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

COUNCIL POLICY MANUAL

NOTE: Including Standards adopted under the *Local Government Act 1995* but excluding policies adopted by the Council pursuant to the *Planning and Development Act 2005* and *Shire of Narrogin Local Planning Scheme No 3.*

CURRENT AS AT 14 OCTOBER 2026

History Summary

Item	Date	Action	Description
1	26 April 2017	Revocation	Resolution of Council 0417.048 All previous policies, except – 1.3 – Elected Members – Recognition of Service
2	26 April 2017	Adoption	Resolution of Council 0417.048 All policies adopted
3	28 June 2017	Adoption	Resolution of Council 0617.081 1.10 – Related Parties Policy
4	27 September 2017	Amendment	Resolution of Council 0917.115 14.2 – Plant Equipment and Vehicle Replacement (now 12.10)
5	22 August 2018	New Policy	Resolution of Council 0818.080 14.3 – Asset Management Policy (now 12.11)
6	26 September 2018	New Policy	Resolution of Council 0918.095 3.7 – Investments and 3.8 – Transaction Cards policies
8	24 October 2018	New Policy	Resolution of Council 1018.101 15.3 – Street Trees (now 13.3)
9	26 November 2018	Edit	28/11/2018 – Editing to insert preface into front of Manual and note on front cover relating to TPS policies.
10	20 December 2018	New Policy	Resolution of Council 1218.133 3.9 – Complaints Management
11	24 July 2019	Major Biennial Review	Resolution of Council 0719.12
12	16 August 2019	Amendment	As per resolution 0719.012, the word “Trust” changed to ‘Municipal’ in Policy 10.1, paragraph 3.
13.	24 September 2019	Edit	Referencing form to be used in policy 1.10
14.	8 October 2019	Amendment	Addition to Notes section with Form FCEO041 to Policy 1.1
15.	8 October 2019	New Policy	Resolution of Council 0919.004 1.14 – Community Engagement Policy
16.	27 November 2019	New Policy	Resolution of Council 1119.016 2.9 – Annual Closure During Christmas Period
17.	25 February 2020	New Policy	Resolution of Council 0220.023 1.15 – Elected Member, Chief Executive Officer and Employee Attendance at Events Policy
18.	16 March 2020	Amendment	Administrative – Linked Customer Service Charter under heading of Forms and Templates into policy 3.9.
19.	23 June 2020	New Policy	Resolution of Council 0320.014 1.16 – Fraud and Corruption Prevention Policy
20.	23 June 2020	New Policy	Resolution of Council 0320.017 1.17 – Continuing Professional Development
21.	23 June 2020	New Policy	Resolution of Council 0420.005 6.1 – Itinerant Vendor Policy
22.	25 June 2020	Amendment	Resolution of Council 0520.017 Policy 3.1. – Purchasing

Item	Date	Action	Description
23.	29 July 2020	New Policy	Resolution of Council 0720.003 Policy 10.3 – Colour Palette and Sign Guide (Central Business Precinct).
24.	29 July 2020	New Policy	Resolution of Council 0720.012 Policy 3.12 – COVID 19 Financial Hardship
25.	24 September 2020	New Policy	Resolution of Council 0720.015 Policy 3.13 – Rating – Change in Predominant Use of Rural Land
26.	24 September 2020	New Policy	Resolution of Council 0820.003 Policy 11.4 – Public Art Contribution Policy
27.	24 September 2020	New Policy	Resolution of Council 0920.008 Policy 3.14 – Rating – Contiguous Land Use
28.	24 September 2020	Amendment	Resolution of Council 0419.002 Policy 5.2 – Bush Fire Brigades Management
29.	25 November 2020	Amendment	Resolution of Council – 1120.004 Policy 9.1 Occupational Safety & Health Policy
30.	5 February 2021	Amendment	Administrative edit to preface for purposes of recording policies requiring adoption, e.g., insertion of red text to alert author.
31.	25 February 2021	Amendment	Preface updated as a result of new Policies adopted at Council Meeting of 24/2/21.
32.	25 February 2021	New Policy	Resolution of Council 0221.016 Replacement of Policy 1.1 with new Code of Conduct for Council Members, Committee Members and Candidates for Local Government Elections.
33.	25 February 2021	New Policy (Standard)	Resolution of Council 0221.017 Inclusion of new mandatory minimum standards that cover the recruitment, selection, performance review and early termination of LG CEO – Policy 1.18.
34.	25 February 2021	Amendment	Resolution of Council 0221.018 Amended Policy 2.1 – Senior Employees and Acting Chief Executive Officer appointments.
35.	29 April 2021	Amendment	CEO Requested that notes be added to 3.10 Portable and Attractive Assets – Reference was added to the Notes section of Policy 3.10 Portable and Attractive Assets, and a link to the SoN Artwork Collection.
36.	29 April 2021	New Policy	Resolution of Council 0421.009 11.5 Advertising/Sponsorship signs – in Shire buildings and facilities.
37.	26 May 2021	Amended policy	Resolution 0521.009 3.14 Rating – Contiguous Land Use
38.	23 June 2021	Policy Manual Review 2021	Resolution 0621.010 Policy Manual as per Attachment 1 of the Council agenda item was adopted.
39.	27 July 2021	Amendment	Administrative amendment – notes added to 5.2 Bush Fire Brigades – Management.
40.	27 July 2021	Amendment	Administrative amendment – every occurrence of 'Occupational Safety and Health Act 1984' was replaced with 'Work Health and Safety Act 2020'
41.	2 August 2021	Amendment	Resolution 0721.009 – 3.8 Transactions Cards.
42.	7 September 2021	Amendment	Administrative amendment -Corporate Context updated to include RPP policy
43.	25 November 2021	Amendment	Resolution 1124.009 Policy 1.17 Continuing Professional Development
44.	30 November 2021	New Policy	Resolution 1124.002 Policy 6.2 The Healthy Eat Policy
45.	30 November 2021	New Policy	Resolution 1124.002 Policy 6.3 The Active Narrogin Policy

Item	Date	Action	Description
46.	30 November 2021	New Policy	Resolution 1124.002 Policy 6.4 The Alcohol and Drug Policy
47.	30 March 2022	Amendment	Resolution 0323.008 Policy 9.1 Work Health and Safety Policy
48.	12 May 2022	Amendment	Resolution 0427.002 Policy 5.1 Bush Fire Brigades – Establishment
49.	12 May 2022	Amendment	Resolution 0427.003 Policy 5.2 Bush Fire Brigades – Management
50.	12 May 2022	New Policy	Resolution 0427.007 Policy 12.14 Funding Contribution – Application for Advancement of Sealing of Shire Gravel Roads
51.	18 May 2022	Amendment	Administrative amendment – Risk Management Procedures & Framework added to Policy 2.8 – Enterprise Risk Management
52.	7 July 2022	Amendment	Administrative Amendment – 5.1 Bush Fire Brigades – Establishment. Deletion of Duplicated Policy Schedule 5.1 – Bush Fire Brigade areas
53.	11 July 2022	Amendment	Administrative Amendment – 3.12 COVID 19 Financial Hardship end date extended to 30 June 2023.
54.	13 July 2022	Amendment	Administrative Amendment – 2.8 – Enterprise Risk Management – Risk Register added, and Document links added for Risk Management Procedures Framework.
55.	19 October 2022	Amendment	Administrative Amendment – 3.9 Complaints Management
56.	2 December 2022	Amendment	Administrative Amendment – 11.5 Advertising / Sponsorship in Shire Buildings and Facilities
57.	31 January 2023	Amendment	Administrative Amendment – 3.12 COVID 19 Financial Hardship end date change to 3 February 2023
58.	1 March 2023	New Policy	Resolution of Council 230222.004 6.5 Environmental Health Policy
59.	1 March 2023	New Policy	Resolution of Council 230222.006 6.6 – Approval for Venues for Sporting, Cultural or Entertainment Events: Regulation 18 and 19B
60.	23 March 2023	Amendment	Resolution of Council 220323.09 5.2 – Bush Fire Brigades Management
61.	26 April 2023	Policy Manual Review 2023	Resolution 230426.008 – That Council adopt the Policy Manual, as amended, in accordance with Attachment 1 and subject to minor modifications agreed to Policy 1.9 Elected Members Records (broadening the definition of storage devices) and requesting a subsequent report to the Council on Policy 3.6 Rating – Merger Parity Transition, reflecting the pause in relation to COVID for one (1) year and current relative rates in the dollar.
62.	24 May 2023	Amendment	Resolution of Council 240523.07 3.6 – Rating – Merger Parity Transition
63.	24 May 2023	Amendment	Resolution of Council 240523.08 3.13 Rating – Change in Predominant Use of Rural Land
64.	30 June 2023	New Policy	Resolution of Council 280623.07 1.19 Child Safe Awareness Policy
65.	30 June 2023	Amendment	Resolution of Council 280623.08 8.21 Equal Employment Opportunity & Diversity & Inclusion
66.	30 June 2023	Amendment	Resolution of Council 280623.09 2.7 Shire Logo and Motto
67.	31 July 2023	New Policy	Resolution of Council 260723.04 9.7 Mental Health Policy.

Item	Date	Action	Description
68.	26 October 2023	Repeal of Policy	Resolution of Council 270923.09 1.11 – Common Seal Policy repealed Policy
69.	26 October 2023	New Policy	Resolution of Council 270923.09 1.11A Execution of Documents Policy
70.	26 October 2023	Amendment	Resolution of Council 270923.12 2.9 Annual Closure during Christmas Period Policy
71.	26 October 2023	New Policy	Resolution of Council 251023.08 1.20 – Electronic Attendance at Council Meetings by Elected Members & Committee Members Policy
72.	28 November 2023	New Policy	Resolution of Council 221123.08 1.21 – Freeman of the Shire
73.	22 January 2024	Edit & Formatting	Nil
74.	14 February 2024	New Policy	Resolution of Council 131223.03 10.4 – Living in a Caravan (Other than at a Licensed Caravan Park or Camping Ground)
75.	6 March 2024	New Policy	Resolution of Council 280224.11 5.7 – Donation of Funds to Emergency Services and Disaster Recovery
76.	14 August 2024	Edit & Formatting	Nil
77.	3 September 2024	Amendment	Resolution of Council 280824.12 1.10 Related Party Disclosures (AASB 124), Removal of the positions of Manager Library Services and Manager Community Leisure and Culture; Amend the position of Manager Community Care Services to state Manager Community Services; Approve the addition of the position of Manager Recreation Services as Key Management Personnel
78.	3 September 2024	New Policy	Resolution of Council 280824.13 3.15 Annual School Awards – Citizenship and Leadership
79.	28 October 2024	Edit	Resolution of Council 0919.004 1.14 – Community Engagement Policy
80.	2 November 2024	New Policy	Resolution of Council 232024.03 12.15 – Road Safety Policy and Vision Statement
81.	10 January 2025	Edit	Resolution 271124.14 1.14 – Community Engagement Charter
82.	26 February 2025	New Policy	Resolution 190225.17 2.10 – Information Handling and Breach Policy
83.	26 February 2025	New Policy	Resolution 190225.05 11.6 – Shire of Narrogin Dignitaries – CBD Footpath Plaques
84.	27 March 2025	New Policy	Resolution 260325.14 3.16 Narrogin – Love the Life, Power the Future – Community Enhancements Fund (CEF)
85.	31 March 2025	Amendment	Resolution 260325.06 11.6 – Shire of Narrogin Dignitaries – CBD Footpath Plaques
86.	1 April 2025	Amendment	Resolution 260325.13 8.20 – Elected Member and Employee Superannuation
87.	11 April 2025	Amendment	Responsible Executive allocated to each Policy
88.	28 April 2025	New Policy	Resolution 230425.05 3.17 – Concessions on Commercial & Farming Properties Owner-Occupied by Pensioners/Seniors
89.	28 May 2025	Policy Manual Review	Resolution 280525.13 Endorsement of the revised Manual, which includes: Assigning a Responsible Executive Officer to each policy; updating policy 1.19 – Child Safe Awareness in line with WA Ombudsman recommendations under the Reportable Conduct Scheme; and approval to update the title Executive Manager Development & Regulatory Services to Executive

Item	Date	Action	Description
			Manager Planning & Sustainability in four specific policies, 1.10, 2.1, 5.4, and 5.6, if Council agrees to amend Policy 2.1 accordingly.
90.	23 July 2025	Amendment	Resolution of Council 230725.09 2.1 – Senior Employees – Designation & Appointing Acting CEO Renaming of the position of Executive Manager Development & Regulatory Services to Executive Manager Planning & Sustainability.
91.	22 October 2025	Amendment	Resolution of Council 221025.10 Council endorse the review of Policy 1.17 Continuing Professional Development, noting no change
92.	19 December 2025	Amendment	8.7 & 8.12, the addition of Regulation 19ADA of the Local Government (Administration) Regulations 1996 with effect from 1 January 2026 (Outside employment).
93.	22 December 2025	Amendment	1.7 – Legal Representation for Elected Members and Employees – legislative amendment added following changes to the Local Government (Financial Management) Regulations 1996.
94.	17 February 2026	Amendment	11.6 – Shire of Narrogin Dignitaries – CBD Footpath Plaques – Size of plaque amended to correct error. 200mm x 100mm to reflect 200mm x 200mm.
95.	25 February 2026	Amendment	1.1 Code of Conduct
96.	14 April 2026	Addition	Addition to the Notes (References) section
97.	23 September 2026	Amendment	3.1 Purchasing – Thresholds updated

Preface

The Policy Manual is the compiled decisions of Council to the Chief Executive Officer (CEO), employees and other officers, detailing how specific matters are to be administered, the standards to apply etc.

Council Policy is over-ridden by –
- Commonwealth and State legislation and regulations,
- the Local Planning Schemes
- Local Laws
- Council resolutions
- Delegations

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

The decisions can be made at any time and may be varied at Council's discretion. Council Policy is not binding on the Council, but is binding on employees and officers, unless discretion is stated. Council Policy is to be considered as Council's standing or permanent instructions.

The Local Government Act requires the development of only a few policies, otherwise all policies are at Council's sole discretion.

Policies, Codes or Standards of a local government required by the Local Government Act 1995 include:
- Adoption of an Attendance at Events Policy (S5.90A)
- Adoption of a Council Members, committee members and candidates Code of Conduct (S5.104)
- Adoption of an Employees Code of Conduct (S5.51A), to be made by the CEO
- Adoption of Continuing Professional Development Policy for Elected Members (S5.128)
- Adoption of a Policy relating to employing a CEO or Acting CEO (S5.39A and B and C)
- Adoption of Regional Price Preference Policy (R24C Local Government (Functions and General) Regulations 1996)
- Adoption of a Policy that pays employees more than required by their contract or award (recognition of service / gratuity) (S5.50); and
- Adoption of a Standard for CEO recruitment, performance and termination (based on model) (S5.39B).

Other than the above, policies are generally not required to be based on or in legislation but can be a stand-alone instruction of Council. However, it cannot be inconsistent with legislation.

Within the Policy Manual is a detailed outline of –
- how actions and administrative decisions are to be made,
- when they are to be implemented or made,
- limitations and restrictions etc.

The Policy Statement is resolved by Council. All procedural or reference information, formatting and spelling errors may be amended or updated by the CEO.

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INTRODUCTION

Statutory and Corporate context

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

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

The order of priority for compliance is –

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

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

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

Unless specifically resolved that the instruction is to be included in the Policy Manual, it is considered that it is for a specific matter and is not a general or on-going instruction.

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

IMPORTANT – Consequences of Breaching Council Policy

Where there is a breach of Council Policy –

a) it may result in disciplinary action up to and including termination of employment,
b) the Shire may also be obligated to refer a breach to an external agency where an employee may be held personally liable for their actions;
c) the employee in breach may also be personally liable for their actions, such costs charged to the Shire or to repair as a result of the private/personal or unauthorised use.

Application – is to staff, not to community

Policy generally cannot be used to control or manage the general community – it is essentially an instruction to staff that in particular circumstances, a specific action or process is to be followed, for instance –

- Hire of facilities – if there is damage, then staff are to invoice the hirer or cancel their booking etc
- Caravan Park Rules – if a patron does not comply with these, staff are to take action
- HR / Personnel policies – outlines the circumstances in which actions are to be taken
- Crossovers – staff may approve if an application complies with requirements or take action if a crossover does not comply.

A Policy generally cannot be applied directly to the community as they may not be aware of its adoption. The community has to have had the opportunity to be aware of the requirements imposed on them. If a policy is to be applied to the community or to a specific applicant, there are legislative requirements that must be observed.

However, policy may require staff to apply specific conditions to a licence, permit etc, and to provide a written copy of the conditions being applied. These conditions applied are then enforceable.

Advertising of a local law constitutes community wide notification, whether the person is aware of it or not. Accordingly, many policies expand on how a Local Law is to be interpreted or acted upon by staff.

Definitions

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

- s.5.16 refers to "… the exercise of any of its powers and duties …"
- s.5.42 refers to "… the exercise of any of its powers or the discharge of any of its duties …"

The term "policy" is not defined anywhere in the LG Act; however, Departmental guidelines refer to Council "acting through" the administration to fulfil requirements and obligations.

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

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

- the Local Government Act, Regulation, or other legislation,
- a delegation made by Council,
- a Council Policy,
- a specific decision of Council, or
- an Executive Instruction.

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

employee means a person employed by the Shire and is on the payroll, and does not include contractors or consultants

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

Executive Instruction is a standing instruction issued by the CEO as to how a particular matter is to be implemented.

instruction means the requirement for a staff member to act in accordance with a direction given by the Council, the CEO, senior employee, or supervisor.

officer generally only to be used in the context of a formal authorisation, and may include an authorised employee

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

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

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

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

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

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

Making, amending, and revoking Council Policy

Administrative Policy generally requires approval by a simple majority of Council, and may be made, amended or revoked at any time by Council.

A number of policies are required by legislation to be adopted or amended by absolute majority, and these are referenced in the Notes section of the relevant policy.

Council may impose limitations on Policy, or the functions delegated as they see fit.

Review of Council Policy

There is no required timetable for the review of policy, however, it is suggested that it should be done regularly to ensure that policies are relevant, current, and understood.

To maintain the Policy Manual up to date, an administrative review should be reviewed at least once a year, and a report made to Council on matters needing amendment or inclusion.

It is suggested that detailed consideration of all policies be undertaken by Council at least once every two years.

Section 1 - COUNCIL / GOVERNANCE

1.1 Code of Conduct

Responsible Executive	Chief Executive Officer	
Statutory context	Sections of the Acts, Regulations and/or Local Laws that apply to this item include: Local Government Act 1995 Local Government (Model Code of Conduct) Regulations 2021.	
Corporate context	Nil	
History	Adopted	24 February 2021
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025
	Reviewed	25 February 2026

Policy Statement

1. The following Council Policy Schedule is adopted, and forms part of this Statement –
   1.1– Code of Conduct for Council Members, Committee Members and Candidates

2. The Code of Conduct applies to Council Members, Committee Members and Candidates of Local Government Elections.

– End of Policy

Notes

Statutory requirement –

The Local Government Act requires that the code may only be adopted or amended by absolute majority.

Procedures

All Council Members, Committee Members and Candidates of LG Elections are provided with the Code of Conduct upon their appointment and /or induction.

Pursuant to Council resolution 0221.016, and the Local Government (Model Code of Conduct) Regulations 2021;

Clause 11 (3), Council has authorised the following persons to receive Division 3 complaints and withdrawals of same, relating to Council Members, Committee Members and Candidates (that become Council Members):

i) The Shire President with respect to complaints made by anyone, excluding the Shire President;
ii) The Deputy Shire President with respect to complaints made by the Shire President, excluding those made of the Deputy Shire President;
iii) The Deputy Shire President with respect to complaints about the Shire President; and
iv) A committee comprising all of the Council Members, excluding the Shire President and Deputy Shire President, with respect to complaints about the Deputy Shire President made by the Shire President.

Forms and Templates

A person making a complaint, alleging a breach against the Code is to submit the complaint on the form approved by the local government below.

FCEO049 – Complaint about alleged Breach

-- See over for Code of Conduct Policy Schedule –**Policy Schedule 1.1 – Code of Conduct**

Code of Conduct for Council Members, Committee Members and Candidates

Division 1 — Preliminary provisions

1. Citation

This is the *Shire of Narrogin* Code of Conduct for Council Members, Committee Members and Candidates.

2. Terms used

(1) In this code —

Act means the *Local Government Act 1995*;

candidate means a candidate for election as a council member;

complaint means a complaint made under clause 11(1);

publish includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — General principles

3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

(1) A council member, committee member or candidate should —

a) act in accordance with the trust placed in council members and committee members; and

b) participate in decision-making in an honest, fair, impartial and timely manner; and

c) actively seek out and engage in training and development opportunities to improve the performance of their role; and

d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationship with others

(1) A council member, committee member or candidate should —

(a) treat others with respect, courtesy and fairness; and

(b) respect and value diversity in the community.

(2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

A council member or committee member should —

(a) base decisions on relevant and factually correct information; and

(b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and

(c) read all agenda papers given to them in relation to council or committee meetings; and

(d) be open and accountable to, and represent, the community in the district.

7. Overview of Division

This Division sets out —

(a) requirements relating to the behaviour of council members, committee members and candidates; and

(b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

(1) A council member, committee member or candidate —

(a) must ensure that their use of social media and other forms of communication complies with this code; and

(b) must only publish material that is factually correct.

(2) A council member or committee member —

(a) must not be impaired by alcohol or drugs in the performance of their official duties; and

(b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate —

(a) must not bully or harass another person in any way; and

(b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and

(c) must not use offensive or derogatory language when referring to another person; and

(d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and

(e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

(a) must not act in an abusive or threatening manner towards another person; and

(b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and

(c) must not repeatedly disrupt the meeting; and

(d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and

(e) must comply with any direction given by the person presiding at the meeting; and

(f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

(1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.

(2) A complaint must be made —

(a) in writing in the form approved by the local government; and

(b) to a person authorised under subclause (3); and

(c) within 1 month after the occurrence of the alleged breach.

(3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

(4) A complaint must be dealt with under clauses 12 to 15 unless —

(a) the complaint is referred to the Inspector in accordance with subclause (5); and

(b) the Inspector refers the complaint to be dealt with under Part 8A Division 5 of the Act.

Note for this subclause:

See section 5.105(1) of the Act.

(5) If the *Local Government (Model Code of Conduct) Regulations 2021* regulation 3A applies to a complaint, a person authorised under subclause (3) must refer the complaint to the Inspector under section 5.105(3) of the Act.

(6) A complaint must also be dealt with under clauses 12 to 15 if the Inspector refers the complaint to the local government under the *Local Government (Local Government Inspector) Regulations 2025* regulation 6.

[Clause 11 amended: SL 2025/208 r. 43.]

12. Dealing with complaint

(1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.

Note for this subclause:

See also clause 14A in relation to the appointment of a monitor to assist the local government to deal with matters raised by a complaint.

(2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.

(3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.

(4) If the local government makes a finding that the alleged breach has occurred, the local government may —

(a) take no further action; or

(b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.

(5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.

(6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —

(a) engage in mediation;

(b) undertake counselling;

(c) undertake training;

(d) take other action the local government considers appropriate.

(7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —

(a) its finding and the reasons for its finding; and

(b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

[Clause 12 amended: SL 2025/208 r. 44.]

13. Dismissal of complaint

(1) The local government must dismiss a complaint if it is satisfied that —

(a) the behaviour to which the complaint relates occurred at a council or committee meeting; and

(b) either —

(i) the behaviour was dealt with by the person presiding at the meeting; or

(ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.

(2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

(1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.

(2) The withdrawal of a complaint must be —

(a) in writing; and

(b) given to a person authorised under clause 11(3).

14A. Appointment of monitor

(1) The Inspector may appoint a monitor for the local government to assist the local government to deal with matters raised by a complaint.

(2) If the Inspector appoints a monitor —

(a) the Inspector may direct the local government to defer further dealing with the complaint until the monitor reports to the Inspector on the outcome of the monitoring assignment; and

(b) the local government must comply with the direction.

[Clause 14A inserted: SL 2025/208 r. 45.]

14B. Performance of local government's functions under cl. 12 and 13

(1) The local government's functions under clauses 12 and 13 must be performed by the council.

(2) Despite subclause (1), the council may, by resolution carried with an absolute majority of the council, authorise a committee of the council comprising council members only to perform a function for and on behalf of the local government.

(3) Despite subclause (1), the council may, by resolution carried with an absolute majority of the council, authorise a person who is none of the following to perform a function for and on behalf of the local government —

(a) a member of the council of any local government;

(b) a member of the governing body of any regional subsidiary;

(c) an employee of any local government or regional subsidiary;

(d) an employee of WALGA or the Local Government Professionals Australia (WA);

(e) a member of the governing body of, or an employee of, a body corporate the activities of which are, wholly or partly, advocating or otherwise acting for, or on behalf of, 1 or more of the following —

(i) local governments;

(ii) members of councils;

(iii) employees of local governments.

(4) A resolution made under subclause (3) must include the following —

(a) a statement to the effect that the council is satisfied that the person being authorised is suitably qualified and experienced to perform the function;

(b) an explanation as to why the council is satisfied as referred to in paragraph (a);

(c) a statement to the effect that the council is satisfied that the person being authorised is impartial and has no close association with any member of the council or any employee of the local government.

(5) Nothing in this clause prevents an employee of the local government from providing, in relation to the performance of a function, any advice or other assistance to the council, a committee authorised under subclause (2) or a person authorised under subclause (3).

[Clause 14B inserted: SL 2025/208 r. 45.]

15. Other provisions about complaints

(1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.

(2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

(3) Clauses 14A and 14B do not apply in relation to a complaint made before 1 January 2026.

Note for this clause:

See also section 5.105(4) and (5) of the Act for restrictions on the activities of a person who makes a complaint or who is alleged to have breached a requirement set out in this Division.

[Clause 15 amended: SL 2025/208 r. 46.]

Division 4 — Rules of conduct

Notes for this Division:

1. Under section 8A.3(1) of the Act, a council member commits a conduct breach if the council member contravenes a rule of conduct.
   Section 8A.3(2) of the Act extends this to the contravention of a rule of conduct that occurred when the council member was a candidate.
2. A conduct breach is dealt with under Part 8A Division 5 of the Act.

[Notes inserted: SL 2025/208 r. 47.]

16. Overview of Division

(1) This Division sets out rules of conduct for council members and candidates.

(2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

(1) In this clause —

electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;

resources of a local government includes —

(a) local government property; and

(b) services provided, or paid for, by a local government.

(2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

(1) A council member must not make improper use of their office —

(a) to gain, directly or indirectly, an advantage for the council member or any other person; or

(b) to cause detriment to the local government or any other person.

(2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

19. Prohibition against involvement in administration

(1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.

(2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

(1) In this clause —

local government employee means a person —

(a) employed by a local government under section 5.36(1) of the Act; or

(b) engaged by a local government under a contract for services.

(2) A council member or candidate must not —

(a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or

(b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or

(c) act in an abusive or threatening manner towards a local government employee.

(3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

(4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —

(a) make a statement that a local government employee is incompetent or dishonest; or

(b) use an offensive or objectionable expression when referring to a local government employee.

(5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

21. Disclosure of information

(1) In this clause —

closed meeting —

(a) means a part of a council or committee meeting that is closed to members of the public under section 5.23(2), (3) or (4) of the Act; and

(b) includes a council or committee meeting held before 1 January 2026, or a part of a council or committee meeting held before 1 January 2026, that was closed to members of the public under section 5.23(2) of the Act as in force before 1 January 2026;

confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

document includes a part of a document;

non-confidential document means a document that is not a confidential document.

(2) A council member must not disclose information that the council member —

(a) derived from a confidential document; or

(b) acquired at a closed meeting other than information derived from a non-confidential document.

(3) Subclause (2) does not prevent a council member from disclosing information —

(a) at a closed meeting; or

(b) to the extent specified by the council and subject to such other conditions as the council determines; or

(c) that is already in the public domain; or

(d) to an officer of the Department; or

(e) to the Minister; or

(f) to a legal practitioner for the purpose of obtaining legal advice; or

(g) if the disclosure is required or permitted by law.

