution rates are set based on current policy and guidelines; if in future the State of WA introduces a mandatory scheme or the Shire updates its Policy, the parties may review the terms to ensure consistency. However, any reduction in the agreed benefit to the community would not be made without a compelling justification and mutual agreement. A formal review of this Agreement shall occur at the 5-year mark (and every 5 years thereafter) to discuss its effectiveness, with adjustments made by agreement to address any issues or changed circumstances (for example, if CPI indexing dramatically changes economic value, or if the project's capacity changes). The review will also consider community feedback on the fund's performance.

Include standard legal clauses such as: Notices (how communications under the agreement are given to each party, e.g. addresses for service), Governing Law (State of Western Australia), Entire Agreement (this document constitutes the entire agreement on the subject of community contributions for this project, and supersedes any prior representations), and counterparts (if signing in multiple copies).

Signed for and on behalf of Shire of Narrogin by: Shire President & CEO Names, Shire President & CEO signatures, date and sealed if required.

Signed by an authorised representative of [Proponent Company]: Director or CEO name(s), Director or CEO signature, date.

This example agreement is a template outline and will be tailored to the specific project and negotiations. It serves to illustrate the key commitments – namely, the proponent’s promise to deliver ongoing community funding and the Shire’s role in managing those funds for maximum local benefit, in a transparent and accountable way.

[Appendix 4 – Shire of Narrogin Advocacy Statement: Renewable Industry Framework and Guidelines for Western Australian Local Governments](#)

Available [here](#)

3.17 Concessions on Commercial & Farming Properties Owner-Occupied by Pensioners/ Seniors

Responsible Executive Executive Manager Corporate & Community Services

Statutory context Local Government Act 1995
Rates and Charges (Rebates and Deferments) Act 1992
Valuation of Land Act 1978
Local Government (Financial Management) Regulations 1996

Corporate context Delegation 3.5 – Rates Record, Extensions and Objections
Delegation 3.6 – Sundry and Rate Debtors – Recovery Agreements
Delegation 3.7 – Write off of sundry and rate debts
Instruction 3.4 – Debt Recovery – Rates Debtors
Finance Procedure Manual – KCA #5 – Rates

History Adopted 23 April 2025
[Reviewed 28 May 2025](#)

Policy Objective

To set the method of calculation for pensioner rebates on properties where there is a curtilage, or dual/commercial or farmland use.

Policy Scope

This policy applies to the Manager Corporate Services, Finance Officer (Rates) and affected ratepayers.

Policy Statement

Section 28(2) of the *Rates and Charges (Rebates and Deferments) Act 1992* provides that:

“Where although land is used as the ordinary place of residence of an applicant or registered person it is not the sole use of that land, the administrative authority may apportion the prescribed charge, and any rebate allowable, according to –

- (a) the extent to which the land is so used as a place of residence; and*
- (b) any other use,*

on a basis proportionate to the respective uses.”

This provision enables an administrative authority (the Shire of Narrogin) to allow a concession, in an equitable way, to the part of the rates levied relating to the residential use of a commercial property, if the circumstances warrant. For example, if a pensioner owner-occupies a house that is on rural land also used for farmland purposes such as cropping.

This policy was created to identify the method that the Shire of Narrogin will use to calculate the pensioner rebate on curtilage/dual use commercial or farmland properties.

Principles

Concessional rebates are applied in a fair and equitable manner for all concessional ratepayers.

Provisions

A rebate shall only be applied if the resident has demonstrated they are entitled to such rebate by completing the appropriate application form, including provision of their concession details.

The Rates Officer is to verify the concession entitlement using the Centrelink Confirmation eServices for businesses, and the ratepayer's ownership of the property using a Landgate title search.

If the ratepayer is eligible the Rates Officer is to use the following method to calculate the rebate to be applied:

Rates Officer is to ascertain area of property that is solely used for residential purposes (to a maximum of 2 Ha). This involves consultation with the applicant as well as online mapping tools.

The rates levied are to be portioned based on the respective areas:

$$\left(\frac{\text{Area used for residential purposes only (Ha)}}{\text{Total area of property (Ha)}} \right) \times \text{Rates Levied (\$)} = \text{Portion of rates on which a concession can be applied(\$)}$$

For example, if the rates levied are \$2,000, the total property area is 60 Ha and the area solely used for residential purposes is 2 Ha the rates on which a concession would be applied is as follows:

$$2/60 \times 2000 = 66.67$$

The concession is to be applied on \$66.67.

If the ratepayer is a pensioner, and they are entitled to a 50% rebate, the rebate amount to be claimed from the Office of State Revenue would be \$33.34, calculated as follows:

$$66.67 \times 0.50 = 33.34$$

If the area used for residential purposes cannot be determined, then an arbitrary maximum of two (2) hectares (the house portion of the farm) is to be used as permitted by the Office of State Revenue.

The Executive Manager Corporate & Community Services is to ensure compliance with this policy.

Forms and Templates

Nil

– End of Policy

Notes

Section 4 - ORDER / PUBLIC SAFETY – Not Applicable

No Council Policies applicable to this area of operations.

Section 5 – LAW/ORDER/PUBLIC SAFETY

5.1 Bush Fire Brigades – Establishment

Responsible Executive	Executive Manager Planning & Sustainability Development & Regulatory Services	
Statutory context	Bush Fires Act 1954 – s.41 – establishment and maintenance of Brigades	
Corporate context	Nil	
History	Adopted	13 September 2016
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Updated	27 April 2022
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

- The following Council Policy Schedules are adopted, and form part of this Statement –
– Volunteer Bush Fire Brigades areas
- In accordance with the Bush Fires Act section 41(1) the following Bush Fire Brigades are established, and have the area as per Council Policy Schedule 5.1 Bush Fire Brigade areas –
 - Highbury
 - Minigin
 - Narrogin
 - Nomans Lake
 - Ockley

– End of Policy

Notes

Brigades are not incorporated organisations.

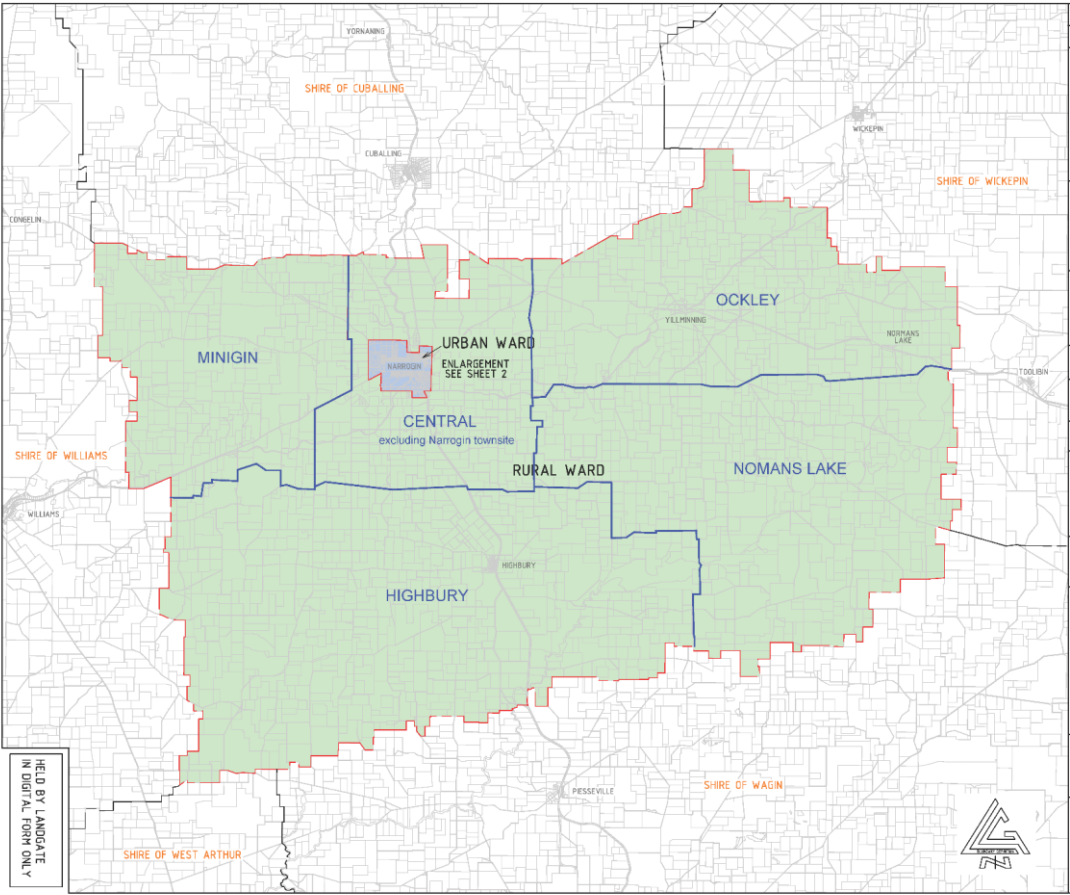
Narrogin townsite is the responsibility of the Narrogin Fire and Emergency Services Unit, and is managed by Department of Fire and Emergency Services.

Policy Schedule 5.1 – Bush Fire Brigade areas

– End of Schedule

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5.2 Bush Fire Brigades – Management

Responsible Executive	Executive Manager Planning & Sustainability Development & Regulatory Services
Statutory context	Bush Fires Act 1954 Work Health & Safety Act 2020 Shire of Narrogin Bush Fires Brigades Local Law 2017
Corporate context	Delegation 5.1 – Issue of burning permits – CEO Delegation 5.2 – Fire fighting – Emergency plant hire Delegation 5.4 – Prohibited and restricted burning periods – Variation
History	Adopted 26 April 2017 Reviewed 24 July 2019 Amended 24 September 2020 Amended 23 June 2021 Amended 27 April 2022 Amended 23 March 2023 Reviewed 26 April 2023 Reviewed 15 May 2025

Policy Statement

1. Legislative context
 - a) Bush Fires Act –
The head of power for Council and FCOs to manage all fire related matters
 - b) Work Health and Safety Act –
In place since 2020, this Act is often ignored or overlooked –
 - Organisational responsibilities include –
 - o to carry appropriate insurance
 - o to provide training, PPE, resources
 - o to make certain vehicles are safe, roadworthy, fit for task and available for use
 - o to ensure all levels of bush fire brigade volunteers and staff members act lawfully and appropriately
 - Volunteer and employee obligations include –
 - o to act to ensure their own safety and welfare, and for those they are responsible for and are around them
 - o to use PPE provided
 - o to undertake appropriate training
2. Application
 - a) While this policy specifically applies to Volunteer FCOs, where relevant, it also applies to those appointed due to their position as a Shire employee.
 - b) This policy also applies to FCOs appointed to dual roles on the nomination of other Shires.
3. Appointment of Fire Control Officers
 - a) FCOs are appointed by Council or the CEO under delegated power, usually on the nomination of an FCO Meeting.
 - b) FCOs may also be appointed on the nomination of an adjoining Shire.
 - c) In accordance with the BFB Local Law, FCOs will be appointed by Council as the Captain and First Lieutenant of each Brigade, although their authority as FCO extends throughout the Shire.
4. Term of Office
The Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer are appointed for a three year term.
5. Fire Weather Committee
 - a) This Committee is not appointed by Council, but is formed by the Chief BFCO to advise on weather conditions.
6. Allocation of WAERN radios
 - a) Vehicles – each FCO

- b) Base – each FCO, Fire Weather Committee members, Base Radio Operator (if not an FCO), Shire Office
 - c) Handhelds – Ranger, Narrogin Police, as arranged by CBFCO and CEO.
7. Training
- a) All Fire Control Officer's (FCO's) must as a minimum complete the FCO's course training within the first 12 months of being appointed and complete a refresher at least once every 10 years.
 - b) A sub-committee consisting of the Chief Bushfire Control Officer and the two (2) Deputy Chief Bushfire Control Officers, be authorised to assess volunteer fire fighters competency with regards to the Rural Fire Awareness, Bushfire Safety Awareness, and Firefighting Skills and if satisfied, to recommend to the Shire's CEO that their previous experience be accepted as Recognised Prior Learning (RPL), although FCO's should be encouraged to complete the training.
 - c) With effect from 1 October 2023:
 - i) only volunteer fire fighters that have successfully completed or have been RPL assessed for and passed the DFES approved Bushfire Safety Awareness and Firefighting Skills courses should drive or operate Shire Fire Trucks; and
 - ii) only volunteer firefighters that have recognised RPL for, or passed the DFES approved Rural Fire Awareness course, either in person or online, are eligible to be registered as an active operational (in the field) Shire Volunteer Firefighter.
8. Fire Ground Plant Operations
- a) Shire staff are not to operate any Shire plant on the fire ground unless appropriate Fire Ground Plant Operations training is completed
 - b) Authorisation of staff to utilise Shire plant on the fire ground must be obtained prior to operation from:
 - CEO;
 - EMTRS; or
 - MO.

– End of Policy

Notes

Acronyms

CBFCO	Chief Bush Fire Control Officer
CEO	Chief Executive Officer
DCBFCO	Deputy Chief Bush Fire Control Officer
EMDRS	Executive Manager Planning & Sustainability Development & Regulatory Services
EMTRS	Executive Manager Technical & Rural Services
FCO	Fire Control Officer
MO	Manager Operations
DFES	Department of Fire & Emergency Services
LGIS	Local Government Insurance Services

Other References

DFES: Bush Fire Service Training Program

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

5.3 Firebreaks and Fuel Hazard Reduction – Inspection & Prosecution

Responsible Executive	Executive Manager Planning & Sustainability Development & Regulatory Services
Statutory context	Bush Fires Act 1954 – - s.56(1) – duty of FCO to advise non-compliance Fire Breaks and Fire Hazard Reduction Notice
Corporate context	Delegation 3.6 – Sundry and Rate Debtors – Recovery and Agreements Policy 5.5 – FCO Duties
History	Adopted 26 April 2017 Reviewed 24 July 2019 Reviewed 7 June 2021 Reviewed 26 April 2023 Reviewed 15 May 2025

Policy Statement

1. Firebreaks must be installed and fuel hazard reduction measures taken each year by the date required by the Firebreaks and Fuel Hazard Reduction Notice.
2. The inspection of firebreaks is to commence not later than seven days after the required date.
3. The inspection is to be carried out by the Ranger or other person directed by the CEO, and preferably accompanied by an FCO.
4. In accordance with the Bush Fires Act s.56(1), FCO's are to report any firebreaks not in compliance to the CEO as soon as possible, for action.
5. The owner/occupier of a property found not to comply with requirements is to be sent a letter requiring compliance by a specified date not more than 10 days after inspection.
6. A second inspection of non-complying properties is to be carried out, after the specified date for compliance has elapsed.
7. Where a property remains non-compliant, the CEO is authorised without further notice, to –
 - a) issue an infringement notice, and
 - b) arrange for the carrying out of works so that the property complies, either using the Shire's own staff or contractors.
8. Where compliance has had to be arranged by the CEO, the full cost of achieving compliance, is to be recovered from the property owner either –
 - a) if completed by contractor – the cost invoiced by the contractor engaged, plus 10%, or
 - b) if completed by Shire staff and plant – at full private works rates.
9. Non-payment of an infringement notice or cost of achieving compliance is to be treated as a sundry debt, and appropriate cost recovery actions.

– End of Policy

Notes

The Firebreaks and Fire Hazard Reduction Notice –

- must be published in the Government Gazette and local public notice given in order to be enforceable,
- once published, has the effect of being a local law.

5.4 Harvest & Movement of Vehicles Bans

Responsible Executive	Executive Manager Planning & Sustainability ~~Development & Regulatory Services~~	
Statutory context	Bush Fires Act 1954 - s.14B – Powers of authorised persons and police officers during authorised periods - s.27 – Prohibition on use of tractors or engines except under certain conditions Shire of Narrogin Firebreaks and Fuel Hazard Reduction Notice	
Corporate context	Nil	
History	Adopted	26 April 2017
	Amended	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	15 May 2025

Policy Statement

- After taking advice from fire control officers as may be available or appropriate, the following persons may determine a Harvest and Movement of Vehicles Ban is to be imposed and to arrange notification (in order of authority) :
 - Chief Bush Fire Control Officer;
 - Deputy Chief Bush Fire Control Officer;
 - Chief Executive Officer;
 - Executive Manager [Planning & Sustainability](#)~~Development and Regulatory Services~~.
- Notification of Harvest and Movement of Vehicles Bans are to be notified to:
 - ABC Radio, and other radio stations broadcasting locally;
 - Department of Fire and Emergency Services, Department of Parks and Wildlife;
 - adjoining Shires;
 - message placed on the Shire of Narrogin Fire and Harvest Bans Information line (answering machine);
 - by SMS broadcast.
- On notification of a Harvest and Movement of Vehicles ban:
 - Shire plant on road reserves, in gravel pits etc outside the Narrogin townsite is to cease that activity.
 - This restriction does not apply to legal use of vehicles on constructed public roads.
 - Shire crews undertaking activities that could be considered “hot work” (chainsaw, brush cutter, slashing etc) are to cease that activity.
 - This restriction does not apply where –
 - the activity is within the Narrogin or Highbury townsite, and
 - is on green grass/vegetation or surrounded by a clear area complying with the Fire Break and Hazard Reduction Notice.
 - This exemption may be over-ridden by a Total Fire Ban, which prohibits any hot work in the open air, that may be issued by Department of Fire and Emergency Services.

– End of Policy

Notes

5.5 Fire Control Officer Duties

Responsible Executive	Executive Manager Planning & Sustainability ~~Development & Regulatory Services~~	
Statutory context	Bush Fires Act 1954	
	Work Health and Safety Act 2020	
	Shire of Narrogin Bush Fires Brigades Local Law 2017	
Corporate context	Delegation 5.4 – Prohibited and restricted burning periods – Variation	
History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	15 May 2025

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Policy Statement

1. Fighting fires is inherently dangerous. Matters within the control of each FCO, volunteer and person that add to that risk include –
 - a) absence of or inadequate management at the fire site (incident control, team leader)
 - b) failure to report to the person managing the fire, to follow their instructions
 - c) inappropriate attire
2. In the event of an emergency, an FCO is to ensure the safety of firefighters –
 - a) Incident Control is to be established appropriate to the circumstances,
 - b) Any FCO or person in charge of a fire, or any other person authorised to do so, may order away from the fire, any person not wearing adequate and appropriate attire, e.g.: inappropriate footwear, synthetic fabrics, shorts, short-sleeved shirt etc
3. In the event of an emergency, the FCO / Incident Control should provide relevant details to the Shire Office as able, in order to –
 - a) arrange support as needed,
 - b) respond to phone calls and enquiries from the community and others,
 - c) issue SMS broadcast if necessary.
4. Fire reports
The appropriate FCO is to submit a written report on the forms supplied by the Shire, of any uncontrolled fires in their area.

– End of Policy

Notes

Refer Bush Fires Act s.39, s.56

5.6 Fire Fighting – Emergency plant hire

Responsible Executive	Executive Manager Planning & Sustainability ~~Development & Regulatory Services~~
Statutory context	Local Government Act 1995 – - s.6.8(1)(c) – authorisation of unbudgeted expenditure in an emergency Bush Fires Act 1954 – - s.38(3)(4)(5) – appointed BFCO's may exercise specific authorities given to them Work Health and Safety Act 2020
Corporate context	Shire of Narrogin Bush Fires Brigades Local Law 2017
History	Delegation 5.4 – Prohibited and restricted burning periods – Variation Former Delegation 12 July 2016 Adopted as Policy 26 April 2017 Reviewed 7 June 2021 Reviewed 26 April 2023 Reviewed 15 May 2025

Policy Statement

1. Approval is given to commit expenditure for the private hire of plant and equipment necessary for the efficient fighting and control of fires.
2. Person who may give approval for private hire of plant and equipment are –
 - a) Chief Executive Officer
 - b) Executive Manager Corporate & Community Services
 - c) Executive Manager [Planning & Sustainability](#)~~Development & Regulatory Services~~
 - d) Executive Manager Technical & Rural Services
 - e) Manager Operations
 - f) Rangers

– End of Policy

Notes

Any approval to be sought is an administrative function for expenditure purposes only, and does not extend to giving of operational instructions.

Where possible, the person is to seek advice from the senior FCO at the fire, and approval from the CEO or an Executive Manager. However, since this policy will only be used in emergency situations, it is acknowledged that this may not be possible.

Adequate resources to fight a fire, for the safety of fire fighters, and for the protection of life and property have the highest priority, and are not to be unnecessarily jeopardised by delay.

5.7 Donation of Funds to Emergency Services and Disaster Recovery

Responsible Executive	Chief Executive Officer	
Statutory context	Local Government Act 1995	
	s.6.2 – Local government to prepare annual budget	
	S.6.8 – Expenditure from municipal fund not included in annual budget	
Corporate context	Executive Instruction 3.8 – Financial Reserves	
History	Adopted	28 February 2024
	Reviewed	15 May 2025

Policy Objective

To establish clear guidelines for the allocation of funds to different tiers of emergencies and outline the budgetary provision for annual donations, ensuring responsible financial assistance to address local, state and national emergencies while creating a reserve for future needs.

Budgetary Provisions:

Local and Intrastate Emergency/Disaster:

Up to \$10,000 will be considered by the Council in its annual budget deliberations to be allocated for local and intrastate emergencies or disasters. Requests for assistance will be referred to the Council and be considered on their merits and should generally be triggered by a written request and or it being recognised by the City of Perth's Lord Mayor's Distress Relief Fund and payable to that fund and administered by the City of Perth. The Lord Mayor's Distress Relief Fund (LMDRF) is Western Australia's official State emergency fund.

National Emergency/Disaster:

Up to \$5,000 will be considered by the Council in its annual budget deliberations to be allocated for interstate or national emergencies or disasters. Requests for assistance will be referred to the Council and be considered on their merits and should generally be triggered by a written request from a recognised tax deductible gift recipient so endorsed (or officially recognised) by the Australian Taxation Office (ATO) and payable to the requesting entity to administer.

International Emergency/Disaster:

No provision for international emergencies or disasters. Requests of such nature should be referred to the respective State and Federal Governments for appropriate action.

Unspent Funds:

At the end of any financial year where there might be unspent funds from the allocated budgets for emergencies and disasters, the Administration is to transfer such funds to the Shire's Natural Disaster Fund Reserve set up for unspent allocations and able to be drawn upon by the Council through resolution in accordance with this policy and or to meet the Council's own minimum funding contributions required towards any State approved Disaster Recovery Funding Arrangements (DRFA) (formerly WANDRRA).

Forms and Templates

Nil

– End of Policy

Notes

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

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Section 6 - ENVIRONMENTAL HEALTH / FOOD

6.1 Itinerant Vendor Policy

Responsible Executive	Executive Manager Planning & Sustainability Development & Regulatory Services	
Statutory context	Local Government Act 1995	
	Public Places and Local Government Property Local Law 2016	
	Food Act 2008	
	Food Regulations 2009	
	Food Safety Standards 3.2.2 and 3.2.3	
Corporate context	Council's Planning Scheme current at that time – currently the Former Town of Narrogin Town Planning Scheme No. 2 and the Former Shire of Narrogin Town Planning Scheme No. 2	
	Shire of Narrogin Strategic Community Plan.	
History	Adopted	28 April 2020
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	15 May 2025

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Policy Statement

The Shire of Narrogin:

- Encourages the use of parks and reserves for itinerant vending activities as a means of enhancing community activity that flows from the activation of community public spaces;
- Encourages business proprietors to activate parks and reserves with appropriate itinerant vending activities;
- Recognises that granted rights over the relevant public space does not exclude the general public from using that public space;
- Supports Itinerant Vendors who consider the needs of all users of the area, including consumers and pedestrians; and
- Supports Itinerant Vendors selling food who practice safe food handling in accordance with the *Food Act 2008*, *Food Regulations 2009* and *Food Safety Standards*.

Policy objectives

To allow outdoor unique and high quality itinerant vending activities in a manner that improves access, usage, quality and image of the Shire's public areas whilst managing the competing needs and interests of the public, pedestrians, consumers and local business proprietors.

Policy scope

This policy applies to all itinerant vending businesses that wish to operate within the Shire's local government area. Where it is proposed to sell food a minimum setback is required from an existing fixed food premises. This policy does not apply to events approved by the Shire.

Summary

An Itinerant Vending Licence (Licence) is required prior to operating as an itinerate vendor. The Licence is only valid in the park or reserve nominated on the licence. The parks and reserves where itinerate vending is permitted are listed in Schedule One. Planning approval may be required, from the Shire, should itinerate vending be proposed on land not mentioned in Schedule One. Licences can be either day specific (one off) or an annual licence. Licences are obtained from the Shire's Environmental Health Services, Development and Regulatory Services Department.

Making an application

To be able to operate as an Itinerant Vendor the applicant is to:

1. Submit a current Public Liability insurance certificate of cover. For further information refer to the Public Risk Management section below;
2. Ensure they are compliant with local laws and this policy's objectives and requirements;
3. For a food business, be a registered food business within the State of Western Australia and hold a current Food Business Registration Certificate;
4. Pay the application Fees (as per the Shire of Narrogin's Fees and Charges schedule as current at that time) – determined annually by Council;
5. Nominate the park or reserve which they wish to trade and indicate the approximate location within that park or reserve, trading dates and times; and
6. Submit a completed application form, together with applicable fees, if any, to the Shire of Narrogin, 89 Earl Street, Narrogin WA 6312 or by email enquiries@narrogin.wa.gov.au.

Licences

Licences will only be issued to applicants after a written application has been made. Completed applications will be assessed by the Shire's Environmental Health Officer. All applications will be assessed against the Assessment Criteria.

Location and siting

Trading by Itinerant Vendors is only permitted in the parks and reserves listed in Schedule One.

General location and siting requirements include:

- Itinerant vendor, if a mobile food van, is not to be placed within 100 metres of a fixed or permanent Food Business;
- Itinerant vending is not to impede pedestrian access including prams, wheelchair and mobility scooter access;
- Itinerant Vending, where food is sold is not permitted within the Central Business District (CBD) zone; and
- Itinerant vending will not be supported for activities where vehicle size or layout may compromise public access, circulation, safety, or other park or street activities. Should concerns be raised by local businesses or the community regarding the operation or location of an Itinerant Vendor, the Shire may require the Itinerant Vendor to relocate.

Maintenance and cleaning

The Itinerant Vendor is required to comply with all maintenance and cleaning aspects of the entire operation, including the conditions of the Licence. The following requirements also apply:

1. The Itinerant Vendor's Vehicles and fixtures must be kept in a safe, well maintained and road worthy condition at all times;
2. The trading area (including food preparation areas) must be regularly cleaned during all hours of operation presenting a well-cared for image and free of refuse and litter;
3. No waste or litter may be disposed of into the Shire's refuse bins;
4. Licence holders must provide bins for their own and their patrons use and remove such waste to a licenced waste management facility under the control of the Shire at the Licence Holders cost; and
5. The Licence Holder is responsible for the care, appearance, maintenance and operation of their activity area and the effect on other park, reserve and street activities. It must be understood that the trading zone remains a public space. This means that operators and patrons do not have exclusive occupancy of this area.

Assessment criteria and licence conditions:

The Licence Holder is advised that:

1. Permanent fixtures and elements are not permitted;
2. Trading times are to be between 7:00am and 9:00pm, 7 days per week;
3. Following trade, the Itinerant Vendor's vehicle and all related temporary fixtures must be removed from the site;
4. The Licence Holder must have a vehicle whose presentation contributes to the character and amenity of the area;
5. Only vehicles with a maximum weight of up to 2 tonnes will be permitted on a park or reserve;
6. Any fixtures relating to the itinerant vending (for example: signs, umbrellas, waste bins etc) should be sturdy and windproof, made of quality materials and be well designed and constructed to be safe to use, without sharp edges or other features likely to cause injury;
7. The Licence Holder must not obstruct, cover, remove, relocate or modify trees, public art, benches, refuse bins or other Shire owned infrastructure as a result of itinerant vending activities;
8. The Licence Holder must not sell alcohol or tobacco products at any time;
9. The Licence Holder must ensure all advertising is fixed to the vehicle and does not encroach onto the public space;
10. The Licence Holder is restricted to trade ONLY in the park or reserve nominated in the Licence – refer to Schedule One of this policy for permitted locations;
11. Fixtures must not be placed anywhere by the Licence Holder where they present a barrier and/or danger to pedestrians crossing the street or kerbside usage by motorists;
12. The Licence Holder and the Licence Holder's vehicle and/or fixtures must not be positioned where they would block access to service covers and existing services;
13. All items belonging to the Licence Holder positioned within their trading zone are the Licence Holders responsibility;
14. The Licence Holder must vacate the site when trading has ceased for the day;
15. The Licence Holder is responsible for their own security and the security of their site area;
16. The Licence Holder's vehicle and/or fixtures are to be self-contained and self-sufficient and must not require external power, gas, sewer or water connections;
17. The Licence Holder is permitted to play background music provided the noise levels comply with the Assigned Levels prescribed in the *Environmental Protection (Noise) Regulations 1997*;
18. If operating generators, the Licence Holder must ensure that the noise level of the generator complies with the Assigned Levels in the *Environmental Protection (Noise) Regulations 1997*;
19. Should justified complaints be received regarding noise, including amplified music, generators or other operational noise from itinerant vending activities, the Shire reserves the right to prohibit the emission of noise from that site;
20. The Licence Holder and the Licence Holder's vehicle and fixtures are to be sited at least 15 metres away from a road or footpath construction zone during the period of the project;
21. The Licence Holder is strongly encouraged to provide seating for patrons in trading areas, where there is sufficient space;
22. When a community event, approved by the Shire, is being held within the trading area (for example community fairs and concerts), any Itinerant Vending licences allocated to that park or reserve will be rendered null and void for the duration of that event;
23. Licences will only will only be granted for a period of up to 12 months. The licence is to be renewed annually with all licences expiring on 30 June of each year; and
24. The Licence Holder must at all times comply with the Act and the local laws.

