



Shire of
Narrogin
Love the life

MINUTES

ORDINARY COUNCIL MEETING

24 June 2026

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

Signed:  ..

Date **25 June 2026**

These minutes were confirmed at the Ordinary Council Meeting held on ___/___/___

Signed:

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

Acknowledgement of Noongar People

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

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

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

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



Shire of
Narrogin
Love the life

STRATEGIC COMMUNITY PLAN 2017-27

SNAPSHOT

VISION

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

MISSION

Provide leadership, direction and opportunities for the community.

KEY PRINCIPLES

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

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

OUR VALUES

Care with Trust & Teamwork

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

Accountability - We accept responsibility for our actions and outcomes

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

Excellence - We go the extra mile to deliver outstanding services

Trust - We share without fear of consequences

Team Work - We work together for a common goal

ECONOMIC



Support growth and progress, locally and regionally...

Growth in revenue opportunities

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

Increased Tourism

- Promote, develop tourism and maintain local attractions

An effective well maintained transport network

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

Agriculture opportunities maintained and developed

- Support development of agricultural services

SOCIAL



Provide community facilities and promote social interaction...

Provision of youth services

- Develop and implement a youth strategy

Build a healthier and safer community

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

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

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

Cultural and heritage diversity is recognised

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

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

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

ENVIRONMENT



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

A preserved natural environment

- Conserve, enhance, promote and rehabilitate the natural environment

Effective waste services

- Support the provision of waste services

Efficient use of resources

- Increase resource usage efficiency

A well maintained built environment

- Improve and maintain built environment

CIVIC



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

An efficient and effective organisation

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

An employer of choice

- Provide a positive, desirable workplace

DISCLAIMER

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

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

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

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

In accordance with Regulation 141 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 five years. Copies may be provided to the Departmental CEO upon request.

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ORDINARY COUNCIL MEETING

24 June 2026

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

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

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

Members (Voting)

Mr L Ballard – Shire President (Presiding Member)
Cr G Broad – Deputy Shire President
Cr C Bartron
Cr J Pomykala
Cr M Fisher
Cr R McNab

Employees

M Cole – Chief Executive Officer
I Graham – Executive Manager Corporate & Community Services
A Majid – Executive Manager Planning & Sustainability
L Boddy – Executive Support Coordinator

Leave of Absence

J Warburton – Executive Manager Infrastructure Services

Apologies

Cr T Wiese

Absent

Nil

Visitors

4

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

Nil.

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4.1 QUESTIONS FROM – ORDINARY COUNCIL MEETING – 27 MAY 2026

Courtney Wright

Question:

The Shire of Narrogin was asked at a previous meeting if they would consider waiving the fee for the John Higgins Centre for a meeting of the Narrogin East Neighbourhood Collective.

Response from CEO:

I will take this on notice and follow up.

A review of the minutes from the 17 December 2025 Ordinary Meeting of Council, the former Chief Executive Officer advised that Council need to formally consider any proposal to advertise an event or waive facility hire fees unless it was within his delegation.

5. PUBLIC QUESTION TIME

5.1 Courtney Wright

Question:

Due to the El Nino event approaching Australia, can the Shire consider waiving the fees and charges for bee keepers?

Response:

The Shire President advised he would take this on notice.

Question:

Would you consider changing the Shire's Policy on removing street trees to install fencing to include a caveat that the trees are to be offered for reuse by the community.

Response:

The CEO advised he would take note of that request.

Cr Fisher requested clarification on whether that would include the town and rural properties and Ms Wright answered yes.

5.2 Brian Seale

Question:

Can council adopt an item which includes the CEO's delegations to other staff?

The CEO responded that the Council only employs the CEO and can make a decision to delegate to officers as well as the CEO.

6. APPLICATIONS FOR LEAVE OF ABSENCE

The next meeting is scheduled for 22 July 2026.

COUNCIL RESOLUTION 240626.01

Moved: Cr Broad

Seconded: Cr Pomykala

That Cr Broad be granted leave from the next Ordinary Council Meeting to be held on 22 July 2026.

Carried by Simple Majority 6/0

For: President Ballard, Cr Broad, Cr Bartron, Cr Pomykala, Cr Fisher, Cr McNab

Against: Nil

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 Ordinary Council Meeting

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION 240626.02

Moved: Cr Bartron

Seconded: Cr Pomykala

That the Minutes of the Ordinary Council Meeting held on 27 May 2026 be confirmed as a true and correct record of proceedings.

Carried by Simple Majority 6/0

For: President Ballard, Cr Broad, Cr Bartron, Cr Pomykala, Cr Fisher, Cr McNab

Against: Nil

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

- Condolences to the Wiese family on the passing of their father Bob.
- Thanks to Michael Cole for standing in as our CEO for the past couple of months and wish you well on your trip.

9. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS

9.1 UPGRADE AND EXPANSION OF THE CURRENT SKATE PARK FACILITIES

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION 240626.03

Moved: Cr Pomykala

Seconded: Cr Broad

That Council accept the petition submitted by Svetlana Gordeeva requesting an upgrade and expansion of the current skate park facilities and refers the petition to the CEO for a report.

Carried by Simple Majority 6/0

For: President Ballard, Cr Broad, Cr Bartron, Cr Pomykala, Cr Fisher, Cr McNab

Against: Nil

10. MATTERS REQUIRING DECISIONS

10.1 PLANNING & SUSTAINABILITY

10.1.1 PROPOSED OVERSIZED OUTBUILDING WITH REDUCED SETBACKS AT LOT 47 NO. 49 DONEY STREET NARROGIN

File Reference	18.4.5
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Jason Gray
Previous Item Numbers	Nil
Date	12 June 2026
Author	Kiralee Harris – Planning Officer
Authorising Officer	Adam Majid – Executive Manager of Planning & Sustainability
Attachments	1. Development Application Submission 2. Schedule of Submission

Summary

The Shire of Narrogin has received a Development Application seeking approval for an oversized outbuilding at Lot 47 (No. 49) Doney Street, Narrogin.

The proposal seeks variations to the deemed- to- comply provisions of the Residential Design Codes relating to outbuilding area, wall height, ridge height and boundary setbacks. One objection was received during the advertising period.

In accordance with Delegation 10.3 - Control of Planning Matters, the application is referred to Council for determination. Officers recommend refusal.

Background

The subject property is located at Lot 47 (No. 49) Doney Street, Narrogin and is zoned Residential under Local Planning Scheme No. 3 with a residential density coding of R12.5.

The site has an area of approximately 1,095.21m² and contains a recently approved dwelling and associated garage, together with an approved retaining wall.

Prior to lodgement, preliminary planning advice was provided regarding the applicable Residential Design Code requirements relating to outbuilding size, height and setbacks.

The applicant subsequently lodged a Development Application seeking approval for an outbuilding measuring approximately 24 metres in length by 14 metres in width, with a total floor area of approximately 336m², wall height of approximately 4.6 metres, ridge height of approximately 5.23 metres, rear setback of approximately 1.0 metre and side setbacks of approximately 1.36 metres.

The application identifies the purpose of the outbuilding as personal hobby and storage use.

Consultation

The proposal was advertised in accordance with Clause 64 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.

Written notice was issued to six adjoining and nearby landowners considered likely to be affected by the proposal. Advertising was undertaken for a period of fourteen (14) days.

One submission was received objecting to the proposal. The submission raised concerns regarding the size of the proposed outbuilding, reduced setbacks and potential impacts on adjoining properties. The submitter also noted that the site appeared capable of accommodating a more compliant development outcome.

The submission has been considered as part of the officer assessment and is attached to this report for Council's consideration.

Statutory Environment

The following legislation and planning framework apply to this proposal:

- *Planning and Development Act 2005*;
- Planning and Development (Local Planning Schemes) Regulations 2015;
- Shire of Narrogin Local Planning Scheme No. 3; and
- Residential Design Codes Volume 1.

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

Application for Development Approval fee of \$147 has been paid to the Shire of Narrogin and borne by the applicant.

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

The proposal has no impact on the Council's Long Term Financial Plan.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective:	3.	Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.4	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)
That Council approves a development that is inconsistent with the Residential Design Codes, Residential zone objectives and officer recommendation, resulting in adverse impacts on neighbouring properties and potential reputational or compliance risks to the Shire.	Unlikely (2)	Moderate (3)	Medium (5-9)	Compliance Requirements	Accept Officer Recommendation

Risk Matrix

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

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

Comment/Conclusion

The proposal has been assessed against Clause 5.4.3 (Outbuildings) and Clause 5.1.3 (Lot Boundary Setbacks) of the Residential Design Codes Volume 1.

The deemed-to-comply provisions provide for a maximum outbuilding area of 60m² or 10% of the site area, whichever is the lesser, a maximum wall height of 2.4 metres, a maximum ridge height of 4.2 metres and setbacks in accordance with Table 2a.

The proposal seeks approval for an outbuilding with a floor area of approximately 336m², representing approximately 30.7% of the site area. The proposal also includes a wall height of approximately 4.6 metres, ridge height of approximately 5.23 metres, rear setback of approximately 1.0 metre and side setbacks of approximately 1.36 metres.

Accordingly, the proposal exceeds the deemed-to-comply provisions relating to floor area, wall height, ridge height and setbacks.

The Residential Design Codes define an outbuilding as an enclosed non-habitable structure detached from a dwelling and may include a detached garage. Officers note the site already contains an approved dwelling and garage. The proposed outbuilding exceeds the floor area of the approved dwelling and would become the dominant built form on the site rather than remaining ancillary to the residential use.

The objectives of the Residential zone seek to facilitate housing, high quality residential built form and development that is compatible with and complementary to residential development. Officers consider the scale, bulk and siting of the proposed outbuilding is not consistent with these objectives.

Design Principle P3 of Clause 5.4.3 seeks to ensure outbuildings do not detract from the streetscape or visual amenity of residents or neighbouring properties. Officers are not satisfied that the proposal meets this Design Principle, having regard to the size of the outbuilding, the reduced setbacks sought and the absence of any supporting planning justification addressing the variations proposed.

One submission was received objecting to the proposal on the grounds of the size of the outbuilding, reduced setbacks and potential impacts on adjoining properties. These concerns are considered relevant planning considerations and are consistent with concerns identified through the officer assessment.

Having regard to the extent of the variations sought, the scale of the proposed outbuilding, the objectives of the Residential zone and Design Principle P3 of the Residential Design Codes, officers do not support the proposal and recommend refusal.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION 240626.04

Moved: Cr Broad

Seconded: Cr Fisher

That with respect to the Development Application for a Proposed Oversized Outbuilding at Lot 47 (No. 49) Doney Street, Narrogin, Council **REFUSE** the Development Application for the following reasons:

1. The proposed outbuilding area of approximately 336m² exceeds the deemed-to-comply outbuilding area of 60m² or 10% of the site area, whichever is the lesser, as provided under Clause 5.4.3 of State Planning Policy 7.3 - Residential Design Codes Volume 1.
2. The proposed wall height of approximately 4.0 metres exceeds the deemed-to-comply wall height of 2.4 metres under Clause 5.4.3 of State Planning Policy 7.3 - Residential Design Codes Volume 1.
3. The proposed ridge height of approximately 5.23 metres exceeds the deemed-to-comply ridge height of 4.2 metres under Clause 5.4.3 of State Planning Policy 7.3 - Residential Design Codes Volume 1.
4. The proposed rear setback of approximately 1.0 metre and side setback of approximately 1.36 metres are not consistent with the setback requirements of Table 2a of State Planning Policy 7.3 – Residential Design Codes Volume 1.
5. The scale, bulk and siting of the proposed outbuilding are not considered consistent with the objectives of the Residential zone under Local Planning Scheme No. 3, which seek development that is compatible with and complementary to residential development.

6. The proposed outbuilding exceeds the floor area of the approved dwelling and garage and is not considered ancillary or subordinate to the primary residential use of the land.
7. The Local Government is not satisfied that the proposal meets Design Principle P3 of Clause 5.4.3 of State Planning Policy 7.3 - Residential Design Codes Volume 1, which seeks to ensure outbuildings do not detract from the streetscape or visual amenity of residents or neighbouring properties.
8. One submission was received from an adjoining landowner objecting to the scale of the proposed outbuilding, reduced setbacks and potential impacts on residential amenity.

Advice Notes:

1. If the applicant and/or owner are aggrieved by this decision, there may be a right of review under Part 14 of the *Planning and Development Act 2005*. An application for review must be lodged with the State Administrative Tribunal within 28 days of the date of this decision.

Carried by Simple Majority 6/0

For: President Ballard, Cr Broad, Cr Bartron, Cr Pomykala, Cr Fisher, Cr McNab

Against: Nil

APPLICATION FOR DEVELOPMENT APPROVAL

(FPS005)



Shire of
Narrogin
Love the life

89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

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

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

SHIRE OF NARROGIN – LOCAL PLANNING SCHEME NO.3 (LPS 3)

All applicants should complete this form and the checklist provided. Applicants seeking approval for Advertising Signage should also complete page 3, unless exempt under Schedule 5 of the LPS 3.

PROPERTY DETAILS

Lot No	47	House No	49	Street Name	Doney SE				
Suburb	Narrogin	Nearest Street Intersection							
Location No		Plan or Diagram	405625	Certificate of Title		Volume:	2905	Folio:	717
Title Encumbrances (e.g. Easements, Restrictive Covenants)									

LOT DIMENSIONS

Site area	1095.21	Square metres
Frontage	16.740	Metres
Depth	65.415	Metres

Shire of Narrogin

OWNER DETAILS

Full Name:	Jason Gray		
ABN (If Applicable)			
Postal Address	37 Doney SE Narrogin 6312		
Telephone Number:		Email:	
Owner's Signature <i>J. Gray</i>		Date 9/4/26	

NOTE: All owners of the property must sign this application form.

Where property is owned by a company, at least two directors of the company must sign the application.

APPLICANT DETAILS (If different)

Full Name:			
ABN (If Applicable)			
Postal Address			
Telephone Number:		Email:	
Applicant's Signature		Date	

ADVERTISING

The information and plans provided with this application may need to be made available by the local government for public viewing in connection with the application. Do you consent to this?*

Yes ☒ No ☐

* Public notification is required for certain development applications to ensure that the public is made aware of the development and have opportunity for relevant submissions. Council has right of refusal for applications that do not allow for public viewing should it be deemed necessary.

RECEIVED
09 APR 2026

PROPOSED DEVELOPMENT

Nature of Development	☒ Works (New construction works with no change of land use) ☐ Use (Change of use of land with no construction works) Works and Use
NOTE: If the proposal involves advertising signage the Additional Information for Development Approval for Advertisements form must be completed and submitted with this application.	
Is an exemption from development claimed for part of the development?	Yes ☐ No ☒
If yes, is the exemption for:	☐ Works ☐ Use
Description of proposed works and/or land use: Outbuilding for storage and hobbies	
Description of exemption claimed (if relevant)	
Nature of any existing buildings and/or land use: New home development.	
Approximate cost of proposed development: \$40,000	
Estimated time of completion: June 2026	

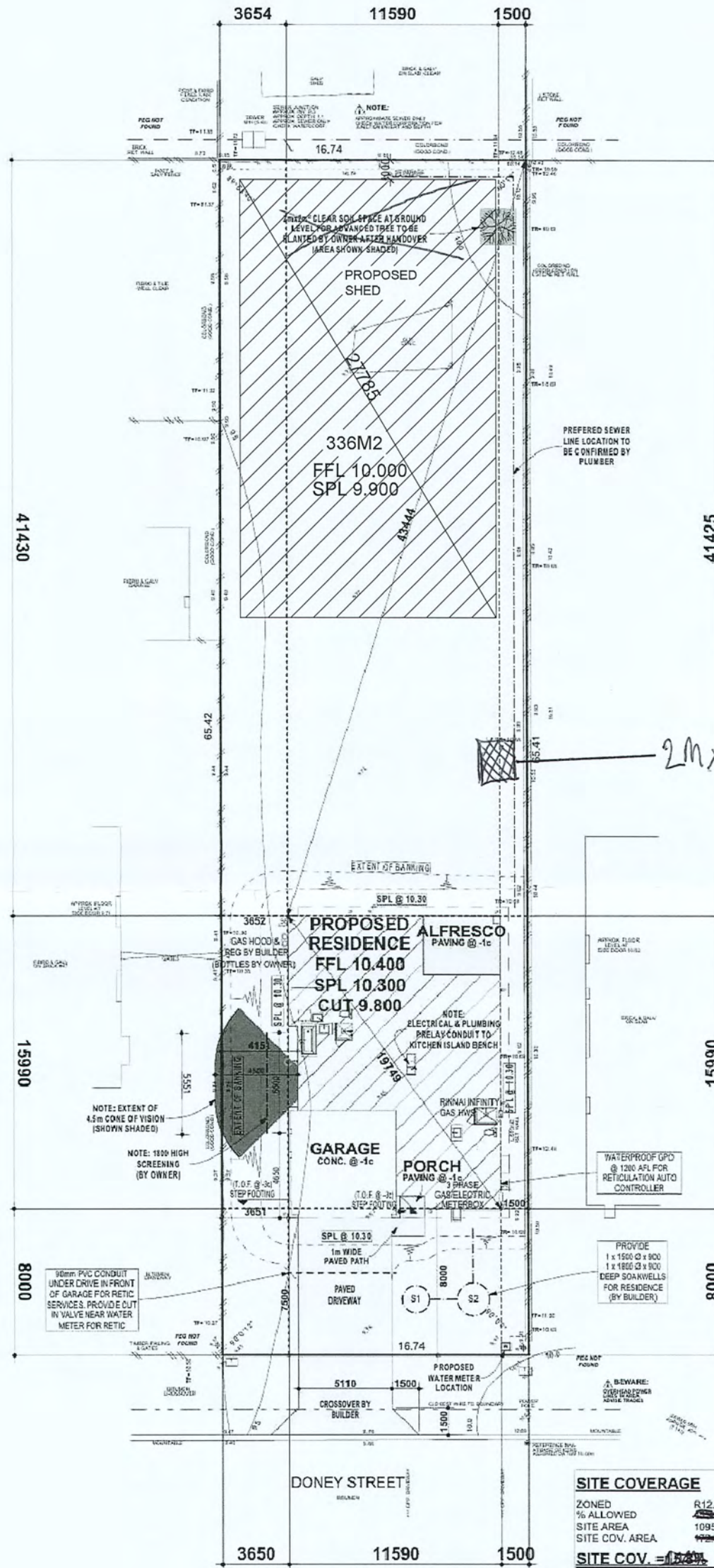
NOTE: This form is to be submitted together with copies of plans, comprising the information specified in the particulars required with the application outlined below. Additional information may be required at a later stage.

NOTE: The Development Application **must** be accompanied with the correct planning fees (see [current Schedule of Fees and Charges](#))

This is not an application for a building permit. A separate application is required for a building permit.

OFFICE USE ONLY

File Reference		Application No	
Date Received		Date of Approval / Refusal	
Date of Notice of Decision		Officer's Signature	

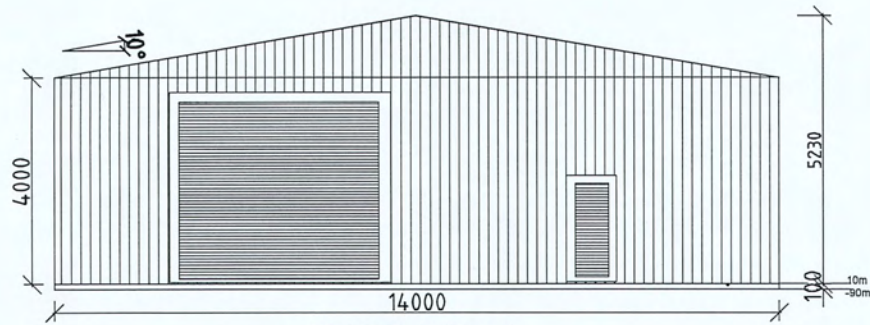


2m x 2m Area for established tree

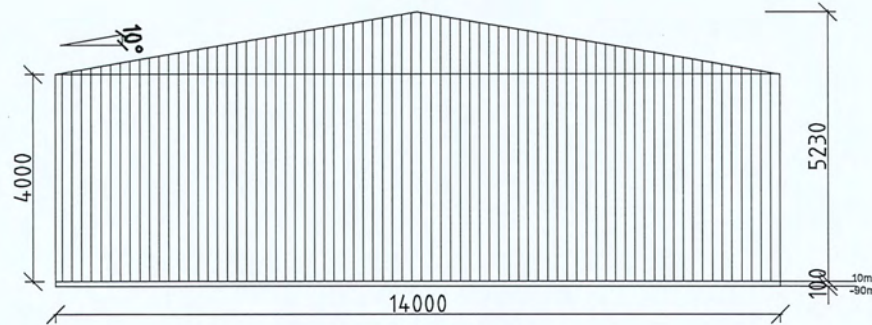
SITE COVERAGE
 ZONED R125
 % ALLOWED 50%
 SITE AREA 1095.21m²
 SITE COV. AREA 508.72
 SITE COV. = 46.45%

SITE LAYOUT PLAN
 SCALE 1:200

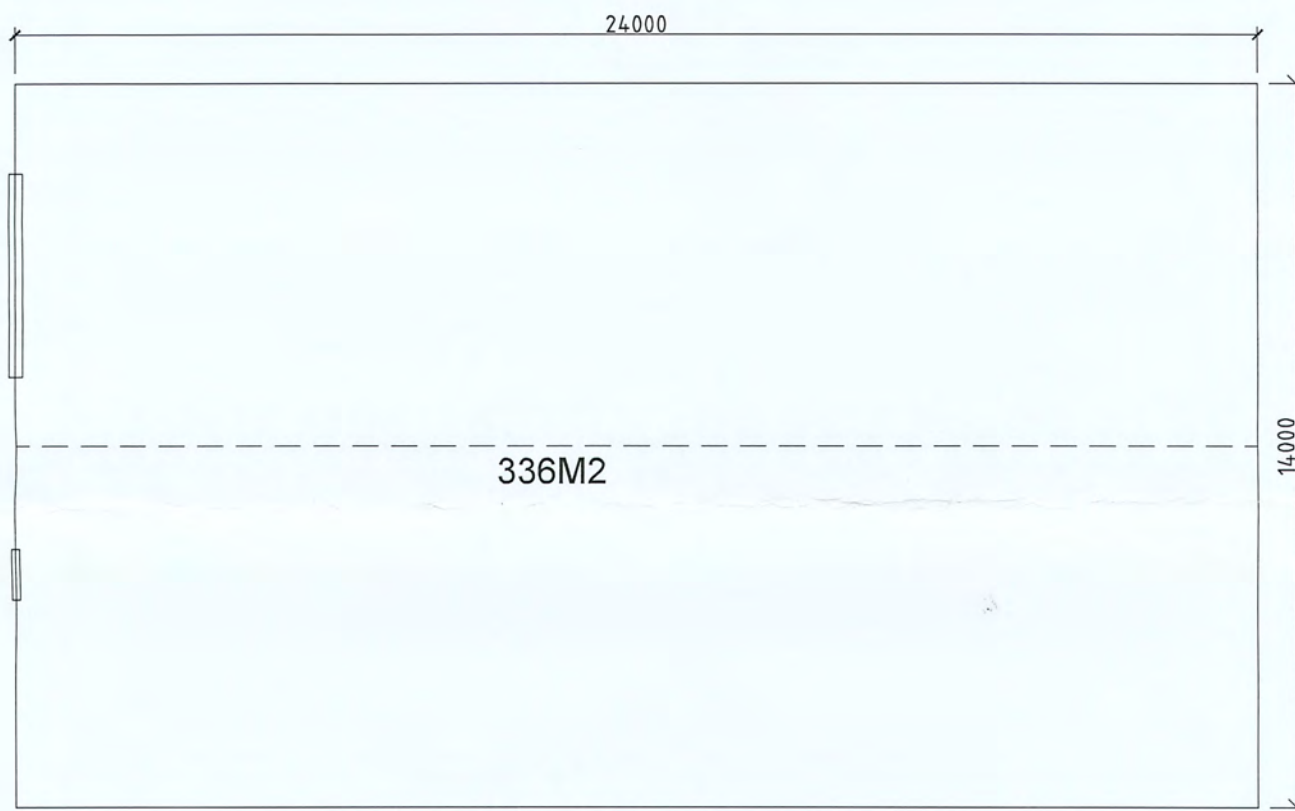
PROJECT PROPOSED SHED	STRUCTURAL ENGINEERS Buldogen Engineers (Consulting Civil & Structural Engineers)	TITLE SITE PLANS	JOB No. DRAWING No. DATE MAR 2026 SCALE D.O DESIGNED BY G.G DRAWN BY G.G CHECKED BY G.G REVISION
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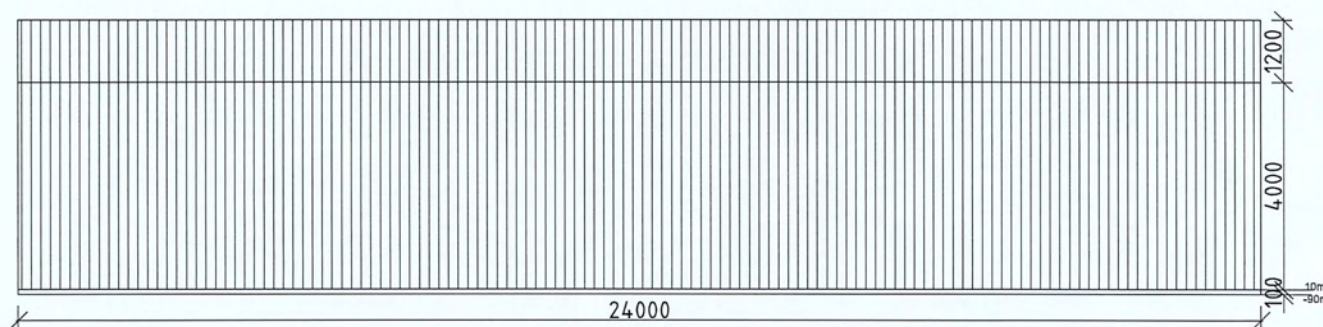
FRONT VIEW
scale 1:100



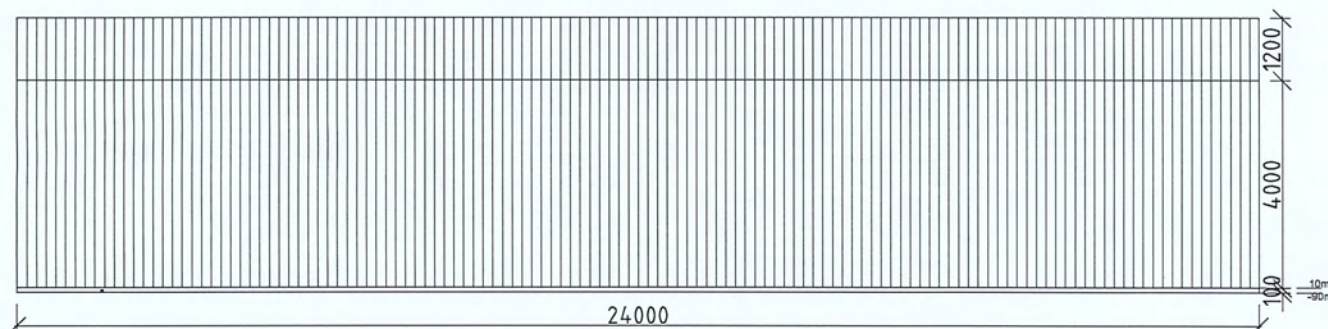
REAR VIEW
scale 1:100



PLAN VIEW
scale 1:100

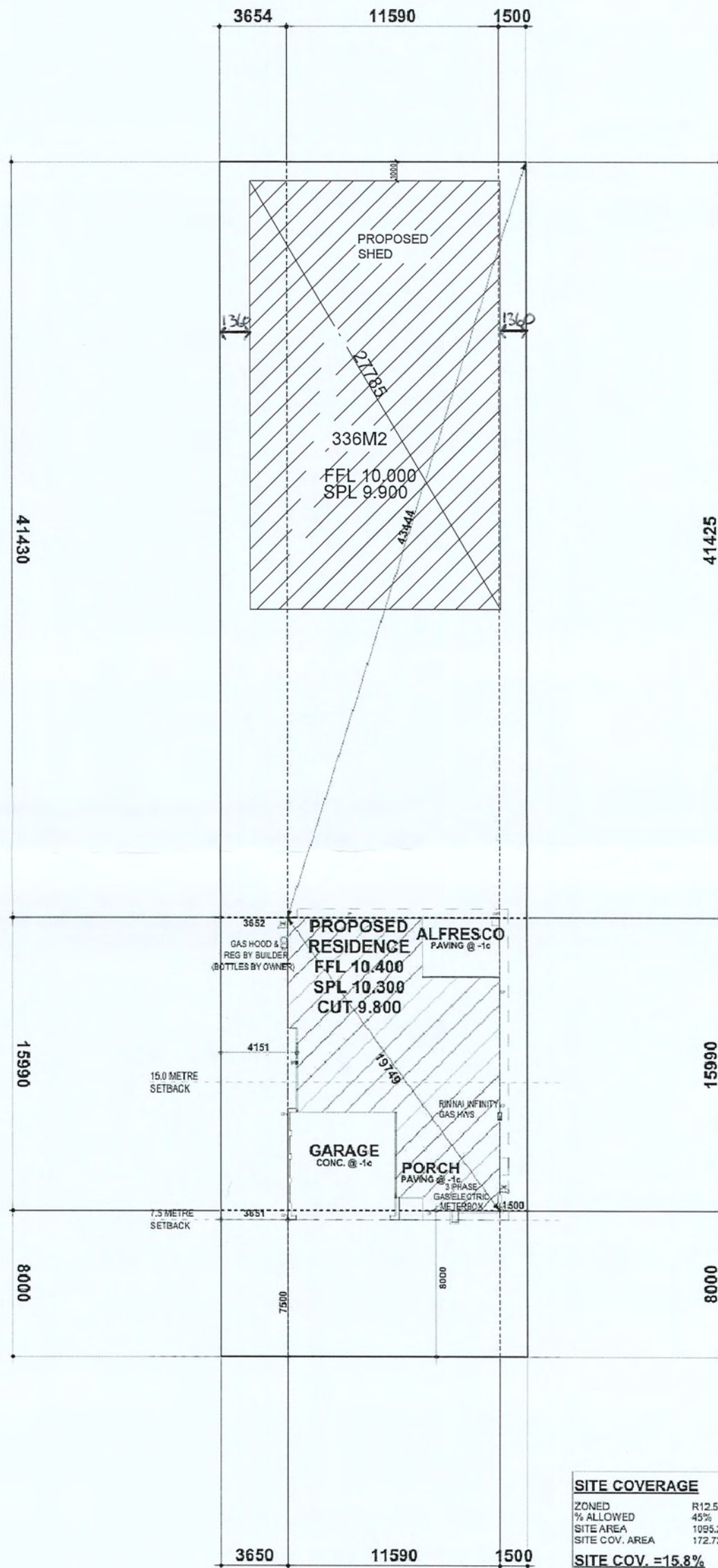


RIGHT VIEW
scale 1:100



LEFT VIEW
scale 1:100

	PROJECT	STRUCTURAL ENGINEERS	TITLE	JOB No.	DATE	MAR 2026
	PROPOSED SHED	Bulldoggo Engineers (Consulting Civil & Structural Engineers)	SITE PLANS	DRAWING No.	DESIGNED BY	D.O
					DRAWN BY	G.G
					CHECKED BY	
					REVISION	



SITE LAYOUT PLAN
SCALE 1:200

	PROJECT	STRUCTURAL ENGINEERS	TITLE	JOB No.	DATE	MAR 2026
	PROPOSED SHED	Buildings Engineers (Consulting Civil & Structural Engineers)	SITE PLANS	DRAWING No.	SCALE	D.O
					DESIGNED BY	G.G
					CHECKED BY	
					REVISION	

Submission	Comment	Officer Comment	Recommendation
Public Submission 1	Please note our objections to the oversized outbuilding with reduced setbacks at 49 Doney St. There is ample space in this block to not warrant reduced setbacks and I object. I also believe an oversized outbuilding will prohibit the light into my block.	Noted. Concerns are consistent with issues identified through the officer assessment.	No change.

10.2 INFRASTRUCTURE SERVICES

10.2.1 PETITION FOR SPEED CHANGE AND FOOTPATH IN SYDNEY HALL WAY

File Reference	28.4.3
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 9.1, 27 May 2026 Res. 270526.02
Date	3 June 2026
Author	John Warburton – Executive Manager Infrastructure Services
Authorising Officer	Michael Cole – Chief Executive Officer
Attachments	1. Petition from Dianne Ferguson 2. Traffic Count Data 3. Ten Year Footpath Program

Summary

Council have received a petition for a footpath to be installed and to have the speed limit reduced to 20kmh in Sydney Hall Way.

Background

The Shire of Narrogin Administration received a petition from Diane Ferguson on 29 May 2026, who requested that a footpath be installed in Sydney Hall Way, from Lock Street to the park and also requested that the No Heavy Vehicle Parking signs be replaced with 20kmh speed signs.

The petition contained the signatures of seven residents from Sydney Hall Way and was subsequently referred to Council for consideration at the Ordinary Council Meeting (OCM) that was held on 27 May 2026, where Council resolved to accept the petition and referred it to the CEO for a report, Resolution 270526.02.

Consultation

Consultation has been undertaken with the following people,

- The Shire of Narrogin's Executive Manager Infrastructure Services
- Main Roads Western Australia

Statutory Environment

Road Traffic Code 2000, Part 3 Section 11 (2)

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

Financial Implications

There are no known meaningful financial implications relative to this matter in excess of officer time and minor administrative cost should Council proceed with the officers' recommendation.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
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)
There is a slight risk of increased speeding habits by motorists by not lowering the speed limit however this a compliance issue.	Unlikely (2)	Minor (2)	Low (1-4)	Compliance Requirements	Accept Officer Recommendation

Risk Matrix

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

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

Comment/Conclusion

At the OCM held on 24 April, 2024 Council adopted the Ten Year Footpath Program (TYFP) 2024/34, resolution 240424.04. A footpath for Sydney Hall Way, from Lock Street to the park is identified in that program for an estimated value of \$15,840 ex GST in the 2032/33 financial year.

The TYFP is a component of the Shire's Long-Term Financial Plan. The Administration recommends that it continue to be implemented annually, as currently adopted, to support sound financial management and meet community expectations. It is further recommended that this position be outlined in a response to Diane Ferguson.

Traffic counts were conducted at two separate locations in Sydney Hall Way over a period of 27 days.

Attachment 2 shows the data from these counts which can be summarised as follows;

- Average Vehicles Per Day is 147.5
- 96.6% of the vehicles were doing the speed limit or less
- 3.4% of the vehicles were speeding

The traffic count data was provided to Main Roads Western Australia (MRWA) as well as a request to investigate the possibility of changing the speed limit to 20kmh. MRWA advised:

- *Speed limits are determined using a consistent, evidence-based process that considers the street environment, including road function, road design, surrounding land use, and the level of interaction between different road users.*
- *While Main Roads policy supports lower speed environments in appropriate contexts, it does not provide for a 20 km/h regulatory speed limit to be applied on general residential streets.*
- *A key consideration in setting speed limits is that they must be reasonable to drivers, meaning they should align with the physical characteristics of the road and the surrounding environment. Traffic counts on this road show compliance at 96.6% for the 50 km/h zone.*
- *Introducing a 20 km/h limit on a typical residential street, without the level of traffic calming, constrained geometry, or high number of pedestrian movements and/or pedestrian priority treatments associated with shared zones would not generally be considered consistent with current policy.*
- *Based on this, a 20 km/h limit would not be supported on Sydney Hall Way.*
- *If there are specific safety concerns at this location, these may be more appropriately addressed through localised traffic management treatments.*

The Administration considers that introducing a speed limit inconsistent with the standard limit for built-up areas would likely lead to confusion among motorists. Furthermore, as this proposal is not supported by MRWA, an appropriate response to this effect should be provided to Diane Ferguson.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That with respect to the Petition for a Speed Change and Footpath in Sydney Hall Way, Council:

1. Authorise the Chief Executive Officer to prepare a letter to Diane Ferguson advising that a change to the speed limit on Sydney Hall Way is not supported, and noting that construction of a footpath is scheduled in the current Ten Year Footpath Program for 2032–33.