[Clause 21 amended: SL 2025/208 r. 48.]

22. Disclosure of interests

(1) In this clause —

interest —

(a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and

(b) includes an interest arising from kinship, friendship or membership of an association.

(2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —

(a) in a written notice given to the CEO before the meeting; or

(b) at the meeting immediately before the matter is discussed.

(3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.

(4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —

(a) that they had an interest in the matter; or

(b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.

(5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —

(a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and

(b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.

(6) Subclause (7) applies in relation to an interest if —

(a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or

(b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.

(7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

1.2 Acknowledgement of Noongar People

Responsible Executive	Chief Executive Officer	
Statutory context	Nil	
Corporate context	Nil	
History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. A Welcome to Country is to be arranged with a local Noongar Elder to recognise the traditional custodians of the area, for official major Shire of Narrogin events, including but not limited to –
   a) events celebrating Aboriginal and Torres Strait Islander people and culture such as the official opening of NAIDOC Week,
   b) Australia Day Citizenship Ceremonies.
2. An Acknowledgement of the Noongar People is to be read aloud at these events by the official representative of the Shire, and at other events where considered appropriate.
3. An Acknowledgment of the Noongar People is to be placed by the Shire of Narrogin in appropriate written forms, including but not limited to –
   a) Strategic Community Plan,
   b) Corporate Business Plan,
   c) Shire of Narrogin website.
4. The following statement is the official Acknowledgement of Noongar people by the Shire of Narrogin –

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

– End of Policy

Notes

1.3 Elected Members – Recognition of Service

Responsible Executive	Chief Executive Officer
Statutory context	Local Government Act 1995 – - s.5.60 – when a person has an interest - s.5.60A – financial interest - s.5.69 – Minister may allow members disclosing interests to participate etc. in meetings - s.5.100A – gifts to elected members may only be made in prescribed circumstances Local Government (Administration) Regulations 1996 – - r.34AC – gifts to council members, when permitted etc. (1) at least one 4 year term must be completed (2) maximum gift of $100 per year of service to maximum of $1,000
Corporate context	Nil
History	Adopted 11 October 2016 Reviewed 24 July 2019 Reviewed 7 June 2021 Reviewed 26 April 2023 Reviewed 28 May 2025

Policy Statement

1. The CEO is to arrange a suitable gift for departing elected members, to the value permitted by the *Local Government (Administration) Regulations 1996* s.34AC, on the basis of –
   a) $50.00 per year for each Elected Member,
   b) an additional $25.00 per year for each year of service as Deputy President / Mayor,
   c) an additional $50.00 per year for each year of service as President / Mayor,
2. Multiple terms of service as a member of Council are to be considered individually according to each period, and not cumulatively.
3. Each departing elected member shall also receive an appropriate plaque or certificate of service.
4. Presentation of the gift and plaque or certificate will generally be made at the final meeting being attended by the elected member, or at a suitable function.
5. Where qualifying, application for a Certificate of Appreciation from the Minister is to be made through the Department of Local Government.

– End of Policy

Notes

Statutory requirement –
Prior to adoption, amendment or revocation to clauses 1, 2 or 3 of this Policy, elected members must –
- **declare a financial interest in accordance with the Local Government Act, and**
- **receive written permission of the Minister for Local Government to participate and vote.**

This Policy is a Financial Interest as defined by the Local Government Act s.5.60 and 5.60A. Exemption from the Minister under s.5.69 is therefore required prior to any amendment, alteration, or revocation of the Policy whatsoever.

Although elected members are able to claim meeting fees, travel etc as of right, it is considered appropriate that there be some recognition from the Shire on behalf of the community, for their commitment to the district.
Where qualifying, enquiries should also be made through the Department of Local Government and Communities to obtain a Certificate of Appreciation from the Minister.

1.4 Public Question Time – Management

Responsible Executive Chief Executive Officer

Statutory context

Local Government Act 1995 –
- s.5.24 – requirement for public question time

Local Government (Administration) Regulations 1996 –
- r.5 – meetings where public question time is required
- r.6 – minimum time for public question time
- r.7 – procedure for public question time

Shire of Narrogin Meeting Procedures Local Law 2016 –
- cl.6.7 – Other procedures for public question time
  (1) questioner to state name and address
  (2) question may be taken on notice
  (3) if on notice, response to be in writing and a summary in next agenda
  (4) any interest is to be declared if question is directed to a relevant person
  (5) two minutes to submit question or questions, unless extended
  (6) all members of the public to ask their questions before additional questions
  (7) where submitted in writing, the presiding member may direct it is to be considered as correspondence
  (8) circumstances in which the presiding member may direct no response is to be given – same question, a statement, offensive or defamatory
  (9) presiding member may extend public question time, but is not obliged to
  (10) summary of response to question to be in minutes

Corporate context Nil

History

Adopted	26 July 2016
Reviewed	24 July 2019
Reviewed	7 June 2021
Reviewed	26 April 2023
Reviewed	28 May 2025

Policy Statement

1. The following Policy Schedules are adopted, and form part of this Statement –
   1.4 – Procedure for Public Question Time
2. The Procedures for Public Question Time apply to –
   a) Ordinary and Special Council meetings,
   b) Every meeting of Council committees which have a delegated power or duty.

– End of Policy

Notes

Without this Policy, the only controls available to the Presiding Member of a meeting are the provisions of the Act, Regulations and Local Law, all of which allow wide discretion, but offer limited guidance as to processes.

Policy Schedule 1.4 – Public Question Time

PROCEDURE FOR PUBLIC QUESTION TIME

The *Local Government Act 1995* requires that a minimum of 15 minutes be provided at council meetings for public question time. Public question time is early in the meeting as required by the Act. This allows questions to be asked before business is dealt with and also smooth running of the business part of the meeting. The procedure for asking a question is outlined below.

Presenting a question

1. Questions should be address to the Presiding Member, and submitted in writing to the Chief Executive Officer by 4.00pm the business day prior to the meeting.
2. Priority will be given to those questions relating to a matter on the Agenda before the meeting. General questions will only be addressed if time permits.
3. The length of question, including any background information, should not exceed 150 words.
4. Questions are limited to 2 per person, and with a total time limit of 2 minutes per speaker. Multiple parts to a question are considered separate questions.
5. Questions are to be directed to the Presiding Member, not to any other person.
6. Questions must be related to issues pertaining to the Shire.
7. Question regarding personal affairs, opinions, information or perceptions not relating directly to Shire business will be refused.
8. Retain your own copy of the question/s to be read aloud at the meeting.
9. No late documentation or item is to be brought into the meeting for distribution without prior arrangement with the CEO.

Managing the questions

10. The CEO is to compile the same or similar questions submitted with notice, and provide a single response.
11. A question without notice at the meeting is to be written on the form available at the meeting so that the exact wording of the question is recorded in the minutes of the meeting. Staff will be made available to assist in wording the question if desired.
12. A timer may be activated at the beginning of each person's time period and the Presiding Member will require questioners to conclude after 2 minutes.
13. Those asking questions are to state their name, address and the item number to which they are referring, and then read the question. Staff will have prepared brief notes to enable an informed response to be given at the meeting.
14. When specifically requested, questioner's details may be kept private.
15. Questions without notice or multiple parts to a question will be answered in the order they are asked to a maximum of 2.
16. Should time permit, after all present have had an opportunity to ask a question, additional questions may be considered
17. Where a question raises a significant issue not addressed in the staff report, and which cannot be adequately responded to, the meeting will need to consider whether the item should be held over or referred back for further consideration. In making this decision, the meeting will take account of statutory deadlines and other implications if appropriate.

Responding to the questions

18. The order in which questions are to be addressed is –
    a) questions with notice relating to matters within that meeting's agenda;
    b) questions with notice relating to other matters;
    c) questions without notice relating to matters within that meeting's agenda; then
    d) questions without notice relating to other matters.
19. Matters considered confidential under section 5.23 of the Act will not be addressed other than to advise of such.
20. Written questions submitted by a person not present at the meeting may be declined, and dealt with as correspondence.
21. Reponses will be provided in reasonable detail, but in order to permit as many questions as possible, will be concise and to the point. Should greater detail be required, this should be notified to the Shire after the meeting.
22. Questions without notice will only be responded to at the meeting if they are simple. Otherwise they will be taken on notice and will be answered in writing after the meeting and the response included in the agenda of the next council meeting.
23. The meeting will not debate nor discuss the question raised with the questioner. Discussion or debate directly with an elected member or employee, or within the gallery is not permitted.

PLEASE NOTE **Members of the public should note that no action should be taken on any item discussed at a council meeting prior to written advice on the resolution of council being received.**

– End of Schedule

1.5 Elected Members – Briefing Sessions

Responsible Executive	Chief Executive Officer	
Statutory context	Local Government Act 1995	
Corporate context	Nil	
History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. Briefing Sessions will be held to exchange information between elected members, senior staff, management staff and committees –
   a) prior to the last Ordinary Council meeting of the month, or
   b) when called by the President or CEO, as necessary.
2. Briefing Sessions are closed to the general public.
3. The purpose of Briefing Sessions is to –
   a) provide an opportunity for elected members to request information, ask questions or make comment on specific issues, or on issues in general,
   b) discuss conceptual issues as considered appropriate by elected members or staff,
   c) disseminate information from staff to elected members,
   d) coordinate questions from elected members to staff.
4. Briefing session Information Paper –
   a) the CEO is to prepare an Information Paper for each briefing session
   b) the briefing session Information Paper is to be distributed with the Ordinary Council Meeting Agenda, or as able for irregular briefing sessions.
5. Financial, proximity and impartiality interests –
   a) Elected members, employees, consultants, and other participants shall disclose their interests in matters to be discussed
   b) Interests are to be disclosed in accordance with the provisions of the Act and associated regulations at the time information is provided or discussion commences on an issue.
6. Conduct of Briefing Session –
   a) the President or other person nominated by the President is to be the Presiding Member for Briefing Session, or in the President's absence another elected member.
   b) All questions and discussions are to be directed through the Presiding Member and there will be no debate style discussion.
   c) Being outside the statutory decision making framework, elected members at a Briefing Session must not vote, indicate their voting intentions, make, or imply any collective or collaborative decision is to be made, other than the CEO may agree to take an action that is of an administrative nature
   d) Items listed on the current Council Meeting Agenda may be clarified on matters of procedure or fact, but are not to be debated or resolved/agreed in any way;
   e) Proposals under a Planning Scheme are not to be discussed.
   f) Any additional written information not included with the Council Meeting Agenda is only to be distributed to the meeting at the discretion of the Presiding Member.

– End of Policy

Notes

DLGC Operational Guidelines No.5 – Council Forum Guideline is not mandatory but close adherence is recommended.

1.6 Recording of Council Meetings

Responsible Executive	Chief Executive Officer	
Statutory context	Local Government Act 1995 State Records Act 2000	
Corporate context	Nil	
History	Adopted	26 April 2017
	Amended	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. Ordinary and Special Meetings of Council may be digitally recorded, consistent with the objectives of the Local Government Act section 1.3(2)(c), which promotes greater accountability of local governments to their communities.
2. Notice advising members of the public of electronic recording of the meeting is to be given by –
   a) clear signage displayed at each entry to the meeting,
   b) disclosure to be made in the Agenda for the meeting.
3. Recording is to cease during the period that Council has resolved to close the meeting to members of the public in accordance with section 5.23 of the Local Government Act 1995.
4. Access to the recordings is limited to the CEO and person required to assist in the preparation of the minutes. The recordings are to be used for verifying the accuracy of the minutes, and are not available to elected members, other staff members or members of the public.

– End of Policy

Notes

1.7 Legal Representation for Elected Members and Employees

Responsible Executive	Chief Executive Officer	
Statutory context	Local Government Act 1995, s.6.14A Local Government (Financial Management) Regulations 1996 r.19D - Prohibition on certain payments connected with legal matters	
Corporate context	Nil	
History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. The following Council Policy Schedule is adopted, and forms part of this Statement –
   1.7 – Legal Costs Indemnification
2. When there is a need for the provision of urgent legal advice before an application can be considered by Council, the amount determined in accordance with Schedule 1.7 clause 3(e) where the Chief Executive Officer may give authorisation is $10,000.

– End of Policy

Notes

Policy Schedule 1.7 – Legal Costs Indemnification

1. Introduction

This policy is designed to protect the interests of Council members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the Shire may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.

It is necessary to determine that assistance with legal costs and other liabilities is justified for the good government of the district.

2. General Principles

The Shire may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the Shire or otherwise in bad faith.

The Shire may provide assistance in the following types of legal proceedings –

a) proceedings brought by members and employees to enable them to carry out their local government functions (e.g. where a member or employee seeks a restraining order against a person using threatening behaviour);
b) proceedings brought against members or employees (this could be in relation to a decision of Council or an employee which aggrieves another person (e.g. refusing a development application) or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (eg: defending defamation actions); and
c) statutory or other inquiries where representation of members or employees is justified.

The Shire will not support any defamation actions seeking the payment of damages for individual members or employees in regard to comments or criticisms levelled at their conduct in their respective roles. Members or employees are not prevented, however, from taking their own private action. Further, the Shire may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.

The legal services under this policy will usually be provided by the Shire's solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest then the service may be provided by other solicitors approved by the Shire.

3. Applications for Financial Assistance

a) Subject to item (e), decisions as to financial assistance under this policy are to be made by the Council.
b) A member or employee requesting financial support for legal services under this policy is to make an application in writing, in advance if possible, to the Council providing full details of the circumstances of the matter and the legal services required.
c) An application is to be accompanied by an assessment of the request and a recommendation prepared by the CEO.
d) A member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, must ensure compliance with the financial interest provisions of the Local Government Act 1995.
e) Where there is a need for the provision of urgent legal services before an application can be considered by Council, the CEO may give an authorisation to the value specified by Council.
f) Where it is the CEO who is seeking urgent financial support for legal services the Council shall deal with the application.
g) Any application is to be subject to an enforceable agreement to repay expenses incurred by the Shire, either –
    - In full but not exceeding the extent recovered by a member in accordance with 4(a) below, or
    - In full where 4(2) applies.

4. Repayment of Assistance

1. Any amount recovered by a member or employee in proceedings, whether for costs or damages, will be off set against any moneys paid or payable by the Shire.
2. Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the Shire or otherwise in bad faith; or where information from the person is shown to have been false or misleading.
3. Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The Shire may take action to recover any such moneys in a court of competent jurisdiction.

– End of Schedule

1.8 Elected Members – Conference, Training, Travel and out of pocket Expenses

Responsible Executive	Chief Executive Officer	
Statutory context	Local Government Act 1995 Local Government (Administration) Regulations 1996, r.30 Meeting attendance fees	
Corporate context	Policy 1.17 Continuing Professional Development Policy 8.13 – Training, Study and Education	
History	Adopted	26 April 2017
	Amended	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. The Shire will meet all reasonable expenses of members incurred whilst attending authorised conferences, seminars and training courses and during other absences from the district on any business authorised by Council or the Chief Executive Officer.

2. Such expenses may include –
   - accommodation,
   - meals,
   - refreshments,
   - travel,
   - other appropriate out-of-pocket expenses subject to budget allocations.

3. Eligible conferences, training, meetings etc
   Elected members are to be paid travel costs for the use of private vehicles at the rates determined by the Salaries and Allowance Tribunal Determination each year for any travel to and from Council whilst attending any of the following, as provided by the Regulations r.30 –

   a) Council meetings (ordinary and special)
   b) Meetings of Council appointed committees
   c) Annual and Special Meetings of Electors
   d) Officially called Civic Receptions
   e) Visits by Ministers of the Crown
   f) Council authorised meetings with Government agencies
   g) Other Council called meetings of Councillors and staff
   h) Meetings where the elected member is representing the Shire of Narrogin.

4. Accommodation
   Expenses automatically met by Council are limited to accommodation in single/twin or double room, registration fees, meals associated with registration, parking and breakfasts for elected members only.

5. Travel
   Unless otherwise authorised by Council, travel expenses will only be paid where –

   a) the elected member is the appointed delegate to the organisation,
   b) to an appointed deputy delegate, where the delegate in unable to attend, and the deputy is performing functions consistent with the principles of section 5.11A(3) and (4) of the Act.

6. Other expenses
   Unless otherwise authorised by Council or the Chief Executive Officer, meals, non-alcoholic refreshments, parking, taxi or other out of pocket expenses will be reimbursed to –

   a) persons authorised to attend by Council,
   b) delegate appointed by Council to the meeting or organisation,
   c) deputy delegate appointed by Council, only where attending in the place of the appointed delegate.

7. Accompanying person
   Only at the WALGA Annual Convention, or similar event where the elected member's partner is reasonably expected to attend, will the reasonable additional costs incurred by a partner accompanying an elected member at that event, such as breakfasts, attending the official conference dinner, official sundowners, or Shire President or CEO convened dinners, be met by the Shire. All other partner costs, such as lunches, partner tours or evening meals not convened with the Shire President or CEO will be met or reimbursed by the elected member or employee.

– End of Policy

Notes

1.9 Elected Member Records – Capture and Management

Responsible Executive	Chief Executive Officer	
Statutory context	State Records Act 2000 Freedom of Information Act 1992 Local Government Act 1995	
Corporate context	Nil	
History	Adopted	26 April 2017
	Amended	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. Each elected member is responsible for determining which records are required for capture and management, and submission of the record to the CEO, for storage.

2. The Shire as an organisation, in meeting its obligations to facilitate the capture and management of elected member records will –
   - provide a collection point readily accessible to each elected member to deposit the required materials
   - materials collected will be separated according to elected member and financial year of deposit
   - for electronic records (emails, digital photos etc), a storage device suitable for backup of all electronic records will be provided at least once per year,
   - the storage device then to be deposited with other required materials,
   - where a copy of the record is to be retained by the elected member, photocopying or other duplicate as necessary, will be provided without charge.

3. Access to the records created may be required, and is to be facilitated by the CEO –
   - as permitted under various legislation such as the Local Government Act, the Freedom of Information Act etc,
   - by order of an authorised body such as the Standards Panel or a Court of law etc,
   - by a representative, an authorised body such as the Ombudsman or Crime and Corruption Commission etc.

– End of Policy

Notes

State Records Office policy imposes the obligations on elected members and the organisation under the State Records Act, as advised on 30 July 2009 –

> *In relation to the recordkeeping requirements of local government elected members, records must be created and kept which properly and adequately record the performance of member functions arising from their participation in the decision making processes of Council and Committees of Council.*
>
> *This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council of local government and other communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business.*
>
> *Local governments must ensure that appropriate practices are established to facilitate the ease of capture and management of elected members' records up to and including the decision making processes of Council.*

In effect, any form of record which may affect accountability or contribute to a decision or action made as an elected member must be retained. These records may be –

- physical – a letter, a handwritten note, a photo someone sends to an elected member in explanation / complaint, an agenda where you have made notes on various items, etc
- electronic – an email or document sent as an attachment to an email, digital photo, an e-file that is sent for review or comment
- audio – message left on your answering machine, although this is likely to be unusual, since rarely are many details left in a message, but it is a record.

The records are not only those you receive, but also those that you create, such as –

- a note of a conversation where someone asked you to pursue a particular matter,
- a letter that you write in the capacity of elected member,
- an email you send as an elected member

The records only need to be relating to those "*affecting the accountability of the Council and the discharge of its business … up to and including the decision making processes of Council".* It is the elected members decision and judgement as to what extent this applies, *and it is suggested that* this not be further defined.

The principles of relevance and ephemerality apply, for example –

- a note to remind you to phone a person is ephemeral, but notes of the conversation may not be,
- a copy of an agenda that has no notes made is irrelevant, as the document can be reproduced by the Shire at any time,
- a promotional brochure or conference information is not relevant

1.10 Related Party Disclosures (AASB 124)

Responsible Executive Chief Executive Officer

Statutory context
Local Government (Financial Management) Regulations 1996 -
- r.4 – AAS to be complied with and has priority over Regulations
- r.5 – annual budget, annual financial report and other financial reporting to be in accordance with AAS
- Sch.2 Form 1 – CEO required to certify annual financial reports complied in accordance with AAS

Local Government (Audit) Regulations 1996 –
- r.9 – audit is to be performed in accordance with AAS

Australian Accounting Standard 124 – Related Party Disclosures

Corporate context Annual Report Requirements

History

Adopted	28 June 2017
Amended	24 July 2019
Reviewed	7 June 2021
Reviewed	26 April 2023
Amended	28 August 2024
Reviewed	28 May 2025

Policy Statement

1. Policy Schedules adopted

   The following Council Policy Schedules are adopted, and form part of this Statement –

   1.10 – Related Party Disclosures – Definitions

2. Application

   This Related Party Disclosures Policy applies to –

   a) Related Parties of Council,
   b) Key Management Personnel.

3. Disclosure requirement

(a) The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not.
(b) Each financial year, the Shire must make an informed judgement as to who is a related party and what transactions need to be considered, when determining if disclosure is required.

4. Key Management Personnel (KMP)

   In accordance with AASB 124, KMP are –

   - All elected members
   - CEO
   - Executive Manager –
     - Corporate & Community Services
     - Planning & Sustainability
     - Infrastructure Services
   - Manager –
     - Corporate Services
     - Operations
     - Community Services
     - Recreation Services.

5. Related Party – Council

(a) Related entities to Council are those where the Shire of Narrogin has significant control or influence, which is deemed to be a greater than 20% –

- financial interest in the organisation,
- voting rights in the organisation.

(b) Unless otherwise excluded, the administration will be required to assess all transactions made with these persons or entities.

6. Related Party – KMP

a) Related parties of the KMP are close family members of the KMP.

b) For the AASB 124, close family members could include extended family members (such as, parents, siblings, grandparents, uncles/aunts or cousins) if they could be expected to influence, or be influenced by, the KMP in their dealings with the Shire.

c) Related entities to the KMP or close family members are those where the person has control, joint control or influence, which is deemed to be greater than 20% –

- financial interest in the organisation
- voting rights in the organisation.

d) Unless otherwise excluded, the administration will be required to assess all transactions made with these persons or entities.

7. Related Party Transactions (RPT)

(a) A related party transaction is a transfer of resources services or obligations between the Shire (reporting entity) and the related party, regardless of whether a price is charged.

(b) For the purposes of determining whether a related party transaction has occurred, the following transactions or provisions of services have been identified as meeting this criterion –

(i) payments to elected members;
(ii) employee compensation whether it is for KMP or close family member of KMP.
(iii) lease agreements for housing rental (whether for a Shire owned property or property sub-leased by the Shire through a real estate agent)
(iv) lease agreements as lessee or lessor, for commercial properties or other properties;
(v) monetary and non-monetary transactions between the Shire and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Shire (trading arrangement).
(vi) loan arrangements between related entities or KMP;
(vii) contracts and agreements for construction, consultancy, or services
(viii) purchases or sales of goods; property and other assets;
(ix) rendering or receiving of services; or goods;
(x) transfers under licence agreements; or finance arrangements (example, loans);
(xi) provision of guarantees (given or received);
(xii) commitments to do something if an event occurs, or does not occur, in the future;
(xiii) settlement of liabilities on behalf of Council or by the Shire on behalf of that related party;
(xiv) use of Shire owned facilities and public open spaces if a fee is normally charged and the KMP are not.

8. Ordinary Citizen Transactions (OCT)

a) OCT are where there is no special treatment of consideration of either party and are deemed to be any transaction that a member of the public would receive in the usual course of business, and includes but is not limited to –

(i) payment of rates and charges imposed by Budget resolution, fines and penalties etc.
(ii) payment of application or development fees imposed by Council and applying to any applicant
(iii) use of Council facilities, whether use of the facility incurs a fee or not, and includes Recreation Centre, Civic Centre, library, parks, ovals, reserves, waste facility and public open spaces

b) OCT incorporates transactions resulting from delivery of Public Service Obligations and includes but is not limited to –

(i) attending Shire of Narrogin functions that are open to the public
(ii) attending events that are open to the public

(c) All Ordinary Citizen Transactions identified within this policy are unlikely to influence the conclusions that those reading the Shire's financial statements would make.

9. Materiality

For guidance, materiality is generally deemed to apply where –

- Where an RPT can be expressed in financial terms
  - Single transaction – greater than $300
  - Cumulative transactions – greater than $1,500
- Where an RPT cannot be expressed in financial terms –
  - reasonable person test – would an ordinary person consider that pressure has been applied or influence exerted

10. Related Party Notification

a) KMP must submit to the CEO a Related Party Declaration, notifying of any existing or potential related party relationship between Council and either themselves, their close family members or entities controlled or jointly controlled by them or any of their close family members.

b) Related Party Declarations are to be submitted –

(i) within 30 days of commencement;
(ii) annually, prior to 31 August;

c) Related Party Declarations are to be updated where –

(i) any new or potential related party transaction that is required or likely to be required to be disclosed in Council's financial statements; or

(ii) any change to a previously notified related party transaction.

11. Related Party Transaction Notification

a) A related party transaction is a transfer of resources, services or obligations between the Shire (reporting entity) and the related party, regardless of whether a price is charged.

b) KMP must submit to the CEO a Related Party Transaction Notification, notifying of any transaction between Council and either themselves, their close family members or entities controlled or jointly controlled by them or any of their close family members.

c) Related Party Transaction Notifications are to be submitted –

(i) at minimum – within 30 days of the end of each financial year;
(ii) recommended – at Council meeting each month, and
(iii) when leaving the Shire as an elected member or cessation of employment.

12. Confidentiality

(a) All information contained in a disclosure return, will be treated in confidence.
(b) Generally, related party disclosures in the annual financial reports are reported in aggregate and individuals not specifically identified.
(c) Notwithstanding, management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality. Individuals may be specifically identified, if the disclosure requirements of AASB 124 so demands.

13. Discretionary capacity of the CEO

Where a matter is not covered by this policy, the CEO is authorised to make a determination, and may seek such advice as is necessary in order to do so.

– End of Policy

Notes

Abbreviations –

AASB – Australian Accounting Standards Board

KMP – Key Management Personnel

OCT – Ordinary Citizen Transaction

RPT – Related Party Transaction

The objective of the AASB is to ensure that an entity's financial statements contain disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and transactions.

The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not. For each financial year, the Shire must make an informed judgement as to who is a related party and what transactions need to be considered, when determining if disclosure is required.

Effective beginning 1 July 2016 the Shire must disclose in the Annual Report certain related party relationships and transactions together with information associated with those transactions in its Financial Statements, to comply with Australian Accounting Standard 124 Related Party Disclosures.

If there is a related party transaction with the Shire applicable to a reporting financial year, the AASB 124 requires the Shire to disclose in the financial statements the nature of the related party relationship and information about the transaction, including outstanding balances and commitments associated with the transaction. Disclosure in the financial statements may be in the aggregate and/or made separately, depending on the materiality of the transaction.

For more information about the Shire's disclosure requirements under the AASB 124, please refer to http://www.aasb.gov.au

Forms

Form FCEO039 Related Parties Declaration to be completed by KMPs to make the notification.

Policy Schedule 1.10 – Related Party Disclosures – Definitions

ALBT or arm's length business transaction means a transaction where the terms between parties are reasonable in the circumstances of the transaction that would result from –

(a) neither party bearing the other any special duty or obligation; and
(b) the parties being unrelated and uninfluenced by the other, and
(c) each party having acted in its own interest

associate means relation to an entity (the first entity), an entity over which the first entity has significant influence.

close members of the family of a person means relation to a key management person, family members who may be expected to influence, or be influenced by, that key management person in their dealings with the Shire and include –

(a) that person's children and spouse or domestic partner;
(b) children of that person's spouse or domestic partner; and
(c) dependants of that person or that person's spouse or domestic partner.

control means the ability to direct the business' activities of an entity through rights or exposure to returns from its involvement with the entity.

entity can include a body corporate, a partnership or a trust, incorporated association, or unincorporated group or body or non-profit association.

financial benefit includes giving a financial benefit indirectly through an interposed entity, making an informal, oral or non-binding agreement to give the benefit, and giving a benefit that does not involve paying money.