Conditions for itinerant food vendors

Itinerant Vendors who intend to sell food are only permitted to trade within the Shire if the following requirements are met:

1. The Itinerant Vendor must hold a valid Shire of Narrogin Itinerant Vending Licence;
2. The itinerant Vendor must hold a current *Food Act 2008* Food Business Registration Certificate from a Western Australian Local Government;
3. Mobile food vans are not to be placed within 100 metres of a fixed or permanent Food Business or within the town of Narrogin CBD;
4. Licence holders selling food are to ensure that all food products are kept under lock and key at all times when the vending unit is not attended (for example: for bathroom breaks); and
5. Itinerant vehicles and marques must be self-sufficient and not require an external power, water, sewer or gas connection.

Public Risk Management

1. Licence Holders must take out and keep current public and product liability insurance policy in the names of the Shire of Narrogin and the Licence Holder, indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the use of the local government property by the Itinerant Vendor. The indemnity insurance policy must be for the amount of at least TEN MILLION DOLLARS (\$10,000,000) and must cover injury, loss or damage to persons or property arising out of the activity carried out under this Licence or the granting of this Licence by the Shire. A lesser amount of public and product liability insurance might be accepted by the Shire but this decision will be subject to a risk assessment process. A Certificate of Currency for the policy must accompany the application or renewal of an 'Itinerant Vending Licence';
2. Safety measures may be required in trading zones and will be assessed on a case-by-case basis by the Shire. If public safety cannot be reasonably addressed, licences will not be issued. It is the Licence Holders responsibility to ensure that the public remain safe in their licenced area;
3. BBQs, grills and heat sources must be protected to prevent public access and accidental burning and fire risk. External BBQs, grills and other heat sources using a naked flame will be banned from use during fire bans;
4. Licence holders are required to comply with all work place Safety and Health legislation as well as Public Health and food safety aspects of the entire operation as required by the legislation; and
5. The Licence Holder assumes responsibility for any liability issues which arise from their itinerant vending activities.

Compliance

Failure to comply with this policy may result in the cancelation of the Itinerant Vending Licence or an existing licence not being renewed, as provided in the *Public Places and Local Government Property Local Law 2016*.

Objection and review rights

Division 1 of Part 9 of the Act applies to a decision under the local law and this policy in respect of the grant, renewal, transfer, amendment, suspension or cancellation of a licence or consent

Forms and Templates

Itinerant Vendor Application (See <https://www.narrogin.wa.gov.au/documents/forms/>.)

– End of Policy

SCHEDULE ONE

Parks and reserves within the Shire of Narrogin where Itinerant Vending is permitted with an Itinerant Vending Licence:

Gnarojin Park – south of the Skate Park area;

Memorial Park – adjacent to the Court House;

Clayton Road – carpark adjacent to the entrance to the Race and Pace track entrance;

Clayton Road – carpark adjacent to the Narrogin Regional Leisure Centre; and

Lions Park – in the car park area off Leake Street.

6.2 Healthy Eating Policy

Responsible Executive	Executive Manager Planning & Sustainability Development & Regulatory Services	
Statutory context	Public Health Act 2016, Section 16	
Corporate context	Shire of Narrogin Local Public Health Plan 2021-2026.	
History	Adopted	24 November 2021
	Reviewed	26 April 2023
	Reviewed	15 May 2025

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Policy Statement

The Healthy Eating Policy will guide the Shire in advocating and or providing opportunities for the local community to access healthy and fresh foods, for the community to embrace healthy eating and nutritious food and to support local produce and businesses. This is consistent with the Council's vision of providing prosperity and growth as a regional centre.

The Shire of Narrogin recognises the impact healthy fresh food and good nutrition can have on residents' lives and the community in that it contributes positively to physical and mental health. In addition, a focus on food in a wider context such as food security, food systems and an awareness of the culinary aspects of food can strengthen the local economy and foster cultural and social connection.

The Shire of Narrogin is committed to improving the health and wellbeing of its community through promoting a food system that is secure, healthy, sustainable, thriving and socially inclusive.

This Policy provides a vision and framework to guide coordinated action and decision making to ensure sufficient access to good food, now and into the future which meets the identified needs of the community.

A whole of Council collaborative approach will be applied to all aspects of delivering the Healthy Eating Policy - in researching, planning, designing, establishing, maintaining, operating and promoting opportunities for healthy eating, food security and support for local businesses. This Policy should be read in partnership with the Active Narrogin Policy.

The Healthy Eating Policy will drive the development of strong partnerships with various levels of government, external agencies and the private sector, so that the Shire's investment in the food sector and healthy eating can be leveraged and maximised by the community.

Policy Principles

The following guiding principles underpin this Policy. They are statements that articulate Council's shared values and serve as a basis for integrated decision making. The areas covered in the Policy are local food production and promotion and the need to create a demand for healthy food through awareness and education. The Policy also aims to ensure opportunities are available for all residents to access affordable healthy food options in order to achieve and sustain better health outcomes and a higher quality of life.

Advocacy

Council and the Shire continues to lead by example through the food that it purchases and makes available at functions and community events and by advocating for healthy food to be integrated in policies at all levels of government.

Health and Wellbeing for All

Opportunities will be explored to be engaged in the promotion of local food production and learning new skills to prepare healthy foods in the Shire are available to all people, regardless of age, cultural background, socio economic status or ability. In some instances, this may result in programs and initiatives which target specific population groups, to support all members of the community increasing their potential for good health and wellbeing.

Working with Partners

Council and the Shire forges workable and negotiable partnerships with other levels of government, agencies, and local community groups to ensure a range of opportunities are available for people to increase their awareness and levels of healthy eating and to support local produce.

An Informed and Educated Community

Council and the Shire communicates via a range of mediums to reach a broad cross section of the community and to ensure that people are fully aware of what options are available to choose, grow, prepare and serve nutritious and healthy food.

The Shire acknowledges that pursuing a healthy lifestyle starts with having an understanding of the short and long term health and wellbeing benefits of healthy eating.

Policy Objectives

The Shire of Narrogin will encourage and promote healthy eating through:

- Continuing to support the Narrogin Community Garden and expanding community garden programs, utilising a range of management models.
- Supporting the development of farmers markets.
- Developing community partnerships to provide low-cost or no-cost cooking supplies, cooking classes and nutrition education and information.
- Investigating the development of publicised awards for corner stores/cafes/food premises that offer healthy foods in conjunction with Environmental Health and other external agencies.
- Developing healthy catering options for the Shire which applies to all Shire managed facilities and meetings.
- Encouraging sporting and community organisations to provide healthy options at canteens through these of social marketing and local recognition strategies.
- Encouraging community events and festivals to have healthy food options available.
- Developing a localised healthy eating campaign focused on a specific local food product.
- Continuing to ensure the provision of safe food by regulation.
- Increasing the opportunities for residents, visitors and tourists to purchase local and regionally-produced food.
- Investigating the need to transport vulnerable groups to shops to enable them to purchase weekly groceries.
- Developing and maintaining annual and ongoing calendars to residents indicating key activities, services and information to support health and wellbeing initiatives.

Review

Council's strategies on increasing healthy food will be reviewed from time to time to ensure changing trends and needs are considered and the response to excess weight, especially obesity, as a major risk factor for cardiovascular disease and other chronic health conditions, engages appropriate and relevant stakeholders and the wider community.

– End of Policy

Responsible Executive	Executive Manager Corporate & Community Services	
Statutory context	Public Health Act 2016, Section 16	
Corporate context	Shire of Narrogin Local Public Health Plan 2021-2026.	
History	Adopted	24 November 2021
	Reviewed	26 April 2023
	Reviewed	15 May 2025

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The Active Narrogin Policy will guide Council's provision of opportunities for the community to be active, improve and maintain their health, and participate in structured and unstructured recreation and community sports activities, consistent with Council's vision of providing prosperity and growth as a regional centre.

This Policy will inform the provision of recreation and sport facilities, delivery of programs and events and the creation of new open public spaces within the Shire, enabling community engagement in an active and healthy lifestyle.

The Active Narrogin Policy will drive development of strong partnerships with various levels of government, external agencies and the private sector, so that Council's investment in physical activity can be leveraged and maximised by the community.

The following guiding principles underpin this Policy. They are statements expressing Council's shared values to inform shared decision-making with partner agencies, for delivering physical activity opportunities and promoting an active lifestyle in the community.

Council continues to provide the Narrogin Regional Leisure Centre as a multi-purpose facility that achieves multiple outcomes and aims to achieve maximum participation by the community.

Health and Wellbeing for All

Diverse recreation and sport opportunities are provided to meet the community's needs and interests. The Shire understands that not all residents wish to participate in organised sports and will continue to promote recreational opportunities appealing to a wide range of residents.

Council and the Shire forges strong and sustainable partnerships with other levels of government, agencies, local community groups and sporting clubs to ensure a comprehensive range of opportunities are available for people to increase their levels and improve their health and wellbeing.

An Informed and Educated Community

Council and the Shire communicates via a range of mediums to reach a broad cross-section of the community, and to ensure that people are fully aware of available recreation and sporting opportunities in the Shire

The Shire is aware that pursuing an active and healthy lifestyle starts with an understanding of the short and long term health and wellbeing benefits of being physically active.

Policy Objectives

The Shire of Narrogin will encourage and promote physical activity through:

- Identifying and monitoring the current and future physical activity needs of the community in partnership with relevant stakeholders.
- Ensuring a safe environment, facilities and services to encourage physical activity.
- Providing unstructured recreation facilities and associated facilities, and security lighting for those facilities around the Shire.
- Providing reserves and facilities for structured community sport and recreation. Supporting sporting clubs and club development.
- Promoting shared and multi-use of community facilities.
- Offer a range of programs, activities and services from the Narrogin Regional Leisure Centre.
- Linking community structured sport and recreation activities with existing and new Leisure Centre-based programs and services. Increasing the community's knowledge and understanding of the health and social benefits of physical activity.
- Encouraging increased physical activity through active forms of transport, such as bicycle riding.
- Building partnerships with internal/external agencies to promote the use of existing and future community assets.
- Developing and maintaining an annual calendar to residents indicating key activities, services and information to support health and wellbeing initiatives.

Review

Council's strategies in relation to this Policy will be reviewed from time to time to ensure changing trends and needs are considered and appropriate and relevant responses to the needs of the community to encourage physical activity continue to be developed in consultation with the stakeholders and the wider community

– End of Policy

6.4 Alcohol and Drug Policy

Responsible Executive	Executive Manager Planning & Sustainability ~~Development & Regulatory Services~~	
Statutory context	Public Health Act 2016, Section 16	
Corporate context	Shire of Narrogin Local Public Health Plan 2021-2026.	
History	Adopted	24 November 2021
	Reviewed	26 April 2023
	Reviewed	15 May 2025

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Policy Statement

The Alcohol and Drug Policy will guide Council's provision of advocacy and services to minimise harm from alcohol and drugs. This Policy identifies the Shire's role in minimising the negative impacts of alcohol and drug use on the local community. It formalises Council's agreement to a harm minimisation approach and demonstrates Council's commitment to create partnerships with other agencies to address community concerns.

Whilst the Shire of Narrogin has an important role to play in addressing the harm associated with drug and alcohol use, effective efforts need to be community wide.

Other than having an advocacy role, the Shire of Narrogin will facilitate and coordinate key stakeholders within the local government area to address alcohol management relating to legislative and planning responsibilities in areas such as development approvals for liquor licence venues, interventions and objections to licence applications, event risk management processes, provision of Section 39 and Section 40 (Liquor Control Act) certificate approvals, sport and community club alcohol policies and public building approvals and conditions.

The purpose of this Policy is to provide an overarching framework to guide thought and action in relation to alcohol and drug issues in the Shire.

Policy Principles

The following guiding principles underpin this Policy. They are statements expressing Council's shared values and serve to inform decision-making with partner agencies to address alcohol and drug use, and related issues.

Reducing Supply

The Shire commits to strategies designed to prevent the uptake of harmful alcohol and drug use, including prevention and early intervention, in discussion with partner agencies.

Health and Wellbeing for All

The Shire understands that drug and alcohol use are not just health issues but also impact on social and mental health. The Shire uses evidence-based information to provide a whole-of-community and population health approach to these important issues. Alcohol and drug strategies will target all residents, including cultural and linguistically diverse and Indigenous populations.

An Informed and Educated Community

Council communicates via a range of mediums to reach a broad cross section of the community to ensure that people are fully aware of the negative effects of excessive alcohol and drug use.

The Shire is aware that pursuing a healthy lifestyle includes having an understanding of the short and long-term harm associated with alcohol consumption and drug use.

Working with Partners

The Shire forges strong and sustainable partnerships with other levels of government, agencies and local Alcohol and Drug support agencies to ensure a comprehensive range of opportunities and services are available for people to minimise harm from alcohol and drug use.

Policy Objectives

The Shire of Narrogin will encourage and promote alcohol and drug harm minimisation through:

- Accepting Council's role in providing leadership and coordination in ensuring comprehensive and balanced responses to alcohol and drug issues.
- Acknowledging that Council is not a direct provider of alcohol and drug support programs/initiatives, but is a strong advocate for the provision of appropriate services in the Shire.
- Stimulating and progressing community discussion of issues related to alcohol and drugs, through Council and Shire representation on relevant committees and forums.
- Committing to the Shire providing public health and safety services (e.g. sharps containers) to minimise the impacts of syringe use in the Shire.
- Planning community events from time to time that are alcohol free.
- Collaborating with all levels of government and community agencies to ensure effective, co-ordinated responses to alcohol and drug issues.
- Maintaining a commitment to addressing urban design and development assessment processes, which impact on alcohol and drug availability, supply and use.
- Providing a range of activities which foster skills through information, education, health promotion programs, community action and supportive environments, as well as diversionary activities for young and vulnerable populations.
- Building organisational capacity to incorporate harm minimisation principles in workplace systems, including a staff alcohol and drug policy.
- Developing and maintaining an annual and ongoing calendars to residents indicating key activities, services and information to support health and wellbeing initiatives.

Review

Council's strategies relating to its drug and alcohol response will be reviewed from time to time to ensure changing trends and needs are considered, and its response to alcohol and drug issues engages appropriate and relevant stakeholders and the wider community.

– End of Policy

6.5 Environmental Health Policy

Responsible Executive	Executive Manager Planning & Sustainability Development & Regulatory Services	
Statutory context	Public Health Act 2016, Section 16	
Corporate context	Local Public Health Plan 2021-2026	
History	Adopted	22 February 2023
	Reviewed	26 April 2023
	Reviewed	15 May 2025

Policy Statement

This Environmental Health Policy (the Policy) outlines the objectives, principles, and approach to managing environmental health matters in the Shire of Narrogin (SoN) area.

The Policy supplements the SoN Public Health Plan 2021-2026 and sets out:

- Environmental health responsibilities at Commonwealth, State, and Local Government level;
- Principles for environmental health in the SoN area; and
- Priorities for dealing with environmental health matters in the SoN area.

Responsibilities

Environmental health practice is about creating and maintaining environments that promote good public health outcomes within the community, including addressing behaviours that impact on these factors. Environmental health also includes environmental protection at the interface between people and the environment, including management of air quality, waste, waterways, and noise.

Managing environmental health is the responsibility of all community members, businesses, and all tiers of government in Australia.

Federal

The National Environmental Health Council (enHealth) is the peak national environmental health advisory group. enHealth consists of members of relevant Commonwealth, State, and Territory health Departments, the New Zealand Ministry of Health, and the National Health and Medical Research Council. EnHealth provides national leadership on environmental health issues and implements the Australian National Environmental Health Strategy.

State

The Environmental Health Directorate (the EHD) of the WA Department of Health, Public and Aboriginal Health Division, is the government sector with responsibility for maintaining public and environmental health standards across WA. EHD main role is to ensure appropriate management strategies, such as legislation, guidelines, surveillance, monitoring and public education, are in place to prevent disease, illness, injury, disability, and premature death arising from environmental exposures and other environmental health impacts.

Local

Local Governments have statutory responsibilities for promoting standards of environmental health within their area through the administration of legislation, provision of environmental health services and community education initiatives.

Principles

SoN work directly with our community to prevent and reduce incidences of disease, illness, and harm, by undertaking activities which support a healthy environment for all community members. In dealing with environmental health matters, SoN provide these services by:

- Undertaking activities and services in order of risk-based approach.
- Balancing the needs of the built environment and economic development with the health of our community.

- Creating and maintaining an environment that promotes good public health outcomes by assessing and controlling factors that will prevent and reduce the incidence of disease, illness, or harm in our community.
- Working in collaboration with State Government and industry to create and implement initiatives which aim to improve levels of voluntary compliance with relevant legislative obligations.
- Providing access to educational materials for our community and industry to increase understanding of relevant legislative obligations.
- Developing and maintaining standard operating procedures that support consistent and effective routine monitoring, management of complaints, and identification of emerging issues.

Other Useful Documents

Related Documents

- *Shire of Narrogin Community Strategic Plan 2017 - 2027*

Relevant Legislation

- *Public Health Act 2016*
- *Food Act 2008*
- *Health (Miscellaneous Provisions) Act 1911*
- *Local Government Act 1995*
- *Tobacco Product Control Act 2006*
- *Environmental Protection Act 1985*
- *Liquor Control Act 1988*
- *Contaminated Sites Act 2003*
- *Shire of Narrogin Health Law 2022*

– End of Policy

6.6 Approval for Venues for Sporting, Cultural or Entertainment Events: Regulation 18 and 19B Policy

Responsible Executive	Executive Manager Planning & Sustainability Development & Regulatory Services	
Statutory context	<i>Environmental Protection Act 1986 and the Environmental Protection (Noise) Regulations 1997, Delegation to the Shire's CEO, No. 112, gazetted 20/12/2013.</i>	
Corporate context	Council Policy	
History	Adopted	22 February 2023
	Reviewed	26 April 2023
	Reviewed	15 May 2025

Policy Scope

The Council recognises the economic / social and cultural value derived from sporting, cultural or entertainment events. This policy is to ensure a balance between the Council's commitment to be a vibrant events centre and its vision of being a leading regional economic driver and a socially interactive and inclusive community, in operating under its delegations to approve public events and outdoor entertainment venues in accordance with the *Environmental Protection (Noise) Regulations 1997* (the regulations).

Noise is managed under the provisions of the *Environmental Protection (Noise) Regulations 1997*, which allow different noise levels dependant on the type of premises receiving the noise (residential / noise sensitive, commercial / or Industrial) and the surrounding land uses and traffic volume on nearby roads.

The regulations provide for events that would exceed the permitted levels for events such as concerts, sporting and community activities to gain conditional approved by the CEO in the form of a Regulation 16 approval for community events, a Regulation 18 approval for one-off events and Regulation 19B approval for events held at entertainment venues.

This Policy is to address permanent venues which propose to hold regular outdoor concerts and events that would produce noise in excess of the levels permitted under the regulations. Other venues while not excluded from applying for a Regulation 19B approval are expected to comply with the noise levels prescribed or apply for Regulation 18 approvals for special events.

This policy is not intended to apply to venues that are substantially indoors who should manage their noise emissions via appropriate venue management and application of suitable noise attenuation.

Policy Statement

This policy is provided to inform the CEO of the Council's acceptability criteria for applications to approve Venues under Part 2, Division 7 of the *Environmental Protection (Noise) Regulations 1997*, acting as a submission to the CEO for their consideration. It is acknowledged that the CEO alone is delegated by the Chief Executive Officer of the Department of Water and Environmental Regulation to consider and approve applications for Venues under Part 2, Division 7 of the *Environmental Protection (Noise) Regulations 1997*.

The policy also allows the delegate CEO to approve an event if they are satisfied that its noise emissions would exceed the assigned levels and it would lose its character and usefulness if it had to meet the assigned levels. The delegate CEO can approve up to two events per year at one venue, and additional events if satisfied the majority of the affected residents have no objection to the holding of the extra events.

Policy principles

In considering applications submitted under Regulation 18 and 19B the Shire will be guided by the following principles which address issues not clearly defined in the regulations and may be specifically applicable to the Shire of Narrogin, considering population density and proximity of residential premises to entertainment venues of various types:

- Cumulative impact - the proximity of a Venue application to other Venues which already have an approval under Regulation 19B or are the subject of another current application will be taken into consideration. Where a 1km radius around a Venue overlaps with the 1km radius around another approved or currently proposed Venue, the cumulative noise impacts on noise sensitive premises within the overlap area will be given particular weight in assessing an application. Noise modelling will be considered when assessing venues that may jointly impact noise sensitive premises;
- Precautionary principle - where a Venue has not previously been the subject of an approval under Regulation 19B or Regulation 18, the Shire may limit the duration of an initial approval to not more than 3 years;
- Precautionary principle - limit the number of notifiable events permitted to be held in any 12 month financial year. Consideration will be given to the spread of events throughout each 12 month period, balancing traditional demand for more events in the spring months against excessive impacts on local communities from multiple events in a short span of time;
- Precautionary principle - limit the event duration to a maximum of 8 hours with a strict 10 pm noise curfew for events held on Sunday - Thursday, and a strict 10:59 pm noise curfew for events held on Friday - Saturday. Event proposals that wish to exceed the event period of 8 hours and/or curfew time to submit a separate Regulation 18 application. If approved this approval will count as 1 of the approved Regulation 19B events;
- Precautionary principle - limit line and sound check for a period of 2 hours after 10 am on the day of the event. Sound checks to be limited to PA testing and noise limit assessing, not used for extended band practice and or jamming.

Application Requirements

An application for Venue Approval is required to be made by the Venue / Organiser to the CEO of the Shire in accordance with the requirements of the Regulations and with any supporting documents the applicant may see as relevant and that the CEO may request.

Fees

Fees associated with the application need to be proportionate with the cost of assessing and processing the application. The regulation recommends that an application for approval is to be made at least 60 days before the event and be accompanied by a fee of \$1,000.

An application for approval may be made between 21 and 59 days of the event if the application is accompanied by the application fee of \$1,000 in addition to a late fee, equal to one quarter of the application fee. An application may be made less than 21 days before the event if, in addition to receiving the application fee and late fee, the delegate CEO is satisfied that there are exceptional circumstances for the application not being made earlier.

Notwithstanding the above, the delegate CEO may, in his or her discretion, waive or reduce the application fee. If a late fee is applicable to the circumstances, the late fee remains equal to a quarter of the application fee. For example, if a delegate CEO decides to reduce the application fee for a community event to \$100 and a late fee is applicable, the late fee will be \$25.

Definitions and abbreviations

CEO - The Chief Executive Officer of the Shire of Narrogin

Act - The Environmental Protection Act 1986.

Regulations - The Environmental Protection (Noise) Regulations 1997.

Venue - permanent premises which propose to hold regular outdoor concerts and events that would produce noise in excess of those permitted under the regulations and for which noise cannot be controlled by venue attenuation or other noise management procedures.

Notifiable event means a sporting/ cultural or entertainment event that —

- is open to the public; and
- is likely to result in noise emissions, other than community noise, that do not comply with the standard prescribed under regulation 7; and

- (c) is not an approved event or an event for which application for approval under regulation 18 has been made.

The CEO of the Local Government has been delegated powers under the Regulations to approve applications to emit noise / from sporting, cultural and entertainment events, exceeding the standard set by the Regulations.

Relevant Documents

- *Guide to management of noise from sporting, cultural and entertainment venues Environmental Protection (Noise) Regulations 1997.*

– End of Policy

Section 7 - COMMUNITY SERVICES

7.1 Narrogin Regional Homecare – Management

Responsible Executive Executive Manager Corporate & Community Services

Statutory context Local Government Act 1995
Quality and Safety Commission Aged Care Standards

Corporate context Nil

History

Adopted	26 April 2017
Reviewed	24 July 2019
Amended	23 June 2021
Reviewed	26 April 2023

[Reviewed 15 May 2025](#)

Policy Statement

1. Narrogin Regional Homecare is to maintain a detailed Procedures Manual compliant with the requirements of the Health Department of WA and Aged Care Standards.
2. Compliance with the Manual is a condition of engagement as an employee or volunteer of Narrogin Home Care.
3. The Manual is to be reviewed by the Manager Client and Community Care Services annually or as required in accordance with any legislative changes, and proposed amendments submitted to the CEO for approval.
4. The attached Schedule 7.1 Narrogin Regional Homecare lists the matters to be included covered by the Manual but is not limited to these specific items.

– End of Policy

Notes

Policy Schedule 7.1 – Narrogin Regional Homecare Procedures Manual

Section –

1. 01 Consumer Dignity and Choice
2. 02 Assessment and Planning
3. 03 Personal Care and Clinical Care
4. 04 Services and Supports of daily living
5. 05 Service Environment
6. 06 Feedback and Complaints
7. 07 Human Resources
8. 08 Organisational Governance

– End of Schedule

Section 8 - PERSONNEL

Applying to all matters in relation to personnel and employment –

Local Government Act 1995 –

s.5.41 Functions of CEO

The CEO's functions are to –

....

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

....

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

....

s.5.103 Model code of conduct for council members, committee members and candidates

(1) Regulations must prescribe a model code of conduct for council members, committee members and candidates

Local Government (Model Code of Conduct) Regulations 2021 –

r.3 Model code of conduct

Sch 1 Model code of conduct

cl.19 Prohibition against involvement in administration

cl.20 Relationship with local government employees

(2) A council member or candidate must not –

(a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or

(b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or

(c) act in an abusive or threatening manner towards a local government employee.

(4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means –

(a) make a statement that a local government employee is incompetent or dishonest; or

(b) use an offensive or objectionable expression when referring to a local government employee.

Policy 1.1 – Code of Conduct for council members, committee members and candidates

For clarification regarding appointment, management and direction of employees –

Employee class	Council involvement	Elected member / Committee involvement	CEO involvement
CEO	<u>Required.</u> May delegate selection and interview to a Committee. Appointment must be by Council resolution.	<u>Permitted</u> – to interview and recommend to Council. <u>Prohibited</u> – to appoint, manage or direct.	As directed by Council, usually limited to process, research and reporting on an applicant.

Designated staff LG Act s.3.57	<u>Required</u> – to consent to appointment or dismissal. <u>Permitted</u> – Interview & recommendation can be done by CEO alone or with elected member input. <u>Prohibited</u> – management or direction.	<u>Permitted</u> – to interview and recommend to Council. <u>Prohibited</u> – to appoint, manage or direct.	<u>Required</u> to initiate / consent to appointment or dismissal. <u>Statutory function</u> – to manage and direct.
EHO	<u>If designated senior employee</u> – as above, otherwise – <u>In all cases</u> – qualification must comply with Public Health Act 2016 s.17.		
Other staff (non-designated)	<u>Prohibited</u> – Involvement in appointment, management or direction.	<u>Prohibited</u> – involvement in appointment, management or direction.	<u>Statutory function</u> – to appoint, manage, direct etc.

8.1 Disciplinary Action

WALGA Workplace Relations, November 2016 – amended

Responsible Executive	Chief Executive Officer	
Statutory context	Fair Work Act 2009 (Commonwealth)	
	Fair Work Regulations 2009 (Commonwealth)	
	Corruption and Crime Commission Act 2003 (WA)	
	Public Interest Disclosure Act 2003 (WA)	
Corporate context	Policy 8.3 – Employee Performance and Development	
	Policy 8.4 – Grievance	
	Executive Instruction 8.1 – Disciplinary Action	
	Code of Conduct – Employees	
History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	15 May 2025

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Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
- a) general disciplinary principles,
 - b) serious misconduct,
 - c) other disciplinary action, and
 - d) reporting obligations.

– End of Policy

Notes

8.2 Discrimination, Harassment and Bullying

WALGA Workplace Relations, November 2016 – amended

Responsible Executive	Chief Executive Officer	
Statutory context	Work Health and Safety (General) Regulations 2022	
	Equal Opportunity Act 1984	
	Fair Work Act 2009	
Corporate context	Policy 8.4 – Grievance	
	Policy 8.21 – Equal Employment Opportunity	
	Code of Conduct – Employees	
	Executive Instructions –	
	- 8.1 – Disciplinary Action	
History	- 8.2 – Discrimination, Harassment and Bullying	
	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	15 May 2025

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Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
- a) application of legislation to the Shire, relevant employees, volunteers and contractors,
 - b) unlawful discrimination,
 - c) harassment,
 - d) sexual harassment,
 - e) bullying, and
 - f) management action.