COUNCIL RESOLUTION 240626.05 – Alternative Recommendation

Moved: Cr Bartron

Seconded: Cr Pomykala

That with respect to the Petition for a Speed Change and Footpath in Sydney Hall Way, Council:

1. Include the construction of a footpath on the western part of Sydney Hall Way from Lock Street to the intersection near the park in the 2026/27 budget. Remove the Floreat Street footpath from Falcon to Furnival Street to be reviewed in the 2027/28 footpath program.
2. Request Main Roads Department of WA to install stop or give way signs and road markings to two road intersections:
 - Lock Street and Sydney Hall Way
 - Sydney Hall Way on itself (next to the park)

For: President Ballard, Cr Broad, Cr Bartron, Cr Pomykala, Cr Fisher, Cr McNab

Against: Nil

Carried by Simple Majority 6/0

Reasons for Alternative Motion

Council agreed to the alternate recommendation for the installation of a footpath as requested in the petition and to request from Main Roads the installation of either a Stop sign or Give Way sign and road markings at the two road intersections of Lock Street and Sydney Hall Way and on Sydney Hall Way on itself.

Shire of Narrogin, President, Town Planner, Councillors and Staff
 89 Earl Street, PO Box 1145
 NARROGIN WA 6312

TO WHOM THIS MAY CONCERN

I am writing to the Shire to propose and forward a request to have **Speed Traffic Signs and a footpath** when entering SYDNEY HALL WAY.

There are 2 faded unreadable parking signs as you enter Sydney Hall Way, not properly set in the ground either. Where these signs are, could be replaced with **speed signs – a limit of 20kms per hour.**

Why, because, Vehicles entering and exiting, they go too fast, as they round the corners of Lock Street and to enter around the Sydney Hall Way Street.

Also I point out, that there is no footpath to walk/ride on, between Lock Street and the Corner of Sydney Hall Way, ie to the playground park. People can only use the road. Prams, gophers and pedestrians, cannot walk on the edge of the road, as it is sandy and gravelly, therefore are walking on the road.

My personal opinion, is that I think the Shire has not seen the growth of the number of people - families, and children that now are residing in Sydney Hall Way. There has been approximately 4 new families that have moved into the Street, in the last 6 months, warranted to provide an upgrade to the services, that I have mentioned. (Once upon a time, Sydney Hall Way, had been home to retired farmers, to reside in Narrogin).

EXAMPLES- WHAT NOW IS HAPPENING

- Kids are all over the road, no footpath, going to and from school.
- Weekdays, from 7.30am onwards, the traffic is full on – commuters going to work, and home, also to the child care address, to school etc
- On weekends, and after school, the park, is very pro active, as the little road built for the children to ride on is very successful along with the playground facility. Even other families from other areas in town, come to use this park, it is very popular.
- People walking their dogs, and prams.
- Bicycle riders, scooters and now Gophers.
- A private Child Care has opened, hence more vehicle traffic flow.
- Heavy Vehicles – Servicing the back entrance of the Narrogin Nursing Home, supplying Kleenheat Gas, Food Trucks, Waste Disposal and the employees that work at the Nursing Home

ITS ONE BUSY STREET NOWADAYS

Thanking you for giving the time to address my letter. Attached are some signatures slips from residents of Sydney Hall Way that totally agree that we need **Speed Signs and a Footpath, please.**

Hopefully this will provide some action in the near future, and be catered for in the next budget.

Kind regards,

Dianne Ferguson, 63 Sydney Hall Way, Narrogin

D. Ferguson
 Shire of Narrogin

Please table at your next Council Meeting.

I hereby support Dianne Ferguson's letter to the Shire of Narrogin to consider an upgrade to our Sydney Hall Way with Speed Signs and a Footpath.

Name..... GABBY Signature..... [Signature]
Address..... 41 Sydney Hall way. Contact No..... 0423414285

I hereby support Dianne Ferguson's letter to the Shire of Narrogin to consider an upgrade to our Sydney Hall Way with Speed Signs and a Footpath.

Name Marilyn Buemi & John Buemi
Signature [Signature]

45.
Address Sydney Hall Contact No 0427 812814
Way, Narrogin.

I hereby support Dianne Ferguson's letter to the Shire of Narrogin to consider an upgrade to our Sydney Hall Way with Speed Signs and a Footpath.

Name MRS RITA QUARTERMAN Signature R. E. Quarterman

Address 59 Sydney Hall Way Contact No 988 11379

I hereby support Dianne Ferguson's letter to the Shire of Narrogin to consider an upgrade to our Sydney Hall Way with Speed Signs and a Footpath.

Name MRS J ZABATNIK Signature J Zabatic

Address 60 SYDNEY HALL WAY
NARROGIN Contact No 0437 780 912

I hereby support Dianne Ferguson's letter to the Shire of Narrogin to consider an upgrade to our Sydney Hall Way with Speed Signs and a Footpath.

Name Kristen Blyth Signature K Blyth

Address 37 Sydney Hall Way Contact No 0400212327

I hereby support Dianne Ferguson's letter to the Shire of Narrogin to consider an upgrade to our Sydney Hall Way with Speed Signs and a Footpath.

Name Helen Maxwell Signature Helen L Maxwell

Address 56 Sydney Hall Way Contact No 0427 903 860

I hereby support Dianne Ferguson's letter to the Shire of Narrogin to consider an upgrade to our Sydney Hall Way with Speed Signs and a Footpath.

Name Jean Fletcher Signature J Fletcher

Address John Ray
31 Sydney Hall Way, Narrogin Contact No 0438 167 776

MetroCount Traffic Executive
Class Speed Matrix

ClassMatrix-6 -- English (ENA)

Datasets:

Site: [Sydney Hall Way] Sydney Hall Way SLK 0.60
Attribute: [-32.934727 +117.168376]
Direction: 5 - South bound A>B, North bound B>A. Lane: 0
Survey Duration: 8:59 Wednesday, 20 May 2026 => 8:51 Wednesday, 27 May 2026,
Zone:
File: Sydney Hall Way 0 2026-05-27 0851.EC0 (Plus)
Identifier: R504ZWAY MC56-L5 [MC55] (c)Microcom 190ct04
Algorithm: Factory default axle (v5.08)
Data type: Axle sensors - Paired (Class/Speed/Count)

Profile:

Filter time: 9:00 Wednesday, 20 May 2026 => 8:51 Wednesday, 27 May 2026 (6.99394)
Included classes: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
Speed range: 10 - 160 km/h.
Direction: North, East, South, West (bound), P = North, Lane = 0-16
Separation: Headway > 0 sec, Span 0 - 100 metre
Name: Default Profile
Scheme: Vehicle classification (AustRoads94)
Units: Metric (metre, kilometre, m/s, km/h, kg, tonne)
In profile: Vehicles = 1051 / 1057 (99.43%)

Class Speed Matrix

ClassMatrix-6

Site: Sydney Hall Way.0.1SN
Description: Sydney Hall Way SLK 0.60
Filter time: 9:00 Wednesday, 20 May 2026 => 8:51 Wednesday, 27 May 2026
Scheme: Vehicle classification (AustRoads94)
Filter: Cls(1-12) Dir(NESW) Sp(10,160) Headway(>0) Span(0 - 100) Lane(0-16)

	Class												Total
km/h	SV	SVT	TB2	TB3	T4	ART3	ART4	ART5	ART6	BD	DRT	TRT	
10- 20	1	2	3	4	5	6	7	8	9	10	11	12	
10- 20	28	1	1	1	.	.	.	.	.	.	.	.	31 2.9%
20- 30	361	5	35	4	.	.	4	.	.	.	.	.	409 38.9%
30- 40	473	1	41	.	.	1	.	.	.	.	.	.	516 49.1%
40- 50	71	.	18	.	.	.	.	.	.	.	.	.	89 8.5%
50- 60	4	.	2	.	.	.	.	.	.	.	.	.	6 0.6%
60- 70	.	.	.	.	.	.	.	.	.	.	.	.	0 0.0%
70- 80	.	.	.	.	.	.	.	.	.	.	.	.	0 0.0%
80- 90	.	.	.	.	.	.	.	.	.	.	.	.	0 0.0%
90-100	.	.	.	.	.	.	.	.	.	.	.	.	0 0.0%
100-110	.	.	.	.	.	.	.	.	.	.	.	.	0 0.0%
110-120	.	.	.	.	.	.	.	.	.	.	.	.	0 0.0%
120-130	.	.	.	.	.	.	.	.	.	.	.	.	0 0.0%
130-140	.	.	.	.	.	.	.	.	.	.	.	.	0 0.0%
140-150	.	.	.	.	.	.	.	.	.	.	.	.	0 0.0%
150-160	.	.	.	.	.	.	.	.	.	.	.	.	0 0.0%
Total	937	7	97	5	0	1	4	0	0	0	0	0	1051
	89.2%	0.7%	9.2%	0.5%	0.0%	0.1%	0.4%	0.0%	0.0%	0.0%	0.0%	0.0%	

MetroCount Traffic Executive
Class Speed Matrix

ClassMatrix-7 -- English (ENA)

Datasets:

Site: [Sydney Hall Way] Sydney Hall Way SLK 0.60
Attribute: [-32.934600 +117.167657]
Direction: 6 - West bound A>B, East bound B>A. Lane: 0
Survey Duration: 13:14 Friday, 1 May 2026 => 8:43 Wednesday, 20 May 2026,
Zone:
File: Sydney Hall Way 0 2026-05-20 0843.EC0 (Plus)
Identifier: R504ZWAY MC56-L5 [MC55] (c)Microcom 190ct04
Algorithm: Factory default axle (v5.08)
Data type: Axle sensors - Paired (Class/Speed/Count)

Profile:

Filter time: 13:15 Friday, 1 May 2026 => 8:43 Wednesday, 20 May 2026 (18.8112)
Included classes: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
Speed range: 10 - 160 km/h.
Direction: North, East, South, West (bound), P = East, Lane = 0-16
Separation: Headway > 0 sec, Span 0 - 100 metre
Name: Default Profile
Scheme: Vehicle classification (AustRoads94)
Units: Metric (metre, kilometre, m/s, km/h, kg, tonne)
In profile: Vehicles = 2909 / 2926 (99.42%)

Class Speed Matrix

ClassMatrix-7

Site: Sydney Hall Way.0.1WE
Description: Sydney Hall Way SLK 0.60
Filter time: 13:15 Friday, 1 May 2026 => 8:43 Wednesday, 20 May 2026
Scheme: Vehicle classification (AustRoads94)
Filter: Cls(1-12) Dir(NESW) Sp(10,160) Headway(>0) Span(0 - 100) Lane(0-16)

	Class												Total
km/h	SV 1	SVT 2	TB2 3	TB3 4	T4 5	ART3 6	ART4 7	ART5 8	ART6 9	BD 10	DRT 11	TRT 12	
10- 20	178	1	30	2	.	.	.	.	.	.	.	.	211 7.3%
20- 30	757	11	107	.	.	2	3	.	3	.	.	.	883 30.4%
30- 40	859	4	202	2	.	5	2	.	.	.	.	.	1074 36.9%
40- 50	418	2	136	4	.	1	1	.	.	.	.	.	562 19.3%
50- 60	112	1	58	.	.	.	.	.	.	.	.	.	171 5.9%
60- 70	3	.	5	.	.	.	.	.	.	.	.	.	8 0.3%
70- 80	.	.	.	.	.	.	.	.	.	.	.	.	0 0.0%
80- 90	.	.	.	.	.	.	.	.	.	.	.	.	0 0.0%
90-100	.	.	.	.	.	.	.	.	.	.	.	.	0 0.0%
100-110	.	.	.	.	.	.	.	.	.	.	.	.	0 0.0%
110-120	.	.	.	.	.	.	.	.	.	.	.	.	0 0.0%
120-130	.	.	.	.	.	.	.	.	.	.	.	.	0 0.0%
130-140	.	.	.	.	.	.	.	.	.	.	.	.	0 0.0%
140-150	.	.	.	.	.	.	.	.	.	.	.	.	0 0.0%
150-160	.	.	.	.	.	.	.	.	.	.	.	.	0 0.0%
Total	2327	19	538	8	0	8	6	0	3	0	0	0	2909
	80.0%	0.7%	18.5%	0.3%	0.0%	0.3%	0.2%	0.0%	0.1%	0.0%	0.0%	0.0%	

PROPOSED 10 YEAR FOOTPATH CONSTRUCTION PROGRAM 2024 TO 2034

Road	Description	Length	Width	Area m2	Rate	Comments	Year	Total	Total/Year
Butler Street	Homer to adjoining H/School bus stop.	132	1.8	237	\$ 81	On east side of Butler, remove old concrete slabs. LRCIP 4	2024/25	\$ 19,131	\$ 237,599
Homer Street	Butler to Argus	130	1.8	234	\$ 81	On south side of Homer, remove old chip seal and install 3 kerb ramps LRCIP 4	2024/25	\$ 18,881	
Falcon Street	Federal to Glyde Street	130	1.8	234	\$ 81	On north side of Falcon remove chip seal, concrete slabs and install 2 kerb ramps. LRCIP 4	2024/25	\$ 18,881	
Gray Street	Kipling to Hansard	434	1.8	781.5	\$ 81	On east side of Gray includes removal of chip seal. LRCIP 4	2024/25	\$ 63,059	
Butler Street	Doney to Hansard	130	1.8	234	\$ 81	On east side of Butler Street includes 1 kerb ramp. LRCIP 4	2024/25	\$ 18,881	
Daglish Street	Ensign to Clayton	340	1.8	612	\$ 81	On west side of Daglish, remove old chip seal and includes 1 kerb ramp. LRCIP 4	2024/25	\$ 49,382	
Forrest Street	82 Forrest to Narrakine	340	1.8	612	\$ 81	On north side crossing to south side of Forrest including earthworks and install 3 kerb ramps. LRCIP 4	2024/25	\$ 49,382	
Grey Street	Homer to Hansard	140	1.5	210	\$ 81	West side, only 1.5m wide due to street trees		\$ 17,010	\$ 62,532
Homer Street	Grey to Butler	130	1.8	234	\$ 81	On north side	2025/26	\$ 18,954	
Falcon Street	Glyde to Johnson	182	1.8	328	\$ 81	On north side of Falcon, remove chip seal and install 2 kerb ramps		\$ 26,568	
Falcon Street	Johnson to Floreat then Floreat from Falcon to Furnival	332	1.8	597.6	\$ 82	On south side of Falcon, continue on east side of Floreat, install 3 kerb ramps	2026/27	\$ 49,003	\$ 49,003
Gorden Street	Fox Street to Doney Street	458	1.8	824.4	\$ 83	On eastern side of road. Use existingkerb ramps.	2027/28	\$ 68,425	\$ 68,425
Fox Street	Gorden Street to Garfield Street	376	1.8	676.8	\$ 84	On Southern side of road.	2028/29	\$ 56,851	\$ 56,851
Northwood Street	Gorden Street to Garfield Street	326	1.8	586.8	\$ 85	On Southern side of road.	2029/30	\$ 49,878	\$ 49,878
Forrest Street	Federal Street to Earl Street	217	1.8	390.6	\$ 86	Remove failed asphalt on northern side and renew with concrete	2030/31	\$ 33,592	\$ 61,765
Falcon Street	Glyde to Johnson	182	1.8	327.6	\$ 86	On north side of Falcon remove chip seal and install 2 kerb ramps		\$ 28,174	
Homer Street	Havelock Street to Butler Street	490	1.8	648	\$ 87	Remove failed asphalt on northern side and renew with concrete	2031/32	\$ 56,376	\$ 56,376
Sydney Hall Way	Lock to Sydney Hall Park	100	1.8	180	\$ 88	West side of Syney Hall Wy	2032/33	\$ 15,840	\$ 53,550
Kipling Street	Gordon to Garfield	250	1.8	450	\$ 88	North Side, replace old asphalt with new concrete		\$ 39,600	
Kipling Street	Garfield to 62 Kipling	325	1.8	585	\$ 89	North Side, replace old asphalt with new concrete	2033/34	\$ 52,065.00	\$ 52,065
Kipling Street	62 Kipling to Grey Street	325	1.8	585	\$ 90	North Side, replace old asphalt with new concrete	2034/35	\$ 52,650.00	\$ 52,650
									\$ 800,694.80

10.3 CORPORATE & COMMUNITY SERVICES

10.3.1 MONTHLY FINANCIAL REPORT – MAY 2026

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	15 June 2026
Author	Lucille Munnik – Manager Corporate Services
Authorising Officer	Ian Graham – Executive Manager Corporate & Community Services
Attachments	1. Monthly Financial Report for the period ended May 2026; and 2. Capital Projects Tracker – May 2026

Summary

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

Background

Council is requested to review the May 2026 Monthly Financial Reports.

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.
- Climate Change – There are no significant identifiable climate change impacts arising from the adoption of the officer's recommendation.

Financial Implications

All expenditure has been approved via adoption of the 2025/2026 Annual Budget or resulting from a Council resolution.

Council is requested to review the May 2026 Monthly Financial Report, noting that Council is advised of the following matters:

- Rates received to 31 May 2026 is \$7.59m (90.2%) of the total to be collected, with \$829k (9.8%) to be collected, compared with \$7.41m (87.9%) and \$1.02M (12.1%) as at April 2026. It should be noted that of this amount there is approximately \$208k related to Pensioner Rate Deferments. Payments received during April totalled \$187,942, with 552 assessments paying by instalments. The final instalment was due 27/03/2026.
- Trade Debtors – the 90+ days debtors sits at \$106k. The Executive Manager Corporate and Community Services is monitoring collection action on the remaining balances before 30 June 2026.
- 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 is 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% cumulative) 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)	Minor (2)	Low (1-4)	Compliance Requirements	Accept Officer Recommendation

Risk Matrix

Consequence Likelihood		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 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 May 2026 Monthly Financial Report is presented for review.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION 240626.06

Moved: Cr Fisher

Seconded: Cr McNab

That with respect to the Monthly Financial Reports for May 2026, Council note the Reports as presented.

Carried by Simple Majority 6/0

For: President Ballard, Cr Broad, Cr Bartron, Cr Pomykala, Cr Fisher, Cr McNab

Against: Nil



Shire of
Narrogin
Love the life

SHIRE OF NARROGIN

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)
For the period ended 31 May 2026

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 31 MAY 2026

	Amended Budget Estimates	YTD Budget Estimates	YTD Actual	Variance* \$	Variance* %	Var.
Note	(a) \$	(b) \$	(c) \$	(c) - (b) \$	((c) - (b))/(b) %	
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	6,335,145	6,335,145	6,334,101	(1,044)	(0.02%)	
Rates excluding general rates	16,280	14,916	16,273	1,357	9.10%	
Grants, subsidies and contributions	3,300,595	2,908,190	3,523,999	615,809	21.17%	▲
Fees and charges	3,691,840	3,404,411	2,982,660	(421,751)	(12.39%)	▼
Interest revenue	662,660	557,702	453,595	(104,107)	(18.67%)	▼
Other revenue	572,820	544,697	412,671	(132,026)	(24.24%)	▼
Profit on asset disposals	100,000	100,000	32,700	(67,300)	(67.30%)	▼
	14,679,340	13,865,061	13,755,999	(109,062)	(0.79%)	
Expenditure from operating activities						
Employee costs	(7,438,105)	(6,833,505)	(6,042,867)	790,638	11.57%	▲
Materials and contracts	(4,052,105)	(3,657,798)	(3,173,628)	484,170	13.24%	▲
Utility charges	(999,760)	(926,003)	(706,466)	219,537	23.71%	▲
Depreciation	(4,632,150)	(4,246,154)	(4,426,989)	(180,835)	(4.26%)	
Finance costs	(491,380)	(340,076)	(63,834)	276,242	81.23%	▲
Insurance	(382,870)	(376,870)	(383,022)	(6,152)	(1.63%)	
Other expenditure	(397,140)	(364,918)	(215,812)	149,106	40.86%	▲
Loss on asset disposals	(91,400)	(91,400)	(19,418)	71,982	78.75%	▲
	(18,484,910)	(16,836,724)	(15,032,036)	1,804,688	10.72%	
Non cash amounts excluded from operating activities	2(c) 4,623,550	4,237,554	4,413,707	176,153	4.16%	
Amount attributable to operating activities	817,980	1,265,891	3,137,670	1,871,779	147.86%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	14,095,200	13,678,622	4,075,941	(9,602,681)	(70.20%)	▼
Proceeds from disposal of assets	402,000	90,000	355,921	265,921	295.47%	▲
Proceeds from financial assets at amortised cost - self supporting loans	3,329,915	0	0	0	0.00%	
	17,827,115	13,768,622	4,431,862	(9,336,760)	(67.81%)	
Outflows from investing activities						
Acquisition of property, plant and equipment	(29,757,105)	(28,160,652)	(5,225,006)	22,935,646	81.45%	▲
Acquisition of infrastructure	(3,967,485)	(3,651,755)	(2,786,867)	864,888	23.68%	▲
Payments for financial assets at amortised cost - self supporting loans	(3,329,915)	0	0	0	0.00%	
	(37,054,505)	(31,812,407)	(8,011,872)	23,800,535	74.82%	
Non-cash amounts excluded from investing activities	2(d) 0	0	(11,879)	(11,879)	0.00%	
Amount attributable to investing activities	(19,227,390)	(18,043,785)	(3,591,890)	14,451,895	80.09%	
FINANCING ACTIVITIES						
Inflows from financing activities						
Proceeds from new borrowings	14,123,195	265,000	265,000	0	0.00%	
Transfer from reserves	2,165,360	0	0	0	0.00%	
	16,288,555	265,000	265,000	0	0.00%	
Outflows from financing activities						
Payments for principal portion of lease liabilities	(22,330)	(52,329)	(52,329)	0	0.00%	
Repayment of borrowings	(671,135)	(166,230)	(166,230)	0	0.00%	
Transfer to reserves	(973,750)	0	(115,782)	(115,782)	0.00%	
	(1,667,215)	(218,559)	(334,341)	(115,782)	(52.98%)	
Amount attributable to financing activities	14,621,340	46,441	(69,341)	(115,782)	(249.31%)	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2(a) 3,788,070	3,788,070	3,788,070	0	0.00%	
Amount attributable to operating activities	817,980	1,265,891	3,137,670	1,871,779	147.86%	▲
Amount attributable to investing activities	(19,227,390)	(18,043,785)	(3,591,890)	14,451,895	80.09%	▲
Amount attributable to financing activities	14,621,340	46,441	(69,341)	(115,782)	(249.31%)	▼
Surplus or deficit after imposition of general rates	0	(12,943,383)	3,264,509	16,207,892	125.22%	▲

KEY INFORMATION

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

▲ Indicates a variance with a positive impact on the financial position.

▼ Indicates a variance with a negative impact on the financial position.

▲ Indicates a variance that is a timing matter and no long term impact on the financial position

▲ Indicates a variance with a positive impact on the financial position.

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

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

SHIRE OF NARROGIN
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 MAY 2026

	Actual 30 June 2025	Actual as at 31 May 2026
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	10,143,989	11,563,608
Trade and other receivables	898,372	951,043
Inventories	16,342	67,239
TOTAL CURRENT ASSETS	11,058,703	12,581,890
NON-CURRENT ASSETS		
Trade and other receivables	228,055	228,055
Other financial assets	119,609	119,609
Property, plant and equipment	69,865,070	72,548,504
Infrastructure	90,588,609	91,168,639
Right-of-use assets	21,421	21,421
TOTAL NON-CURRENT ASSETS	160,822,764	164,086,228
TOTAL ASSETS	171,881,467	176,668,118
CURRENT LIABILITIES		
Trade and other payables	723,117	1,027,552
Capital grant/contributions liabilities	1,047,245	2,683,112
Lease liabilities	22,330	(29,999)
Borrowings	298,990	132,760
Employee related provisions	777,072	777,072
TOTAL CURRENT LIABILITIES	2,868,754	4,590,497
NON-CURRENT LIABILITIES		
Lease liabilities	11,055	11,055
Borrowings	2,383,866	2,648,866
Employee related provisions	216,522	216,522
TOTAL NON-CURRENT LIABILITIES	2,611,443	2,876,443
TOTAL LIABILITIES	5,480,197	7,466,940
NET ASSETS	166,401,270	169,201,178
EQUITY		
Retained surplus	54,411,035	57,095,161
Reserve accounts	5,007,326	5,123,108
Revaluation surplus	106,982,909	106,982,909
TOTAL EQUITY	166,401,270	169,201,178

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

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026

1 BASIS OF PREPARATION AND MATERIAL 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. Supplementary 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.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 16 June 2026

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.

MATERIAL ACCOUNTING POLICIES

Material 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.

Critical accounting estimates and judgements

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.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment
 - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Measurement of employee benefits
- Estimation uncertainties and judgements made in relation to lease accounting

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026

2 NET CURRENT ASSETS INFORMATION

(a) Net current assets used in the Statement of Financial Activity

	Amended Budget Opening 1 July 2025	Actual as at 30 June 2025	Actual as at 31 May 2026
Current assets	\$	\$	\$
Cash and cash equivalents	10,143,989	10,143,989	11,563,608
Trade and other receivables	718,555	898,372	951,043
Other financial assets	179,817	0	0
Inventories	16,342	16,342	67,239
	11,058,703	11,058,703	12,581,890
Less: current liabilities			
Trade and other payables	(723,117)	(723,117)	(1,027,552)
Other liabilities	(1,047,245)	(1,047,245)	(2,683,112)
Lease liabilities	(22,329)	(22,330)	29,999
Borrowings	(298,990)	(298,990)	(132,760)
Employee related provisions	(777,072)	(777,072)	(777,072)
	(2,868,753)	(2,868,754)	(4,590,497)
Net current assets	8,189,950	8,189,949	7,991,393
Less: Total adjustments to net current assets	2(b) (4,401,880)	(4,401,879)	(4,726,884)
Closing funding surplus / (deficit)	3,788,070	3,788,070	3,264,509

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets			
Less: Reserve accounts	(5,007,326)	(5,007,326)	(5,123,108)
Less: Current assets not expected to be received at end of year	(119,609)	(119,609)	(119,609)
Add: Current liabilities not expected to be cleared at the end of the year			
- Current portion of lease liabilities	22,329	22,330	(29,999)
- Current portion of borrowings	298,990	298,990	132,760
- Current portion of employee benefit provisions held in reserve	403,736	403,736	413,072
Total adjustments to net current assets	2(a) (4,401,880)	(4,401,879)	(4,726,884)

(c) Non-cash amounts excluded from operating activities

	Amended Budget Estimates 30 June 2026	YTD Budget Estimates 31 May 2026	YTD Actual 31 May 2026
	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	(100,000)	(100,000)	(32,700)
Add: Loss on asset disposals	91,400	91,400	19,418
Add: Depreciation	4,632,150	4,246,154	4,426,989
Total non-cash amounts excluded from operating activities	4,623,550	4,237,554	4,413,707

(d) Non-cash amounts excluded from investing activities

Adjustments to investing activities			
Acquisition of property, plant and equipment by assuming directly related liabilities (duplicate Asset adjusted)			(11,879)
Total non-cash amounts excluded from investing activities	0	0	(11,879)

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 local governments' operational cycle.

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2026

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 2025-26 year is \$15,000 and 10.00% whichever is the greater.

Description	Var. \$ \$	Var. % %	
Revenue from operating activities			
Grants, subsidies and contributions <i>CHCP grants paid in advance. (timing)</i>	615,809	21.17%	▲
Fees and charges <i>Rental income from housing project (timing)</i>	(421,751)	(12.39%)	▼
Interest revenue <i>Maximising of term deposits early in year. (Timing)</i>	(104,107)	(18.67%)	▼
Other revenue <i>Rates debt collection income lower due to debt collection yet to commence. Other Tourism revenue yet to be received (timing)</i>	(132,026)	(24.24%)	▼
Profit on asset disposals <i>Profit on asset disposals lower than anticipated (Timing)</i>	(67,300)	(67.30%)	▼
Expenditure from operating activities			
Employee costs <i>Expenditure lower than anticipated due to staff movement</i>	790,638	11.57%	▲
Materials and contracts	484,170	13.24%	▲
Utility charges <i>Costs lower than anticipated (timing)</i>	219,537	23.71%	▲
Finance costs <i>Loan not drawn (Timing)</i>	276,242	81.23%	▲
Other expenditure <i>Costs lower than anticipated. (Timing)</i>	149,106	40.86%	▲
Loss on asset disposals <i>Loss on asset disposals lower than anticipated (Timing)</i>	71,982	78.75%	▲
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions <i>See Note 13 for details</i>	(9,602,681)	(70.20%)	▼
Proceeds from disposal of assets <i>See Note 5 for details</i>	265,921	295.47%	▲
Outflows from investing activities			
Acquisition of property, plant and equipment <i>See Note 4 for details</i>	22,935,646	81.45%	▲
Acquisition of infrastructure <i>See Note 4 for details</i>	864,888	23.68%	▲
Surplus or deficit after imposition of general rates <i>YTD - will fluctuate during year.</i>	16,207,892	125.22%	▲

KEY INFORMATION

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

▲ Indicates a variance with a positive impact on the financial position.

▼ Indicates a variance with a negative impact on the financial position.

▲ Indicates a variance that is a timing matter and no long term impact on the financial position

SHIRE OF NARROGIN

SUPPLEMENTARY INFORMATION

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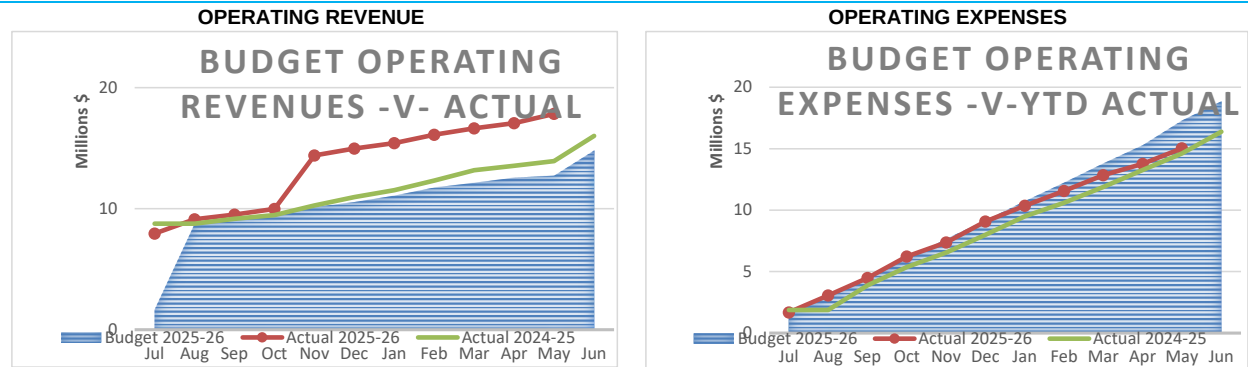
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BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

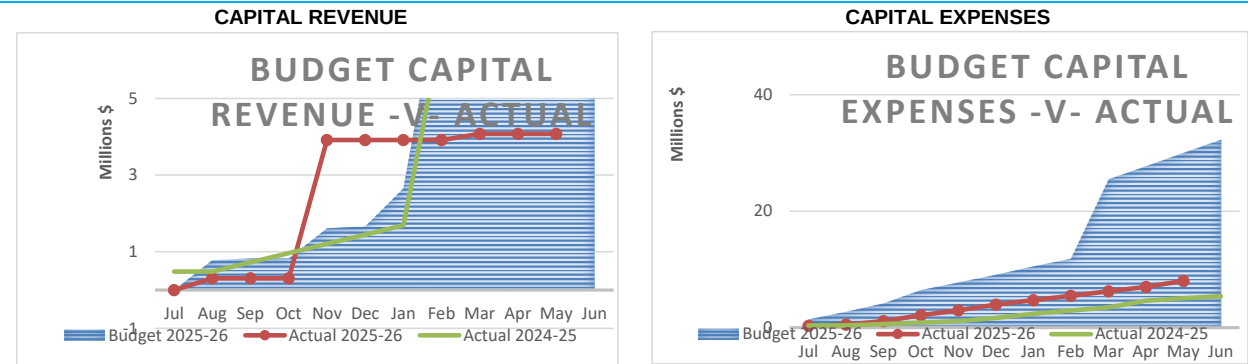
Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

1 KEY INFORMATION - GRAPHICAL

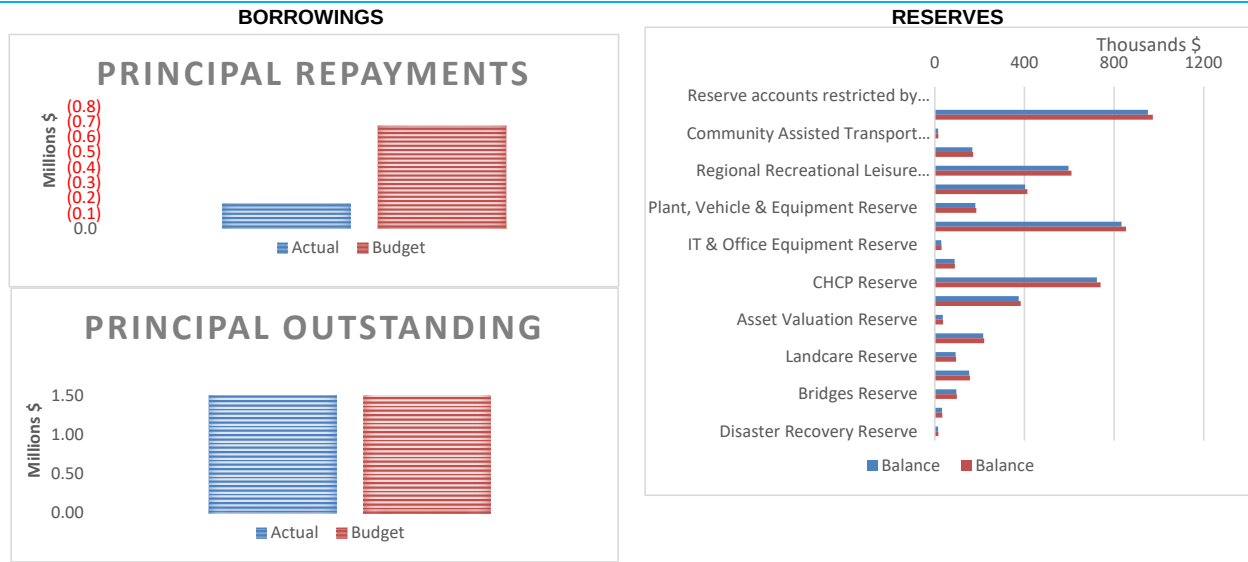
OPERATING ACTIVITIES



INVESTING ACTIVITIES



FINANCING ACTIVITIES



SHIRE OF NARROGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2026

2 CASH AND FINANCIAL ASSETS AT AMORTISED COST

Description	Classification	Unrestricted	Reserve Accounts	Total	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash at Bank	Cash and cash equivalents	1,436,600	0	1,436,600		NAB	0.20%	At call
Cash incl floats - Muni	Cash and cash equivalents	3,900	0	3,900		NAB	0.00%	Cash
Term Deposit - Muni	Cash and cash equivalents	2,500,000	0	2,500,000		NAB	4.15%	12/06/2026
Term Deposit - Muni	Cash and cash equivalents	2,500,000	0	2,500,000		CBA	4.32%	15/06/2026
Term Deposit - Muni	Cash and cash equivalents	0	0					
Term Deposit - Muni	Cash and cash equivalents	0	0					
Term Deposit - Reserves	Cash and cash equivalents	0	2,556,326	2,556,326		NAB	4.35%	1/06/2026
Term Deposit - Reserves	Cash and cash equivalents	0	2,555,031	2,555,031		CBA	4.32%	1/06/2026
Cash at Bank - Reserves	Cash and cash equivalents	0	11,752	11,752		NAB	0.20%	At call
Total		6,440,500	5,123,109	11,563,609	0			
Comprising								
Cash and cash equivalents		6,440,500	5,123,109	11,563,609	0			
		6,440,500	5,123,109	11,563,609	0			

KEY INFORMATION

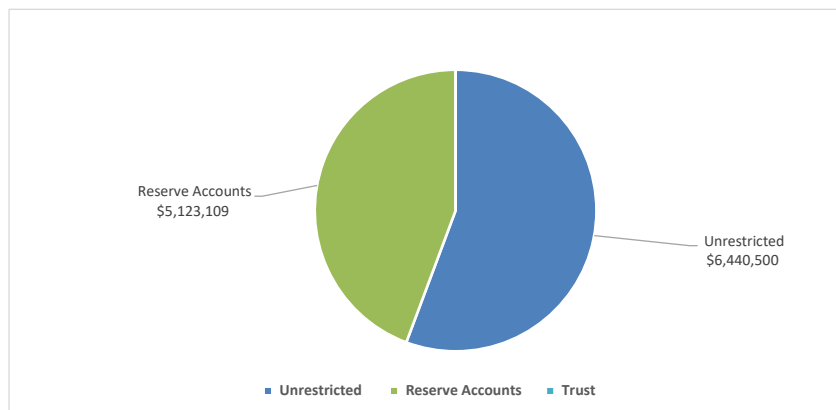
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of 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 7 - Other assets.