Examples of "giving a financial benefit" to a Related Party include but are not limited to the following –

(a) Giving or providing the Related Party finance or property.
(b) Buying an asset from or selling an asset to the Related Party.
(c) Leasing an asset from or to the Related Party.
(d) Supplying services to or receiving services from the Related Party.
(e) Issuing securities or granting an option to the Related Party.
(f) Taking up or releasing an obligation of the Related Party.

joint control is the contractually agreed sharing of control of an arrangement, which exists only when decisions about the relevant activities require the unanimous consent of 2 or more parties sharing control.

joint venture is an arrangement of which 2 or more parties have joint control and have right to the net assets of the arrangement.

KMP or key management personnel or Key management person are those person(s) having authority and responsibility for planning, directing and controlling the activities of Council.

KMP compensation all forms of consideration paid, payable, or provided in exchange for services provided.

material is the assessment of whether the transaction, either individually or in aggregate with other transactions, by omitting it or misstating it could influence decisions that users make on the basis an entity's financial statements. For this policy, it is not considered appropriate to set either a dollar value or a percentage value to determine materiality.

OCT or ordinary citizen transaction are transactions that an ordinary citizen would undertake with Council, which is undertaken on arm's length terms and in the ordinary course of carrying out Shire's functions and activities.

related party is a person or entity that is related to the Shire or KMP pursuant to the definition contained in the AASB 124 –

(a) an entity that is controlled, jointly controlled or significantly influenced by the Shire or KMP;
(b) close family members of the KMP; or
(c) an entity controlled, jointly controlled or significantly influenced by a close family member of the KMP.

RPT or related party transaction means a transfer of resources, services or obligations between the Shire and a related party, regardless of whether a price is charged.

significant means likely to influence the decisions that users of the Shire's financial statements make having regard to both the extent (value and frequency) of the transactions, and that the transactions have occurred between the Shire and related party outside a public service provider/ taxpayer relationship.

remuneration or remuneration package and includes any money, consideration or benefit received or receivable by the person but excludes reimbursement of out-of-pocket expenses, including any amount received or receivable from an RPT.

– End of Schedule

1.11 Common Seal (Repealed)

Responsible Executive	Chief Executive Officer
Statutory context	Local Government Act 1995 – s.2.5(2) – the local government is a body corporate with perpetual succession and a common seal s.9.49A – Execution of documents s.9.49 – Documents, how authenticated
Corporate context	Delegations Register – 2.1 Common Seal – Execution of documents
History	Adopted 24 July 2019 Reviewed 7 June 2021 Reviewed 26 April 2023 Repealed 27 September 2023

Policy Statement

1. The common seal of the Shire is –



2. Local Government Act 1995 section 9.49A –
   (2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.
   (3) The common seal of the local government is to be affixed to a document in the presence of —
   (a) the mayor or president; and
   (b) the chief executive officer or a senior employee authorised by the chief executive officer,
   each of whom is to sign the document to attest that the common seal was so affixed.

Procedures

Common Seal Register

Forms and Templates

Nil

– End of Policy

Notes

1.11A Execution of Documents

Responsible Executive	Chief Executive Officer
Statutory context	Local Government Act 1995 – s.2.5(2) – the local government is a body corporate with perpetual succession and a common seal s. 5.37 Senior Employees s. 5.43(ha) s.9.49A – Execution of documents s.9.49 – Documents, how authenticated Local Government (Functions & General) Regulations 1996 – r.34 – Common Seal, unauthorised use of
Corporate context	Common Seal Register Executive Instruction 2.7 Signing of Outward Correspondence
History	Adopted 27 September 2023 Reviewed 28 May 2025

Policy Objective

To establish, in accordance with the requirements of section 9.49A of the Local Government Act 1995:

a. Authority for the Chief Executive Officer and other Senior employees to sign documents on behalf of the Shire of Narrogin; and
b. Protocols for the affixing and administration of the Shire's Common Seal.

Policy Statement

1. Documents executed by the Shire of Narrogin will be done in accordance with the Act and the provisions set out in this policy. Section 9.49A (1) of the Local Government Act 1995 provides that:

   (a) the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or

   (b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.

2. Pursuant to section 9.49A(4) of the Local Government Act, a local government may, by resolution, authorise the CEO, another employee, or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.

Affixing the Common Seal

1. The common seal of the Shire is –



2. Local Government Act 1995 section 9.49A –

   (2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.

   (3) The common seal of the local government is to be affixed to a document in the presence of —
   (a) the mayor or president; and
   (b) the chief executive officer,
   each of whom is to sign the document to attest that the common seal was so affixed.

(4) A local government may, by resolution, authorise the CEO, another employee, or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.

3. For most documents, there is no statutory requirement for the Common Seal to be affixed if Council has resolved to authorise a person to sign the document (s9.49A(1)(b) and s9.49A(4)). Some exceptions include local laws and resolutions relating to the preparation, adoption, or amendment of the Local Planning Scheme.

Administration of the Common Seal

1. The Chief Executive Officer is to be:
   a) responsible for the safe custody of and proper use of the Common Seal; and
   b) maintain a record of each time the Common Seal is used in the Document Execution Register.

Categories of Documents and Authorised Signing Authorities

For the purposes of this policy, documents commonly executed by the Shire are grouped into 3 categories. The way in which a document is to be executed and who has the authority to sign is based upon its assigned category. This policy defines those categories and the Shire officers who are authorised to execute the documents.

Level 1 Documents

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

a) Council has specifically authorised by resolution:
   i) The execution of the document by the Shire; and
   ii) The affixing of the Common Seal to the document in accordance with Section 9.49(2).

b) The Common Seal is affixed to the document in the presence of the Shire President and Chief Executive Officer, each of whom are to sign the document to attest that the Common Seal was affixed in accordance with S9.49A(3).

c) Documents that have the Common Seal affixed to them are to be recorded in the Common Seal Register.

d) Documents defined as Level 1 are:
   - Local Laws (made and amended);
   - Local Planning Schemes (preparation, adoption, repeal or amendment);
   - Any documents for a new, lost or replacement title over land, or to take possession of land;
   - Enabling the Shire to take possession of land for the purpose of public works;
   - Mortgages (that encumber Shire assets);
   - Loans and debentures not included in the Annual Budget; and
   - Power of Attorney to act on behalf of the Shire.

Level 2 Documents

Level 2 Documents require:

a) Council authorises, the Chief Executive Officer, other Senior employees and/or agents to sign documents on behalf of the Shire in accordance with S 9.49A(4) of the Act.

b) A Council Resolution authorising execution of the document, or a decision made under delegated authority, or a legislative provision is required prior to the execution of any document listed under Level 2 by an authorised signatory.

c) This policy does not prevent the execution of any Level 2 documents by the affixing of the Common Seal in accordance with s9.49A(1)(a) of the Act.

d) Documents defined as Level 2 are:

   - Lease or licence of real property (land and/or buildings), including but not limited to:
     - Grant of Lease or licence by Shire to a third party;
     - Shire acquiring lease or licence from another party;
     - Variation of lease or licence;

  - Loans and debentures included in the Annual Budget;
  - Assignment of lease or licence;
  - Surrender of lease or licence;
  - Extension of existing lease or licence, where the extension option included in the lease document;
  - Sublease or sublicence; and
  - Transfer of lease or licence.
- Contract documents resulting from the procurement process;
- Transfer of Land Landgate Forms;
- Landgate documents (including but not limited to S70A notifications, restrictive covenants, easements, lodgement or withdrawal of caveats) or other documents required by, or to satisfy a condition of subdivision or development approval;
- The signing of subdivision application, development application and building application forms for development on land owned or managed by the Shire;
- Deeds or contacts in respect to sale, purchase or other commercial dealings relating to real property (land and buildings) comprising of Shire assets including grant of easements or other interests in real property;
- Memorandum of Understandings;
- Grants and Funding Agreements (incoming and outgoing);
- State or Commonwealth Government Funding Agreements;
- Community Service Projects, Service Agreements (incoming and outgoing), Licences & Related documents;
- Prosecution Notices & Court Documents;
- Deeds of Settlement – Employee matters;
- Documents that enable compliance with a local government statutory obligation, which, if not signed, constitutes a possible risk to the Shire;
- Other documents required to affect a decision of Council; and
- Other documents required in the management of local government property.

Level 3 Documents

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

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

Procedures

Common Seal Register.

Forms and Templates

Nil

– End of Policy

Notes

1.12 Internal Control

Responsible Executive	Chief Executive Officer	
Statutory context	All legislation, regulations, and local laws	
Corporate context	Policy Manual – 3.10 – Portable and Attractive Assets 12.11 – Asset Management	
History	Adopted	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

The Internal Controls Policy serves as evidence of Council's commitment to proper and effective internal controls and their significance to the organisation.

This policy provides a basis for establishing documented internal controls that are implemented based on risk management policies and standards.

The policy ensures that Council meets its obligations under the Local Government Act 1995, related Regulations and other legislation.

The policy will aid the organisation to address the risks as outlined under the objectives.

1. The purpose of this policy is to assist the Shire to carry out its activities in an efficient and effective manner in order to achieve its strategic objectives, to ensure adherence to policies, to safeguard the Shire's assets, and to secure (as far as possible) the accuracy and reliability of Shire financial records.
2. This policy applies to all aspects of the Shire of Narrogin operations.
3. This policy documents Council's commitment to appropriate and effective internal controls and their importance to the organisation.
4. This policy provides a framework for the establishment of documented internal controls that are implemented based on risk management policies and principles.
5. The policy will assist the organisation in addressing the risk of; material misstatement of financial information, fraud and corruption, misappropriation of funds and loss of physical assets and ensure that Council meets its obligation under the *Local Government Act 1995*, associated Regulations and other legislation.
6. Internal Control –

   Systems of policies and procedures that safeguard assets, ensure accurate and reliable financial reporting, promote compliance with laws and regulations and achieve effective and efficient operations. These systems not only relate to accounting and reporting but also include communication and organisational processes both internally and externally, staff management and error handling.
7. Principles –
   a) A risk based approach to address and reduce the risk of loss caused by fraud, error or misstatement.
   b) Protection of the Shire of Narrogin's assets – people, property, reputation, financial sustainability and information.
   c) On-going audit and identification of system gaps and improvement of internal controls at the Shire of Narrogin.
8. Roles and Responsibilities –
   a) An appropriate and effective internal control framework is the responsibility of all employees.
   b) All employees are accountable for implementing systems, controls, processes and procedures in their own area of responsibility and will play a part in the internal control framework in differing degrees.
   c) The Audit Committee and Council are responsible for mandating that a strong internal control framework is implemented to ensure the good governance of the organisation.

d) The Chief Executive Officer will report at least three yearly to the Audit Committee and Council on the review and improvement to Council's internal control framework.

9. Monitoring, Reviewing and Reporting –

A monitoring and reporting process/system will be implemented which will provide at least three yearly reports to management, the Audit Committee and Council on the status of Risk Management, Internal Controls and Legislative Compliance within the Shire and which will identify the need for specific areas for review.

In accordance with Regulation 17 of the *Local Government (Audit) Regulations 1996*, the Chief Executive Officer is required to report on a review of the above three areas every three years. This is in addition to the three-yearly review required by Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996* which also includes a review of the Shire's financial internal controls.

Procedures

Nil

Forms and Templates

Nil

– End of Policy

Notes

1.13 Legislative compliance

Responsible Executive	Chief Executive Officer	
Statutory context	All legislation, regulations, and local laws	
Corporate context	Nil	
History	Adopted	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

A fundamental principle of good public administration is that public officials comply with both the letter and the spirit of the law.

The Shire of Narrogin has an obligation to ensure that legislative requirements are complied with. The community and those working at the Shire have an expectation that the Council will comply with applicable legislation and the Council should take all appropriate measures to ensure that that expectation is met.

Regulation 14 of the Local Government (Audit) Regulations 1996 requires local governments to carry out a compliance audit for the period 1 January to 31 December in each year. The compliance audit is structured by the Department of Local Government, Sporting and Cultural Industries and relates to key provisions of the Local Government Act 1995.

Regulation 17 of the Local Government (Audit) Regulations 1996 also requires a review of the appropriateness and effectiveness of systems and procedures in relation to legislative compliance at least once every three financial years and a report to the Audit Committee on the results of that review.

1. The Shire will have appropriate processes and structures in place to ensure that legislative requirements are achievable and are integrated into the operations of the local government.

2. The processes and structures will aim to –

   a) Develop and maintain a system for identifying the legislation that applies to the Shire's activities.
   b) Assign responsibilities for ensuring that legislation and regulatory obligations are fully implemented.
   c) Provide training for relevant employees, elected members, volunteers and other relevant people in the legislative requirements that affect them.
   d) Provide people with the resources to identify and remain up-to-date with new legislation.
   e) Establish a mechanism for reporting non-compliance.
   f) Review accidents, incidents and other situations where there may have been non-compliance.
   g) Review audit reports, incident reports, complaints and other information to assess how the systems of compliance can be improved.

3. Roles and Responsibilities

   a) Elected members and committee members –

      Elected members and committee members have a responsibility to be aware and abide by legislation applicable to their role.

   b) Senior management –

      Senior management should ensure that directions relating to compliance are clear and unequivocal and that legal requirements which apply to each activity for which they are responsible are identified. Senior Management should have systems in place to ensure that all staff are given the opportunity to be kept fully informed, briefed and/or trained about key legal requirements relative to their work within the financial capacity to do so.

   c) Employees –

      i) Employees have a duty to seek information on legislative requirements applicable to their area of work and to comply with the legislation.
      ii) Employees shall report through their supervisors to Senior Management any areas of non-compliance that they become aware of.

4. Implementation of Legislation

   The Shire will have procedures in place to ensure that when legislation changes, steps are taken to ensure that future actions comply with the amended legislation.

5. Legislative Compliance Procedures
   a) Identifying Current Legislation –
      The Shire accesses electronic up to date versions of legislation through the Department of Justice Parliamentary Counsel's Office website at www.legislation.wa.gov.au. Direct access to this site is provided from the Shire's networked computers.
   b) Identifying New or Amended Legislation –
      i) Western Australian Government Gazette
         The Government Gazette publishes all new or amended legislation applicable to Western Australia. Copies of Government Gazettes are able to be downloaded from the State Law Publisher website at slp.wa.gov.au. It is incumbent on the CEO and Senior Staff to determine whether any gazetted changes to legislation need to be incorporated into processes.
      ii) Department of Local Government, Sporting and Cultural Industries –
         The Shire receives regular circulars from the Department on any new or amended legislation. Such advice is received through the Shire's Records section and is distributed to the CEO and relevant Shire officers for implementation.
      iii) Department of Planning, Lands and Heritage (DPLH) –
         The Shire receives Planning Bulletins from DPLH on any new or amended legislation. Such advice is received through the Shire's Records section and is distributed to the relevant Shire officers for implementation.
      iv) Western Australian Local Government Association (WALGA) –
         The Shire receives regular circulars from WALGA and these circulars highlight changes in legislation applicable to local governments.
   c) Obtaining advice on Legislative Provisions
      The Shire will obtain advice on matters of legislation and compliance where this is necessary. Contact can be made with the Department of Local Government, Sporting and Cultural Industries, WALGA or the relevant initiating government department for advice.
   d) Informing Council of legislative change
      i) If appropriate the CEO will, on receipt of advice of legislative amendments, advise the Council on new or amended legislation.
      ii) The Council's format for all its reports to Council meetings provides that all reports shall have a section headed 'Statutory implications' which shall detail the sections of any Act, Regulation or other legislation that is relevant.

6. Review of Incidents and Complaints of Non-compliance
   The CEO shall review all incidents and complaints of non-compliance. Such reviews will assess compliance with legislation, standards, policies and procedures that are applicable.

7. Reporting of Non-compliance
   a) All instances of non-compliance shall be reported immediately to the supervising Executive Manager.
   b) The Executive Manager shall determine the appropriate response and then report the matter to the CEO.
   c) The CEO may investigate any reports of significant non-compliance and if necessary, report the non-compliance to the Council and/or the relevant government department.
   d) The CEO will also take the necessary steps to improve compliance systems.

Procedures

Compliance Calendar

Forms and Templates

Nil

– End of Policy

Notes

1.14 Community Engagement Charter

Responsible Executive Executive Manager Corporate & Community Services

Statutory context Local Government Act 1995 –
s.2.7 – adoption of policies
s.3.1 – involve Aboriginal people and consider collaboration and with local governments
Integrated Planning and Reporting Guide and Framework

Corporate context Nil

History

Adopted	25 September 2019
Reviewed	7 June 2021
Reviewed	26 April 2023
Amended	28 October 2024
Amended	10 January 2025
Reviewed	28 May 2025

Policy statement

This policy outlines the purpose, principles, and approach to ascertaining opinions of, and otherwise receiving feedback from, its diverse community and stakeholders including the specific interest of its Aboriginal people, facilitating, and promoting participation, in the local government's decision making processes and generally undertaking community engagement by the Shire of Narrogin

The policy will be applied by all employees and consultants appointed by the Shire when engaging those affected by and interested in decisions to be made by the Shire.

1. Purpose

The Shire of Narrogin is committed to providing opportunities for all members of the community to participate in civic decision-making processes.

The Shire recognises that the community is a source of knowledge and expertise, and this can be harnessed to help find solutions to local issues as well as complex Shire challenges. It also recognises that outcomes and advocacy efforts can often be better achieved through regional collaboration with other local governments with similar interest and objectives.

Community engagement is a key part of our commitment to be a transparent and responsive organisation. Our objective is to make better decisions by giving a voice to communities and stakeholders on matters and topics that are of interest and important to them and to develop and encourage a culture which respects and welcomes community input and specifically the particular interests of Aboriginal people, where reasonable and practical to do so.

2. Principles

The Shire of Narrogin's approach to community engagement is guided by the following principles:

2.1 We clearly communicate why we are engaging and the community's role in the engagement.

From the outset, we articulate the purpose of our engagement and what will happen as a result of any information gathered. We explain what level of influence the community, stakeholders and Council have on the decision to be made, and any associated limitations or constraints. We consider the requirements for each project and its level of potential impact on the community to determine the required level and timing of engagement. We provide all information necessary so participants can make informed choices.

2.2 We carefully consider who to engage.

Before we begin engaging, we identify communities and the diversity within those communities and stakeholders who are directly involved, or likely to be affected by the project. On major projects that set a direction or define a position for the Shire, we encourage broad community participation to ensure that a diverse range of views and ideas are expressed and considered. We also consider barriers that prevent or deter people from participating in engagement activities and consider ways to minimise them.

2.3 We explain the process.

We aim to be transparent, and make our decision-making process clear. We do this by explaining upfront the process to be undertaken, identifying where there is opportunity for the community and stakeholders to have input, and where the decision-points are.

Where possible, we build on the outcomes of previous engagement. If the engagement crosses over with a previous engagement process, we explain the outcomes, identify how they relate to the current process and why a new process is required.

2.4 We carefully consider how to engage and ensure our processes, venues and information are accessible.

We recognise people engage with civic life in different ways depending on a number of factors, such as age, background and ability. We aim to be responsive to this broad spectrum of needs, and ensure there are multiple engagement methods in various settings, to achieve appropriate community participation.

We ensure our engagement is accessible by providing information in clear and easy to understand formats, or is available in alternative formats on request. Our engagement events and venues are designed to be accessible whenever practical and achievable.

2.5 We design our engagement to be engaging.

The Shire of Narrogin is working to continuously improve how we engage, and design approaches that are creative, relevant, culturally appropriate and safe and also engaging. We are open to new and innovative engagement methodologies, and we are working on ways to tailor our approach to draw people into the process and maximise the reach and impact of our engagement.

2.6 We complement our engagement with high quality communication.

We provide clear, comprehensive and accessible information, written in plain English, to stakeholders throughout the engagement process. Information about our engagement is available at Have Your Say on our website (https://www.narrogin.wa.gov.au/have-your-say.aspx) and through the Shire's usual communication channels.

2.7 We acknowledge contributions made during the engagement process and let participants know how their feedback was used in our decision-making.

We are transparent with the community about how their participation was considered, by reporting back what we heard from contributors and how their input has been incorporated in decision making.

We share the results of engagement through Have Your Say - (https://www.narrogin.wa.gov.au/have-your-say.aspx

We also advise contributors when the matter is to be considered by Council so they may attend Ordinary Council Meetings if they wish.

3. Approach

3.1 When we engage

The Shire will engage with the community or other local governments when:

- Council resolves formally to engage.
- A decision or plan will substantially impact the community and there is some part of the decision or plan that is negotiable.
- Stakeholders or the community have expressed an interest, or could be interested in a decision or plan where there is a range of potential outcomes.
- Community input can enhance decision-making, project outcomes or future opportunities.
- There is legislation, policy or an agreement requiring community engagement or consultation.

3.2 How we engage

The level of engagement will vary depending on the nature and complexity of the project or decision and will be guided by the Shire of Narrogin community engagement principles as set out above in Section 2 of this Policy.

Consideration is given to matters like community and stakeholder interest, political sensitivity, opportunities for partnerships, the level of impact, legislative requirements, time and resource and budget constraints. These considerations will guide how and when in the life of a project or decision community engagement may offer the greatest benefit.

Quality community engagement is well planned and executed, inclusive and accessible to all members of the community.

At times Council will engage the community on issues that are of importance or interest to a specific part of the community. In this instance, engagement will be targeted towards this group.

The Shire's engagement approach has four stages to ensure we deliver a consistent approach to engagement activities. This includes: a process of planning (developing an engagement plan); doing (preparing and engaging); reporting (analysing information and providing updates on the engagement) and evaluating (both the process and outcomes).

The purpose of the engagement and the type of input that will assist with the decision to be made, is reflected in the way community engagement is planned and reported. We carefully consider aspects of both qualitative input (such as trends and thoughts) and quantitative input (such as number of participants) when designing engagement methods and reporting back what we heard.

The following matrix is used to assist in determining the most suitable approach, relative to the likely 'level of impact' of a project, plan, service or action. As highlighted by this matrix, there are four levels of engagement: Inform, Consult, Involve, and Collaborate. More than one level of engagement is generally required, as there is likely to be movement back and forth through the different levels as the engagement is implemented, except in the case of projects or issues with only a low level of impact of a localised nature or if there is a statutory requirement to consult (see 3.4).

Expected level of impact	Criteria (one or more of the following)	Engagement approach generally taken	Level of engagement generally required	Examples of engagement methods the Shire may use
High – Shire wide	High level of impact on all or a large part of the Shire of Narrogin. Any significant impact on attributes that are considered to be of high value to the whole of the Shire, such as the natural environment or heritage. Likely high level of interest across the Shire. Potential high impact on state or regional strategies or directions.	Early engagement with community and stakeholders. Involves a broad range of stakeholders and community members. Utilises a variety of engagement methods to give people who want to contribute, the opportunity to do so. Updates are provided to interested stakeholders and local community. Engagement plan developed in collaboration with the relevant departments and approved by the Chief Executive Officer. Budget allocated to deliver community engagement. Process is evaluated to assess the quality and overall effectiveness of the engagement and assist the Shire's commitment to continually improve our engagement practice.	Inform Consult Involve Collaborate	Mail drop Media Releases Narrogin Narrative Website Email Social Media Direct contact with critical stakeholders Focus groups Workshops Working group Surveys Online tools on Have Your Say Face to face at engagement events Pop ups at community events and spaces Feedback and submission forms
High – Local	High level of impact on a local area, small community or user group(s) of a specific facility or service. Significant change to any facility or service to the local community. Potential for a high degree of community interest at the local level.	May range from seeking comment on a proposal to involving the community and stakeholders in discussion on proposed options. Comprehensive information is made available to the community to enable informed input. Uses a combination of face to face and online engagement methods to encourage broad participation at different levels.	Inform Consult Involve	Mail drop Media Releases Narrogin Narrative Surveys Online tools on Have Your Say

		Feedback is collated and made available to all stakeholders. Updates are provided to interested stakeholders and local community.		Direct contact with critical stakeholders Face to face at engagement events Pop ups at community events and spaces Feedback and submission forms
Low – Shire wide	Lower level of impact across the Shire. Level of interest among various communities or stakeholder groups. Potential for some, although not significant, impact on state or regional strategies or directions.	Approach may range from seeking comment on a proposal to involving the community and stakeholders in discussion and debate on proposed options. Ensures informed input through making comprehensive information available to the community. Uses a combination of face to face and online engagement methods to encourage broad participation at different levels. Feedback is collated and made available to all stakeholders. Updates are provided to interested stakeholders and local community.	Inform Consult Involve	Mail drop Media Releases Narrogin Narrative Website Email Social Media Surveys Online tools on Have Your Say Face to face at engagement events Pop ups at community events and spaces Feedback and submission forms
Low - Local	Lower level of impact on a local area, small community or user group of a specific facility or service. Only a small change to a facility or service at the local level. Low interest at the local or user group level.	Approach consists of advising the community or stakeholders of a situation or proposal or informing of a decision or direction. Communication strategy that provides high quality, accessible information to those affected by and interested in the change or decision. Communication channels relevant to the target audience are used.	Inform	Mail drop Media Releases Narrogin Narrative Website Email Signage Social media

3.3 When it is not effective or appropriate to engage

It is neither effective nor appropriate for the Shire to engage when:

- A final decision has already been made by council or another agency.
- Council cannot influence a decision by another agency or party.
- The decision to be made concerns a minor operational matter with minimal impact on the community or stakeholders.
- Implementing a project or decision that has already been subject to engagement.
- There is insufficient time due to legislative or legal constraints, or urgent safety issues to be addressed.

In these events, the Shire will inform stakeholders why the decision has been made.

3.4 Statutory engagement

In some instances, the Shire of Narrogin is legally required to consult with the community. In these cases, the Shire will treat the prescribed level of community engagement as the minimum standard.

The most common instance of this is in relation to development applications and other planning proposals. For planning proposals, the Shire relies on its policies, adopted under the Planning and Development Act 2005, for guidance in regard to consultation and this will continue to be the basis on which the Shire engages with the community on planning matters.

Delivery of community engagement beyond legally required levels will depend on the decision to be made (or project or service to be delivered), the community's interest to participate, the need for Council to understand the community's view, and the opportunity for the community to influence the decision.

3.5 Holiday periods and other seasonal times

The Shire will not commence an engagement process between the last Council meeting of the calendar year and the first Council meeting of the new-year, unless there is a legal requirement, Council direction or other unavoidable necessity to do so.

An additional 14 days will be added to any engagement period that falls between 15 December and 15 January and 7 days before and 7 days after Easter Sunday.

The Shire will be cognisant of not commencing an engagement process where the primary identified stakeholders and communities would seasonally, or culturally, be less likely to make comment.

Definitions and abbreviations

Engagement – The practice of actively bringing community voices into decisions that affect or interest them, using a range of methods.
Consultation – Seeking and receiving feedback or opinion, usually on a proposed plan or decision, e.g. seeking comment on a draft policy or concept.
Community – A general term for individuals and groups of people not part of an organised structure or group. They may be a community based on geography, or interest, or both, e.g. residents of Highbury, young people interested in skateboarding. The community is not restricted to ratepayers or residents of the Shire of Narrogin.
Stakeholders – People who are organised under the banner of a defined group or organisation, often providing representation to a broader group, e.g. Narrogin Chamber of Commerce, a local school or sporting group.
Engagement tools/methods – The things we use to activate community input, e.g. an invite for public comment, a workshop, an online survey, a community meeting.
Level of engagement – Refers to any one of five levels of engagement (inform, consult, involve, collaborate, empower) defined by the International Association of Public Participation (IAP2) Public Participation Spectrum to describe the community's role in any engagement programme. A complete description of the IAP2 Public Participation Spectrum can be found online at www.iap2.org.