– End of Policy

Notes

8.3 Employee Performance and Development

WALGA Workplace Relations, November 2016 – amended

Responsible Executive	Chief Executive Officer	
Statutory context	Local Government Act 1995	
Corporate context	Policy 8.1 – Disciplinary Action Code of Conduct – Employees Instruction 8.3 – Employee Performance and Development	
History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	15 May 2025

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Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
- a) employees to which the Executive Instruction applies
 - b) commitment to development of employee skills and capabilities,
 - c) induction of employees to cover performance management and development,
 - d) performance reviews covering types of review, purpose, and conduct,
 - e) other mechanisms for feedback to employees
 - f) training and development
 - g) underperformance.

– End of Policy

Notes

8.4 Grievance

WALGA Workplace Relations, November 2016 – amended

Responsible Executive Chief Executive Officer

Statutory context Local Government Act 1995 –

Corporate context Policy 8.1 – Disciplinary Policy
Policy 8.2 – Discrimination, Harassment, & Bullying Policy
Policy 8.21 – Equal Employment Opportunity
Code of Conduct – Employees
Instruction 8.4 – Grievance

History Adopted 26 April 2017
Reviewed 24 July 2019
Reviewed 7 June 2021
Reviewed 26 April 2023
[Reviewed 15 May 2025](#)

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Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) employees to which the Executive Instruction applies,
 - b) making of a complaint,
 - c) principles for resolution of a complaint,
 - d) outcomes of complaints,
 - e) vexations or malicious complaints,
 - f) prohibition on victimisation of a complainant.
2. Any grievances lodged against the CEO are to be dealt with by the Shire President under this policy.

– End of Policy

Notes

8.5 Higher Duties

WALGA Workplace Relations, November 2016 – amended

Responsible Executive	Chief Executive Officer		
Statutory context	Local Government Industry Award 2010		
Corporate context	Policy 2.5 – Acting / Relieving Staff Authority		
	Policy 8.13 – Recruitment and Selection		
	Code of Conduct – Employees		
	Instruction 8.5 – Higher Duties		
History	Adopted	26 April 2017	
	Reviewed	24 July 2019	
	Reviewed	7 June 2021	
	Reviewed	26 April 2023	
	Reviewed	15 May 2025	

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Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) employees to which the Executive Instruction applies,
 - b) circumstances in which higher duties will apply.
2. The Executive Instruction is to apply to all employees, excluding the CEO and Executive Manager level positions, who are required to act in a position of higher classification than that which the employee occupies or who is assigned responsibilities or duties which warrant the payment of a higher duty allowance.

– End of Policy

Notes

WALGA Workplace Relations, November 2016 – amended

Responsible Executive Executive Manager Corporate & Community Services

Corporate context Instruction 8.6 – Leave – Award Entitlements

History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	15 May 2025

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Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) acknowledgement of the priority of the Local Government Industry Award 2010 and the National Employment Standards,
 - b) annual leave processes, including –
 - i) maximum accrual of annual leave to be 8 weeks,
 - ii) arrangements to require employee to take excessive annual leave,
 - iii) annual leave over an organisation or specific crew close down
 - iv) annual leave in advance
 - c) personal / carer's leave, including –
 - i) requirements to notify supervisor or manager,
 - ii) circumstances in which evidence of illness or injury etc, may be required,
 - d) unpaid leave
 - e) consequences for breach of the Executive Instruction.

– End of Policy

Notes

8.7 Leave – Community Service

WALGA Workplace Relations, November 2016 – amended

Responsible Executive Chief Executive Officer

Statutory context Industrial Relations Act 1979
Juries Act 1957

Corporate context Code of Conduct – Employees
Instruction 8.7 – Leave – Community Service

History

Adopted	26 April 2017
Reviewed	24 July 2019
Reviewed	7 June 2021
Reviewed	26 April 2023
Reviewed	15 May 2025

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Policy Statement

- The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - acknowledgement of the priority of the provisions of the Industrial Relations Act 1979;
 - acknowledgement of priority of the provisions of the Juries Act 1957;
 - application to all employees of the Shire;
 - obligation on employee to notify of membership of any relevant organisation that may necessitate leave;
 - priority area for consideration of leave is within the Shire, but the CEO to have discretion in appropriate circumstances; and
 - in exceptional circumstances, CEO to have discretion to approve paid leave.

- The definitions to apply are –

voluntary activity is where an employee engages in a voluntary activity, and the following criteria are met –

- the activity is either of –
 - a voluntary community activity, or
 - a voluntary emergency management activity
- the employee engages in the activity on a voluntary basis;
- either –
 - the employee was requested by or on behalf of the body to engage in the activity; or
 - no such request was made, but it would be reasonable to expect that, if the circumstances had permitted the making of such a request, it is likely that such a request would have been made.

voluntary community activity is where an employee engages in a voluntary emergency management activity if all the following criteria are met –

- the employee engages in an activity that involves the community generally or a significant portion of the community;
- the employee is a member of, or has a member-like association with, a recognised community organisation.

voluntary emergency management activities is where an employee engages in a voluntary emergency management activity if all the following criteria are met –

- the employee engages in an activity that involves dealing with an emergency or natural disaster;
- the employee is a member of, or has a member-like association with, a recognised emergency management body; and

– End of Policy –

Notes

8.8 Leave – Long Service

WALGA Workplace Relations, November 2016 – amended

Responsible Executive Chief Executive Officer

Statutory context Local Government (Long Service Leave) Regulations

Corporate context Instruction 8.8 – Leave – Long Service

History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	15 May 2025

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Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) acknowledgement of the priority of the Local Government (Long Service Leave) Regulations,
 - b) long serve leave processes –
 - i) maximum accrual of annual leave to be 8 weeks,
 - ii) arrangements to require employee to take excessive annual leave,
 - iii) annual leave over an organisation or specific crew close down,
 - iv) annual leave in advance,
 - c) taking of pro-rata long service leave prior to due date in exceptional circumstances and subject to completion of a minimum 7 years' service in local government,
 - d) long service leave taken later than 6 months after due date at the employee's request, not to be paid at a rate higher than that specified by the Regulations,
 - e) long service leave taken later than 6 months after due date at the CEO's request, to be paid at the rate applicable when taking the long service leave,
 - f) long service leave may not be deferred by the employee for more than 2 years, without the specific written approval of the CEO, which may only be given in exceptional circumstances.

– End of Policy

Notes

8.9 Probationary Periods of Employment

WALGA Workplace Relations, November 2016 – amended

Responsible Executive	Chief Executive Officer	
Statutory context	Local Government Act 1995	
Corporate context	Policy 8.10 – Recruitment and Selection	
	Code of Conduct – Employees	
	Executive Instruction 8.9 – Probationary Periods of Employment	
History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	15 May 2025

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Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
- a) acknowledgement of the priority of the Local Government (Long Service Leave) Regulations,
 - b) disclosure requirements for probationary period,
 - c) completion or extension of probationary period,
 - d) termination during a probationary period.

– End of Policy

Notes

8.10 Recruitment and Selection

WALGA Workplace Relations, November 2016 – amended

Responsible Executive	Chief Executive Officer	
Statutory context	Local Government Act 1995	
	Local Government (Administration) Regulations 1996	
	Equal Opportunity Act 1984	
	Work Health and Safety Act 2020	
Corporate context	Policy 8.2 – Discrimination, Harassment and Bullying Policy	
	Policy 8.4 – Grievance Policy	
	Policy 8.9 – Probationary Periods of Employment Policy	
	Policy 8.21 – Equal Employment Opportunity Policy	
	Code of Conduct – Employees	
	Instruction 8.5 – Higher Duties	
History	Instruction 8.10 – Recruitment and Selection	
	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	15 May 2025

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Policy Statement

- The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - acknowledgement of the priority of the Local Government Act and Regulations requirements for section on merit, CEO and Designated senior staff recruitment,
 - acknowledgement of the principles of the Equal Opportunity Act,
 - procedural requirements to review requirement, commence, manage, and document the recruitment and selection processes,
 - filling of positions disclosed in the annual Budget to be an authorised action where the position,
 - filling of positions not disclosed in the annual Budget to be only on authority of CEO,
 - application of probationary periods to all positions with tenure greater than 6 months,
 - internal candidate preference where experience and potential indicate, for retention of corporate knowledge and development of clear career paths for staff,
- The CEO and senior staff designated in accordance with the Local Government Act have separate or additional requirements, but unless inconsistent with legislative requirements, processes are to conform to this Executive Instruction.

– End of Policy

Notes

8.11 Rostered Days Off

WALGA Workplace Relations, November 2016 – amended

Responsible Executive Chief Executive Officer

Statutory context Local Government Act 1995

Corporate context Executive Instruction 8.11 – Rostered Days Off
Code of Conduct – Employees

History

Adopted	26 April 2017
Reviewed	24 July 2019
Reviewed	7 June 2021
Reviewed	26 April 2023
Reviewed	15 May 2025

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Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
- a) outside workers – on the basis of a 9 day fortnight,
 - b) inside staff – on the basis of a 19 day 4 week period'
 - c) accrual principles while on leave or public holidays,
 - d) accumulation of RDOs may be permitted by the relevant Executive Manager but are not to exceed a maximum accrual of 5 days.

– End of Policy

Notes

8.12 Secondary Employment

WALGA Workplace Relations, November 2016 – amended

Responsible Executive Chief Executive Officer

Statutory context Local Government Act 1995

Corporate context Policy 8.1 – Disciplinary Action
Code of Conduct – Employees
Instruction 8.12 – Secondary Employment

History

Adopted	26 April 2017
Reviewed	24 July 2019
Reviewed	7 June 2021
Reviewed	26 April 2023
Reviewed	15 May 2025

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Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) acknowledging the priority of the Local Government Act,
 - b) secondary employment to include substantial commitments to community organisations,
 - c) ensuring no conflict of interest with Shire concerns including –
 - i) use of Shire resources both physical and electronic, work time,
 - ii) potential for increased load on other staff
 - iii) community perception and preservation of the Shire's reputation,
 - d) employee responsibilities
 - e) CEO responsibilities.
2. Notwithstanding the limitations, there is to be a general encouragement for employees to participate in community activities.

– End of Policy

Notes

8.13 Training, Study and Education

WALGA Workplace Relations, November 2016 – amended

Responsible Executive Chief Executive Officer

Statutory context Local Government Act 1995
Building Regulations 2012
Food Act 2008
Work Health and Safety Act 2020
Public Health Act 2016

Corporate context Policy 8.3 – Employee Performance and Development
Policy 8.6 – Leave – Award Entitlements
Policy 8.15 – Use of Fleet Vehicles – Work and Private Use
Policy 8.18 – Use of Private Vehicles – Work Purposes
Code of Conduct – Employees
Instruction 8.13 – Training, Study and Education

History

Adopted	26 April 2017
Amended	24 July 2019
Reviewed	7 June 2021
Reviewed	26 April 2023
Reviewed	15 May 2025

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Policy Statement

- The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - mandatory qualification requirements for specific positions, in particular environmental health, food and building matters,
 - mandatory training requirements, in particular for plant operation and WHS,
 - professional development training directly associated with the employee's position,
 - professional development not related to the employee's position but potential benefit to the Shire,
 - circumstances in which expenses and type of expenses may be met in full or in part,
 - provision for an allowance to be claimed by employees making private arrangements for accommodation etc for any training related to (a), (b) or (c) above,
 - travel arrangements,
 - professional association membership
- Permitted rates for daily accommodation and breakfast and dinner, if not included in the training/conference cost are –
 - those in accordance with the Australia Taxation Office Reasonable Travel Allowances Determination applicable to Perth (excluding incidentals), as issued for each financial year,
 - to reimbursed or authorised through purchasing procedures, and
 - not an allowance paid to the employee.
- Where an employee has privately arranged accommodation, an allowance of 30% of the accommodation rate only, will be paid to the employee upon claim, and other reimbursements remain applicable.
- Nothing in this policy prevents the CEO from approving accommodation at an expense greater than that provided in clause 2 if considered appropriate if the accommodation is at or near the conference or training venue, and other relevant matters are taken into account such as transport costs and time, employee safety and security after hours etc.

– End of Policy

Notes

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Clause 2 – Australian Taxation Office Determination
Reasonable Travel Allowances
<https://atotaxrates.info/allowances/ato-reasonable-travel-allowances/>

8.14 Uniforms, PPE, and Personal Presentation

WALGA Workplace Relations, November 2016 – amended

Responsible Executive Chief Executive Officer

Statutory context Work Health and Safety Act 2020

Corporate context Policy 8.1 – Disciplinary Action
Code of Conduct – Employees
Executive Instruction 8.12 – Uniforms, PPE, and Personal Presentation

History

Adopted	26 April 2017
Amended	24 July 2019
Reviewed	7 June 2021
Reviewed	26 April 2023
Reviewed	15 May 2025

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Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) indoor employees –
 - i) standard of dress if not wearing uniform,
 - ii) uniform allowance, whether private purchase or through corporate supplier,
 - iii) wearing and use of PPE is mandatory for relevant tasks
 - b) outdoor employees –
 - i) wearing and use of PPE is mandatory at all times
 - c) PPE and Clothing to be provided by the Shire,
 - d) conditions of use of PPE and uniforms,
 - e) wearing of PPE or clothing displaying the Shire logo out of work hours – inappropriate behaviour reflecting badly on the Shire may result in disciplinary action.
2. Uniform allowance for indoor employees, following completion of probation period –
 - full time employee - \$350 per year
 - part time employee - \$200 per year

– End of Policy

Notes

8.15 Use of Fleet Vehicles – Work and Private Usage

WALGA Workplace Relations, November 2016 – amended

Responsible Executive Chief Executive Officer

Statutory context Work Health and Safety Act 2020

Corporate context Policy 8.1 – Disciplinary Action
Policy 8.17 – Workplace Surveillance
Code of Conduct – Employees
Instruction 8.13 – Training, Study and Education
Instruction 8.15 – Use of Fleet Vehicles – Work and Private Usage

History

Adopted	26 April 2017
Reviewed	24 July 2019
Reviewed	7 June 2021
Reviewed	26 April 2023
Reviewed	15 May 2025

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Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) subject to any contractual arrangement with the employee,
 - b) principles of obtaining a vehicle,
 - c) arrangements for vehicle when employee takes leave,
 - d) CEO scope of authority and responsibility,
 - e) if deemed appropriate, CEO may require FBT expense be recovered from employee,
 - f) maintenance, responsibilities and requirements for vehicle – employee and Shire,
 - g) use of a fleet vehicle displaying the Shire logo or easily identified as a Shire vehicle out of work hours – inappropriate behaviour reflecting badly on the Shire may result in disciplinary action.
 - h) garaging of vehicle,
 - i) consequences for breach of the Executive Instruction.

– End of Policy

Notes

8.16 Use of Private Vehicles – Work Purposes

Responsible Executive	Chief Executive Officer	
Statutory context	Work Health and Safety Act 2020	
Corporate context	Code of Conduct – Employees	
	Instructions 8.1 – Disciplinary Action	
	Instruction 8.13 – Training, Study and Education	
	Instruction 8.16 – Use of Private Vehicles – Work Purposes	
History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	15 May 2025

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Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
- a) to be applied where approval is given to use a private vehicle for work purposes,
 - b) preference is for use of a fleet vehicle for all work purposes, but it is recognised that this is not always possible or appropriate,
 - c) procedure for approval to use a private vehicle, requirements, and standards,
 - d) obligations of employee and Shire,
 - e) private vehicle not permitted to be used to transport Homecare clients,

– End of Policy

Notes

8.17 Workplace Surveillance

WALGA Workplace Relations, June 2016

Responsible Executive Executive Manager Corporate & Community Services

Statutory context Surveillance Devices Act 1998

Corporate context Policy 8.1 – Disciplinary
Code of Conduct – Employees
Instruction 8.17 – Workplace Surveillance

History

Adopted	26 April 2017
Reviewed	24 July 2019
Reviewed	7 June 2021
Reviewed	26 April 2023
Reviewed	15 May 2025

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Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) acknowledgement that the purpose workplace surveillance is –
 - i) to ensure a safe environment for employees,
 - ii) after hours security for protection of assets and equipment,
 - iii) is not intended for surveillance of employees.
 - b) approved and prohibited placement of surveillance devices,
 - c) employees permitted to access images and recordings are –
 - i) CEO,
 - ii) Executive Managers,
 - iii) Information Technology Officer, under instruction
 - d) confidentiality of images and recordings,
 - e) consequences for breach of the Executive Instruction.

– End of Policy

Notes

Placement and use of surveillance cameras should also have regard to –

www.dpc.wa.gov.au/GuidelinesAndPolicies/PremiersCirculars/Lists/Circular/Attachments/237/2009_05%20Registration%20of%20CCTV%20Systems.pdf

Responsible Executive	Chief Executive Officer

Statutory context	Australian Taxation Office – - Goods and Services Tax – legislation, rulings and guidelines - Fringe Benefits Tax – legislation, rulings and guidelines - Superannuation – legislation, limits

History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	15 May 2025

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
 - a) compliance with all requirements of the Australian Taxation Office,
 - b) being cost neutral to the Shire,
 - c) limits on amount that may be salary sacrificed, duration and purposes.

– End of Policy

Notes

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8.19 Employees – Recognition of Service (Gratuity)

WALGA Workplace Relations, November 2016 – amended

Responsible Executive Chief Executive Officer

Statutory context Local Government Act 1995 –
 - s.5.50 – Payments to employees in addition to Award or contract
 Local Government (Administration) Regulations 1996,
 - specifically regulation 19A

Corporate context Nil

History

Adopted	26 April 2017
Amended	24 July 2019
Reviewed	7 June 2021
Reviewed	26 April 2023
Reviewed	15 May 2025

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Policy Statement

1. Application

An employee who has been dismissed by the Shire for any reason other than redundancy, will not be eligible to receive any payment under this policy.

Long serving employees may be recognised within the parameters set by section 5.50 of the Local Government Act 1995 and the associated Regulations.

An employee, whose employment is finishing, may be paid to a gratuity payment when their employment is ceasing due to –

- Resignation (not as a result of any performance management or investigation being conducted or pending/potential disciplinary action by the Shire);
- Retirement; or
- Redundancy.

2. Gratuity

The CEO in consultation with the relevant Executive Manager, may –

- provide a gratuity to a qualifying employee in the form of a gift card or voucher from a local business within the Shire,
- exercise their discretion to provide money instead of a gift card or voucher.

3. Prescribed Amounts for Gratuity Payments

Gratuity payments should be calculated based on the following prescribed amounts –

- Continuous service less than 2 years – to the value of \$30 per year of service
- Continuous service greater than 2 years – to the value of \$50 per year of service
maximum payment of \$1,000

4. Exceeding prescribed amounts

In some circumstances, Council may consider it appropriate to make a payment greater than that specified by this policy. In which case local public notice is required to be given in relation to the proposed gratuity in accordance with the Local Government Act s.5.50 (2), and is not to exceed the amounts as set in the Local Government Administration Regulations 1996, specifically regulation 19A.

5. Determining Service

For the purpose of this policy, continuous service shall be deemed to include –

- any period of absence from duty on annual leave, long service leave, paid compassionate leave,

accrued paid personal leave and public holidays;

- b) any period of authorised paid absence from duty necessitated by sickness of or injury to the employee up to a maximum of three months in each calendar year, but not including leave without pay or parental leave; or
- c) any period of absence that has been supported by an approved workers compensation claim up to a maximum absence of 12 months.

For the purpose of this policy, continuous service shall exclude –

- d) any period of unauthorised absence from duty unless the CEO determines otherwise;
- e) any period of unpaid leave unless the CEO determines otherwise; or
- f) any period of absence from duty on parental leave unless the CEO determines otherwise.

6. Financial Liability for Taxation

The employee has full responsibility for any taxation payable on a gratuity payment.

– End of Policy

Notes

Statutory requirements –

- a) **This Policy must be published on the Shire's website.**
- b) **Recognition in excess of Policy may be made only if local public notice is given prior to payment being made.**

Advertised on 22 August 2019 (Narrogin Observer)

Notes – (to be removed when no longer applicable) –

The Shire acknowledges that at the time the policy was introduced –

- a) employees may be entitled to payments in addition to this policy as a result of accrued unused long service leave benefits, redundancy payments or notice periods as prescribed by, legislation or a relevant industrial instrument. The Shire has considered these provisions when setting the prescribed amount of any gratuity payment in this policy.
- b) the financial implications to the Shire were understood and that these financial implications had been investigated based on the workforce position current at that time.

8.20 Elected Member and Employee Superannuation

WALGA Workplace Relations, November 2016 – amended

Responsible Executive Executive Manager Corporate & Community Services

Statutory context Superannuation Guarantee (Administration) Act 1992

Corporate context Nil

History	Adopted	26 April 2017
	Amended	24 July 2019
	Amended	23 June 2021
	Amended	17 April 2023
	Reviewed	26 April 2023
	Amended	1 April 2025
	Reviewed	15 May 2025

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Policy Statement

1. Application

This Policy applies to:

- a) All employees whether the full-time, part-time or casual; and
- b) All Elected Members of Council, subject to the provisions outlined below.

2. Employee Superannuation

Employees will have freedom of choice over the complying fund that their Superannuation Guarantee Charge (SGC) are paid into.

The superannuation default fund shall be the WAAware Super.

Employees may elect to contribute additional superannuation, either as a deduction (after tax) or as salary sacrifice (before tax).

The Shire will match the additional contribution to a maximum of 15.0% of salary, which includes the SGC component, i.e., SGC component plus matching component not to exceed 15.0%.

- It should be noted that as the SGC component increases, the threshold for maximum matching contribution by the Shire will decrease.

Employees can voluntarily contribute more than the threshold but will not receive a further contribution from the Shire.

The additional contribution and the voluntary contribution can be deposited into the employee's fund of choice.

3. Elected Member Superannuation

The Shire will pay superannuation contributions for Elected Members in relation to:

- Council meeting fees;
 - Shire President allowance; and
 - Deputy Shire President allowance;
- at a rate equivalent to the compulsory employer contribution required under the *Superannuation Guarantee (Administration) Act 1992*.

Elected Members must provide their nominated superannuation fund details in writing to the Chief Executive Officer by 31 May 2025, or upon commencement if elected thereafter.

Elected Members may opt out of receiving compulsory superannuation contributions by providing written advice to the Chief Executive Officer at any time.

Elected Members may request to salary sacrifice part or all of their taxable meeting attendance allowances. A written request must be submitted to the Chief Executive Officer for consideration and processing.

Elected Members seeking personal financial advice regarding their superannuation entitlements or arrangements are encouraged to obtain independent financial planning advice. The Shire's Administration is unable to provide personal financial advice.

4. Variation to This Policy

This policy may be cancelled or varied from time to time. All employees and Elected Members will be notified of any variation to this policy.

– End of Policy

Notes

8.21 Equal Employment Opportunity & Diversity & Inclusion

WALGA Workplace Relations, November 2016 – amended

Responsible Executive Chief Executive Officer

Statutory context	WA Equal Opportunity Act 1984	
	Equal Opportunity Act 1986	
	Racial Discrimination Act 1975	
	Sex Discrimination Act 1984	
	Disability Discrimination Act 1992	
Corporate context	Policy 8.2 – Discrimination, Harassment and Bullying	
	Policy 8.4 – Grievance	
	Policy 8.10 – Recruitment and Selection	
	Policy 8.13 – Training, Study and Education	
	Code of Conduct – Employees	
	Instruction 8.2 – Discrimination, Harassment and Bullying	
	Instruction 8.4 – Grievance	
History	Instruction 8.10 – Recruitment and Selection	
	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Amended	28 June 2023
	Reviewed	15 May 2025

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Policy Statement

Introduction

The Shire is committed to equal opportunity and diversity and promotes a work environment that is free from discrimination and harassment, and where individuals are treated with fairness, respect, equality and dignity.

This involves the improvement in the skills and competency levels of employees to provide equal access to further employment or career path progression. The Shire acknowledges and celebrates diversity and commits to continuing to actively and flexibly seek to appoint and accommodate the unique needs of many different employees.

We believe that a diverse workforce leads to innovation, collaboration, and enhanced service delivery. We are dedicated to promoting equality, eliminating discrimination, and ensuring that all employees, clients, residents, and ratepayers are treated with fairness, dignity, and respect.

Application

This policy is to apply to employees, volunteers and contractors/consultants.

Environment

The Shire recognises that when conflict, discrimination and harassment occurs in the workplace, job satisfaction, morale and productivity suffers. A healthy and safe work environment free from unnecessary discrimination, harassment and bullying is the a primary objective of the Shire.

Diversity

The Shire appreciates the value inherent in a diverse workforce. Diversity may result from a range of factors; origin, age, gender, gender identity, sexual orientation, race, cultural heritage, lifestyle, education, physical ability, appearance, language or other factors.

Non-Discrimination

The Shire strictly prohibits any form of discrimination or harassment based on an individual's protected characteristics. All employees, clients, residents, and ratepayers should be treated with fairness, impartiality, and respect in all aspects of their engagement with the organisation.

Inclusive Language

To ensure inclusivity in our communications, the Shire encourages the use of the appropriate pronouns and prefixes as provided by individuals.

Recruitment and Selection

The Shire is committed to fair and inclusive recruitment and selection processes. We strive to attract a diverse pool of candidates by ensuring job advertisements are inclusive and reaching out to diverse communities when recruiting. All recruitment and selection decisions will be based on merit, qualifications, skills, and experience relevant to the position.

Professional Development and Training

To promote a culture of diversity and inclusion, the Shire will provide ongoing professional development and training opportunities for employees. These programs will aim to raise awareness, enhance understanding, and develop skills in relation to diversity, cultural competency, unconscious bias, and respectful communication.

Facilities and Accessibility

The Shire is committed to providing reasonable facilities to individuals with disabilities to ensure equal access to employment opportunities, services, facilities, and information. Employees, clients, residents, and ratepayers requiring facilities or equipment should notify the appropriate Department, and the Shire will make reasonable efforts to provide suitable accommodations.

Reporting and Complaints

Any instances of discrimination, harassment, or other forms of inappropriate conduct in violation of this policy should be reported immediately. The Shire will investigate all complaints in a fair and timely manner and take appropriate action to address any confirmed violations. Whistleblower protections will be provided to individuals who report in good faith.

Continuous Improvement

The Shire is committed to regularly reviewing and improving its diversity and inclusion practices. Feedback and suggestions from employees, clients, residents, and ratepayers are encouraged and will be considered in the ongoing development of our policies and procedures.

Implementation

The Shire will communicate this policy to all employees, clients, residents, and ratepayers. It will be made readily available on the organisation's website and intranet. Executive Management will oversee the implementation, monitoring, and review of this policy and provide support and guidance to employees.

– End of Policy

Notes

Section 9 - WORK SAFETY & HEALTH

9.1 Work Health and Safety Policy

Responsible Executive	Executive Manager Technical & Rural Services	
Statutory context	Work Health and Safety Act 2020	
Corporate context	Policy 8.1 – Disciplinary Action	
	Policy 8.4 – Grievance	
	Policy 9.4 – Workplace Visitors – Management	
	Code of Conduct – Employees	
	Instruction 9.1 – Work Health and Safety – All Workers, including contractors	
History	WHS – Manuals, Requirements, Standards and Procedures	
	WHS – Contractors Handbook	
	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	28 October 2020
	Adopted	24 November 2020
	Reviewed	7 June 2021
	Reviewed	February 2022 (draft version)
	Adopted	23 March 2022
	Reviewed	26 April 2023
	Reviewed	15 May 2025

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Policy Statement

1. The Shire of Narrogin will plan and conduct works in such a manner that the health, safety and welfare of persons is given the highest level of protection, so far as is reasonably practicable, including for:
 - a) Any members of the community, or other persons, who may be affected by works undertaken;
 - b) All workers, whilst engaged in the performance of works, and;
 - c) All visitors to our workplaces.
2. The Shire understands and accepts responsibilities imposed under WHS legislation and is committed to providing healthy and safe working conditions, which are aimed at the prevention of work related injuries or ill health. Consistent with this, the Shire will:
 - a) Provide and maintain a healthy and safe work environment through the proactive identification of work related hazards and elimination of these where possible, or reduction of associated risk level through the application of the hierarchy of risk controls where hazards cannot be completely eliminated;
 - b) Strive to achieve high standards and continuous improvement in work health and safety performance by utilising best practice procedures and taking into account current levels of technical knowledge and development;
 - c) Comply with all applicable legislation and requirements;
 - d) Establish, implement and maintain an Work Health and Safety Management System; including measurable objectives and targets aimed at elimination of work related injury and illness;
 - e) Ensure that all workers and other persons within the workplace are fully informed of potential hazards and associated risk control measures, including through a process of training, instruction, information sharing and supervision as applicable;
 - f) Effectively communicate and consult with all WHS duty holders, including workers and their representatives, so as to ensure that everyone within the workplace is offered the opportunity to participate in the ongoing development of a healthy and safe workplace; and
 - g) Ensure that all workers, are fully aware of their responsibility to take reasonable care to safeguard their own health and safety at work and to avoid adversely affecting the health or safety of others through any act or omission at work and report hazards, accidents, incidents and near misses to

their supervisor.