SHIRE OF NARROGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2026

3 RESERVE ACCOUNTS

Reserve account name	Budget				Actual			
	Opening	Transfers	Transfers	Closing	Opening	Transfers	Transfers	Closing
	Balance	In (+)	Out (-)	Balance	Balance	In (+)	Out (-)	Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Reserve accounts restricted by Council								
Refuse Reserve	951,455	94,165	(85,000)	960,620	951,455	22,000	0	973,455
Community Assisted Transport (CAT) Vehicle Reserve	15,258	5,790	(15,000)	6,048	15,258	353	0	15,611
Building Reserve	167,636	8,665	0	176,301	167,636	3,876	0	171,512
Regional Recreational Leisure Centre Reserve	596,596	80,830	(400,000)	277,426	596,596	13,795	0	610,391
Employee Entitlement Reserve	403,736	20,870	0	424,606	403,736	9,336	0	413,072
Plant, Vehicle & Equipment Reserve	181,280	529,370	(445,500)	265,150	181,280	4,192	0	185,472
Economic Development Reserve	833,597	43,075	(697,000)	179,672	833,597	19,275	0	852,872
IT & Office Equipment Reserve	29,558	1,525	(14,000)	17,083	29,558	683	0	30,241
Tourism & Area Promotion Reserve	88,061	4,550	0	92,611	88,061	2,036	0	90,097
CHCP Reserve	723,623	37,390	(245,130)	515,883	723,623	16,732	0	740,355
Road Works Reserve	375,098	19,380	0	394,478	375,098	8,673	0	383,771
Asset Valuation Reserve	35,651	1,840	0	37,491	35,651	824	0	36,475
CHSP Reserve	215,904	11,155	(227,030)	29	215,904	4,992	0	220,896
Landcare Reserve	92,541	4,780	(5,000)	92,321	92,541	2,140	0	94,681
Narrogin Airport Reserve	153,602	32,935	0	186,537	153,602	3,551	0	157,153
Bridges Reserve	95,980	44,960	(31,700)	109,240	95,980	2,219	0	98,199
Water Reuse Scheme Reserve	32,750	16,690	0	49,440	32,750	758	0	33,508
Disaster Recovery Reserve	15,000	15,780	0	30,780	15,000	347	0	15,347
	5,007,326	973,750	(2,165,360)	3,815,716	5,007,326	115,782	0	5,123,108

4 CAPITAL ACQUISITIONS

Capital acquisitions	Amended		YTD Actual	YTD Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land	200,000	149,994	0	(149,994)
Buildings - specialised	26,865,550	25,466,365	3,848,699	(21,617,666)
Furniture and fittings	329,955	319,146	303,416	(15,730)
Plant and equipment	2,311,600	2,179,321	1,069,311	(1,110,010)
Artwork & sculptures	50,000	45,826	3,580	(42,246)
Acquisition of property, plant and equipment	29,757,105	28,160,652	5,225,006	(22,935,646)
Infrastructure - roads	2,843,225	2,618,549	2,609,934	(8,615)
Infrastructure - footpaths	183,010	167,728	107,990	(59,738)
Infrastructure - drainage	10,000	9,163	5,643	(3,520)
Infrastructure - Parks, oval & other	244,250	226,565	63,300	(163,265)
Infrastructure - Bridges	687,000	629,750	0	(629,750)
Acquisition of infrastructure	3,967,485	3,651,755	2,786,867	(864,888)
Total capital acquisitions	33,724,590	31,812,407	8,011,872	(23,800,535)
Capital Acquisitions Funded By:				
Capital grants and contributions	14,095,200	13,678,622	4,075,941	(9,602,681)
Borrowings	14,123,195	265,000	265,000	0
Other (disposals & C/Fwd)	402,000	90,000	355,921	265,921
Reserve accounts				
Refuse Reserve	85,000	0	0	0
Community Assisted Transport (CAT) Vehicle Reserve	15,000	0	0	0
Regional Recreational Leisure Centre Reserve	400,000	0	0	0
Plant, Vehicle & Equipment Reserve	445,500	0	0	0
Economic Development Reserve	697,000	0	0	0
IT & Office Equipment Reserve	14,000	0	0	0
CHCP Reserve	245,130	0	0	0
CHSP Reserve	227,030	0	0	0
Landcare Reserve	5,000	0	0	0
Bridges Reserve	31,700	0	0	0
Contribution - operations	2,938,835	17,778,785	3,315,011	(14,463,774)
Capital funding total	33,724,590	31,812,407	8,011,872	(23,800,535)

KEY INFORMATION

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

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 *Local Government (Financial Management) Regulation 17A(5)*. These assets are expensed 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.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

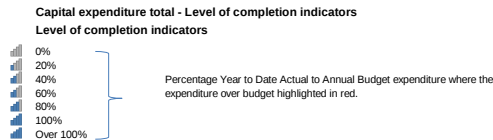
Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable Value

In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

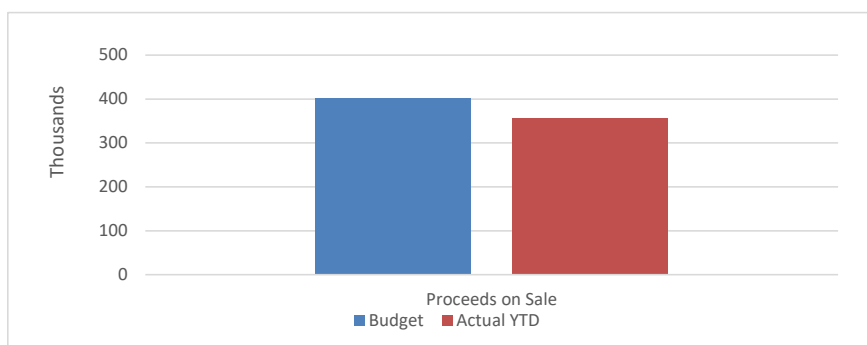
4 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED



		Amended			Variance
Account Description		Budget	YTD Budget	YTD Actual	(Under)/Over
		\$	\$	\$	\$
4090255	Land - Capital	200,000	149,994	0	149,994
	BUILDINGS				
BC040	Child Care Centre Building (Capital)	0	0	1,359	(1,359)
BC120	Waste Facilities Building (Capital)	0	0	68	(68)
BC132	Smith St Public Toilets (Coles Carpark) Capital	6,000	6,000	3,000	3,000
BC152	John Higgins Community Complex Building Capital	7,000	6,413	4,910	1,503
BC160	Nrlc Building (Capital)	2,530,000	2,530,000	52,285	2,477,715
BC201	Museum Building (Capital)-Museum Restoration As Per Conservation Report	110,000	100,826	92,004	8,822
BC210	Fairway Depot Building (Capital)	0	0	(68)	68
BC236	Caravan Park Accommodation Units - Capital	1,500,000	1,500,000	1,461,441	38,560
BC260	Admin Office Building - Capital	140,000	128,326	86,305	42,021
BC265	Ses Training / Meeting Room	54,725	50,160	0	50,160
BC274	Recycling Shed (Tip Shop) - Capital	50,000	45,826	25,528	20,298
BC278	Good Shed Roof And Wall Restoration - Capital	75,000	75,000	78,062	(3,062)
BC280	Ses & Bth Joint Facilities	3,087,000	2,058,000	0	2,058,000
BC296	Nrlc Energy Efficiency & Upgrade Project - Capital	1,345,715	1,345,715	567,000	778,715
BC298	Nrlc - 24/7 Gym Access - (Buildings) - Capital	77,000	77,000	79,394	(2,394)
BC299	Hawks Football Pavilion - (Buildings) - Capital	4,000,000	3,666,663	0	3,666,663
BC300	Town Hall Improvements - Reverse Cycle A/C For Mayors Parlour - (Buildings) - Capital	0	0	(4,787)	4,787
BC301	Town Hall Improvements - Main Switchboard Upgrade - (Buildings) - Capital	491,110	491,110	45,323	445,787
BC302	Town Hall Improvements - Rigging Upgrade - (Buildings) - Capital	0	0	(7,874)	7,874
BC304	45 Federal Street Renovations - (Buildings) - Capital	20,000	18,326	0	18,326
BC306	Façade Refurbishments (Shire Owned Buildings) - (Buildings) - Capital	30,000	27,500	32,960	(5,460)
BC307	Administration Office - Repair Cracks In Walls - (Buildings) - Capital	30,000	27,500	30,534	(3,034)
BC308	27 Egerton St Acquisition - Capital	265,000	265,000	266,797	(1,797)
BC309	29 Egerton Street - Rsl Building - Capital	233,000	233,000	22,277	210,723
BC310	Nrlc - Ceiling Fan To Court - Capital	50,000	50,000	49,768	232
BC311	Housing Project - 49 Clayton Road - Capital	6,150,000	6,150,000	125,313	6,024,687
BC312	Site Development - Caravan Park Units - Capital	200,000	200,000	603,564	(403,564)
BC314	Housing Project - Felspar St - Capital	6,150,000	6,150,000	36,978	6,113,022
BC315	Housing Project - 31 Ensing Street - Capital	0	0	1,995	(1,995)
BC316	Housing Project - 95 Lock Street - Capital	0	0	6,070	(6,070)
LB031	Furnival Street Acquisition - Capital	264,000	264,000	188,493	75,507
	FURNITURE & FITTINGS				
FE041	Nrlc - Additional Cctv - (F&E) - Capital	15,000	13,750	16,690	(2,940)
FE042	Nrlc - Foyer A/C - (F&E) - Capital	23,000	21,076	25,823	(4,747)
FE043	Nrlc - Replace Change Room Seats - (F&E) - Capital	13,900	12,738	12,900	(162)
FE044	Library - Interactive Panel - (F&E) - Capital	6,000	5,500	5,969	(469)
FE045	Pc/Silaptops (Windows 11 Compatible) - (F&E) - Capital	15,000	13,750	8,800	4,950
FE046	Records Management - (F&E) - Capital	30,000	27,500	27,495	5
FE047	Caravan Park Units - Fit Out 2025-2026 - Capital	200,555	200,555	179,503	21,052
FE048	Cctv Server Replacement - (Capital)	14,000	12,826	14,360	(1,534)
FE109	Portable Library Shelving	12,500	11,451	11,875	(424)
	PLANT & EQUIPMENT				
FE037	Additional Public CCTV Camera - Installation - Capital	100,000	91,663	0	91,663
PA100	Utility (Construction) - Capital	35,000	32,076	33,441	(1,365)
PA12	Ceo Vehicle - (P&E) - Capital	70,000	64,163	76,517	(12,354)
PA13	Emcos Vehicle - (P&E) - Capital	55,000	50,413	50,909	(496)
PA14	Replacement Cats Vehicle - Capital	35,000	32,076	30,260	1,816
PA15	EMPS Vehicle - (P&E) - Capital	55,000	50,413	60,996	(10,583)
PA16	EMIS Vehicle - (P&E) - Capital	55,000	50,413	0	50,413
PA18	Utility (Turf Curator Parks) - Capital	35,000	35,000	11,967	23,033
PA52	Trailer 6X4 (Works) - Capital	2,500	2,288	0	2,288
PA6	Building Surveyor Vehicle - Capital	30,000	27,500	36,509	(9,009)
PA66	Ride-On-Mower (Parks) - Capital	10,000	9,163	11,563	(2,400)
PA74	Utility (Building Maint) - Capital	45,000	41,250	39,880	1,370
PA8163	Utility - Senior Ranger - Capital	45,000	41,250	65,700	(24,450)
PA960	Acquisition Of Incident Control Vehicle	881,900	808,401	0	808,401
PA961	Acquisition Of General Rescue Utility	110,200	101,013	0	101,013
PA980	Wheel Loader - Capital	380,000	380,000	327,000	53,000
PA981	Drone (Ranger) - Capital	5,000	4,576	2,526	2,050
PA982	Utility (Cesm) - Capital	60,000	60,000	56,620	3,380
PE021	Mower Ride-On John Deere Jd130 (Caravan Park)	10,000	9,163	11,448	(2,285)
PE064	Fertilizer Spreader (Capital)	0	0	6,091	(6,091)
PA598	Replacement 2022 Mower (sold in 2024)	0	0	(25,589)	25,589
PE073	Nrlc Pool Liner	250,000	250,000	231,300	18,700
PE084	Nrlc Upgrade Works (Pool Covers \$120K) (Glazing \$50K) (\$25Kdiscr) Lrcip 4A	42,000	38,500	42,171	(3,671)
	INFRASTRUCTURE - ROADS				
IR135	Argus Street Widening - Capital	27,605	25,300	11,835	13,465
IR212	Narrogin Valley Road - Renewal (Rural) - Capital	358,365	328,515	308,815	19,700
IR221	Narrakine Road South - Upgrade (Rural)	0	0	778	(778)
IR339	Ngn Valley Rd (Construction) 3.5Km Out It Transport	0	0	1,035	(1,035)
LRC1251	Lrci - Clayton Road Reseal - (Capital)	147,245	147,245	147,245	0
R2R001	Fortune Street - Renewal (Local) (R2R) - Capital	17,705	16,225	21,660	(5,435)
R2R010	Furnival Street - Renewal (Local) (R2R) - Capital	7,920	7,260	4,982	2,278
R2R019	Harris St Reseal 0.0 To 0.16 - Capital	7,395	6,776	8,166	(1,390)
R2R025	Havelock Street - Renewal (Local) (R2R) - Capital	295,000	270,413	302,432	(32,019)
R2R030	Fairway Street - Renewal (Local) (R2R) - Capital	16,335	14,871	23,826	(8,855)
R2R068	James St Reseal 0.0 To 0.17 (R2R) - Capital	8,415	7,711	10,122	(2,411)
R2R083	Halo St Reseal 0.0 To 0.1 (R2R) - Capital	3,960	3,630	5,198	(1,568)
R2R084	Hive St Reseal 0.0 To 0.15 (R2R) - Capital	4,015	3,674	7,906	(4,232)
R2R098	Dowsett St Reseal - 0.00 To 0.09 (R2R) - Capital	3,130	2,860	3,899	(1,039)
R2R122	Harbour St Reseal 0.0 To 0.05 (R2R) - Capital	3,930	3,597	2,960	637
R2R128	Lydeker Way Reseal 0.0 To 0.41 (R2R) - Capital	16,910	15,499	23,682	(8,183)
R2R162	Pioneer Drive Siplane (R2R) - Capital	165,745	151,943	0	151,943
R2R202	Congelin Road - Slk 0.0 To 1.5 (R2R) - Capital	63,000	57,750	70,632	(12,882)
R2R207	Wagn-Wickpin Road - Renewal (Rural) (R2R) - Capital	91,350	83,732	57,743	25,989
R2R217	Cooramining Rd Resheet 2.8 To 12.2 (R2R) - Capital	182,875	182,803	307,705	(125,402)
R2R220	Conline Rd Resheet 5.15 To 7.75 (R2R) - Capital	107,115	98,186	13,148	85,038
R2R221	Narrakine Road South - Renewal (Rural) (R2R) - Capital	52,510	48,136	61,289	(13,153)
R2R331	Narrogin-Harrismith Road - Renewal (Local) (R2R) - Capital	105,950	97,119	70,686	26,433
R2R350	Narrogin Valley Road (R2R)	0	0	406	(406)
RRG047	Clayton Road - Renewal (Local) (Rrg) - Capital	740,750	679,030	740,750	(61,720)
RRG331	Narrogin-Harrismith Road - Renewal (Local) (Rrg) - Capital	400,000	366,674	400,000	(33,326)
RRG337	Yillminning Road - Upgrade (Local) (Rrg)	0	0	3,033	(3,033)
	INFRASTRUCTURE - FOOTPATHS				
FP010	Narrogin Railway Precinct Pathway - (Footpaths) - Capital	65,000	59,576	0	59,576
IB3250	Led Lighting Upgrade To Footbridge - Capital	20,000	18,326	9,290	9,036
IF011	Footpath Construction Falcon St (Glyde To Johnston) - Capital	27,000	24,750	22,550	2,200
IF018	Footpath Construction Narrakine Rd (Clayton To Elliot) - Capital	35,000	32,076	27,950	4,126
IF019	Footpath Construction Grey St (Hansard To Homer) - Capital	17,010	15,587	14,250	1,337
IF024	Footpath Construction Homer St (Grey To Butler) - Capital	19,000	17,413	13,950	3,463
IF059	Railway Station Footpath To Bp Crossing	0	0	20,000	(20,000)
	INFRASTRUCTURE - DRAINAGE				
DR010	Stormwater Diversion To Railway Dam - (Inf Oth) - Capital	10,000	9,163	5,643	3,520
	INFRASTRUCTURE - PARKS OVALS & OTHER				
IO026	Cemetery Upgrade	18,000	16,500	0	16,500
IO037	Boundary Fencing Bannister Reserve	32,250	32,250	15,120	17,130
IO188	Liquid Waste Ponds - Capital	35,000	32,076	0	32,076
IO201	Alby Park - Flag Poles X 3 - (Inf Oth) - Capital	10,000	9,163	5,254	3,909
IO202	Thomas Hogg Oval - Light Pole Structure Upgrade - (Inf Oth) - Capital	10,000	9,163	1,921	7,243
IO203	Alby Park Soundshell - (Inf Oth) - Capital	75,000	68,750	0	68,750
IO204	Gnarogin Park - Lighting Upgrade - (Inf Oth) - Capital	12,000	11,000	10,000	1,000
IO209	Administration Office - Shade Structure At Rear Over Table - (Buildings) - Capital	10,000	9,163	8,120	1,043
OIO35	Dog Pound Improvements (Fencing, Hard Stand Area & Cameras) - (Inf Oth) - Capital	12,000	11,000	4,993	6,007
OIO71	Dog Park - Gnarogin Park - (Inf Oth) - Capital	30,000	27,500	17,892	9,608
	INFRASTRUCTURE - BRIDGES				
IB204	Tarwonga Rd Bridge 4551	687,000	629,750	0	629,750
	ARTWORK				
IO113	Public Art Strategy - Implementation	50,000	45,826	3,580	42,246
		33,724,590	31,812,407	8,011,872	23,800,535

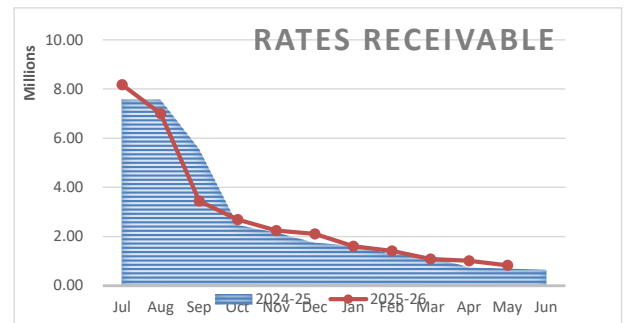
5 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Plant & Equipment	393,400	402,000	100,000	(91,400)	0	0	0	0
	Toyota Kluger			0	0	45,298	40,000	0	(5,298)
	Isuzu MUX			0	0	44,562	40,000	0	(4,562)
	JD Mower			0	0	8,294	4,150	0	(4,144)
	Toyota Hilux			0	0	47,146	49,091	1,945	0
	Toyota Corolla			0	0	14,853	17,273	2,420	0
	CATS Vehicle			0	0	25,880	20,909	0	(4,971)
	2019 Holden Colorado			0	0	20,443	20,000	0	(443)
	2023 Toyota Prado			0	0	47,775	48,409	634	0
	2015 Komatsu Wheel Loader			0	0	88,388	116,089	27,701	0
		393,400	402,000	100,000	(91,400)	342,639	355,921	32,700	(19,418)



6 RECEIVABLES

Rates receivable	30 June 2025	31 May 2026
	\$	\$
Opening arrears previous year	513,250	646,736
Levied this year	7,392,801	7,780,098
Less - collections to date	(7,259,315)	(7,597,358)
Gross rates collectable	646,736	829,476
Allowance for impairment of rates receivable	(200,000)	(208,594)
Net rates collectable	446,736	620,882
% Collected	91.8%	90.2%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general (incl Pensioner Claims)	(797)	19,845	97,951	5,514	93,013	215,526
Percentage	(0.4%)	9.2%	45.4%	2.6%	43.2%	
Balance per trial balance						
Trade receivables	(797)	11,169	97,951	5,514	93,013	206,850
Pensioner Claims - Pending	0	8,676	0	0	0	8,676
GST receivable	114,635	0	0	0	0	114,635
Total receivables general outstanding						330,161

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).

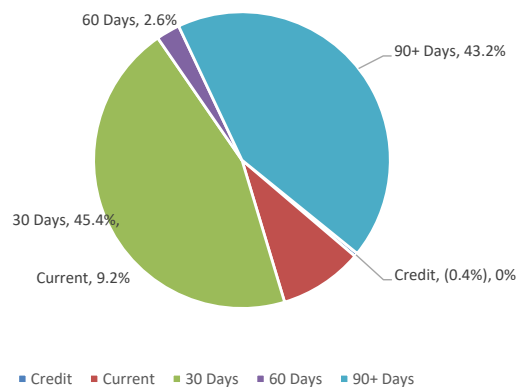
The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

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.

Accounts Receivable (non-rates)



7 OTHER CURRENT ASSETS

	Opening Balance 1 July 2025	Asset Increase	Asset Reduction	Closing Balance 31 May 2026
	\$	\$	\$	\$
Other current assets				
Inventory				
Fuel	16,342	50,897	0	67,239
Total other current assets	16,342	50,897	0	67,239
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.

8 PAYABLES

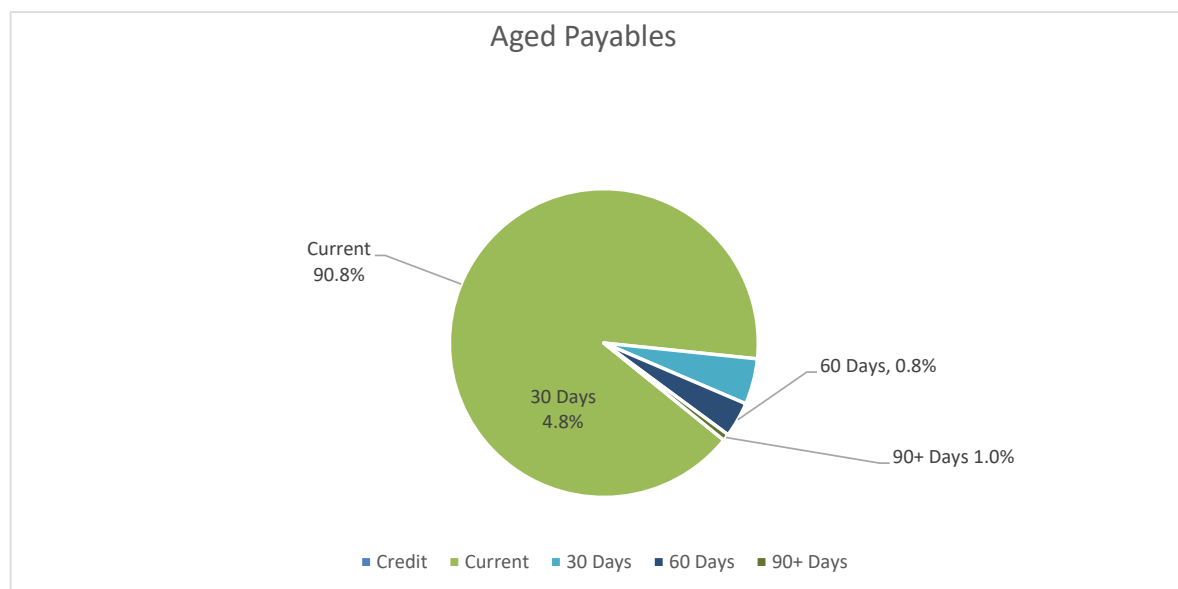
Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	507,199	26,789	20,615	3,952	558,555
Percentage	0.0%	90.8%	4.8%	3.7%	0.7%	
Balance per trial balance						
Sundry creditors	0	507,199	26,789	20,615	3,952	558,555
Accrued salaries and wages	0	(48,909)	0	0	0	(48,909)
ATO liabilities	0	32,423	0	0	0	32,423
Other payables	0	129,198	0	0	0	129,198
Rates paid in advance	0	0	0	0	225,847	225,847
Bonds & deposits	0	0	0	0	130,438	130,438
Total payables general outstanding						1,027,552

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.



9 BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2025	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Industrial Land	127	45,437	0	0	(7,160)	(14,480)	38,277	30,957	(1,178)	(2,285)
Administration Building	128	50,601	0	0	(25,132)	(50,600)	25,469	1	(729)	(1,525)
Accommodation Units	129	148,534	0	0	(36,016)	(36,015)	112,518	112,519	(3,067)	(3,965)
TWIS Distribution Pipeline	130	111,147	0	0	(8,894)	(17,850)	102,253	93,297	(1,182)	(2,400)
Staff Housing	132	451,809	0	0	(8,724)	(17,660)	443,085	434,149	(12,442)	(24,805)
Accommodation Units	133	375,328	0	0	(19,734)	(39,915)	355,594	335,413	(9,711)	(19,255)
NRLC Energy Efficiency	NEW	0	0	1,937,860	0	0	0	1,937,860	0	0
Caravan Park Units	134	1,500,000	0	0	(60,570)	(122,465)	1,439,430	1,377,535	(35,444)	(74,060)
Housing Project	NEW	0	0	7,500,000	0	(105,235)	0	7,394,765	0	(206,250)
Hawks Football Pavilion	NEW	0	0	1,333,335	0	0	0	1,333,335	0	0
27 Egerton Street purchase	135	0	265,000	265,000	0	(24,000)	265,000	241,000	(81)	(5,300)
		2,682,856	265,000	11,036,195	(166,230)	(428,220)	2,781,626	13,290,831	(63,834)	(339,845)
Self supporting loans										
SES & BFB Facilities		0	0	3,087,000	0	(242,915)	0	2,844,085	0	(151,265)
		0	0	3,087,000	0	(242,915)	0	2,844,085	0	(151,265)
Total		2,682,856	265,000	14,123,195	(166,230)	(671,135)	2,781,626	16,134,916	(63,834)	(491,110)
Current borrowings		298,990					132,760			
Non-current borrowings		2,383,866					2,648,866			
		2,682,856					2,781,626			

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

New borrowings 2025-26

Particulars	Amount Borrowed		Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
NRLC Energy Efficiency	0	1,937,860	WATC	Debenture	10	0	4.90	0	1,937,860	0
Caravan Park Units	0	0	WATC	Debenture	10	74,060	4.38	0	0	0
Housing Project	0	7,500,000	WATC	Debenture	20	206,250	4.90	0	7,500,000	0
Hawks Football Pavilion	0	1,333,335	WATC	Debenture	10	0	4.90	0	1,333,335	0
27 Egerton Street purchase	265,000	265,000	WATC	Debenture	10	5,300	4.90	0	265,000	0
SES & BFB Facilities	0	3,087,000	WATC	Debenture	10	151,265	4.90	0	3,087,000	0
	265,000	14,123,195				436,875		0	14,123,195	0

KEY INFORMATION

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

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.

10 LEASE LIABILITIES

Movement in carrying amounts

Information on leases Particulars		Lease No.	New Leases			Principal Repayments		Principal Outstanding		Interest Repayments	
			1 July 2025	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$	\$	\$	\$
8 Parry Court, Narrogin	2		3,765	0	0	(18,240)	(3,765)	(14,475)	0	0	(20)
68 Williams Road, Narrogin	3		29,620	0	0	(11,089)	(18,565)	18,531	11,055	0	(250)
14 McCormic Way, Narrogin	4		0	0	0	(23,000)	0	(23,000)	0	0	0
Total			33,385	0	0	(52,329)	(22,330)	-18,944	11,055	0	(270)
Current lease liabilities			22,330					(29,999)			
Non-current lease liabilities			11,055					11,055			
			33,385					(18,944)			

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.

11 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2025 \$	Liability transferred from/(to) non current \$	Liability Increase \$	Liability Reduction \$	Closing Balance 31 May 2026 \$
Other current liabilities						
Other liabilities						
Capital grant/contributions liabilities		1,047,245	0	2,027,867	(392,000)	2,683,112
Total other liabilities		1,047,245	0	2,027,867	(392,000)	2,683,112
Employee Related Provisions						
Provision for annual leave		423,338	0	0	0	423,338
Provision for long service leave		353,734	0	0	0	353,734
Total Provisions		777,072	0	0	0	777,072
Total other current liabilities		1,824,317	0	2,027,867	(392,000)	3,460,184
Amounts shown above include GST (where applicable)						

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13

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.

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and		
	Liability	Increase in	Decrease in	Liability	Current	Amended	YTD	YTD
	1 July 2025	Liability	Liability	31 May 2026	Liability	Budget	Budget	Revenue
	\$	\$	(As revenue)	\$	\$	\$	\$	\$
Grants and subsidies								
GENGRANT - Financial Assistance Grant - General	0	0	0	0	0	842,005	771,837	842,005
GENGRANT - Financial Assistance Grant - Roads	0	0	0	0	0	429,030	393,272	429,031
ESL - SES Subsidy (Operating) Grant	0	0	0	0	0	15,530	14,234	3,875
ESL - Bush Fires Subsidy (Operating) Grant	0	0	0	0	0	86,880	79,640	103,583
ESL - SES/BFB Self Supporting Loan - Interest Incomm	0	0	0	0	0	151,265	0	0
WELFARE - Grants	0	0	0	0	0	0	0	2,247
WELFARE - Developmental Disability Council grant	0	0	0	0	0	0	0	4,000
REC - Grants - Kids Sports	0	0	0	0	0	0	0	3,301
LIB - Grant - Regional Library Services .	0	0	0	0	0	4,500	4,500	6,220
OTHCUL - Grants - Other Culture	0	0	0	0	0	50,000	45,837	15,000
ROADM - Direct Road Grant (MRWA)	0	0	0	0	0	240,100	240,100	240,100
ROADM - Street Lighting Subsidy	0	0	0	0	0	18,110	16,599	18,992
TOUR - Grants	0	0	0	0	0	1,000	750	0
CHCP - Recurrent Grant Funding	0	0	0	0	0	724,500	664,103	1,213,246
CHSP - Recurrent Grant Funding	0	0	0	0	0	570,400	522,863	544,224
	0	0	0	0	0	3,133,320	2,753,735	3,425,825
Contributions								
CESM - Contributions & Reimbursements	0	0	0	0	0	137,965	126,467	35,893
CHSP - Contributions & Donations	0	0	0	0	0	100	88	5
REC - Contributions & Donations	0	0	0	0	0	3,110	2,849	0
LIB - Contributions & Donations	0	0	0	0	0	10,000	9,163	10,000
OTHCUL - Contributions & Donations - Other Culture	0	0	0	0	0	0	0	2,141
ADMIN - Contributions & Donations	0	0	0	0	0	2,500	2,288	0
AGEDOTHER - CATS Contributions & Donations	0	0	0	0	0	0	0	2,299
LIB - Contributions & Donations	0	0	0	0	0	0	0	724
OTHGOV - Reimbursements	0	0	0	0	0	13,600	13,600	0
TOUR - Visitors Centre Contributions and Donations	0	0	0	0	0	0	0	47,113
	0	0	0	0	0	167,275	154,455	98,175
TOTALS	0	0	0	0	0	3,300,595	2,908,190	3,523,999

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Amended Budget	YTD	YTD
	1 July 2025		(As revenue)	31 May 2026	31 May 2026	Revenue	Budget	Revenue
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
ESL - Bush Fires Capital Grant	0	0	0	0	0	54,725	0	0
NRLC - Grants	0	160,608	0	160,608	160,608	1,979,860	1,859,485	41,191
ROADC - Regional Road Group Grants (MRWA)	0	0	0	0	0	760,500	760,500	464,201
ROADC - Roads to Recovery Grant	0	1,168,156	0	1,168,156	1,168,156	1,169,235	1,169,235	0
SES Capital Grant	0	0	0	0	0	992,100	992,100	0
OLOPS - Crime Prevention Grant	0	0	0	0	0	75,000	75,000	0
Housing Project Grant - CAPITAL INCOME	0	0	0	0	0	5,000,000	5,000,000	3,570,549
HALLS - Grants and Contributions	0	0	0	0	0	231,000	211,750	0
REC - Capital Grants (DLGSCI/CSRFF)	0	0	0	0	0	1,333,335	1,222,221	0
Public Art Strategy Grant - CAPITAL INCOME	0	0	0	0	0	25,000	25,000	0
ROADC - Capital Contributions	0	0	0	0	0	197,245	197,245	0
ROADC - Capital Grants(Bridges) WALGCG& \$ MRWA-AFP	0	0	0	0	0	687,000	687,000	0
LRCIP - Good Shed	50,000	0	0	50,000	50,000	0	0	0
LRCIP - Library	147,245	0	0	147,245	147,245	0	0	0
Bridge Grants	735,500	0	(392,000)	343,500	343,500	0	0	0
LRCI	0	228,049	0	228,049	0	0	0	0
LotteryWest - Town Hall Upgrade	0	231,000	0	231,000	0	0	0	0
LRCI	0	240,054	0	240,054	0	0	0	0
	932,745	2,027,867	(392,000)	2,568,612	1,869,509	12,505,000	12,199,536	4,075,941
Capital contributions								
REC - Contribution and Donations	0	0	0	0	0	1,333,335	1,222,221	0
ESL - Self-Supporting Loan Principal Income	0	0	0	0	0	256,865	256,865	0
	0	0	0	0	0	1,590,200	1,479,086	0
TOTALS	932,745	2,027,867	(392,000)	2,568,612	1,869,509	14,095,200	13,678,622	4,075,941