Procedures

Nil

Forms and Templates

FCEO0002 Advertising & Consultation Plan

– End of Policy

Notes

1.15 Elected Member and Chief Executive Officer Attendance at Events Policy

Responsible Executive Chief Executive Officer

Statutory context Local Government Act 1995 –
- s.5.51A – Code of conduct for employees required to be prepared and implemented by CEO
- Section 5.90A – requirement to prepare and adopt a policy for Council members and the CEO

Corporate context Policy 1.1 Code of Conduct
Policy 1.8 Elected Members – Conference, Training, Travel and out of pocket Expenses
Policy 8.13 Training, Study and Education
Code of Conduct – Employees

History

Adopted	25 February 2020
Reviewed	7 June 2021
Reviewed	26 April 2023
Reviewed	28 May 2025

Policy Statement

Objective

The Shire of Narrogin is required under the Local Government Act 1995 to adopt a policy on attendance at events for Elected Members and the Chief Executive Officer.

This policy applies to Elected Members, the Chief Executive Officer and all employees of the Shire of Narrogin (the Shire) in their capacity as an Elected Member or employee of the Shire and where they may receive free or discounted tickets or invitations to attend events to represent the Shire to fulfil their leadership roles in the community, generally, from a third party.

Attendance at an event, in accordance with this policy, will exclude a gift recipient from the requirement to disclose a potential conflict of interest if the ticket is above $300 (inclusive of GST) and the donor has a matter before Council. Any gift received that is $300 or less (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest.

Notations

- If an Elected Member receives a ticket in their name, in their role as an Elected Member, of $300 or greater value, they are still required to comply with normal gift disclosure requirements.
- Whilst the law permits gifts greater than $300 to be accepted by the Chief Executive Officer (but not other employees), in their role with the Shire, the Chief Executive Officer and all other employees, by operation of this Policy, are prohibited from accepting any gift greater than $300, unless from the Shire as the organiser of the event, or as a gift pursuant to Section 5.50 of the Local Government Act 1995 (gratuity on termination).
- If the Chief Executive Officer or an employee receives a ticket in their name, in their role as an employee, of between $50 and $300, they are required to comply with normal gift disclosure requirements and the Code of Conduct re notifiable and prohibited gifts.
- An event does not include training, which is dealt with separately via Policies 1.8 Elected Members – Conference, Training, Travel and out of pocket Expenses or 8.13 Training, Study and Education.
- Nothing in this Policy shall be construed as diminishing the role of the Chief Executive Officer in attending or approving attendance at activities or events by other employees, that in the opinion of the CEO, are appropriate, relevant and beneficial to the Shire of Narrogin and its employees as long as it does not involve gifted or discounted attendance fees.

Definitions

District: is defined as the Wheatbelt Region of Western Australia.
Elected Members: includes the Shire President and all Councillors.
Shire: is the local government of the Shire of Narrogin.

In accordance with Section 5.90A of the Local Government Act 1995, an event is defined as a:
- Concert
- Conference
- Function
- Sporting event
- Occasions prescribed by the Local Government (Administration) Regulations 1996.

Acronyms

- CEO - Chief Executive Officer
- GST - Goods & Services Tax
- LGIS - Local Government Insurance Services
- WALGA - Western Australian Local Government Association

1. Permitted Events

All Elected Members, the Chief Executive Officer and employees with the approval of the CEO or their respective Executive Manager, are entitled to attend permitted events to assist represent the Shire of Narrogin.

If there is a fee associated with a permitted event, the fee, including the attendance of a partner, and if deemed necessary, travel and accommodation, may be paid for by the Shire out of the Shire's budget by way of reimbursement, unless the event is a conference which is dealt with under clause 4 of this policy.

If there are more Elected Members than tickets provided then the Shire President shall allocate the tickets.

Note well: Donated or Discounted individual tickets and any associated hospitality with a discount / donated estimated or face value above $500 (inclusive of GST and if relevant, travel) provided to the Shire are to be referred to Council for determination.

The following events are permitted subject to the provisions of this policy:

a) Advocacy, lobbying or Members of Parliament or Ministerial briefings (Elected Members, the Chief Executive Officer and Executive Leadership only);
b) Meetings of clubs or organisations within the Shire of Narrogin;
c) Any free event held within the Shire of Narrogin;
d) Australian or West Australian Local Government events;
e) Events hosted by Clubs or Not for Profit Organisations within the Shire of Narrogin to which the Shire President, Elected Member, Chief Executive Officer or employee has been officially invited;
f) Shire hosted ceremonies and functions;
g) Shire hosted events with employees;
h) Shire run tournaments or events;
i) Shire sponsored functions or events;
j) Community art exhibitions within the Shire of Narrogin or District;
k) Cultural events/festivals within the Shire of Narrogin or District;
l) Events run by a Local, State or Federal Government;
m) Events run by schools and universities within the Shire of Narrogin;
n) Major professional bodies associated with local government at a local, state and federal level;
o) Opening or launch of an event or facility within the Shire of Narrogin or District;
p) Recognition of Service event's within the Shire of Narrogin or District;

q) RSL events within the Shire of Narrogin or District;
r) Events run by WALGA, LGIS or a recognised and incorporated WA based local government professional association;
s) ARtS Narrogin events; and
t) Where Shire President, Elected Member or Chief Executive Officer representation has been formally requested.

2. Approval Process

Where an invitation is received to an event that is not listed as permitted and not prohibited or requiring Council approval, it may be submitted for approval prior to the event for approval as follows:

- Events for the Shire President may be approved by the Deputy Shire President;
- Events for Councillors may be approved by the Shire President;
- Events for the Chief Executive Officer may be approved by the Shire President; and
- Events for employees may be approved by the Chief Executive Officer or their respective Executive Manager.

Considerations for approval of the event include:

- Any justification provided by the applicant when the event is submitted for approval.
- The benefit to the Shire of the person attending.
- Alignment to the Shire's Strategic Objectives.
- The number of Shire representatives already approved to attend.

3. Other Matters

- If the event is a free event to the public then no action is required.
- If the event is ticketed and the Elected Member, Chief Executive Officer or employee pays the full ticketed price and does not seek reimbursement, then no action is required.
- If the event is ticketed and the Elected Member, Chief Executive Officer or employee pays a discounted rate, or is provided with a free ticket(s), with a discount value, then the recipient must disclose receipt of the tickets (and any other associated hospitality) within 10 days to the Chief Executive Officer (or President if the CEO) if the discount or free value is greater than $50 for employees, other than the Chief Executive Officer, and greater than $300 for Elected Members and the CEO.

4. Conference Registration, Bookings, Payment and Expenses

Shall be dealt with in accordance with Council Policies and relevant employment contracts:

- 1.8 Elected Members – Conference, Training, Travel and out of pocket Expenses
- 8.13 Training, Study and Education (for employees and the Chief Executive Officer)

6. Dispute Resolution

All disputes regarding the approval of attendance at events are to be resolved by the Shire President in relation to Elected Members and the Chief Executive Officer and the CEO in relation to other employees.

Procedures

Organisations that desire attendance at an event by a particular person(s), such as the President, Deputy President, Elected Member, Chief Executive Officer or particular officer of the Shire, should clearly indicate that on the offer, together what is expected of that individual, should they be available, and whether the invite / offer or ticket is transferable to another Shire representative.

Free or discounted Invitations / Offers or Tickets that are provided to the Shire without denotation as to who they are for, are be provided to the Chief Executive Officer and attendance determined by the Chief Executive Officer in liaison with the Shire President, based on relative benefit to the organisation in attending the event, the overall

cost in attending the event, inclusive of travel or accommodation, availability of representatives, and the expected role of the relevant Elected Member or employee.

Forms and Templates

FCEO0016 Declaration of Gifts/Contributions to Travel Form is required to be completed and lodged within 10 days, if the gift of free or discounted attendance is provided in their name due to or as part of their role with the Shire of Narrogin as follows:

- If the gift is provided to the Elected Member and the discount or free value is over $300, inclusive of GST, with the Chief Executive Officer;
- If the gift is provided to the Chief Executive Officer and the discount or free value is over $300, inclusive of GST with the Shire President; and
- If the gift is provided to an employee, other than the Chief Executive Officer, and the discount or free value is over $50, inclusive of GST, with the Chief Executive Officer.

– End of Policy

Notes

Statutory requirement –

The Local Government Act requires that the code may only be adopted or amended by absolute majority.

1.16 Fraud and Corruption Prevention

Responsible Executive	Chief Executive Officer
Statutory context	Local Government (Audit) Regulations 1996 – - r.17 – CEO to review certain systems and procedures Local Government (Financial Management) Regulations 1996 – - r.5 – CEO's duties as to financial management
Corporate context	Policy 1.1 – Code of Conduct Policy 8.1 – Disciplinary Action Code of Conduct – Employees Shire of Narrogin Fraud and Corruption Prevention Plan
History	Adopted 24 March 2020 Reviewed 7 June 2021 Reviewed 26 April 2023 Reviewed 25 October 2023 Reviewed 28 May 2025

Policy Statement

1. All Elected Members and employees have a key responsibility to safeguard against damage and loss through fraud, corruption or misconduct and have an obligation to support efforts to reduce associated risk by behaving with integrity and professionalism in undertaking their duties.
2. The Shire expects its elected members and employees to act in compliance with the Codes of Conduct and behave ethically and honestly when performing their functions and during their interactions with each other, the community, and all stakeholders of the Shire.
3. All suspected instances of fraudulent or corrupt conduct are to be thoroughly investigated and the appropriate reporting, disciplinary, prosecution and recovery actions initiated.
4. The Chief Executive Officer is to ensure that a Fraud and Corruption Prevention Plan is developed, reviewed by the Audit Committee, and if amendments are proposed, adopted by Council at least once every two years.

Forms and Templates

Nil

– End of Policy

Notes

1.17 Continuing Professional Development

Responsible Executive	Chief Executive Officer
Statutory context	Local Government Act 1995, s.5.98, s.5.127, s.5.128 and s.5.129 Local Government (Administration) Regulations 1996, r.30-32
Corporate context	Policy 1.8 - Elected Members – Conference, Training, and out of pocket Expenses Policy 8.13 – Training, Study and Education
History	Adopted 24 March 2020 Reviewed 7 June 2021 Amended 24 November 2021 Reviewed 26 April 2023 Reviewed 28 May 2025 Reviewed 22 October 2025

Objective

To ensure that Elected Members of the Shire of Narrogin receive appropriate information and training to enable them to understand and undertake their responsibilities and obligations.

Policy Statement

The Shire of Narrogin recognises the importance of providing Elected Members with the knowledge and resources that will enable them to fulfil their role in accordance with statutory compliance and community expectations and make educated and informed decisions.

Pursuant to the Local Government Act 1995, Elected Members must complete Council Member Essentials which incorporates the following training units:

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

Council's preferred provider for the training is WALGA (WA Local Government Association).

All units and associated costs will be paid for by the Shire and must be completed by 30 June in the year immediately following the elected Member's election. The training is valid for a period of five years.

Additionally, the Shire will publish, on the Shire's website, training undertaken by all Elected Members within one month after the end of the financial year pursuant to Local Government Act 1995.

It is Council's preference that the training is undertaken via the eLearning method which is the more cost efficient form of delivery. It is acknowledged however that there may be Elected Members who prefer to receive training face-to-face and/or opportunities to attend training which is being delivered in the region or in the Perth metropolitan area.

Procedures

Considerations for approval of the training or professional development activity include:

- The costs of attendance including registration, travel and accommodation, if required;
- The Budget provisions allowed and the uncommitted or unspent funds remaining:
- Any justification provided by the applicant when the training is submitted for approval;
- The benefits to the Shire of the person attending;
- Identified skills gaps of elected members both individually and has a collective;
- Alignment to the Shire's Strategic Objectives; and
- The number of Shire representatives already approved to attend.

Consideration of attendance at training or professional development courses, other than the online Council Member Essentials, or Diploma in Local Government (Elected Member), (payment in arrears on successful completion of each unit), which are both deemed to be approved, are to be assessed as follows:

- Events for the Shire President must be approved by the Deputy Shire President, in conjunction with the CEO; and
- Events for Councillors must be approved by either the Council or the Shire President, in conjunction with the CEO.

Note well: any expenditure commitments associated with training or professional development must be performed by and authorised through the CEO.

Forms and Templates

Nil

– End of Policy

Notes

Statutory requirement –

The Local Government Act requires that the policy may only be adopted or amended by absolute majority.

A copy of this Policy (S 5.128) and the Annual Report of Elected Members training (S 5.127) undertaken for the preceding financial year is available here:

https://www.narrogin.wa.gov.au/your-shire/your-council/elected-members-training.aspx

1.18 Standards for CEO Recruitment, Performance and Termination

Responsible Executive	Chief Executive Officer	
Statutory context	Local Government Act 1995, Section 5.39B; Local Government (Administration) Amendment Regulations 2021; and Local Government (Administration) Regulations 1996.	
Corporate context	Nil	
History	Adopted	24 February 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Statutory requirement –
The Local Government Act requires that the standards may only be adopted or amended by absolute majority.

-- See over --

Policy Schedule 1.18 Standards for CEO Recruitment, Performance and Termination

Adopted Standards for CEO Recruitment, Performance and Termination

Schedule 2 — Model standards for CEO recruitment, performance and termination [Local Government Act 1995 S5.39A & Local Government (Administration) Regulations 1996 R18FA].

1. Citation

These are the Shire of Narrogin Standards for CEO Recruitment, Performance and Termination.

2. Terms used

(1) In these standards —

Act means the Local Government Act 1995;

additional performance criteria means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

applicant means a person who submits an application to the local government for the position of CEO;

CEO means the local government's Chief Executive Officer;

contract of employment means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

contractual performance criteria means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

job description form means the job description form for the position of CEO approved by the local government under clause 5(2);

local government means the [insert name of local government];

selection criteria means the selection criteria for the position of Chief Executive Officer determined by the local government under clause 5(1) and set out in the job description form;

selection panel means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — Standards for recruitment of CEOs

3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

4. Application of Division

(1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.

(2) This Division does not apply —

(a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or

(b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

5. Determination of selection criteria and approval of job description form

(1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.

(2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of Chief Executive Officer which sets out —

(a) the duties and responsibilities of the position; and

(b) the selection criteria for the position determined in accordance with subclause (1).

6. Advertising requirements

(1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the Local Government (Administration) Regulations 1996 regulation 18A.

(2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the Local Government (Administration) Regulations 1996 regulation 18A as if the position was vacant.

7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

(a) inform the person of the website address referred to in the

Local Government (Administration) Regulations 1996 regulation 18A(2)(da); or
(b) if the person advises the local government that the person is unable to access that website address —
(i) email a copy of the job description form to an email address provided by the person; or
(ii) mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO

(1) In this clause —
independent person means a person other than any of the following —
(a) a council member;
(b) an employee of the local government;
(c) a human resources consultant engaged by the local government.
(2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.
(3) The selection panel must comprise —
(a) council members (the number of which must be determined by the local government); and
(b) at least 1 independent person.

9. Recommendation by selection panel

(1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.
(2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —
(a) a summary of the selection panel's assessment of each applicant; and
(b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.
(3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —
(a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
(b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
(4) The selection panel must act under subclauses (1), (2) and (3) —
(a) in an impartial and transparent manner; and
(b) in accordance with the principles set out in section 5.40 of the Act.
(5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —
(a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and
(b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
(c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.
(6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

10. Application of cl. 5 where new process carried out

(1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.
(2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —
(a) clause 5 does not apply to the new recruitment and selection process; and
(b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —
(a) the making of the offer of employment to the applicant; and
(b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

12. Variations to proposed terms of contract of employment

(1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the negotiated contract) containing terms different to the proposed terms approved by the local government under clause 11(b).
(2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

13. Recruitment to be undertaken on expiry of certain CEO contracts

(1) In this clause —
commencement day means the day on which the Local Government (Administration) Amendment Regulations 2021 regulation 6 comes into operation.
(2) This clause applies if —

(a) upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO —

(i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and

(ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day; and

(b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.

(3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.

(4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

14. Confidentiality of information

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

Division 3 — Standards for review of performance of CEOs

15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

16. Performance review process to be agreed between local government and CEO

(1) The local government and the CEO must agree on —

(a) the process by which the CEO's performance will be reviewed; and

(b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

(2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.

(3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

(1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.

(2) The local government must —

(a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and

(b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

(a) the results of the review; and

(b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

Division 4 — Standards for termination of employment of CEOs

20. Overview of Division

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

21. General principles applying to any termination

(1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.

(2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —

(a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and

(b) notifying the CEO of any allegations against the CEO; and

(c) giving the CEO a reasonable opportunity to respond to the allegations; and

(d) genuinely considering any response given by the CEO in response to the allegations.

22. Additional principles applying to termination for performance-related reasons

(1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.

(2) The local government must not terminate the CEO's employment unless the local government has —

(a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the performance issues) related to the performance of the CEO; and

(b) informed the CEO of the performance issues; and

(c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
(d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.
(3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

23. Decision to terminate

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

24. Notice of termination of employment

(1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.
(2) The notice must set out the local government's reasons for terminating the employment of the CEO.

– End of Schedule

A copy of these Standards is to be placed on the local government's official website, pursuant to Section 5.39B(6) of the Local Government Act 1995.

1.19 Child Safe Awareness Policy

Responsible Executive	Executive Manager Corporate & Community Services
Statutory context	Child Care Services Act 2007 Children and Community Services Act 2004 Civil Liability Act 2002 Corruption, Crime and Misconduct Act 2003 Equal Opportunity Act 1984 Freedom of Information Act 1997 Local Government Act 1995 Parliamentary Commissioner Act 1971 Public Interest Disclosure Act 2003r Public Sector Management Act 1994 Work Health and Safety Act 2020 Working with Children (Criminal Record Checking) Act 2004
Corporate context	Employee Code of Conduct Community Engagement Policy 1.14 Grievance Policy 8.4 Complaints Management Policy 3.9 Shire of Narrogin Record Keeping Plan Shire of Narrogin Strategic Community Plan Working with Children Checks – Recruitment and Selection Executive Instruction
History	Adopted 28 June 2023 Reviewed 28 May 2025 Amended 28 May 2025

Policy Statement

The Shire of Narrogin supports and values all children and young people. The Shire of Narrogin makes a commitment to support the safety and wellbeing of all children and young people, including protection from abuse. This Child Safe Awareness policy is one of the ways the Shire of Narrogin demonstrates its commitment to being child safe and a zero-tolerance approach to child abuse. This policy outlines procedures for reporting concerns and maintaining secure, confidential records to support a safe and accountable environment.

This policy aims to reduce the risk of harm and child sexual abuse in our communities by encouraging child safe environments to be created and maintained. The Shire of Narrogin is committed to encouraging local organisations to be child safe and ensure children are safe and empowered.

This Child Safe Awareness policy has been developed in response to recommendation 6.12 of the Royal Commission into Institutional Responses to Child Sexual Abuse and recognises that the Shire of Narrogin is uniquely placed within the local community to demonstrate leadership by supporting organisations to be child safe and to protect children and young people from harm and/or abuse. The Shire of Narrogin will promote the safety and wellbeing of children across the community.

Consistent with the National Principles for Child Safe Organisations and Commonwealth Child Safe Framework, this policy provides a framework that outlines the role of the Shire of Narrogin in supporting local organisations to be child safe through access to resources, awareness raising and sharing relevant information.

Scope

The safety and wellbeing of children is everyone's responsibility. This Child Safe Awareness policy applies to all, employees, volunteers, trainees, work experience students, interns, and anyone else who undertakes work on behalf of the Shire of Narrogin, regardless of their work related to children or young people. It applies to occupants of the Shire of Narrogin's facilities and venues, including visitors, contractors and suppliers.

This policy also applies to the reporting and handling of any concerns or incidents involving the safety or wellbeing of children and young people in accordance with this policy.

Definitions

Abuse: Abuse is an act, or a failure to act, towards or on behalf of a child that may result in harm. It can occur on one occasion or multiple occasions. Sometimes the impact of multiple events leads to harm that becomes cumulative in nature. Types of abuse include physical, emotional and sexual abuse, and neglect.

Child/Children: Means a person under 18 years of age, and in the absence of positive evidence as to age, means a person who appears to be under 18 years of age.

Child Safe Organisation: is defined in the Royal Commission Final Report as one that:

- creates an environment where children's safety and wellbeing are at the center of thought, values, and actions;
- places emphasis on genuine engagement with and valuing of children and young people;
- creates conditions that reduce the likelihood of harm to children and young people;
- creates conditions that increase the likelihood of identifying any harm; and
- responds to any concerns, disclosures, allegations, or suspicions of harm.

Note: in the context of local governments, this would involve referring concerns to the Department of Communities or WA Police to respond as appropriate.

Implementation of the National Principles for Child Safe Organisations give effect to the above.

Child safe: For the purpose of this policy, child safe means protecting the rights of children and young people to be safe by taking actions that can help prevent harm and abuse.

Harm: Harm, in relation to a child, means any detrimental effect of a significant nature on the child's wellbeing, whether caused by a single act, omission or circumstance; or a series or combination of acts, omissions or circumstances.

Reportable Conduct: Behaviour by an adult that may involve sexual misconduct, physical violence, emotional harm, significant neglect, or any act that could cause serious harm to a child's wellbeing.

Wellbeing: Wellbeing of children and young people includes the care, development, education, health and safety of children and young people.

Policy Principles

- The rights of children and young people are upheld.
- Children and young people are respected, listened to, and informed about their rights.
- Children and young people have the fundamental right to be safe and cared for.
- Children and young people have the right to speak up, be heard and taken seriously without the threat of negative consequences.
- The safety and best interests of children and young people are a primary consideration when making decisions that concern them.
- Access to trusted and reliable information, including the National Principles for Child Safe Organisations, helps support organisations to understand what they must do to help reduce the risk of harm and abuse.
- Communities are informed and involved in promoting the safety and wellbeing of children and young people including protection from harm.
- Collaboration with the community and our partners promotes the safety, participation and empowerment of all children and young people.

Policy Functions

The Shire of Narrogin will ensure the following functions of this policy are resourced and assigned to the relevant officers for implementation.

- Developing a process to deliver child safe messages (for example at the Shire of Narrogin's venues, grounds and facilities or events).
- Connecting and supporting local community groups, organisations, and stakeholders to child safe resources (including culturally safe and inclusive resources).

Responsibilities

The Shire of Narrogin has a leadership role in our community to support relevant organisations to be child safe and promote child safe practices.

Although the Shire of Narrogin is not legally responsible for providing oversight of compliance with child safe practices, it will take any reasonable steps to engage with persons who utilise the Shire of Narrogin facilities to operate in alignment with the Child Safe Awareness policy.

All individuals covered by this policy have a responsibility to report suspected reportable conduct in accordance with the procedures outlined. The Shire will ensure appropriate record-keeping systems and processes are in place to securely manage such reports.

The Shire of Narrogin's Chief Executive Officer will determine which roles across the organisation will directly support the implementation of the Child Safe Awareness policy and provide administrative resources and training to employees where required, to ensure its success.

Reportable Conduct

The Shire of Narrogin is committed to ensuring any concerns, allegations, or suspicions of reportable conduct involving children or young people are taken seriously and responded to appropriately.

Reportable conduct refers to any behaviour by an adult that may involve:

- Sexual offences or sexual misconduct involving a child;
- Physical violence or serious emotional harm against a child;
- Significant neglect of a child; or
- Any behaviour that causes significant harm to a child's wellbeing.

In line with this commitment:

- Any allegations or concerns of reportable conduct involving a child will be referred to the appropriate authorities, including the *Department of Communities* and/or *WA Police*, in accordance with mandatory reporting obligations and legal requirements.
- Staff, volunteers, contractors, and others engaged by the Shire who become aware of, witness, or suspect reportable conduct must notify their supervisor or the Chief Executive Officer immediately.
- The Shire will cooperate fully with any investigations and ensure confidentiality and procedural fairness are upheld.
- Appropriate support will be offered to affected children, families, and staff throughout the process.
- Disclosures may also be made via the Shire's website at www.narrogin.wa.gov.au/child-safety-awareness.aspx, where a secure disclosure form is available.

Record Keeping

The Shire of Narrogin will maintain secure and confidential records of any concerns, allegations, or reports related to child safety, including reportable conduct.

All records will be:

- Managed in accordance with the *Shire of Narrogin's Record Keeping Plan,*
- Stored securely with restricted access, and
- Retained in line with relevant legislative, regulatory, and archival requirements.

Details of complaints or incidents will be recorded objectively and sensitively, with due regard for privacy and the rights of all individuals involved. Staff responsible for handling such matters will be trained in appropriate documentation and record-keeping procedures.

– End of Policy

Notes

1.20 Electronic Attendance at Council Meetings by Elected Members

Responsible Executive	Chief Executive Officer
Statutory context	Local Government Act 1995, Section 5.25 Local Government (Administration) Regulations 1996 - r.14C – r.14E
Corporate context	1.1 - Code of Conduct 1.6 – Recording of Council Meetings
History	Adopted 25 October 2023 Reviewed 28 May 2025

Policy Statement

Electronic Attendance at Council Meetings by Elected Members

1. Request to attend a Council Meeting electronically

   a) Requests to attend a Council Meeting electronically are to be sent to the President with a copy to the CEO and Executive Support Coordinator at least 24 hours prior to the relevant meeting.
   In the request, the Member is to outline the following:
   i) Details of the location the Member will be attending from;
   ii) Details of the equipment to be used (if not Shire equipment) and electronic connection method;
   iii) Confirmation that confidentiality can be maintained; and
   iv) Any declarations of interest that are to be made for the relevant meeting.

   c) The Presidents authorisation will have regard to whether the location from which the member intends to attend the meeting, and the equipment to be used are suitable to enable the member to effectively engage in deliberations and communications during the meeting.

   d) Approval is to be provided in writing by the President and recorded in the Shire's record keeping system.

   e) Should the request be denied or made later than midday of the relevant meeting, the request will be put to Council for consideration.

   f) Should the President wish to attend a Council meeting electronically, this request is to be forwarded to the Deputy President following the process outlined in clauses 1(a) to (d). Procedures.

2. 2. Request to attend a Committee Meeting electronically.

   a) Requests to attend a Committee Meeting electronically are to be sent to the President with a copy to the Committee Presiding Member, CEO and Executive Support Coordinator at least 24 hours prior to the relevant meeting.
   In the request, the Member is to outline the following:
   i) Details of the location the Member will be attending from;
   ii) Details of the equipment to be used (if not Shire equipment) and electronic connection method;
   iii) Confirmation that confidentiality can be maintained; and
   iv) Any declarations of interest that are to be made for the relevant meeting.

   c) The President's authorisation will have regard to whether the location from which the member intends to attend the meeting, and the equipment to be used are suitable to enable the member to effectively engage in deliberations and communications during the meeting.

   d) Approval is to be provided in writing by the President and recorded in the Shire's record keeping system.

   e) Should the President wish to attend a Committee meeting electronically, this request is to be forwarded to the Deputy President and copied to the Presiding Member, CEO and Executive Support Coordinator following the process outlined in clauses 3.2(a) to (d).

f) The relevant Committee does not have authorisation to approve electronic attendance. Should the request be denied, the Member may put the request to an ordinary meeting of the Council, if scheduling permits.

3. Request to attend a Non-Legislated meeting electronically

   Requests to attend a Non-Legislated Meeting electronically are to be sent to the CEO with a copy to the Executive Support Coordinator by no later than midday on the day of the relevant meeting.

4. Location

   a) The Member is to ensure that the location is indoors, quiet and private.
   b) The location must have suitable controls (such as closing a door to an enclosed room) to ensure that confidentiality (where required) is not breached.

5. Electronic Means

   a) The Shire will conduct electronic meetings preferably utilising the platform known as Microsoft Teams.
   b) All meeting invitations will include a link to join the meeting electronically.
   c) Members attending electronically are to join the meeting preferably at least 15 minutes prior to allow for sufficient testing of equipment and to resolve any technical issues.
   d) Members must use a suitable network connection such as private home WiFi or a mobile hotspot from a trusted personal device.
   e) Due to increased cyber security risks, Members are not permitted to connect via public WiFi (such as connections at cafes, airports, hotels and restaurants).

6. Equipment

   Where practical, Members attending meetings electronically are to use equipment provided by the Shire.