3. Copies of this Policy shall be made readily available to all workers, and any other interested parties, including through display within the workplace.

– End of Policy –

Notes

Refer –

1. WHS – Manuals, Requirements, Standards and Procedures
2. WHS – Contractors Handbook

9.2 Work Safety & Health – Executive Instructions

Responsible Executive	Executive Manager Technical & Rural Services	
Statutory context	Work Health and Safety Act 2020	
Corporate context	WHS – Manuals, Requirements, Standards and Procedures WHS – Contractors Handbook	
History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	15 May 2025

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Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instructions regarding this matter, which is to include but is not limited to –
- a) acknowledgement of the priority of the Work Health and Safety Act 2020;
 - b) the establishment and operation of employee based WHS Committee in accordance with the Act;
 - c) requiring the development, maintenance and review of WHS manuals, requirements, standards, procedures, guidelines etc;
 - d) requiring the development, maintenance, and review of WHS Handbook for Contractors etc; and
 - e) consequences for breach of the Executive Instruction.

– End of Policy

Notes

9.3 Drugs and Alcohol

WALGA Workplace Relations, November 2016

Responsible Executive Executive Manager Technical & Rural Services

Statutory context Work Health and Safety Act 2020

Corporate context Policy 8.1 – Disciplinary
Grievance Policy
Grievance Procedure Policy
Code of Conduct – Employees

History

Adopted	26 April 2017
Reviewed	24 July 2019
Amended	7 June
Reviewed	26 April 2023
Reviewed	15 May 2025

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Policy Statement

1. Introduction

This policy is designed to eliminate the risks inherent in the use or abuse of drugs alcohol or other substances and to provide a safe and productive workplace for employees.

The Shire is committed to ensuring all employees take reasonable care not to endanger the safety of themselves or others (including customers) in the workplace. Alcohol and other drug usage becomes an work safety and health issue if a worker's ability to exercise judgment, coordination, motor control, concentration and alertness at the workplace is impaired.

2. Application

For the purpose of this policy –

- the term "employee" shall extend to cover contractors as per the Work Health and Safety Act 2020, volunteers and any person performing work for or with the Shire in any capacity,
- the workplace is defined as any place in which work is carried out while engaged by the Shire.

Employees must report to their employer any situation where they genuinely believe that an employee may be affected by alcohol and/or other drugs.

3. Responsibility

Under the Work Health and Safety Act 2020, workers must take reasonable care of their own safety and health and not endanger the safety and health of others at the workplace. The consumption of alcohol and/or drugs while at work is unacceptable (the hazard extends to being adversely effected, possibly as a result of the night before in addition to consumption as work), except in relation to any authorised and responsible use of alcohol at workplace social functions.

All employees are expected to comply with the Code of Conduct for Employees at all times. They should carry out their duties in a professional, responsible and conscientious manner and refrain from any conduct (including alcohol abuse or substance misuse) which could adversely affect their personal work performance or the safety and well-being of others.

Employees are required to present themselves for work and remain, while at work, capable of performing their work duties safely. An employee who is under the influence of alcohol and/or drugs at the workplace, or is impaired, may face disciplinary action including possible termination of employment.

4. Drug Use in a Shire workplace

Employees who buy, take, or sell drugs in any Shire workplace, may be found to have engaged in serious misconduct. Such behaviour may result in disciplinary action up to and including dismissal.

5. Prescribed and Over the Counter Medications

The Employee must follow the instructions in respect of prescribed or over the counter medications. If the medication affects their ability to perform a task they must advise their supervisor or manager. Employees taking prescribed or over the counter medication must not commence duties if their doctor or pharmacist indicates that it would not be safe to do so.

The categories of drugs and substances prohibited by the Shire are outlined as per the Australian Standard AS 4308 for drugs of abuse.

6. Consumption of Alcohol on the Premises

Except in situations where the Shire holds or hosts a function within the district and alcohol is provided, employees must not bring in and/or consume alcohol in the workplace. With the approval of the CEO or Executive Manager an employee may be approved to drink alcohol at a work related function.

7. Responsibilities

The Shire considers that the use of alcohol or other drugs is primarily a health issue for individual employees, however, where an employee's performance or conduct affects their health and safety, and/or others in the workplace, the Shire is committed to appropriately managing the issue.

A likely outcome of any breach of this policy will be disciplinary action (up to and including termination of employment), however the Shire may also manage the issue by –

- Providing appropriate education and training to employees;
- Providing professional counselling and support where needed.

8. Managers' Responsibilities – Consumption of Alcohol at Work Sponsored Functions

Team managers shall –

- a) encourage their staff to make alternative arrangements for transport to and from the function;
- b) ensure that the following is made available: - Low alcohol beer, soft drinks and water - Beverages: tea, coffee and food;
- c) if the manager believes a person may be over the Blood Alcohol Content (BAC) 0.05 limit, assist the person with safe transport home (including contacting a family member or arranging a taxi); and
- d) if the manager has to leave the function early, appoint a delegate to oversee the rest of the function.

9. Drug/Alcohol Treatment Programs

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the Shire will provide assistance to the employee –

- a) the Shire will allow an employee to access any accrued personal or annual leave, or leave without pay by agreement of the CEO, while they are undergoing treatment, and;
- b) the Shire will take steps to return an employee to their employment position after completion of the treatment program, if practicable in the circumstances.

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the line manager or members of senior management, will review the full circumstances and agree on a course of action to be taken. This may include redeployment to suitable alternative employment, or possible termination from employment if the employee is unable to safely carry out the requirements of their role.

10. Pre-Employment Medical Tests

As part of the recruitment selection process, preferred candidates for employment positions may be required to attend a medical assessment which includes drug and alcohol testing. Failure to provide a negative test result may result in their application for employment being unsuccessful.

11. Random Testing

Random testing may also be conducted. Random testing may utilise a variety of methods for randomly selecting names such as software, lottery of selection through coloured marbles in a bag drawn by each employee. All staff on site must participate in the random selection.

12. Identification of Impairment & Testing

If the Shire has reasonable grounds to believe that an employee is affected by drugs and/or alcohol it will take steps to address the issue.

Reasonable grounds may include (but are not limited to), where an employee's coordination appears affected, has red or bloodshot eyes or dilated pupils, smells of alcohol, acts contrary to their normal behaviour, or otherwise appears to be affected by drugs and/or alcohol.

Testing may be carried out as a result of all incidents (including, but not limited to near miss, injury, property damage, and personal altercations).

If the Shire suspects that an employee is under the influence of drugs and/or alcohol it may pursue any or all of the following actions –

- direct an employee to attend a medical practitioner and submit to a medical assessment to determine whether the employee is fit to safely perform their duties;
- require that an employee undergo drug and alcohol testing administered by a Shire authorised testing provider (such as Pathwest) at the direction of the Shire;
- direct an employee to go home.

A medical assessment may include a drug and/or alcohol test. Testing shall be conducted in accordance with the Australian Standard AS/NZS 4308:2008 – Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.

In circumstances where an employee indicates the consumption of prescription or pharmacy drugs, the Shire may request further information from the medical practitioner conducting the assessment about the effects and proper usage of the prescription or pharmacy drugs being taken. The Shire may direct the employee to go home following the medical assessment until it can be established that they are fit to undertake their duties.

If an employee refuses to attend a medical examination or refuses to submit to an alcohol or drug test, the employee will be immediately directed to go home. Refusal to attend a medical assessment or refusal to go home constitutes a breach of this policy and may result in disciplinary action being taken against the employee up to and including the termination of employment.

The following steps are to be taken where an employee who has submitted to a medical assessment returns a positive test result for alcohol and/or drugs –

- The employee tested and the CEO will be informed of the result;
- A disciplinary discussion will take place in accordance with the disciplinary policies and procedures of the Shire.

An employee who returns a positive test will be in breach of this policy. A breach of this policy may result in disciplinary action being taken against the employee up to and including the termination of employment.

13. Testing in the event of an accident/incident

The Shire, at the discretion of the CEO or Executive Manager may require an employee to undertake a drug and alcohol test, as described above, in the event of an accident or incident where there is a risk to health and safety.

14. Education, Training & Awareness

The Shire may provide education and training to all employees at the workplace about the effects of alcohol and other drugs and their risks to safety and health. Line managers may be given training so that they may identify situations where an employee is potentially misusing alcohol or drugs.

Employees who recognise that they have a drink or drug problem, or that they are at risk of developing one, are encouraged to come forward so that they can be assisted to get the appropriate help. Contacts at outside agencies where help can be obtained will be made readily available to all employees via the Shire's noticeboards.

The Shire engages the services of an external Employee Assistance Provider who can provide the organisation's people with free and confidential counselling.

15. Testing Provider

Drug and alcohol testing may be undertaken by Pathwest Laboratories, Narrogin or another provider if required.

16. Consequences of Breaching this Policy

An employee engaged by the Shire who breaches the provisions of this policy may face disciplinary action including possible termination of employment.

17. Variation to This Policy

This policy may be cancelled or varied from time to time. All employees will be notified of any variation to this policy.

– End of Policy –

Notes

9.4 Health and Wellbeing

WALGA Workplace Relations, November 2016 – amended

Responsible Executive Executive Manager Technical & Rural Services

Statutory context Nil

Corporate context Nil

History	Adopted	26 April 2017
	Amended	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	15 May 2025

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Policy Statement

1. Introduction

The Shire encourages the health and wellbeing of our employees at work and promotes employee work life balance so our employees are able to fulfil work and lifestyle responsibilities efficiently and effectively.

The purpose of this policy is to ensure that staff have the opportunity to access health and wellbeing initiatives and choices in the workplace.

2. Application

This policy applies to all permanent full time or part time employees of the Shire.

3. Wellbeing Program

LGIS Municipal Workcare Scheme has developed a preferred supplier arrangement, and it is through this that the Shire offers employees access to health services.

The Shire is provided with a range of health services such as –

- a) Health Assessments
- b) Skin Cancer Screenings
- c) Flu Vaccinations
- d) Health Seminars/ Workshops
- e) Ergonomic Assessments
- f) Manual Task Training

Periodically throughout the year, health and well-being matters will be promoted and made available to employees. As the services are dependent on funding, limited spaces may be available however every effort will be made to provide these services to those interested in participating.

4. Staff Leisure Centre Membership Subsidy

The Shire offers permanent full time and part time employees the ability to purchase a single or family membership for the Narrogin Regional Leisure Centre at a 50% discount of the adopted annual rates to encourage fitness and general wellbeing within the workforce. Note: this does not include coordinated sports activities.

5. Smoke Free Workplace

The Shire is committed to promoting a smoke free workplace.

Smoking in the following places is prohibited –

- All Shire buildings,
- All Shire vehicles and plant,
- The Depot office, workshop, the bottom lean-to (plant and chemical storage) or within 20 metres of the diesel transfer tank

- Within 5 metres of access points to buildings such as doors, windows, near air conditioning vents and ducts
- Courtyards
- Other areas designated as non-smoking areas by signage

The underpinning principle being that non-smokers shall not be subjected to smoke inhalation, therefore if you are asked to move away or extinguish a cigarette, you must comply with the request.

Ensure that cigarette butts are dealt with appropriately. They must be put out, picked up and disposed of in the appropriate receptacle – they are not to be disposed of in flowerbeds, walkways etc.

6. Staff Support Services

a) Access

The Shire offers staff support services, in the form of confidential counselling services through LGIS, to assist employees experiencing personal and/or work related issues.

The services are offered to all employees of the Shire and are designed to be short-term. Use of the services provided is on a voluntary basis and is free to employees.

If a problem cannot be resolved by the individual's own efforts or through other means, the LGIS counselling service can be accessed by –

- Manager referral - in some cases, managers may suggest to employees that they may benefit from utilising the counselling service. In this case referral to LGIS counselling services should be kept confidential between the manager and the employee, or
- Internal Contact – employees may contact the Executive Manager Corporate and Community services to organise referral. Alternatively, employees may access the service at their own discretion. Workers and managers can access the service by phone or email (face to face if availability permits) enabling them to receive confidential counselling support wherever they are based.

LGIS can be contacted by –

- phoning 9483 8857,
- email admin@lgis.wa.com.au, or
<https://www.lgiswa.com.au>

b) Number of Sessions

The counselling services provided by LGIS are primarily 'stress counselling' and of a short-term nature. Sessions are generally one hour in duration. The service is available between 8.30am and 5.00pm Mondays to Fridays. Sessions are predominantly phone based. Upon special request, face to face counselling can be organised depending on availabilities.

If the psychologist considers the issue to require ongoing counselling or long term therapy, resources will be provided to the employee to sought alternative support (for example, through the Better Access scheme via a doctor's referral or local resources available within the community).

c) Leave Provisions

In the event that the employee desires to ensure that their manager is not aware that they are undertaking counselling, then the employee should organise sessions to be completed during non-working hours. The arrangement for taking time off during work hours will be the same as for any form of absence from the workplace, including time in lieu, however the manager does not need to be informed of the referral or the specifics of the matter.

d) Confidentiality

A significant feature of the LGIS counselling service is the high level of Confidentiality and the respect for the employee's privacy. All employees utilising the service are required to sign a confidentiality agreement to enforce this.

Information on all referrals to LGIS counselling services will be in strict confidence. Confidentiality means that the Shire will not receive any information from LGIS concerning the employee's problem. Employees will need to provide written consent to release their personal information, should they choose to share their counselling information to a third party.

Provider – LGIS counselling services should be contacted by the employee for an appointment.

7. Communication

The Shire will ensure that –

- All employees receive a copy of this policy during the induction process.
- This policy is easily accessible by all members of the organisation.
- Employees are empowered to actively contribute and provide feedback to this policy.

– End of Policy

Notes

9.5 Workplace Visitors – Management

Responsible Executive	Executive Manager Technical & Rural Services	
Statutory context	Work Health and Safety Act 2020	
Corporate context	Nil	
History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	15 May 2025

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Policy Statement

1. The Shire is committed, to ensuring that visitors to workplaces are not exposed to hazards as far as reasonably practicable.
2. Severe penalties apply under the Work Health and Safety Act 2020 if visitors to workplaces are injured through not being appropriately cared for.
3. Visitors to workplaces are required to comply with the directions of staff by the WHS Act.
4. All locations –
 - a) Visitors who wish to move around the location must be accompanied by a Shire employee at all times, with the exception of authorised contractors/subcontractors.
 - b) Employees are to ensure that all walkways and access/exit points remain clear of obstacles at all times.
 - c) Prior to being authorised to enter a workplace/worksites which has known hazard/s, all visitors must be provided with a workplace specific induction on the nature of the hazard/s within that location and must be instructed in any emergency evacuation procedures.
5. Offices and similar locations –

All visitors are to report to the front counter, where applicable, or to the appropriate Manager / Supervisor before entering the workplace/worksites.
6. Depot Workshop and Yard –

Prior to entry into the depot workshop or yard, all visitors, contractors and subcontractors are to report to the depot office.
7. Construction and maintenance sites and similar locations –
 - a) Prior to entry to a construction/maintenance site, all visitors, contractors and subcontractors are to report to the site manager or supervisor.
 - b) High visibility workwear is mandatory for depot yard and worksites.
 - c) Appropriate footwear and PPE for the purpose is mandatory.

– End of Policy

Notes

9.6 Risk Management - Deleted

History	Deleted	24 July 2019 (Resolution of Council 0719.12)

9.7 Mental Health Policy

Responsible Executive	Executive Manager Technical & Rural Services	
Statutory context	Public Health Act 2016, Section 16 Work Health and Safety Act 2020	
Corporate context	Local Public Health Plan 2021-2026 Work Health and Safety Policy Discrimination, Harassment and Bullying policy Alcohol and Drug Policy Active Narrogin Policy Health and Wellbeing Policy Grievance Policy Equal Employment Opportunity & Diversity & Inclusion Policy	
History	Adopted	26 July 2023
	Reviewed	15 May 2025

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Policy Statement

Mental health can be defined as the capacity to feel, think and act in ways that enhance our ability to enjoy life and deal with the challenges we face.

Mental health problems have causes including stressors within the workplace and the outside world. The most common mental health problems in the workplace are stress, anxiety and depression. These can result in poor working relationships, errors and accidents, absenteeism and high staff turnover.

Recent trends indicate that mental ill health in the workplace is increasing. It has been suggested that mental health problems are an increasing cause of injury, illness and absences across Australian workplaces.

The potential benefits of mental health promotion include increased productivity and loyalty, reduced absenteeism and staff turnover. The employee experiences enhanced wellbeing, which also impacts on physical wellness and family life.

Purpose

The purpose of this policy is for the Shire of Narrogin to establish, promote and maintain the mental health and wellbeing of all employees through workplace practices, and encourage employees to take responsibility for their own mental health and wellbeing.

The Shire of Narrogin believes that the mental health and wellbeing of our employees is key to organisational success and sustainability.

Goals/Objective

A mentally healthy workplace is one that takes a proactive and preventative approach to mental health, where risk factors are identified, and reasonably practicable action is taken to minimise their potential negative impact on an individual's mental health. It is also one where protective and resilience factors are fostered and maximised and there is a focus on ensuring good workplace outcomes for employees at risk of mental health problems and illness.

To achieve this the Shire of Narrogin will aim to:

- Build and maintain a workplace environment and culture that supports mental health and wellbeing and prevents discrimination (including bullying and harassment);
- Provide leadership and support that engages employees to build organisational and individual resilience in the workplace particularly to change, stress and work demands;
- Increase employee knowledge and awareness of good mental health and wellbeing and empower workers to take responsibility for their own mental health and wellbeing;
- Reduce stigma around depression and anxiety in the workplace, and all forms of mental health illness;
- Facilitate employees active participation in a range of initiatives that support mental health and wellbeing; and
- Encourage work life balance and support flexible work arrangements where reasonably practical and does not result in negative local economic outcomes.

Scope

- This policy will comply with Work Health and Safety legislation.
- This policy will be implemented in accordance with existing organisational policies and practices such as the Work Health and Safety (WHS) and the Equal Employment Opportunity & Diversity & Inclusion Policy.
- This policy will be owned at all levels of the organisation and implemented across all departments, evaluated and reviewed as appropriate.
- This policy applies to all employees of the Shire including casual staff.

Roles and Responsibilities

The CEO with support of the Executive Leadership Team (ELT) is responsible for providing overall direction and commitment for this policy.

The ELT Team and Human Resources Officer are responsible for:

- Facilitating the development and delivery of tools, information, training and education as necessary to support the effective implementation of this policy;
- Monitoring the effectiveness of mental health strategies and reporting outcomes to the WHS Committee and Executive Leadership Team;
- Providing independent and confidential advice and support to managers and employees;
- Ongoing awareness raising and improving the organisation's literacy of, and capability with mental health and wellbeing; and
- Referral of employees for assistance and support as necessary.

Managers have a responsibility to:

- Ensure that all employees are made aware of this policy;
- Actively support and contribute to the implementation of this policy, including its goals;
- Manage the implementation and review of this policy;
- Refer employees for assistance and support as appropriate; and
- Seek advice from the Executive Leadership Team or Human Resources Officer when required.

All employees have a responsibility to:

- Understand this policy and seek clarification from management where required;
- Support fellow employees in their awareness of this policy;
- Support and contribute to the organisation's aim of providing a mentally healthy and supportive environment for all employees;
- Take reasonable care of their own mental health and wellbeing, including physical health; and
- Take reasonable care that their actions do not affect the health and safety of other people in the workplace.

Communication

The Shire of Narrogin will ensure that:

- This policy is easily accessible by all employees of the organisation;
- Employees are informed when a particular activity aligns with this policy;
- Employees are empowered to actively contribute and provide feedback to this policy; and
- Employees are notified of all changes to this policy.

Monitoring and Review

- The policy will be audited, monitored and reviewed in line with existing policies and procedures.
- Evaluation will be conducted by those personnel with overall responsibility for this policy.

– End of Policy

Notes

Section 10 - BUILDING / DEVELOPMENT

10.1 Kerb / Footpath Deposit – Adjoining Works

Responsible Executive	Executive Manager Technical & Rural Services	
Statutory context	Building Act 2011	
	Building Regulations 2012	
	Shire of Narrogin Public Places & Local Government Property Local Law 2016	
Corporate context	Delegation 10.3 – Control of Planning Matters	
History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	15 May 2025

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Policy Statement

1. Where the estimated value of building / demolition developments exceeds \$20,000.00, a kerb / footpath deposit is required to be paid to the Shire of Narrogin by the applicant.
2. The following conditions apply –
 - a) The kerb/footpath deposit must be paid to the Shire of Narrogin before a building/demolition permit can be issued.
 - b) Loading and unloading of steel track machinery on the road without the use of rubber tyres or timber, will result in no refund of your kerb/footpath deposit.
 - c) All development material including sand, bricks and timber must be cleaned from the footpath and road verge area at the completion of the development.
 - d) All damage to kerbing, footpaths, verge and road area caused during the development, must be repaired prior to requesting a refund.
3. The deposit is to be held in Council’s Municipal Fund.
4. Once the development has been completed, and a request for refund of the deposit has been received, an appropriate person is to conduct a site inspection.
5. If there is damage to the kerb, footpath, verge or road surface, the cost of repair is to be deducted from the deposit prior to refund being made.
6. If approved, a refund for the authorised amount is to be issued to the person who lodged the original deposit.
7. If the cost of repairing the damage exceed the deposit amount, and invoice for the balance is to be issued to the property owner or contractor.

– End of Policy

Notes

10.2 Shade Cloth Structures

Responsible Executive	Executive Manager Planning & Sustainability ~~Development & Regulatory Services~~	
Statutory context	Building Act 2011	
	Building Regulations 2012	
Corporate context	Nil	
History	Adopted	26 April 2017
	Amended	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	15 May 2025

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Policy Statement

1. Upon application, approval may be given to use shade cloth to cover or enclose an area between a patio, pergola, carport or garage and an adjoining fence –
 - a) within the side and rear setbacks of residential properties within town sites,
 - b) the structure shall be of shade cloth supported on a lightweight framework of metal installed between the roof of the adjacent structure and below the top of the boundary fence,
2. Prior to approving a shade cloth structure up to a boundary, an appropriate employee shall refer the application to the adjacent landowners/occupiers for comment over a minimum 14 day period.
3. Shade cloth structures will not be permitted within the front setback of any property.
4. Approval may be granted to such structures where no objections are received during the comment period. All other applications shall be referred to Council for determination.

– End of Policy

Notes

10.3 Colour Palette and Sign Guide (Central Business Precinct)

Responsible Executive	Chief Executive Officer	
Statutory context	Nil	
Corporate context	Colour Palette Guide & Signage Guide	
History	Adopted	28 July 2020
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	15 May 2025

Policy Statement

The Central Business Precinct

This Policy applies to the Central Business District (CBD). The Central Business Precinct is bounded by the southern side of Clayton Road, Federal Street, Fairway Street, Park Street and Earl Street as defined in the former Town of Narrogin Town Planning Scheme No.2 as depicted in the plan below.



Former Town of Narrogin Town Planning Scheme No. 2 – Scheme Map

1.0 COLOUR PALETTE

1.1 Objectives

The objectives of this policy are to:

- Encourage proponents within the CBD Precinct, if they intend painting the exterior of their property or affixing or altering signage to their property, to lodge a Development Application to the Shire for assessment in accordance with this Policy.
- Create a consistent colour palette applicable to development using colours from the Town Centre Colour Palette Guide developed by H+H Architects;
- Strengthen the identity of the Central Business Zone;
- Provide guidance to Council, private landowners and developers on the appropriate external colours for new or existing development;
- Encourage where possible, original colour schemes to enhanced the heritage building, streetscape and the Central Business Precinct;
- Attain a high quality visual streetscape; and
- Preserve, enhance and complement the existing built environment.

1.2 Policy Statement

An integral part of the '2016 Narrogin Townscape Study Review' undertaken by H+H Architects and Malone Design is the adoption of a "colour palette" to be used as a guide by Council when it assesses new and existing development, and when it selects colours for application to public street furniture and public buildings.

The colours are considered appropriate to the Shire of Narrogin environment, and have the potential to introduce an exciting new element into the town's character.

H+H Architects has been commissioned to develop the Shire of Narrogin 'Town Centre Colour Palette Guide and Sign Guide', which is to be used as a basis for guiding developments within the Central Business Precinct and to be read in conjunction with this policy.

1.3 Policy Provisions

Colours Guidelines

- 1.3.1. Development Applications lodged that propose the treatment of the external surface of a building shall include the following information:
- Demonstrate that the type of paint, as well as the preparation of the building and application of the paint will contribute to the conservation of the building, and will not significantly compromise the significant heritage fabric of the building.
 - Evidence of research into original colour schemes in the form of a paint scraping and/or historical research into the style of building.
- 1.3.2. Where possible, colours selected shall be consistent with the original colour schemes of the building.
- 1.3.3. Where it is not possible to determine the original colour scheme, colour selection shall be consistent with the following key principles and the Colour Palette Guide based on the era of the development (Federation, Inter-War and Post War):
- The main body of the wall shall be natural wall colours that suggest the natural materials underneath (i.e. brick, stone or render).

- Where it is proposed to paint brick or stone quoining, colours shall be consistent with the natural materials underneath.
- Decorative elements - including cement rendered dressings (stucco), architraves, friezes, cornices, and pilasters – shall be highlighted with the use of no more than two muted tones in a lighter colour than the main body of the wall.
- Outer window frames shall be painted in dark colours (browns, deep reds, or dark greens), with light cream or white highlights accentuated in window sashes, and dividing joinery between individual window panes.
- In the case of verandahs and awnings, structural elements shall be dark tones (browns, deep reds, or dark greens) while decorative elements shall be highlighted with the use of light muted tones (cream or white).
- In the case of buildings with external timber cladding, paint colours shall be consistent with the original colour schemes of the building.

1.3.4. In addition to clause 1.2., Council shall have regard to the following:

- Any established conservation management plan relating to the site;
- Any statement of heritage impact relating to the site; and
- Any advice received from the Heritage Council of Western Australia relating to the site.

1.4 Face brickwork and Limestone Fabric

- 1.4.1. Council will not approve the rendering or painting of face brickwork or limestone fabric for buildings of recognised heritage significance unless it can be demonstrated by the applicant that it is not possible to conserve the face brickwork or limestone fabric in its current form, and painting or rendering the face brickwork or limestone fabric is the only suitable conservation treatment in the circumstances.
- 1.4.2. The sealing of exposed face brickwork or limestone fabric of buildings with recognised heritage significance is not considered appropriate and will not be supported.
- 1.4.3. In cases where treatment of face brickwork and limestone fabric is proposed, an application shall be accompanied by a technical report from a suitably qualified expert in support of the methodology to ensure that the treatment will be beneficial for the ongoing conservation of the building.

1.5 Treatment of Existing Buildings Listed in the Shire of Narrogin Local Heritage Survey 2019

- 1.5.1. Paint colours shall be compatible and complimentary to the heritage character of the existing building.
- 1.5.2. Where the external building is constructed of face brickwork and limestone fabric, treatment of external surfaces shall be in accordance with clause 1.2 of this policy.

1.6 New and Infill Development

- 1.6.1. Proposed colour schemes and finishes are to be consistent with the Colour Palette Guide and have regard to the following criteria:
- Whether the colour scheme and/or building finishes are consistent with the streetscape.
 - Whether the colour scheme and/or building finishes are likely to have any significant impact on any abutting or immediately adjacent property with recognised heritage significance.
 - The colour palette shall be used as a guide for applicants when assessing new and existing development including street furniture and public buildings within the Shire of Narrogin Central Business Precinct.

- Applicants will be strongly encouraged to use the colour palette that reflect the era of development (Federation, Inter War and Post War periods).
- Any request by an applicant to deviate from the adopted colour palette must be accompanied by detailed reasons. The CEO may approve alternative colours which are reasonably close to those contained within the colour palette, and where the overall visual intent will not be compromised.

2.0 SIGN GUIDELINES

2.1 Objectives

The objectives of this policy are to:

- Ensure consistency with the sign guidelines for the Town Centre Precinct in accordance with the Town Centre Colour Palette Guide and Signage Guide prepared by H+H Architects.
- Guide the design, materials and siting of advertising structures and signs in the Town Centre Precinct.
- Ensure that signs erected on heritage buildings, or any buildings in the Town Centre Precinct, should be compatible with the character of the building, streetscape and heritage precinct.
- Ensure that signs are located in appropriate positions on the building, be clear and easy to read from the street and not to visually dominate the building or area.