**SHIRE OF NARROGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2026**

14 BUDGET AMENDMENTS

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

GL/Job	Description	Council Resolution	Classification	Non Cash	Increase in	Decrease in	Amended
				Adjustment	Available Cash	Available Cash	Budget Running Balance
				\$	\$	\$	\$
GL/Job	Budget adoption				1,216,750		1,216,750
3050102	Bush Fire Mitigation Activity Grant	27-Aug	Operating expenses		0	(109,710)	1,107,040
2050192	Bush Fire Management Plan	27-Aug	Operating revenue		109,710	0	1,216,750
2050420	Natural Disaster Relief	27-Aug	Operating expenses		15,000	0	1,231,750
2110800	Indigenous Cultural Events	27-Aug	Operating expenses		0	(12,000)	1,219,750
2110801	Australia Day	27-Aug	Operating expenses		0	(20,000)	1,199,750
2110821	Event/Festival	27-Aug	Operating expenses		27,000	0	1,226,750
BC236	Caravan Park Accomodation Units	27-Aug	Capital expenses		0	(1,500,000)	(273,250)
FE047	Caravan Park Accomodation Units Fit out	27-Aug	Capital expenses		200,000		(73,250)
5130255	Caravan Park Loan	27-Aug	Capital revenue		1,500,000	0	1,426,750
3130203	Tourism Grants	27-Aug	Capital revenue		0	(200,000)	1,226,750
MONOB01	Monopoly Project	27-Aug	Operating revenue		0	(100,000)	1,126,750
3130204	Monopoly Project	27-Aug	Operating revenue		85,000	0	1,211,750
LB031	Acquisition of Furnival St	27-Aug	Capital expenses		0	(132,000)	1,079,750
4140851	Purchase of Fuels & Oils	27-Aug	Capital expenses		0	(250,000)	829,750
4140852	Less Fuels allocated	27-Aug	Capital revenue		250,000	0	1,079,750
5110601	Transfer from Reserves	27-Aug	Capital revenue		5,000	0	1,084,750
5130650	Transfer from Reserves	27-Aug	Capital revenue		132,000	0	1,216,750
IO080B	Sewerage Realignment	17-Dec	Capital expenses		147,245		1,363,995
5110560	LIB - Capital Grant - LRCIP	17-Dec	Capital revenue			(147,245)	1,216,750
LRCI251	Clayton Road Reseal	17-Dec	Capital expenses			(147,245)	1,069,505
5120165	ROADC - Capital Contributions	17-Dec	Capital revenue		147,245		1,216,750
5130255	TOUR - New Loan Borrowings (Caravan Park Units)	25-Feb	Capital revenue			(1,500,000)	(283,250)
3030120	RATES - Ex-Gratia Rates	25-Feb	Operating revenue		4,200		(279,050)
3030129	RATES - Account Enquiry Charges	25-Feb	Operating revenue		16,000		(263,050)
3030125	RATES - Penalty Interest Received	25-Feb	Operating revenue		16,810		(246,240)
3030200	GENGRANT - Financial Assistance Grant - General	25-Feb	Operating revenue			(227,995)	(474,235)
3030201	GENGRANT - Financial Assistance Grant - Roads	25-Feb	Operating revenue			(140,970)	(615,205)
3040201	OTHGOV - Reimbursements	25-Feb	Operating revenue		13,600		(601,605)
2050113	FIRE - ESL Payable on Shire Buildings	25-Feb	Operating expenses		10,000		(591,605)
3050204	LGGS Grant	25-Feb	Operating revenue		19,600		(572,005)
2050316	ANIMAL - Fringe Benefits Tax (FBT)	25-Feb	Operating expenses		12,805		(559,200)
PA11	Replacement Homecare Minibus	25-Feb	Capital expenses		90,000		(469,200)
5080450	Proceeds on Disposal of Assets	25-Feb	Capital revenue			(35,000)	(504,200)
5080452	CHCP - Transfers From Reserve	25-Feb	Capital revenue			(55,000)	(559,200)
2100101	SAN - Waste - Landfill Management	25-Feb	Operating expenses			(130,000)	(689,200)
W010	Tip Maintenance (Shire)	25-Feb	Operating expenses			(25,000)	(714,200)
3100100	SAN - Domestic Refuse Collection Charges	25-Feb	Operating revenue		35,000		(679,200)
3100105	SAN - Domestic Recycling Service	25-Feb	Operating revenue		11,500		(667,700)
2100200	SAN - Other Collection	25-Feb	Operating expenses		12,500		(655,200)
2100201	SANOTH - Street Bin Collections	25-Feb	Operating expenses		70,000		(585,200)
5110152	LotteryWest - Town Hall Upgrade grant	25-Feb	Capital revenue		31,000		(554,200)
BC301	Town Hall Improvements	25-Feb	Capital expenses			(241,110)	(795,310)
BC181	Town Hall Upgrade	25-Feb	Capital expenses		81,110		(714,200)
BC300	Town Hall Improvements - Reverse cycle A/C	25-Feb	Capital expenses		10,000		(704,200)
BC302	Town Hall Improvements - Rigging Upgrade	25-Feb	Capital expenses		150,000		(554,200)
PE084	NRLC Upgrade works (LRCIP Phase 4)	25-Feb	Capital expenses			(42,000)	(596,200)
3110228	NRLC - Grant (LRCIP Phase 1)	25-Feb	Capital revenue		42,000		(554,200)
3120500	Licencing - Commissions	25-Feb	Operating revenue		37,000		(517,200)
3110503	LIB - Contributions & Donations	25-Feb	Operating revenue		9,500		(507,700)
RMGEN	ROADM - Road Maintenance	25-Feb	Operating expenses		208,400		(299,300)
2140523	ADMIN - Information Systems	25-Feb	Operating expenses			(120,000)	(419,300)
2140528	ADMIN - Consultants	25-Feb	Operating expenses		120,000		(299,300)
IO138	Narrogin Speedway Lighting Upgrade Project	25-Feb	Capital expenses		285,900		(13,400)
5110344	Grant - Narrogin Speedway Lighting Upgrade Project	25-Feb	Capital revenue			(95,300)	(108,700)
5110345	Contribution - Narrogin Speedway Lighting Upgrade Proje	25-Feb	Capital revenue			(95,300)	(204,000)
BC298	NRLC - 24 Hours Gym	25-Feb	Capital expenses			(32,000)	(236,000)
BC310	NRLC - Fan to Courts	25-Feb	Capital expenses			(25,000)	(261,000)
2110241	NRLC - Utility - Electricity	25-Feb	Operating expenses		105,000		(156,000)
2110242	NRLC - Utility - Gas	25-Feb	Operating expenses		205,000		49,000
PE073	NRLC - Pool Liner	25-Feb	Capital expenses			(250,000)	(201,000)
5110253	NRLC Reserve - Transfer from Reserve	25-Feb	Capital revenue		250,000		49,000
2040112	Election Expenses	25-Feb	Operating expenses			(29,000)	20,000
BM210	Good Shed Building Maintenance	25-Feb	Operating expenses		25,000		45,000
BC278	Good Shed Roof and Wall Restoration	25-Feb	Capital expenses			(25,000)	20,000
2140506	ADMIN- Recruitment	25-Feb	Operating expenses			(20,000)	0
FE048	CCTV Server Replacement	25-Feb	Capital expenses			(14,000)	(14,000)
5140560	IT and Office Equipment Reserve - Transfer from Reserv	25-Feb	Capital revenue		14,000		0
BC296	NRLC Energy Efficiently Project	11-Mar	Capital expenses			(265,000)	(265,000)
BC160	NRLC Roof Purloins	11-Mar	Capital expenses		265,000		0
					5,985,875	(5,985,875)	1,216,750



Shire of
Narrogin

Love the life

Schedule of Investments

as at 31/05/2026

Investment of funds - Municipal Account								
Bank	Deposit number	Lodgement Date	Date of Maturity		Amount Deposited	Interest Rate	Estimated interest earned	TOTAL INVESTED
NAB		13/04/2026	12/06/2026		\$2,500,000.00	4.45%	\$0.00	\$5,000,000.00
CBA		16/04/2026	15/06/2026		\$2,500,000.00	4.68%	\$0.00	
	Total Invested				\$5,000,000.00			

Investment of funds - Reserve Account								
Bank	Deposit number	Lodgement Date	Date of Maturity		Amount Deposited	Interest Rate	Estimated interest earned	TOTAL INVESTED
NAB	10-9066503	5/01/2026	1/06/2026		\$2,556,325.67	4.35%	\$44,784.72	\$5,111,356.40
CBA	38186806	5/01/2026	1/06/2026		\$2,555,030.73	4.32%	\$44,453.33	
	Total Invested				\$5,111,356.40		\$89,238.05	

Investment Summary - Excluding at call deposits								
Municipal Account							%	TOTAL INVESTED
NAB							50%	\$2,500,000.00
CBA							50%	\$2,500,000.00
							100.00%	\$5,000,000.00
Reserve Account							%	TOTAL INVESTED
NAB							50%	\$2,556,325.67
CBA							50%	\$2,555,030.73
							100.00%	\$5,111,356.40

Strategic Budget Projects Register 2025/26



AS AT 31 MAY 2026

Project Title/Task	COA	Job	Category	Original Budget Adopted by Council	Current Budget varied by Council	Actual Exp / Income to 31/05/2026	Outstanding PO Exp to 31/05/2026 (calc column)	Total Committed Exp of Income Rec'd (calc column)	Budget Remaining (incl POs) (calc column)	Risk of NOT completing by 30/6. H= Likely	Comments	Accountability	Responsible Exec	Responsible Officer	Status	% Complete	Start Date	Due Date
Projects that are either strategic (plans/projects) or critical to implement and manage, or of an asset renewal or creation (Capital) in nature that have a budget provision in the current budget. All CAPEX and a few CEO identified OPEX.			Program Header					Calc column (do not enter)	Calc column (do not enter)	1-7 - Project commenced and no issues expected.	Clear, Concise, Consistent date format entry	Select from one of the 4 Departments		If delegated to another...	On Track Off Track Complete In Trouble On Hold	%	Anticipated start date of the Project	Anticipated completion date of the Project
Thomas Hogg Reserve Boundary Fencing	4050165	IO037	Other	\$32,250.00	\$32,250.00	\$15,120.00	\$0.00	\$15,120.00	\$17,130.00	Completed	Completed	Planning & Sustainability	Adam Majid	Guy Maley	Complete	100%	01/07/25	01/06/26
Acquisition of Incident Control Vehicle	4050255	PA950	Vehicle Acquisition	\$881,900.00	\$881,900.00	\$0.00	\$0.00	\$0.00	\$881,900.00	No Longer Proceeding This Budget	10/09/2024 - still awaiting to be fabricated due to backlog of order from various LG. 31/10/2024 - No change to status. 31/12/2025 - Still in concept phase with DFES Fleet Development. 18/02/2025 - No change to status. 11/03/2025 - 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 buses to be completed. 09/05/2025 - Included in carryovers for 2025-26 budget in proposed CAPEX report to MBS May 2025. 25/08/2025 emailed DFES for update - waiting on response. 19/03/2025 - Assistant Commissioner Peter Sutton indicated that timing would likely be 2027/28 due to new designs associated with the vehicles etc.	Planning & Sustainability	Adam Majid	Adam Majid	No Longer Proceeding This Budget	0%	01/07/25	31/03/28
Acquisition of General Rescue Utility Vehicle	4050255	PA951	Vehicle Acquisition	\$110,200.00	\$110,200.00	\$0.00	\$0.00	\$0.00	\$110,200.00	Completed	Delivered October 2025.Awaiting recipient created tax invoice.	Planning & Sustainability	Adam Majid	Adam Majid	Complete	100%	01/07/25	31/01/26
Construction of SES & BFB Joint Facilities	4050260	BC280	Building Construction/Misc	\$3,087,002.00	\$3,087,002.00	\$0.00	\$0.00	\$0.00	\$3,087,002.00	No Longer Proceeding This Budget	Pending confirmation of process and project initiation by the Commish - for potential to colocate not just SES & BFB but also FRS and also indeed DFES. Try Craig Smith local Supt. see email from CEO to Craig 12/2/25. 17/2/25 - update meeting with DFES scheduled for 19/3/25.	Planning & Sustainability	Adam Majid	Adam Majid	No Longer Proceeding This Budget	0%	01/07/25	31/03/28
SES Building Project	4050260	BC285	Building Construction/Misc	\$54,725.00	\$54,725.00	\$0.00	\$0.00	\$0.00	\$54,725.00	No Longer Proceeding This Budget	10/09/2024 - Pending grant funding approval. 31/10/2024 - LGGS or 2023/2024 capital funding was unsuccessful. 31/12/2025 - No change to status. 18/02/2025 - No change to status. Will reapply for the 2024/2025 LGGS round in March 2025. 11/03/2025 - Application to be submitted to LGGS due end of March 2025. 19/03/2025 - Included in carryovers in 2025-26 proposed Capex report to May 2025 MBS.	Planning & Sustainability	Adam Majid	Adam Majid	No Longer Proceeding This Budget	0%	01/07/25	31/03/28
Drone Acquisition (Rangers)	4050155	PA881	Plant & Equip Acquisition	\$5,000.00	\$5,000.00	\$2,526.36	\$0.00	\$2,526.36	\$2,473.64	Completed	Completed.	Planning & Sustainability	Adam Majid	Guy Maley	Complete	100%	01/06/25	27/02/26
Utility Acquisition (CEM)	4050155	PA882	Vehicle Acquisition	\$60,000.00	\$60,000.00	\$56,619.99	\$1,505.98	\$58,125.97	\$1,874.03	Completed	Completed.	Planning & Sustainability	Adam Majid	Adam Majid	Complete	100%	01/06/25	31/03/26
Utility Acquisition (Senior Ranger)	4050365	PA8163	Vehicle Acquisition	\$45,000.00	\$45,000.00	\$65,699.72	\$0.00	\$65,699.72	\$-20,699.72	Completed	Not changeover as per budget.	Planning & Sustainability	Adam Majid	Guy Maley	Complete	100%	01/06/25	30/11/25
Dog Pound Improvements	4050365	OK035	Other	\$12,000.00	\$12,000.00	\$4,993.05	\$636.36	\$5,529.41	\$6,370.59	Low	Senior Ranger has engaged local contractors to undertake works as required commencing late March. Repairs and upgrades to CCTV has been awarded week commencing 18/03/2026	Planning & Sustainability	Adam Majid	Guy Maley	On Track	50%	01/08/25	30/06/26
Additional Public CCTV Cameras (Subject to Grant)	4050455	FE037	Other	\$100,000.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	No Longer Proceeding This Budget	Subject to Grant funding. LG CCTV Grant round opened 31/03/2026. C/D team are currently reviewing EMCCS arranging meeting with Narrogin Police D/C and Leigh Bellard to discuss and confirm CCTV camera requirements. Grant application to be lodged prior to 18 May 2026 (closing date for applications). 23/04/2026 CCTV locations have been confirmed by Narrogin Police D/C. Grant application lodged 05/05/2026.	Corporate & Community Services	Ian Graham	Ian Graham	No Longer Proceeding This Budget	5%	01/11/25	31/06/27
Acquire CATS Vehicle	4080455	PA14	Vehicle Acquisition	\$35,000.00	\$35,000.00	\$30,260.36	\$0.00	\$30,260.36	\$4,739.64	Completed	Completed.	Corporate & Community Services	Ian Graham	Ian Graham	Complete	100%	01/02/26	01/03/26
Acquire Homecare Minibus	4080455	PA11	Vehicle Acquisition	\$90,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No Longer Proceeding This Budget	On hold pending decision regarding future of Homecare. Expense deleted in Budget Review Feb 2026.	Corporate & Community Services	Ian Graham	Ian Graham	No Longer Proceeding This Budget	0%	01/02/26	N/A
Residential Land Acquisition	4090255		Land	\$200,000.00	\$200,000.00	\$0.00	\$0.00	\$0.00	\$200,000.00	Low	Hough St lots x 2 - conversations continuing with DCOA, and cash offer made to acquire a lot within the Shire, awaiting acceptance. BDO (Danielle) following up acquisition. Potential for funding through commonwealth grant but budgeted money LG reserve regardless.	Office of CEO	Michael Cole	Danielle van Rooyen	On Track	0%	01/06/25	30/06/26
Housing Project - 49 Clayton	4090250	BC311	Land	\$1,600,000.00	\$1,600,000.00	\$125,313.07	\$928,156.98	\$1,053,470.05	\$546,529.95	High	RFO for 4x 2x2 closes 10/12/25 Cash offer to acquire 49 Clayton accepted for \$120k, settlement 23/12/25 settle thru Grant. 23/12/25 - property acquired. Excavation / levelling next last. 19/05/2026 - PO issued to Summit Homes	Office of CEO	Michael Cole	John Warburton	On Track	0%	01/06/25	18/12/26
Housing Project - 31 Ensign	4090250	BC315	Land	\$1,000,000.00	\$1,000,000.00	\$1,995.00	\$605,258.18	\$607,253.18	\$392,746.82	High	RFO for 2x 3x2 closes 10/12/25, civis thru grant. Relocation of garbco across boundary required / landscaping / retic of park / new fencing all part of project. 19/05/2026 - PO issued to Summit Homes	Office of CEO	Michael Cole	John Warburton	On Track	10%	01/06/25	18/12/26
Housing Project - 95 Lock	4090250	BC316	Land	\$1,000,000.00	\$1,000,000.00	\$6,070.00	\$644,525.45	\$650,595.45	\$349,404.55	High	RFO for 2x 3x2 closes 10/12/25, civis thru grant. Property cleared and now needs levelling. 19/05/2026 PO issued to Summit Homes	Office of CEO	Michael Cole	John Warburton	On Track	10%	01/06/25	18/12/26
Housing Project - site 8d	4090250	BC316	Land	\$4,400,000.00	\$4,400,000.00	\$0.00	\$0.00	\$0.00	\$4,400,000.00	High	Site to be determined, project to be determined post Feispar decisions	Office of CEO	Michael Cole	Michael Cole	On Track	0%	01/08/25	18/12/26
Housing Project - Caravan Park (Civis)	4090250	BC312	Land	\$500,000.00	\$500,000.00	\$431,725.48	\$38,175.60	\$469,901.08	\$30,098.92	Completed	Estimate of \$300k for Civis for 18 units, retaining, earthworks, carparking, power, sewer, water, headworks, fencing and landscaping. 30/04/26 - All complete bar few gates and storeroom to be finalised with these and power upgrade by end of May with all commissioned and available by 31/05/26.	Office of CEO	Michael Cole	John Warburton	Complete	100%	01/06/25	29/05/26
Housing Project - Felspar St	4090250	BC314	Land	\$4,000,000.00	\$4,000,000.00	\$36,977.71	\$0.00	\$36,977.71	\$3,963,022.29	High	\$4.0m for Civis, retaining, earthworks, carparking, power, sewer, water, headworks, fencing and landscaping. 28/1/26 - property cleared bar single asbestos toilet (pending).	Office of CEO	Michael Cole	John Warburton	On Track	5%	01/06/25	18/12/26
Construction of Recycling Shed (Tip Shop)	4100160	BC274	Building Construction/Misc	\$50,000.00	\$50,000.00	\$25,527.70	\$23,667.75	\$49,195.45	\$804.55	Medium		Planning & Sustainability	Adam Majid	Adam Majid	On Track	2,500%	01/06/25	30/06/26
Design & Construction new liquid waste ponds	4100165	IO188	Other	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	No Longer Proceeding This Budget	Carry over to 2026/27.	Planning & Sustainability	Adam Majid	Adam Majid	No Longer Proceeding This Budget	0%	01/06/25	28/02/27
Public Conveniences - Smith Street Toilet Mural	4100850	BC132	Building Construction/Misc	\$6,000.00	\$6,000.00	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00	Completed	Completed.	Corporate & Community Services	Ian Graham	Regina Razumovskaya	Complete	100%	01/07/25	31/12/25
Narrogin Cemetery Upgrade	4100860	IO026	Other	\$18,000.00	\$18,000.00	\$0.00	\$0.00	\$0.00	\$18,000.00	No Longer Proceeding This Budget	Carry over to 2026/27.	Infrastructure Services	John Warburton	John Warburton	No Longer Proceeding This Budget	0%	01/02/26	28/02/27
Town Hall Improvements - Riggings, Lights, Power	4110160	BC181	Building Construction/Misc	\$81,110.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No Longer Proceeding This Budget	Budget review 2026 - combined with Job BC301. GJ Required.	Planning & Sustainability	Adam Majid	Keith Ng	No Longer Proceeding This Budget	0%	01/06/25	30/06/26
Town Hall Improvements - Reverse Cycle A/c	4110160	BC300	Building Construction/Misc	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No Longer Proceeding This Budget	Budget review 2026 - combined with Job BC301.	Planning & Sustainability	Adam Majid	Keith Ng	No Longer Proceeding This Budget	0%	01/06/25	30/06/26
Town Hall Improvements - Main Switchboard	4110160	BC301	Building Construction/Misc	\$250,000.00	\$491,110.00	\$22,661.63	\$0.00	\$22,661.63	\$468,448.37	No Longer Proceeding This Budget	Grant dependent to \$125k 50% 28/1/26 - Grant advice success from Lotterywest \$230k so proceeding.	Planning & Sustainability	Adam Majid	Keith Ng	No Longer Proceeding This Budget	5%	01/08/25	28/02/27
Town Hall Upgrade Work - Riggings Upgrade	4110160	BC302	Building Construction/Misc	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No Longer Proceeding This Budget	Grant dependent to \$125k 50% 28/1/26 - Grant advice success from Lotterywest \$230k so proceeding. Budget review 2026 - combined with Job BC301.	Planning & Sustainability	Adam Majid	Keith Ng	No Longer Proceeding This Budget	5%	01/08/25	28/02/27
NRLC - Additional CCTV	4050455	FE041	Building Construction/Misc	\$15,000.00	\$15,000.00	\$16,690.39	\$0.00	\$16,690.39	\$-1,690.39	Completed	Obtaining quotes. 2 quotes have been received 03/12/2025 - PO issued. Installation February 2026. Slightly over Budget.	Corporate & Community Services	Ian Graham	Brendan Fiman	Complete	100%	01/09/25	30/04/26
NRLC - Foyer AC Units	4110250	FE042	Building Construction/Misc	\$23,000.00	\$23,000.00	\$25,823.45	\$0.00	\$25,823.45	\$-2,823.45	Completed	Completed slightly over Budget.	Corporate & Community Services	Ian Graham	Brendan Fiman	Complete	100%	01/09/25	31/12/25
NRLC - Fan for Court 1	4110260	BC310	Building Construction/Misc	\$25,000.00	\$50,000.00	\$49,768.00	\$0.00	\$49,768.00	\$232.00	Completed	Completed.	Corporate & Community Services	Ian Graham	Brendan Fiman	Complete	100%	01/09/25	28/02/26

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Project Title/Task	COA	Job	Category	Original Budget Adopted by Council	Current Budget varied by Council	Actual Exp / Income to 30/05/2026	Outstanding PO Exp to 31/05/2026 (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	Responsible Exec	Responsible Officer	Status	% Complete	Start Date	Due Date
NRLC - 24/7 Gym Access	4110260	BC298	Building Construction/Misc	\$45,000.00	\$77,000.00	\$75,524.43	\$1,878.05	\$77,402.48	\$-3402.48	Completed	Obtaining quotes. 2 quotes received, layout and system identified. PO issued. Included in 2025/26 Budget Review.	Corporate & Community Services	Ian Graham	Brendan Fiman	Complete	100%	01/09/25	30/04/26
NRLC - Replacement Changing Room Bench Seats	4110250	FE043	Building Construction/Misc	\$13,900.00	\$13,900.00	\$12,900.00	\$0.00	\$12,900.00	\$1,000.00	Completed	Completed.	Corporate & Community Services	Ian Graham	Brendan Fiman	Complete	100%	01/08/25	31/12/25
NRLC - Energy Efficiency (Solar) Panel Project	4110260	BC296	Other	\$1,070,716.00	\$1,345,716.00	\$748,820.95	\$10,835.00	\$757,655.95	\$588,060.05	High	CEUF Grant application successful. RFO for Project Management issued 01/12/2025. In progress. RPT issued January 2026, closing 24/02/2026. Contract prepared for signing 07/04/2026. Contract has commenced and proceeding well but forecast completion is now September 2026. Carry over balance to 2026/27.	Corporate & Community Services	Ian Graham	Brendan Fiman	On Track	50%	01/08/25	30/09/26
NRLC - Upgrade Project (Putrins)	4110260	BC160	Building Construction/Misc	\$2,805,000.00	\$2,805,000.00	\$43,750.76	\$0.00	\$43,750.76	\$2,761,249.24	No Longer Proceeding This Budget	Engineering report on roof putrins requested, outcomes presented to March 2026 MBS. Carry over to 2026/27.	Corporate & Community Services	Adam Majid	Keith Ng	No Longer Proceeding This Budget	0%	01/08/25	31/05/27
John Higgins Centre - Kitchen Redesign	4110160	BC152	Building Construction/Misc	\$7,000.00	\$7,000.00	\$4,910.00	\$0.00	\$4,910.00	\$2,090.00	Completed	Completed.	Corporate & Community Services	Ian Graham	Brendan Fiman	Complete	100%	01/12/25	30/04/26
NRLC Swimming Pool Liner Replacement	4110255	PE073	Building Construction/Misc	\$0.00	\$250,000.00	\$231,300.00	\$0.00	\$231,300.00	\$18,700.00	Completed	Included in 2025/26 Budget Review. RFO issued March 2026, awarded and works to commence on site 04/05/2026.	Corporate & Community Services	Ian Graham	Brendan Fiman	Complete	100%	01/04/26	01/06/26
Narrogin Speedway Lighting Upgrade Project	4110365	IO138	Other	\$285,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No Longer Proceeding This Budget	No CSRRF fund in September 2025 like normal, grant dependent. 4/12/25 - carryover project should they apply for CSRRF. Budget review 2026 - expense deleted.	Corporate & Community Services	Ian Graham	Ian Graham	No Longer Proceeding This Budget	0%	01/11/25	NA
Ride on Mower (Parks)	4120350	PA66	Vehicle Acquisition	\$10,000.00	\$10,000.00	\$11,562.73	\$0.00	\$11,562.73	\$-1,562.73	Completed	Completed slightly over Budget.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	31/05/26
Utility (Turf) Parks	4120350	PA18	Vehicle Acquisition	\$35,000.00	\$35,000.00	\$33,785.00	\$0.00	\$33,785.00	\$1,215.00	Completed	Completed.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	29/05/26
Ally Park - Flagpoles	4110380	IO201	Other	\$10,000.00	\$10,000.00	\$44.30	\$5,170.00	\$5,254.30	\$4,745.70	Completed	PO issued November 2025, to be installed prior to Australia Day 2026 Completed.	Planning & Sustainability	Adam Majid	Keith Ng	Complete	100%	28/08/25	19/12/25
Thomas Hogg Oval - Light Pole Structure Upgrade	4110360	IO202	Other	\$10,000.00	\$10,000.00	\$1,920.50	\$0.00	\$1,920.50	\$8,079.50	Completed	RO advised works undertaken in 2024/25 year as urgent works. Completed.	Planning & Sustainability	Adam Majid	Keith Ng	Complete	100%	01/08/25	31/05/26
Ally Park - Covered Stage	4110360	IO203	Building Construction/Misc	\$75,000.00	\$75,000.00	\$0.00	\$0.00	\$0.00	\$75,000.00	No Longer Proceeding This Budget	Carry over to 2026/27.	Planning & Sustainability	Adam Majid	Keith Ng	No Longer Proceeding This Budget	0%	01/08/25	31/05/27
Dog Park - Grangein Park	4050365	OE071	Other	\$30,000.00	\$30,000.00	\$30,223.28	\$0.00	\$30,223.28	\$-223.28	Low	Works ready to proceed - all equipment / fencing acquired. In progress.	Planning & Sustainability	Adam Majid	Guy Maley, John Warburton, Tabitha Yuen	On Track	85%	01/08/25	30/06/26
Hawks Football Clubrooms	4110375	BC299	Building Construction/Misc	\$4,000,000.00	\$4,000,000.00	\$0.00	\$0.00	\$0.00	\$4,000,000.00	No Longer Proceeding This Budget	No CSRRF fund round opened in September 2025, grant dependent. 4/12/25 - carryover project should they apply for CSRRF in 2026/27.	Corporate & Community Services	Ian Graham	Ian Graham	No Longer Proceeding This Budget	0%	01/12/25	NA
Grangein Park Lighting Upgrade	4110380	IO204	Other	\$12,000.00	\$12,000.00	\$10,000.00	\$0.00	\$10,000.00	\$2,000.00	Completed	Completed.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	31/12/25
Library Interactive Panel	4110550	FE044	ITC Acquisition	\$6,000.00	\$6,000.00	\$5,969.09	\$0.00	\$5,969.09	\$30.91	Completed	Completed.	Corporate & Community Services	Ian Graham	Regina Razumovskaya	Complete	100%	01/09/25	31/12/25
Mobile Library Shelving	4110550	FE109	Other	\$12,500.00	\$12,500.00	\$11,875.00	\$0.00	\$11,875.00	\$625.00	Completed	Completed.	Corporate & Community Services	Ian Graham	Regina Razumovskaya	Complete	100%	01/09/25	31/12/25
Construction of Library Sewer Extension	4110560	IO080B	Other	\$147,245.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No Longer Proceeding This Budget	Project design to be reviewed. 4/12/25 - LCRP Funding reallocated to Clayton Road Reseal to acquit / complete CW Grant by 31/12/25. 4/12/25 - works underway to do mix of pipeline and remove tree root blockages as mtrc - quote also being received to replace section of earthenware pipe with potential to complete under maintenance if below capital threshold. Work Schedule Variation request sent to Infrastructure 24/11/2025, requesting transfer of the LCRP funding of \$147,245 to Clayton Road reseal project. Budget Review Item to December OCM.	Corporate & Community Services	Ian Graham	Ian Graham	No Longer Proceeding This Budget	0%	01/03/26	NA
Museum (Insurance Claim)	4110660	BC201	Building Construction/Misc	\$110,000.00	\$110,000.00	\$92,003.60	\$0.00	\$92,003.60	\$17,996.40	Completed	Completed. Insurance works all concluded - Museum back operational.	Planning & Sustainability	Adam Majid	Keith Ng	Complete	100%	15/09/25	07/01/26
Public Art Strategy Implementation - Entry Statements	4110860	IO113	Other	\$50,000.00	\$50,000.00	\$3,580.00	\$7,826.00	\$11,406.00	\$38,594.00	Low	Nb: Net \$25k. If there is no grant 18/3/25 \$25k for construction of entry statements for NORA (1) and Highbury (2). Quotes sought from RJSE for works. Going to May OCM to progress.	Corporate & Community Services	Ian Graham	Regina Razumovskaya	On Track	20%	01/08/25	30/06/26
Clayton Road Rehabilitation SLK 0.00 to 6.30	4120167	RRG047	Road Construction	\$740,750.00	\$740,750.00	\$547,028.39	\$9,690.00	\$556,718.39	\$184,031.61	Completed	Completed.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/09/25	30/04/26
Narrogin Harrismith Road Rehabilitation SLK 28.40-30.20	4120167	RRG331	Road Construction	\$400,000.00	\$400,000.00	\$400,000.00	\$0.00	\$400,000.00	\$0.00	Completed	Completed.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	03/11/25	30/12/25
Narrogin Valley Road Construction SLK 6.30 to 8.30	4120165	IR212	Road Construction	\$358,365.00	\$358,365.00	\$308,815.18	\$0.00	\$308,815.18	\$49,549.82	Completed	Completed.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	31/05/26
Argus Street Widening	4120165	IR135	Road Construction	\$27,605.00	\$27,605.00	\$11,834.78	\$0.00	\$11,834.78	\$15,770.22	Completed	Completed.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	31/05/26
Clayton Road Reseal (LCRP)	4120164	LRC0251	Road Reseal	\$0.00	\$147,245.00	\$147,244.97	\$0.00	\$147,244.97	\$0.03	Completed	Work Schedule Variation request sent to Infrastructure 24/11/2025, requesting transfer of the LCRP funding of \$147,245 from Library Sewer Extension to Clayton Road reseal project. Budget Review Item to December OCM. Completed.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/11/25	31/12/25
Stormwater Diversion to Railway Dam	4120180	DR010	Other	\$10,000.00	\$10,000.00	\$5,642.88	\$0.00	\$5,642.88	\$4,357.12	Completed	Completed.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	03/11/25
Wagyn Wickupin Road Reseal SLK 0.00 to 2.50	4120166	RZR207	Road Reseal	\$91,350.00	\$91,350.00	\$57,743.41	\$13,097.38	\$71,722.79	\$19,627.21	Completed	All R2R reseals completed, \$16.5k under budget net across all projects as at 31/01/2026, but note there are some final costs to come through.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	27/02/26
Narrogin Harrismith Road Reseal, SLK 4.30 to 5.50	4120166	RZR331	Road Reseal	\$105,950.00	\$105,950.00	\$70,686.00	\$2,106.00	\$72,792.00	\$33,158.00	Completed	All R2R reseals completed, \$16.5k under budget net across all projects as at 31/01/2026, but note there are some final costs to come through.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	27/02/26
Congelin Road Reseal SLK 4.30 to 5.80	4120166	RZR202	Road Reseal	\$63,000.00	\$63,000.00	\$70,632.00	\$1,512.00	\$72,144.00	\$-9,144.00	Completed	All R2R reseals completed, \$16.5k under budget net across all projects as at 31/01/2026, but note there are some final costs to come through.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	27/02/26
Dowsell Road Reseal SLK 0.00 to 0.09	4120166	RZR098	Road Reseal	\$3,130.00	\$3,130.00	\$3,898.80	\$1,949.40	\$5,848.20	\$-2,718.20	Completed	All R2R reseals completed, \$16.5k under budget net across all projects as at 31/01/2026, but note there are some final costs to come through.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	27/02/26
Halo Street Reseal SLK 0.00 to 0.10	4120166	RZR083	Road Reseal	\$3,960.00	\$3,960.00	\$5,198.40	\$0.00	\$5,198.40	\$-1,238.40	Completed	All R2R reseals completed, \$16.5k under budget net across all projects as at 31/01/2026, but note there are some final costs to come through.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	27/02/26
Harbour Street Reseal SLK 0.00 to 0.05	4120166	RZR122	Road Reseal	\$3,930.00	\$3,930.00	\$2,960.20	\$0.00	\$2,960.20	\$969.80	Completed	All R2R reseals completed, \$16.5k under budget net across all projects as at 31/01/2026, but note there are some final costs to come through.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	27/02/26
Harris Street Reseal 0.00 to 0.16	4120166	RZR019	Road Reseal	\$7,395.00	\$7,395.00	\$8,165.82	\$1,537.86	\$9,703.68	\$-2,308.68	Completed	All R2R reseals completed, \$16.5k under budget net across all projects as at 31/01/2026, but note there are some final costs to come through.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	27/02/26
Hive Street Reseal SLK 0.0 to 0.15	4120166	RZR094	Road Reseal	\$4,015.00	\$4,015.00	\$7,905.90	\$0.00	\$7,905.90	\$-3,890.90	Completed	All R2R reseals completed, \$16.5k under budget net across all projects as at 31/01/2026, but note there are some final costs to come through.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	27/02/26
James Street Reseal SLK 0.0 to 0.17	4120166	RZR068	Road Reseal	\$8,415.00	\$8,415.00	\$10,122.44	\$924.16	\$11,046.60	\$-2,631.60	Completed	All R2R reseals completed, \$16.5k under budget net across all projects as at 31/01/2026, but note there are some final costs to come through.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	27/02/26
Lydsaker Way Reseal SLK 0.0 to 0.41	4120166	RZR128	Road Reseal	\$16,910.00	\$16,910.00	\$23,681.60	\$0.00	\$23,681.60	\$-6,771.60	Completed	All R2R reseals completed, \$16.5k under budget net across all projects as at 31/01/2026, but note there are some final costs to come through.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	27/02/26
Fairway Street Reseal SLK 0.39 to 0.72	4120166	RZR030	Road Reseal	\$16,335.00	\$16,335.00	\$23,826.00	\$0.00	\$23,826.00	\$-7,491.00	Completed	All R2R reseals completed, \$16.5k under budget net across all projects as at 31/01/2026, but note there are some final costs to come through.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	27/02/26
Furnival Street Reseal SLK 0.0 to 0.05	4120166	RZR010	Road Reseal	\$7,920.00	\$7,920.00	\$4,981.80	\$0.00	\$4,981.80	\$2,938.20	Completed	All R2R reseals completed, \$16.5k under budget net across all projects as at 31/01/2026, but note there are some final costs to come through.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	27/02/26
Fortune Street Reseal 0.30 to 0.53	4120166	RZR001	Road Reseal	\$17,705.00	\$17,705.00	\$21,660.00	\$0.00	\$21,660.00	\$-3,955.00	Completed	All R2R reseals completed, \$16.5k under budget net across all projects as at 31/01/2026, but note there are some final costs to come through.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	27/02/26
Cooramining Road Resheet SLK 2.80-12.20	4120166	RZR217	Road Resheet	\$198,875.00	\$198,875.00	\$279,355.68	\$1,874.68	\$281,230.36	\$-82,355.36	Completed	Completed.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	02/03/26	31/05/26
Conbine Road Resheet SLK 5.15 to 7.75	4120166	RZR220	Road Resheet	\$107,115.00	\$107,115.00	\$0.00	\$0.00	\$107,115.00	\$0.00	Completed	Completed.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	02/03/26	31/05/26
Narrakine Road South Resheet SLK 0.0 to 0.31	4120166	RZR221	Road Resheet	\$52,510.00	\$52,510.00	\$24,928.30	\$63.64	\$24,989.94	\$27,520.06	Completed	Completed.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	02/03/26	31/05/26
Pioneer Drive Dipline Construction	4120166	RZR162	Road Construction	\$165,745.00	\$165,745.00	\$0.00	\$0.00	\$0.00	\$165,745.00	No Longer Proceeding This Budget	Carry over to 2026/27.	Infrastructure Services	John Warburton	John Warburton	No Longer Proceeding This Budget	0%	02/03/26	28/02/27
Homer St (Grey to Butler) Footpath Construction	4120175	IF024	Footpath Construction	\$19,000.00	\$19,000.00	\$13,950.00	\$0.00	\$13,950.00	\$5,050.00	Completed	Completed.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	27/02/26
Police St (Oude to Johnson) Footpath Construction	4120175	IF011	Footpath Construction	\$27,000.00	\$27,000.00	\$22,550.00	\$0.00	\$22,550.00	\$4,450.00	Completed	Completed.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	30/04/26
Narrakine Rd (Clayton to Elliot) Footpath Construction	4120175	IF018	Footpath Construction	\$35,000.00	\$35,000.00	\$27,950.00	\$0.00	\$27,950.00	\$7,050.00	Completed	Completed.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	30/04/26