7. 50% cap

   a) Members may only attend a Legislated Meeting by electronic means provided they have not attended more than half of Legislated meetings in the previous (12) months by this method.
   b) Members meeting attendance will be recorded by the Administration in the minutes of the relevant meeting.
   c) The Administration will advise the President and the relevant Member when they have attended 40% (or the percentage closest to 40%) of meetings electronically.
   d) The 50% cap does not apply a member who is a person with a disability as defined in Section 3 of the Disability Services Act 1993 (WA).

8. Declaration of Confidentiality

   a) If the meeting or part of the meeting for which a Member is attending electronically is to be proposed to be closed or subsequently closed to the public, the Member must make a declaration that they can maintain confidentiality during the meeting or the closed part of the meeting (as the case required).
   b) The declaration is to be made at the beginning of the meeting and or at the time that the meeting is closed to the public and recorded in the minutes of the meeting.
   c) The wording of the declaration will be as follows:
      ‘I [Member Name] declare that I am able to maintain confidentiality during the closed part of the meeting. If I am no longer able to maintain confidentiality, I will excuse myself from the meeting.’
   d) Should the Member make the above declaration and subsequently cannot maintain confidentiality, they must leave the meeting or the closed part of the meeting.

Forms and Templates

Nil

Definitions

Electronic or electronically means telephone, video conference or other instantaneous communication, as determined by —

(a) the president; or

(b) the council.

– End of Policy

Notes

1.21 Freeman of the Shire

Responsible Executive	Chief Executive Officer	
Statutory context	Former Local Government Act 1960 (s 157).	
Corporate context	Australia Day and Honours Advisory Committee (and Terms of Reference)	
History	Adopted	22 November 2023
	Reviewed	28 May 2025

Introduction

The Shire of Narrogin from time to time acknowledges the remarkable contributions of individuals to our community by granting them the honorary title of Freeman of the Shire of Narrogin. This policy provides clarity and guidance on the invitations extended to Freeman that are still living, to various civic functions and events, emphasising their special connection to the Shire. The term Freeman in the context of this policy is a gender-neutral designation.

In 1965, amendments were made by the Western Australian Parliament to the then Local Government Act 1960, to insert a power for local governments to, by Absolute Majority and with the approval of the Minister, confer upon any person the title of 'Honorary Freeman of the Municipality'. The title of 'Freeman' has its origins in mediaeval European history when a man who was bound to serve a landowner could, by special decree, be declared a 'free man' and so be freed of former obligations to the landlord. In more modern usage, 'Freeman' is used to describe an honour bestowed on a person by a local government who has made a lasting and exceptional contribution to a district. It does not confer any special entitlements (other than reserved seating at local government events) and is the highest honour that a local government can bestow, and unless otherwise rescinded, is bestowed for life.

With the passage of the 1995 Act, the dedicated legislative power for local government disappeared and was absorbed within the general function under section 3.1 of the Local Government Act 1995 (the Act) to provide for the good government of persons in its district and the executive functions under the Act. While the dedicated legislative power to award the title was repealed, many local governments across the state have continued the practice as a means of recognising exceptional contributions, often but not always, made by long-serving and retired Elected Members. In the absence of a legislative power, the framework for appointing a Freeman is set out in this policy.

Criteria for Freeman Status

Freeman of the Shire of Narrogin is an esteemed title awarded to individuals who have demonstrated exceptional dedication and service, significantly advanced the Shire's strategic interests and benefitted the greater community.

Each application for Freeman status shall be assessed on its merits, considering the nominee's profound contributions to the Shire of Narrogin.

Nomination Process

The community is encouraged to nominate individuals for consideration as Freemans at any time. Nominations must be submitted in writing, addressing them confidentially to the Chief Executive Officer. Nominees should not be consulted or informed of their nominations.

The Council will deliberate on nominations in a confidential "in-camera" setting in accordance with the following principles established below under the Eligibility & Selection Criteria.

Entitlements of Freeman

Any individual granted the title of Freeman of the Shire of Narrogin may officially use this designation.

Freeman shall be honoured with a special badge and certificate during a ceremony hosted by the Council to acknowledge their Freemanship.

Freeman are invited to all civic functions and events free of charge including to the following the non-exhaustive list:

- Shire of Narrogin's Foundation Day Celebrations.
- Annual Civic Awards Ceremony.
- Swearing-in Ceremonies for Elected Members.
- Opening Ceremonies of Civic Buildings.
- Special Commemorative Events.
- Community (Shire Sponsored) Festivals and Parades.
- Other significant community events as determined by the Shire President, Chief Executive Officer or the Council.

Freeman are recognised on the Shire of Narrogin's Freeman Honour Board in the Chambers and on the Shire's website.

A photograph and plaque of the Freeman should be displayed in a prominent location within the Administration of the Shire of Narrogin to commemorate their invaluable contributions.

Current Awardees

Former Shire of Narrogin
- Mr Kenneth O'Dea (1991) (Deceased)
- Mr Raymond Spouse (1996) (Deceased)
- Mr Darrell Wiese (2014) (Deceased)

Former Town of Narrogin
- Mr William Manning Esq (1974) (Deceased)
- Mr Robert (Bob) Farr (1988) (Deceased)
- Dr John Parry (1996) (Deceased)
- Mr Douglas Fairclough (1998) (Deceased)

Shire of Narrogin (from 1 July 2016)
Nil

Conclusion:

The title of Freeman of the Shire of Narrogin signifies our profound gratitude for the exceptional service provided by extraordinary individuals. This policy serves as a guideline for acknowledging their contributions and ensuring their participation in various civic functions, thus upholding the traditional and symbolic significance of Freeman status in our community.

Eligibility Criteria

1. Minimum service of 15 years to the Narrogin community in any capacity.
2. Resident of the district for all, or most of the period relating to their eligibility.
3. Not a currently serving Elected Member or employee.
4. Nominee's specific achievement/s must be of a nature that would encourage the local government to nominate that person for an honour under the Australian Honours System.
5. The relevant criteria in determining number four being:
    a. demonstrated achievement at a high level;
    b. made a contribution over and above what might be reasonably expected through paid employment; or
    c. whose voluntary contribution to the community stands out from others who may have also made a valuable contribution.

Selection Criteria

Each criterion to be scored out of 5 (five) (whole numbers only), with 5 (five) being the highest possible score.

Elected Member	Level of commitment to their field of activity (20%)	Outstanding personal leadership qualities and personal integrity (20%)	Benefits to the community of the district (40%)	Special achievements of the nominee (20%)	Total
1					
2					
3					
4					
5					
6					
7					

– End of Policy

Notes

Section 2 - ADMINISTRATION / ORGANISATION

2.1 Senior Employees – Designation & Appointing Acting CEO

Responsible Executive Chief Executive Officer

Statutory context Local Government Act 1995 –
- s.5.37 – senior employee or class of employee may be designated
- Local Government Act 1995, Section 5.39C and 5.36 (2); and
- Local Government (Administration) Amendment Regulations 2021.

Corporate context Delegation 1.2 – Acting CEO (Appointment)

History

Adopted	26 April 2017
Last reviewed	24 July 2019
Amended	24 February 2021
Reviewed	7 June 2021
Reviewed	26 April 2023
Reviewed	28 May 2025
Amended	23 July 2025

Policy Statement

Pursuant to Section 5.37 of the Local Government Act 1995, the following employees are designated as senior employees –

a) Executive Manager, Corporate & Community Services;
b) Executive Manager, Planning & Sustainability; and
c) Executive Manager, Infrastructure Services.

For the purposes of Section 5.36 (2) of the Local Government Act 1995, the Council has determined that employees that are appointed in one of the above positions are suitably qualified to be appointed as Acting CEO by the CEO, from time to time, when the CEO is on periods of leave, subject to the following condition:

1. The CEO is not an interim CEO or Acting in the position;
2. The term of appointment is not longer than 20 working days consecutive;
3. That the employee's employment conditions are not varied other than the employee is entitled at the CEO's discretion, no greater than the salary equivalent to that of the CEO during the Acting period.

In the case of the unavailability of the CEO due to an emergency, the Executive Manager Corporate & Community Services is automatically appointed as the Acting CEO for up to 2 weeks from commencement, and continuation is then subject to determination by the Council.

All other interim, Acting or CEO appointments to be referred to Council.

– End of Policy

Notes

Statutory requirement –

The Local Government Act requires that matters relating to the appointment of a temporary or acting CEO may only be adopted or amended by absolute majority.

CEO is a designated senior employee under the Act. There is no requirement to have designated employees other than for the purpose of automatic appointment as Acting Chief Executive Officer. Most requirements placed on designated employees are already covered by s.5.74 – to declare gifts and to make primary / annual declarations if making direct report to Council or exercising delegated authority.

2.2 Acting / Relieving Staff Authority

Responsible Executive	Chief Executive Officer
Statutory context	Local Government Act 1995
Corporate context	Delegation 1.2 – Acting CEO – Appointment Policy 8.5 – Higher Duties Instruction 8.5 – Higher Duties
History	Adopted 26 April 2017 Reviewed 24 July 2019 Reviewed 7 June 2021 Reviewed 26 April 2023 Reviewed 28 May 2025

Policy Statement

1. To ensure that acting and relieving staff have clear authority to fulfil the requirements of the position, a person acting or relieving in a position, however temporarily and of whatever duration, is authorised to exercise all duties, powers and responsibilities assigned to that position, whether a delegation, policy, direction or accepted practice, subject only to any limitations that may be imposed by the CEO.

2. Acting or relieving staff are to be aware that their tenure is temporary, and to take into account when making decisions, the likely views and preferences of the permanent appointee.

– End of Policy

Notes

Refer Policy 2.1 for matters relating to temporary or acting CEO.

2.3 Display of National and Other Flags

Responsible Executive	Executive Manager Corporate & Community Services	
Statutory context	Flags Act 1953 (Commonwealth)	
Corporate context	Nil	
History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. The Shire recognises the significance of certain flags connected to its governance responsibilities and will utilise Council flagpoles to fly such flags.

2. The flags that are to be flown each working day are the –
   a) Australian National flag,
   b) Australian Aboriginal flag, and
   c) Shire of Narrogin flag.

3. The Western Australian State flag and any other flag/s approved by Council or CEO may be flown on appropriate occasions.

4. Flags flown in response to Council's governance responsibilities will be flown in accordance with the relevant legislation and protocols in force at the time.

5. Order of precedence of flags –
   (1) Australian National flag,
   (2) National flags of other nations;
   (3) State and Territory flags,
   (4) Other flags prescribed by the Flags Act 1953 (Commonwealth)–
      (a) Australian Aboriginal flag and the Torres Strait Islander flag in either order
      (b) Australian Defence Force Ensign
      (c) Australian White Ensign
      (d) Royal Australian Air Force Ensign,
   (5) Ensigns and pennants –
      (a) Local Government,
      (b) Commonwealth, State and Territory agencies,
      (c) Non-Government organisations,
   (6) Banners:

6. Flags should not be flown with any other flag on the same flagpole

– End of Policy

Notes

Refer – Department of the Prime Minister and Cabinet
https://www.dpmc.gov.au/government/australian-national-flag/australian-national-flag-protocols
https://www.dpmc.gov.au/resource-centre/government/australian-flags-booklet-part-two
(5 January 2017)

2.4 Amendments to Council Policy

Responsible Executive	Chief Executive Officer	
Statutory context	Local Government Act – 2.7(2)(b) – a role of Council is to determine the local government's policies.	
Corporate context	Nil	
History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. The CEO is to maintain the official copy of the Council Policy Manual, updated as soon as possible after each authorised resolution of Council.

2. Additions, deletions or alterations to Council Policy Statements shall only be made by specific Council resolution stating –
   a) stating the current Council Policy number if an amendment or deletion,
   b) the proposed policy number to clearly indicate functional area if a new Council Policy, and
   c) proposed wording and justification for the amendment, deletion or adoption.

– End of Policy

Notes

The purpose of policy documents is to enable the effective and efficient management of Council resources and to assist staff and Council achieve an equitable decision making process. Written policies also enable the community to be aware of the reasoning behind administrative and Council decisions, and to be familiar with the philosophy behind individual decisions.

If it is not in the Council Policy Manual, it may be usual practice, but it is not Council Policy. Unless it is specifically stated that the authority is to be included in the Policy Manual, it is to be considered that the authority to act, is for a specific matter and is not general or on-going.

2.5 Information & Communications Technology Usage

WALGA Workplace Relations, November 2016 – amended

Responsible Executive	Executive Manager Corporate & Community Services	
Statutory context	Local Government Act 1995	
Corporate context	Policy 2.6 – Social Media Use Policy 8.1 – Disciplinary Action Code of Conduct – Employees Executive Instructions – Instruction 2.1 – Information & Communications Technology Usage Instruction 2.2 – Social Media	
History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
   a) employees, consultants or contractors entitled to have access to ICT,
   b) general use of ICT resources,
   c) unacceptable use,
   d) security and proprietary information,
   e) system and network activities,
   f) email activities,
   g) remote access,
   h) provision of mobile phones and information/communication devices,
   i) Department of Transport licencing,
   j) consequences of breach of the Executive Instructions.

– End of Policy

Notes

2.6 Social Media

WALGA Workplace Relations, November 2016 – amended

Responsible Executive	Chief Executive Officer	
Statutory context	Local Government Act 1995	
Corporate context	Policy 2.5 – Information and Communications Technology Usage Policy 8.1 – Disciplinary Action Policy 8.2 – Discrimination, Bullying and Harassment Code of Conduct – Employees Instruction 2.1 – Information & Communications Technology Usage Instruction 2.2 – Social Media	
History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
   a) application to all employees, volunteers and contractors,
   b) use of social media for Shire purposes to be specifically authorised by CEO, or by persons authorised by CEO,
   c) limitations on private use of Shire corporate sites,
   d) use of any site to comment on Shire related matters, in particular if such comment is considered to be bullying, harassing or derogatory in nature, or which damages the Shire reputation, will make the employee liable to disciplinary action,
   e) consequences of breach of the Executive Instruction.

– End of Policy

Notes

2.7 Shire Logo and Motto

Responsible Executive	Chief Executive Officer	
Statutory context	Copyright Intellectual property	
Corporate context	Shire of Narrogin Corporate Style Guide Strategic Community Plan	
History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Amended	28 June 2023
	Reviewed	28 May 2025

Policy Statement

1. The CEO is to prepare and maintain a Style Guide regarding this matter, which is to include but is not limited to –
   a) use of adopted logo, colours, fonts etc
   b) formatting etc
   c) motto

2. The primary logo of the Shire is –

3. The logo should be used –
   a) on all Shire publications, letterheads, promotional materials etc.
   b) where the Shire has provided sponsorship or support for a program, activity or advertisement – e.g. Homecare program, sporting or community events.

4. The motto to be used is *"Love the Life",* to be used either with the Shire's logo or with the preamble words "*Shire of Narrogin* "or "*Narrogin".*

5. The motto should be used, where appropriate, such as –
   a) on all Shire publications, letterheads, promotional materials, television and social media campaigns etc.;
   b) where the Shire has provided sponsorship or support for a program, activity or advertisement – e.g. Homecare program, sporting or community event; and
   c) encouragement for use by all local groups and businesses to promote living in the Shire of Narrogin.

6. Private use of the logo is not permitted unless –
   a) the approval of the CEO has been obtained; and
   b) there is an identifiable benefit to the Shire or community through acknowledgement of support or promotion of the area.

7. Approval for private use of the logo may be withdrawn at any time if the use is considered to be inappropriate.

8. Permitted variations to the logo are –
   a) use of separate panels within an overall design/program;
   b) text in an alternative position;
   c) tag line colour may vary in order to be more visible;
   d) tag line may be swapped out for a facility, department or section name; e.g. RW (Bob) Farr Memorial Library, Narrogin Homecare etc; and
   e) to be approved by CEO before use.

– End of Policy

Notes

2.8 Enterprise Risk Management

Responsible Executive Chief Executive Officer

Statutory context
Work Health and Safety Act 2020
Local Government (Audit) Regulations 1996
- reg.17 – CEO to review risk management and report to Audit Committee

Corporate context
Council Committees and Reference Groups, Establishment and Terms of Reference – Audit Committee
– Risk Management Procedures and Framework
– Risk Register

History

Adopted	26 April 2017
Amended	24 July 2019
Reviewed	7 June 2021
Reviewed	26 April 2023
Reviewed	28 May 2025

Policy Statement

1. Purpose
   The Shire of Narrogin ("the Shire") Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire's strategies, goals or objectives.
2. Policy Schedules adopted
   The following Council Policy Schedules are adopted, and forms part of this Statement –
   2.8 – Risk Appetite
3. Policy
   a) It is the Shire's Policy to achieve best practice (aligned with AS/NZS ISO 31000:2018 Risk management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.
   b) Risk Management will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire's Integrated Planning Framework.
   c) The Shire's Executive Management Team will determine and communicate the Risk Management Policy, Objectives and Procedures, as well as direct and monitor implementation, practice and performance.
   d) Every employee, elected member, volunteer and contractor within the Shire is recognised as having a role in risk management.
   e) Consultants may be retained at times to advise and assist in the risk management process or management of specific risks or categories of risk.
4. Definitions:
   Risk means the effect of uncertainty on objectives.
   Note 1: An effect is a deviation from the expected – positive or negative.
   Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product or process).
   Definition (from AS/NZS ISO 31000:2018)
   Risk Management means coordinated activities to direct and control an organisation with regard to risk.
   Risk Management Process means the systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.
   Risk Management Framework means the set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation.
5. Risk Management Objectives
   The adoption of consistent risk management processes within a comprehensive framework will help deliver on the objectives and benefits below:

- Optimise the achievement of our vision, experiences, strategies, goals and objectives.
- Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
- Enhance risk versus return within our risk appetite.
- Embed appropriate and effective controls to mitigate risk.
- Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhance organisational resilience.
- Identify and provide for the continuity of critical operations.

6. Risk Appetite
   a) The Shire has defined its tolerance to risk, its risk appetite, through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Procedures and are subject to ongoing review in conjunction with this policy.
   b) All organisational risks to be reported at a corporate level are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisation's appetite and are to be noted within the individual risk assessment and approved by a member of the Executive Leadership Team.
7. Roles, Responsibilities & Accountabilities
   a) Council's role is to –
      - review and approve the Shire's Risk Management Policy and Risk Assessment & Acceptance Criteria,
      - determine the organisation's appetite for risk,
      - establish and maintain an Audit Committee in terms of the Local Government Act.
   b) The CEO is responsible for the allocation of roles, responsibilities and accountabilities, which are documented in the Risk Management Procedures (Operational Document).
8. Monitor & Review
   a) The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.
   b) This policy will be kept under review by the Shire's Executive Leadership Team and will be formally reviewed by Council biennially.

– End of Policy

Notes

Policy Schedule 2.8 – Risk Appetite

MEASURES OF CONSEQUENCE

RATING	PEOPLE	INTERRUPTION TO SERVICE	REPUTATION (Social / Community)	COMPLIANCE	PROPERTY (Plant, Equipment, Buildings)	NATURAL ENVIRONMEI
Insignificant (1)	No injuries or illness	No material service interruption Less than 1 hour	Unsubstantiated, localised low impact on community trust, low profile or no media item.	No noticeable regulatory or statutory impact	Inconsequential damage.	Contained, reversible impa managed by on response
Minor (2)	First Aid Treatment	Short term temporary interruption – backlog cleared < 1 day	Substantiated, localised impact on community trust or low media item	Some temporary non compliances	Localised damage rectified by routine internal procedures	Contained, reversible impa managed by internal respon
Moderate (3)	Medical treatment / Lost time injury >10 Days	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile	Short term non-compliance but with significant regulatory requirements imposed	Localised damage requiring external resources to rectify	Contained, reversible impa managed by external agenc
Major (4)	Lost time injury >30 Days / temporary disability	Prolonged interruption of services – additional resources; performance affected < 1 month	Substantiated, public embarrassment, widespread high impact on community trust, high media profile, third party actions	Non-compliance results in termination of services or imposed penalties to Shire/Officers	Significant damage requiring internal & external resources to rectify	Uncontained reversible impa managed by coordinated response fro external agenc
Extreme (5)	Fatality, permanent disability	Indeterminate prolonged interruption of services non- performance > 1 month	Substantiated, public embarrassment, widespread loss of community trust, high widespread multiple media profile, third party actions	Non-compliance results in litigation, criminal charges or significant damages or penalties to Shire/Officers	Extensive damage requiring prolonged period of restitution. Complete loss of plant, equipment & building	Uncontained irreversible imp

MEASURES OF LIKELIHOOD

Level	Rating	Description	Frequency
5	**Almost Certain**	The event is expected to occur in most circumstances	More than once per year
4	**Likely**	The event will probably occur in most circumstances	At least once per year
3	**Possible**	The event should occur at some time	At least once in 3 years
2	**Unlikely**	The event could occur at some time	At least once in 10 years
1	**Rare**	The event may only occur in exceptional circumstances	Less than once in 15 years

RISK MATRIX

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

– End of Schedule

2.9 Annual Closure During Christmas Period

Responsible Executive	Chief Executive Officer	
Statutory context	Nil	
Corporate context	8.6 Leave – Award Entitlements.	
History	Adopted	27 November 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Amended	26 October 2023
	Reviewed	28 May 2025

Policy Statement

That the Administration Office, Works Depot, RW (Bob) Farr Memorial Library and Jessie House/Homecare Office operating dates during the Christmas period be closed at the end of normal business hours on Christmas Eve and reopen the day following New Year's Day, subject to the Chief Executive Officer ensuring that an emergency contact list is maintained for senior officers and key personnel and the closures being widely advertised prior.

Procedures

Advertising

At the beginning of December each year, an advertising plan be coordinated by the CEO's Office to widely advertise the closure periods for:

- Administration Office
- Works Depot
- RW (Bob) Farr Memorial Library
- Jessie House/Homecare.
- Narrogin Regional Leisure Centre

Consider in the advertising plan, the closure dates of the Waste Management Facility and if there are alterations to kerbside rubbish collections during the Christmas/New Year period.

Processing of Leave

Staff are to apply for their required amount of leave utilising any accrued RDOs first and then any accrued Annual Leave. Employees with insufficient paid leave will be expected to take time off without pay.

Forms and Templates

FCEO001 Advertising Communications Plan Form

FCCS001 Application for Leave Form

– End of Policy

Notes

2.10 Information Handling and Breach Policy

Responsible Executive	Chief Executive Officer
Statutory context	Freedom of Information Act 1992 (WA) Privacy Act 1988 (Cth) Local Government Act 1995 (WA) Aged Care Act 2025, Aged Care Quality Standards State Records Act 1997
Corporate context	Code of Conduct for Council Members, Committee Members and Candidates Employee & Volunteer Code of Conduct Record Keeping Plan Instruction 2.23 – Shire of Narrogin's Efficient and Effective use of ChatGPT
History	Adopted 19 February 2025 Reviewed 28 May 2025

Policy Statement

The Shire of Narrogin is committed to safeguarding all information it collects, stores, and manages, compliant with the obligations and requirements of legislation regarding Privacy and Responsible Information Sharing (PRIS). This Policy establishes a framework to ensure the confidentiality, integrity, and accessibility of information while providing clear processes to handle data breaches effectively.

Scope

This policy applies to Elected Members, all employees, contractors, volunteers, and agents of the Shire of Narrogin involved in collecting, handling, or managing information.

Key Principles

<u>The Collection of Personal Information:</u>

The Shire of Narrogin collects personal information from customers and stakeholders to perform its functions and activities. Sensitive personal information is only collected under the following circumstances:

- It is necessary for the Shire's functions and activities;
- The individual consents to the collection;
- It is required or authorised by law;
- It is necessary to establish, exercise, or defend a legal or equitable claim;
- It is required for government-funded welfare or educational research or statistical purposes; or
- It is necessary to prevent or reduce;
- serious threats to an individual's life, health, safety, or welfare;
- serious threats to public health, safety, or welfare; or
- threats to an individual's life, health, safety, or welfare caused by family violence.

<u>Access and Correction of Personal Information</u>

The Shire of Narrogin ensures personal information is accurate and accessible.

- Informal Updates: Updates to personal information are generally handled informally without requiring a formal process
- Informal Access: Personal information, such as correspondence or applications related to an individual, is typically provided informally on request, if sufficient identification can be provided.
- Freedom of Information Act: Individuals can access and correct their information under the Freedom of Information Act 1992 (WA).
- PRIS Legislation: Access and correction requests may also be made under Information Privacy Principle 6 (IPP6) in the PRIS legislation.

Disclosure of Information to Third Parties

The Shire of Narrogin may disclose personal information to third parties in the following cases:

- Information Sharing Agreements: Under an approved agreement or request with another public entity;
- When the customer or stakeholder consents to the disclosure;
- For public interest research or analysis;
- When required or authorised by law;
- For law enforcement functions;
- To complete or improve the function for which the information was provided;
- To prevent or reduce serious threats to individuals or public health, safety, or welfare;
- When necessary for child protection or family violence functions;
- When the information relates to family violence and involves the perpetrator or alleged perpetrator.

The Protection of Information

- The Shire of Narrogin is committed to safeguarding personal information against misuse, loss, modification, and unauthorised access or disclosure. The Shire will:
- Securely Dispose: Permanently de-identify or destroy personal information that is no longer required, unless law mandates its retention.
- Implement Robust Security: Use multiple layers of security, including:
  - Encryption.
  - Multifactor authentication.
  - Security awareness training.
  - Email, and network security.
  - Third-party risk assessments.
  - Adherence to Australian Signals Directorate Essential 8 Maturity Level 1 guidelines.

These measures reflect the Shire of Narrogin's commitment to protecting personal information, ensuring compliance with privacy laws, and maintaining the trust of its community.

Handling Privacy Complaints and Information Breaches

The Shire of Narrogin's designated Information Officer is the Executive Manager Corporate & Community Services (EMCCS), who can be contacted for complaints related to acts or practices of the Shire that may constitute an interference with the privacy of an individual.

The EMCCS will coordinate responses and record management of these complaints. Complaints can be directed to: emccs@narrogin.wa.gov.au. The EMCCS will aim to provide a formal response to the complainant as soon as reasonably practicable upon receiving all required information. If any delays are unavoidable, the complainant will be informed accordingly.

The Chief Executive Officer (CEO) is ultimately responsible for ensuring compliance with privacy-related obligations, overseeing the EMCCS's efforts to address privacy complaints effectively and ensuring the Shire meets its statutory responsibilities under relevant legislation. This structure reinforces the Shire's commitment to protecting privacy and responding transparently to any concerns raised.

Notifiable Information Breach

An interference with the privacy of individuals may constitute a notifiable information breach, which includes:

- Unauthorised access to information
- Unauthorised disclosure of information
- Loss of information.

If an alleged interference with privacy occurs, individuals have the right to escalate their concerns by lodging a complaint with the Information Commissioner of Western Australia. The information Commissioner and their staff are tasked with assisting individuals in formulating and submitting privacy complains when required.

Breach Management

1. **Identification**: Employees must report any suspected or actual breach to their manager or the EMCCS as the designated Information Officer.
2. **Containment**: Immediate actions will be taken to limit the impact of a breach, such as securing affected systems and data.
3. **Assessment**: The EMCCS will assess the scope and potential impact of the breach, including any risks to individuals or the organisation.
4. **Notification**: Where required, affected individuals, the Office of the Information Commissioner, and other relevant bodies will be notified promptly and transparently.
5. **Review**: Following a breach, the Shire will conduct a review to identify and address root causes and improve processes to prevent recurrence.

Roles and Responsibilities

- Chief Executive Officer: Ensures organisational compliance with this Policy.
- Executive Manager Corporate & Community Services, as the designated Information Officer: Coordinates breach responses, maintains records, and provides advice on compliance matters.
- Executive Managers: Oversee adherence to the Policy within their teams.
- Employees and Contractors: Abide by the Policy and report breaches.

Policy Monitoring and Review

This Policy will be reviewed every two years or as required by legislative changes.