2.2 Policy Statement

This policy has been prepared to support and to be read in conjunction with Part V – Control of Advertisements of the former Town of Narrogin Town Planning Scheme No. 2 and the Shire of Narrogin Public Places and Local Government Property Local Law 2016. The scheme requires the submission of an application for Development Approval for non-exempt advertisements.

2.3 Policy Provisions

Signs above Verandah Level

Advertising panels on parapets should be used in preference to other locations. Parapet signs are to be of appropriate size and do not dominate the façade.

Only one line of advertising space should be encouraged.

Signs on Verandah and Awnings

Signs on Verandahs and Awnings should not obscure architectural detailing. A sign fixed to the outer or return fascia of a verandah or awning is appropriate provided that:

- It does not project beyond the outer metal frame or the surround of the fascia; and
- It does not obscure architectural detailing.

Signs Painted onto Display Windows

Permanent signs on windows of retail premises should cover no more than 30% of the display window and should not clutter or dominate the shopfront window.

Signs below Verandahs

Suspended signs under the verandah at right angles to the building should not exceed 250mm x 1800mm and should be at least 2.4 m above the ground level.

A sign under the verandah shall:

- Have a headway clearance of at least 2.4m
- Restricted to one (1) sign per shop; and
- Have a minimum setback of 750mm from the kerb.

Signs on Buildings without Verandahs

Signs should be restricted to:

- Parapet signs;
- Shop window signs;
- Suspended signs off wrought/cast iron brackets, maximum size 400mm x 400mm;
- Tenancy boards flat to wall adjacent to doorways.

Signs on Building Walls

Signs on side walls of buildings should be designed to complement the building expression and colour scheme.

Colour

Colours of signs should complement the overall colour scheme of the building.

– End of Policy

Notes

[Colour Palette Guide & Signage Guide](#)

10.4 Living in a Caravan (Other than at a Licensed Caravan Park or Camping Ground)

Responsible Executive	Executive Manager Planning & Sustainability Development & Regulatory Services	
Statutory context	Caravan Parks and Camping Grounds Act 1995	
	Caravan Parks and Camping Grounds Regulations 1997	
Corporate context	Nil	
History	Adopted	13 December 2023
	Reviewed	15 May 2025

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Policy Statement

The Shire of Narrogin recognises the diverse housing needs within the community, including the option of living in caravans. In alignment with the Caravan Parks and Camping Grounds Regulations 1997, the Shire aims to establish a policy to ensure the safe and sustainable use of caravans for temporary residential purposes within the Shire.

Purpose:

The purpose of this policy is to provide clear guidelines and regulations for individuals living in caravans within the Shire of Narrogin. This policy aims to balance the needs of residents with the broader community's interests, promoting a safe, healthy, and harmonious living environment.

Policy Basis

This policy is developed in accordance with the Caravan Parks and Camping Grounds Regulations 1997 and seeks to strike a balance between promoting affordable housing options and safeguarding the amenity and safety standards of the community.

The Policy does not bind the local government in respect of any application for approval but the local government is to have due regard to the provisions of this Policy and the objectives which the Policy is designed to achieve before making its determination.

Objectives:

The objectives of the Living in a Caravan Policy are:

- To provide clear guidelines for landowners seeking to live on their property whilst constructing their permanent dwelling.
- To provide guidelines for persons to occupy a caravan on a property where there is an existing dwelling for no longer than 6 weeks.
- To provide guidelines for persons to occupy a caravan on a property where there is an existing dwelling for no longer than 3 months.

Definitions

A Caravan has the same meaning as one caravan.

- Caravan means a vehicle that is fitted or designed for habitation, and unless the contrary intention appears, includes an annexe.
- Annexe means an attachment to a caravan, of a prescribed type or description, used as an extension of the habitable area of that caravan.

Statement

Clause 11 of the Caravan Parks and Camping Grounds Regulations 1997 states:

11. *Camping other than at caravan park or camping ground*

(1) *A person may camp —*

- (a) *for up to 3 nights in any period of 28 consecutive days on land which he or she owns or has a legal right to occupy, and may camp for longer than 3 nights on such land if he or she has written approval under subregulation (2) and is complying with that approval; or*

- (b) for up to 24 consecutive hours in a caravan or other vehicle on a road side rest area; or
- (c) for up to 24 consecutive hours in a caravan or other vehicle on a road reserve in an emergency, unless to do so would cause a hazard to other road users or contravene any other written law with respect to the use of the road reserve; or
- (d) on any land which is —
 - (i) held by a State instrumentality in freehold or leasehold; or
 - (ii) dedicated, reserved, or set apart under the Land Administration Act 1997 or any other written law, and placed under the care, control or management of a State instrumentality, in accordance with the permission of that instrumentality; or
 - (e) on any unallocated Crown land or unmanaged reserve, in accordance with the permission of the Minister within the meaning of the Land Administration Act 1997, or a person authorised by the Minister to give permission under this paragraph.
- (2) Written approval may be given for a person to camp on land referred to in subregulation (1)(a) for a period specified in the approval which is longer than 3 nights —
 - (a) by the local government of the district where the land is situated, if such approval will not result in the land being camped on for longer than 3 months in any period of 12 months; or
 - (b) by the Minister, if such approval will result in the land being camped on for longer than 3 months in any period of 12 months; or
 - (c) despite paragraph (b), by the local government of the district where the land is situated —
 - (i) if such approval will not result in the land being camped on for longer than 12 consecutive months; and
 - (ii) if the person owns or has a legal right to occupy the land and is to camp in a caravan on the land while a permit has effect in relation to the land.

Policy Provisions

1. Caravan on site for no more than 6 weeks

- (a) The use of a caravan for no more than 6 weeks on a site with an existing 'Single House' is permitted so long as the consent of the person who owns or has a legal right to occupy the land is given and no nuisance is created.

2. Caravan on site for no more than 3 months

- (a) The use of a caravan for no more than 3 months on a site with an existing dwelling is permitted so long as the consent of the person who owns or has a legal right to occupy the land is given and:
 - (i) An Application for Approval to Camp Other Than at a Caravan Park is lodged and approved by the Chief Executive Officer in accordance with this policy and the Regulations.

3. Temporary Accommodation in a Caravan

- (a) Temporary Caravan Accommodation for a term of 3 months to 12 months is not permitted unless Development Approval is granted by the Shire.
- (b) Temporary Caravan Accommodation may only be considered for properties zoned:
 - (i) Residential;
 - (ii) Rural Townsite
 - (iii) Rural;
 - (iv) Rural Residential; and
 - (v) Rural Smallholdings.

- (c) The applicant must hold a current building permit for the construction of a dwelling on the property prior to the approval being considered.
- (d) Temporary Caravan Accommodation is limited to a period of one (1) year.
- (e) Temporary Caravan Accommodation will only be permitted in a caravan and not an outbuilding and the following additional conditions apply:
 - (i) The caravan must remain in a condition that readily permits its removal from the site at all times;
 - (ii) The caravan is not to be located within an outbuilding when used for Temporary Caravan Accommodation;
 - (iii) The caravan must be situated within the property and comply with all setback requirements;
 - (iv) Sleeping and cooking activities must be confined to the caravan;
 - (v) Toilet, bathroom and laundry facilities must be provided to the minimum health standards required by the Building Code of Australia and the Health Act. These facilities may be in a shed constructed on-site and alongside which the caravan is parked; and
 - (vi) All facilities must be inspected before occupation of the temporary accommodation.
- (f) All ablution facilities must be connected to an on-site sewage treatment and effluent disposal system approved by the Shire and must not cause a nuisance.
- (g) Irrespective of Clause 3.(d). subsequent approvals of Temporary Caravan Accommodation may be considered subject to the caravan being removed from site and a new approval sought prior to it being camped in for a further term.
- (h) Council reserves the right to revoke an approval notice for Temporary Caravan Accommodation if it is at any time dissatisfied with the rate of progress of the dwelling, with the amenity of the site or the general terms of the approval not being complied with.

– End of Policy

Notes

Section 11 - PUBLIC FACILITIES

11.1 RW (Bob) Farr Memorial Library – User Rules – Deleted

History	Deleted	24 July 2019 (Resolution of Council 0719.12)

11.2 Hire of Venues – General

Responsible Executive	Executive Manager Corporate & Community Services	
Statutory context	Local Government Act 1995	
	Public Places and Local Government Property Local Law	
Corporate context	Delegation 11.3 – Public Places & Local Government Property Local Law 2016	
History	Adopted	26 April 2017
	Amended	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	15 May 2025

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Policy Statement

1. The following Council Policy Schedules are adopted, and form part of this Statement –
 - 11.3(a) – Hire of Venues – Requirements to Hire
 - 11.3(b) – Hire of Venues – Conditions of Hire
2. Hirer Categories –
 - a) Individual / Community –

This definition also applies to private bookings such as weddings, birthday parties, christenings etc.

A community use is defined as a non-profit organisation and shall include, but is not limited to sporting clubs, not-for-profit community groups, religious groups, education institutions, charitable institutions, service clubs and groups that have a focus on community needs with a social benefit.
 - b) Professional / commercial user –

A professional / commercial user or group is one whose intention it is to result in private gain (i.e. income generation).

Those user groups deemed to be of a commercial nature would be charged the standard fee for use of the facilities.
3. Compliance with the following is mandatory –
 - a) Liquor Licencing Act,
 - b) Public Health Act,
 - c) Police Act,
 - d) Criminal Code, and
 - e) Relevant Shire Local Laws.
4. A permit for the sale and/or consumption of alcohol from the Clerk of Courts is required to be presented, prior to the Shire giving approval for sale and/or consumption of alcohol.
5. Each approval for consumption or sale is to be notified to the Narrogin Police.
6. Equipment from facilities is not available for outside usage except with the approval in writing of the CEO or Executive Manager Corporate and Community Services, and is subject to hire fees, bond charges etc.

– End of Policy

Notes

Public Places & Local Government Property Local Law also applies.

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Policy Schedule 11.2(a) – Hire of Venues – Requirements to Hire

1. Bookings
 - a) Bookings will only be held for 7 working days without payment or purchase order.
 - b) To confirm a booking, full payment of fees and bond, within 7 working days of booking, unless specific approval is given.
 - c) If an agreed deposit payment has made, full payment is required at least 14 days prior to booking date.
 - d) Bookings made less than 14 days prior to booking date must be paid in full immediately.
 - e) Bookings made without allowing sufficient time for preparation of the venue during normal work hours, may attract an extra charge if work outside of usual hours is required.
 - f) Permanent or ongoing bookings will be billed annually or monthly in advance.
 - g) The Shire reserves the right to refuse to let a venue or any portion thereof.
 - h) Tentative bookings will be accepted not more than 12 months in advance.
 - i) Multiple year bookings will not be accepted.
2. Double Bookings
 - a) In the event that two applications for bookings are received on the same day for hire of the same facility, the relevant employee or CEO may determine to which applicant the hiring will be granted. Generally, precedence will be given to the earlier booking, although the applicants are encouraged to negotiate a mutually agreed arrangement.
3. Cancellations
 - a) Cancellations by the user without penalty can be made up to 14 days prior to the booking date, with full fee refund.
 - b) Cancellation by the user within 14 days of the booking date may result in forfeiture fees and of the bond unless there are extenuating circumstances.
 - c) The Shire reserves the right to at any time cancel an agreement for hiring of a venue. Notice of cancellation will be given at the earliest possible opportunity and all monies refunded.
4. Bonds
 - a) Bonds to cover damage and cleaning must be paid at the time of confirmation of the booking date, and are refundable provided there is no cause for complaint.
 - b) An additional bond will be charged for every function at which alcohol will be available.
 - c) Any damage, excluding fair wear and tear, may result in forfeiture of part or all of the bond.
5. Fees and Charges
 - a) Hire fees and charges for use of Council facilities, including any furniture or equipment, shall be determined from time to time by the Council. (see Fees and Charges in the Annual Budget)
 - b) The Shire reserves the right to grant a reduction / concession of all or any part of hire charges in special circumstances.
 - c) The CEO has authority to approve a fee reduction case in accordance with Delegation 3.11 Donations – Financial and In-kind Works / Services.
6. Facility Availability
 - a) Council facilities are available on a casual basis.
 - b) All hirers of Council facilities must be 18 years of age or over and be legally responsible for the function, event or activity nominated on the hire form.
 - c) Hirers may be required to provide proof of age and an address on the relevant hire application.
 - d) The hirer or nominated representative (over the age of 18 years) must be in attendance for the duration of the function, activity or event, be contactable by mobile phone and be available to present hire forms and other relevant details to authorised persons when required.
 - e) At the discretion of the Shire, hirers may be required to engage suitable licensed crowd control staff at the recommended ratio for the duration of the hire period in accordance with relevant guidelines (see Note below).
 - f) The hirer will be required to provide documented evidence that such measures have been put in place.
 - g) The Shire has the right to refuse a booking application if these measures are not put in place by the hirer.

– End of Schedule

Note - Clause 6(d) "relevant guidelines" include those published by Department of Health or the Office of Racing, Gaming and Liquor.

Policy Schedule 11.2(b) – Hire of Venues etc – Conditions of Hire

Specific Conditions –

Specific conditions may be applied to particular activities, events or venues.

Standard Conditions –

Standard Conditions that apply to all activities, events or venues –

1. Use of Venue
Events/functions/activities are restricted to the times and areas approved and listed on the booking form.
2. Compliance with Laws and Regulations
 - a) The hirer of any portion of a Council facility will be required to comply with the provisions of the Liquor Licensing Act, Health Act, Police Act, the Criminal Code and any other Act or Local Law in force for the time being, applying to such hiring of the facility.
 - b) If, in the opinion of Council, all necessary actions have not been taken to comply with the requirements of the above and relevant Acts and Local Laws, the Council may, prior to or during the term of the engagement, forbid and prevent the use of the facility and all monies paid to Council shall be forfeited.
 - c) Any authorised officer of the Council shall be permitted free access to the facility during an engagement and shall be given every facility for enforcing these conditions.
3. Smoking
 - a) All Council buildings and enclosed venues are smoke free zones.
 - b) Health Act and Local Laws apply and provide for penalties for breach
 - c) In addition, breach will result in forfeit of 50% of bond.
4. Alcohol
 - a) Consumption of alcohol requires Shire approval.
 - b) Sale of alcohol requires both Shire approval and approval of the Licencing Court available from the Narrogin Police.
 - c) All approvals will be notified to the Narrogin Police.
5. Temporary Fixtures and decorations
 - a) Banners and displays advertising coming events to be held in a venue may be placed or temporary affixed by cable ties, rope etc to the external of the building or premises subject to –
 - no permanent fixtures of any kind whatsoever, is permitted, including drilling of holes,
 - being displayed for not more than 7 days prior to the event, without approval of the CEO,
 - being removed within 2 days of conclusion of the event.
 - b) All decorations, banners fixtures etc must be removed immediately after the event.
6. Specialist Turfs
 - a) The turf cricket pitch located at Clayton Road Oval and the Croquet Greens are classified as specialist turfs.
 - b) In determining the fees and charges for the use of specialist turfs, Council shall consider the cost of the maintenance cost of these surfaces from each Permanent Seasonal User using these surfaces.
7. Line marking
 - a) Line marking within a building may only be of adhesive tape, which is to be removed immediately after the event.
 - b) Line marking on reserves, sportsgrounds and parks may be completed using white PVA paint or English whiting only.
 - c) Line marking on any paved surface that will leave permanent traces is not permitted, and is subject to specific prior approval.
 - d) The use of lime, creosote or diesel in any form for line marking is not permitted.
8. Breach of Conditions of Hire

- a) A breach of conditions of hire may result in the immediate termination of hire of the venue.
 - b) If warranted, action may be taken under relevant legislation, the Public Places and Local Government Property Local Law or both.
9. Damage to premises or excessive cleaning requirement
- a) Damage to premises or excessive cleaning requirement may result in all or part of the bond paid will be retained to cover expenses for repair or cleaning.
 - b) If the bond is insufficient to cover expenses, action to recover the outstanding costs is likely under the Shire of Narrogin Public Places and Local Government Property Local Law.
10. Additional Equipment
- a) Council facilities are fitted with a certain amount of equipment. Any additional equipment is to be provided by the hirer at the hirer's expense.
 - b) Appropriate facilities are supplied with tables and chairs as per regulations accommodation numbers. A hirer requiring additional tables and/or chairs must meet the following guidelines –
 - i) Maximum room accommodation numbers must not be exceeded;
 - ii) Tables/chairs cannot be moved from another Shire facility; and
 - iii) It is the responsibility of the hirer to source and pay for the additional tables and/or chairs and their delivery and removal from the premises at the conclusion of the designated booking time.
11. Waste disposal
- a) The Shire will supply and service a maximum number of bins for each Council facility.
 - b) Any additional bins required by hirers for events or functions will be supplied and serviced at the cost of the hirer.
 - c) The number of bins to be provided at each facility is determined based on individual facility normal usage.

– End of Schedule

11.3 Hire of Venues – Annual or Seasonal Use

Responsible Executive	Executive Manager Corporate & Community Services	
Statutory context	Local Government Act 1995	
	Public Places and Local Government Property Local Law	
Corporate context	Delegation 11.3 – Public Places & Local Government Property Local Law 2016	
History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	15 May 2025

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Policy Statement

1. Permanent Seasonal Users
- a) Each club or organisation using a venue on a permanent or seasonal basis shall be required to pay a fee for such usage.

b) That fee shall be based on a percentage of the maintenance costs of each venue, and is inclusive of all maintenance costs attributable to the upkeep of the venue (e.g. water and electricity).

c) The cost of any work requested by permanent seasonal users that is not included as part of the normal maintenance shall be met in full by the user group requesting that work.

d) Additional maintenance work shall only be carried out provided the Shire receives a written request for the work not less than 28 days prior to that work being required to be complete. Any such additional work must be requested, in writing by an authorised person of the user.

e) The Shire’s responsibility in clearing rubbish from venues after events is limited to emptying bins. Any additional cleaning work carried out by Shire employees will be charged at private works rates to the user concerned. Toilets etc. will be maintained and cleaned at no charge during week days but where weekend cleaning is required appropriate charges will be made.

– End of Policy

Notes

Public Places & Local Government Property Local Law also applies.

11.4 Public Art Contribution Policy

Responsible Executive	Executive Manager Corporate & Community Services	
Statutory context	Nil	
Corporate context	Shire of Narrogin Public Art Strategy & Masterplan 2019 Public Art Contribution Policy Guidelines	
History	Adopted	25 August 2020
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	15 May 2025

Policy Statement

1. INTRODUCTION

Public art is mostly located in public places and spaces but may also be incorporated into private areas open to the public such as shopping plazas, schools, parks, town centres, streetscapes and buildings. It can be a literal piece of artwork such as a sculpture, a painting, a wall mosaic or a mural. It can be incorporated into a functional object including paving, water features (such as a fountain), seating, bridges and lighting. It can also be a temporary work such as an art performance in an outdoor public space.

Public art contributes to the identity of a place in a range of ways. This includes interpreting local culture and customs, enhancing the overall design and visual appearance of a place and adding to the vibrancy, liveability and familiarity of a place through the creation of memorable experiences and landmarks. Public art is often created by local communities themselves and is enhanced with the help of experienced community artists.

2. POLICY OBJECTIVES

The Shire of Narrogin Public Art Contribution Policy aims to:

- Support the implementation of the Shire of Narrogin Public Art Strategy & Masterplan 2019;
- Facilitate the creation of original, high quality public artworks sited in a visually accessible public location;
- Contribute to the arts and cultural development and the fabric of daily life in Narrogin;
- Create a vibrant and contemporary sense of place whilst also respecting and responding to Narrogin's existing history, culture and aspirations;
- Encourage arts engagement, and interaction with places and spaces in Narrogin; and
- Infuse qualities of diversity, creativity and character through themes, types of art and approach.

The Public Art Contribution Guidelines for the commissioning of new public art works are to be read in conjunction with this Public Art Contribution Policy.

3. DEFINITIONS

Artist: In this policy Artist means a person who meets two or more of the following criteria:

- Has a track record of exhibiting/selling their artworks in reputable galleries or public spaces;
- Earns over 50 percent of their income from art related activities such as selling works or public art commissions;
- Has a Bachelor Degree or Diploma qualification in visual or fine art, or other art forms where relevant; or
- Can otherwise demonstrate that they have artistic expertise.

Public Art: For the purpose of this policy, public art is broadly defined as work or activity designed and/or fabricated by an artist, installed in public space and accessible to the general public. The work may be temporary or permanent, located in a public space or facility provided by both the public and private sector (this includes areas within private buildings that are easily accessible by the public). Public art also includes the contribution of a conceptual idea by an artist to the design of a public space or facility.

As part of this Public Art Contribution Policy, public art can include (but is not limited to):

- The artistic treatment of functional equipment such as bike racks, benches, fountains, playground equipment, light posts or shade structures which are unique;
- Landscape art enhancements such as walkways, bridges or art features within a garden;
- Murals, tiles and mosaics covering walls, floors and walkways and sculptures, free-standing or incorporated as an integral element of a building's design.

Public art does not include:

- Business logos.
- Advertising signage.
- Art objects which are mass produced or off-the-shelf reproductions.
- Landscaping or hardscaping which would normally be associated with a development.

Owner: means the owner of the land upon which the relevant development is proposed to be built. The Owner may also be the Applicant.

Construction Cost: In this policy construction cost means all costs associated with the preparation, construction and full completion of a development, including all materials, labour, servicing and ancillary costs. To ensure accurate calculation of public art contribution values the Shire if necessary may require an applicant to provide cost breakdowns and/or certification from a quantity surveyor to confirm construction cost.

4. POLICY STATEMENT

Narrogin Shire Council aims to either acquire or commission and complete, at a minimum, one public artwork every two years. The Council recognises that best practice public art projects can only be achieved through the allocation of adequate budgets.

Council's financial contribution to public art will be through a number of approaches. These are set out below:

1. Percent for Art Scheme

Council may enter into a planning agreement with developers contracted to undertake new building works or refurbishments. The Western Australian State Government Percent for Art Scheme's offers a guide for this approach. Since 1989, this Scheme has allocated up to one percent of the estimated total construction cost of each State capital works project, valued at \$2 million and over, to a commissioned Western Australian artwork.

The Shire's Percent for Art approach requires that half a percent (0.5%) of the estimated construction cost (over \$2 million) is attributed to Public Art. The Shire's contribution requirement shall be imposed on applicable developments as a condition on the Planning Approval. The condition shall specify that the contribution must be made prior to commencement of the project.

Where Council determines a public art contribution applies the owner/applicant can choose to either make a cash in lieu contribution or coordinate a public art project.

Option 1: Cash in Lieu

It is recommended developers provide cash in lieu to the Shire of Narrogin for public art budgets up to \$25,000 but can provide cash in lieu for budgets over \$25,000 at their discretion.

Option 2: Coordinate a Public Art Project

The procurement of a public art project with budgets of \$25,000 and above, will be in accordance with the Shire of Narrogin's Public Art Strategy & Masterplan 2019 and the Public Art Contribution Policy Guidelines. It is recommended more complex public art projects are managed for the owner/applicant by an external public art consultant, unless there is a permanent role created within the Shire.

Costs associated with the production of public art include the following:

- Artist fees, materials, assistant's time, insurance, permits, business and legal expenses and operating costs;
- Fabrication and installation of the art work;
- Art consultant fees (maximum 15% of the budget);

- Site preparation, documentation of the art work and acknowledgement plaque.

Upon choosing Option 1, Cash in lieu full payment must be made to the Shire prior to submission of a building permit.

Upon choosing Option 2, the Owner/Applicant will review the Shire of Narrogin Public Art Strategy & Masterplan 2019 as well as the Shire of Narrogin Public Art Contribution Policy Guidelines and the Public Art Commissioning Process.

The percentage spent on public art and the threshold value will be reviewed by Council at the commencement of each financial year setting the minimum amount for which developments are required to contribute to public art. The amount will be set out in the Shire's Prescribed 'Fees and Charges'.

II. Infrastructure projects with a component of built-in artwork, funded under the Council's annual capital works program

Every year and in the process of developing the new financial year's draft capital works program, the Shire's Executive and the Manager Community Leisure & Culture will review the building program and nominate projects which offer the best opportunities to integrate public art. This process requires Shire officers to carefully consider, in advance, how public art may be assimilated within the design and construction of public facilities or their improvement works. Examples of infrastructure projects which could include a built-in art component are artist-designed alternative paving treatments, bridges, treatment to building facades, new fencing and new street furniture. Nominated infrastructure projects will be costed and submitted for Council's endorsement as part of its budget process.

III. Annual Budget Allocations

Council will consider public art opportunities as part of its annual budget and annual budget review process and consider it appropriate to allocate a special budget to acquire or commission a piece of stand-alone or iconic public artwork.

IV. Grant Funding

Council may obtain grant funding from a State or Commonwealth source, an arts institution or receive sponsorship from a philanthropic organisation or the private sector. Community groups may also propose public art funded by another source and seek to form a partnership with the Council.

5. SUSTAINABILITY AND PUBLIC ARTWORKS

The Council commits to implementing ecologically sustainable practices as part of all of its facilities and activities including the planning, design, and implementation of all outdoor public art projects. This includes the use of renewable (green) materials and technologies in artists' designs, fabrication and installation processes. The Council will also seek to acquire artworks that are appropriate to the environment in which they are to be installed e.g. outdoor artworks should be highly durable, resistant to vandalism and require low maintenance.

The Owner/Applicant seeks the Shire's approval for their chosen professional artist, enters into a contract with their approved chosen professional artist, and submits an Application for Artwork to the Shire. The application is reviewed internally by the Shire of Narrogin Public Art Advisory Panel. Once the Shire is satisfied, the project is given full approval.

Procedures

Corporate Library - [Public Art Contribution Policy Guidelines](#)

Forms and Templates

[Public Artwork Approval Application Form FDRS036](#)

– End of Policy

Notes

11.5 Advertising / Sponsorship signs – in Shire buildings and facilities

Responsible Executive Chief Executive Officer

Statutory context Local Government Act 1995
 - s.6.16 – imposition of fees and charges
 Local Planning Policy D10 – Advertisement Design
 Shire of Narrogin Public Places and Local Government Property Local Law

Corporate context Delegation Register –
 - 11.3 – Public Places and Local Government Property Local Law 2016

History

Adopted	28 April 2021
Reviewed	7 June 2021
Reviewed	26 April 2023
Reviewed	15 May 2025

Policy Statement

General

- The purpose of this policy is to set the requirements for fixed promotional, advertising and sponsorship signs on the internal walls, the external structure of the buildings and associated external structures of –
 - Narrogin Regional Leisure Centre; and
 - John Higgins Centre.
- Naming or advertising within or on any other area is subject to application to the local government, or in accordance with any other relevant Council Policy.
- The Narrogin Regional Leisure Centre (NRLC) and John Higgins Centre (JHC) are facilities under the control and management of the local government, whose day to day operations may be contracted out from time to time.
- Where the day to day operations of the NRLC and the JHC are contracted out and the contract provides for funding by the Shire of any deficit of operations incurred by the facility manager –
 - all revenue raised from advertising or sponsorship signs, other than life time sponsors, will be retained by the facility manager, thereby reducing the deficit that is contractually required to be met by the Shire;
 - should the operations of the facility generate a surplus, the revenue raised from advertising or sponsorship signs will be equally divided between the Shire and the facility manager.
- Permanent signs are not permitted in other areas, unless of a nature that is –
 - statutory or regulatory requirement or compliance;
 - directional or information approved by the local government or the facility manager.
- No advertising is to interfere or detract from emergency notices or equipment in any way at any time, including but not limited to –
 - emergency access, exits, signs or instructions;
 - fire hoses and extinguishers;
 - defibrillators, first aid kits or equipment, etc.
- Nothing in this policy prevents individual regular user sporting associations or clubs from soliciting for and receiving income for annual sponsors signs to be affixed within their predominate area of use, subject to –
 - such signage being administered by the relevant association or club;
 - compliance with the provisions of this Policy;

- c) such signage not exceeding 60cm by 60cm and totalling no more than 3 in number;
- d) signs in excess of 60cm x 60cm are subject to clause 13, with the charge to be equally split between the club and the facility manager.