Project Title/Task	COA	Job	Category	Original Budget Adopted by Council	Current Budget varied by Council	Actual Exp / Income to 30/05/2026	Outstanding PO Exp to 31/05/2026 (calc column)	Total Committed Exp or Income Rec'd (calc column)	Budget Remaining (incl P/Os) (calc column)	Risk of NOT completing by 30/06 - H=Likely	Comments	Accountability	Responsible Exec	Responsible Officer	Status	% Complete	Start Date	Due Date
105 Grey St (Hemard to Homer) Footpath Construction	4120175	IF019	Footpath Construction	\$17,010.00	\$17,010.00	\$14,250.00	\$0.00	\$14,250.00	\$2,760.00	Completed	Completed.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	30/04/26
106 Railway Station Precinct Footpath	4120175	FP010	Footpath Construction	\$65,000.00	\$65,000.00	\$0.00	\$0.00	\$0.00	\$65,000.00	No Longer Proceeding This Budget	Carry over to 2026/27.	Corporate & Community Services	Ian Graham	Regina Razumovskaya	No Longer Proceeding This Budget	0%	01/09/25	31/03/27
108 Tamaronga Bridge (B51)	4120181	IB204	Bridge Construction	\$687,000.00	\$687,000.00	\$0.00	\$0.00	\$0.00	\$687,000.00	Completed	Completed.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	31/05/26
109 Hawesick St Bridge Replacement (to Culverts)	4120186	R2R025	Bridge Construction	\$295,000.00	\$295,000.00	\$274,170.28	\$4,309.91	\$278,561.19	\$16,438.81	Completed	Completed.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	01/06/26
110 Pioneer Drive Footbridge LED Lighting	4120175	IB9250	Bridge Construction	\$20,000.00	\$20,000.00	\$9,290.00	\$0.00	\$9,290.00	\$10,710.00	Completed	Completed.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	31/12/25
112 Wheel Loader	4120350	PA980	Vehicle Acquisition	\$380,000.00	\$380,000.00	\$327,000.00	\$0.00	\$327,000.00	\$53,000.00	Completed	Completed.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	31/10/25
113 Utility (Construction)	4120350	PA100	Vehicle Acquisition	\$35,000.00	\$35,000.00	\$33,441.09	\$0.00	\$33,441.09	\$1,558.91	Completed	Completed.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	02/10/25
114 Utility Building Mice	4120350	PA74	Vehicle Acquisition	\$45,000.00	\$45,000.00	\$39,880.45	\$318.18	\$40,198.63	\$4,801.37	Completed	PO issued October 2025	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	31/12/25
115 Trailer 6x4 (Works)	4120350	P52	Vehicle Acquisition	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	No Longer Proceeding This Budget	Not required FY25/26. All trailers at the depot have been inspected and are in good condition. Inspection identified no need for replacement at this time and will review whether this is required to be replaced next yrs program.	Infrastructure Services	John Warburton	John Warburton	No Longer Proceeding This Budget	0%	01/08/25	N/A
118 Construction of Caravan Park Accommodation Units	4130260	BC236	Building Construction/Misc	\$0.00	\$1,500,000.00	\$1,461,871.27	\$8,372.79	\$1,470,244.06	\$29,755.94	Completed	Completed.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	31/05/26
119 Fitout of Caravan Park Accommodation Units (IB)	4130260	FE047	Other	\$400,555.00	\$200,555.00	\$179,503.11	\$654.49	\$180,157.60	\$20,397.40	Completed	Reduced to \$200,555 so that \$200,000 for civils is allocated to grant sch 9	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	31/05/26
120 Ride on Mower (Caravan Park)	4130225	PS021	Vehicle Acquisition	\$10,000.00	\$10,000.00	\$11,448.01	\$0.00	\$11,448.01	\$1,448.01	Completed	Completed.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	31/05/26
122 Building Surveyor Vehicle	4130350	PA6	Vehicle Acquisition	\$30,000.00	\$30,000.00	\$36,509.27	\$0.00	\$36,509.27	\$6,509.27	Completed	Completed.	Planning & Sustainability	John Warburton	John Warburton	Complete	100%	01/08/25	31/10/25
124 45 Federal St Renovations	4130550	BC304	Building Construction/Misc	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	High	RFO out to identified trades	Planning & Sustainability	Adam Majid	Keith Ng	In Trouble	0%	01/08/25	20/06/26
125 Facade Refurbishment (Shire owned Buildings)	4130550	BC306	Building Construction/Misc	\$30,000.00	\$30,000.00	\$32,960.00	\$0.00	\$32,960.00	\$2,960.00	Completed	Completed.	Planning & Sustainability	Adam Majid	Keith Ng	Complete	100%	01/08/25	30/11/25
126 Good Shed Roof & Wall Restoration	4130550	BC278	Building Construction/Misc	\$50,000.00	\$75,000.00	\$78,062.46	\$650.00	\$78,712.46	\$3,712.46	Completed	Completed.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	31/12/25
127 Fuminal St Lots Residential Land Acquisition	4130260	LB031	Land	\$132,000.00	\$264,000.00	\$188,492.60	\$0.00	\$188,492.60	\$75,507.40	Completed	Completed.	Office of CEO	Michael Cole	Michael Cole	Complete	100%	01/08/25	31/05/26
128 21 Egmont St - Commercial Property Acquisition	4130260	BC308	Land	\$265,000.00	\$265,000.00	\$266,796.33	\$4,545.45	\$271,341.98	\$6,341.98	Completed	Completed slightly over Budget.	Office of CEO	Michael Cole	Michael Cole	Complete	100%	01/08/25	31/05/26
132 Renord of Shire Admin Building	4140560	BC260	Building Construction/Misc	\$140,000.00	\$140,000.00	\$81,518.25	\$62,157.75	\$163,676.00	\$23,676.00	Completed	Completed.	Planning & Sustainability	Adam Majid	Keith Ng	Complete	100%	01/08/25	31/05/26
134 Admin Office - repair cracks in walls	4140560	BC307	Building Construction/Misc	\$30,000.00	\$30,000.00	\$30,534.27	\$0.00	\$30,534.27	\$534.27	Low	In progress.	Planning & Sustainability	Adam Majid	Keith Ng	On Track	5%	01/08/25	30/06/26
133 Admin Office - shade structure	4140560	IO209	Building Construction/Misc	\$10,000.00	\$10,000.00	\$8,120.00	\$616.18	\$8,738.18	\$1,261.82	Completed	Completed.	Planning & Sustainability	Adam Majid	Keith Ng	Complete	100%	01/08/25	30/04/26
135 Replacement of PCL laptops	4140580	FE045	ITC Acquisition	\$15,000.00	\$15,000.00	\$8,799.95	\$2,900.00	\$11,699.95	\$3,300.05	Completed	Completed.	Corporate & Community Services	Ian Graham	Ian Graham	Complete	100%	01/08/25	31/03/26
136 Records Management Software	4140580	FE046	ITC Acquisition	\$30,000.00	\$30,000.00	\$18,662.50	\$2,958.86	\$21,641.36	\$8,358.64	Completed	RFO awarded to CouncilFirst. Implementation commenced Feb 2026, aiming for go live by 30 April 2026. Completed May 2026.	Corporate & Community Services	Ian Graham	Ian Graham	Complete	100%	01/08/25	31/05/26
137 CCTV Server Replacement	4140580	FE048	ITC Acquisition	\$0.00	\$14,000.00	\$14,359.93	\$0.00	\$14,359.93	\$359.93	Completed	Completed.	Corporate & Community Services	Ian Graham	Ian Graham	Complete	100%	31/03/26	30/06/26
138 GEO Vehicle Acquisition	4140585	PA12	Vehicle Acquisition	\$70,000.00	\$70,000.00	\$76,517.42	\$0.00	\$76,517.42	\$6,517.42	Completed	PO issued - delivery approx October. Like for like (Prado GLX) however over budget but expect trade to exceed budgeted income lessies. 15/1/26 - Vehicle received. 15/1/26 - slightly over Budget - additional revenue above budget from trade should offset.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	15/01/26
139 EMCCS Vehicle Acquisition	4140585	PA13	Vehicle Acquisition	\$55,000.00	\$55,000.00	\$50,909.00	\$0.00	\$50,909.00	\$4,091.00	Completed	Completed.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	31/07/25
140 EMS Vehicle Acquisition	4140585	PA15	Vehicle Acquisition	\$55,000.00	\$55,000.00	\$0.00	\$0.00	\$0.00	\$55,000.00	No Longer Proceeding This Budget	On hold pending review of vehicles. Carry over to 2026/27.	Infrastructure Services	John Warburton	John Warburton	No Longer Proceeding This Budget	0%	01/08/25	31/12/26
141 EMPS Vehicle Acquisition	4140585	PA16	Vehicle Acquisition	\$55,000.00	\$55,000.00	\$60,996.41	\$0.00	\$60,996.41	\$5,996.41	Completed	Completed slightly over Budget - additional revenue above budget from trade should offset.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	31/08/25
144 Trade - Replacement of Senior Ranger Utility	5050350		Vehicle Disposal	-\$30,000.00	-\$30,000.00	-\$49,090.91	\$0.00	-\$49,090.91	\$19,090.91	Completed	Completed. Net changeover as per budget.	Planning & Sustainability	Adam Majid	Adam Majid	Complete	100%	01/08/25	31/05/26
145 Trade - Replacement of CATS Vehicle	5080450		Vehicle Disposal	-\$20,000.00	-\$20,000.00	-\$20,909.09	\$0.00	-\$20,909.09	\$909.09	Completed	Completed.	Corporate & Community Services	Ian Graham	Ian Graham	Complete	100%	01/02/26	01/03/26
146 Trade - Replacement of Homecare Minibus	5080450		Vehicle Disposal	-\$35,000.00	-\$35,000.00	\$0.00	\$0.00	\$0.00	-\$35,000.00	No Longer Proceeding This Budget	On hold pending decision regarding future of Homecare and proposal for ongoing social support activities.	Corporate & Community Services	Ian Graham	Ian Graham	No Longer Proceeding This Budget	0%	01/02/26	N/A
147 Trade - Replacement of Parks Ride on Mower	5110350		Vehicle Disposal	-\$1,000.00	-\$1,000.00	-\$4,150.00	\$0.00	-\$4,150.00	\$3,150.00	Completed	Completed.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	31/05/26
148 Trade - Replacement Utility (Lift)	5110350		Vehicle Disposal	-\$20,000.00	-\$20,000.00	-\$21,818.18	\$0.00	-\$21,818.18	\$1,818.18	Completed	Completed.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	31/05/26
149 Trade - Replacement of Wheel Loader	5120350		Vehicle Disposal	-\$160,000.00	-\$160,000.00	-\$128,000.00	\$0.00	-\$128,000.00	\$32,000.00	Completed	Completed.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	30/04/26
150 Trade - Replacement of Utility (Big Mole)	5120350		Vehicle Disposal	-\$20,000.00	-\$20,000.00	-\$20,000.00	\$0.00	-\$20,000.00	\$0.00	Completed	Completed.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	30/01/26
151 Trade - Replacement Ride on Mower (Caravan Park)	5130250		Vehicle Disposal	-\$1,000.00	-\$1,000.00	-\$5,600.00	\$0.00	-\$5,600.00	\$4,600.00	Completed	Completed.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	31/05/26
152 Trade - Replacement Vehicle Building Surveyor	5130350		Vehicle Disposal	-\$15,000.00	-\$15,000.00	-\$17,272.73	\$0.00	-\$17,272.73	\$2,272.73	Completed	Completed.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	01/12/25
153 Trade - Replacement GEO Vehicle	5140550		Vehicle Disposal	-\$40,000.00	-\$40,000.00	-\$48,409.09	\$0.00	-\$48,409.09	\$8,409.09	Completed	Completed.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	31/03/26
154 Trade - Replacement EMCCS Vehicle	5140550		Vehicle Disposal	-\$25,000.00	-\$25,000.00	-\$40,000.00	\$0.00	-\$40,000.00	\$15,000.00	Completed	Completed.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	31/05/26
155 Trade - Replacement EMS Vehicle	5140550		Vehicle Disposal	-\$35,000.00	-\$35,000.00	\$0.00	\$0.00	\$0.00	-\$35,000.00	No Longer Proceeding This Budget	On hold pending review of vehicles. Carry over to 2026/27.	Infrastructure Services	John Warburton	John Warburton	No Longer Proceeding This Budget	0%	01/08/25	31/12/26
156 Trade - Replacement EMPS Vehicle	5140550		Vehicle Disposal	-\$35,000.00	-\$35,000.00	-\$40,000.00	\$0.00	-\$40,000.00	\$5,000.00	Completed	Completed, additional revenue offsets CAPEX.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	31/05/26
159 Rod Munnis Bypass P50 Report	2140239		DOPEX	\$59,805.00	\$59,805.00	\$175.00	\$9,421.00	\$9,596.00	\$50,209.00	Low	Nb: the Budget listed (PWO Consultancy) is not all for Rod Munnis P50 Project	Infrastructure Services	John Warburton	John Warburton	On Track	50%	01/08/25	31/05/26
160 NDVC Monopoly Board Game Project	2130214	MONOB01	DOPEX	\$0.00	\$100,000.00	\$15,850.24	\$71,001.81	\$86,852.05	\$13,147.95	Low	In progress. Carry over balance to 2026/27.	Corporate & Community Services	Ian Graham	Regina Razumovskaya	On Track	50%	01/09/25	31/12/26
162																		
163																		
164																		
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167																		
168																		

10.3.2 SCHEDULE OF ACCOUNTS PAID – MAY 2026

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	15 May 2026
Author	Lucille Munnik – Manager Corporate Services
Authorising Officer	Ian Graham – Executive Manager Corporate & Community Services
Attachments	1. Schedule of Accounts Paid – May 2026

Summary

Council is requested to note the payments as presented in the Schedule of Accounts Paid for May 2026.

Background

Pursuant to *Local Government Act 1995*, Section 6.8 (2)(b), where expenditure has been incurred by a local government, it is to be reported to the next Ordinary Meeting of Council.

Consultation

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

Elected Members are encouraged to direct any queries regarding specific items within the Schedule of Accounts Paid to the Executive Manager Corporate & Community Services via email prior to the meeting. This approach allows sufficient time for thorough research and ensures that comprehensive responses can be provided to all Elected Members ahead of the meeting, facilitating informed discussion and decision-making.

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.
- *Climate Change – There are no significant identifiable climate change impacts arising from the adoption of the officer's recommendation.*

Financial Implications

All expenditure has been approved via adoption of the 2025/2026 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 – May 2026 is presented to Council for notation. Below is a summary of activity.

May 2026 Payments		
Payment Type	\$	%
Cheque	\$903.65	0%
EFT (incl Payroll)	\$1,018,981.27	51%
Direct Debit	\$566,282.07	29%
Credit Card	\$0.00	0%
Payroll	\$392,559.16	20%
Total Payments	\$1,978,726.15	100%

Regional Payments	\$	%
Non Local/Statutory	\$1,319,731.86	67%
Local Suppliers	\$266,435.13	13%
Payroll	\$392,559.16	20%
Total	\$1,978,726.15	100%

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION 240626.07

Moved: Cr Broad

Seconded: Cr McNab

That with respect to the Schedule of Accounts Paid for May 2026, Council note the Report as presented.

Carried by Simple Majority 6/0

For: President Ballard, Cr Broad, Cr Bartron, Cr Pomykala, Cr Fisher, Cr McNab

Against: Nil

	Chq/EFT	Date	Name	Description	Payment Amount	Invoice Amount	Type
1	786	20/05/2026	Shire Of Narrogin - Petty Cash-admin		\$903.65		L
2	HC APR2026	30/04/2026	Shire Of Narrogin - Petty Cash-admin	Homecare Petty Cash Dec 2025 - Apr 2026		\$705.65	
3	CATS APR2026	30/04/2026	Shire Of Narrogin - Petty Cash-admin	CATS Driver Meals - Apr 2026		\$198.00	
4	EFT27842	05/05/2026	Direct Energy Australia		\$128,011.08		
5	INV 20151073	29/04/2026	Direct Energy Australia	Progress Claim 002 - NRLC Energy Efficiency Project		\$128,011.08	
6	EFT27843	05/05/2026	Edwards Isuzu Ute		\$13,163.50		L
7	T 8276	24/04/2026	Edwards Isuzu Ute	Utility (Turf Curator Parks) - Purchase one new Isuzu Dmax		\$37,163.50	
8	T 8276	24/04/2026	Edwards Isuzu Ute	Utility (Turf Curator Parks) - Trade existing vehicle		-\$24,000.00	
9	EFT27844	08/05/2026	AFGRi Equipment Australia		\$228.35		
10	3081962	02/04/2026	AFGRi Equipment Australia	NGN390 2004 John Deere Tractor - Service filter, oil and fuel		\$228.35	
11	EFT27845	08/05/2026	Advanced Display Systems		\$2,945.69		
12	I 5359	29/04/2026	Advanced Display Systems	DCVC - Outdoor notice board		\$2,945.69	
13	EFT27846	08/05/2026	Allans Bobcat and Truck Hire		\$2,420.00		L
14	00001817	25/02/2026	Allans Bobcat and Truck Hire	Cemetery Grave Digging - 1x Grave Dig		\$484.00	
15	00001817A	25/02/2026	Allans Bobcat and Truck Hire	Cemetery Grave Digging - 1x Grave Dig		\$484.00	
16	00001817B	25/02/2026	Allans Bobcat and Truck Hire	Cemetery Grave Digging - 1x Grave Dig		\$484.00	
17	00001817C	25/02/2026	Allans Bobcat and Truck Hire	Cemetery Grave Digging - 1x Grave Dig		\$484.00	
18	00001817D	25/02/2026	Allans Bobcat and Truck Hire	Cemetery Grave Digging - 1x Grave Dig		\$484.00	
19	EFT27847	08/05/2026	Belinda Knight		\$5,720.00		
20	BK258	30/04/2026	Belinda Knight	Provision of Financial Services - Apr 2026		\$5,720.00	
21	EFT27848	08/05/2026	Caterina Ranieri		\$107.90		L
22	09042026	09/04/2026	Caterina Ranieri	NRLC - Reimburse for bottom lid assembly for pool vacuum		\$107.90	
23	EFT27849	08/05/2026	Coca Cola Euro Pacific		\$1,153.68		
24	0239104551	15/04/2026	Coca Cola Euro Pacific	NRLC - Kiosk Stock		\$1,153.68	
25	EFT27850	08/05/2026	Dewfields Consulting		\$18,300.00		
26	DC Q 009	14/04/2026	Dewfields Consulting	Compliance review and site assessments - Evidence and Risk Tip Maintenance - Implementation Framework		\$18,300.00	
27	EFT27851	08/05/2026	Felix Metcalf		\$87.00		L
28	16042026	16/04/2026	Felix Metcalf	LIB - Reimbursement for WWC		\$87.00	
29	EFT27852	08/05/2026	Fleet Commercial Gymnasiums Pty Ltd		\$1,644.50		
30	85640	23/04/2026	Fleet Commercial Gymnasiums Pty Ltd	NRLC - Gym Equipment - 30 set bar rack		\$1,644.50	
31	EFT27853	08/05/2026	Great Southern Fuel Supplies		\$274.56		
32	19023688	30/04/2026	Great Southern Fuel Supplies	Road Maintenance General Expenses - 40L kerosene for emulsion clean up		\$274.56	
33	EFT27854	08/05/2026	Great Southern Window Cleaning Services		\$2,000.00		
34	043	30/04/2026	Great Southern Window Cleaning Services	NRLC - Full centre window cleaning - Apr 2026		\$2,000.00	
35	EFT27855	08/05/2026	Hersey's Safety		\$1,108.03		
36	INV 5211	22/04/2026	Hersey's Safety	Lydeker Depot Building Maintenance - PPE Restock - Apr 2026		\$1,108.03	
37	EFT27856	08/05/2026	Initial Hygiene (Cannon)		\$683.08		
38	98522624	14/04/2026	Initial Hygiene (Cannon)	Sanitary and Nappy Bin Service - 29/05/2026 - 28/08/2026		\$683.08	
39	EFT27857	08/05/2026	Integrated ICT		\$253.61		
40	42817	30/04/2026	Integrated ICT	Admin IT - Exclaimer Signature Cloud - Service period - Apr 2026		\$253.61	
41	EFT27858	08/05/2026	JH Computer Services		\$20,539.20		
42	007816 D01	30/04/2026	JH Computer Services	Microsoft Office - Mar 2026		\$2,636.70	
43	007815 D01	30/04/2026	JH Computer Services	IT Contract - May 2026		\$17,902.50	
44	EFT27859	08/05/2026	Kirby Freight		\$594.00		L
45	00010643	30/04/2026	Kirby Freight	LIB - Collection of furniture from Vincent Public Library		\$594.00	
46	EFT27860	08/05/2026	MCG Fire Services		\$499.13		
47	INV 5555	21/04/2026	MCG Fire Services	NRLC Monthly EVAC panel fault inspections		\$499.13	
48	EFT27861	08/05/2026	Makit Narrogin Hardware		\$3,477.30		L
49	117116	31/03/2026	Makit Narrogin Hardware	Various Departments - Goods		\$638.80	
50	117124	02/04/2026	Makit Narrogin Hardware	Site Development - Caravan Park Units - Goods		\$442.30	
51	117133	10/04/2026	Makit Narrogin Hardware	Site Development - Caravan Park Units - Goods		\$180.00	
52	117147	14/04/2026	Makit Narrogin Hardware	Havelock Street - Goods, Admin Office Building - Goods, Havelock Street - Goods, Signs & Traffic Control - Goods, Havelock Street - Goods		\$698.60	
53	117150	15/04/2026	Makit Narrogin Hardware	Site Development - Caravan Park Units - Goods		\$1,365.60	
54	117161	23/04/2026	Makit Narrogin Hardware	Various Departments - Goods		\$152.00	
55	EFT27862	08/05/2026	McArthur (WA) Pty Ltd		\$9,972.49		
56	WA32	01/05/2026	McArthur (WA) Pty Ltd	Admin - CEO Recruitment		\$9,972.49	
57	EFT27863	08/05/2026	Melchiorre Plumbing & Gas		\$37,680.00		L
58	6733MPG	10/04/2026	Melchiorre Plumbing & Gas	Site Development - Caravan Park Units - Provide site assessment and new pumps for caravan park water supply		\$37,680.00	
59	EFT27864	08/05/2026	Metal Artwork Badges		\$15.95		
60	38027	14/04/2026	Metal Artwork Badges	Admin - Name Badges		\$15.95	
61	EFT27865	08/05/2026	Moore Australia		\$7,645.00		
62	5045	04/03/2026	Moore Australia	WA Local Government Annual Budget Workshop		\$1,485.00	
63	5192	30/04/2026	Moore Australia	Annual Financials, Tax Council Member, ETP and GST Workshops		\$6,160.00	
64	EFT27866	08/05/2026	Murray John Fisher		\$6,348.68		L
65	A340186	07/05/2026	Murray John Fisher	Rates refund for assessment A340186		\$6,348.68	
66	EFT27867	08/05/2026	My Diffability Australia Pty Ltd		\$195.80		
67	84454	28/04/2026	My Diffability Australia Pty Ltd	OTHCUL - Noise cancelling earmuff/headphones		\$195.80	
68	EFT27868	08/05/2026	Narrogin & Districts Plumbing Service		\$808.50		L
69	INV 2831	26/04/2026	Narrogin & Districts Plumbing Service	Lions Park Toilet - Cistern blockage - Labour, Lions Park Toilet - Materials		\$154.00	
70	INV 2835	26/04/2026	Narrogin & Districts Plumbing Service	48A Grant Street - Plumbing works		\$654.50	
71	EFT27869	08/05/2026	Narrogin Auto Electrics		\$530.82		L
72	2719445	04/04/2026	Narrogin Auto Electrics	NO3 2020 Nissan UD tip truck - Repairs - Anderson plug - Labour NO3 2020 Nissan UD tip truck - Materials		\$184.75	
73	271946	15/04/2026	Narrogin Auto Electrics	NO15064 Emergency Trailer - Battery		\$346.07	
74	EFT27870	08/05/2026	Narrogin Fruit Market		\$2,397.10		L
75	169751	06/04/2026	Narrogin Fruit Market	Catering - MBS 08/04/2026		\$479.40	
76	174150	20/04/2026	Narrogin Fruit Market	Catering - Council Meeting - 20/04/2026		\$420.00	
77	177218	29/04/2026	Narrogin Fruit Market	ADMIN - Groceries		\$6.25	
78	177045	29/04/2026	Narrogin Fruit Market	Catering - Hazard Reduction Burning training 21-23 Apr 2026		\$837.15	
79	177667	01/05/2026	Narrogin Fruit Market	Members - Farewell function for CEO		\$500.95	
80	177670	01/05/2026	Narrogin Fruit Market	Members - CEO Farewell Morning Tea		\$153.35	
81	EFT27871	08/05/2026	Narrogin Gasworx		\$11,452.50		L
82	97933	30/04/2026	Narrogin Gasworx	CHCP - Lift chair, shower chair and toilet surround CHCP - Tape - Anti slip		\$4,492.50	
83	97934	30/04/2026	Narrogin Gasworx	CHCP - Shop rider and accessories		\$6,960.00	

84	EFT27872	08/05/2026	Narrogin Meals On Wheels		\$582.00		L
85	APR 2026	01/05/2026	Narrogin Meals On Wheels	Meals on Wheels Delivery - Apr 26		\$582.00	
86	EFT27873	08/05/2026	Narrogin Newpower Newsagency		\$238.27		L
87	SN00 1363 3004 2026	30/04/2026	Narrogin Newpower Newsagency	Newspaper and stationery order - Apr 2026		\$18.50	
88	SN00 1564 3004 2026	30/04/2026	Narrogin Newpower Newsagency	Newspaper - Mar - Apr 2026		\$93.30	
89	SN00 1606 3004 2026	30/04/2026	Narrogin Newpower Newsagency	Newspapers Library - Apr 2026		\$126.47	
90	EFT27874	08/05/2026	Narrogin Packaging		\$325.30		L
91	00100919	14/04/2026	Narrogin Packaging	NRLC - Urinal pads 1box		\$75.00	
92	00101122	15/04/2026	Narrogin Packaging	Havelock Street - Renewal - Concrete vibrator		\$90.00	
93	00101121	21/04/2026	Narrogin Packaging	Havelock Street - Renewal - Concrete vibrator		\$90.00	
94	00101150	28/04/2026	Narrogin Packaging	CBD Parks - Maintenance - 25mm PVC cap		\$4.80	
95	00101167	29/04/2026	Narrogin Packaging	Thomas Hogg Oval Maintenance - Christys ultra seal		\$65.50	
96	EFT27875	08/05/2026	Narrogin Toyota		\$462.83		L
97	PI23073503	24/04/2026	Narrogin Toyota	1NO 2024 Toyota Hilux 4x4 2.8L - Service filters, air, oil & fuel		\$206.21	
98	PI23073584	30/04/2026	Narrogin Toyota	1NO 2024 Toyota Hilux - Service filter, oil, air and fuel		\$256.62	
99	EFT27876	08/05/2026	Narrogin Tyrepower		\$1,794.00		L
100	116545	09/04/2026	Narrogin Tyrepower	NO592 2021 Isuzu D-Max 4X4 - Puncture repair		\$50.00	
101	116580	13/04/2026	Narrogin Tyrepower	1NO 2024 Toyota Hilux 4x4 - 4 new tyres and wheel alignment		\$1,744.00	
102	EFT27877	08/05/2026	Paul Gibson		\$1,098.25		L
103	13042026	13/04/2026	Paul Gibson	CESM - Relocation expenses and Pre employment medical		\$1,098.25	
104	EFT27878	08/05/2026	Perfect Gym Solutions		\$907.50		
105	INV270007255	01/05/2026	Perfect Gym Solutions	NRLC Perfect Gym package - May 2026		\$907.50	
106	EFT27879	08/05/2026	Power Network		\$151.80		
107	INVOICE PNX25438	04/05/2026	Power Network	Telephone greeting message changes - May 2026		\$151.80	
108	EFT27880	08/05/2026	St John Ambulance Western Australia Ltd		\$792.00		
109	FAINV01398858	15/04/2026	St John Ambulance Western Australia Ltd	Country Event Standby - Flourish Youth Fest		\$792.00	
110	EFT27881	08/05/2026	Team Global Express Pty Ltd		\$43.11		
111	0711 1740710	12/04/2026	Team Global Express Pty Ltd	Freight - Pathwest		\$43.11	
112	EFT27882	08/05/2026	Telair Pty Ltd		\$1,693.10		
113	TA10781 082	30/04/2026	Telair Pty Ltd	Various Departments - Phone charges - Apr 2026		\$1,693.10	
114	EFT27883	08/05/2026	The Royal Life Saving Society Australia		\$693.00		
115	RLSSWA INV5025	13/03/2026	The Royal Life Saving Society Australia	NRLC - Accommodation for Aquatic Audit		\$693.00	
116	EFT27884	08/05/2026	WA Roofing & Maintenance Pty Ltd		\$44,000.00		
117	INV3784	30/04/2026	WA Roofing & Maintenance Pty Ltd	Re-roof tiles on Shire administration building - progress invoice		\$44,000.00	
118	EFT27885	21/05/2026	AG & MF Borthwick		\$1,098.07		L
119	A340349	14/05/2026	AG & MF Borthwick	Rates refund for assessment A340349		\$1,098.07	
120	EFT27886	21/05/2026	Adam Majid		\$346.72		L
121	19052026	19/05/2026	Adam Majid	Reimbursement of electricity costs - 10/02/2026 - 22/03/2026		\$346.72	
122	EFT27887	21/05/2026	Australian Therapy & Sensory Shop P/L		\$175.00		
123	8390	06/05/2026	Australian Therapy & Sensory Shop P/L	OTHCU - Wobble boards		\$175.00	
124	EFT27888	21/05/2026	BCE Surveying		\$12,551.00		
125	00016499	30/04/2026	BCE Surveying	Housing Project - Felspar St - Perform survey and peg boundary - Install two RL pegs for drainage realignment		\$5,665.00	
126	00016508	30/04/2026	BCE Surveying	Housing Project - 95 Lock Street - Subdivision design and preparation of WAPC application, Housing Project - 49 Clayton Road - Subdivision design and preparation of WAPC application, Housing Project - 31 Ensign Street - Subdivision design and preparation of WAPC application		\$6,886.00	
127	EFT27889	21/05/2026	BKS Electrical Pty Ltd		\$1,914.00		L
128	5322	09/05/2026	BKS Electrical Pty Ltd	Mackie Park Public Toilets - Inspect and fix Mackie park lights, Highbury Public Toilets - Lights repairs and liquid waste removal		\$1,914.00	
129	EFT27890	21/05/2026	Bladon WA		\$467.50		
130	BWAL64910	07/05/2026	Bladon WA	LIB - Branded crayons		\$467.50	
131	EFT27891	21/05/2026	Coca Cola Euro Pacific		\$739.82		
132	0239157536	22/04/2026	Coca Cola Euro Pacific	NRLC - Kiosk Stock NRLC - Kiosk Stock GST Free		\$739.82	
133	EFT27892	21/05/2026	Department of Local Government, Industry Regulation and Safety		\$1,001.61		
134	T13	20/05/2026	Department of Local Government, Industry Regulation and Safety	App # NGN2526042 App # NGN2526043 App # NGN2526044 App # NGN2526046		\$1,001.61	
135	EFT27893	21/05/2026	Derbahl		\$380.00		L
136	00002499	05/05/2026	Derbahl	Cemetery Maintenance - Pump out septic tank		\$380.00	
137	EFT27894	21/05/2026	Dewfields Consulting		\$1,300.00		
138	DC-Q 11	11/05/2026	Dewfields Consulting	Environmental Health Support - 13hrs		\$1,300.00	
139	EFT27895	21/05/2026	Divine You Inc		\$2,500.00		L
140	20052026	20/05/2026	Divine You Inc	Community Chest - Round 2 - 2025/2026 Food Festival		\$2,500.00	
141	EFT27896	21/05/2026	Dormakaba Australia PTY LTD		\$264.00		
142	35WA1452906	25/04/2026	Dormakaba Australia PTY LTD	NRLC - Automatic Door Service - April 2026		\$264.00	
143	EFT27897	21/05/2026	Earl Street Physiotherapy		\$280.00		L
144	0059603	04/05/2026	Earl Street Physiotherapy	CHCP - Standard Physio Consultation		\$90.00	
145	0059793	11/05/2026	Earl Street Physiotherapy	CHCP - Standard Physio Consultation		\$90.00	
146	0059812	11/05/2026	Earl Street Physiotherapy	CHCP - Move your body program		\$10.00	
147	0059986	18/05/2026	Earl Street Physiotherapy	CHCP - Standard Physio Consultation		\$90.00	
148	EFT27898	21/05/2026	Easifleet		\$11,711.52		
149	DECEMBER 2025	14/01/2026	Easifleet	ITC Salary Sacrifice - 14/01/2026		\$58.87	
150	JANUARY 2026	09/02/2026	Easifleet	ITC Salary Sacrifice - 09/02/2026		\$178.12	
151	FEBRUARY 2026	18/03/2026	Easifleet	ITC Salary Sacrifice - 18/03/2026		\$104.42	
152	MARCH 2026	08/04/2026	Easifleet	ITC Salary Sacrifice - 08/04/2026		\$225.38	
153	08042026	08/04/2026	Easifleet	Novated leases - 08/04/2026		\$4,214.91	
154	22042026	22/04/2026	Easifleet	Novated leases - 22/04/2026		\$3,214.91	
155	06052026	06/05/2026	Easifleet	Novated leases - 06/05/2026		\$3,714.91	
156	EFT27899	21/05/2026	Elgas		\$8,420.98		
157	0361095425	04/05/2026	Elgas	NRLC - Gas supplied 6,400L		\$8,420.98	
158	EFT27900	21/05/2026	Elite Global Supply Pty Ltd		\$880.00		
159	INV 0500	17/03/2026	Elite Global Supply Pty Ltd	NRLC - Chemical addition to pool heating loop		\$880.00	
160	EFT27901	21/05/2026	Exteria		\$19,459.00		
161	SI2001309	30/04/2026	Exteria	Caravan Park Units - Supply and deliver 2 Omni Single Electric BBQ's		\$19,459.00	
162	EFT27902	21/05/2026	Fagan Motors Pty Ltd		\$1,084.01		
163	839200	18/05/2026	Fagan Motors Pty Ltd	002NGN Mitsubishi Eclipse - 30,000km service, wheel balance and alignment, investigate grinding noise		\$1,084.01	
164	EFT27903	21/05/2026	Farmers Centre Narrogin Pty Ltd		\$2,653.46		L
165	311478 00	13/04/2026	Farmers Centre Narrogin Pty Ltd	NO5199 2019 JCB 5CX Backhoe loader - Investigate and fix leaks		\$2,440.53	
166	99911	20/04/2026	Farmers Centre Narrogin Pty Ltd	NO5199 2019 JCB 5CX Backhoe loader - Hydraulic hose plus fittings		\$212.93	