Definitions

Handle	Refers to collecting, holding, managing, using, or disclosing information.
Information Breach	The unauthorised access, disclosure, or loss of information.
Interference with Privacy	Includes the following: a) Acts or practices by the Shire that contravene the proposed *Privacy and Responsible Information Sharing Act 2024 (WA)* (PRIS Act), in relation to personal or de-identified information linked to an individual. b) Failures by the Shire to comply with obligations under the PRIS Act regarding suspected or confirmed notifiable information breaches involving personal information. c) Non-compliance in handling personal information during a function or activity.
Notifiable Information Breach	Occurs in any of the following scenarios: a) Unauthorised Access or Disclosure: • Unauthorised access to, or disclosure of, personal information held by an IPP entity; and • A reasonable person concludes that such access or disclosure is likely to cause serious harm to any individual to whom the information relates. b) Loss of Personal Information: • Personal information held by an IPP entity is lost under circumstances where unauthorised access or disclosure is likely to occur; and • If access or disclosure does occur, a reasonable person concludes it would likely result in serious harm to any individual to whom the information relates.

	c) Breach Determination: • Unauthorised access, disclosure, or loss of personal information held by an IPP entity; and • The access, disclosure, or loss occurs under circumstances outlined in a notifiable information breach determination.
Personal Information	Any information or opinion, true or not, and recorded or not, that relates to an individual (living or deceased) whose identity is apparent or can reasonably be ascertained. This includes: Name, date of birth, or address; a) Unique identifier, online identifier, or pseudonym; b) Contact information; c) Information related to an individual's location; d) Technical or behavioural information about an individual's activities, preferences, or identity; e) Inferred information, including behavioural or preference predictions or profiles generated from aggregated data; and f) Information linked to physical, physiological, genetic, mental, behavioural, economic, cultural, or social characteristics of an individual.
Sensitive Personal Information	A specific category of personal information that relates to: a) Racial or ethnic origin; b) Gender identity, particularly when it differs from assigned sex at birth; c) Sexual orientation or practices; d) Political opinions; e) Membership in political associations; f) Religious beliefs or affiliations; g) Philosophical beliefs; h) Membership in professional or trade associations; i) Membership in a trade union; j) Criminal records; k) Health information; l) Genetic or genomic information; m) Biometric information.

Procedures

Data Breach Reporting and Response Procedure (to be developed as required)
Records Management Procedure

Forms and Templates

Data Breach Incident Report form (to be developed as required)

– End of Policy

Notes

Nil

Section 3 - FINANCIAL MANAGEMENT

3.1 Purchasing

Responsible Executive	Executive Manager Corporate & Community Services
Statutory context	Local Government (Functions and General) Regulations 1996 **r.11A – purchasing policy required, and matters to be addressed**
Corporate context	**Delegation 3.1 – Tenders – power to set specifications, criteria, call, accept, vary Policy 3.2 – Regional Price Preference Policy 3.8 – Transaction Cards Code of Conduct – Employees Instruction 3.1 – Purchasing – Documentation Instruction 3.3 – Credit (Transaction) cards**
History	Adopted 26 April 2017 **Amended 24 July 2019** **Amended 26 May 2020** **Amended 23 June 2021** **Reviewed 26 April 2023** **Reviewed 28 May 2025** **Reviewed 23 September 2026**

1.14 Policy Statement

1. The following Council Policy Schedules are adopted, and form part of this Statement –
   - 3.1(a) – Purchasing Principles
   - 3.1(b) – Purchasing Thresholds
   - 3.1(c) – Regulatory Compliance

2. Where the goods or services are to be accessed from the WA Local Government Association Preferred Supplier Panel or State Government Common Use Agreement, compliance with Policy Schedule 3.1(b) Purchasing Thresholds, clause 1 is required.

3. Proposals for consultancies, works and services etc, to be provided on Shire managed sites are also to be assessed in accordance with –
   - Policy 9.1 WHS – Employees, Volunteers, Contractor and Visitors.
   - Executive Instructions issued by the CEO
   - WHS Contractor Handbook or associated documents.

4. A quotation is to be obtained and a purchase order is required to be issued, except for –
   - reimbursement of expenses incurred by a Councillor or employee on approved Shire business, where receipts are provided, or a statutory declaration is made
     - e.g.: parking fees, taxi fares etc
   - non-contracted or non-contestable utilities (e.g., electricity, water, telephone),
   - regular or statutory expenses of a periodic nature (e.g., rates & taxes, insurance, licenses, superannuation, etc),
   - employee/elected member allowances.
   - other payments as determined by the CEO in Executive Instruction.

Examples include –
- YMCA WA for payments for employee memberships per Council Policy
- Credit Card purchases below $1,500
- All freight companies for delivery fees
- Petty cash purchases
- Store card purchases
- Fuel card purchases

- Regional Risk Coordinator Scheme by Local Government

5. dealt with in accordance with Delegation 3.2 Contracts – Variations.

6. This Policy applies to all purchasing and procurement activity, and is not limited to tendering.

– End of Policy

- Insurance Services
- Security and on-going alarm monitoring services.

7. A procurement is exempt from the need to obtain quotations and issue of a purchase order where a standing account has been established, as determined by the CEO in Executive Instruction.

8. Insufficient quotations received
   Where the required number of quotations have been sought from suppliers capable of meeting the requirements, but an insufficient number of quotations have been received, a quote may nevertheless be accepted if satisfied with all other aspects of the proposed purchase –
   a) where the purchase is $15,000 or more – by the CEO.
   b) where the purchase is less than $15,000 ex GST – by the CEO or relevant Executive Manager.

9. Exceptional Circumstances
   a) Under exceptional circumstances, where goods or services need to be purchased urgently and there is insufficient time to obtain quotations, the CEO may permit the required purchase, notwithstanding the thresholds and requirements of Schedule 3.1(b), subject to the purchase being less than $250,000 ex GST. Unique value for money circumstances that preclude obtaining quotes must exist, such as –
      - it is opportunistic such as eliminating otherwise applicable costs, in the opinion of the CEO,
      - it enhances operational efficiency,
      - mitigates against risk etc. or
      - it is appropriate in the opinion of the CEO for continuity of previous works, services, or design.
   b) Procurement under exceptional circumstances must be approved in advance by the CEO.
   c) Schedule 3.1(b) Purchasing Thresholds and Requirements is suspended during a state of emergency declared in accordance with Emergency Management Act 2005, subject to –
      (i) purchases are to be for goods or services required for the purposes of addressing a need arising from the hazard, or from the impact or consequences of the hazard, to which the state of emergency relates,
      (ii) purchases of $50,000 or over are to be approved by the CEO,
      (iii) purchases of $7,500 to less than $50,000 are to be approved by the CEO or relevant Executive Manager.

10. Purchase of road making materials (fill, rock, gravel, water etc) from a landowner is exempt from the requirement to obtain quotes.

Any variations or extensions of contracts awarded are to be

Notes

Approved purchasing limits assigned to employees are determined by the CEO.

Clause 7(c) is consistent with the *Local Government (Functions and General) Regulations 1996* r.11(1A) and (3)(b)

1.15 Policy Schedule 3.1(a) – Purchasing Principles

The object of the Purchasing Framework is to –

- obtain quality goods and services that are judged to deliver the best value-for-money or be the most advantageous,
- provide compliance with the Local Government Act, 1995 and the Functions and General Regulations,
- deliver a best practice approach and procedures to internal purchasing for the Shire,
- ensure consistency for all purchasing activities that integrates within all the Shire operational areas.

1. Ethics & Integrity

All officers and employees of the Shire shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure fair and equitable treatment of all parties –

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money,
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire policies and Code of Conduct for Employees,
- purchasing is to be on a competitive basis in which all suppliers are treated impartially, honestly and consistently,
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements,
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed,
- any information provided to the Shire by a supplier shall be treated as commercial-in-confidence until such time as the purchase decision is made, and is not be released unless authorised by the supplier or relevant legislation, and
- consideration must be given to any Local Price Preference Policy adopted by Council.

2. Value for Money

Value for money is an overarching principle recognise by the Regulations, that allows the best possible outcome to be achieved for the Shire. Compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

What constitutes "value for money" or "most advantageous" considerations are to be itemised and detailed as part of evaluation. An evaluation of the best value for money outcome for any purchasing should consider –

- all relevant whole-of-life costs and benefits (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal,
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality,
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history),
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable,
- continuity of supply or service, and particularly timeliness of any warranty service, emergency or maintenance/repair response, familiarity with works/conditions etc
- where a new or start up business makes a submission, the anticipated longevity of the business, its relevance to the region and if goods or service previously not available in the region.

Where a higher priced conforming offer is recommended, there should be clear benefits over lower priced conforming offers.

3. Sustainable Procurement

Sustainable procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services, and considerations must be balanced against value for money outcomes.

– End of Schedule

1.16 Policy Schedule 3.1(b) – Purchasing Thresholds and Requirements

1. Purchasing Thresholds

The value of a purchase is not limited to the financial year when the purchase was initiated, but may be over several financial years depending on the procurement or type of contract.

Records – where required or obtained, relevant evidence is to be attached to the purchase order –

1.17 General purchasing thresholds –

Exemption from requirement to obtain quotations and issue a purchase order is contained in clause 4 and 5 of the Policy Statement.

Anticipated Value of Purchase Excl. GST	Requirement	Pre- Purchasing Documentation
Less than $2,000	Direct to supplier	- Nil but employee must be satisfied that the price is competitive.
$2,000 to less than $10,000	One written quotation	- Written quotation received and employee must be satisfied that the price is competitive.
$10,000 to less than $20,000	Seek at least two written quotations unless the Chief Executive Officer authorises one written quotation in advance based on the purchasing circumstances and the best interests of the Shire of Narrogin.	- Written quotations received or evidence demonstrating quotations sought but not received. - Evidence of Chief Executive Officer authorisation if one quote is sought.
$20,000 to less than $50,000	Seek at least three written quotations basic price and specification of goods and services.	- Written quotations received or evidence demonstrating quotations sought but not received. - Evidence of a basic price and specification.
$50,000 to less than $250,000	Seek at least three written quotations containing detailed price and specification of goods and services.	- Written quotations received or evidence demonstrating quotations sought but not received. - Evidence of detailed price and specification.
$250,000 and above	Conduct a public tender process.	- Tender documentation in accordance with the *Local Government Act 1995.*

1.18 WALGA Preferred Supplier or State Government Common Use Agreement thresholds –

Less than $250,000	As per General threshold unless the Chief Executive Officer authorises one written quotation in advance based on the purchasing circumstances and the best interests of the Shire of Narrogin.	As per General Thresholds
$250,000 and above	Seek at least three written quotations containing price and specification of goods and services.	- Three written quotations containing detailed price and specification of goods and services.

Notes –

1. Any work done under warranty / guarantee is not considered to be a purchasing activity, but is a part of the original contract / agreement to purchase. Any purchase order issued for warranty / guarantee work is to note this on the purchase order.
2. Any work done outside of warranty / guarantee, even if it may affect warrant / guarantee, is a purchasing activity.

Management of that risk is an administrative task, and may be a factor in a "value for money" consideration.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the $250,000 threshold (excluding GST). If a decision is made to seek public tenders for contracts of less than $250,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

1.19 WALGA Preferred Supplier or State Government Common Use Agreement

Policy 3.1 Purchasing Framework adopted by Council stipulates –
Where the goods or services are to be accessed from the WA Local Government Association Preferred Supplier Panel or State Government Common Use Agreement, compliance with Policy Schedule 3.1(b) Purchasing Thresholds, clause 1 is required.

1. Quotations / Submissions

The general principles relating to written quotations / submission are –

- An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- The request for written quotation should include as a minimum:
  - written specification
  - assessment criteria to be applied
  - price schedule
  - conditions of responding
  - validity period of offer
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

The Local Government Purchasing and Tender Guide produced by the Western Australian Local Government Association (WALGA) should be consulted for further details and guidance.

If it is not possible to get written quotations, a supplier's verbal "decline to quote" will be sufficient, and is required to be noted with details of date, and name of person who declined.

1. Specifications, Assessment Criteria and Evaluation

Applies to all procurements as determined by the thresholds in clause 1 –

a) Where a specification is provided or required by clause 1 – What is required to be in the specification may include –
   - Details, format and request to be appropriate to the procurement
   - How many / how much,
   - what size / power etc,
   - how fitted out,
   - standard / quality required,

- type of construction,
- where the work / product is to be delivered etc

b) If a written specification has been issued the assessment criteria is to be included in the written specification.

c) In any event, assessment criteria are to be determined prior to evaluation – How the submission is to be assessed and scored, and may include –
- Details and record to be appropriate to the procurement
- Local provider or external
- Standard of work, quality of item
- Reliability, service, warranty
- References
- Price etc

d) After close of submission period, evaluation is to be made based on the following– How the submission was actually assessed and scored –
- To what extent was each specification met,
- How does submission measure against each criteria
- Which score provides best value for money

Where required and prior to submissions being requested, the specifications for the procurement and the assessment criteria for determining the procurement are to be determined in writing –
- for quotations – by the purchasing employee, and approved by the relevant Executive Manager within their approved purchasing limits, otherwise by the CEO
- for tenders – by the purchasing employee, approved by the relevant Executive Manager, and authorised by the CEO under delegated power.

If required or appropriate, any Evaluation Panel is to be established prior to the request for submissions being with a mix of skills and experience relevant to the nature of the purchase. The Panel is to assess the submissions against the specifications set, the assessment criteria, value for money, local price preference and any other relevant matter.

– End of Schedule

1.20 Policy Schedule 3.1(c) – Regulatory Compliance

1. Tender Exemption
   In some instances public tenders or quotation procedures are not required, regardless of the value of expenditure. The permitted exemptions are stipulated in the Local Government (Functions and General) Regulations 1996 r.11.

2. Sole Source of Supply (Monopoly Suppliers)
   a) Procurement from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that –
      - there must genuinely be only one source of supply
      - every endeavour to find alternative sources has been made,
      - written confirmation of this must be kept on file for later audit.
   b) The application of provision "sole source of supply" should only occur in very few cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.
   c) Purchase orders issued to a sole supplier are to be signed –
      - where the purchase is $10,000 or more – by the CEO.
      - where the purchase is less than $10,000 ex GST – by the CEO or relevant Executive Manager.

3. Anti-Avoidance
   The Shire shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of $250,000, thereby avoiding the need to publicly tender.

4. Tender Criteria
   a) The CEO under delegated power shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

5. Receiving and Opening Tenders
   a) All tenders must be clearly marked, sealed and placed in the locked tender box until the official opening.
   b) When lodgement of tenders by email is permitted, the email is to be sent to a separate email inbox that remains unused until the close of the tender period.
   c) When tenders are opened there must be at least two employees present, or one local government employee and at least one person authorised by the CEO.

6. Tender Evaluation
   a) Evaluation is to be recorded against the specifications set and assessment criteria established. Reasons for the decision are to be recorded.
   b) Where required by Schedule 3.1(b) an evaluation panel will be established and include a mix of skills and experience relevant to the nature of the purchase.

7. Tender Acceptance
   Unless authorised by Council, and delegation of acceptance has been made to a specific Committee or the CEO, all tenders and procurement over $250,000 are to be presented to Council for decision.

8. Records Management
   a) All records associated with the procurement process must be recorded and retained. For a tender process this includes –
      - Tender documentation, including specifications and assessment criteria,
      - Internal documentation,
      - Evaluation documentation,
      - Enquiry and response documentation,
      - Notification and award documentation.
   b) For a direct purchasing process this includes –
      - Quotation documentation, including any specification and assessment criteria
      - Internal documentation, such as evaluation etc
      - Purchase orders issued and requisitions.
   c) Record retention shall be in accordance with the minimum requirements of the State Records Act, and the Shire's internal records management policy.

– End of Schedule

3.2 Purchasing – Regional Price Preference

Responsible Executive Executive Manager Corporate & Community Services

Statutory context Local Government (Functions and General) Regulations 1996 –
r.24B – terms used
r.24C – authority to adopt a policy
r.24D – maximum % discount and maximum $ value of discount permitted
r.24E – once prepared, Statewide notice is required, submissions invited, and if significant changes made, further Statewide notice
r.24F – Policy can't be adopted until after Statewide notice of adoption, and specified matters must be in the policy, and the policy must be included in tender specifications

Corporate context Delegation 3.1 – Tenders – authority to set specifications, criteria, call, accept, vary
Delegation 3.2 – Contracts - Variations
Code of Conduct – Employees
Instruction 3.1 – Purchasing – Documentation
Instruction 3.3 – Credit (Transaction) cards

History

Adopted	26 April 2017
Reviewed	24 July 2019
Reviewed	7 June 2021
Reviewed	26 April 2023
Reviewed	28 May 2025

Policy Statement

1. The following Council Policy Schedules are adopted, and form part of this Statement –
   - Policy Schedule 3.2 – Regional Price Preference.

2. The Regional Price Preference applies to providers and suppliers –
   a) established within the preference region,
   b) based outside the preference region.

3. This Policy applies to all purchasing and procurement activity, and is not limited to tendering.

– End of Policy

Notes

Statutory requirement –
The Functions & General Regulations require –
- Statewide notice of proposed policy, amendment or revocation,
- public comment period of 4 weeks,
- submissions considered prior to adoption, and
- Statewide notice of adoption.

Advertised on 22 August 2019 (West Australian & Narrogin Observer)

Policy Schedule 3.2 – Regional Price Preference

1. Definitions

price preference is the application of a discount to the price when comparing submitted prices only, so as to give a marginal advantage to a regional offer, and does not refer to the price that is to be accepted.

preference region is specified as the geographical area which comprises the whole of the Shires of Narrogin, Cuballing, Wickepin, Williams, Wagin and West Arthur.

regional tenderer as defined under the *Local Government (Functions and General) Regulations 1996* s 24B(2) as a supplier that has been operating a business continuously out of premises within the region for at least 6 months and submits a tender for the supply of goods and/or services.

start-up businesses means a business of less than 10 employees, which has commenced within the preceding 6 months prior to closing date of tender, or would be established specifically for the purposes of the tender.

regional content preference is the incentive for businesses/contractors outside the region to purchase goods, services and construction from within the region, but excludes travel and accommodation costs.

tenderer includes a new or start up business where the owner or provider has been resident of the region for at least 6 months.

2. Preference principles

The Shire will encourage local industry to do business with the Shire by providing incentive through the adoption of a regional price preference advantage in conjunction with standard evaluation considerations, and as part of usual procurement consideration.

The price preference will apply to suppliers who are based in, and operate from the preference region in relation to all purchasing by the Shire for the supply of goods and services and construction (building) services, unless specifically stated otherwise, providing they are competitive in regard to specification, service, delivery and price.

3. Start-up Businesses

Where a new or start up business having less than 10 employees makes a submission, the anticipated longevity of the business, its relevance to the region and if goods or service previously not available in the region, are to constitute a component of "value for money" or "most advantageous" considerations as per Function and General Regulations r.24D(3). Reasons are to be itemised, and detailed as part of the "value for money" evaluation in accordance with Policy Sch.3.1(a) – Purchasing Principles.

4. Regional business preference

This preference enables businesses/contractors within the preference area to claim a price preference for their whole bid, regardless of the origin of the labour or materials, as all labour and materials are deemed to be regional content.

The following levels of preference are to be applied to whole of contract for all purchasing under this provision –

Reduction % to be applied to whole of purchase	Contract for	Maximum reduction value per purchase
10%	Goods or services	$30,000
5%	Construction (incl. building and roadworks etc) services	$50,000

To qualify as a local business/contractor, a supplier must meet the following conditions –

a) A permanent business location in the preference region for at least six (6) months. *Local Government (Functions and General) Regulations 1996* states that the 6 month calculation is based on the period prior to when the tender closes.
b) Have permanent staff based in the preference region
c) Management and delivery of the majority of the quotation / contract will be carried out from their business location in the preference region.

The price of the bids from the local businesses/contractors will be reduced / discounted for evaluation purposes only, by the percentage to the maximum value set out in this clause.

5. Regional Content Preference

Some businesses / contractors may be based outside the preference region, but utilise significant resources based in the preference region. This preference provides an incentive for businesses / contractors outside the preference region to purchase goods, services and construction from within the preference region.

The preference applies to the value of the goods, materials or services that are purchased from within the preference region and are referred to as *Regional Content.*

The following levels of preference are to be applied to the portion of the proposal claimed / identified as the Regional Content portion of the contract for all purchasing under this policy –

Reduction % to be applied to Regional Content only of purchase	**Contract for**	**Maximum reduction value per purchase**
10%	Goods or services	$30,000
5%	Construction (incl. building and roadworks etc) services	$50,000

Regional content limitations for suppliers based outside the preference region are –

a) some or all of the goods, materials or services are to be supplied from regional sources. The preference only applies to that part of the tender or quote that has been supplied from regional sources, which needs to be specified in the submission.
b) businesses outside of the preference region who claim that they will use regional business in the delivery of the contract outcomes:
   - must stipulate who the regional provider will be and the value of the regional content, and
   - will be required as part of the contract conditions, to demonstrate that they have actually used the regional provider.

The price of the bids from the businesses/contractors using preference region content will be reduced for evaluation purposes and for that component of the bid only, by the amounts set out in above.

6. Scope

It should be noted that price is only one factor to be considered when the Shire assesses submissions. Accordingly, a regional submission where price is within the preference is not guaranteed of procurement, as the submission must also meet other relevant criteria, as per Policy 3.1 – Purchasing Framework.

– End of Schedule

3.3 Self-Supporting Loans

Responsible Executive Executive Manager Corporate & Community Services

Statutory context Local Government Act 1995 –
s.6.20 – Power to borrow
s.6.21 – Restrictions on borrowing
Local Government (Financial Management) Regulations 1996
r.20 – When local public notice not required for exercise of power to borrow

Corporate context Nil

History

Adopted	26 April 2017
Reviewed	24 July 2019
Reviewed	7 June 2021
Reviewed	26 April 2023
Reviewed	28 May 2025

Policy Statement

1. A request to Council to raise a self-supporting loan will be considered only from community or not for profit organisations.

2. Each request will be considered on its merits, and the organisation may be asked to provide guarantors or other acceptable security.

3. In the event of Council agreeing to make funds available on a self-supporting basis, Council reserves the right to control and/or to carry out any of the following –
   a) the preparation of plans and specifications for the proposed work,
   b) the calling of tenders for the proposed work,
   c) the preparation of the contract documents,
   d) the letting of the contract,
   e) sole supervision of the project,
   f) sole authorisation of expenditure of funds for the project.

– End of Policy

Notes

3.4 Ex-Gratia Payments

Responsible Executive Executive Manager Corporate & Community Services

Statutory context Nil

Corporate context Delegation 3.12 – Ex-gratia payments

History		
	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. The Shire exercises a predisposition against making ex-gratia payments.

2. All claims are to be referred to the Shire's insurers.

3. Exceptional circumstances may be referred to Council for consideration, noting that such a referral does not constitute likelihood of Council agreement.

4. When referring to Council, the report is to advise –
- of all attempts to claim insurance, if applicable,
- circumstances outside of the Shire or claimant's control, that may contribute to consideration of the claim.

5. Should Council agree to make an ex-gratia payment, the claimant is to be –
   a) made an offer in writing,
   b) advised –
      - the offer is without prejudice
      - does not constitute a precedent
      - does not imply admission of liability
   c) required to confirm that no further claim will be made on the Shire in relation to the matter.

6. Only once (5) above is fully completed is payment to be made.

– End of Policy

Notes

3.5 Rates – Prize Eligibility

Responsible Executive Executive Manager Corporate & Community Services

Statutory context Local Government Act 1995

Corporate context Nil

History		
	Adopted	26 April 2017
	Amended	24 July 2019
	Amended	23 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. In order to qualify for rates incentive prize, payment of rates must be processed prior to close of business hours on the due date.

2. Entry to the prize draw will not be allowed after this time and date in any circumstances.

3. The monetary value of the rates incentive prizes offered are to be determined in the relevant Budget.

4. The prizes are to be drawn by the elected head of Council within 2 weeks of the due date.

5. Those not eligible to participate, are –
   a) Key Management Personnel as defined in Policy 1.10 Related Party Disclosures; and
   b) State or Commonwealth Government agencies.

– End of Policy

Notes

3.6 Rating – Merger Parity Transition

Responsible Executive Executive Manager Corporate & Community Services

Statutory context Local Government Act 1995

Corporate context Memorandum of Understanding – former Shire and Former Town of Narrogin

History		
	Adopted	26 April 2017
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Amended	24 May 2023
	Reviewed	28 May 2025

Policy Statement

1. Memorandum of Understanding

Council confirms the agreement of the Memorandum of Understanding (MOU) made between the former Shire of Narrogin and former Town of Narrogin and signed in March 2015, and applying from the 2016/17 Budget as follows –

4.16 Rating – Parity Factor

It is agreed that to achieve parity of rating within the GRV and UV individual categories that –

a) Calculation of the "parity factor" will be on the basis of a fixed base-line year of 2015/2016 using the principles outlined in the Proposed Merger Report of February 2014.
b) The "parity factor" is to be applied to each rate category over an appropriate period, so that –
   - Equity in the New Entity is achieved for the GRV category, and
   - "Parity factor" for the UV category is calculated with the Shire of Wagin as the selected comparative Shire and updated from the 2015/2016 Budgets.
c) After application of the "parity factor", the "natural increase" that is generally consistent across all rates categories and type be applied only to the extent necessary to meet budget requirements,
d) The parity factor does not necessarily mean equality of rate in $, but what is considered to be a reasonable and appropriate level considering access to amenities, facilities used, and services provided.
e) A Joint Merger Policy is to be prepared for the calculation of parity factor increase for each rate category and is to take into account that –
   – The % rates quoted on the Report and below are referenced to the Comparison Year, and are to be considered as indicative,
   – The % rate referenced to the Base Line Year is to provide for the annual cumulative effect over the period phased in.
f) The concepts of "parity factor" and "natural increase" are to be used as the methodology to calculate a cumulative rate in $ for each individual prescribed attribute/zoning for which a differential rate/$ is to apply, and not implemented as a two tier differential rate in $.

Report Comparison Year 2013-2014		Base-Line Year 2015/2016
Annual Parity Factor Over 10 Years		Annual Parity Factor Over 10 Years
3.9%	**UV – Rate in $**	To be re-calculated and inserted once 2015/2016 Budgets adopted by – - Shire of Narrogin - Town of Narrogin - Shire of Wagin
7.8%	**UV – Minimum**	
10.5%	**GRV – Rate in $**	
7.8%	**GRV – Minimum**	
3.3%	**GRV – Rural Townsite Minimum**	

4.17 Rating – Unimproved Values

a) Unimproved rates should be increased –
   - Annually, by the parity factor as calculated for Base Line Year in 4.16 above,
   - The factor as calculated at that date, together with any natural increase annually, is intended to be applied equally over a period of 10 years,

b) The parity factor is set from the 2015/2016 calculation and is not designed to achieve the same rate in $ with the Shire of Wagin either annually or at the end of the 10 year period.

4.18 Rating – Gross Rental Values

a) Differential rating provisions will be utilised to phase in and maintain an equitable level of rating across the New Entity.
b) As a new Local Planning Scheme will apply the same zoning to land in the Shire as in the Town, Governor's Orders should include the capacity for differential rating on the basis of location in the former Shire or former Town, should the New Entity choose to exercise this option.
c) It is agreed that the provisions of the Financial Management Regulation r.52A(2) should be used for the five years permitted to achieve 50% of the calculated "parity gap".
d) Subject to any Governor's Order issues pursuant to clause 4.16(1), it is further agreed that following the 5 year period permitted by Financial Management Regulation r.52A(2), the differential rating provisions in the Act should be used for a further 5 year period to address the remainder of the "parity gap".
e) The intent of differential rating of GRV properties is to phase in rate increases of similarly zoned land –
   - Annually, by the parity factor as calculated for Base Line Year in 4.16 above,
   - The factor as calculated at that date, together with any natural increase annually, is intended to be applied equally over a period of 10 years,

2. Parity Factors

Parity factors calculated in May 2016 for properties in the former Shire of Narrogin, in accordance with the MOU and used for differential rating in 2016/2017 Budget –

Annual Parity Factor - Compounding % Increase	**2015/2016 Rate/$**	**2015/2016 Target Rate/$**	**Total Parity % Increase**	**Years for phase in**	**Annual % Increase - Compounding**
Unimproved Value	0.005500	0.007545	37.2%	10	**3.21%**
Minimum	590.00	1,006.00	70.5%	10	**5.48%**
Gross Rental Value	0.051500	0.10057	95.3%	10	**6.92%**
Minimum	590.00	1,006.00	70.5%	10	**5.48%**
Minimum – Rural Townsite (75%)	590.00	754.50	27.9%	10	**2.49%**

– End of Policy

Notes

Memorandum of Understanding

The MOU signed in March 2015 formed the foundation of the agreement between the former Shire and the former Town. A critically important component of that agreement was the process for achieving rating equitability between the two former local governments, as outlined above.