Permitted signs and duration

8. Advertising permitted –

Sponsor / advertiser	Permitted	Duration
Shire of Narrogin	As determined by Council or CEO	As determined by Council or CEO
Facility manager	As approved by CEO	Duration of contract
Lifetime sponsor	As determined by Council	Permanent while the sign remains in satisfactory condition or replaced
Facility construction contributor	a) Honour Board, location determined by CEO b) Appropriate location throughout the facility	a) Permanent – permanent honour board; and b) Minimum of 5 years – on plaques throughout the facility
Naming rights sponsor	As determined by Council	Maximum period of 5 years, renewable
Fixture sponsor eg – basketball backboard, scoreboards, water polo goals, pool lane dividers, gym mats	As determined by CEO	While the fixture remains in satisfactory condition – - Where the fixture is provided by the sponsor – maximum period of 10 years, renewable - Otherwise – maximum period of 5 years, renewable
Long term sponsor	As determined by CEO or facility manager	Maximum period of 5 years, renewable
Seasonal sponsor	As determined by CEO or facility manager	Maximum period of 1 year, renewable
Event sponsor eg – (sandwich boards, free-standing or tied banners)	As determined by facility manager	Duration of the event only
Community / not for profit / service group	As determined by CEO or facility manager	Maximum period of 5 years, renewable
Public service signs / notices	As determined by CEO or facility manager (eg: health, resuscitation, emergency procedures etc)	

9. Lifetime sponsors –

- a) naming plaque of an appropriate size placed in a position as agreed by Council, usually over or adjacent to the entrance of the area being named;
- b) a description or explanation plaque to be placed at a suitable height for reading on the wall in close proximity to the naming plaque;
- c) size of both naming and explanation plaques to be as approved by Council or CEO; and
- d) as at the date of adoption of this policy are –

Sponsor / advertiser	Name of area sponsored	Area purpose
Alf Jenkins (Estate) https://www.smh.com.au/national/farmer-leaves-11-million-to-neighbours-20040314-gdjiu.html	Alf Jenkins Stadium	Basketball / netball stadium

10. Facility construction contributors –

- a) name placed on an honour board, located in a position approved by the CEO and retained on the honour board permanently;
- b) acknowledgment plaque, placed in an appropriate position, retained for a minimum of 5 years and for as long thereafter as is practicable, but may be removed or relocated if necessary; and
- c) size of acknowledgement plaque to be approx. 5cm x 30cm.

11. Naming rights sponsors –

- a) size of naming signs are to comply with clause 13; and
- b) as at the date of adoption of this policy are –

Sponsor / advertiser	Name of area sponsored	Area purpose
Elders	Elders Court	Basketball, netball, soccer, volleyball, indoor cricket.
Great Southern Fuel Supplies	Great Southern Fuel Supplies Court	Netball, badminton
Nepowie Stud	Nepowie Court	Basketball, netball, soccer, volleyball, indoor cricket

Fees and charges

12. Advertising charges are –

- a) based on size in accordance with clause 13;
- b) adopted by Council in the annual budget in accordance with the Local Government Act 1995 s.6.16, or varied from time to time, and may include but are not limited to –
 - charge for standard sizes;
 - any discount for multiple years; and
- c) will be applied as follows –

Sponsor / advertiser	Basis of charge	Conditions
Shire of Narrogin	No charge	n/a
Facility manager	No charge	n/a
Lifetime sponsor	No charge	As determined by Council Significant contribution to the capital infrastructure of facilities
Facility construction contributor	No charge	Contribution to construction of facilities
Naming rights sponsor	As per fees & charges adopted by Council	As determined by Council
Fixture sponsor	Full cost of fixture	n/a
Long term sponsor	As per fees & charges adopted by Council	On basis of size and term
Seasonal sponsor	As per fees & charges adopted by Council	On basis of size and term
Event sponsor	No charge for temporary signs that are not fixed	As determined by CEO or facility manager
Community / not for profit / service group	No charge if a regular user / hirer	On basis of size As determined by CEO and facility manager
Public service signs / notices	No charge	As determined by CEO and facility manager
Oversize	As determined by Council	

Sign requirements

13. Size of advertising or sponsorship signs, where not elsewhere specified –
 - a) small – up to 60cm x 90cm;
 - b) large – up to 120cm x 240cm; and
 - c) oversize – as approved by Council.
14. Position of advertising or sponsorship signs –
 - a) will not be permitted in the foyer, except as approved by Council or CEO;
 - b) requested positions to be identified on application, including order of preference if multiple positions are to be considered; and
 - c) will be as agreed by the Council, or CEO and facility manager.
15. All costs associated with advertising or sponsorship signs are to be met by the sponsor / advertiser, including –
 - a) any insurances that may be considered necessary or appropriate;
 - b) design, production and installation in the approved position;
 - c) maintenance of the sign or fixture, unless agreed prior to installation in writing by the CEO and facility manager;
 - d) removal of any graffiti on the sign; and
 - e) removal of the sign or fixture, and any building repair necessary at the conclusion of the agreement.
16. All signs must be approved by the local government and facility manager, including but not limited to -
 - a) design – artwork, limitation of damage to buildings, minimise risk to facility users and possibility of damage to any services;
 - b) wording;
 - c) colour scheme and patterns;
 - d) proposed position; and
 - e) any other matter considered relevant.
17. No advertising or sponsorship sign will be permitted that could be considered –
 - a) offensive or discriminatory in language, image or implication; or
 - b) to be promoting smoke/tobacco or alcoholic products; or
 - c) contrary to the values of the local government in the opinion of the CEO.
18. The installation and dismantling of signs must minimise –
 - a) risk to users of the facility; and
 - b) possibility of damage to services.

Non-compliance

19. The local government reserves the right to require removal of any sign for any reason by giving at least 6 months' notice, and will refund the portion of any fee in advance charged, pro-rata.
20. The local government reserves the right to obscure or remove any sign, without prior notice –
 - a) has not been approved;
 - b) having offensive language or images;
 - c) not adequately maintained, including free of graffiti;
 - d) is considered unsafe to users; or
 - e) remains installed after the termination of the agreement.
21. The Shire of Narrogin local laws apply to any agreement.

End of agreement

22. At the termination of the agreement –
- a) signs to be removed by the advertiser within 1 month; or
 - b) if not removed, the Shire will remove and will charge the advertiser at private works rates.
23. At the termination of the agreement the advertiser will be given first option to renew, subject to any limitations that may have been placed on –
- a) on the number of signs or type of sign; or
 - b) number of advertisers of similar products or services.
24. The facility manager is to maintain a register of –
- a) all approved signs;
 - b) it's position within the facility; and
 - c) dates of approval/installation and termination of the agreement.

Transition

25. Signs in place at the date of adoption of this policy may remain in place without charge for –
- a) 3 months after adoption of this policy; or
 - b) the duration of any prior written agreement.

Procedures

Nil

Forms and Templates

Form to be developed.

– End of Policy

Notes

11.6 Shire of Narrogin Dignitaries – CBD Footpath Plaques

Responsible Executive	Executive Manager Technical & Rural Services	
Statutory context	Nil	
Corporate context	Policy 1.21 – Freeman of the Shire Australia Day and Honours Advisory Committee (and Terms of Reference)	
History	Adopted	19 February 2025
	Amended	31 March 2025
	Reviewed	15 May 2025

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Policy Statement

The Shire of Narrogin is committed to acknowledging individuals and or groups who have made significant, positive contributions to the community. This recognition will be in the form of bronze plaques installed on footpaths within the Narrogin Central Business District (CBD). The CBD Central Business Precinct is bounded by the southern side of Clayton Road, Federal Street, Fairway Street, Park Street and Earl Street as defined in the former Town of Narrogin Town Planning Scheme No.2 and where brick paving is the predominant footpath.

This initiative aims to celebrate Pioneers, Citizens of the Year, Freeman of the Shire awardees, Indigenous leaders, volunteers and other noteworthy identities or groups who have served and positively impacted the Shire.

Objective

The objective of this policy is to establish guidelines for the selection and installation of plaques on CBD footpaths to honour dignitaries who have contributed to the Shire's history and social fabric. Through this initiative, the Shire seeks to enhance local identity and foster pride in the community.

Scope

This policy applies to:

- Individuals and/or groups from the Shire of Narrogin who have made significant positive contributions, as identified by the Council or have been put forward as a nomination for a community award.
- Selection and installation procedures for plaques to ensure consistency and appropriateness.

Procedures

1. Selection of Honourees

- Nominations: Community members, the Council's Australia Day and Honours Advisory Committee or Townscape Advisory Committee, may nominate individuals or groups at any time for confidential consideration by the Council, on confidential recommendation by the Australia Day and Honours Advisory Committee. Nominees should not be consulted or informed of their nominations.
- The Advisory Committee and the Council will deliberate on nominations in a confidential "in-camera" setting in accordance with the principles established under the Eligibility below.
- Eligibility: Nominees may include:
 - Pioneers
 - Citizens of the Year
 - Freeman awardees
 - Indigenous leaders
 - Other distinguished individuals or groups who have contributed positively to the Shire of Narrogin.
- Approval: The Council will review and resolve on recommended nominations, subject to being satisfied that the nominee (or their executer or attorney or other suitable family representative) is supportive of the intended decision of the Council.
- Cultural Consideration: The Advisory Committee and the Council will acknowledge that in some cultures, it is considered offensive for a recognition plaque to be placed on a pedestrian thoroughfare

2. Plaque Design and Placement

- ### 3. Installation and Maintenance

- ## Forms and Templates

Presented
to the
Town of Narragansett
in its Centenary Year
1901
by the
Narragansett Spring Festival Committee
Street Furniture
seven seats and planter box
to enhance the appearance and amenity
of the Narragansett Town-ship

Notes

The Awardees on Plaques are:

[\\sonser-fs.narrogin.local\working\1 CEO Office\EA\00 GOVERNANCE LIBRARY\6 - Council Policy\Draft Policy Manual as at 19 May 2025.docx\11 CEO Office\EA\00 GOVERNANCE LIBRARY\6 - Council Policy\Policy Manual as at 28 April 2025.docx](#) Page | 250

2025	(1974) William Allan Manning FREEMAN OF MUNICIPALITY of Town Narrogin
2025	(1988) Robert Wilford Farr Oam JP FREEMAN OF MUNICIPALITY of Town Narrogin
2025	(1996) Dr John William James Parry JP FREEMAN OF MUNICIPALITY of Town Narrogin
2025	(1998) Douglas Fairclough JP FREEMAN OF MUNICIPALITY of Town Narrogin
2025	(1974) William Allan Manning FREEMAN OF MUNICIPALITY of Town Narrogin
2025	(1991) O'DEA, K FREEMAN OF MUNICIPALITY of former Shire of Narrogin
2025	(1996) SPOUSE, RJ FREEMAN OF MUNICIPALITY of former Shire of Narrogin
2025	(2014) WIESE, DL FREEMAN OF MUNICIPALITY of former Shire of Narrogin

Former Section 12 – Tourism replaced

Section 12 - TRANSPORT (renamed)

12.1 Standard Crossovers**Responsible Executive** Executive Manager Technical & Rural Services

Statutory context Local Government Act 1995 –

- S9.1(7) – crossing from public thoroughfare to private land or thoroughfare

Uniform Local Provisions Regulations 1996 –

- r.12 – application and approval for crossing
- r.13 – requirement to repair
- r.15 – obligation to meet at least 50% of the cost of a standard crossover as defined by Council

Public Places and Local Government Property Local Law

Corporate context Nil

History

Adopted	26 April 2017
Formerly	Policy 13.1
Reviewed	24 July 2019
Reviewed	7 June 2021
Reviewed	26 April 2023
Reviewed	15 May 2025

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Policy Statement

1. The Shire will meet 50% of the cost of construction of a standard crossover giving access from a public thoroughfare to the land, or a private thoroughfare serving the land, subject to –
 - a) prior approval of proposal and estimated cost of construction of a crossover,
 - b) written agreement of the landowner/occupier prior to commencement of works,
 - c) by payment of the actual contribution cost to the landowner / occupier on completion, or cost recovery by the local government from the landowner / occupier.
 - d) any variation to a standard crossover is to be at full cost to the land owner.
2. A standard urban crossover specification is –
 - a) one crossover per property,
 - b) where adjoining road is bitumised, from the bitumen edge of the road to the property boundary, with the following materials –
 - reinforced concrete – up to 2.5 metres wide, 125 mm thick,
 - bitumen seal – up to 2.5 metres wide, 2 coat seal on 150mm compacted gravel base course
 - asphalt – up to 2.5 metres wide, minimum 60mm thick on 150mm compacted gravel base course
 - if gravel / natural surface – to 4.0 metres wide, 150mm compacted gravel
 - c) standard length of a crossover is 6 metres from the bitumised edge of the road, but may be varied where circumstance are deemed appropriate,
 - d) where the adjoining road is not bitumised, as per standard rural crossover specifications (clause 3) except to a width of 4.88m wide,
 - e) drainage under the crossover at Shire cost if required.
3. A standard rural crossover specification is –
 - a) one crossover per lot or location adjoining a road.
 - b) from the trafficable surface of the road to the property boundary,
 - c) compacted gravel, minimum 7.32 metres wide,
 - d) appropriate longitudinal drainage if required.

4. Local government costs –
 - a) any impact to kerbing,
 - b) impact on longitudinal drainage in place, up to 3 standard lengths of reinforced concrete pipe under the crossover cost if required,
 - c) if crossover affected when carrying out works on the adjoining road.
5. Applicant's costs –
 - a) kerbing not at the edge of the thoroughfare,
 - b) costs in excess of a standard crossover construction as defined in clause 2,
 - c) costs for crossovers in addition to standard number.

– End of Policy

Notes

12.2 Roads – Developer Subdivisions

Responsible Executive	Executive Manager Technical & Rural Services	
Statutory context	Local Government Act 1995	
	Shire of Narrogin Town Planning Scheme No. 2	
	Town of Narrogin Town Planning Scheme No. 2	
	Public Places and Local Government Property Local Law	
Corporate context	Nil	
History	Adopted	26 April 2017
	Formerly	Policy 13.2
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	15 May 2025

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Policy Statement

- Definitions –
subdivision includes creation of lots or locations –
 - requiring new roads (“internal roads”) to be constructed whether on previously privately owned land or an unmade road reserve, and
 - adjoining existing made roads, whether the standard of construction of the adjoining road needs to be upgraded or not.
- A developer shall at their own expense, bring the roads to the standard required to adequately service the subdivision, where –
 - a subdivision is approved and –
 - the existing roads serving the lots to be subdivided require upgrading, or
 - the lots to be subdivided do not have constructed road frontage
 - a subdivision road adjoins two different land zonings, the higher standard shall be applied to the whole length of the road, unless varied by specific resolution of Council, and the developer required to –
 - the developer or user will be required to fund the cost of all materials required for the upgrading above the standard considered adequate by Council or requested by the user, and
 - Council will fund all labour costs and materials required to meet the standard considered adequate.
 - an “internal” road is required in a subdivision estate, the road is to be vested in the Crown, without encumbrance.
- Road construction is the responsibility of the developer, and shall be at the full cost of the developer, including any costs incurred by Council, previously notified to the developer, such as civil engineer assessment, inspection or certifications.
- Details of the proposed road to be constructed are to be submitted to Council and approval obtained prior to any commencement of work.
- Council may enter into a written agreement to construct or upgrade a road to the required standard where –
 - necessitated by a new or adjoining development,
 - if Shire work commitments permit, and
 - users request sections of a road to be upgraded to a standard higher than Council considers is warranted.
- Council will have consideration to any relevant guidelines of Main Roads WA or Institute of Public Engineering Works Australia in determining the acceptability of the proposed –

- road construction,
 - standards,
 - width,
 - cross-section,
 - drainage,
 - traffic conditions,
 - heavy haulage route etc.
7. During construction of the road, Shire staff or representatives will inspect the work from time to time.
8. Once the road is constructed to the proper standard, Council by specific resolution will assume all responsibility for future maintenance by specific resolution.
9. Council will not accept responsibility for a road unless inspected and certified by a mutually agreed practicing civil engineer that the road is adequate and sufficient for purpose, in accordance with the matters assessed in clause 6.

– End of Policy

Notes

Responsible Executive	Executive Manager Technical & Rural Services	
Statutory context	Local Government Act 1995 Shire of Narrogin Town Planning Scheme No.2 Town of Narrogin Town Planning Scheme No.2 Public Places and Local Government Property Local Law	
Corporate context	Nil	
History	Adopted	26 April 2017
	Formerly	Policy 13.3
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	15 May 2025

1. Any lot or location without road access, or created as a result of a title adjustment, or separation of lots or locations originally on one title, shall be treated as a subdivision development.
2. Any road required to service the lots or locations is to be constructed or upgraded in accordance with Council Policy 12.2 Roads – Developer Subdivisions.
3. The sale of lots or locations without road frontage will not be approved by Council unless appropriate access has been arranged and is permanently legally enforceable by the Shire. Acceptable provision for access may include a caveat, memorial, or easement over an adjoining property provided that the condition on the document cannot be removed without Shire consent.

– End of Policy

Notes

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12.4 Road Reserves – Stormwater Discharge

Responsible Executive	Executive Manager Technical & Rural Services	
Statutory context	Local Government Act 1995	
	Public Places and Local Government Property Local Law 2016	
Corporate context	Delegation 12.1 – Reserves Under the Control of the Shire	
History	Adopted	26 April 2017
	Formerly	Policy 13.4
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	15 May 2025

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Policy Statement

1. An owner/occupier is permitted to discharge storm and seepage water to the street gutter via pipe drains or a sealed crossover.
2. All connections are to be submitted in writing and approved by the CEO or EMTRS, who shall have regard to any guidelines or standards of Main Roads WA.
3. Open drains are not permitted across constructed footpaths or natural surfaces regularly used by pedestrians.
4. Small connections may be approved by the CEO or EMTRS, and are to be of galvanised steel or UV stabilised high density PVC as approved by the CEO or EMTRS having regard any relevant guidelines, and –
 - a) materials to be approved by pipe with an internal diameter of 100mm, or
 - b) RHS (box section) with internal measurements 75mm and 100mm wide and between 75mm and 100mm high.
5. Connection greater than cumulative 200mm –
 - a) will require local government approval,
 - b) are to be of a suitable material or construction as approved by the CEO or EMTRS, and
 - c) where an adjacent underground stormwater drainage system in the road reserve has been constructed, are to be connected to the system having regards to any relevant standards.
6. Works can be constructed by –
 - a) subject to operational requirements, the Shire at private works rates,
 - b) by the owner and are subject to inspection by a Shire representative; or
 - c) by an appropriate contractor, holding public liability insurance of not less than \$10 million.
7. Costs that will be accepted by the local government –
 - a) Reinstatement of the installed drainage if affected when carrying out works on the road verge or the adjoining road.
8. Applicant's costs –
 - a) any piping from property boundary to discharge point,
 - b) costs of any reinstatement of footpath, road verge, kerbing required,
 - c) any connection to the underground stormwater drainage system,
 - d) inspection fees.

9. Any works which have been carried out without approval of the CEO or EMTRS or have not been constructed as approved, may be removed or altered, and costs recovered from the owners.
10. All installations remain the property and responsibility of the adjoining landowners, and the Shire accepts no liability for replacement, repair or upgrade whatsoever, except as provided for in clause 7.

– End of Policy

Notes

Clause 4 and 5(c) – “relevant standards” – refer to Institute of Public Works Engineering Australia or Main Roads WA for guidance.

Responsible Executive Executive Manager Technical & Rural Services

Statutory context	Local Government Act 1995 Shire of Narrogin Local Planning Scheme

Corporate context	Nil

History	Adopted	26 April 2017
	Formerly	Policy 13.5
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	15 May 2025

Policy Statement

Upon application, Council will consider the permanent closure of a road reserve, if –

- the portion of the road reserve to be closed is isolated from other road reserves, or
- if the road were to be constructed, it would lead to a deterioration in amenity of adjoining land (i.e.: safety, noise, dividing the property, reduced value etc).

– End of Policy

Notes

Road closures are processed by Department of Lands, as the land in a road reserve always remains the property of the Crown. While the Shire owns the infrastructure that is constructed on the roads reserve, and has responsibility for its management, care and control, the Shire does not own the land. When a road is to be closed, the Shire will be asked to comment in support or opposition, but does not have the final say.

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12.6 Private Works

Responsible Executive	Executive Manager Technical & Rural Services	
Statutory context	Local Government Act 1995	
Corporate context	Delegation 12.2 – Things to be done on land not local government property	
History	Adopted	26 April 2017
	Formerly	Policy 13.6
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	15 May 2025

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Policy Statement

1. Subject to work commitments, and the capacity to carry out the requested works, private works may be authorised upon such terms and conditions as is considered appropriate –
 - a) CEO – all private works,
 - b) Executive Manager Technical and Rural Service – all private works,
 - c) Manager Operations – private works not exceeding 2 days duration
2. All private works require a written –
 - a) quote to be issued to the person requesting, and
 - b) agreement by the requesting person, unless a Local Purchase Order is supplied e.g. Western Power, Telstra etc.
3. Private works are to be charged in accordance with the fees and charges schedule as resolved by Council in the annual budget unless authorised and approved by the Chief Executive Officer.
4. Private works having the potential to affect normal Shire work programs –
 - a) are to be referred to Council prior to acceptance,
 - b) may have progress payments or other arrangements as determined by Council.
5. Other private works may be carried out at the discretion of the CEO.

– End of Policy

Notes

12.7 Road Making Materials – Non-Shire Controlled Land

Responsible Executive	Executive Manager Technical & Rural Services	
Statutory context	Local Government Act 1995	
Corporate context	Delegation 12.2 – Things to be done on land not local government property	
History	Adopted	26 April 2017
	Formerly	Policy 13.7
	Amended	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	15 May 2025

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Policy Statement

- Where the required quantity, quality or type of material is not available from Council controlled areas and the material may be available from private property, the following is to be normal procedure –
 - Request permission to search for materials from the owner. Entry powers are to be used only as a last resort.
 - Calculate the approximate requirement for the project or yearly requirement of material from the proposed pit, and the expected life of the pit.
 - If suitable material is located, a written agreement is to be reached with the owner regarding compensation for materials to be removed.
 - Priority must be given at all times to reasonable negotiation to reach an amicable written agreement mutually acceptable to Council and the owner.
 - Should agreement for the removal of materials not be reached with the owner, procedures to resume an area sufficient for immediate and future needs may be instituted by specific decision of Council.
- Compensation shall be agreed in writing prior to commencement of excavation, and may take the form of–
 - Works on the owner’s property such as grading, gravel sheeting, drainage works, additional crossovers etc.
 - Resumption of the portion of land on which the materials are located will be at a mutually acceptable rate.
 - Compensation must be calculated in proportion to the volume of material extracted, and the impact of the activity on the property.
- Works to rehabilitate the pit once materials have been removed shall take place and will be such works as agreed on in writing before excavation commences. These works may include –
 - tree planting,
 - deep ripping,
 - levelling,
 - stockpiling of original topsoil and spreading after extraction is completed,
 - creation of a dam site and roaded catchment etc.
- All matters are to be agreed in writing, prior to removal of any materials.

– End of Policy

Notes

12.8 Directional Street Signs – Non-commercial

Responsible Executive	Executive Manager Technical & Rural Services	
Statutory context	Local Government Act 1995	
	Public Places and Local Government Property Local Law	
Corporate context	Nil	
History	Adopted	26 April 2017
	Formerly	Policy 13.8
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	15 May 2025

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Policy Statement

1. The CEO or Executive Manager Technical & Rural Services may approve the erection of permanent signs for sporting groups, churches, service clubs and the like at up to three locations subject to –
 - a) The application is in writing and includes the preferred wording and location for the signs.
 - b) The cost of the sign/s is to be borne by the applicant.
 - c) The standard colours of the sign/s shall be white lettering on a blue reflective background.
 - d) The size of lettering shall be a minimum of 75mm and a maximum of 100mm.
 - e) The sign plate shall be 150mm high or 200mm high with the length of the plates to be a maximum of 1 metre.
 - f) Where a sign is to be located within the road verge on a road controlled by Main Roads WA the application is to be referred to that authority for endorsement,
 - g) Installation on Shire controlled lands is to be by Shire staff and charged at private works rates, or by a contractor agreed by the Shire under such terms and conditions as considered appropriate,
2. Business or non-government services signage, excluding Emergency Service signs if supplied by the provider, is not permitted to be installed in the CBD and adjacent areas.
3. Signage on roads controlled by Main Roads WA is to be referred to Main Roads WA for consideration and approval.

– End of Policy

Notes

12.9 After Hours Use of Depot, Plant, Vehicles, Equipment and Tools

Responsible Executive	Executive Manager Technical & Rural Services	
Statutory context	Local Government Act 1995	
Corporate context	Delegations Register – - 3.11 – Donations – Financial and In Kind Works / Services Policy 12.6 – Private Works Code of Conduct – Employees	
History	Adopted	26 April 2017
	Formerly	Policy 14.1
	Amended	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	15 May 2025

Policy Statement

1. Depot

Private use of the depot facilities is not permitted.

Use of plant, vehicles etc

2. Private use of plant, equipment etc is not permitted, except in accordance with Policy 12.6 Private Works.

3. The Shire's plant or vehicles are not to be used for commercial use, or for personal profit or reward.

4. Where use has caused damage, the CEO or EMTRS, may charge the costs incurred to the employee.

5. All items must be returned in a clean, refuelled and fully operational condition in a ready to use state prior to the commencement of work.

6. Use of equipment and tools

Private use of equipment and tools is not permitted.

Eg: chainsaws, lawn mowers, brush cutters, generators, cement mixers, ladders etc

7. Assistance for Sporting or Community Groups

- The use of Shire plant by staff outside of normal hours may be permitted to assist sporting or community groups serving the residents of Narrogin providing the normal plant / equipment hire rate is paid by that body, unless otherwise allowed by the CEO.
- Delegation 3.11 Donations – Financial and In-Kind Works/Services may be applied at the discretion of the CEO.
- If approved by the CEO or EMTRS, the plant is to be operated only by a competent employee – non-employees or a non-qualified employee are not permitted.

– End of Policy

Notes

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12.10 Plant, Equipment and Vehicle Replacement

Responsible Executive Executive Manager Technical & Rural Services

Statutory context Local Government Act 1995

Corporate context Nil

History

Adopted	26 April 2017
Amended	27 September 2017
Formerly	Policy 14.2
Reviewed	24 July 2019
Reviewed	7 June 2021
Reviewed	26 April 2023
Reviewed	15 May 2025

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Policy Statement

The purpose of the replacement policy is to ensure that the plant and vehicles –

- meet safe operational needs;
- minimise the cost of maintenance and repairs and
- are replaced at appropriate intervals so as to minimise cost to the Shire.

Category	Description	Preferred replacement period
Light Vehicles – Admin	Utilities, cars and 4x4	60,000-80,000 or 2 years (unless more cost-effective arrangements for more regular changeovers being at a minimum of every 15,000 kms can be obtained)
Light vehicles – Depot	Utilities, cars and 4x4	120,000 km or 3 years (unless more cost-effective arrangements for more regular changeovers being at a minimum of every 15,000 kms can be obtained)
Buses	Buses	200,000 km or 7 years (subject to any grant conditions or usage)
Trucks – light	2.5 up to 8 tonnes	150,000 km 7 years
Trucks – medium, heavy	Over 8 tonnes	300,000 or 7 years
Road sweepers	Self propelled	As required
Ride on mowers	All sizes	4 years
Light plant	Tractors up to 60 kW, skid steer loaders and similar	5 years
Medium plant	Backhoes	7 years
Heavy plant	Graders, bulldozers, excavators and similar Front end loaders, tractors (over 60 kW) and similar Forklifts	10 years
Trailers	Less than 6 tonne capacity More than 6 tonne capacity	As required
Miscellaneous equipment A	Chain saws & whipper snippers Walk behind mowers Cement mixers Plate compactors & tampers	As required

Category	Description	Preferred replacement period
	Portable fire pumps and similar	
Miscellaneous equipment B	Welders, air compressors	As required
Trailer mounted generators		5 years
Tractor and skid steer loader attachments	Slashers, turf mower and similar	As required

– End of Policy

12.11 Asset Management

Responsible Executive	Chief Executive Officer	
Statutory context	Local Government Act 1995	
	Local Government (Financial Management) Regulations 1996	
	Australian Accounting Standard 27	
Corporate context	Asset Management Plans and Strategies	
	Long Term Financial Plan	
	Corporate Business Plan	
	Policy 3.10 – Portable and Attractive Assets	
	Annual Budgets	
History	Adopted	22 August 2018
	Formerly	Policy 14.3
	Last reviewed	24 July 2019
	Amended	23 June 2021
	Reviewed	26 April 2023
	Reviewed	15 May 2025

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Policy Statement

Objective

Sustainable service delivery through optimised lifecycle management of assets –

- demonstrate the local government's commitment to strategic asset management as described in framework guidelines provided to local government as part of Integrated Planning and Reporting requirements of the Local Government Act;
- provide guidance for elected members during annual budget process;
- provide guidance for staff responsible for development of asset plans and programs; and
- provide the community with a statement of intent regarding asset management.

This policy applies to –

- all who are involved in the operations, maintenance, refurbishment, renewal, upgrading and development of local government's existing and new infrastructure and other assets;
- all of the local government's assets which include physical features such as roads, drainage, buildings, parks, pathways, playgrounds, plant and other assets that are not fixed in place.

Principles

The local government will procure, maintain and dispose of its assets in line with this policy and regulatory requirements.

The local government aims are to develop and implement cost-effective management strategies for the long term and strive for continuous improvement in asset management practices.