167	EFT27904	21/05/2026	Free Aviary		\$550.00		
168	40	10/04/2026	Free Aviary	Free Aviary - Flourish Youth Fest Band		\$550.00	
169	EFT27905	21/05/2026	GJ & SE Kulker Painting Contractors		\$1,650.00		L
170	INV 0073	05/05/2026	GJ & SE Kulker Painting Contractors	48A Grant Street - Door and veranda repairs		\$1,650.00	
171	EFT27906	21/05/2026	Goodyear Autocare Narrogin		\$765.00		L
172	108058	20/04/2026	Goodyear Autocare Narrogin	NO4719 2019 John Deere 620G Grader - Major tyre repair, strip and fitting o-ring seal NO1 2018 Nissan UD tip truck - Fitting tyres and disposal x2		\$765.00	
173	EFT27907	21/05/2026	Great Southern Electrical Services		\$60,500.00		
174	INV 00018027	14/05/2026	Great Southern Electrical Services	Caravan Park Units - Western Power consumer mains connection, install new pits for main switchboard, generator hire and labour		\$60,500.00	
175	EFT27908	21/05/2026	Great Southern Fuel Supplies		\$28,816.20		
176	APR2026	30/04/2026	Great Southern Fuel Supplies	Fuel Card Purchases - Apr 2026		\$8,387.98	
177	D2254809	04/05/2026	Great Southern Fuel Supplies	STOCK - Unleaded 200L		\$367.55	
178	D2254810	04/05/2026	Great Southern Fuel Supplies	STOCK - Diesel 9,000L		\$20,060.67	
179	EFT27909	21/05/2026	Great Southern Towing		\$88.00		
180	GST1067	01/05/2026	Great Southern Towing	OLOPS - Towing of abandoned Ford - Ensign St.		\$88.00	
181	EFT27910	21/05/2026	Halsall & Associates Pty Ltd		\$770.00		
182	14658	05/05/2026	Halsall & Associates Pty Ltd	Narrogin Townsite - Residential upcoding - Local planning scheme amendment		\$770.00	
183	EFT27911	21/05/2026	Hancocks Home Hardware		\$19.95		L
184	10049973	29/04/2026	Hancocks Home Hardware	NRLC - Jerry can		\$19.95	
185	EFT27912	21/05/2026	Hersey's Safety		\$1,661.08		
186	INV 4837	02/12/2025	Hersey's Safety	Protective Clothing - Gloves, sunscreen, white spray and mark		\$831.83	
187	INV 5004	11/02/2026	Hersey's Safety	PPE - Work in Progress - Restock PPE Cupboard		\$829.25	
188	EFT27913	21/05/2026	J & D Rural Fencing		\$832.70		L
189	INV 0314	12/05/2026	J & D Rural Fencing	Bannister Road - Supply and install fencing		\$832.70	
190	EFT27914	21/05/2026	Kylie Hempseil		\$663.45		L
191	20032026	20/03/2026	Kylie Hempseil	NRLC - LesMills , St John and The Jungle Body reimbursements		\$663.45	
192	EFT27915	21/05/2026	Liquor Barons Narrogin		\$236.94		L
193	00067625	29/04/2026	Liquor Barons Narrogin	Members - Refreshment - Farewell 29/04/2026		\$236.94	
194	EFT27916	21/05/2026	Lite n' Easy		\$995.67		
195	8555239	05/05/2026	Lite n' Easy	CHCP - Lite n Easy		\$248.77	
196	8521886	12/05/2026	Lite n' Easy	CHCP - Lite n Easy		\$167.40	
197	8558029	12/05/2026	Lite n' Easy	CHSP - Lite n Easy - Jessie House Meals		\$579.50	
198	EFT27917	21/05/2026	McLeods Lawyers		\$2,737.36		
199	151177	29/04/2026	McLeods Lawyers	Consultant Deed - NRLC Energy Efficiency Project		\$2,737.36	
200	EFT27918	21/05/2026	Melchiorre Plumbing & Gas		\$5,111.66		L
201	7010MPG	20/04/2026	Melchiorre Plumbing & Gas	Standpipe Maintenance/Operations - RPZ testing & reports to Water Corp		\$3,850.00	
202	7016MPG	21/04/2026	Melchiorre Plumbing & Gas	Highbury Toilet Maintenance - Attended site to replace the faulty pump		\$1,066.16	
203	7035MPG	28/04/2026	Melchiorre Plumbing & Gas	Caravan Park - Replace tap & test Bay 16		\$195.50	
204	EFT27919	21/05/2026	Michael Cole		\$64.90		L
205	15052026	15/05/2026	Michael Cole	CEO - Police Clearance		\$64.90	
206	EFT27920	21/05/2026	Ming Zhuo		\$1,034.07		L
207	A206300	15/05/2026	Ming Zhuo	Rates refund for assessment A206300		\$1,034.07	
208	EFT27921	21/05/2026	Narrogin & Districts Netball Association		\$624.00		L
209	TS	15/05/2026	Narrogin & Districts Netball Association	Narrogin & Districts Netball Assoc. BOND		\$624.00	
210	EFT27922	21/05/2026	Narrogin Bearing Service		\$28.85		L
211	IN238807	04/05/2026	Narrogin Bearing Service	NO2 2009 Nissan UD tip truck - 6mm tube union		\$28.85	
212	EFT27923	21/05/2026	Narrogin Cabinet Makers		\$4,895.00		L
213	00004014	08/05/2026	Narrogin Cabinet Makers	Caravan Park Units - Linen shelving units x8		\$4,895.00	
214	EFT27924	21/05/2026	Narrogin Chamber of Commerce		\$2,000.00		L
215	INV 0568	07/05/2026	Narrogin Chamber of Commerce	Gift vouchers - \$10 x100		\$1,000.00	
216	INV 0569	07/05/2026	Narrogin Chamber of Commerce	Gift vouchers \$50 x 20		\$1,000.00	
217	EFT27925	21/05/2026	Narrogin Earthmoving & Concrete Pty Ltd		\$126,948.42		L
218	IV00000004105	28/04/2026	Narrogin Earthmoving & Concrete Pty Ltd	Cemetery Grave Digging - 25t yellow sand for grave backfill		\$1,060.29	
219	IV00000004124	28/04/2026	Narrogin Earthmoving & Concrete Pty Ltd	Havelock Street - Renewal - Concrete for culvert		\$1,808.13	
220	IV00000004153	30/04/2026	Narrogin Earthmoving & Concrete Pty Ltd	Footpath Construction Homer St, Falcon St, Narrakine Rd, Grey St.		\$86,570.00	
221	IV00000004154	05/05/2026	Narrogin Earthmoving & Concrete Pty Ltd	Clayton Road - Renewal - Push 20,000m3 of gravel		\$37,510.00	
222	EFT27926	21/05/2026	Narrogin Fruit Market		\$384.22		L
223	181690	11/05/2026	Narrogin Fruit Market	ADMIN - Groceries		\$64.62	
224	182925	15/05/2026	Narrogin Fruit Market	MBS Dinner - 13/05/2026		\$319.60	
225	EFT27927	21/05/2026	Narrogin Gasworx		\$803.45		L
226	98074	04/05/2026	Narrogin Gasworx	CHSP - Walker, shower mat and jar opener		\$458.45	
227	98251	08/05/2026	Narrogin Gasworx	CHCP - Grab rail x3		\$345.00	
228	EFT27928	21/05/2026	Narrogin Glass & Quick Fit Windscreens		\$99.00		L
229	00066338	20/04/2026	Narrogin Glass & Quick Fit Windscreens	NO4719 2019 John Deere 620G Grader - 1x rear view mirror NO5199 2019 JCB 5CX Backhoe loader - 2x rear view mirrors		\$99.00	
230	EFT27929	21/05/2026	Narrogin McIntosh & Sons		\$41.18		L
231	P15 5345	29/04/2026	Narrogin McIntosh & Sons	CHSP - Cutter head assembly		\$41.18	
232	EFT27930	21/05/2026	Narrogin Packaging		\$2,309.99		L
233	00101146	16/04/2026	Narrogin Packaging	CBD Parks - General purchases		\$105.00	
234	0010106	24/04/2026	Narrogin Packaging	Library - Interleave towels		\$85.50	
235	00101130	28/04/2026	Narrogin Packaging	ANZAC day morning service - Chair hire		\$800.00	
236	00101265	01/05/2026	Narrogin Packaging	Mackie Park Toilets - Cleaning Goods		\$41.50	
237	00101292	04/05/2026	Narrogin Packaging	Caravan Park - Cleaning goods		\$571.14	
238	00101302	06/05/2026	Narrogin Packaging	Caravan Park - General purchases		\$227.85	
239	00101357	06/05/2026	Narrogin Packaging	Caravan Park - Floor ashtrays x8		\$348.00	
240	00101420	11/05/2026	Narrogin Packaging	CHCP - Toilet rolls and gloves, CHSP - Toilet rolls and gloves		\$131.00	
241	EFT27931	21/05/2026	Narrogin Podiatry		\$165.00		L
242	0030707	05/05/2026	Narrogin Podiatry	CHCP - Standard Podiatry Consultation		\$82.50	
243	0030737	05/05/2026	Narrogin Podiatry	CHCP - Standard Podiatry Consultation		\$82.50	
244	EFT27932	21/05/2026	Narrogin Toyota		\$1,314.60		L
245	JC24051702	04/05/2026	Narrogin Toyota	009NGN Toyota Corolla - 45,000km service		\$250.00	
246	JC24051699	04/05/2026	Narrogin Toyota	990NGBN Toyota Coaster - 30,000km service		\$485.00	
247	JC24051714	05/05/2026	Narrogin Toyota	NO5504 - Toyota Hilux SR 4x4 - 10,000km service		\$305.00	
248	JC24051715	05/05/2026	Narrogin Toyota	NGN10179 2018 Toyota HiAce - 130,000km service		\$274.60	
249	EFT27933	21/05/2026	Narrogin Tyrepower		\$828.00		L
250	116582	15/04/2026	Narrogin Tyrepower	NO2260 1994 Three Axle Dog Trailer - Supply and fit double coin 18 ply tire and road king demountable rim plus disposal		\$828.00	

251	EFT27934	21/05/2026	Narrogin Valley Stockfeed		\$374.00			L
252	NVS192701	01/05/2026	Narrogin Valley Stockfeed	Dog Pound Consumables x5 - May 2026			\$239.00	
253	NVS193326	08/05/2026	Narrogin Valley Stockfeed	Dog Pound Consumables x3 - May 2026			\$135.00	
254	EFT27935	21/05/2026	Officeworks Ltd		\$768.14			
255	629091764	21/04/2026	Officeworks Ltd	Admin - Sit /stand desk			\$408.95	
256	629088105	21/04/2026	Officeworks Ltd	NRLC - Frames and Paper			\$359.19	
257	EFT27936	21/05/2026	Public Transport Authority		\$338.28			
258	T2	30/04/2026	Public Transport Authority	TICKET SALES - APR 2026			\$496.60	
259	20260430	30/04/2026	Public Transport Authority	TRANS WA Commission - Apr 2026			-\$158.32	
260	EFT27937	21/05/2026	R Munns Engineering Consulting Services		\$1,452.00			L
261	903	30/04/2026	R Munns Engineering Consulting Services	Havelock Street - Renewal - Hours for Senior Engineer - 12hrs			\$1,452.00	
262	EFT27938	21/05/2026	Raymond Joseph Pettit		\$191.28			L
263	T5	20/05/2026	Raymond Joseph Pettit	TRANSITION TO SILVERCHAIN - Release of funds			\$191.28	
264	EFT27939	21/05/2026	Readytech			\$4,743.75		
265	INITV042970	22/04/2026	Readytech	Rates assistance - April 2026			\$4,743.75	
266	EFT27940	21/05/2026	Regional Communication Solutions		\$1,659.20			L
267	INV 2907	06/05/2026	Regional Communication Solutions	NRLC - New Link for carpark screen			\$1,659.20	
268	EFT27941	21/05/2026	Shire of Carnarvon		\$3,262.00			
269	49643	06/05/2026	Shire of Carnarvon	WA Tourism Conference Carnarvon 2026			\$3,262.00	
270	EFT27942	21/05/2026	Shire of Cuballing		\$326.25			
271	T5	12/05/2026	Shire of Cuballing	Transfer of Credit Balance from Debtor 83 to Trust for Refund			\$326.25	
272	EFT27943	21/05/2026	St John Ambulance Western Australia Ltd		\$4,435.86			
273	T5	12/05/2026	St John Ambulance Western Australia Ltd	Overpayment of Rent - Refund			\$4,435.86	
274	EFT27944	21/05/2026	Susan Farrell		\$120.00			L
275	25	22/04/2026	Susan Farrell	Members - Washing of tea towels and tablecloths - Apr 2026			\$120.00	
276	EFT27945	21/05/2026	T Quip		\$568.56			
277	146279 32	23/01/2026	T Quip	NO52 - 2024 Toro Groundmaster mower - Parts for repairs			\$568.56	
278	EFT27946	21/05/2026	Team Global Express Pty Ltd		\$350.66			
279	0712 1740710	19/04/2026	Team Global Express Pty Ltd	Freight - Truck Centre, Freight - Interfire Agencies			\$217.02	
280	0713 1740710	26/04/2026	Team Global Express Pty Ltd	Freight - ITR Pacific			\$133.64	
281	EFT27947	21/05/2026	The Sensory Specialist PTY LTD		\$930.85			
282	258545	29/04/2026	The Sensory Specialist PTY LTD	OTHCUL - Sensory pack equipment			\$930.85	
283	EFT27948	21/05/2026	The Therapy Store Pty Ltd		\$1,086.20			
284	TTS218757	06/05/2026	The Therapy Store Pty Ltd	OTHCUL - Sensory pack equipment			\$1,086.20	
285	EFT27949	21/05/2026	Thing-a-me-bobs		\$13,765.62			L
286	INV 0092	06/05/2026	Thing-a-me-bobs	Caravan Park Units - Fit out 2025-2026 - Blankets, kitchen equipment			\$9,043.07	
287	INV 0094	17/05/2026	Thing-a-me-bobs	Caravan Park Accommodation Units - Linen & utensils for units			\$4,722.55	
288	EFT27950	21/05/2026	Toasty Toh Pty Ltd		\$244.70			
289	5391	29/04/2026	Toasty Toh Pty Ltd	OTHCUL - Adult large blackout sensory tent			\$244.70	
290	EFT27951	21/05/2026	United Security Enforcement Corporation		\$1,996.50			
291	00013806	04/05/2026	United Security Enforcement Corporation	Various Locations - Alarm Activation and Response			\$726.00	
292	00013808	11/05/2026	United Security Enforcement Corporation	Various Locations - Alarm Activation and Response			\$1,270.50	
293	EFT27952	21/05/2026	WA Country Health Service		\$2,220.90			
294	692848	28/04/2026	WA Country Health Service	MOW - March 2026			\$2,220.90	
295	EFT27953	21/05/2026	WA Roofing & Maintenance Pty Ltd		\$48,955.50			
296	INV3809	11/05/2026	WA Roofing & Maintenance Pty Ltd	NRLC - Repair roof leaks - Final Invoice			\$17,440.50	
297	INV3811	11/05/2026	WA Roofing & Maintenance Pty Ltd	Admin Office Building - Repairs and materials - Final Invoice			\$31,515.00	
298	EFT27954	21/05/2026	Water Corporation		\$1,421.86			
299	90 07714 11 1 APR	13/04/2026	Water Corporation	27 Egerton Street - Water usage - 10/02/2026 - 10/04/2026			\$893.98	
300	90 07800 19 1 APR	14/04/2026	Water Corporation	Standpipe Highbury Rd West Narrogin - Water usage - 18/02/2026 - 13/04/2026			\$527.88	
301	EFT27955	27/05/2026	Direct Energy Australia		\$279,379.27			
302	INV 20151076	18/05/2026	Direct Energy Australia	Progress Claim 003 - NRLC Energy Efficiency Project			\$279,379.27	
303	EFT27956	27/05/2026	Willis Shane Bolton		\$3,185.90			L
304	A161400	26/05/2026	Willis Shane Bolton	Rates refund for assessment A161400			\$3,185.90	
305	TOTAL CHEQUE & EFT PAYMENTS						\$1,019,884.92	

Direct Debit	Date	Name	Description	Payment Total	Invoice Amount	Type
DD12876.1	28/05/2026	WA Treasury Corporation		\$19,424.67		
129	28/05/2026	WA Treasury Corporation	Loan No. 129 Interest payment - Accommodation Units NCP		\$19,424.67	
DD12893.1	01/05/2026	Department of Transport		\$28,232.55		
T1	01/05/2026	Department of Transport	DIRECT DEPOSIT 01/05/2026		\$28,232.55	
DD12894.1	04/05/2026	Department of Transport		\$26,696.55		
T1	04/05/2026	Department of Transport	DIRECT DEPOSIT 04/05/2026		\$26,696.55	
DD12896.1	07/05/2026	Department of Transport		\$10,137.25		
T1	07/05/2026	Department of Transport	DIRECT DEPOSIT 07/05/2026		\$10,137.25	
DD12898.1	06/05/2026	Department of Transport		\$15,327.50		
T1	06/05/2026	Department of Transport	DIRECT DEPOSIT 06/05/2026		\$15,327.50	
DD12900.1	05/05/2026	Department of Transport		\$13,804.85		
T1	05/05/2026	Department of Transport	DIRECT DEPOSIT 05/05/2026		\$13,804.85	
DD12902.1	08/05/2026	Department of Transport		\$3,418.05		
T1	08/05/2026	Department of Transport	DIRECT DEPOSIT 08/05/2026		\$3,418.05	
DD12905.1	11/05/2026	Department of Transport		\$14,037.40		
T1	11/05/2026	Department of Transport	DIRECT DEPOSIT 11/05/2026		\$14,037.40	
DD12909.1	08/05/2026	Synergy		\$1,648.25		
317 746 500 APR	20/04/2026	Synergy	Waste Facility - Electricity - 13/02/2026 - 16/04/2026		\$326.88	
466 353 500 APR	20/04/2026	Synergy	Ashworth Cres Park - Electricity - 13/02/2026 - 16/04/2026		\$289.38	
763 848 990 APR	20/04/2026	Synergy	Town Hall - Electricity - 12/02/2026 - 15/04/2026		\$1,031.99	
DD12909.2	06/05/2026	Water Corporation		\$14,880.14		
90 07721 57 3 APR	16/04/2026	Water Corporation	May St Public Toilets - Water - 13/02/2026 - 15/04/2026		\$278.58	
90 07721 60 2 APR	16/04/2026	Water Corporation	Hockey field - Water - 13/02/2026 - 15/04/2026		\$257.19	
90 07721 62 9 APR	16/04/2026	Water Corporation	John Higgins Complex - Water meter FK1350029 - 13/02/2026 - 15/04/2026		\$690.05	
90 07721 62 9 APR	16/04/2026	Water Corporation	Narrogin Racecourse Track - Water meter FK1750033 - 13/02/2026 - 15/04/2026		\$2189.72	
90 07721 65 3 APR	16/04/2026	Water Corporation	Croquet Clubrooms - Water - 13/02/2026 - 15/04/2026		\$2885.36	
90 07721 66 1 APR	16/04/2026	Water Corporation	Earl Street Public Toilets - Water - 13/02/2026 - 15/04/2026		6.02	
90 07721 06 3 APR	16/04/2026	Water Corporation	Waste Facility - Water - 13/02/2026 - 15/04/2026		\$4.22	
DD12909.3	07/05/2026	Water Corporation		\$1,916.13		
90 07723 31 7 APR	17/04/2026	Water Corporation	Thomas Hogg Over - Water - 13/02/2026 - 16/04/2026		\$72.29	
90 07723 33 3 APR	17/04/2026	Water Corporation	Michael Brown Park - Water - 01/03/2026 - 30/04/2026		\$9.96	
90 07725 55 8 APR	17/04/2026	Water Corporation	Gnaroin Park - Water - 11/02/2026 - 10/04/2026		\$1411.79	
90 22879 35 2 APR	17/04/2026	Water Corporation	48A Grant St - Water - 11/02/2026 - 10/04/2026		\$332.09	
DD12909.4	04/05/2026	Water Corporation		\$126.50		
90 13776 55 4 APR	14/04/2026	Water Corporation	Highbury Public Toilets - Water - 18/02/2026 - 13/04/2026		\$126.50	
DD12909.5	01/05/2026	Water Corporation		\$5,106.24		
90 07714 14 6 APR	13/04/2026	Water Corporation	History Hall - Water - 10/02/2026 - 10/04/2026		\$18.07	
90 07714 16 2 APR	13/04/2026	Water Corporation	Museum - Water - 10/02/2026 - 10/04/2026		\$468.13	
90 07714 24 2 APR	13/04/2026	Water Corporation	Cemetery - Water - 10/02/2026 - 10/04/2026		\$665.65	
90 07714 25 0 APR	13/04/2026	Water Corporation	Caravan Park - Water - 10/02/2026 - 10/04/2026		\$3,785.15	
90 07715 11 4 APR	13/04/2026	Water Corporation	Smith St Public Toilets - Water - 10/02/2026 - 10/04/2026		\$169.24	
DD12910.1	07/05/2026	Synergy		\$3,498.73		
211 651 630 APR	17/04/2026	Synergy	Sydney Hall Way Park - Electricity - 12/02/2026 - 15/05/2026		\$131.21	
636 073 950 APR	17/04/2026	Synergy	History Hall - Electricity - 12/02/2026 - 15/04/2026		\$130.53	
388 675 720 APR	17/04/2026	Synergy	Cemetery - Electricity - 12/02/2026 - 15/04/2026		\$165.73	
404 395 070 APR	17/04/2026	Synergy	Memorial Park - Electricity - 12/02/2026 - 15/04/2026		\$361.69	
407 021 070 APR	17/04/2026	Synergy	Shop 1/84 Federal St - Electricity - 12/02/2026 - 15/04/2026		\$282.35	
436 089 900 APR	17/04/2026	Synergy	Lydeker Depot - Electricity - 10/02/2026 - 15/04/2026		\$1,703.21	
456 000 910 APR	17/04/2026	Synergy	Museum - Electricity - 12/02/2026 - 15/04/2026		\$377.07	
614 718 030 APR	17/04/2026	Synergy	Library - Electricity - 12/02/2026 - 15/04/2026		\$346.94	

359	DD12910.2	04/05/2026	Water Corporation			\$560.23		
360	90 07669 30 6 APR	14/04/2026	Water Corporation	Highbury Hall - Water - 18/02/2026 - 13/04/2026			\$560.23	
361	DD12910.3	01/05/2026	Water Corporation			\$8,793.91		
362	90 07708 13 3 APR	13/04/2026	Water Corporation	Fairway Depot - Sewerage service charge - 01/03/2026 - 30/04/2026			\$275.36	
363	90 07713 11 9 APR	13/04/2026	Water Corporation	Railway Institute - Water - 10/02/2026 - 10/04/2026			\$410.40	
364	90 07713 23 1 APR	13/04/2026	Water Corporation	Town Hall (Federal St) - Water - 10/02/2026 - 10/04/2026			\$740.15	
365	90 07713 39 7 APR	13/04/2026	Water Corporation	Admin Building - Water - 10/02/2026 - 10/04/2026			\$295.67	
366	90 07713 41 8 APR	13/04/2026	Water Corporation	Library - Water - 10/02/2026 - 10/04/2026			\$53.18	
367	90 07713 44 2 APR	13/04/2026	Water Corporation	Senior Citizen Centre - Water - 10/02/2026 - 10/04/2026			\$714.53	
368	90 07713 74 1 APR	13/04/2026	Water Corporation	Memorial Park - Water - 10/02/2026 - 10/04/2026			\$3,230.13	
369	90 07713 95 2 APR	13/04/2026	Water Corporation	Mackie Park - Water - 10/02/2026 - 10/04/2026			\$2,647.82	
370	90 07713 98 7 APR	13/04/2026	Water Corporation	CSBP - Water - 10/02/2026 - 10/04/2026			\$426.67	
371	DD12910.4	06/05/2026	Synergy			\$1,362.55		
372	272 793 710 APR	16/04/2026	Synergy	Lions Park - Electricity - 11/02/2026 - 14/04/2026			\$147.84	
373	403 301 740 APR	16/04/2026	Synergy	Admin Office - Electricity - 12/02/2026 - 14/04/2026			\$1,214.71	
374	DD12915.1	12/05/2026	Department of Transport			\$6,535.20		
375	T1	12/05/2026	Department of Transport	DIRECT DEPOSIT 12/05/2026			\$6,535.20	
376	DD12919.1	13/05/2026	Department of Transport			\$9,906.35		
377	T1	13/05/2026	Department of Transport	DIRECT DEPOSIT 13/05/2026			\$9,906.35	
378	DD12926.1	15/05/2026	Department of Transport			\$3,979.00		
379	T1	15/05/2026	Department of Transport	DIRECT DEPOSIT 15/05/2026			\$3,979.00	
380	DD12930.1	19/05/2026	PFD Food Services Pty Ltd			\$340.15		
381	LU539212	05/05/2026	PFD Food Services Pty Ltd	NRLC - Kiosk Stock, NRLC - Kiosk Stock GST Free			\$340.15	
382	DD12930.2	26/05/2026	PFD Food Services Pty Ltd			\$241.40		
383	LU600867	12/05/2026	PFD Food Services Pty Ltd	NRLC - Kiosk Stock			\$241.40	
384	DD12937.1	19/05/2026	Department of Transport			\$4,076.40		
385	T1	19/05/2026	Department of Transport	DIRECT DEPOSIT 19/05/2026			\$4,076.40	
386	DD12941.1	15/05/2026	CRISP Wireless			\$1,222.90		
387	202601003812	01/05/2026	CRISP Wireless	Various Locations - CRISP Internet service - May 2026			\$1,222.90	L
388	DD12941.2	01/05/2026	Les Mills Asia Pacific			\$924.01		
389	LMB1305179	01/05/2026	Les Mills Asia Pacific	NRLC - Les Mills signature package - 01/05/2026 - 31/05/2026			\$924.01	
390	DD12944.1	20/05/2026	Department of Transport			\$15,191.10		
391	T1	20/05/2026	Department of Transport	DIRECT DEPOSIT 20/05/2026			\$15,191.10	
392	DD12956.1	21/05/2026	Department of Transport			\$25,545.70		
393	T1	21/05/2026	Department of Transport	DIRECT DEPOSIT 21/05/2026			\$25,545.70	
394	DD12959.1	22/05/2026	Department of Transport			\$5,070.65		
395	T1	22/05/2026	Department of Transport	DIRECT DEPOSIT 22/05/2026			\$5,070.65	
396	DD12960.1	14/05/2026	Department of Transport			\$15,332.90		
397	T1	14/05/2026	Department of Transport	DIRECT DEPOSIT 14/05/2026			\$15,332.90	
398	DD12964.1	25/05/2026	Department of Transport			\$23,925.00		
399	T1	25/05/2026	Department of Transport	DIRECT DEPOSIT 25/05/2026			\$23,925.00	
400	DD12965.1	04/05/2026	Australian Taxation Office			\$61,320.00		
401	04052026	04/05/2026	Australian Taxation Office	PAYG - Pay period ending - 04/05/2026			\$61,320.00	
402	DD12966.1	04/05/2026	Beam			\$31,364.67		
403	04052026	04/05/2026	Beam	Superannuation contribution - Pay period ending - 04/05/2026			\$31,364.67	
404	DD12972.1	26/05/2026	Department of Transport			\$47,120.60		
405	T1	26/05/2026	Department of Transport	DIRECT DEPOSIT 26/05/2026			\$47,120.60	
406	DD12981.1	27/05/2026	Department of Transport			\$7,497.05		
407	T1	27/05/2026	Department of Transport	DIRECT DEPOSIT 27/05/2026			\$7,497.05	
408	DD12984.1	28/05/2026	Department of Transport			\$1,754.15		
409	T1	28/05/2026	Department of Transport	DIRECT DEBIT 28/05/2026			\$1,754.15	
410	DD12986.1	29/05/2026	Department of Transport			\$9,807.85		
411	T1	29/05/2026	Department of Transport	DIRECT DEBIT 29/05/2026			\$9,807.85	
412	DD12987.1	18/05/2026	Australian Taxation Office			\$48,162.00		
413	18052026	18/05/2026	Australian Taxation Office	PAYG - Pay period ending - 18/05/2026			\$48,162.00	
414	DD12988.1	18/05/2026	Beam			\$30,624.11		
415	18052026	18/05/2026	Beam	Superannuation contribution - Pay period ending - 18/05/2026			\$30,624.11	
416	DD12990.1	18/05/2026	Department of Transport			\$8,465.95		
417	T1	18/05/2026	Department of Transport	DIRECT DEPOSIT 18/05/2026			\$8,465.95	
418	DD12991.1	15/05/2026	Sandwal Pty Ltd			\$1,049.40		
419	INV 6514	01/05/2026	Sandwal Pty Ltd	Sandwal Admin User - Monthly - May 2026 Sandwal Mobile User - Monthly - May 2026			\$1,049.40	
420	DD12991.2	14/05/2026	Synergy			\$279.90		
421	392 229 670 APR	24/04/2026	Synergy	48A Grant St - Electricity - 19/02/2026 - 22/04/2026			\$126.86	
422	294 951 900 APR	24/04/2026	Synergy	30 Gray St - Electricity - 19/02/2026 - 22/04/2026			\$153.04	
423	DD12991.3	19/05/2026	Synergy			\$1,377.02		
424	392 231 460 APR	29/04/2026	Synergy	105 Federal St - Electricity - 20/02/2026 - 23/04/2026			\$638.42	
425	899 964 040 APR	29/04/2026	Synergy	Fairway St Depot - Electricity - 20/02/2026 - 22/04/2026			\$133.62	
426	228 770 970 APR	29/04/2026	Synergy	Fairway Street - Electricity - 20/02/2026 - 22/04/2026			\$604.98	
427	DD12991.4	21/05/2026	Synergy			\$536.64		
428	393 020 920 MAY	01/05/2026	Synergy	Highbury Hall - Electricity - 25/02/2026 - 29/04/2026			\$379.01	
429	079 492 050 MAY	01/05/2026	Synergy	Highbury Toilets - Electricity - 25/02/2026 - 29/04/2026			\$157.63	
430	DD12991.5	18/05/2026	Synergy			\$1,557.51		
431	435 151 360 APR	28/04/2026	Synergy	Cafe 45 - Electricity - 20/02/2026 - 23/04/2026			\$141.64	
432	997 042 830 APR	28/04/2026	Synergy	43 Federal St (CSBP) Electricity - 20/02/2026 - 23/04/2026			\$261.98	
433	104 421 230 APR	28/04/2026	Synergy	Gnaroin Park - Electricity - 20/02/2026 - 23/04/2026			\$423.09	
434	201 022 030 APR	28/04/2026	Synergy	Mackie Park - Electricity - 20/02/2026 - 23/04/2026			\$334.82	
435	208 441 840 APR	28/04/2026	Synergy	Community Garden - Electricity - 20/02/2026 - 23/04/2026			\$395.98	
436	DD12991.6	13/05/2026	Synergy			\$1,471.65		
437	759 507 150 APR	23/04/2026	Synergy	Thomas Hogg Oval - Electricity - 17/02/2026 - 21/04/2026			\$1,341.12	
438	900 304 630 APR	23/04/2026	Synergy	Michael Brown Park - Electricity - 18/02/2026 - 21/04/2026			\$130.53	
439	DD12991.7	13/05/2026	Water Corporation			\$859.43		
440	90 07729 22 5 APR	23/04/2026	Water Corporation	30 Gray St - Water - 18/02/2026 - 22/04/2026			\$123.36	
441	90 07731 26 1 APR	23/04/2026	Water Corporation	Community Garden - Water - 18/02/2026 - 22/04/2026			\$659.50	
442	90 07731 28 8 APR	23/04/2026	Water Corporation	Old Railway Tennis Building - Service charge - 01/03/2026 - 30/04/2026			\$76.57	
443	DD12991.8	14/05/2026	Water Corporation			\$1,936.72		
444	90 10739 54 7 APR	24/04/2026	Water Corporation	Lydeker Depot - Water - 20/02/2026 - 23/04/2026			\$1,936.72	
445	DD12991.9	11/05/2026	Synergy			\$396.65		
446	273 233 080 APR	21/04/2026	Synergy	13 Hough St - Electricity - 14/02/2026 - 17/04/2026			\$253.89	
447	379 132 780 APR	21/04/2026	Synergy	BMX park - Electricity - 14/02/2026 - 17/04/2026			\$142.76	
448	DD12995.1	22/05/2026	Synergy			\$1,541.90		
449	056 460 840 MAY	04/05/2026	Synergy	John Higgins Building - Electricity - 17/03/2026 - 20/04/2026			\$1,541.90	
450	DD12995.2	22/05/2026	Water Corporation			\$836.66		
451	90 07713 22 3 MAY	04/05/2026	Water Corporation	Town Hall - Water - 01/05/2026 - 30/06/2026			\$250.65	
452	90 07713 97 9 MAY	04/05/2026	Water Corporation	39 Federal St - Water charge - 01/05/2026 - 30/06/2026			\$250.65	
453	90 07713 99 5 MAY	04/05/2026	Water Corporation	Cafe 45 - Water - 01/05/2026 - 30/06/2026			\$335.36	
454	DD12995.3	26/05/2026	Xero			\$75.00		
455	INV 52991249	26/05/2026	Xero	Monthly subscription, CHSP - 26/05/2026 - 25/06/2026			\$75.00	
456	DD12995.4	07/05/2026	Water Corporation			\$13,767.21		
457	90 07721 61 0 MAY	16/04/2026	Water Corporation	NRLC - Water - 13/02/2026 - 15/04/2026			\$13,767.21	
458	DD13000.2	26/05/2026	Synergy			\$13,217.74		
459	649 918 430 MAY	06/05/2026	Synergy	Street Lighting - Electricity - 25/01/2026 - 24/04/2026			\$13,217.74	
460				TOTAL DIRECT DEBITS			\$566,282.07	
461								

Payroll		Name	Description	Invoice Amount	Payment Total
PAYROLL		Payroll		\$392,559.16	
			4/05/2026		\$206,218.22
			18/05/2026		\$186,340.94
TOTAL PAYROLL				\$392,559.16	

March 2026 Payments			
Payment Type	\$		%
Cheque	\$903.65		0%
EFT (incl Payroll)	\$1,018,981.27		51%
Direct Debit	\$566,282.07		29%
Credit Card	\$0.00		0%
Payroll	\$392,559.16		20%
Total Payments	\$1,978,726.15		100%

Regional Payments			
	\$		%
Non Local/Statutory	\$1,319,731.86		67%
Local Suppliers	\$266,435.13		13%
Payroll	\$392,559.16		20%
Total	\$1,978,726.15		100%

10.3.3 CORPORATE BUSINESS PLAN – 2026 REVIEW

File Reference	4.2.2
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	13 June 2026
Author	Ian Graham – Executive Manager Corporate & Community Services
Authorising Officer	Michael Cole – Chief Executive Officer
Attachments	1. Corporate Business Plan 2026-2030

Summary

To consider the annual review of the Corporate Business Plan as required by the *Local Government Act 1995*.

Background

The Corporate Business Plan (CBP) and the Strategic Community Plan are two core components of integrated planning for the future. They are supported by informing strategies such as the Long-Term Financial Plan, Workforce Plan and Asset Management Plans.

Consultation

Consultation has been undertaken with the following Officers:

- Chief Executive Officer;
- Executive Management Team.

Statutory Environment

The following legislation applies:

Local Government Act 1995:

- Section 5.56 (1) A local government is to plan for the future of the district.
- Section 6.2 – Local government to prepare annual budget.

Local Government (Administration) Regulations 1996:

- Regulation 19DA (4) – A local government is to review the current corporate business plan for its district every year.

Policy Implications

There are no Council policies associated with this item.

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 proposed modifications for year one of the CBP will be reflected in the Draft Annual Budget for 2026/27.

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)
That the Council does not adopt the Corporate Business Plan at (all) or delaying its adoption, resulting in non-compliance with the <i>Local Government Act 1995</i> and/or delay in the adoption of the Budget	Possible (3)	Minor (2)	Medium (5-9)	Compliance Requirements	Accept Officer Recommendation

Risk Matrix

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

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

Comment/Conclusion

The current Corporate Business Plan was adopted by Council on 26 June 2024.

The Plan has been updated by:

Forecast Statement of Funding and Capital Program:

- Updating of 2026/27, 2027/28 and 2028/29 financial data from the current Long Term Financial Plan; and
- Inclusion of 2029/30 financial data from the current Long Term Financial Plan.

Service Delivery:

- Updating of 2026/27, 2027/28 and 2028/29 planned actions; and
- Inclusion of 2029/30 planned actions.

The Capital Projects have been amended to consider projects brought forward or deferred.

Approximately \$25.9M of capital spend, has been identified for capital projects in 2026/27 and proposed works and projects in the Corporate Business Plan include:

- Roads to Recovery, Regional Road Group and Municipal Funded Footpath Works;
- Plant Purchases as per the adopted Plant Replacement Program;
- Housing Project:
- Roof Purlin repairs at the Narrogin Regional Leisure Centre;
- Completion of the NRLC Energy Efficiency Project:
- Football Pavilion;
- Library re-roofing;
- Streetlight/Banner Poles; and
- Town Hall upgrades.

Voting Requirements

Absolute Majority

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION 240626.08

Moved: Cr Bartron

Seconded: Cr McNab

That pursuant to regulation 19DA(4) and (6) of the Local Government (Administration) Regulations 1996, Council adopt the Corporate Business Plan 2029-2030 as presented.

Carried by Absolute Majority 6/0

For: President Ballard, Cr Broad, Cr Bartron, Cr Pomykala, Cr Fisher, Cr McNab

Against: Nil



Shire of
Narrogin
Love the life

Corporate Business Plan 2026 – 2030



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Review adopted at Ordinary Meeting of Council held 27 June 2018	
Review adopted at Ordinary Meeting of Council held 24 July 2019	
Review adopted at Ordinary Meeting of Council held 28 July 2020	
Review adopted at Ordinary Council Meeting held 27 July 2022	
Review adopted at Ordinary Council Meeting held 24 May 2023	
Review adopted at Ordinary Council Meeting held 26 June 2024	
Review adopted at Ordinary Council Meeting held 18 June 2025	
Review presented to Ordinary Council Meeting held 24 June 2026	

Our Vision:

“A leading regional economic driver and a socially interactive and inclusive community”

Review

Our 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.

Foreward

The Strategic Community Plan outlines community long term (10+ years) vision, values, aspirations and priorities, with reference to other Shire plans, information and resourcing capabilities.

This plan, the Corporate Business Plan, provides the internal business planning tool that translates Council priorities into operations within the resources available. It details the services, operations, projects, and the associated cost, the Shire intends to deliver over the next four years.



Leigh Ballard
Shire President

24 June 2026



Michael Cole
Chief Executive Officer

24 June 2026

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.

Planning Framework

This Corporate Business Plan 2026-2030, together with the Strategic Community Plan 2017-2027, is the Shire of Narrogin's Plan for the Future and has been prepared to achieve compliance with *the Local Government (Administration) Regulations 1996*.

Under *Local Government (Administration) Regulations 1996* Regulation 19DA (3),

"A Corporate Business Plan" for a district is to:

- a) set out, consistently with any relevant priorities in the Strategic Community Plan, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
- b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
- c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning."

In the preparation of the annual budget the local government is to have regard to the contents of the Plan for the Future as per Section 6.2(2) of the *Local Government Act 1995*.

Development of the Plan has also been influenced by the Department of Local Government, Sport and Cultural Industries Framework and Guidelines for Integrated Planning and Reporting.

Strategic Community Plan

The Narrogin community had a strong involvement and voice in the development of the Strategic Community Plan. Commencing in January 2017, the community were invited to share their visions and aspirations for the future of Narrogin, and the Plan has subsequently been reviewed and updated to reflect the community aspirations.

The community shared what they considered most special about the district and their aspirations for the future. The sense of community and a country town feel was highly regarded along as was the multicultural community and the history of the district. It was evident the community values their natural environment and the many native reserves. High quality regional sporting and recreation facilities, along with medical and education services available in Narrogin were also important.