Parity Factor

As per the MOU, the parity factor was recalculated on the basis of the 2015/2016 rate increases of the relevant local government and incorporated into the calculation of the differential rating proposal put to the Town of Narrogin Council on 10 May 2016, advertised in accordance with the Governor's Order and subsequently adopted.

Unimproved Value

The Unimproved Value Target Rate/$ for 2015/16 is that of Shire of Wagin as per the MOU.

COVID-19

The impact of COVID19 resulted in no rate rises in the 2020/21 financial year, being year 5 of the Parity Schedule; and therefore the transition to parity has been extended by one (1) year to comply with the agreed transition period of ten (10) years and in accordance with the agreed Memorandum of Understanding.

Addendum to Council Policy 3.6 – Rating Merger Parity Transition

i. The table below is an addendum to Policy 3.6 and informs readers of the annual increases in the rate in the dollar applied for those properties affected by differential rating, in accordance with the Merger Report in February 2014 and the subsequent agreement of Memorandum of Understanding in March 2015.

ii. This addendum, will be updated on an annual basis to reflect the annual increases of GRV and UV minimum and rates in the dollar for the affected properties that are UV or differentially rated within the Shire of Narrogin until the ten (10) years of transition are completed.

iii. It is noted, that the transition period of ten (10) years has been extended to eleven, due to the COVID-19 pandemic and the subsequent decision by the Council not to increase rates in the 2020/21 financial year.

ANNUAL INCREASES TO GRV MINIMUMS AND RATES IN THE DOLLAR TO ACHIEVE PARITY FOR PROPERTIES AFFECTED BY DIFFERENTIAL RATING						
Year		**GRV Rate (Urban) Rate in the$**	**GRV Rate (Rural) Rate in the$**	**GRV Urban Minimum**	**GRV Rural Minimum**	**GRV Rural Lesser Minimum**
1	2016/17	10.4090	5.6866	$1,041	$643	
2	2017/18	10.6172	6.1938	$1,062	$691	$653
3	2018/19	10.8295	6.7463	$1,083	$743	$682
4	2019/20	11.3035	7.0754	$1,105	$799	$713
5	2020/21	11.3035	7.0754	$1,105	$799	$713
6	2021/22	11.5861	7.7419	$1,133	$863	$749
7	2022/23	12.1642	8.664	$1,190	$953	$805
8	2023/24	TBC	TBC	TBC	TBC	TBC
9	2024/25	TBC	TBC	TBC	TBC	TBC
10	2025/26	TBC	TBC	TBC	TBC	TBC
11	2026/27	TBC	TBC	TBC	TBC	TBC

ANNUAL INCREASES TO UV MINIMUMS AND RATES IN THE DOLLAR			
Year		UV Rate in the $	UV Minimum
1	2016/17	0.5693	$646
2	2017/18	0.5999	$691
3	2018/19	0.5970	$743
4	2019/20	0.6162	$799
5	2020/21	0.5768	$799
6	2021/22	0.5557	$863
7	2022/23	0.5183	$953
8	2023/24	TBC	TBC
9	2024/25	TBC	TBC
10	2025/26	TBC	TBC
11	2026/27	TBC	TBC

– End of Addendum

3.7 Investments

Responsible Executive Executive Manager Corporate & Community Services

Statutory context

Local Government Act 1995 –
s.6.5(a) – Chief Executive Officer duty to ensure that proper accounts and records of the transactions and affairs are kept in accordance with regulations.
s.6.9(2) – interest on monies held in Trust is to be applied to the purpose of the monies held
s.6.14 – money held in trust may be invested under *Trustees Act 1962* Part III
Local Government (Financial Management) Regulations 1996 –
r.8 – money from different accounts may be placed in a common investment
r.19 – control procedures for investments required
r.19C – restrictions on investments prohibited –

- deposits with institutions not authorised
- fixed term of more than 12 months
- bonds not guaranteed by Commonwealth State or Territory
- bonds with maturity term more than 3 years
- foreign currency

Banking Act 1959 (Commonwealth)
s.5 – definition of *authorised deposit taking institution*
s.9(3) – authority to carry on a banking business
Trustees Act 1962
Part III – Investments
Western Australian Treasury Corporation Act 1986

Corporate context Delegation 3.10 – Investments

History

Adopted	26 September 2018
Amended	24 July 2019
Reviewed	7 June 2021
Reviewed	26 April 2023
Reviewed	28 May 2025

Policy Statement

1. Approval to invest
   Surplus funds to immediate requirements may be deposited into an authorised institution, in accordance with *Local Government (Financial Management) Regulations 1996* r.8, 19 and 19C.

2. Prudent Person Standard
   The investment will be managed with the care, diligence, and skill that a prudent person would exercise. Employees are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Policy, and not for speculative purposes.

3. Ethics and Conflicts of Interests
   Employees shall refrain from personal activities that would conflict with the proper execution and management of the local government's investment portfolio. The Department of Local Government Sporting and Cultural Industries Guidelines No.1 "*Disclosure of Interests Affecting Impartiality*" and No.21 "*Disclosure of Financial Interests in Returns*" provide guidance for recognising and disclosing any conflict of interest. Any independent advisors are required to disclose any actual or perceived conflicts of interest.

4. Approved Investments

Investments may only be made with authorised institutions as follows –

a) an authorised deposit-taking institution as defined in the *Banking Act 1959* (Commonwealth) section 5 with a Standard & Poor's (or its equivalent) credit rating of BBB or higher; or
b) the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*.
c) bonds that are guaranteed by the Commonwealth or a State or Territory and which have a term not exceeding three years.

5. Prohibited Investments

Investments which are not allowed are as follows –

- deposits with an institution except an authorised deposit-taking institution in accordance with the *Banking Act 1959*;
- deposits for a fixed term of more than 12 months;
- stand-alone securities issued that have underlying futures, options, forward contracts and swaps of any kind; or
- are in a foreign currency.

6. Professional Advice

The Shire may from time to time retain the services of suitably qualified investment professionals to provide assistance in investment strategy formulation, portfolio implementation and monitoring.

Any such independent advisor must be approved by Council and licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended and is free to choose the most appropriate product within the terms and conditions of this investment policy.

Any independent advisor engaged by the Shire is required to provide written confirmation that they do not have any actual or potential conflicts of interest in relation to the investment they are recommending or reviewing, including that they are not receiving any commissions or other benefits in relation to the investments being recommended or reviewed.

7. Investment Funds

All cash and investment held by the Shire are placed in common investments in accordance with *Local Government (Financial Management) Regulation 1996* Regulation 8.

8. Risk Management Guidelines

Investments are restricted to bank investments only. The term of the investment will be based on forward cash flow requirements to ensure investment return on available surplus funds.

All investments obtained must comply with three key criteria relating to –

- Portfolio Credit Framework limit overall credit exposure of the portfolio
- Counterparty Credit Framework: limit exposure to individual counterparties/institution; and
- Term to Maturity Framework: limits based upon maturity of securities.

Portfolio Credit Framework

To control the credit quality on the investment portfolio, the following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum
AAA	A-1+	100%
AA	A-1+	100%
A	A-1	60%
BBB	A-2	20%

If any of the investments within the portfolio are subject to a credit rating downgrade such that the portfolio credit percentage are no longer compliant with the Investment Policy, the investment will be diverted as soon as practicable.

Counterparty Credit Framework
Exposure to an individual counterparty/institution will be restricted by its credit rating so that single entity exposure is limited, as detailed in the table below –

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum
AAA	A-1+	50%
AA	A-1+	50%
A	A-1	20%
BBB	A-2	10%

If any of the investments within the portfolio are subject to a credit rating downgrade such that the portfolio credit percentage are no longer compliant with the Investment Policy, the investment will be diverted as soon as practicable

Term to Maturity Framework
The investment portfolio is to be invested within the following maturity constraints –

Investment type	Term to Maturity
Authorised Deposit-taking Institution Deposits	< 12 months
State/Commonwealth Government Bonds	< 3 years

9. Reporting and Review
   A monthly report on the investment portfolio is to be made to the Council, listing for each investment the institution, amount, term to maturity, maturity date, amount interest rate, and % of total portfolio represented by the individual investment. A summary of the composition of the investment portfolio by credit rating and institution will also be included.

– End of Policy -

Notes

The Local Government Act requires that money invested under the Trustees Act comply with the Regulations.

3.8 Transaction Cards

Responsible Executive Chief Executive Officer

Statutory context

Local Government Act 1995 –

- s.6.5(a) – Chief Executive Officer duty to ensure that proper accounts and records of the transactions and affairs are kept in accordance with regulations.

Local Government (Financial Management) Regulations 1996 –

- r.5, the Chief Executive Officer's duties to ensure efficient systems and procedures are established for the proper authorisation of incurring of liabilities and the making of payments.
- r.11(1)(a) and (2) – requirement to develop procedures that ensure effective security for the authorisation and payment of accounts and for the authorised use of payment methods, including transaction cards.

Corporate context

Policy 3.1 – Purchasing Framework
Code of Conduct – Employees
Executive Instruction 3.3 – Transaction Card Procedures

History

Adopted	26 September 2018
Amended	24 July 2019
Amended	23 June 2021
Amended	28 July 2021
Reviewed	26 April 2023
Reviewed	28 May 2025

Policy Statement

All cardholders must have the authority of the Chief Executive Officer to commit Council to expenditure.

1. Definitions

Cardholder means an employee who has been authorised by the Chief Executive Officer to incur expenditure by means of a transaction card.

Transaction Card means a card facility (which may include; credit, debit, store, parking, cab-charge and fuel cards) approved for use in lieu of cash transactions, to incur expenditure for goods and services for the purposes of the Shire of Narrogin business activities only in accordance with relevant Shire policies.

2. Determining When Transaction Card Facilities are Appropriate
   a) Transaction Card facilities may be implemented and maintained where the card facility provides benefit to the Shire of Narrogin operations by ensuring –
      i) goods and services can be obtained in a timely and efficient manner to meet the business needs of the Shire;
      ii) financial management and accounting standards are met; and
      iii) purchasing and payment functions are secure, efficient and effective.
   b) Transaction card facility providers will only be acceptable where, in the opinion of the Chief Executive Officer, they –
      i) provide appropriate and sufficient statement, administration and acquittal controls that enable the Shire to sufficiently administer the facility; and
      ii) provide the Shire with protection and indemnification from fraudulent unauthorised transactions.

3. Management Oversight
   The Chief Executive Officer shall determine and implement systems and procedures that are adequate to ensure –
   a) assessment and selection of transaction card facilities suitable to the efficient and effective operations of the Shire;
   b) authorisation and appointment of suitably eligible cardholders;

c) cardholder duties and responsibilities are documented; and
d) cardholders provided with training; and
e) monitoring and auditing of transactional card activities is planned and reported.

4. Reporting
The Chief Executive Officer will ensure that acquitted transaction statements for each transaction card facility are provided to Council as part of the monthly financial reporting regime.

5. Misuse, Misconduct and Fraudulent Use
a) Any alleged misuse of transaction cards will be investigated and may be subject to disciplinary procedures.
b) Where there is reasonable suspicion of misconduct or fraudulent activity arising from transaction card facilities the matter will be reported to the appropriate regulatory agency, subject to the requirements of the *Public Sector Management Act 1994* and *the Corruption, Crime and Misconduct Act 2003*.

6. Principles for usage – Allowable transactions
a) Transaction card facilities may only be used where –
i) the expenditure is directly arising from a Shire operational business activity for which there is an Annual Budget provision;
ii) the expenditure is in accordance with legislation, the Shire Purchasing Policy, Code of Conduct for Employees and any conditions or limitations applicable to the individual Cardholder.
iii) the procurement of the required goods or services is impractical or inefficient if undertaken via a purchase order or is not able to be obtained other than by a transaction card;
iv) supplier surcharges (fees) on transactions are minimised and only allowable where the alternative method of obtaining the supply (i.e. by purchase order) is more onerous, not cost effective or there is no alternative mode of supply.
v) hospitality expenditure may only occur when it is in accordance with any Shire Hospitality Policy or is undertaken with the express permission of the Chief Executive Officer.
vi) official travel, accommodation and related expenses may only occur in accordance with Shire policies and procedures;
vii) a sufficient record of each transaction is obtained and retained in the local government record.
b) Allowable transaction modes include –
i) in-person and over the counter retail purchases;
ii) telephone or facsimile purchasing;
iii) mail order purchasing and subscriptions;
iv) internet purchasing.

7. Principles for usage – Prohibited transactions
a) The Shire prohibits the use of transaction card facilities for –
i) cash advances;
ii) incurring expenses which are personal or private (i.e. any expenditure which is not an approved local government activity);
iii) making deposits onto the card, whether to offset misuse or otherwise;
iv) incurring capital expenditure;
v) incurring expenditure for goods or services which are subject to a current supplier contract;
vi) incurring expenses which are not in accordance with legislation, the Shire's Purchasing Policy, the Annual Budget and / or the conditions or limitations relevant to the individual cardholder;
vii) Apart from approved credit cards, expenses cannot be incurred for which another transaction card is the approved facility;
viii) splitting expenditure to avoid compliance with the Purchasing Policy or to negate limits or conditions applicable to the Cardholder; and
ix) incurring expenses for the primary purpose of obtaining personal advantage through the transaction (i.e. membership or loyalty rewards).
b) For clarity, elected members are prohibited from using Shire transaction cards as the *Local Government Act 1995* does not provide authority for an elected member to incur liabilities on

behalf of the local government. The Act limits local governments to only paying elected member allowances and reimbursing elected member expenses.

8. Cardholder duty of care and responsible use obligations
   a) A cardholder is required to –
      i) keep the transaction card and access information in a safe manner; protected from improper use or loss.
      ii) only use the transaction card for allowable purposes and not for prohibited purposes.
      iii) obtain, create and retain local government records that evidence transactions.
      iv) acquit the reconciliation of transaction card usage in the required format and within required timeframes. The onus is on the cardholder to provide sufficient detail for each transaction to avoid any potential perception that a transaction may be of a personal nature.
      v) return the transaction card to the Shire before termination of employment, inclusive of reconciliation records.
      vi) reimburse the Shire the full value of any unauthorised, prohibited or insufficiently reconciled expenditure.
      vii) Comply with all cardholder responsibilities as outlined by the card provider.
   b) Benefits obtained through use of a transaction card (i.e. membership or loyalty rewards) are the property of the Shire and may only be used for Shire business purposes. Such benefits must be relinquished by the cardholder to the Shire. Under no circumstances may such benefits be retained as a personal benefit.

9. Transaction evidence
   a) A sufficient transaction record must include the following minimum information –
      i) invoice and / or receipt that includes; the date, company name, address, ABN, amount and any GST amount included;
      ii) where an invoice and / or receipt cannot be obtained, the cardholder must provide a signed statement, detailing the nature of the expense and sufficient information to satisfy the requirements of subclause (i) above.
      iii) approval of the expense in (ii) above is to be referred to the Chief Executive Officer for a decision.
   b) Where a transaction card is used to incur an expense for hospitality, the transaction record must include for the purposes of Fringe Benefits Tax calculations and probity –
      i) the number of persons entertained;
      ii) the names of any employees in that number; and
      iii) the purpose of providing the entertainment or hospitality.

10. Card Reconciliation Procedures
   a) Card statement accounts will be issued to the relevant cardholder who will, within 7 days, acquit the transactions on the account.
   b) Transactions will be supported by a GST invoice stating the type of goods purchased, amount of goods purchased and the price paid for the goods. The receipt shall meet the requirements of the *Goods and Services Tax Act 1999* to enable a GST rebate to be applied.
   c) Transactions shall be accompanied by a job number for costing purposes.
   d) Should approval of expenses be refused by the Chief Executive Officer recovery of the expense shall be met by the cardholder.
   e) The cardholder shall sign and date the card statement with supporting documentation attached stating all expenditure is of a business nature.

11. Disputed Transactions
   a) The Shire is responsible for paying all accounts on the monthly card statement and the bank processes a direct debit from Council's operating bank account for such.
   b) When a Cardholder believes that charges are incorrect they should first contact the supplier to determine the causes of the discrepancy and if necessary the Creditors Officer will notify the bank in writing.
   c) Any amounts in dispute must be highlighted on the copy of the Cardholders statement and a copy of the written notification to the bank attached.

12. Cancelled Cards

Cancellation of a Card may be necessary where the –

a) cardholder changes job function within the local government;
b) cardholder terminates employment with local government;
c) the employment of the Cardholder is terminated;
d) card is no longer required;
e) cardholder has not adhered to set procedures;
f) misuse of the Card; or
g) other sufficient reason in the opinion of the CEO.

13. Review of Card Use

All receipts and documentation will be reviewed and any expenses that do not appear to represent fair and reasonable business expenses shall be referred to the Chief Executive Officer for a decision.

14. Procedures for Lost, Stolen and Damaged Cards

a) The cardholder must formally advise the Executive Manager Corporate & Community Services of the loss or theft without delay.
b) The loss or theft of a transaction card must be reported to the card provider as a matter of priority.
c) Advice of a damaged card is to be provided to the Executive Manager Corporate & Community Services who will arrange a replacement.

15. Additional Cardholders

a) The Chief Executive Officer is the primary cardholder for the Shire and may authorise additional cardholders within the Shire‘s approved total credit limit.
b) Individual transaction card limits are as approved by the CEO.

16. Cardholder Agreement

a) The Cardholder Agreement is as determined by the CEO.
b) Failure to comply with any of these requirements could result in the card being withdrawn from the employee.
c) In the event of loss or theft through negligence or failure to comply with the Shire of Narrogin Card Policy any liability arising may be passed on to the cardholder.

17. Consequences of Non-Compliance

Failure to comply with the Delegations, Policy or Executive Instructions may result in disciplinary action up to and including termination of employment.

– End of Policy

Notes

3.9 Complaints Management

Responsible Executive Executive Manager Corporate & Community Services

Statutory context N/A

Corporate context Policy Manual 1.1 – Code of Council
Code of Conduct for Employees

History

Adopted	20 December 2018
Amended	24 July 2019
Amended	23 June 2021
Reviewed	26 April 2023
Reviewed	28 May 2025

Policy Statement

Objectives

1. To develop a structured systematic approach to dealing with complaints received by the Shire of Narrogin from external persons.

2. To assure the community that complaints may be made without fear of recrimination and that all complaints will be promptly dealt with and a (written if required) response will be given setting out the answer to the complaint providing reasons, where appropriate.

3. To have complaints dealt with efficiently by an appropriate employee with minimal referral.

4. To use complaints statistics to improve the effectiveness and efficiency of Shire operations.

Definition

5. A complaint is –
"an expression of dissatisfaction made to or about an organization, related to its products, services, staff or the handling of a complaint, where a response or resolution is explicitly or implicitly expected or legally required"
(as defined by the *AS/NZS 10002-2014 Guidelines for Complaint Management in Organisations*).

Policy

6. The Shire of Narrogin recognises the right of its customers to make complaints about services or service delivery, and will make it a priority to address those complaints and rectify unsatisfactory consequences.

7. The Council and its staff will be open and honest in its dealings with customers.

8. When unable to satisfy the complaint, an explanation will be provided in "plain English" why, for legislative/legal reasons, cost constraints or some other matter beyond its control, it is unable to act in accordance with a complainant's request.

9. The Shire recognises that good complaints handling is an integral part of customer service and provides an effective way of reviewing performance and monitoring standards.

10. The Shire may determine to take the following courses of action –
    a) take no further action and advise the complainant of the reason/s;
    b) determine the complaint by use of appropriate strategies such as, but not limited to, mediation, informal discussion or negotiation;

c) discontinue the assessment in circumstances where it becomes evident that the matter would be referred to another body or person and advise the complainant accordingly.

Confidentiality

11. Complainants have the right to expect that their privacy will be respected when making a complaint or having a complaint investigated. Personal information related to the complaint will be kept confidential in accordance with the *Freedom of Information WA Act 1992*.

12. All complaints are treated confidentially, unless required by law or the complainant provides their permission to release information.

13. A complaint against an employee is considered confidential under the *Freedom of Information Act 1992* and the complainant will not be advised of the outcome, unless required by law.

Application

14. Complaints that are to be dealt with under this policy include, but are not necessarily limited to, expressions of dissatisfaction regarding –
    a) decisions made by Council or staff;
    b) inappropriate behaviour of staff or members such as rudeness, discrimination or harassment;
    c) the standard of works or services provided by the local government;
    d) the standard or condition of a facility provided by the local government; and
    e) failure of the local government to comply with the Local Government Act, Council policies, local laws and other laws administered by the local government.

15. The following issues are not regarded as complaints and will not be dealt with under this policy –
    a) requests for services;
    b) compliance enforcement action;
    c) a civic dispute between private individuals;
    d) a petition;
    e) requests for information or explanations of policies and/or procedures;
    f) the lodging of a formal objection or appeal in accordance with the Local Government Act and other Acts or in accordance with Council policies or standard procedures; and
    g) the lodging of a submission in response to an invitation for comment.

16. Complaints regarding elected members are to be directed to the CEO who is responsible for the initial investigation and administrative responses. Matters that may require disciplinary action are to be referred to the Shire President and dealt with under the Policy 1.1 Code of Conduct.

17. Complaints from Councillors, the Ombudsman, the Local Government Department or from Members of Parliament shall be referred to, and dealt with by, the CEO unless the complaint relates to the CEO whereupon the complaint will be dealt with by the Shire President.

Guidelines

18. Any person or their representative can lodge a complaint.

19. Complaints will be accepted in writing, in person, by facsimile transmission, by email or by telephone. If a verbally received complaint alleges a criminal offence, corruption or other serious matter, the receiving employee is to advise the complainant that the matter must be submitted in writing.

20. Complainants are to be advised that anonymous complaints may not be processed as it is possible that they may be mischievous or vexatious. Depending on the nature of the complaint, it will be at the discretion of the receiving employee to act or refer the complaint or not to deal with the complaint.

21. When any complaint is made, other than a complaint referred to in clauses 16 or 17, the designated receiving employee shall, within the limit of their authority, attempt to satisfy the complainant as soon as possible. If a complainant cannot be satisfied immediately, or on the same day, the designated receiving employee shall immediately issue to the complainant a written acknowledgement of the complaint and if need be, refer to the complaint and a copy of the acknowledgement to a senior employee, or the CEO, as is appropriate, for investigation and determination of the complaint.

22. The standard response times when dealing with complaints are those in the Customer Service Charter.

23. Where a complainant is advised of a likely delay to the handling of the complaint and the complaint is not finalised within a reasonable period of time, the complainant is to be provided with status reports from time to time until the complaint is satisfied.

24. The CEO shall establish and maintain an appropriate record of all complaints. The record will provide the following –
    a) nature of each complaint;
    b) services or facilities about which the complaints are made;
    c) outcomes; and
    d) other relevant information.

25. The designated receiving employee of any complaint shall be responsible for ensuring that all details pertaining to the complaint are recorded in the system established under clause 24.

Outcomes

26. Where a complaint has been investigated and found to be justified, the relevant employee who dealt with the complaint will ensure that the remedy is carried out, will advise the complainant that the Shire does acknowledge substance in the complaint and the specific action that will be taken by the Shire to respond to the circumstances of the complaint. The employee will, if appropriate, make follow-up contact with the complainant to ensure that the complaint has been resolved satisfactorily.

27. Where a complaint may identify the need for a review of procedures to prevent re-occurrences, relevant staff are to implement any required changes which they feel appropriate. If the matter cannot be easily remedied by the employee, he or she must liaise with his/her Manager or the CEO to agree on a course of action.

28. Where the complaint identifies a need for a change of Council policy in a particular area or a need for additional resources, the matter shall be referred to Council as early as practicable.

29. Where appropriate or necessary, the CEO or relevant Executive Manager may refer the complaint to an external agency having jurisdiction in the matter.

Dealing with unreasonable complainant conduct

30. An unreasonable complainant is defined as the following –
    a) a rude, angry and harassing customer;
    b) an aggressive customer;
    c) habitual or obsessive behaviour which may include –
        i) cannot ‘let go’ of their complaint;
        ii) cannot be satisfied despite the best efforts of the Shire;
        iii) makes unreasonable demands on the local government where resources are substantially and unreasonably diverted away from its other functions or are unfairly allocated.

31. The Shire may restrict, withhold or withdraw the provision of service to unreasonable complainants by taking one of the following actions –
    a) require the complainant to make an appointment to meet with employees;
    b) limit all future dealings to writing;
    c) only respond to future correspondence which provides significant new information about the complaint or raises new issues which the Shire believes warrant fresh action; and
    d) direct all contact to be through a specific employee or area.

32. The decision to determine an unreasonable complainant or to restrict, withhold or withdraw contact with the Shire will only be made by the Chief Executive Officer.

– End of Policy

Forms and Templates

FCEO029 Customer Service Charter

Notes

Refer
- SynergySoft Records System File No 13.5.2 Complaints
- Compliance & Governance Calendar – Annual Task of the CEO

3.10 Portable and Attractive Assets

Responsible Executive Executive Manager Corporate & Community Services

Statutory context

Local Government (Financial Management) Regulations 1996 –
- r.17A(5) – assets to be excluded from asset register if fair value at date of acquisition is under $5,000
- r.17B – CEO to take steps to protect excluded portable and attractive assets

Local Government (Audit) Regulations 1996 –
- r.17(1)(b) – CEO to review internal controls
- r.17(2) – review is to be undertaken at once every 3 financial years

Corporate context

Delegations Register –3.3 – Disposing of property, and impounded, confiscated or uncollected goods
Policy 3.1 – Purchasing
Policy 3.11 – Significant Accounting Policies
Policy 12.11 – Asset Management
Instruction 3.6 – Purchase of Telephones, Software/Hardware and Electronic Equipment

History

Adopted	24 July 2019
Amended	23 June 2021
Reviewed	26 April 2023
Reviewed	28 May 2025

Policy Statement

1. Statement
   Portable and attractive assets are to be recorded in a format approved by the CEO, in order to –
   a) be safeguarded against theft, fire and loss,
   b) enable the physical control of high risk, low value acquisitions,
   c) ensure that losses resulting from such items are minimised; and
   d) ensure that the Shire does not incur significant costs in terms of managing low risk, low value items.

2. Scope
   This policy applies to all items –
   a) that are portable and attractive with an acquisition value less than the asset recognition threshold for non-current assets and where the item satisfies all of the following criteria –
      i) portable – that is, the item can be easily moved between locations by one person; and
      ii) attractive - by its nature (size, utility, marketability) is susceptible to theft or loss; and
      iii) valued at, or within the Shire's portable and attractive asset recognition thresholds.
   b) items defined as a portable and attractive asset –
      i) purchased by the Shire, irrespective of the funding source and
      ii) includes items gifted or donated to the Shire.

3. Thresholds
   a) The threshold's for portable and attractive assets to be recorded are –

Category	Threshold ex GST
Information technology / electronic devices - cameras, video & audio equipment - mobile phones - laptop computer, tablets, printers etc - GPS devices - other items as determined by the CEO	$500 to less than $5,000
General equipment and items - power tools, chainsaws etc - trade equipment - floating plant / loose tools - road counters / traffic classifiers - other items as determined by the CEO	$1,000 to less than $5,000

b) All costs for portable and attractive items is to be expensed using the appropriate account as determined by the chart of accounts.