There are five core principles that this policy has regard for –

Principle 1: Understand the Community's Needs

Levels of service for each asset class will be detailed in line with community expectations and regulatory requirements. These levels of service will be determined-

- in words that are readily understood by the community,
- with regard to the cost of provision of these services to the desired level of service, and
- with an understanding of longer term changes necessary as a result of changing demographics within our community.

Principle 2: Be Financially Sustainable

The local government will develop annual asset plans and programs generated from rolling 10/20 year plans aligned to Corporate Plans, Asset Management Strategies, Long Term Financial Plan and Workforce Plan, updating each plan as necessary based on relevant decisions made.

Where relevant, consideration will be given to life cycle costs regarding decisions to renew, upgrade or procure significant assets before any decision is made.

The local government maintenance of assets shall be funded primarily from rates revenue and this shall be taken into regard when decisions are made to procure new assets. Where limits on rates funding exist, precedence shall be given to necessary maintenance activities for existing assets over proposals to procure new assets from this funding source.

The local government will continually review its stock of assets and undertake consolidation of assets where it is in the best interests of the community.

Principle 3: Recognise Environmental Impact

The local government will consider and amend asset programs as necessary, where practical and financially acceptable options exist for reducing energy or water consumption, reducing carbon impact, reducing consumption of non-renewable resources and preserve or enhance the environment in which we live.

Improvements in our asset management systems will be undertaken to ensure measuring and monitoring of consumption of resources are in place to better understand the implications for long term asset management.

Principle 4: Continuous Improvement

Asset management processes will be developed that include a systematic approach to planning, implementing, reviewing, and modifying asset management activities to improve the efficiency and efficacy of the overall system.

Processes will be developed to ensure that the local government is aware of contemporary asset management practices and that staff and service providers undertake continuous improvement

Principle 5: Public and Staff Safety

All facets of the asset management process will have a risk based approach to designing and undertaking each stage of the process to ensure public and staff safety is not compromised.

Application

As there is a substantial investment in assets, the local government will endeavour to meet the service needs of the community, in a manner that does not place undue economic, social, or environmental burden on future generations. Decisions relating to the provision and management of public infrastructure shall reflect the local government's core values, statutory responsibilities, and accountability to the community.

To achieve this, the local government will –

1. Ensure that appropriate infrastructure and other assets are acquired, maintained, and renewed to meet the needs of current and future stakeholders, at equitable intergenerational cost.
2. Undertake a critical review of the need for that asset.
3. Take into account **whole of life** costs associated with asset ownership when considering proposed capital investment or other related expenditure, including upgrade and renewal works.
4. Quantify and communicate the true cost of operating and maintaining assets, as a basis for setting service level standards and making informed decisions on asset purchase, maintenance, and renewal.

5. Consult with key stakeholders to establish agreed service standards that reflect community expectations and willingness / propensity to pay.
6. Implement appropriate business practices and procedures to ensure that infrastructure and other assets are operated, maintained, and renewed in accordance with agreed standards, at lowest **whole of life** cost to the community.
7. Where appropriate, engage the private sector and Government agencies to explore opportunities for alternative “non-asset” service delivery solutions, including public private partnerships and integrated / shared servicing arrangements.
8. Ensure that statutory and legal obligations with respect to the operation and maintenance of public infrastructure and other assets are effectively met, particularly with regard to public safety and security.
9. Continually seek opportunities for multiple use of assets.
10. Provide appropriate asset data and reporting to meet the needs of the end users/key stakeholders.
11. Develop and implement long term Asset Management Plans as determined by the CEO, for the key asset classes –
 - a) Transport assets – roads, paths, bridges, culverts, drainage, airport, street furniture etc.;
 - b) Property assets – buildings, freehold land and associated ancillary infrastructure;
 - c) Recreation assets – parks, ovals, reserves, gardens, playgrounds etc.;
 - d) Plant and equipment – vehicles, tools, plant and machinery, information technology and communications equipment etc.
 - e) Portable and attractive assets – in accordance with the *Local Government (Financial Management) Regulations 1996* r.17B; and
 - f) Other classes as deemed appropriate or necessary
12. Develop and implement an Asset Management Improvement Strategy detailing proposed business improvement actions and projects aimed at enhancing organisational effectiveness with respect to the management of assets.
13. Valuation and stocktake of assets –
 - (a) fair value assessment is to be undertaken on a rotational basis for the assets identified in the Financial Management Regulations r.17A(2) or directed by the CEO or Executive Manager Corporate & Community Services;
 - (b) stocktake of moveable (non-portable and attractive) assets within a class is also to take place within 1 month when directed to be undertaken by –
 - (i) CEO;
 - (ii) Executive Manager Corporate and Community Services for any area of Shire operations; or
 - (iii) Executive Manager for the relevant Department.

– End of Policy

Notes

Asset, for the purposes of this policy, includes a physical component of a facility which has value that enables services to be provided and has an economic life greater than 12 months.

Stocktake, for the purposes of this policy, requires that the asset/s be physically sighted and counted, and reconciled to the records held.

12.12 Restricted Access Vehicles on Shire Roads

Responsible Executive	Executive Manager Technical & Rural Services	
Statutory context	Local Government Act 1995	
	Road Traffic (Vehicle Standards) Regulations 2002	
	Local Planning Scheme and relevant policies	
	Public Places and Local Government Property Local Law 2016	
Corporate context	Delegation 12.10 – Restricted Access Vehicles on Shire Roads Roads Asset Management Planning	
History	Adopted	26 April 2017
	Formerly	Policy 16.1
	Amended	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	15 May 2025

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Policy Statement

- The following Policy Schedules are adopted, and form part of this Statement –
 - 12.12(a) – Information for application to Use Shire Roads
 - 12.12(b) – CA07 Conditions that may be applied
 - 12.12(c) – Components for Agreements to Use Shire Roads
 - 12.12(d) – Calculation of User Contributions
- Vehicle combinations 2 (truck and trailer) over 19 metres, 3 (B-double) and 4 (pocket road train) but not exceeding 27.5 metres in length (Restricted Access Vehicles) may be permitted on local roads subject to approval by the CEO or EMTRS.
- CA07 conditions as per Policy Schedule 12.12(b) CA07 Conditions that may be applied will be applied where considered necessary or appropriate to manage RAV access in order to –
 - preserve the condition of the road infrastructure,
 - improve the road to a standard appropriate for the proposed vehicle movement,
 - reduce the economic cost to the community caused through heavy vehicle damage, and
 - mitigate impact on community amenity of noise, dust, hours of operation, public safety etc.
- Where a CA07 condition exists, RAV operators must –
 - complete and lodge a written application, providing all necessary information in accordance with Policy Schedule 12.12(a) Information for Application to Use Shire Roads,
 - details of proposed contributions, if any, towards road improvement / replacement / maintenance, community benefit etc, in accordance with Policy Schedule 12.12(d) – Calculation of Contributions,
 - provide any other relevant information requested,
 - pay the CA07 application/assessment fee as determined by the Annual Budget.
- Where road users apply for a CA07 authority to operate Restricted Access Vehicles on roads in the Shire that are classified under the Main Roads WA permit network, the user may be required to enter into a Road Use (Restricted Access Vehicle Haulage) Agreement with the Shire.
- Where a user requests sections of road to be upgraded to a standard higher than Council considers necessary for the surrounding or usual usage, Council will apply the principles of Policy Schedule 12.12(c) Components for Agreement to Use Shire Roads to the proposal.

7. The Agreement will be a legally binding contract addressing the matters in Policy Schedule 12.12(c) Components for Agreement to use Shire Roads in a standard format that will be developed and updated from time to time under professional advice from the Shire's engineers and lawyers.
8. Council will require the other party to the Agreement to bear all costs associated with the Agreement including but not limited to legal fees involved in entering into the agreement, and the cost of all professional and engineering advice.
9. The Agreement is to address matters in accordance with Policy Schedule 12.12(c) Components for Agreement to Use Shire Roads:
10. Where considered appropriate, the Shire may convene, or request the user to convene, user groups for the purpose of establishing forward works programs on the affected roads and to identify and address safety issues.
11. Prior to the approval being issued –
 - a) Agreement in writing by both the user and the Shire is required (formal contract/agreement or exchange of letters)
 - b) Agreed contributions for road use and community benefit to be paid
 - c) Main Roads WA advised
12. Approval to operate is subject to an annual licence expiring 30 September.
13. Non-compliance with Council requirements will result in withdrawal of approval for use of the road.

– End of Policy

Notes

Note – requirements are intended to be consistent with relevant provisions of the Shire of Narrogin Extractive Industry Local Law.

Main Roads WA issues road network use permits for RAV (restricted access vehicles). Where the road network includes Shire roads, a local government can impose a CA07 conditions for RAVs that requiring the operator to carry written approval from the Shire permitting use of the road.

RAV traffic (i.e.: multi-trailer heavy vehicles) results in significantly increased cost to maintain the road asset, particularly if the road construction is not designed or intended to sustain such traffic. Wear and tear increases proportionally with the vehicle length, number of trailers, axle combinations and weight of the load carried.

The Shire constructs, maintains and renews road assets generally in line with expectations or requirements of local users, with funding from rates, financial assistance grants, regional roads group funding and federal funding, and does not have funding to construct or maintain road assets for heavy haulage by Restricted Access Vehicles (RAV)..

It is important that the Shire receives adequate compensation from users to ensure the construction, maintenance and renewal of its affected road assets.

Council is committed to maintaining its road assets in accordance with the integrated long term financial and asset management plans.

Policy Schedule 12.12(a) – Information for Application to Use Shire Roads

The information is to cover the following minimum provisions where relevant to the application –

- a) Applicant details –
 - Applicant details – name, mail & street address, phone etc
 - Contact person – name, position, phone, email etc
- b) Haulage contractors (required for each contractor having a significant freight task) –
 - Contractor details – name, mail & street address, phone etc
 - Contact person – name, position, phone, email etc
- c) Term of application –
 - Commencing date
 - Termination date (estimated)
- d) Route (required for each different route) –
 - Origin and Terminus
 - Journey / route
 - Distances
- e) Vehicles and combinations (required for each route) –
 - class of vehicle and configurations,
 - number of vehicles,
 - frequency and hours of operation,
 - estimated tonnages and concessional loadings
- f) Dangerous goods (in order to advise local emergency services) –
 - Type
 - Frequency
 - Quantities
 - Emergency contact details
- g) Other relevant information, such as –
 - Maps
 - Engineering assessment if held
- h) Authorisation of application –
 - Name, signature of authorised person and date

Applicants to note –

- Approvals will be assessed in accordance with any Shire of Narrogin Planning Policy Developer Contributions – Local Roads, and may take up to 8 weeks to process depending on the timing of receipt.
- Operation of a Restricted Access Vehicle on any road in the Shire constitutes an offence under the Road Traffic (Vehicle Standards) Regulations 2002 unless the operator holds a valid permit issued by Main Roads WA and a valid letter of authority from the Shire to comply with a CA07 condition.
- The operator must adhere to all conditions imposed by Main Roads WA and additional conditions if imposed by the Shire:
- Approval of application constitutes a letter of authority in compliance with the CA07 requirement of a valid RAV permit.
- Letter of authority does NOT constitute a permit. The holder must only operate a restricted access vehicle on any road in accordance with a valid permit issued by Main Roads WA

Note – requirements are intended to be consistent with relevant provisions of the Shire of Narrogin Extractive Industry Local Law.

– End of Schedule –

Policy Schedule 12.12(b) – CA07 Conditions that may be applied

<https://www.mainroads.wa.gov.au/UsingRoads/HeavyVehicles/ravnetworkaccess/Pages/default.aspx> on 5 March 2017

Main Roads Heavy Vehicle Services (HVS) is responsible for administering road access for Restricted Access Vehicles (RAVs).

RAVs are vehicles that exceed any of the following –

- a width of 2.5 metres;
- a height of 4.3 metres;
- a length of 19 metres for a vehicle combination;
- a length of 12.5 metres for a rigid vehicle;
- a gross mass of 42.5 tonnes;
- any other mass or dimension limit prescribed in the Road Traffic (Vehicles) Regulations 2014.

RAVs must only operate on roads approved by Main Roads, under either an order (notice) or a permit.

There are many types of RAVs and each of them has different performance characteristics, require a different amount of road space when operating and have a different impact on the road infrastructure. For this reason, it is necessary to assess the roads these RAVs operate on to ensure the road is suitable for the particular type of vehicle and the safety of other road users is not compromised.

Main Roads Heavy Vehicle Services (HVS) works collaboratively with the relevant road asset owner to ensure roads are suitable for RAV access. RAV Networks are maintained for the various types of RAVs and are published in the form of Road Tables and a RAV Mapping Tool.

Extract from – Main Roads WA Heavy Vehicle Operations
Standard Restricted Access Vehicle (RAV) – Route Assessment Guidelines
Version 3 – October 2016

APPENDIX H – OPERATING CONDITIONS

Main Roads will apply the operating conditions below, as a condition of permit, to very low traffic volume roads when the road's width does not meet the minimum requirements in Appendix B.

These and other similar operating conditions may be applied to the assessment of other roads.

1. When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover.
2. No operation on unsealed road segment when visibly wet, without Road Owners approval.
3. Headlights must be switched on at all times.
4. Speed restrictions. *
5. Direct radio contact must be maintained with other RAVs to establish their position on or near the road (suggested UHF Ch 40).
6. Road not to be entered until driver has established by radio communication that there is no other RAV on the road travelling in the opposing direction.
7. Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/ pick-ups have been completed on the road.
8. Current written approval from the Road Owner, endorsing use of the road, must be obtained, carried in the vehicle and produced upon request.

These conditions are applied in the Prime Mover, Trailer Combinations and Truck, Trailer Combinations Operating Conditions. The applicable roads must be clearly identified as either a "Type A" Low Volume Road or a "Type B" Low Volume Road as a road condition.

*40 km/h or 60 km/h as determined from Appendix C.

– End of Schedule

Policy Schedule 12.12(c) – Components for Agreement to Use Shire Roads

The Agreement may include but is not limited to the following provisions, as appropriate and as determined by the Shire –

- a) Principles –
 - The safety of road users is paramount, and takes priority over developer activity
 - residents should appropriately contribute to assessed public maintenance of the road
 - residents should not fund construction or maintenance required for private benefit
- b) Safety Management –
 - The developer will be required to prepare and lodge a road safety risk assessment and management plan with the Shire for whole route that is in the Shire, including roads under control of MRWA.
 - Shire to action matters advised as a priority, subject to seriousness of issue
- c) Construction, or upgrade/renewal as required –
 - As per Policy Schedule 12.12(d) clause 1 Construction, upgrade and renewal.
- d) Road Design –
 - When giving consideration to the construction of a road, the Austroads standards should be applied
 - MRWA Heavy Vehicle Operations (HVO) requires inspection of a road to ascertain its ability to support RAV traffic.
 - Dependant on the category of vehicle (category 1 to 10, RAV class 2) will determine the depth of base, maximum allowable grades, width of seal, seal design and intersection treatments.
 - Vehicles should not be on a road unless it is constructed appropriately or agreement reached on upgrade over time.
- e) Guidelines –

Reference should be made to appropriate guidelines for the design of the works required, such as –

 - Roads –
 - o Australian Standards as are applicable,
 - o Relevant documentation supported by applicable professional associations
 - o Austroads – Vehicle Classification System, Designs and Guides
 - o MRWA – Specifications for Pavements
 - o MRWA – Restricted Access Vehicles, Permit Networks, Heavy Vehicle Access Road Maps
 - o MRWA, Heavy Vehicle Operations, Guidelines for Assessing the Suitability of Routes for RAV
 - Drainage catchment, and structural design –
 - o Australian Standards as are applicable – e.g. Loads on Buried Concrete Pipes, Precast Concrete Pipes
 - o Institute of Engineers – Australian Rainfall and Runoff – A quick guide to flood estimation Aug 1987
 - o Austroads – Design Codes and Guides for Bridges, Culverts and Floodways etc
 - o Concrete Pipe Association of Australia – guides and charts etc
 - o Australian Road Research Board – Guides for Stormwater drainage design in small urban catchments.
- f) Maintenance –
 - As per Policy Schedule 12.12(d) clause 2 Road Maintenance
- g) Adverse Conditions –
 - Developer to manage/restrict/cease operations voluntarily as appropriate
 - Adverse weather conditions, or other circumstances requiring temporary closure of the route
 - Claim to be made on MRWA by Shire for storm damage etc
 - Any gap not funded by MRWA remedial grants will be funded in equal shares by developer and Shire
- h) Security for road restoration and reinstatement –
 - i) For the purpose of ensuring that a road is maintained in an appropriate condition and standard, Council may require that a bond, bank guarantee or other security, in or for a sum determined by Council to be paid
 - ii) A bond required under subclause (1) is to be paid into a fund established by the Shire for the purposes of road maintenance.

- iii) If a bank guarantee or other security required ceases to be current, operations may be required to be cease until a further security has been provided.
- i) Payment –
 - The user will calculate and pay the amount to the Shire in advance at intervals of no less than quarterly.
 - The first payment will be non-refundable in its entirety.
- j) Community Amenity –
 - As per Policy Schedule 12.12(d) clause 3 Community Amenity
- k) Cessation of development / operations –
 - Any funds remaining to be directed to bringing the road up to a standard where renewal / upgrade for local use will not be required for at least 5 years
 - determination of standard required for 5 years by negotiation
 - assessment of required works to be certified by a mutually agreed qualified engineer as being adequate to the task
 - if after bringing up to the standard required for 5 years there is insufficient funds, invoice to be issued.
- l) Administration –
 - Engagement of external professional services to advise the Shire on matters relating to the agreement will be charged against the agreed developer maintenance contribution.
 - Engagement of external professional services is at the discretion of the Shire, and may include –
 - o Consulting engineer and other similar services directly related to the agreed route
 - o Legal advice deemed necessary for interpretation of the Agreement
 - o Other matters specifically relating to the Agreement or the agreed route
- m) Accountability –
 - Shire to provide annual report –
 - o funds received and expended
 - o Reserve Account activity
 - Developer to notify of –
 - o significant changes in traffic type or volume ,
 - o any safety issues on the road in a timely manner
- n) Dispute –
 - Priority is for resolution through direct negotiation
 - Should direct negotiation fail, a mutually agreed independent person to be appointed to make determination
 - Determination to be binding except in the case of manifest error

Note – requirements are intended to be consistent with relevant provisions of the Shire of Narrogin Extractive Industry Local Law.

– End of Schedule –

Policy Schedule 12.12(d) – Calculation of User Contributions**1. Road construction, upgrade, improvement –**

To be addressed –

- a) Joint assessment and agreement in writing of the construction/renewal gap,
- b) Assessment of required works to be certified by a mutually agreed qualified engineer as being adequate to the task,
- c) Applicant/user/developer to fully fund the gap,
- d) Agreement as to who will carry out the construction works – Council responsibility or developer responsibility,
- e) On completion of works, prior to issue of approval, the works are to be –
 - i) inspected by an appropriate person appointed by the Shire,
 - ii) certified by mutually agreed qualified engineer, and
 - iii) formally resolved by Council,
- f) Should MRWA / RRG / RTR fund a portion, developer funds the reduced gap.

2. Road maintenance –

To be addressed –

- a) Maintenance requirements to be negotiated, and agreed in writing –
 - i) standards including frequency of completion of maintenance tasks,
 - ii) obligations to notify of change, matters for public safety etc.,
 - iii) regular inspection to ensure adequacy of conditions,
- b) Agreement as to who will carry out the maintenance works – Council responsibility or developer responsibility,
- c) Unspent developer maintenance contributions to be retained in a Reserve Account specifically for the road,
- d) If annual maintenance contribution is insufficient –
 - i) Shire to draw on Reserve, or
 - ii) issue an invoice.

Option 1 – Reference amount –

- Year 1 –
 - o Previous 5 years average maintenance for this or similar road (traffic, construction etc), each year CPI adjusted
 - o Add estimated increased annual maintenance cost
- Year 2 and following –
 - o Previous year's figure to increase annually by rural rate increase
 - o Maintenance in addition to annual reference amount resulting from road traffic damage (not wear & tear or storm damage etc) to be recovered from user.

Option 2 – Charge per tonne

- Year 1 –
 - o An agreed cents per tonne per kilometre
- Year 2 and following –
 - o Previous year's rate to increase annually by rural rate increase
 - o Maintenance in excess of the calculated figure for the year figure resulting from road traffic damage (not wear & tear or storm damage etc) to be recovered

3. Community amenity

An agreed contribution to mitigate impacts on community amenity as a contribution to the Shire's community programs and/or community infrastructure for the long term benefit of residents of the Shire –

- community safety – such as crosswalk / lights, advisory / waring signage, fencing of public areas
- noise, particularly at night – such as noise barriers, vegetation buffers
- dust or windblown materials in town sites – such as road sweeping or watering down, wash down bays
- inconvenience or congestion to other road users.

Note – requirements are intended to be consistent with relevant provisions of the Shire of Narrogin Extractive Industry Local Law.

– End of Schedule

12.13 Number Plates – Local Authority Fundraiser Series

Responsible Executive	Executive Manager Corporate & Community Services	
Statutory context	Department of Transport licensing requirements	
Corporate context	Nil	
History	Adopted	26 April 2017
	Formerly	Policy 16.2
	Reviewed	24 July 2019
	Amended	23 June 2021
	Reviewed	26 April 2023
	Reviewed	15 May 2025

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Policy Statement

1. This Policy applies to both the NO series and NGN series local authority number plates –
 - numbers followed by NO, and
 - numbers followed by NGN.
2. The charge for each set of plates will be set by Council at the annual Budget meeting.
3. The person applying for the number plates is to nominate a local non-profit group (sporting, charitable etc) on the application form.
4. The application form including approval of the non-profit group, is to be signed by CEO, Executive Manager Corporate and Community Services or Manager Corporate Services prior to sending to Department of Transport for manufacture of the plates.
5. Unless replacing previously issued plates, leading zeros will not be accepted, e.g. 019 NO or 008 NGN, etc.

Procedures

Nil

Forms and Templates

FCCS065

– End of Policy

Notes

12.14 Funding Contribution – Application for Advancement of Sealing of Shire Gravel Roads

Responsible Executive	Executive Manager Technical & Rural Services	
Statutory context	Local Government Act 1995	
Corporate context	Asset Management Plan - Road Program 2021-2031	
	Road Network Analysis and Forward Works Program (May 2016) (Talis)	
	Roads 2030 - Regional Strategies for Significant Local Government Roads (2013)	
	(MRWA) (Wheatbelt South)	
History	Adopted	27 April 2022
	Reviewed	26 April 2023
	Reviewed	15 May 2025

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Policy Statement

This Policy is to be used by staff to facilitate applications received from landowners or businesses, outside of the townsite (rural), who request a section of the Shire's gravel road network to be sealed, generally, but not limited to, for the purpose of dust suppression.

Applications may be made from applicants who are landowners or businesses in the Shire of Narrogin who wish to advance (bring forward) the bitumen sealing program from where it currently may/ may not lie in the Council's adopted Road Improvement Programs.

Background

Occasionally in rural areas of the Shire, landowners have dwellings or businesses have office developments in close proximity to a gravel road within the Shire, that experiences inconvenience or nuisances such as dust falling onto their dwelling or other, as a result of traffic driving past on the gravel road adjacent.

Applicants are to make application in writing to the Chief Executive Officer to have a section of gravel road sealed. All project specific details are to be in the application inclusive of:

- Name of landowner/applicant/business;
- Address of the dwelling or business property to which the seal applies;
- Description of the seal request i.e., what is the applicant applying for, length, location, width, etc;
- A simple diagram of road seal in relation to the dwelling; and
- Other details as requested by the Chief Executive Officer.

The Bitumen Seals will be a 2-coat bitumen seal using 14/7mm aggregate however the Manager of Operations will assess each application and advise the applicant of the best seal rate to use taking into consideration site specific conditions.

Applicants will be required to fund 50% of the full cost to seal the gravel road section applied for, to the standard of Main Roads WA Supplement to Austroads Guide to Road Design for that category/hierarchy of road. The Shire will not make a profit on an application and will only charge the applicant 50% of the actual cost to seal the section of road applied for (i.e. using internal rates and not using Private Works rates). The Shire will furnish the applicant an estimate of the total cost prior to proceeding with any application and if the applicant is in agreeance and Shire matching funding is available, then the project will proceed, whereby the applicant will be invoiced prior to commencement of the project. The works will not proceed unless:

1. A budget exists for the project (this may require a budget amendment) and;
2. Applicants Payment has been received in full.

Works are to be scheduled to optimise mobilisation of staff, plant and availability of materials and bituminous product. Any estimates provided by Shire Staff are only valid for 6 months and works will not take priority over Shire Budgeted and previously scheduled works. Resource implications must be taken into account.

In the event works cannot proceed for any reason within 6 months of the estimate being issued, then the Shire will revise the estimate in consultation with the applicant. If the applicant is in agreeance with the revised estimate, then this estimate will be valid for a further 6 months from date of issue.

For dust suppression sealing, for example, in front of a dwelling or business, a minimum sealed length of road of 300m is considered necessary to be effective, being 150m either side of the dwelling on the road. Please note that the Shire does not warrant that this will be the case. Prevailing winds, vehicle volumes, type of adjoining pavement material all impact upon this.

Officers will make reference to the current Forward Road Programs of the day to see if the particular road being applied for is included within it. If the road is included in the road program, then this will be advised to the applicant who can decide if they still wish to proceed with their application or wait for the road to be sealed as per the program (which may be amended from time to time by the Council).

Each application will be assessed on a case-by-case scenario and approved by the Chief Executive Officer as being compliant with this Policy.

The Shire's matching 50% funding toward any approved application will be dependent on available funds within the Annual Budget. If there is no specific Budget allowance for an approved application, then officers will need to submit a Budget request form that will be considered in the annual Budget process among other competing projects or Budget Review process.

Procedures

No current procedures relate.

Forms and Templates

No current forms or templates relate.

– End of Policy

Notes

12.15 Road Safety Policy and Vision Statement

Responsible Executive	Executive Manager Technical & Rural Services	
Statutory context	Local Government Act 1995	
	Road Traffic Code 2000	
	Main Roads Act 1930	
	Work Health and Safety Act 2020	
	Road Safety Commission	
	Australian Standards, Guidelines, and Codes of Practice	
	- Austroads Guide To Road Design Parts 1 To 7	
	- Main Roads Supplement To Austroads Guide To Road Design Parts 1 To 6	
	- Australian Standard 1742.2 Manual Of Uniform Traffic Control Devices	
	- Main Roads Western Australia Code of Practice For Traffic Management Works On Road 2024	
Corporate context	- Main Roads Western Australia Code of Practice For Traffic Management For Events 2024	
	- ARRB Unsealed Roads Best Practice Guide Volume 2	
	Strategic Community Plan 2017-2027	
	Corporate Business Plan	
	Long Term Financial Plan	
	Ten Year Road Program 2024-2034	
	Ten Year Footpath Construction Program 2024-2034	
	Ten Year Plant Replacement Program 2024-2034	
	Bridge Asset Management Plan	
	Policy 12.10 – Plant, Equipment and Vehicle Replacement	
History	Adopted	23 October 2024
	Reviewed	15 May 2025

Road Safety Vision Statement

The Shire of Narrogin is committed to creating a safe and sustainable road network that minimises death and serious injury to all road users.

Through proactive measures, strategic planning, and collaboration with State and Federal partners, we aim to maintain our roads to the highest safety standards for this critical asset class.

By continuously investing in road infrastructure, technology, staff training, optimal fleet turnover and other road safety initiatives, the Shire strives to ensure that all road users, including residents, visitors, and transport operators, travel with confidence and security on our roads.

Policy Statement

The Shire of Narrogin acknowledges that road safety is essential for the well-being of its community. To this end, the Shire will implement various Road Safety Management Strategies that adopts current and future best practice road safety principles as far as practicable.

The policy is intended to create a safer road environment through engineering, education, enforcement, and collaboration with stakeholders. The Shire will ensure that all road users, including pedestrians, cyclists, and motorists, benefit from a safer transport network.

Objective

The objective of this policy is to outline the Shire of Narrogin's commitment to enhancing road safety across the Shire by adopting a comprehensive approach to help minimise road fatalities and serious injuries as far as

practicable. The policy strives to align with State and Federal principles of road safety and additionally, aligns to WALGA RoadWise road safety principles as a registered RoadWise Council.

Key Principles

The Shire of Narrogin's approach to road safety will be guided by the following road safety principles, adapted from State and Federal road safety initiatives;

- Fallibility - Recognising that people make mistakes, the road network must be designed to minimise the potential for fatal or serious consequences resulting from those mistakes;
- Vulnerability - Acknowledging the human body's limited tolerance to crash forces, the design of roads and vehicles should protect people from serious injury;
- Shared Responsibility - Road safety is a shared responsibility between road users and road asset managers. The Shire is committed to providing a safe road network and forgiving environments for all road users; and
- System Strengthening - Strengthening all parts of the road safety system so that if one part fails, the others will protect people from fatal or serious injury.