The community strongly identified their desire for further economic development, supporting current local industry whilst pursuing opportunities for economic diversity and growth.

This information provided a valuable insight into the key issues and aspirations, as perceived by the local community. Importantly for the Council, these views have helped establish clear priorities and shaped the visions, values, objectives and strategies contained within the Strategic Community Plan 2017 - 2027.

Planning Framework (continued)

Corporate Business Plan

Achieving the community's vision and the Shire's strategic objectives requires the development of actions to address each strategy contained within the Strategic Community Plan. Careful operational planning and prioritisation is required to achieve the outcomes due to the constraints of limited resources. This planning process is formalised by the development of this Corporate Business Plan. The Corporate Business Plan then, in turn, converts the Strategic Community Plan into action via the adoption of an Annual Budget.

The Corporate Business Plan must be reviewed annually to assess the progress of projects and realign the Plan's actions and priorities based on current information and available funding.

Actions requiring funding will only be undertaken once approved within the statutory budget and subject to funding availability. Along with achieving the community aspirations and objectives the Corporate Business Plan draws on information contained within the following strategic documents.

Asset Management Plans

The Shire has developed Asset Management Plans for major asset classes in accordance with the Asset Management Policy. The Asset Management Plans form a component of an overall Asset Management Strategy which addresses the Shire's current asset management processes and sets out the steps required to continuously improve the management of Shire controlled assets.

Capital renewal estimates contained within the Asset Management Plans have been considered to the extent the financial and workforce resources are available to enable the renewals to occur.

Workforce Plan

The Workforce Plan provides the workforce management and resource strategies necessary to deliver the objectives, outcomes and strategies of the Shire's Strategic Community Plan.

Workforce issues have been considered during the development of this Corporate Business Plan and the financial impacts of the Workforce Plan captured within the Long Term Financial Plan. A combination of workforce and financial constraints has influenced the prioritisation of actions within this Plan.

Long Term Financial Plan

The Shire of Narrogin is planning for a positive and sustainable future. The Shire seeks to maintain, and where possible, improve service levels into the future while maintaining a healthy financial position.

During the development of this Corporate Business Plan, the Long Term Financial Plan was updated to confirm the financial capability to undertake the planned actions and ensure integration with this Plan. The results of this update are reflected within the Forecast Statement of Funding on the following page.

Review of Plan

In accordance with statutory requirements, the Corporate Business Plan is reviewed and updated annually. The review of this Plan occurred following a major review of the Strategic Community Plan in 2017.

Forecast Statement of Funding

The following Statement is extracted from the Long Term Financial Plan and draft budget 2025/26 to provide an indication of the activities proposed in the Corporate Business Plan. This forecast is underpinned by a number of assumptions that provide a reasonable estimate of activity and should not be construed as final or relied upon for investment activities.

RATE SETTING STATEMENT

	2026/27 Estimated	2027/28 Estimated	2028/29 Estimated	2029/30 Estimated
Net current assets at start of financial year - Surplus/(Deficit)	\$0	\$0	\$0	\$0
REVENUE				
Governance	\$3,420	\$3,420	\$3,420	\$3,420
General purpose funding	\$2,687,379	\$2,739,177	\$2,877,943	\$3,014,456
Law, order, public safety	\$523,612	\$548,873	\$534,107	\$524,397
Health	\$41,736	\$42,600	\$43,482	\$44,382
Education and welfare	\$1,951,642	\$1,990,119	\$2,094,112	\$2,159,882
Housing	\$637,058	\$1,477,555	\$1,916,778	\$2,676,195
Community amenities	\$2,915,451	\$3,454,391	\$3,515,566	\$3,648,299
Recreation and culture	\$762,481	\$775,520	\$788,781	\$802,269
Transport	\$1,432,435	\$1,456,929	\$1,481,843	\$1,507,182
Economic services	\$1,130,992	\$1,142,867	\$1,154,868	\$1,166,994
Other property and services	\$240,431	\$241,921	\$296,442	\$298,078
	\$12,326,638	\$13,873,373	\$14,707,342	\$15,845,556
EXPENSES				
Governance	-\$747,587	-\$753,867	-\$760,200	-\$766,585
General purpose funding	-\$421,444	-\$422,034	-\$422,625	-\$423,217
Law, order, public safety	-\$1,202,632	-\$1,243,791	-\$1,270,012	-\$1,228,796
Health	-\$331,858	-\$332,256	-\$332,655	-\$333,054
Education and welfare	-\$2,004,025	-\$2,367,272	-\$2,324,264	-\$2,390,276
Housing	-\$519,113	-\$818,875	-\$1,118,617	-\$1,368,342
Community amenities	-\$1,717,155	-\$1,753,213	-\$1,764,506	-\$1,779,914
Recreation and culture	-\$5,725,559	-\$6,284,219	-\$6,803,099	-\$7,316,204
Transport	-\$5,358,410	-\$5,641,328	-\$6,632,110	-\$6,838,852
Economic services	-\$1,407,197	-\$1,414,466	-\$1,471,926	-\$1,551,162
Other property and services	-\$126,133	-\$128,465	-\$130,839	-\$133,256
	-	-	-	-
	\$19,561,114	\$21,159,787	\$23,030,853	\$24,129,658
	-\$7,234,477	-\$7,286,414	-\$8,323,511	-\$8,284,102

**Non-Cash Expenditure and Revenue
Excluded from Budget (Note 24(a))**

Profit on Asset Disposals	-\$42,697	-\$43,061	-\$41,656	-\$23,763
Movement in liabilities associated with restricted cash	\$10,000	\$12,500	\$10,000	\$12,500
Movement in employee benefit provisions (non-current)	-\$17,022	-\$8,539	-\$5,149	-\$4,638
Loss on disposal of assets	\$32,400	\$32,400	\$32,400	\$31,392
Depreciation on Assets	\$4,520,441	\$4,573,479	\$4,626,409	\$4,675,374
	\$4,503,122	\$4,566,779	\$4,622,004	\$4,690,865

**Investing Activities -Capital
Expenditure and Revenue**

Non-operating grants, subsidies and contributions	\$9,329,486	\$9,637,223	\$1,363,225	\$1,257,985
	-			
Purchase Land and Buildings	\$21,237,225	-\$1,100,000	-\$800,000	-\$1,750,000
Purchase Plant and Equipment	-\$1,466,900	-\$781,500	-\$542,500	-\$677,500
Purchase Furniture and Equipment	-\$421,500	-\$15,000	\$0	-\$35,000
Purchase Infrastructure Assets - Roads	-\$2,050,745	-\$1,449,723	-\$1,763,725	-\$1,490,485
Purchase Infrastructure Assets - Other	-\$1,716,900	-\$9,607,420	-\$342,320	-\$271,360
Proceeds from Disposal of Assets	\$525,000	\$409,500	\$177,000	\$550,000

Amount Attributable to investing activities	-	-	-	-
	\$17,038,784	-\$2,906,920	-\$1,908,320	-\$2,416,360

Financing Activities

Repayment of Debentures	-\$826,497	-\$870,780	-\$895,292	-\$897,734
Proceeds from New Debentures	\$10,833,334	\$0	\$0	\$0
Payments for principal portion of lease liabilities	\$0	\$0	\$0	\$0
Self-Supporting Loan Principal Income	-\$258,000	-\$270,800	-\$284,000	-\$298,000
Transfers to Reserves (Restricted Assets)	-\$845,812	-\$563,023	-\$766,147	-\$587,524
Transfers from Reserves (Restricted Assets)	\$4,266,000	\$466,000	\$415,500	\$367,500

Amount Attributable to financing activities	\$13,169,025	-\$1,238,603	-\$1,529,939	-\$1,415,758
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Surplus/(Deficiency) Before Rates	-\$6,601,114	-\$6,865,158	-\$7,139,765	-\$7,425,356
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Add Rates Raised	\$6,601,114	\$6,865,158	\$7,139,765	\$7,425,356
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Net current Assets at 30 June c/fwd - Surplus /(Deficit)	0	0	0	0
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Rates Increase:	4.00%	4.00%	4.00%	4.00%
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Capital Program

Capital expenditure activities are summarised below along with an indication of the forecast capital expenditure extracted from the Long-Term Financial Plan.

Key projects within the Plan are:

Description	Proposed Estimates			
	2026/27 \$	2027/28 \$	2028/29 \$	2029/30 \$
04 GOVERNANCE				
Interactive Screen - Mayors Parlour	6,000	0	0	0
05 LAW, ORDER & PUBLIC SAFETY				
Additional Public CCTV Cameras	21,000	0	0	0
Acquisition of Incident Control Vehicle	0	0	0	881,900
Incident Management Pod (CESM vehicle)	40,000	0	0	0
Utility (CESM)	0	0	65,000	0
Utility (Ranger)	35,000	0	0	40,000
Utility (Senior Ranger)	0	0	50,000	0
Future years estimated (other)		0	0	0
07 HEALTH				
EHO Vehicle	30,000	0	0	30,000
08 EDUCATION & WELFARE				
Replacement CATS Vehicle (P14)	0	0	35,000	0
Future years estimated (other)		0	0	0
09 HOUSING				
Housing Project	11,500,000	0	0	0
Future years estimated (other)		0	0	0
10 COMMUNITY AMENITIES				
Soft Fall for Lions Park	50,000	0	0	0
Major Entry Statement Williams Road	43,000	0	0	0
Narrogin Cemetery Car Park	78,000	0	0	0
Liquid Waste Ponds	140,000	0	0	0
Future years estimated (other)	0	0	0	0
11 RECREATION & CULTURE				
NRLC - Energy Efficiency (Solar) Project	300,000	0	0	0
NRLC - Upgrade Project (Swimming pool roof purlins)	4,000,000	0	0	0
NRLC - Fans for Court 3	55,000	0	0	0
NRLC - Fire/Smoke Door Repair/Replacement	20,000	0	0	0
NRLC - Hygiene Chair	20,000	0	0	0
NRLC - replace 40kW Solar PVC system	65,000	0	0	0
NRLC - Power Cable Upgrade	90,000	0	0	0
NRLC - Reception Area Roof Repairs	60,000	0	0	0
John Higgins Centre - Audio/Visual Upgrades	46,000	0	0	0
Clayton Road Oval/Hockey Club Fence Improvements	15,000	0	0	0
Narrogin Speedway Lighting Upgrade	285,900	0	0	0

Utility (Turf Curator Parks)	0	0	35,000	0
Utility (Gardener)	35,000	0	0	35,000
Utility (Gardener - Ovals)	35,000	0	0	35,000
Utility (Parks Leading Hand)	35,000	0	0	35,000
Slasher - New	11,000	0	0	0
Mower - Dry Parks	40,000	0	0	0
Hawks Football Pavilion	4,000,000	0	0	0
Library - Admin Sewer Improvement	35,000	0	0	0
Library - Mobile Shelving	13,500	0	0	0
Library - Front of House Upgrade	25,000	0	0	0
Library - Re-Roofing	150,000	0	0	0
Library - Exterior Painting	12,000	0	0	0
Library - Additional CCTV Cameras	6,500	0	0	0
Museum (repairs to wall)	90,000	0	0	0
Town Hall Improvements	400,000	0	0	0
Highbury Hall - Kitchen and other works	6,500	0	0	0
Railway Institute Hall - Roof & Ceiling repairs	55,000	0	0	0
Public Art Strategy Implementation	25,000	25,000	25,000	25,000
Christmas Lights	60,000	0	0	0
UGHSA Ablutions and Pitch Resurfacing	0	835,000	0	0
Gymnastics Club relocation	0	0	0	1,500,000
Gnarojin Park re-design and landscape	0	4,000,000	4000000	0
RSL Refurbishment	0	0	300,000	0
Future years estimated (other)	0	550,000	500,000	500,000
12 CONSTRUCTION MAINTERNANCE & TRANSPORT				
RRG Projects				
Mokine Road SLK 0.05 - 0.76	380,000	0	0	0
Wanerie Road Land Acquisition	100,000	0	0	0
Tarwonga Road Rehab SLK 22.5 to 25.5	667,500	0	0	0
Future years estimated		532,500	532,500	532,500
Muni-funded Road Projects				
Future years estimated		500,000	400,000	400,000
Muni-funded Drainage Projects				
Future years estimated		70,000	50,000	50,000
R2R Projects				
Pioneer Drive Sliplane	165,745	0	0	0
Boxsell Road SLK 0.0 to 2.0	86,400	0	0	0
Congelin Road SLK 2.0 to 4.0	86,400	0	0	0
Chipper Street SLK 0.0 to 0.3	9,360	0	0	0
Dongolocking Road SLK 0.0 to 2.0	86,400	0	0	0
Elliot Street SLK 0.0 to 0.1	3,840	0	0	0
Exeter Street SLK 0.0 to 0.1	4,320	0	0	0
Pethybridge Road SLK 2.0 to 4.0	12,840	0	0	0
Resheet Manaring Rd SLK 0.7 to 11.46	194,669	0	0	0
Resheet Seargents Rd	55,654	0	0	0
Resheet Jones Rd	21,357	0	0	0

Resheet Flavel Rd	21,357	0	0	0
Resheet Woods Rd	99,598	0	0	0
Resheet Saunders Rd	55,304	0	0	0
R2R Projects future years estimated		318,000	330,000	330,000
Plant Purchases				
Steel Drum Roller	250,000	0	0	0
Float	200,000	0	35,000	0
Utility - Mechanic	35,000	0	45,000	0
Utility - Grader	35,000	0	0	0
Plant replacement future years (Plant Rep. Program)		866,500	462,500	732,500
Footpaths				
Footpath Construction Falcon St (Johnston to Floreat)	28,000	0	0	0
Footpath Construction May St (Clayton to Dellar)	45,000	0	0	0
Footpath Construction Glyde St (Williams to Clayton)	61,000	0	0	0
Aerodrome - Fixed Wing Water Bomber Parking	66,700	0	0	0
Future years estimated		57,420	67,320	70,000
Bridges				
Future years estimated		0	0	0
13 ECONOMIC SERVICES				
10 x Street Light/Banner Poles	155,000	0	0	0
Railway Precinct Pathway Artwork	45,000	0	0	0
45 Federal Street Renovations	20,000	0	0	0
NDVC Retail Shelving	10,000	0	0	0
Future years estimated		75,000	75,000	75,000
14 OTHER PROPERTY & SERVICES				
New PC's/Laptops	15,000	0	20,000	0
Meeting Room Interactive Screen	10,000	0	0	0
Digital Key Safe	38,000	0	0	0
MCS Vehicle	30,000	0	30,000	0
MCES Vehicle	30,000	0	30,000	0
CEO Vehicle		70,000		70,000
EMCCS Vehicle		55,000		55,000
EMIS Vehicle		55,000		55,000
EMPS Vehicle		55,000		55,000
Future years estimated (other)		300,000	50,000	50,000
TOTAL ESTIMATED:	25,058,845	8,064,420	7,177,320	5,506,900



Service Delivery

The Shire of Narrogin delivers services to its community in line with its mission, values and four key strategic objectives as set out within the Strategic Community Plan.

Each of the four objectives has several outcomes the Shire seeks to achieve over the 10+ years of the Strategic Community Plan. For each objective, one or more desired outcomes has been defined along with strategies to achieve the outcomes.

The outcomes were developed after considering the community engagement process and other external factors such as the available plans published by other government agencies.

The tables on the following pages detail future actions to be undertaken for each strategy. Prioritisation of the actions is reflected by the square indicating when the action is planned to be undertaken. This prioritisation guides the delivery of services and implementation of the actions.

The table below summarises the desired outcomes under each of the four key themes and strategic objectives.

	Objectives	Outcomes	
ECONOMIC	<i>Support growth and progress, locally and regionally</i>	Outcome 1.1 Outcome 1.2 Outcome 1.3 Outcome 1.4	Growth in revenue opportunities Increased tourism An effective well maintained transport network Agriculture opportunities maintained and developed
SOCIAL	<i>To provide community facilities and promote social interaction</i>	Outcome 2.1 Outcome 2.2 Outcome 2.3 Outcome 2.4 Outcome 2.5	Provision of youth services Build a healthier and safer community Existing strong community spirit and pride is fostered, promoted and encouraged Cultural and heritage diversity is recognised A broad range of quality education services and facilities servicing the region
ENVIRONMENT	<i>Conserve, protect and enhance our natural and built environment</i>	Outcome 3.1 Outcome 3.2 Outcome 3.3 Outcome 3.4	A preserved natural environment Effective waste services Efficient use of resources A well maintained built environment
CIVIC LEADERSHIP	<i>Continually enhance the Shire's organisational capacity to service the needs of a growing community</i>	Outcome 4.1 Outcome 4.2	An efficient and effective organisation An employer of choice

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Economic Objective

Support growth and progress, locally and regionally

The following tables reflect the future actions to be undertaken for each strategy. The prioritisation of the actions is reflected by a square indicating when the action is planned to be undertaken.

Strategy	Action No.	Actions	2026/27	2027/28	2028/29	2029/30
Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business	1.1.1.1	Develop and implement an economic development strategy	■	■	■	■
	1.1.1.2	Development of new industrial area	■	■	■	■
	1.1.1.3	Develop stakeholder relationships for exporting	■			
	1.1.1.4	Lobby for improved communication services within the district	■	■	■	■
	1.1.1.5	Engage with potential investors	■	■	■	■
	1.1.1.6	Advocate for Narrogin to be a centre for provision of Government services	■	■	■	■
Promote Narrogin and the Region	1.1.2.1	Review and update the Business Prospectus			■	
	1.1.2.2	Maintain relationships with key stakeholders	■	■	■	■
	1.1.2.3	Investigate development of regional industrial hub	■			
	1.1.2.4	Engage with regional organisations for the promotion of the Region	■	■	■	■
	1.1.2.5	Finalise & activate the Local Planning Scheme & Local Planning Strategy - Endorsed by WA Planning Commission 07/20	Completed			
Promote Narrogin's health and aged services including aged housing	1.1.3.1	Advocate for increased provision of health and aged services in the Shire of Narrogin	■	■	■	■
	1.1.3.2	Advocate for the provision of specialist surgical services	■	■	■	■
	1.1.3.3	Identify and promote the development of further aged housing		■		
	1.1.3.4	Continue to support the provision of Home & Community Care and aged services including relocation of Jessie House activities to more appropriate location to enable expansion and improvements	■	■	■	■

Economic Objective (continued)

Strategy	Action No.	Actions	2026/27	2027/28	2028/29	2029/30
Promote, develop tourism and maintain local attractions	1.2.1.1	Develop and activate a Tourism Strategy - Adopted 25/5/20				
	1.2.1.2	Support tourism activities within the district in accordance with Strategy	■	■	■	■
	1.2.1.3	Support sport, art and cultural events, recognising the economic benefit they provide	■	■	■	■
	1.2.1.4	Review and update the Caravan Park Master Plan	Completed			
	1.2.1.5	Maintain Shire controlled local tourist attractions	■	■	■	■
	1.2.1.6	Support and encourage local micro tourism	■	■	■	■

Strategy	Action No.	Actions	2026/27	2027/28	2028/29	2029/30
Maintain and improve road network in line with resource capacity	1.3.1.1	Maintain and improve road network in line with Asset Management Plans	■	■	■	■
Review and implement the Airport Master Plan	1.3.2.1	Implement Airport Master Plan	■	■	■	■
	1.3.2.2	Review Airport Master Plan			■	

Strategy	Action No.	Actions	2026/27	2027/28	2028/29	2029/30
Support development of agricultural services	1.4.1.1	Continue to engage with stakeholders within agricultural industry to ensure appropriate service provision	■	■	■	■
	1.4.1.2	Ensure appropriate consideration of the agricultural industry requirements in the preparation of the Local Planning Scheme and Local Planning Strategy	■	■	■	■
	1.4.1.3	Ensure agriculture is an integral element of the proposed Economic Development Strategy		■		
	1.4.1.4	Advocate for the interests of agriculture as a critical component of our economy	■	■	■	■

Social Objective

To provide community facilities and promote social interaction

The following tables reflect the future actions to be undertaken for each strategy. The prioritisation of the actions is reflected by a square indicating when the action is planned to be undertaken.

Strategy	Action No.	Actions	2026/27	2027/28	2028/29	2029/30
Develop and implement a youth strategy	2.1.1.1	Finalise youth strategy and engage with stakeholders. Youth Engagement, Strategy and Development Plan 2019/20 Adopted 27/10/20				
	2.1.1.2	Provide youth services and facilities in accordance with the youth strategy	■	■	■	■
	2.1.1.3	Work with local youth service providers	■	■	■	■

Strategy	Action No.	Actions	2026/27	2027/28	2028/29	2029/30
Support the provision of community security services and facilities	2.2.1.1	Develop a community safety and security strategy			■	
	2.2.1.2	Maintain and further develop the CCTV network	■	■	■	■
	2.2.1.3	Advocate for increased police and justice services	■	■	■	■
Advocate for mental health and social support services	2.2.2.1	Lobby for increased mental health support services	■	■	■	■
	2.2.2.2	Lobby for increased social support services	■	■	■	■
Continue and improve provision of in-home care services	2.2.3.1	Continue to support the provision of Home and Community Care and aged services	■	■	■	■
	2.2.3.2	Lobby for increased funding for Home and Community Care and in-home care services	■	■	■	■

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Social Objective (continued)

Strategy	Action No.	Actions	2026/27	2027/28	2028/29	2029/30
Develop and activate Sport and Recreation Master Plan	2.3.1.1	Develop Narrogin Regional Leisure Centre and Clayton Oval Concept Plan for Precinct	■	■	■	■
	2.3.1.2	Activate Sport and Recreation Master Plan / Concept Plans	■	■	■	■
Engage and support community groups and volunteers	2.3.2.1	Continue to provide the community chest	■	■	■	■
	2.3.2.2	Advocate on behalf of volunteer and community groups	■	■	■	■
	2.3.2.3	Continue to support emergency services including improved facilities	■	■	■	■
Facilitate and support community events	2.3.3.1	Continue to support existing community events	■	■	■	■
	2.3.3.2	Investigate opportunities and support for new community events	■	■	■	■
Provide improved community facilities (e.g. library/recreation)	2.3.4.1	Improve and continue to provide community facilities in line with Asset Management Plans	■	■	■	■
	2.3.4.2	Consider expanding services and facilities at the Library		■		
Encourage and support continued development of arts and culture	2.3.5.1	Continue to support arts and cultural activities within the district	■	■	■	■

Strategy	Action No.	Actions	2026/27	2027/28	2028/29	2029/30
Maintain and enhance heritage assets	2.4.1.1	Review Municipal Heritage List New List adopted 27/11/19				
	2.4.1.2	Maintain heritage assets in line with AMP's	■	■	■	■
	2.4.1.3	Seek and support initiatives for enhancement of heritage assets in the district	■	■	■	■
Support our Narrogin cultural and Indigenous community	2.4.2.1	Continue to engage with cultural and Indigenous community	■	■	■	■
	2.4.2.2	Adopt a Community Engagement Strategy. Policy adopted 8/10/19				
	2.4.2.3	Lobby for long term funding in support of cultural and indigenous initiatives	■	■	■	■

Social Objective (continued)

Strategy	Action No.	Actions	2026/27	2027/28	2028/29	2029/30
Advocate for increased and improved education facilities for the region	2.5.1.1	Continue lobbying for increased and improved education facilities	■	■	■	■
Advocate for and support increased and improved education services	2.5.2.1	Continue lobbying for increased and improved education services	■	■	■	■

(This space is intentionally blank).

Environment Objective

Conserve, protect and enhance our natural and built environment

The following tables reflect the future actions to be undertaken for each strategy. The prioritisation of the actions is reflected by a square indicating when the action is planned to be undertaken.

Strategy	Action No.	Actions	2026/27	2027/28	2028/29	2029/30
Conserve, enhance, promote and rehabilitate the natural environment	3.1.1.1	Develop and implement a Local Biodiversity Strategy			■	■
	3.1.1.2	Develop and implement Natural Resource Plans			■	■
	3.1.1.3	Continue to implement and support Foxes Lair Management Plan	■	■	■	■
	3.1.1.4	Continue to implement and support Railway Dam Management Plan	■	■	■	■
	3.1.1.5	Continue Landcare Tree Planting Grants (as Reserve Funds allow)	■	■	■	■

Strategy	Action No.	Actions	2026/27	2027/28	2028/29	2029/30
Support the provision of waste services	3.2.1.1	Continue to investigate regional waste facility		Discontinued		
	3.2.1.2	Continue to implement the waste management plan	■	■	■	■
	3.2.1.3	Undertake improved education and support for community and individual recycling initiatives	■	■	■	■

Strategy	Action No.	Actions	2026/27	2027/28	2028/29	2029/30
Increase resource usage efficiency	3.3.1.1	Seek funding to improve and expand treated waste water irrigation system - Completed 2021				
	3.3.1.2	Continue to work with research institutes and / or other organisations to promote and support the use of alternative energy	■	■	■	■
	3.3.1.3	Seek funding to harvest and reutilise storm water and implement – Completed 2022		Completed		

Strategy	Action No.	Actions	2026/27	2027/28	2028/29	2029/30
Improve and maintain built environment	3.4.1.1	Maintain and implement Asset Management Plans	■	■	■	■
	3.4.1.2	Investigate and implement Shire of Narrogin (incorporating Narrogin and Highbury) Townscape Plan	■	■	■	■

Strategy	Action No.	Actions	2026/27	2027/28	2028/29	2029/30
	3.4.1.3	Review the Shire of Narrogin Townscape Plan	■			
	3.4.1.4	Refurbish Railway Station and activate heritage precinct	Completed			

(This space is intentionally blank).

Civic Leadership Objective

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

The following tables reflect the future actions to be undertaken for each strategy. The prioritisation of the actions is reflected by a square indicating when the action is planned to be undertaken.

Strategy	Action No.	Actions	2026/27	2027/28	2028/29	2029/30
Continually improve operational efficiencies and provide effective services	4.1.1.1	Provide quality customer service	■	■	■	■
	4.1.1.2	Review, update and maintain strategic and operational plans	■	■	■	■
	4.1.1.3	Continue to provide quality regulatory services (planning/building /health/ranger services)	■	■	■	■
	4.1.1.4	Continue to utilise technological developments to enhance efficiencies	■	■	■	■
	4.1.1.5	Continue to develop shared service provision	■	■	■	■
	4.1.1.6	Support and provide training and development opportunities for Elected Members and staff	■	■	■	■
Continue to enhance communication and transparency	4.1.2.1	Promote participation of community stakeholders	■	■	■	■
	4.1.2.2	Utilise diverse communication channels	■	■	■	■
	4.1.2.3	Build increased awareness of Shire operations and services	■	■	■	■
	4.1.2.4	Encourage community interest in Local Government Elected Member leadership	■	■	■	■

Strategy	Action No.	Actions	2026/27	2027/28	2028/29	2029/30
Provide a positive, desirable workplace	4.2.1.1	Provide an attractive and safe work environment	■	■	■	■
	4.2.1.2	Maintain a positive work culture and teamwork	■	■	■	■

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Measuring Success

The intended outcome of this Plan is to align the community's visions and aspirations for the future of the Shire of Narrogin to the Shire's objectives. Success will be measured by both quantifiable and non-quantifiable outcomes.

Key performance measures provide an indication of whether the Shire is meeting the objectives and will be monitored and reported. The measures for each objective are provided in the table below.

	Objectives	Key Performance Measures
ECONOMIC	<i>Support growth and progress, locally and regionally</i>	- Population statistics - No. of development approvals - Assessed vacancy rates (business and residential) - No. of building approvals
SOCIAL	<i>To provide community facilities and promote social interaction</i>	- Social media activity - Community participation levels in recreation activities and events - Recreation Centre usage rates - Reduction in anti-social behaviour
ENVIRONMENT	<i>Conserve, protect and enhance our natural and built environment</i>	- Statutory asset management ratios - Compliance with statutory reviews required by the Local Planning Framework - Compliance with statutory requirements for the review of the Municipal Heritage Inventory
CIVIC LEADERSHIP	<i>Continually enhance the Shire's organisational capacity to service the needs of a growing community</i>	- Statutory financial ratios - Employee retention rates - Volunteer levels

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Services and Facilities

Services and facilities provided by the Shire are linked with the relevant strategy of the Strategic Community Plan in the following table. The table reflects the strong connection between the services and facilities provided by the Shire and the desired outcomes and community vision.

Services/Facilities	Associated Strategic Reference	Services/Facilities	Associated Strategic Reference
Community Facilities		Shire Services	
Caravan park	1.2.1 3.4.1	Building control	4.1.1
Children's playgrounds	2.3.4 3.4.1	Community consultation & engagement	2.4.2 4.1.2
Gnarojin park	1.2.1 2.3.4 3.4.1	Council's customer service & payments	4.1.1
Library	2.3.4 3.4.1	Economic development	1.1.1 1.1.2 1.1.3 1.2.1 1.4.1 3.1.1
Narrogin Regional Leisure Centre	1.1.2 1.2.1 2.3.1 3.4.1	Environmental initiatives	3.1.1 3.2.1 3.3.1
Outdoor gym	2.3.1 2.3.4	Festival & event management	2.3.3
Parks, gardens & ovals	2.3.4 3.4.1	Financial management	4.1.1
Public toilets	2.3.4 3.4.1	Fire control & emergency management	2.3.2 3.1.1
Reserves & public open spaces	1.2.1 3.1.1	Governance & advocacy	1.1.1 1.1.3 2.2.1 2.2.2 2.2.3 2.3.2 2.4.1 2.4.2 3.1.1 4.1.1 4.1.2 4.2.1
Skate park	2.1.1 2.3.1 2.3.4	Health administration, inspection & education	4.1.1
Sport & recreation facilities	2.3.1 2.3.4	Household waste and recycling	3.2.1
Town hall complex	2.3.4 3.4.1	Litter Control	1.2.1 3.2.1
Community Support & Services		Long term planning	4.1.1
Aged care & home-care	1.1.3 2.2.3	Maintenance - other infrastructure	3.4.1
Arts & culture	1.1.2 1.2.1 2.3.2 2.3.3 2.3.5 2.4.2	Maintenance - roads	1.3.1 3.4.1
Community Assisted Transport Service	1.1.3	Natural resource management	3.1.1
Crime prevention	2.2.1	Parking control	1.1.2
Disability services	1.1.3 2.2.2	Pest control	3.1.1 4.1.1
Sport & recreation club development	2.3.1 2.3.2 2.3.3 2.3.5	Ranger and animal services	4.1.1
Infrastructure		Refuse site	3.2.1
Airport	1.3.2	Regional collaboration	1.1.1 1.1.2 1.4.1
CBD infrastructure (footpaths, seating, etc.)	1.2.1 3.4.1	Streetscape and gardens	1.2.1 2.3.4 3.4.1
CBD street lighting	3.4.1	Tourism	1.2.1
Cemetery	3.4.1	Town planning	1.4.1 3.4.1
Drainage & storm water	1.3.1	Transport, licensing & coach ticketing	4.1.1
Roads, verges & footpaths	1.3.1 3.4.1		

For further details on the Corporate Business Plan please contact

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10.3.4 SHIRE OF NARROGIN DIFFERENTIAL RATING 2026/27

File Reference	12.4.1
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	4 June 2026
Author	Ian Graham – Executive Manager Corporate & Community Services
Authorising Officer	Michael Cole – Interim Chief Executive Officer
Attachments	1. Modelled Rates Income and Parameters 2. Notice of Intention to Levy Differential Rates 2026/27 and Objects and Reasons

Summary

This agenda item outlines the process of setting of Gross Rental Valuation (GRV) Differential Rates for the 2026/27 financial year and the advertising of the Shire's Notice of Intention to Levy Differential Rates for 2026/27.

Background

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

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

Those approved characteristics can be summarised as follows:

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

The *Local Government Act 1995* places several constraints on the setting of both a differential rate in the dollar and differential minimum payments as well as advertising and other reporting requirements. To achieve the agreed 10-year rate parity, Council has adopted Policy 3.6 Rating – Merger Parity Transition. This policy describes the methodology of achieving rating equity between the two former local Governments.

The transition period in the policy was subsequently extended to eleven (11) years due to the Covid-19 pandemic and the decision by Council not to increase rates in the 2020/21 financial year.

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

The 2026/27 financial year is the eleventh and final year of implementation of the MOU agreement. It should be noted the current land zoning and land usage allows the continuation of arrangements negotiated in the MOU and carried forward into Council Policy 3.6 – Merger Parity Transition.

Consultation

Consultation has been undertaken with the following officers:

- Elected Members via the Monthly Briefing Session held in June 2026;
- Chief Executive Officer;
- Executive Manager Corporate & Community Services; and
- Manager Corporate Services.

Statutory Environment

Local Government Act 1995:

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

Local Government (Financial Management) Regulations 1996:

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

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

- Differential Rates; and
- Minimum Payments.

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

The first day it is possible to publicly advertise the proposed rates in dollar, is Thursday 25 June 2026 and allowing for 21 full days, the submission period would end on Thursday 16 July 2026.

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

Policy Implications

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

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 rate level set by Council will underpin its ability to provide services and facilities for the 2025/26 Financial Year (and into the future).

The annualised Consumer Price Index (CPI) for March 2026 (Perth) is 2.9% pa. The estimated Local Government Cost Index for 2025/26 is 3.8% and in early June 2026 the Fair Work Commission announced a 4.75% increase to the National Minimum Wage and minimum award wages.

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

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

Three (3) rating models have been prepared using the methodology (Attachment 1) of Council Policy 3.6 Rating – Merger Parity Transition which is premised rate increases of 3% (Model A), 4% (Model B) or 4.5% (Model C).

Unimproved Valuations (UV) are reviewed by Landgate annually. For 2026/27 the UV valuations have increased overall by 11.27% and take effect from 1 July 2026. Valuation changes for individual assessments may vary affecting ratepayers differently, either positively or negatively.

Gross Rental Valuations (GRV) are reviewed by Landgate every five (5) years, with the last revaluation being dated 1 August 2023 with effect from 1 July 2024 for 2024/25. Valuation changes for individual assessments may vary affecting ratepayers differently, either positively or negatively.

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

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)
Council does not endorse the rate in the dollar recommendation, resulting in reduced proposed revenue for 2026/27	Rare (1)	Minor (2)	Low (1-4)	Asset Sustainability	Accept Officer Recommendation

Risk Matrix

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

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

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

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION 240626.09

Moved: Cr Pomykala

Seconded: Cr Fisher

That with respect to the differential rating proposed for the Financial Year 2026/27, Council:

1. Advertises its intention, in accordance with section 6.36 of the *Local Government Act 1995*, to adopt the following rates in the dollar and minimum rates for the differential rating categories specified for the 2026/27 Financial Year:

Rating Class	Rate in the Dollar	General Minimum Payment \$	Lesser Minimum Payment \$
Urban - Gross Rental Value	12.7777c	1,400.00	-
Rural - Gross Rental Value	12.1615c	1,391.00	1,070.00

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

Carried by Simple Majority 6/0

For: President Ballard, Cr Broad, Cr Bartron, Cr Pomykala, Cr Fisher, Cr McNab

Against: Nil

Rates Income Models 2026/27

Rating Income					
Differential Rating Category	Actuals Raised 25/26 FY	Rates adjustment to bring to 2025/26 income (0%) increase	A	B	C
			Modelling of Minimums and Rates in the \$ by approximately 3%	Modelling of Minimums and Rates in the \$ by approximately 4%	Modelling of Minimums and Rates in the \$ by approximately 4.5%
Rates Income Models					
GRV - Urban	4,449,101	4,448,905	4,582,287	4,627,013	4,648,980
Percent Increase on 2025/26		0.00%	2.99%	4.00%	4.49%
GRV - Rural	183,206	183,205	200,969	202,806	203,717
Percent Increase on 2025/26		0.00%	9.70%	10.70%	11.20%
UV	1,701,244	1,714,065	1,827,254	1,844,491	1,852,879
Percent Increase on 2025/26		0.75%	7.41%	8.42%	8.91%
TOTAL RATES	6,333,551	6,346,175	6,610,510	6,674,310	6,705,577

Rating Parameters					
Differential Rating Category	Actuals Raised 25/26 FY	Rates adjustment to bring to 2025/26 income (0%) increase	A	B	C
			Modelling of Minimums and Rates in the \$ by approximately 3%	Modelling of Minimums and Rates in the \$ by approximately 4%	Modelling of Minimums and Rates in the \$ by approximately 4.5%
GRV – Urban					
Rate in \$	12.2275	12.2275	12.5943	12.7166	12.7777
Minimum	1,340.00	1,340.00	1,380.00	1,394.00	1,400.00
GRV – Rural					
Rate in \$	10.8330	10.9150	11.9978	12.1069	12.1615
Minimum	1,265.00	1,265.00	1,372.00	1,385.00	1,391.00
Minimum	980.00	1,000.00	1,055.00	1,065.00	1,070.00
UV					
Rate in \$	0.3389	0.3079	0.3270	0.3301	0.3316
Minimum	1,230.00	1,200.00	1,302.00	1,314.00	1,320.00



NOTICE OF INTENTION TO LEVY DIFFERENTIAL RATES 2026/27

INCLUDING STATEMENT OF RATING INFORMATION

JUNE 2026



NOTICE OF INTENTION TO LEVY DIFFERENTIAL RATES 2026/27

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

Rate Code Description	Rate in the \$	Minimum Payment \$
GRV Urban	12.7777c	1,400.00
GRV Rural	12.1615c	1,391.00
GRV Rural – Highbury Townsite	12.1615c	1,070.00

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

Electors and Ratepayers are invited to make written submissions on the proposed differential and minimum rates and any related matters for Council's consideration by **4:00pm Thursday 16 July 2026** via email enquiries@narrogin.wa.gov.au. Alternatively, they can be submitted to the undersigned before the due date.