Policy Measures

The key objectives for the Shire to achieve optimal road safety on its road network is through:

- Roads and Roadsides:
 - Enhance road safety through separation of traffic, including vehicles, bicycles, and pedestrians where possible.
 - Improve crash protection by addressing hazards on roadsides, such as widening shoulders, adding barriers, vegetation management and improving lighting.
 - Conduct regular road safety and condition inspections on the Shire's road network using trained in-house staff.
 - Offer road safety and or auditor training to relevant personnel.
 - Utilise the Shire's solar digital variable messaging trailer mounted units, to promote road safety and advise road users of changing road conditions where relevant.
 - Conduct regular, and at least annual road signage inspections and audits for relevance and condition.
 - Utilise the Shire's traffic counters to identify traffic classes and movements, that will inform on volume and speed trends.
- Intersections:
 - Ensure safe speeds, relevant advisory and regulatory signage is present and traffic management at intersections to reduce collisions.
 - Consider Installing roundabouts or other road safety initiatives where feasible to improve safety.
- Reducing Travel Speeds:
 - Consider the implementation of targeted speed reductions strategies, particularly in mixed-use areas where vulnerable road users and or pedestrians are present, utilising the Shire's solar speed signs, and in collaboration with regulatory bodies (MRWA).
- Fleet Safety:
 - Implement the Shire's Fleet and Plant Replacement policy to ensure Shire vehicles and plant meet the highest safety standards, including the purchase of 5-star ANCAP-rated vehicles and enforcing driver compliance.
- Post-Crash Response:
 - Provide first aid and emergency preparedness training for employees where practical and relevant.
 - Through trained in-house staff, investigate black spot sites on Shire roads, identified by MRWA and analyse the potential causes and consider remedial actions or road improvements to rectify.
 - Consider submitting applications for State and Federal road grant funding, inclusive of Black Spot funding for hazardous roads or sections of.
- Area of Application:

- This policy applies to all Shire-managed roads, roadsides, footpaths, and cycle paths. The policy also informs the development and maintenance of road infrastructure across the Shire.

Collaboration & Partnerships

The Shire of Narrogin will collaborate with State and Federal governments, local communities, and road safety organisations to implement best practices in road safety. The Shire will actively participate in National and State road safety programs to secure funding and technical support.

Administration & Review

The administration of this policy lies with the Shire’s Technical & Rural Services Division. This policy will be reviewed every four years or as required to align with emerging road safety standards.

Forms and Templates

– End of Policy

Notes

Section 13 - NATURAL RESOURCE MANAGEMENT

13.1 Road Reserves – Clearing

Responsible Executive	Executive Manager Technical & Rural Services	
Statutory context	Local Government Act 1995	
	Environmental Protection Act 1986	
	- s.3(1) – definition of “native vegetation” includes dead vegetation - s.51A – definitions of “clearing” and “clearing principles” - Sch.5 – Principles for clearing native vegetation – Native vegetation not to be cleared if – - o cl.1(b) – whole or part of a significant habitat - o cl.1(e) – a significant remnant in an extensively cleared area - o cl.1(f) – associated with a watercourse	
	Environmental Protection (Clearing of Native Vegetation) Regulations 2004	
	- r.5 – Prescribed clearing s.51C – - o item 3 – clearing (by burning) for fire hazard reduction - o item 11 – clearing along a fence line – Crown land (1.5m) - o item 15 – clearing to maintain cleared areas around infrastructure etc - o item 21 – clearing for temporary bypass road - o item 21A – clearing for crossover - o item 22 – clearing for maintenance in existing transport corridors - o item 23 – clearing resulting from infrastructure maintenance activities - Sch2 – Clearing for maintenance in existing transport corridors - o cl.2 – extent of clearing for an area or purpose in relation to a road - o cl.3 – how the clearing is to be carried out	
Corporate context	Public Places & Local Government Property Local Law 2016	
	Delegations Register 12.11 – Gates across roads / thoroughfares	
History	Adopted	26 April 2017
	Formerly	Policy 15.1
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	15 May 2025

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Policy Statement

1. Clearing of a road reserve by any means, including fence lines, for construction or maintenance purposes, must be carried out in accordance with the Environmental Protection Act 1986, and the Environmental Protection (Clearing of Native Vegetation) Regulations 2004.
2. It is the responsibility of the landowner to ascertain if a Department of Environmental Regulation permit is required for any work proposed on a road reserve; in particular, for protection of any identified rare or endangered species of flora or fauna.
3. Any debris or spoil created by clearing of a fence line or the erection of a fence is to be removed from the road reserve and disposed of by the landowner on their property within 90 days.
4. The landowner is not permitted to alter any existing infrastructure or drainage when undertaking the clearing.
5. If needing advice, landowners are encouraged to consult with the Shire prior to any clearing of a road reserve.

– End of Policy –

Notes

Environmental Protection Act –

- s.3 – definition – **native vegetation** includes dead vegetation unless ... excluded by regulation ...
- Sch.5 – Principles for clearing native vegetation –
Native vegetation not to be cleared if –
 - o cl.1(b) – whole or part of a significant habitat

Note – includes not just live standing vegetation but also dead vegetation and debris, as this is considered to be habitat and harbourage for ground dwelling fauna. So if pushed tress, cut branches etc are removed within 90 days, no problem, but if left there for a carefully unspecified time, would be considered to have become habitat for ground dwelling fauna

Refer –

- s.3A(2) –
environmental harm means direct or indirect –
 - (a) harm to the environment involving removal or destruction of, or damage to –
 - (i) native vegetation; or
 - (ii) the habitat of native vegetation or indigenous aquatic or terrestrial animals; or
 - (b) alteration of the environment to its detriment or degradation or potential detriment or degradation; or
 - (c) alteration of the environment to the detriment or potential detriment of an environmental value; or
 - (d) alteration of the environment of a prescribed kind;

13.2 Road Reserves – Cutting Firewood

Responsible Executive	Executive Manager Technical & Rural Services	
Statutory context	Local Government Act 1995	
	Public Places & Local Government Property Local Law 2016	
Corporate context	Delegation 11.3 – Public Places & Local Government Property Local Law 2016	
History	Adopted	26 April 2017
	Formerly	Policy 15.2
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	15 May 2025

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Policy Statement

1. Application to cut or collect firewood from a road reserve is to be made to the CEO.
2. Conditions applying to any approval granted –
 - a) At no stage is the activity to create a traffic hazard
 - b) Only dead timber is allowed to be cut
 - c) All residue to be stacked neatly so as not to cause a nuisance on road verge
 - d) Care to be taken to protect existing flora and fauna
 - e) Wood may be taken only in non-commercial quantities and for domestic use
3. It is the responsibility of the applicant to ascertain if a Department of Environmental Regulation permit is also required.
4. A collector not complying with this policy may be issued a notice to cease activity or to comply under relevant legislation or local law, up to and including cancellation of licence, issue of an infringement notice or prosecution for non-compliance of conditions of licence.

– End of Policy

Notes

Partially covered by Public Places & Local Government Property Local Law

13.3 Street Trees

Responsible Executive	Executive Manager Technical & Rural Services	
Statutory context	Shire of Narrogin Public Places and Local Government Property Local Law 2016	
Corporate context	Delegation 11.3 – Public Places and Local Government Property Local Law 2016 Street Tree Planning: Selections and Recommendations Guide 2018.	
History	Adopted	24 October 2018
	Formerly	Policy 15.3
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	15 May 2025

Policy Statement

Purpose

1. To manage the planting, maintenance, and care of street trees in public places and on local government property, in particular but not limited to road reserves, within the town sites of Narrogin and Highbury.
2. Trees are a valuable community asset, enhancing both the built and the natural environment of the Shire. They contribute to the well-being of the community and through their longevity serve as a cultural link through generations.
3. The Shire of Narrogin recognises these values and is committed to the protection and maintenance of trees whilst maintaining its obligations to provide a safe environment.

Application

1. Area of Application

This policy applies to –

- a) Narrogin townsite, and
- b) Highbury townsite

2. Tree Protection

- a) All trees on land under the care and control of the Shire of Narrogin will be protected in accordance with relevant local laws, regulations and acts and these guidelines.
- b) Significant trees on Shire and public property will be recorded in the *Street Tree Planning: Selections and Recommendations Guide 2018*.
- c) For development applications, retention of mature trees or trees of significance on public property may be included as a condition of approval.
- d) Trees on private property are the responsibility of the land owner.

3. Tree Removal

- a) Authorisation:
Removal of any tree on Shire of Narrogin controlled property can only be given by the Executive Manager, Technical and Rural Services (EMTRS), or the Chief Executive Officer (CEO). Disputes may be subject to formal referral to Council. Applications for tree removal must be in writing stating the reason why the tree should be removed.
- b) Replacement:
In most instances of tree removal and where practicable, a replacement tree will be planted in a suitable location at the discretion of the EMTRS with reference to the *Street Tree Planning: Selections and Recommendations Guide 2018*.
- c) Removal not justified:
Tree removal will not be justified by any of the following reasons:
 - i) Tree obscuring commercial advertising signs

- ii) The growth of the tree is obstructing views
- iii) Tree litter/leaf fall/debris
- iv) Tree casting unwanted shade
- v) Resident requests an alternate species
- vi) A perceived danger a tree might fall in a storm

d) Removal justified:

Tree removal may be justified by any of the following reasons:

- i) The tree is dead or dying and remedial techniques are not possible
- ii) The tree is causing damage to property, infrastructure or public utilities and the cost of remedial works outweighs the value of the tree
- iii) Where, subsequent to a risk assessment undertaken by the Shire of Narrogin, the tree presents an immediate danger to the public

4. Tree Planting and Replacement

- a) The Shire shall be responsible for the planting and replacement of all street trees, trees in parks and trees on land under the care and control of the Shire of Narrogin.
- b) Trees will be chosen from the approved species list in the *Street Tree Planning: Selections and Recommendations Guide 2018*, by the EMTRS.
- c) Trees under power lines whether new or replacement planting, will only be low growth species as listed in the *Street Tree Planning: Selections and Recommendations Guide 2018*, with the aim of reducing pruning costs and making better use of the Shire's resources.
- d) Well established trees will continue to be pruned as required, unless they are deemed as an unsuitable species by EMTRS whereby they may be removed.
- e) All tree planting near assets such as footpaths, roads, fences, installations such as electricity, water and other utilities where root invasion may cause damage to such asset will include the installation of root guards, to reduce or eliminate damage to other assets and property
- f) Trees should be planted in winter, preferably June and July
- g) Local native species will be used when planting in rural or bushland areas.

5. Street Tree Pruning and Maintenance

- a) Pruning and maintenance of trees will be undertaken by the Shire of Narrogin in an annual program which gives priority to under powerline pruning, the Central Business District (CBD), parks and other significant public spaces, and attends to other trees on an as needs basis.
- b) Tree pruning will only be authorised to be undertaken by personnel approved by the Shire of Narrogin who have suitable training and practical experience in arboricultural techniques. Trees under powerlines will be pruned to meet clearance requirements as directed by Western Power or other electrical utilities of the day.
- c) Pruning will not be carried out for purposes such as to improve views, reduction of leaf fall debris, to provide visual access to commercial signs reduction of shade or other reasons that may detract from the natural amenity and purpose of the tree or where pruning will affect the health and structural integrity of the tree.
- d) The Shire of Narrogin may water new tree planting through the first two years on an as needs basis. Should a resident wish to water and care for a new street tree that is directly in front of or adjoining their property then the EMTRS may approve this.

6. Development Requests

- a) Where tree removal is approved in a development plan at the request of private land owners or commercial developers, the full cost of the tree removal including stump grinding and site remediation will be met by the applicant. All attempts must be made to retain healthy suitable trees in the first instance.
- b) Where the relocation of a crossover or a request for vehicular access requires tree removal the applicant must meet the cost of the tree removal as in 6(a). All attempts must be made to retain healthy suitable trees including finding an alternative location for a crossover so as to retain a tree.

- c) Where trees are indicated for removal on a streetscape plan, landscape plan or works program approved by the Shire, an equal number of trees may be planted in other suitable sites at the discretion of the EMTRS.
- d) All trees to be provided as a result of development requests will be chosen with reference to the *Street Tree Planning: Selections and Recommendations Guide 2018* and authorised by the EMTRS.

7. Public Awareness & Community Responsibility

- a) The Shire of Narrogin will encourage property owners to retain trees on private property, particularly where they contribute to the skyline or streetscape.
Residents wishing to extend garden planting onto their verge must seek permission from the Shire, ensuring thoroughfare is retained, and site lines are not hindered. The applicant will supply plan/design to the EMTRS for approval. The maintenance of verge plantings will be by the private land owner. The Shire reserves the right to remove the verge planting at any time due to disputes, the planting representing a hazard or at the discretion of the EMTRS.
- b) Businesses, schools and government organisations will be encouraged to develop and maintain appropriate plantings particularly on the street front verge. The maintenance of verge plantings will be by the private land owner. The Shire reserves the right to remove the verge planting at any time due to disputes, the planting representing a hazard or at the discretion of the EMTRS.
- c) Residents will be encouraged to monitor the needs of newly planted trees adjacent to their property and provide additional watering when required.
- d) Disputes between neighbours over trees that are not under the jurisdiction of the Shire will not be entered into, unless the tree presents a hazard, whereby the Local Government Act 1995 will be referred to.
- e) Annual street tree planting will be undertaken by the Shire. Residents will be able to request street trees to be planted on their verge by contacting the Shire. The tree species will be determined by the Shire of Narrogin with reference to the *Street Tree Planning: Selections and Recommendations Guide 2018*.

– End of Policy

Notes

Abbreviations

EMTRS – Executive Manager, Technical and Rural Services
 CEO – Chief Executive Officer
 CBD – Central Business District

Former Section 14 – Plant / Equipment transferred to Section 12

Former Section 15 – Natural Resources renumbered as Section 13

Former Section 16 – Unclassified transferred to Section 12

OFFICERS' RECOMMENDATION

That pursuant to section 5.23 (2) (b), of the Local Government Act 1995, the Council move behind closed doors to discuss the personal affairs of a person.

10.4.3 IMPLEMENTATION OF INDEPENDENT ARIC PRESIDING MEMBER APPOINTMENTS

File Reference	13.5.6
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	10.4.1 and 10.4.2, 19 February 2025, Res. 190225.12 & 190225.13
Date	20 May 2025
Author	Lily Webb – Executive Support Coordinator
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Amendments to Terms of Reference – Audit, Risk and Improvement Committee 2. CONFIDENTIAL Nominations for roles of Independent Presiding Member and Deputy Presiding Member (Provided under separate cover).	

Summary

This report seeks Council's endorsement to defer the implementation of Resolution 190225.12 Part 3, which relates to the recruitment and appointment of an independent Presiding Member and Deputy of the Presiding Member to the Audit, Risk and Improvement Committee (ARIC), until the enactment of the relevant sections of the *Local Government Amendment Act 2024*.

In accordance with Resolution 190225.13, President Leigh Ballard has already been appointed as the Presiding Member of the ARIC until 1 July 2025. This report recommends that his appointment continue until such time as the relevant provisions of the Amendment Act are enacted, and the independent positions can be formally established.

Background

At the Ordinary Council Meeting on 19 February 2025, Council resolved the following (Res. 190225.12):

"That with respect to amendments to the Local Government Act 1995, specifically sections 7.1A & 7.1B, relating to the requirement for Local Governments to have 'Audit, Risk and Improvement Committees', Council:

- 1) Note the change of title of the Council's 'Audit and Risk Committee' to the 'Audit, Risk and Improvement Committee (ARIC)';*
- 2) Approve the changes to the Terms of Reference and membership of the ARIC in accordance with Attachment 1;*

- 3) *Authorise the Chief Executive Officer to advertise for an independent Presiding Member and independent Deputy of the Presiding Member, for the Council's ARIC, as detailed in Attachment 2, with the meeting fee for either position being \$224 per meeting, with referral of all nominees to Council for consideration; and*
- 4) *Request the Chief Executive Officer to ensure that the implementation of these amendments is completed by 30 June 2025 to comply with the Local Government Act 1995 and Local Government Amendment Regulations 2024".*

At the same meeting (Res. 190225.13), Council appointed President Leigh Ballard as the Presiding Member of the Audit, Risk and Improvement Committee, noting the appointment was to take effect until 1 July 2025.

Since that time, advertising has been undertaken, and two applications have been received (refer Confidential Attachment 2).

However, the provisions of the Local Government Amendment Act 2024 (s.87), which would enable the formal appointment of independent Presiding Member and Deputy of the Presiding Member, have not yet been enacted. Therefore, implementation of the independent appointments must be temporarily paused, with interim arrangements extended.

Submissions were received for the positions on the Audit, Risk and Improvement Committee, with all submissions provided in the Confidential Attachment 2. Council is now invited to consider the appointment of the two individuals concerned with one (1) as the Presiding Member and one (1) as Deputy (to the Presiding Member) of the Audit, Risk and Improvement Committee.

Consultation

Consultation has occurred with the following:

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

Statutory Environment

- *Local Government Act 1995 – Sections 5.8, 5.11A;*
- *Local Government Amendment Act 2024, s.87 – Inserting Part 7 Division 1A;*
 - s.7.1A – Requirement to establish an Audit, Risk and Improvement Committee; and
 - s.7.1B – Appointment of Deputy of Presiding Member.

While these provisions have passed Parliament, they have not yet been proclaimed or enacted into force. Advice received from the Department, is that it will be enabled prior to the October 2025 local government elections.

Policy Implications

There are no policy implications arising from this report.

Sustainability & Climate Change Implications

Environmental - There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.

Economic - There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

Social – Maintains continuity of committee leadership during legislative transition, supports transparency and stability in local governance, and reinforces community confidence in Council decision-making

Financial Implications

Remuneration for the independent Presiding and Deputy Presiding Members has been determined, with provision to be made in the 2025/2026 Budget, will amount to approximately \$2,000 per annum.

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

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Implementing independent appointments before the enabling legislation is enacted.	Rare (1)	Moderate (3)	Low (1-4)	Compliance Requirements	Defer action pending enactment.

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

Council has already initiated the appointment process for independent Presiding Member and Deputy of the Presiding Member of ARIC in compliance with the anticipated requirements of the Local Government Amendment Act 2024. However, as these legislative provisions are not yet in effect, implementation must be deferred.

Council has also appointed President Leigh Ballard as the current Presiding Member of ARIC until 1 July 2025 (Res. 190225.13). This report proposes to extend his term until such time as the relevant provisions of the Amendment Act are enacted, after which the recruitment process will proceed, using the applications already received.

It has also been clarified that the Deputy of the Presiding Member, as defined in the upcoming legislative framework, is not an additional voting member, but acts only when the Presiding Member is unavailable.

The Terms of Reference for the ARIC have been updated accordingly (Attachment 1).

Voting Requirements

Absolute Majority

OFFICERS' RECOMMENDATION

That with respect to the appointment of the Presiding Member and Deputy of the Presiding Member to the Audit, Risk and Improvement Committee, Council:

- 1) Notes that the relevant provisions of the Local Government Amendment Act 2024, including Sections 7.1A and 7.1B, are not yet enacted.
- 2) Defers the implementation of Resolution 190225.12 Part 3, specifically the appointment of independent Presiding Member and Deputy of the Presiding Member, until such time as the legislation is proclaimed and in effect.
- 3) Extends the appointment of President Leigh Ballard as the Presiding Member of the Audit, Risk and Improvement Committee until the enactment of the relevant sections of the Local Government Amendment Act 2024.
- 4) Amends the Terms of Reference of the Audit, Risk and Improvement Committee to reflect this interim arrangement, as shown in Attachment 1.
- 5) Note that submissions have been received for the roles of Presiding Member and Deputy of the Presiding Member, as detailed in the Confidential Attachments, and expresses its intent to appoint Mr _____ as Presiding Member and Mr _____ as Deputy Presiding Member, subject to the relevant legislative provisions coming into effect and communicate that offer to the nominees.

OFFICERS' RECOMMENDATION

That Council proceed in public.

Section 1 - Committees of Council

1.1 Audit, Risk and Improvement Committee

Statutory context	Local Government Act 1995 –	
	• Part 5, Division 2 • Part 7, Audit	
	Local Government (Audit) Regulations 1996	
	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
	Reviewed	27 October 2021
	Reviewed	25 October 2023
	Amended	19 February 2025
	<u>Amended</u>	<u>28 May 2025</u>

Establishment

Objectives	To exercise responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.	
	To assist Council in discharging its legislative responsibilities of controlling the local government's affairs and determining the local government's policies pertaining to its finances and overseeing at a strategic level the allocation of the local government's finances and resources.	
	To ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of local government's financial accounting systems and compliance with legislation.	
	To facilitate –	
	• the enhancement and objectivity of internal and external financial reporting; • effective management of financial and other risks and the protection of assets; • compliance with laws and regulations as well as best practice in auditing; • the coordination of the internal audit function with the external audit; • the effective communication between the auditor, the CEO and the Council.	

Membership

Composition resolved by Council		
Nomination of	No.	
Presiding Member (~~Not an Elected Member or Employee~~ <u>Independent, Not an Elected Member or Employee</u>)	1	<u>Vacant – From 1 July 2025</u> <u>Appointment deferred pending enactment of <i>Local Government Amendment Act 2025</i>.</u>

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		<u>Interim: Shire President until proclamation.</u>
Deputy of Presiding Member (<u>Independent, Not an Elected Member or Employee</u> ~~Not an Elected Member or Employee~~)	1	~~Vacant – From 1 July 2025~~ <u>Appointment deferred pending enactment of <i>Local Government Amendment Act 2024</i>.</u>
Elected members (<u>including ex-officio</u>)	7	~~Shire President the Presiding Member until 1 July 2025~~ <u>Current membership remains at 7.</u>
Employees, (<u>including ex-officio</u>)	0	
Other persons – Community at large	0	
- Specified organisations	0	
Total Membership	7, however 9 from 1 July 2025	<u>9 effective upon proclamation of legislative amendments</u>
Quorum	4, however 5 from 1 July 2025	<u>No additional criteria 5 effective upon proclamation</u>
<u><i>Note: The Deputy of the Presiding Member is not an additional voting member and acts only in the absence of the Presiding Member, per draft legislative framework.</i></u>		

Required staff attendance (non-voting) –

Primary	Secondary
Chief Executive Officer	
Executive Manager Corporate & Community Services	Manager Corporate Services

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Meetings Appendix 1 – Standard conditions for establishment of Council Committees

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Administrative Support

Senior Officer responsible	Executive Manager Corporate & Community Services
Initial contact person	Executive Manager Corporate & Community Services

Role and Scope of Committee

1. Audit –
 - a) Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits.
 - b) Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions.
 - c) Liaise with the CEO to ensure that the local government does everything in its power to –
 - assist the auditor to conduct the audit and carry out their other duties under the Local Government Act 1995; and
 - ensure that audits are conducted successfully and expeditiously.
 - d) Examine the reports of the auditor after receiving a report from the CEO on the matters and –
 - determine if any matters raised require action to be taken by the local government; and
 - ensure that appropriate action is taken in respect of those matters.
 - e) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time.
 - f) Review the scope of the audit plan and program and its effectiveness.
 - g) Review the local government's draft annual financial report, focusing on:
 - accounting policies and practices;
 - changes to accounting policies and practices;
 - the process used in making significant accounting estimates;
 - significant adjustments to the financial report (if any) arising from the audit process;
 - compliance with accounting standards and other reporting requirements;
 - significant variances from prior years.
 - h) Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed.

- i) Address issues brought to the attention of the committee, including responding to requests from Council for advice that are within the parameters of the committee's terms of reference.
 - j) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council.
 - k) Review the Statutory Compliance Return and make a recommendation on its adoption to Council.
2. Risk Management –
- a) Oversight in the areas of risk management, internal control and legislative compliance in accordance with the Local Government (Audit) Regulations 1996 r.17.
 - b) Consider, approve and review the annual Internal Audit Plan
 - c) Advise Council on performance against the adopted Internal Audit Plan.
3. CEO support and advice –
- a) Provide the CEO with interim advice of a complex or confidential nature on request by the CEO.

– End of TOR

Notes

Frequency – minimum two per annum, to consider the Compliance Annual Return, Audit Report, Annual Financial Report and Annual Report as required.

TOR Schedule 1.1 – Risk Management**AUDIT, RISK AND IMPROVEMENT COMMITTEE INTERNAL RISK MANAGEMENT REVIEW
TEMPLATE REPORT****Report prepared by** Executive Manager Corporate & Community Service**Rating key:** A: Acceptable I: Improvement required. U: Unacceptable, requires attention.

1. RISK MANAGEMENT			
a) The following considerations were based on the Department of Local Government & Communities Operational Guideline, No.09 dated September 2013:			
Considerations	Rating	Observation	Strategies
(1) Reviewing whether the local government has an effective risk management system and that material operating risks to the local government are appropriately considered.		•	Action required: •
(2) Reviewing whether the local government has a current and effective business continuity plan (including disaster recovery) which is tested from time to time.		•	Action required: •
(3) Assessing the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, particularly in the following areas: (a) potential non-compliance with legislation, regulations and standards and local government's policies; (b) important accounting judgements or estimates that prove to be wrong; (c) litigation and claims (d) misconduct, fraud and theft (e) significant business risks, recognising responsibility for general or specific risk areas, for example, environmental risk, work health and safety, and how they are managed by the local government.		•	Action required: •
(4) Obtaining regular risk reports, which identify key risks, the status and the effectiveness of the risk management systems, to ensure that identified risks are monitored and new risks are identified, mitigated and reported.		•	Action required: •
(5) Assessing the adequacy of local government processes to manage insurable risks and ensure the adequacy of insurance cover, and if applicable, the level of self-insurance.		•	Action required: •
(6) Reviewing the effectiveness of the local government's internal control system with management and the internal and external auditors.		•	Action required: •

(7) Assessing whether management has controls in place for unusual types of transactions and/or any potential transactions that might carry more than an acceptable degree of risk.		•	Action required: •
(8) Assessing the local government's procurement framework with a focus on the probity and transparency of policies, procedures & processes and whether these are being applied.		•	Action required: •
(9) Should the need arise, meeting periodically with key management, internal and external auditors, and compliance staff, to understand and discuss any changes in the local government's control environment.		•	Action required: •
(10) Ascertaining whether fraud and misconduct risks have been identified, analysed, evaluated, have an appropriate treatment plan which has been implemented, communicated, monitored and there is regular reporting and ongoing management of fraud and misconduct risks.		•	Action required: •

2. INTERNAL CONTROL

- a) Internal Control is a key component of a sound governance framework, in addition to leadership, long-term planning, compliance, resource allocation, accountability and transparency.
- b) Internal control systems involve policies and procedures that safeguard assets, ensure accurate and reliable financial reporting, promote compliance with legislation and achieve effective and efficient operations and may vary depending on the size and nature of the local government.
- c) Strategies to maintain sound internal controls are based on risk analysis of the internal operations of a local government.

(1) Management Practices:		•	Action required: •
(a) Separation of roles and functions, processing and authorisation: (i) integrity and ethics; (ii) documented policies & procedures, delegated authority, levels of responsibilities and authorities; (iii) audit practices;			
(b) Management operating style.			
(c) Human Resource management and practices: (i) volunteer management (ii) trained and qualified employees; and (iii) equity and diversity leadership.			
(d) HR Systems Control: (i) Induction Programs (ii) Recruitment (iii) Training (iv) Performance Management			

(2) Information Management: (a) Data Management: Comparison of internal data with other or external sources of information, for example: (i) Geographical Information Systems (GIS); and (ii) Public Works Engineering Data (e.g.: As constructed data). (b) Control of approval of correspondence (documents, letters); and (c) Systems control: Security access, approval, version control.		•	Action required: •
(3) Physical and Information Security: information system access and security, for example: (a) limitations on direct physical access to assets and records; (b) control of computer applications and information system standards; (c) limitations on access to make changes in data files and systems; and (d) testing the arithmetical accuracy and content of records.		•	Action required: •
(4) Financial Management: integrity of financial systems, processes, controls, auditing, for example: (a) approval of financial transactions (records); (b) regular maintenance and review of financial control accounts and trial balances; (c) comparison and analysis of financial results with budgeted amounts; (d) report, review and approval of financial payments and reconciliations; and (e) comparison of the result of physical cash and inventory counts with accounting records.		•	Action required: •

3. LEGISLATIVE COMPLIANCE

Local governments are required by legislation to complete a statutory compliance return (Compliance Audit Return or CAR) annually and have the return adopted by Council. The return is a checklist of a local government's compliance with the requirements of the Act and its Regulations, concentrating on areas of compliance considered "high risk"

Legislative Compliance: (a) Statutory reporting timeframes are met; (b) Council and Executive Policy Positions are relevant and can be complied with; (c) Delegations are legislatively compliant, understood and complied with.		•	Action required: •

– End of Schedule

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 7.00 pm and, pursuant to resolution 190225.21, reminded Councillors of the next Ordinary Meeting of the Council, scheduled for 7.00 pm on Wednesday 18 June 2025, at this same venue.



Shire of
Narrogin
Love the life

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