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

Michael Cole
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SUPPORTING STATEMENT OF RATING INFORMATION 2026/27

(Including Objects and Reasons for the Rating Structure)

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

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

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

During the merger negotiations between the Shire and Town of Narrogin, it was agreed that the former Shire Rate Payers will be provided a 10-year period to achieve rating parity with the former Town of Narrogin Rate Payers. Due to Covid-19, there was no increase applied in 2020-21 and therefore it is noted that 2026/27 will be the eleventh and last year of the parity transition period.

Powers to Rate Property

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

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

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

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

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

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

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

¹ Landgate, Rating and Taxing Valuations Publication , February 2012

Objections and Appeals to a Valuation

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

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

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

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

Exemptions, Instalments, Concessions and Waivers

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

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

The Council will offer two rate payment options as follows:

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

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

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

GROSS RENTAL VALUES (GRV)

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

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

The general rates for the 2026/27 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also considering the extent of any increase in rating over the level adopted in the previous year.

GRV – Differential Rates

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

GRV Urban

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

Objects and Reasons

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

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

Differential Rate Category	Rate in the \$	General Minimum Payment
GRV Urban	12.7777c	\$1,400.00

GRV Rural

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

Objects and Reasons

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

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

Differential Rate Category	Rate in the \$	General Minimum Payment
GRV Rural	12.1615c	\$1,391.00

UNIMPROVED VALUES (UV)

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

Minimum Payments

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

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

Lesser Minimum Payment

A Lesser minimum of \$1,070.00 is proposed for assessments in the Highbury Townsite. During the merger negotiations between the Shire and Town of Narrogin, it was agreed that the former

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

End

10.3.5 ANNUAL (NON RATE) DEBTORS REVIEW / WRITE OFF REPORT

File Reference	12.7.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	12 June 2026
Author	Ian Graham – Executive Manager Corporate & Community Services
Authorising Officer	Michael Cole – Chief Executive Officer
Attachments	1. Non Rate Debtor Write Offs - Confidential Attachment (under separate cover)

Summary

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

Background

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

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

Consultation

Consultation has been undertaken with the following Officers:

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

Statutory Environment

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

Unrecoverable debts up to the individual value of \$100.00 may be written off under Council Delegation 3.7, whilst those over \$100.00 are to be brought to Council for write off on at least an annual basis pursuant the Shire's Compliance & Governance Calendar.

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

Details of the proposed write offs are shown in the Confidential Attachment. If authorised, the write-offs will reduce the revenue expected to be collected in the 2025/26 financial year by \$1,816.57.

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)
Whilst the amount is relatively small, if the Council does not write off debts deemed by management as uncollectable it could result in the Shire incurring additional irrecoverable costs in attempting to collect, and or artificially raises the end of year surplus position, giving an inflated view of that position.	Rare (1)	Minor (2)	Low (1-4)	Asset Sustainability	Accept Officer Recommendation

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; 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 debts requested to be written off in this report are deemed irrecoverable and considered to be minor in value. Please refer to the confidential Attachment 1 provided for details.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION 240626.10

Moved: Cr Fisher

Seconded: Cr McNab

That pursuant to Section 6.12(1)(c) of the *Local Government Act 1995*, Council:

1. Authorise the Administration to write off amounts deemed uneconomic to recover, totalling \$1,816.57 as per Confidential Attachment 1; and
2. Request the Administration to ensure that this write off be referenced in the Annual Financial Report, as required by the aforementioned regulation.

Carried by Simple Majority 6/0

For: President Ballard, Cr Broad, Cr Bartron, Cr Pomykala, Cr Fisher, Cr McNab

Against: Nil

10.3.6 INTERCONNECTING WHEATBELT RAIL TRAILS

File Reference	
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Not applicable
Previous Item Numbers	Nil
Date	10 June 2026
Author	Regina Razumovskaya – Manager Community & Economic Services
Authorising Officer	Michael Cole – Interim Chief Executive Officer
Attachments	1. Beverley–Narrogin Transport Trail – Volume 1: Strategic Plan 2. Beverley–Narrogin Transport Trail–Volume 2: Feasibility Study 3. Interconnecting Wheatbelt Rail Trails Report 4. Infographic – Interconnecting Wheatbelt Rail Trails (under separate cover due to size)

Summary

Council is requested to endorse the Beverley–Narrogin Transport Trail – Volume 1: Strategic Plan; Beverley–Narrogin Transport Trail–Volume 2: Feasibility Study; and Interconnecting Wheatbelt Rail Trails concept and advocate to the State Government for funding to progress the 250+ km regional cycling and walking network.

Background

The Beverley–Narrogin Transport Trail originated from a collaborative initiative involving the Shires of Beverley, Brookton, Pingelly, Cuballing and Narrogin. The participating local governments successfully secured funding through the WA Bicycle Network Grants Program to undertake a feasibility study and strategic planning process for a long-distance cycling and walking trail linking the five local government areas. The resulting Strategic Plan identified a proposed 105-kilometre transport trail connecting Beverley, Brookton, Pingelly, Popanyinning, Cuballing and Narrogin through a combination of off-road and on-road trail experiences. The study concluded that the project was feasible and recommended that the concept be further pursued.

The proposed trail consists of two complementary components. The “Green Route” is an off-road shared-use trail designed for cyclists, walkers and families, while the “Orange Route” is an on-road cycle touring route utilising scenic Wheatbelt roads and providing access to a range of natural, heritage and tourism attractions. Together, the routes provide opportunities for active recreation, tourism development, improved regional connectivity and enhanced access to the unique landscapes and communities of the Wheatbelt.

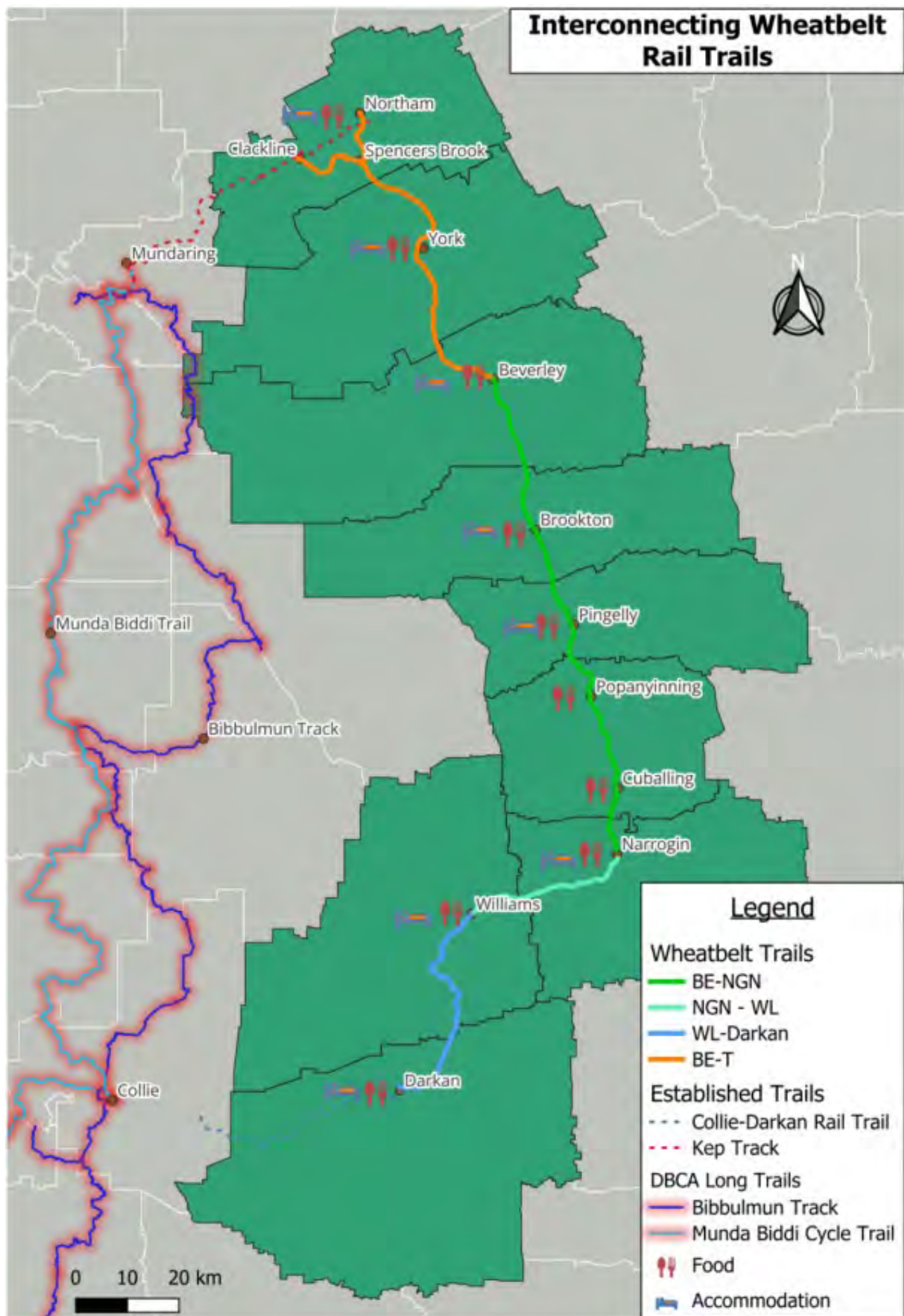
The Strategic Plan identified a number of potential benefits arising from the project, including increased visitation, economic stimulation for local businesses, expanded recreational opportunities, improved community health and wellbeing outcomes, and stronger connections between participating communities. The feasibility work estimated that, under conservative scenarios, the trail could attract more than 12,000 users annually and generate significant economic activity across the region through increased visitor expenditure and longer visitor stays.

Since completion of the Beverley–Narrogin studies, additional regional investigations have been undertaken to consider how the corridor could integrate with other existing and proposed rail trail and cycling initiatives across the Wheatbelt and South West. In 2026, Broadview Consult prepared the Wheatbelt Rail Trail report, which consolidated several previous studies undertaken between 2008 and 2025, including the Beverley–Narrogin Transport Trail, Narrogin–Williams Rail Trail, Darkan–Williams Rail Trail and Avon Central Coast Cycling Strategy. The report examined opportunities to establish a connected Wheatbelt Rail Trail network linking multiple local government areas and connecting to established trail assets such as the Bibbulmun Track, Munda Biddi Trail and Kep Track.

The Wheatbelt Rail Trail report identified the Beverley–Narrogin corridor as the preferred Stage 1 component of a broader regional trail network and described it as the backbone of the proposed Wheatbelt Rail Trail initiative. The report concluded that the corridor offers the strongest opportunity for early implementation due to its strategic location, proximity to the Perth metropolitan market, existing tourism infrastructure and ability to deliver regional economic, tourism, health and community benefits. It further recommended that participating local governments adopt a coordinated regional approach to governance, advocacy and funding attraction to progress the project as a staged regional initiative.

The Wheatbelt Rail Trail report estimates that Stage 1 would deliver approximately 107 kilometres of connected trail linking six communities across five local governments and establish the governance and delivery framework required for future stages of the network. The report also identifies a number of key matters requiring further investigation, including governance arrangements, corridor access negotiations with ARC Infrastructure and the Public Transport Authority, funding pathways, engineering requirements and long-term maintenance responsibilities.

Council is now being requested to consider whether it wishes to formally support the Beverley–Narrogin corridor as Stage 1 of the proposed Wheatbelt Rail Trail initiative and continue participating in regional discussions relating to governance, advocacy and funding opportunities.



Consultation

Extensive community consultation was undertaken as part of the Beverley–Narrogin Transport Trail Feasibility Study in 2025, including five Public Open Houses across the corridor towns and an online survey that received 375 responses. Of respondents, 95% indicated they would use the trail and 65% said they would use both routes. Councillors from the five partner Local Governments attended Open Houses and expressed informal support for the project. In addition, broad support for the concept was articulated through social media.

Formal engagement with landholders, ARC Infrastructure, the Public Transport Authority, Noongar Traditional Owners and other key stakeholders has been undertaken by the consultant and the views expressed have been integrated into the Strategic Plan and Feasibility Study where possible. No further public consultation is required prior to Council endorsing the trail concept and advocacy position.

Statutory Environment

Nil.

Policy Implications

Nil.

Financial Implications

There are no financial implications arising from this report. This resolution commits the Shire to no capital or operational expenditure. Any future financial commitments, including contributions to project resourcing, grant applications, detailed design or construction, will be the subject of separate reports and Council resolutions.

Study	Distance (KM)	CAPEX	OPEX	ROI	Revenue Annual
AVON Central Cost 2050 Cycling Strategy Northam-Beverley Only	~70	\$ 5,474,521	\$172,550	<2 yrs	\$ 2,669,100
Beverley-Narrogin Transport Trail*	~101.1	\$ 8,865,215	\$249,211	<5 yrs	\$ 1,779,400
Narrogin - Williams Rail Trail	~34	\$ 3,988,860	\$83,810	<4 yrs	\$ 996,295
Darkan-Williams Rail Trail	~47	\$ 1,387,500	\$115,855	<2 yrs	\$889,700
Totals	~250km	~\$20	~\$.6	<4 yrs	\$6.3M

**Beverley-Narrogin Transport Trail capital costs are estimated to reduce by ~\$7.3M if ARC were to support access along the entire corridor and existing maintenance tracks could be utilised.*

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	Support growth and progress, locally and regionally
Outcome:	1.2: Increased tourism
Strategy:	1.2.1: Promote, develop tourism and maintain local attractions
Objective	To provide community facilities and promote social interaction
Outcome	2.3 Existing strong community spirit and pride is fostered, promoted and encouraged
Strategy	2.3.4 Provide improved community facilities (eg library/recreation)

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Loss of regional momentum if Council does not endorse the unified program approach alongside partner shires	Possible (3)	Moderate (3)	Medium (5-9)	Engagement Practices	Manage by early coordinated governance
ARC Infrastructure declines corridor access, significantly increasing Stage 1 capital cost	Possible (3)	Moderate (3)	Medium (5-9)	Compliance Requirements	Manage by ministerial advocacy and a unified shire position. Trail is feasible without corridor access at higher cost.

Risk Matrix

Consequence Likelihood		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 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 item 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 Beverley–Narrogin Transport Trail has evolved from a standalone trail proposal into a strategically significant regional initiative that forms the foundation of the broader Wheatbelt Rail Trail network. The completed feasibility and strategic planning work demonstrates that the project is achievable and has the potential to deliver long-term tourism, economic, recreational and community benefits for Narrogin and the wider Wheatbelt region.

While substantial planning, funding and stakeholder negotiations remain necessary before construction could occur, endorsement of the proposed recommendations would not commit the Shire to immediate capital expenditure. Rather, it would confirm Council's support for continued regional collaboration and advocacy aimed at progressing governance arrangements, corridor access discussions and future funding opportunities for Stage 1 of the Wheatbelt Rail Trail initiative.

As the southern anchor community of the proposed Stage 1 corridor, Narrogin is well positioned to benefit from increased visitation, enhanced regional connectivity, new tourism opportunities and broader economic development outcomes associated with the establishment of a connected Wheatbelt trail network. Accordingly, officer support is provided for the recommendations contained within this report.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION 240626.11

Moved: Cr McNab

Seconded: Cr Bartron

That Council:

1. Endorses the Beverley–Narrogin Transport Trail Strategic Plan and Feasibility Study;
2. Endorses the Interconnecting Wheatbelt Rail Trails report;
3. Partners with the Shires of Beverley, Brookton, Cuballing, Pingelly and Narrogin to progress the actions contained in these reports, subject to no financial commitment being made without further Council resolution;
4. Advocates to the State and Federal Governments for funding to progress the Interconnecting Wheatbelt Rail Trails project; and
5. Notes that any future financial contribution, land commitment or construction works associated with the project will be subject to separate Council consideration.

Carried by Simple Majority 6/0

For: President Ballard, Cr Broad, Cr Bartron, Cr Pomykala, Cr Fisher, Cr McNab

Against: Nil

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	12 June 2026
Author	Danielle van Rooyen - Business Development and Innovation Officer
Authorising Officer	Michael Cole – Chief Executive Officer
Attachments	Delegations Register – Reviewed 25 May 2026

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*.

The Delegations Register was last endorsed by Council on 28 May 2025 and the required annual review has now been completed.

As a result of the review, the following changes are proposed:

- Minor administrative and legislative updates throughout the Register;
- An amendment to Delegation 3.11 – Donations/Sponsorship – Financial and In-kind Works / Services; and
- Amendments to Delegations 12.2, 12.3, 12.4 and 12.9 relating to permitted sub-delegate positions.

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 28 May 2025.

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; and
- Executive Managers.

Statutory Environment

- 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 known meaningful financial implications relative to this matter more than officer time and minor administrative costs.

The proposal has no impact on the Council's Long Term Financial Plan.

Strategic Implications

The review of the Delegations Register 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

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

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

Comment/Conclusion

The review 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 a number of administrative and legislative amendments throughout the Register.

The review also identified the need to amend Delegation 3.11 – Donations/Sponsorship – Financial and In-kind Works / Services. The current delegation permits the Chief Executive Officer to approve in-kind works and services up to \$500 ex GST in any financial year. The adopted 2026/27 Fees and Charges indicate that a full day hire of the John Higgins Centre is \$653 including GST. As a result, the existing threshold no longer accommodates a full day in-kind facility hire. It is therefore proposed that the threshold be increased to \$700 ex GST to ensure the delegation remains practical and aligned with current fees and charges.

In addition, Delegations 12.2 (Things to be done on land not local government property), 12.3 (Works on land outside the district), 12.4 (Materials from land not under local government control) and 12.9 (Temporary road closures) currently permit sub-delegation to the position of Manager Operations.

As the Manager Operations position no longer exists and its responsibilities have been divided between the positions of Manager Infrastructure – Rural and Manager Infrastructure – Urban, amendments are proposed to update the permitted sub-delegate positions accordingly.

As these positions are identified within the Council delegation itself under "Sub-delegation permitted to", Council approval is required to amend the Register. Following Council approval, the Chief Executive Officer may update the corresponding sub-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

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION 240626.12

Moved: Cr Broad

Seconded: Cr Pomykala

That pursuant to sections 5.42, 5.43, 5.44 and 5.46(2) of the *Local Government Act 1995* (WA) and the various other legislation as listed in the attached Delegations Register, Council:

1. Adopts the Delegations Register as reviewed, incorporating the following amendments:

- a) Delegation 3.11 – Donations/Sponsorship – Financial and In-kind Works / Services: increasing the Chief Executive Officer's authority to approve in-kind works and services from \$500 ex GST to \$700 ex GST in any financial year;
- b) Delegations 12.2 – Things to be done on land not local government property, 12.3 – Works on land outside the district, 12.4 – Materials from land not under local government control and 12.9 – Temporary road closures: replacing the former position of Manager Operations with Manager Infrastructure – Rural and Manager Infrastructure – Urban under the "Sub-delegation permitted to" provisions; and
- c) Minor administrative and legislative updates throughout the Register.

Carried by Absolute Majority 6/0

For: President Ballard, Cr Broad, Cr Bartron, Cr Pomykala, Cr Fisher, Cr McNab

Against: Nil



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REGISTER OF DELEGATIONS

AS AT 25 MAY 2026



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
21	5 June 2025	Annual Review	Resolution 280525.12
22	23 July 2025	Amendment	Resolution 230725.09 – Executive Manager Planning & Sustainability to Executive Manager Planning & Sustainability
23	27 August 2025	Amended	Resolution 270825.08 – 3.4 Disposing of land – Licences, Leases, Rentals etc
24	3 February 2026	Amended	3.4 Disposing of land – Licences, Leases, Rentals etc highlighted text as per CEO instruction

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 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 s5.42.

Corporate context

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

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

The order of priority for compliance is –

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

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

- 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		Council to:			CEO to:						
		SP	CBF CO	CEO	EM CCS	EM PS	EM IS	MCS	MEHO & REHO	MIR & MIU	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					
6.6	Environmental Protection (Noise) Regulations 1997			F							
7.1	Cemetery Local Law 2016			F			F				
8.1	Designated senior employee – Vacancy			F	Not Permitted						
8.2	Long service leave			F	R						
10.1	Control of building matters			F		F					F
10.2	Illegal development			F		F					
10.3	Control of planning matters			F		F					
10.4	Applications for subdivision and amalgamations			F		F					
10.5	Fencing Local Law 2016			F		F					
11.1	Liquor Control Act			F		F					
11.2	Discount/waiver/subsidy of facility hire fees			F	F						
11.3	Public Places and Local Government Property Local Law			F	F	F	F				
12.1	Reserves under control of the local government			F	F	F	F				
12.2	Things to be done on land not local government property			F	F	F	F			R	
12.3	Works on land outside the district			F	F		F			R	
12.4	Materials from land not under local government control			F	F		F			R	
12.5	Notices requiring certain things to be done			F	F	F	F				
12.6	Notice of local government works			F	F	F	F				
12.7	Private works/infrastructure on, over or under public land			F			F				
12.8	Events on roads			F	F	F	F				
12.9	Temporary road closures			F	F	F	F			F	
12.10	Restricted Access Vehicles on Shire Roads			F			R				
12.11	Gates Across roads/thoroughfares			F			F				

13.1	Control of Vehicles (Off-road Areas) Act 1978			F	F	F	F				
13.2	Native flora and fauna			F			F				

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	28 May 2025
Reviewed	25 May 2026

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 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
Reviewed	22 May 2024
Reviewed	28 May 2025
Reviewed	25 May 2026

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 Planning & Sustainability**
- b) **Executive Manager Corporate & Community Services**
- c) **Executive Manager Infrastructure Services**

Delegation by CEO to other employees

- a) **Executive Manager Corporate & Community Services**
As specified in Delegation Conditions
- b) **Executive Manager Infrastructure Services**
As specified in Delegation Conditions
- c) **Executive Manager Planning & Sustainability**
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:
 - o Grant of Lease or licence by Shire to a third party;
 - o Shire acquiring lease or licence from another party;
 - o Variation of lease or licence;
 - o Loans and debentures included in the Annual Budget;
 - o Assignment of lease or licence;
 - o Surrender of lease or licence;
 - o Extension of existing lease or licence, where the extension option included in the lease document;
 - o Sublease or sublicense; and
 - o 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 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	28 May 2025
Reviewed	25 May 2026

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	28 May 2025
Reviewed	25 May 2026

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 Infrastructure Services
- c) Executive Manager Planning & Sustainability

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 Infrastructure Services**
To set specifications and criteria, and to call within Infrastructure Services division
- c) **Executive Manager Planning & Sustainability**
To set specifications and criteria, and to call within Planning & Sustainability 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	28 May 2025
Reviewed	25 May 2026

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 Infrastructure Services
- c) Executive Manager Planning & Sustainability

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 Infrastructure Services**
To a maximum value of \$10,000 or 5% within Infrastructure Services division
- c) **Executive Manager Planning & Sustainability**
To a maximum value of \$10,000 or 5% within Planning & Sustainability 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	28 May 2025
Reviewed	25 May 2026

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 Infrastructure Services
- c) Executive Manager Planning & Sustainability

Delegation by CEO to other employees

To –

- a) Executive Manager Corporate & Community Services**
Matters within Corporate & Community Services division
- b) Executive Manager Infrastructure Services**
Matters within Infrastructure Services division
- c) Executive Manager Planning & Sustainability**
Matters within Planning & Sustainability 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	28 May 2025
Amended	27 August 2025
Reviewed	25 May 2026

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.
2. The CEO is also delegated authority to exercise renewal or extension options within existing leases, licences or rental agreements, subject to:
 - The lease or licence containing a renewal or extension clause previously approved by Council; and
 - The lessee having satisfactorily performed their obligations under the lease or licence, including:
 - o Timely payment of rent and outgoings;
 - o Compliance with lease obligations;
 - o Responsible use of the premises; and
 - o No outstanding disputes or breaches; and
 - Any administrative changes made at the time of renewal or extension being minor in nature and not materially altering the financial value, permitted use, risk profile, or duration of the lease or licence.

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, including any extensions, 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 or privately 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.
5. This delegation applies only to the exercise of renewal or extension.
6. Prior to effecting the delegation for the renewal of leases the CEO be required to inform the Elected Members via email, allowing 30 days' notice to request that the delegation not be so used and instead it be referred to Council.

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services
- b) Executive Manager Infrastructure 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

The Department of Local Government considers leasing and rentals to be disposal of land under the Local Government Act 1995 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	28 May 2025
Reviewed	25 May 2026

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	28 May 2025
Reviewed	25 May 2026

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

None

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services

Delegation by CEO to other employees

To –

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

References

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

File number 12.7.1 / 25.5.2 / Property file

Notes

3.7 Write off of sundry and rate debts

Statutory context

Local Government Act 1995 –

s.5.95 – information that is required to remain confidential

s.6.12(1)(c) – Power to write off any amount of money

Local Government (Financial Management) Regulations 1996 –

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

Corporate context None

History

Last Reviewed	26 May 2021
Reviewed	27 April 2022
Reviewed	26 April 2023
Reviewed	22 May 2024
Reviewed	28 May 2025
Reviewed	25 May 2026

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	28 May 2025
Reviewed	25 May 2026

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
EMPS	All	All
EMIS	All	All
MCS	All	All

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services
- b) Executive Manager Infrastructure Services
- c) Executive Manager Planning & Sustainability
- 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 Infrastructure Services**
Restricted, as specified in Delegation Conditions
- c) **Executive Manager Planning & Sustainability**
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	28 May 2025
Reviewed	25 May 2026

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 Planning & Sustainability
 - b) Executive Manager Infrastructure Services

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services
- b) Executive Manager Infrastructure Services
- c) Executive Manager Planning & Sustainability
- 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 Infrastructure Services**
Restricted, as specified in Delegation Conditions
- c) **Executive Manager Planning & Sustainability**
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	28 May 2025
Reviewed	25 May 2026

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

1. Financial

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

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

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

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

- Businesses;
- 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
- recipients of funding from the “Community Chest” annual Budget allocation.

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

2. In-kind works and services

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

- the amount does not exceed \$700 ex GST in any financial year; and
- the recipient is a community group, sporting club or non-profit organisation; and
- the recipient is based locally, or the purpose has particular benefit or application to the district; and

- 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 \(Donations\)](#)

3.12 Notes 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	28 May 2025
Reviewed	25 May 2026

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	28 May 2025
Reviewed	25 May 2026

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 Planning & Sustainability
- c) Executive Manager Infrastructure Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Infrastructure Services**
In full
- c) **Executive Manager Planning & Sustainability**
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	28 May 2025
Reviewed	25 May 2026

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 Planning & Sustainability

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Planning & Sustainability**
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	28 May 2025
Reviewed	25 May 2026

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 Planning & Sustainability
- b) Executive Manager Corporate & Community Services

Delegation by CEO to other employees

To –

a) Executive Manager Corporate & Community Services

In full

b) Executive Manager Planning & Sustainability

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	28 May 2025
Reviewed	25 May 2026

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 Planning & Sustainability
- b) Executive Manager Corporate & Community Services

Delegation by CEO to other employees

To –

a) Executive Manager Corporate & Community Services

In full

b) Executive Manager Planning & Sustainability

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	28 May 2025
Reviewed	25 May 2026

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 Planning & Sustainability
- b) Executive Manager Corporate & Community Services

Delegation by CEO to other employees

To –

a) Executive Manager Corporate & Community Services

In full

b) Executive Manager Planning & Sustainability

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	28 May 2025
Reviewed	25 May 2026

Delegation from Council to CEO

Functions to be performed

- The CEO is delegated power to remove and impound goods from a public place if –
 - the goods or vehicle present a hazard to public safety;
 - the goods or vehicle obstruct the lawful use of any place; and
 - the goods or vehicle have been, or appear to have been abandoned.
- 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

- Executive Manager Infrastructure Services
- Executive Manager Corporate & Community Services
- Executive Manager Planning & Sustainability

Delegation by CEO to other employees

To –

- Executive Manager Corporate & Community Services**
In full
- Executive Manager Infrastructure Services**
In full
- Executive Manager Planning & Sustainability**
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	28 May 2025
Reviewed	25 May 2026

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 Infrastructure Services
- b) Executive Manager Corporate & Community Services
- c) Executive Manager Planning & Sustainability

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Infrastructure Services**
In full
- c) **Executive Manager Planning & Sustainability**
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	28 May 2025
Reviewed	25 May 2026

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

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

Sub-delegation permitted to

- Executive Manager Planning & Sustainability

Delegation by CEO to other employees

To –

- Executive Manager Planning & Sustainability**

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 28 May 2025

Reviewed 25 May 2026

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 Planning & Sustainability

Delegation by CEO to other employees

To –

- a) **Executive Manager Infrastructure 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	28 May 2025
Reviewed	25 May 2026

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	28 May 2025
Reviewed	25 May 2026

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	28 May 2025
Reviewed	25 May 2026

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	28 May 2025
Reviewed	25 May 2026

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 Planning & Sustainability
- b) Environmental Health Officers

Delegation by CEO to other employees

To –

- a) **Executive Manager Planning & Sustainability**
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	28 May 2025
Reviewed	25 May 2026

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

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

Sub-delegation permitted to

- Executive Manager Corporate & Community Services
- Executive Manager Planning & Sustainability

Delegation by CEO to other employees

To –

- Executive Manager Corporate & Community Services**
In full
- Executive Manager Planning & Sustainability**
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	28 May 2025
Reviewed	25 May 2026

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	28 May 2025
Reviewed	25 May 2026

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 Planning & Sustainability, excluding clause 1(d) & (f).

Sub-delegation permitted to

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

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Planning & Sustainability**
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	28 May 2025
Reviewed	25 May 2026

Delegation from Council to CEO

Functions to be performed

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 to motor sport venues under Part 2 Division 3;
 - (k) shooting venues – noise management plans in relation to shooting venues under Part 2 Division 4;
 - (l) calibration results – requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;
 - (m) sporting, cultural and entertainment events – approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation –
 - (i) Subregulation 18(13)(b) is not delegated.

Conditions on use of delegation

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

References

Formal record of use File copy of approval of discretionary use

File number

Notes

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

Section 7 - Community Services

7.1 Cemetery Local Law 2016

Statutory context Cemetery Local Law 2016

Corporate context None

History

Last Reviewed	26 May 2021
Reviewed	27 April 2022
Reviewed	26 April 2023
Reviewed	22 May 2024
Reviewed	28 May 2025
Reviewed	25 May 2026

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 Infrastructure Services

Delegation by CEO to other employees

To –

- a) Executive Manager Infrastructure 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	28 May 2025
Reviewed	25 May 2026

Delegation from Council to CEO

Functions to be performed

- 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 –
 - Salary;
 - salary sacrifice options;
 - removal expenses;
 - accommodation arrangements;
 - private use of vehicle etc; and
 - any associated FBT implications.
- 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	28 May 2025
Reviewed	25 May 2026

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	28 May 2025
Reviewed	25 May 2026

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 Planning & Sustainability
- b) Regional Building Surveyor / Building Surveyor

Delegation by CEO to other employees

To –

- a) **Executive Manager Planning & Sustainability**
In full, subject to practitioner accreditation requirements.
- b) **Regional Building Surveyor / Building Surveyor**
In full, subject to practitioner accreditation requirements.

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
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File number	Property file
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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	28 May 2025
Reviewed	25 May 2026

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 Planning & Sustainability

Delegation by CEO to other employees

To –

- a) Executive Manager Planning & Sustainability

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	28 May 2025
Reviewed	25 May 2026

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 Planning & Sustainability

Delegation by CEO to other employees

To –

- a) **Executive Manager Planning & Sustainability**
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	28 May 2025
Reviewed	25 May 2026

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 Planning & Sustainability

Delegation by CEO to other employees

To –

- a) **Executive Manager Planning & Sustainability**
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	28 May 2025
Reviewed	25 May 2026

Delegation from Council to CEO

Functions to be performed

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

Conditions on use of delegation

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

Sub-delegation permitted to

- Executive Manager Planning & Sustainability

Delegation by CEO to other employees

To –

- Executive Manager Planning & Sustainability**
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	28 May 2025
Reviewed	25 May 2026

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 Planning & Sustainability

Delegation by CEO to other employees

To –

- a) **Executive Manager Planning & Sustainability**
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	28 May 2025
Reviewed	25 May 2026

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	28 May 2025
Reviewed	25 May 2026

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 Infrastructure Services
- c) Executive Manager Planning & Sustainability

Delegation by CEO to other employees

To –

- a) Executive Manager Corporate & Community Services**
In full
- b) Executive Manager Infrastructure Services**
In full
- c) Executive Manager Planning & Sustainability**
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	28 May 2025
Reviewed	25 May 2026

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 Infrastructure Services
- c) Executive Manager Planning & Sustainability

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Infrastructure Services**
In full
- c) **Executive Manager Planning & Sustainability**
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 28 May 2025

Reviewed 25 May 2026

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 Infrastructure Services
- b) Executive Manager Corporate & Community Services
- c) Executive Manager Planning & Sustainability
- d) Manager Infrastructure Rural
- e) Manager Infrastructure Urban

Delegation by CEO to other employees

To –

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

e) Manager Infrastructure Urban

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	28 May 2025
Reviewed	25 May 2026

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 Infrastructure Services
- b) Executive Manager Corporate & Community Services
- c) Manager Infrastructure Rural
- d) Manager Infrastructure Urban

Delegation by CEO to other employees

To –

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

Shire of Narrogin

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	28 May 2025
Reviewed	25 May 2026

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 Infrastructure Services
- c) Manager Infrastructure Rural
- d) Manager Infrastructure Urban

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Infrastructure Services**
In full
- c) **Manager Infrastructure Rural**
Restricted as specified in Delegation Conditions to works currently in progress
- d) **Manager Infrastructure Urban**
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	28 May 2025
Reviewed	25 May 2026

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 Infrastructure Services
- b) Executive Manager Corporate & Community Services
- c) Executive Manager Planning & Sustainability

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Infrastructure Services**
In full
- c) **Executive Manager Planning & Sustainability**
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	28 May 2025
Reviewed	25 May 2026

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 Infrastructure Services
- b) Executive Manager Corporate & Community Services
- c) Executive Manager Planning & Sustainability

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Infrastructure Services**
In full
- c) **Executive Manager Planning & Sustainability**
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 28 May 2025

Reviewed 25 May 2026

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 Infrastructure Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Infrastructure 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	28 May 2025
Reviewed	25 May 2026

Delegation from Council to CEO

Functions to be performed

- The CEO is delegated power –
 - 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*;
 - 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
 - make all necessary arrangement to comply with Road Traffic (Events on Roads) Regulations r.9.
- 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

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

Sub-delegation permitted to

- Executive Manager Infrastructure Services
- Executive Manager Corporate & Community Services
- Executive Manager Planning & Sustainability

Delegation by CEO to other employees

To –

- Executive Manager Corporate & Community Services**
In full
- Executive Manager Infrastructure Services**
In full
- Executive Manager Planning & Sustainability**
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 28 May 2025

Reviewed 25 May 2026

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 Infrastructure Services
- c) Executive Manager Planning & Sustainability
- d) Manager Infrastructure Rural
- e) Manager Infrastructure Urban

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Infrastructure Services**
In full
- c) **Executive Manager Planning & Sustainability**
In full
- d) **Manager Infrastructure Rural**
In full
- e) **Manager Infrastructure Urban**
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	28 May 2025
Reviewed	25 May 2026

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 Infrastructure Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Infrastructure 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	28 May 2025
Reviewed	25 May 2026

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 Infrastructure Services

Delegation by CEO to other employees
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To –

- a) **Executive Manager Infrastructure 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	28 May 2025
Reviewed	25 May 2026

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 Infrastructure Services
- c) Executive Manager Planning & Sustainability

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Infrastructure Services**
In full
- c) **Executive Manager Planning & Sustainability**
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	28 May 2025
Reviewed	25 May 2026

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 Infrastructure Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Infrastructure 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)

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 7.56pm and, pursuant to resolution 221025.05 of 22 October 2025, reminded Councillors of the next Ordinary Meeting of the Council, scheduled for 7.00 pm on Wednesday 22 July 2026, at this same venue.



Shire of
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