4. Assets $5,000 ex GST and over

Assets having a fair value of $5,000 ex GST or more at date of acquisition, are to be capitalised in accordance with Policy 12.11 Asset Management and relevant Significant Accounting Policies.

5. Exclusion

a) Items valued at less than the approved portable and attractive asset thresholds are not considered portable and attractive assets and therefore should not be recorded.

b) Items as determined by the CEO in Executive Instruction that are –

i) to be fixed to vehicles, buildings etc (eg: two way radios), or

ii) otherwise determined.

6. Recording

a) To facilitate effective internal control over these items, each item will be individually registered and maintained in the approved format by the Manager Corporate Services.

b) Where possible, each item will be uniquely identified and an individual custodian who, due to their ability to directly exercise control over the item, will be responsible for the safe custody of the item.

c) Purchases will be captured via the purchasing system and acquisition cost, acquisition date, description fields, serial number, item custodian and any other relevant details are to be recorded within the appropriate register.

d) Portable and attractive items are removed from the register when they are disposed of (e.g. due to being obsolete, surplus or damaged beyond repair) or identified as lost or stolen.

7. Stocktake

a) Each Executive Manager, in consultation with the Manager Corporate Services, is responsible for ensuring that a stock take of all registered portable and attractive items within their jurisdiction is carried out on a regular basis, but at least every three years.

b) In addition, all registered portable and attractive items will be subject to spot audits on a periodic basis by the Executive Manager Corporate & Community Services or their delegate, to ensure that adequate control over these items has been maintained.

c) Audits may take the following form –

- in conjunction with tag and testing
- recognition of existence through regular servicing/maintenance schedules
- include a condition rating

d) Outcomes of the stocktake will be reported to the EMCCS, highlighting those items identified as lost, stolen or unaccounted for in detail, and advised to the relevant Executive Manager and Manager Corporate Services.

8. Reporting

A report will be produced at least every three years for each Executive Manager –

a) outlining the staff who are noted as custodians of portable and attractive items,
b) the last time the item was part of a stocktake and where applicable,
c) the condition of the item.

9. Disposal of Portable and Attractive Items

Disposal of Portable and Attractive Items will be undertaken in accordance with Delegation 3.3 Disposing of property, and impounded, confiscated or uncollected goods.

10. Stocktake

A stocktake of portable and attractive items within a Department is to be undertaken –

(a) at the time fair value is being assessed for assets of that class.
(b) within 1 month of being directed to be undertaken by –
(i) CEO;
(ii) Executive Manager Corporate & Community Services for any area of Shire operations; or
(iii) Executive Manager for the relevant Department.

Procedures

Executive Instruction 3.6 – Purchase of Telephones, Software/Hardware and Electronic Equipment

Forms and Templates

Nil

– End of Policy

Notes

Shire of Narrogin Artwork Collection in Smartsheet link is here: Shire of Narrogin Artwork Collection Register - Smartsheet.com

Shire of Narrogin Portable & Attractive Assets Register in Smartsheet link is here: (11) Portable & Attractive & Minor Assets Register - Smartsheet.com

Stocktake, for the purposes of this policy, requires that the asset/s be physically sighted and counted, and reconciled to the records held.

3.11 Significant Accounting Policies

Responsible Executive Executive Manager Corporate & Community Services

Statutory context
Local Government Act 1995
Local Government (Financial Management) Regulations 1996
Australian Accounting Standards

Corporate context
Annual Budget
Annual Financial Statements

History

Adopted	24 July 2019
Amended	23 June 2021
Reviewed	26 April 2023
Reviewed	28 May 2025

Policy Statement

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

2. Significant Accounting Policies as used throughout the year in accordance with clause 1 are confirmed by the adoption of the Annual Financial Statement by Council.

Procedures

Monthly Financial Instructions – Assets

Forms and Templates

Nil

– End of Policy

Notes

3.12 COVID 19 Financial Hardship (Repealed)

Responsible Executive Chief Executive Officer

Statutory context
Local Government Act 1995
Local Government (Financial Management) Regulations 1996
Local Government (COVID19 Response) Order 2020 (SL 2020/57)

Corporate context
Delegations Register –
3.6 – Sundry and rates debtors – recovery and agreements
3.7 – Write-off of sundry and rates debtors
Instruction 3.4 – Debt recovery – Rates debtors
Instruction 3.5 – Debt Recovery – Sundry debtors
Strategic Community Plan 2017-27 –
Objective 4 – Civic Leadership – Continually enhance the Shire's organisational capacity to service the needs of a growing community'
Strategy 4.1.2 – Continue to enhance communication and transparency

History

Adopted	28 July 2020
Repealed	26 April 2023
Reviewed	28 May 2025

3.13 Rating Principles & Change in Predominant Use of Rural Land

Responsible Executive	Executive Manager Corporate & Community Services
Statutory context	Local Government Act 1995 – s.6.26 to s.6.82 Local Government (Financial Management) Regulations 1996 – r.55 – Rate record, form of etc. (Act s.6.39(1)) Local Planning Scheme No. 3
Corporate context	Delegation 3.5 – Rates Record, Extensions and Objections
History	Adopted 28 July 2020 Reviewed 26 April 2023 Amended 24 May 2023 Reviewed 28 May 2025

Policy Statement

The principles to be observed when implementing Council's rating strategies and policies are:

- Objectivity;
- Fairness and equity;
- Consistency;
- Transparency; and
- Administrative efficiency.

The key premise upon which this Policy is structured is that rates will be based on the "use" of a property or portion of a property.

All lots within a townsite boundary will be rated on the basis of Gross Rental Value (GRV).

All lots outside a townsite boundary, above 20 ha and zoned rural, and used for rural activities, will generally be rated on the basis of Unimproved Valuation (UV). Other lots outside a townsite boundary will be determined in accordance with the principles of this Policy.

Where the predominant use of a lot or property is rural, the basis of rating will be Unimproved Value (UV). Where the predominant use of a rural property or lot or portion of a lot is a clearly identifiable and significant activity that is non rural, the basis of rating will be Gross Rental Value, possibly if necessary to achieve the principles, by applying a "Spot (or Split) Value'.

For rate assessments that are for one lot or location only, the predominant use of that property must be determined. For rate assessments that are for more than one lot or location the predominant use of the whole property must be considered. Where the predominant use cannot be clearly identified or where two or more significant activities occur, Council may apply spot or split rating (in circumstances where the projected increase in rates revenue is likely to exceed the cost of undertaking that split).

The predominant use of land is to be determined by assessment of the following non exhaustive and mutually exclusive criterion:

- If one of the activities is more noticeable or imposing than the other activities occurring on the land;
- The nature, scale, frequency & duration of the activities on the land;
- Impact on public infrastructure above that of rural activity traditionally contemplated by the Local Planning Scheme No. 3;
- The locality or impact on amenity in which the land is situated;
- The size of the property;
- The zoning of the land;
- Whether a Development Application was required for the particular activity; and
- Whether there is promotion of the activity being conducted on the land.

Where there is evidence that there has been a change in the predominant use of rural land, resulting from either the subdivision or amalgamation of rural land, or development of that land, the Shire will ensure that any rural property, where the valuation method is Unimproved Value (UV), is accurately assessed in the determination of its predominant use as that of rural, or otherwise.

Where rural land is subdivided into smaller lots (20 hectares or less), the Shire will, upon receipt of the Western Australian Planning Commission approval for subdivision of the affected land, apply to the Minister for Local Government for a change in valuation methodology from UV to GRV of those lots.

Properties where the size is twenty (20) hectares or less, with evidence of a residential dwelling situated on the parcel, and without evidence that it is being used contiguously with a larger parcel of land held by the same landowner, nor being used for a declarable source of income for taxation purposes, resulting from a rural use; will be classified as non-rural purpose and subject to a valuation of Gross Rental Value (GRV).

Properties of any size in a rural zone, with evidence (e.g., planning approval) of an improvement being used for a non-rural purpose, and that use being the predominant use of the overall property, will be classified as subject to a valuation of GRV for that improvement (commonly called a 'spot rating') and the remaining portion of the property continue to be classified as subject to a valuation of UV. Affected ratepayers may therefore expect to receive two rates' notices.

All properties that are zoned Special Rural, which include Rural Residential and Rural Smallholdings, shall be subject to a valuation of GRV.

All properties or portions thereof, that have an approved development classification of Industry, Abattoir, Transport Depot, Hard Rock Quarries or Renewable Energy Facility (or similar if not defined under the Local Planning Scheme No. 3) will be subject to a valuation of GRV, from the date of commencement of the facility or approval of the change in the Government Gazette, whichever is the latter.

Those properties found where the predominant use of the land is that of non-rural purposes will be referred to the Council for decision, where, if they so resolve, shall cause it to be referred to the Minister for Local Government for determination and gazettal (if approved). Adequate information will be provided so that a determination can be made on the method of valuation to be applied.

Subject to ministerial approval, where required, the Shire is to apply the valuation method of GRV for rural land, or clearly identifiable portions of rural land, used predominantly for non-rural purposes.

All landowners affected by any change in the valuation method shall be notified and advised of their right of appeal to the Council.

– End of Policy

Notes

Rural purpose is defined as land which is used exclusively for farming activities such as cropping, grazing and/or similar intensive use of land for agricultural purposes.

1.14 Rating – Contiguous Land Use

Responsible Executive Executive Manager Corporate & Community Services

Statutory context Local Government (Financial Management) Regulations 1996 –
- r.55 – Rate record, form of etc. (Act s.6.39(1))
Local Government (Financial Management) Regulations 1996 –
- r.56 – Rate notice, content of etc. (Act s.6.41)
Valuation of Land Act 1978
- Valuer General's Guide to Rating and Taxing Values (Version: Published February 2012)

Corporate context Delegation 3.5 – Rates Record, Extensions and Objections

History

Adopted	22 September 2020
Amended	26 May 2021
Reviewed	26 April 2023
Reviewed	28 May 2025

Policy Statement

Contiguous rating, also known as group rating, is the rating of multiple land titles on one rates notice. This method can occur within the Shire, provided the following criteria is met on the land upon which this policy may apply.

1. Unimproved Value

Where the land valuation is Unimproved Value (UV), the following criteria shall be met for the eligibility of contiguous rating:

1.1. The land (lots or locations) is contiguous (share a common border) and in common ownership and;
1.2. The land is used and occupied as one holding; and
1.3. The common use and contiguity of the land is likely to continue into the future (eg the relevant portion(s) are not marketed for sale); and
1.4. The land parcels, although possibly separated by a road or waterway (such as a river, stream, creek etc.), would otherwise be adjoining.

The Council's policy position is that land outside of townsites utilised for genuine farming enterprise should be contiguously rated, to assist in minimising the cost of production, minimise the unplanned breakdown or disaggregation of farmland and to maximise the opportunities for that land to continue to be aggregated for productive agricultural pursuits and purposes.

2. Gross Rental Value

The Council's policy position is that land in townsites should not normally be contiguously rated, as to do so encourages the practice of holding land for speculation. This pushes prices up and inhibits the use of land designated for industrial, commercial or residential development being utilised for those purposes.

Where the basis of land valuation is GRV, contiguous rating is not permitted unless:

1.1. The land (lots or locations) is:
  1.1.1. contiguous (sharing a common border), and
  1.1.2. in common ownership, and
  1.1.3. clearly used, fenced, and occupied, and appears as one clear activity or business and either or both of the following also applies:

1.2. Buildings have (due to a past error) been built across the lot boundaries, and/or

1.3. The adjoining land is part of an approved development or used as a tennis court or manicured garden.

Adjoining owners' vacant residential, rural residential or rural zoned land in a town site will generally not be supported for contiguous rating, unless extenuating circumstances prevail.

Definitions
A 'manicured garden' is "a garden that has been significantly developed and continues to be well maintained with, for example, infrastructure, reticulation, paths or fixed seating; is generally lawned or heavily planted with flowering plants or planted shrubs or trees; and clearly incorporated into the occupation of the adjoining lot used for residential purposes without fencing between the common holdings; and viewed from the streetscape as attractive and functioning and being enjoyed as one occupation across the boundary."

A 'Building' is a permanent fixed structure that is not capable of being easily demolished.

An 'approved development' is defined as being in accordance with a Development Application approved pursuant to the former Shire of Narrogin Town Planning Scheme No. 2 or former Town of Narrogin Town Planning Scheme No. 2.

If the required criteria are met, the Shire will write to Landgate (The Valuer General) to request the contiguous rating of the affected titles on behalf of the owner.

Where the Chief Executive Officer determines that land does not meet the criteria for contiguous rating, the landowner will be given a right of appeal to the Council.

– End of Policy

Notes

An example of contiguous rating on land rated UV is a farming property which comprise a number of lots/locations that are under common ownership and used contiguously as one large holding and farming operation.

Properties in a Townsite approved for contiguous rating will be recorded on the Property Assessment in the Rate Book and reviewed for continuing conformity with this Policy on at least a 5 yearly basis.

1.15 Annual School Awards – Citizenship and Leadership

Responsible Executive	Chief Executive Officer
Statutory context	Nil
Corporate context	Council Delegation 3.11 Donations – Financial and In-kind Works / Services
History	Adopted 28 August 2024 Reviewed 28 May 2025

Policy Statement

The CEO is authorised to make and approve financial donations in accordance with delegated authority, for sponsorship of Annual School Awards for Year 12 students from Narrogin Senior High School and Narrogin Agricultural College, as well as Year 6 students from the three primary schools and Year 10 students from the Narrogin High School. These sponsorships should align with promoting the principles of leadership and citizenship, with payments made upon application or at the appropriate time, generally with one award per School (two the Narrogin Senior High School).

Guidelines

1. Sponsorship of Year 12 Leadership Student Awards

- Eligibility: The recipient must be a Year 12 student currently attending Narrogin Senior High School or Narrogin Agricultural College.
- Award Criteria: Sponsorship will be awarded based on citizenship, community involvement, and leadership, as recognised by the school.
- Sponsorship Amount: The Sponsorship amount per award will be approximately $100.00 and will be paid to the applicant (school) for award to the recipient (student).

2. Sponsorship of Year 6 & Year 10 Student Awards

- Eligibility: The recipient must be a Year 6 or Year 10 student currently attending the relevant Primary School in Narrogin, or Narrogin Senior High School.
- Award Criteria: Sponsorship will be awarded based on citizenship, community involvement, and leadership, as recognised by the school.
- Sponsorship Amount: The Sponsorship amount per award will be approximately $70.00 and will be paid to the applicant (school) for award to the recipient (student).

Procedures

Record of any donation must be maintained by the Chief Executive Officer and recorded in Synergy, file reference 2.10.1 as well in the Monthly Briefing Session Report to Elected Members.

Forms and Templates

Record of Donations (FCCS031)

– End of Policy

Notes

1.16 Narrogin – Love the Life, Power the Future – Community Enhancements Fund (CEF)

Responsible Executive	Executive Manager Planning & Sustainability
Statutory context	Local Government Act 1995 Local Government (Financial Management) Regulations 1996 Planning and Development Act 2005; Planning and Development (Local Planning Schemes) Regulations 2015 – Provides for the preparation and adoption of local planning policies State Planning Policies (SPPs) – Particularly SPP 3.6 – Infrastructure Contributions
Corporate context	Nil
History	Adopted 26 March 2025 Reviewed 28 May 2025

Purpose and Background

The Shire of Narrogin is committed to ensuring that large-scale renewable energy developments (Wind Energy Facilities (WEFs) or farms, Solar Farms, and Battery Energy Storage Systems (BESS)) deliver lasting positive outcomes for the local community. This Community Enhancements (Benefits) Fund (CEF) Policy establishes a framework for proponents of such projects to share benefits with the host community, consistent with the Shire's strategic vision and best practices in Australia. It builds on the Shire's Renewable Energy Position Paper (2024), which outlines a framework of Three Cornerstones (collaboration between community, government, and industry) and Five Foundational Pillars for responsible renewable development.

One of these pillars is the establishment of robust community benefit funds to return tangible value to host regions. The Policy also aligns with principles in the Shire's Local Planning Policy on Wind Energy Facilities, which seeks to "maximise the benefits to the community and the environment" from renewable projects.

As Western Australia transitions its energy sector towards net-zero emissions by 2030, the Shire is poised to become a renewable energy hub. The Shire currently has several (circa five) development applications for wind farms, large-scale solar, and BESS projects. This Policy ensures that as renewable projects proceed, they do so in partnership with the community – through early engagement, benefit-sharing contributions, and transparent governance – leaving a positive legacy in line with the Shire's strategic planning objectives

Scope

This Policy applies to all large-scale renewable energy facilities within the Shire of Narrogin, including wind energy facilities (wind farms), utility-scale solar farms, and large battery storage projects (BESS), typically those with a nameplate capacity exceeding 5 MW.

It is intended for use by Shire staff, Council, and developers (proponents) of renewable energy projects during project planning, approval, and operational phases. The Policy sets out expectations and requirements for negotiating and establishing a Community Enhancements Fund as a condition of support for such projects. Compliance with this Policy will be considered in Council's assessment of development applications and any related agreements with proponents.

Definitions

Proponent – The developer, operator, or owner of a large-scale renewable energy project (wind, solar, and/or battery) in the Shire. This includes any company or entity seeking development approval for such projects.

Community Enhancements (Benefits) Fund (CEF) – A fund to which the proponent contributes financially, for the benefit of the local community. Contributions are typically made annually over the life of the project and are used to support community projects, services, and infrastructure in accordance with this Policy. The CEF may also be referred to as a Community Benefit Fund in other documents

Nameplate Capacity – The rated output capacity of a generator (in megawatts for wind/solar, or in megawatt-hours for battery storage if applicable). This is used as the basis for calculating CEF contributions. For hybrid projects, capacity is considered by each component (e.g., MW of wind, MW of solar, MWh of standalone storage).

Life of the Project – The expected operational lifespan of the renewable energy facility, assumed to be approximately 30 years (unless otherwise defined in approvals). CEF contributions are made for the duration of the project's operation.

Indigenous Nations Fund – A designated portion of the CEF (approximately 10% annually) set aside to support initiatives benefiting Traditional Owners and Indigenous communities of the region. In this Policy, it is administered by the Shire with guidance from Indigenous representatives (including a nominee of the Gnaala Karla Booja Aboriginal Corporation (GKBAC)).

Social License – The ongoing acceptance and approval of a project by the local community and stakeholders. Earning a social license involves proactive community engagement, benefit-sharing, and responsible practices by the proponent to build trust and goodwill.

Policy Statement

The Shire of Narrogin requires that all large-scale renewable energy projects contribute to a Community Enhancements (Benefits) Fund (CEF) to ensure the local community directly benefits from these developments. This Policy sets a consistent approach for negotiating, calculating, managing, and disbursing CEF contributions.

Key principles of the Policy include:

- **Early Negotiation and Agreement:**
    - Proponents must engage with the Shire at an early stage (e.g. during feasibility or prior to lodgement of a development application) to negotiate a CEF contribution agreement. The aim is to reach an in-principle agreement on community contributions before development approval, providing certainty to both the community and the proponent. Early negotiation aligns with best practice which calls for collaboration between councils and developers on benefit-sharing programs (Benefit-Sharing Guideline). The agreed contribution should be formalised via a legal instrument (such as a voluntary planning agreement, deed of agreement, or memorandum of understanding) at development approval stage, ensuring it is binding for the project's life.
- **Contribution Formula (Per MW and Indexation):**
    - The CEF contribution will be calculated based on the installed capacity of the project of each asset installed and located in the Shire of Narrogin, using a rate per megawatt (MW) per annum (or per MWh for storage). As a minimum, the contribution shall be no less than the benchmark rates recommended in the New South Wales Government's 2023 Benefit Sharing Guideline for renewable energy projects, which are: $1,050 per MW per annum for wind energy, $850 per MW per annum for solar energy, and $150 per MWh per annum for standalone battery projects, indexed annually to the Consumer Price Index (CPI) (Benefit-Sharing Guideline). These rates align closely with the Shire's own advocated framework for community benefit contributions (e.g., approximately $1,050/MW for wind, $850/MW for solar, $250/MW for battery). The contribution amount agreed upon shall be indexed to CPI each year to maintain its real value over time, with the first year's rate typically based on the financial year of project commissioning (Benefit-Sharing Guideline). Contributions are expected on an annual basis for the full operational life of the project (indicatively 30 years), commencing from the start of commercial operations (or as otherwise negotiated). This long-term, CPI-indexed commitment ensures the fund grows over time and provides a reliable stream of community funding.

- **Minimum Contribution Levels:**
    - In all cases, the proponent's contribution must meet or exceed the Shire's minimum required level. The Shire will use the NSW guideline rates as a floor, not a ceiling (Benefit-Sharing Guideline). Proponents are encouraged to offer higher contributions or additional benefit-sharing measures where possible (especially if a project has higher impacts or to address specific community needs), but at a minimum the above rates per capacity apply. The Shire's preference is to calculate contributions on nameplate capacity; however, alternative formulas (such as a percentage of capital investment or revenue) may be considered if they deliver equal or greater community value over the project life. In the event that State policy or regulations (future State Planning Policy or legislation) mandate higher standard contributions, the greater requirement will prevail. This ensures that Narrogin's community receives a fair share commensurate with projects in other regions and reflects the scale of development (Benefit-Sharing Guideline).
- **Administration and Governance – Shire-Managed Fund (Preferred):**
    - The default and preferred model is for the CEF to be administered by the Shire of Narrogin. Proponents will make annual payments to the Shire, to be held in a dedicated restricted cash reserve account established for the particular proponent's Community Enhancements Fund. The Shire will manage and disburse the funds in accordance with the Local Government Act 1995 and relevant financial management regulations and audit requirements. By having the local government manage the fund, the Shire leverages existing governance systems, transparency mechanisms, and community accountability measures. Local governments are best positioned to understand local needs, coordinate projects, exercise sound governance, and maximise returns on investment for community betterment. All CEF monies received will be accounted for in the Shire's annual budget (as restricted funds), and unspent funds will be carried forward in the reserve. Recognition protocols will be established so that the proponent's contribution is acknowledged in Shire publications and at project openings, ensuring the proponent is credited for their community investment (thus supporting their Environmental Social & Governance (ESG) and social license objectives).
- **Indigenous Nations Fund Allocation:**
    - In recognition of the Traditional Owners of the land and to ensure inclusivity, approximately 10% of the CEF contributions each year will be allocated to an Indigenous Nations Fund sub-account. This portion of the fund will be used to support projects and initiatives of benefit to Aboriginal people and heritage in the Shire (for example, cultural programs, Indigenous training and employment initiatives, community infrastructure for Aboriginal residents, or joint ventures in renewable energy). The Indigenous Nations Fund will be administered by the Shire in partnership with local Indigenous representatives. The Shire will invite the Gnaala Karla Booja Aboriginal Corporation (GKBAC) – the prescribed Noongar Regional Corporation for this area – to nominate a representative to advise on and participate in decisions about this portion of the fund. This ensures First Nations voices guide the investment of funds intended for their communities. The 10% allocation will be reviewed in consultation with GKBAC to ensure it remains appropriate and effectively targeted. Any Indigenous-focused projects may also be co-funded from the general CEF pool beyond the 10% minimum, recognising the importance of supporting reconciliation and equity.
- **Eligible Uses of Funds and Thematic Priorities:**
    - CEF funds must be used for projects, programs, or initiatives that provide a public benefit and align with the Shire's strategic plans (such as the Strategic Community Plan, Corporate Business Plan, Long-Term Financial Plan, and other informing strategies). The overarching goal is to fund long-term sustainable and high-value initiatives that deliver lasting legacy outcomes for the community, rather than one-off short-lived spending. The Shire, in consultation with the community and the proponent, will identify priority themes for investment – for example: improvements to local sporting and recreation facilities, community health and wellbeing programs, education and training scholarships, environmental conservation or renewable energy initiatives, arts and cultural events, emergency services and disaster resilience, tourism development, and local infrastructure

enhancement. These thematic areas echo those identified as best practice for reinvesting renewable benefits in host communities. Each year, specific projects or grant programs under these themes will be selected for funding. The Shire will ensure that funded projects are distributed fairly across the community and, where relevant, across different localities within the Shire, so that those most impacted by the development share in the benefits. Importantly, CEF funds are additional – they complement (but do not replace) normal government spending or other funding sources, thereby truly "enhancing" the community. Proponents are encouraged to participate in launch events or media for funded projects as part of recognition, under agreed protocols.

- Suggested initial thematic approach areas of investment include:
  - Sport & Recreation: Enhancing sport & recreation facilities, the lifeblood of rural towns;
  - Health and Wellbeing: Enhancing health and wellbeing generally;
  - Education and Training: Scholarships and workforce development programs;
  - Environmental Initiatives: Promoting renewable adoption and conservation; Arts, Culture & Events: Fostering vibrant regional communities;
  - Disaster Resilience and Emergency Services: Strengthening emergency services; and
  - Tourism Development: Investing in attractions to drive economic growth.

- **Governance Structure (CEF Committee):**
  - To oversee the distribution of CEF monies, the Shire will establish a CEF Committee or Advisory Group. The Committee would ideally comprise Shire representatives (elected members and/or officers), community members (including drawn from near neighbours or stakeholders), and a representative (and deputy) of the proponent company. The committee's role is to provide input on funding priorities, assess grant applications or project proposals, and make recommendations to Council on the allocation of funds each year. The committee will operate under clear terms of reference approved by Council, ensuring decisions are transparent, fair, and aligned with the fund's objectives. The proponent's presence on the committee (in a non-voting or advisory capacity) can help coordinate recognition and ensure their perspective is considered, while the majority community representation safeguards local interests. Meetings will be held at least annually (or as required) to plan and review fund distribution. Annual Reporting on the CEF will be undertaken: the Shire will publish a summary each year of the fund's contributions received, projects funded (with amounts), and outcomes achieved. This report will be provided to the proponent and made available to the community, reflecting the principle that benefit-sharing arrangements should be transparent and publicly accessible (Benefit-Sharing Guideline). The fund's management and accounts will also be subject to the Shire's normal audit process, with results reported as part of annual financial statements.

- **Alignment with Shire Plans and Community Input:**
  - All CEF-funded initiatives should support the broader development plans of the Shire. The proponent and the Shire will work together to ensure that the use of funds complements the Shire's long-term infrastructure and service planning. For example, if the Shire's Long-Term Financial Plan (LTFP) or Asset Management Plan identifies critical community infrastructure needs (such as upgrades to community halls, recreation centres, or roads impacted by the project), the CEF can be directed to co-fund those projects. Similarly, initiatives in the Strategic Community Plan – such as improving youth services, economic development, or environmental sustainability – can be resourced through the CEF. By aligning expenditures with these plans, the fund delivers strategic value and avoids ad-hoc spending. Community input is vital in this process: the Shire may hold community workshops or invite submissions on how CEF money should be spent, ensuring the fund is responsive to local aspirations. This collaborative approach reflects that benefit-sharing must be community-focused and tailored to local needs (Benefit-Sharing Guideline). Where a proponent has its own corporate social responsibility themes (e.g., Science, Technology, Engineering, and Mathematics (STEM) education, community health), these can be coordinated with Shire priorities to maximise impact.

- **Option for Proponent-Administered Fund:**
  - While the Shire-managed model is preferred, this Policy allows for an alternative arrangement where the proponent administers the community fund directly – but only with the Shire's agreement and under specific conditions. If a proponent wishes to establish and run its own Community Benefit Fund or similar program (for instance, via a trust, community grants program, or a third-party foundation), the following must be ensured: (a) the level of funding provided by the proponent is at least equivalent to what would have been contributed under this Policy's formula (with the same CPI indexation); (b) the fund or programs run by the proponent are aligned with the Shire's strategic objectives and the needs of the Narrogin community; (c) the proponent involves the Shire in the governance or decision-making process – for example, the Shire may have representation on the proponent's fund committee or a formal role in approving projects – and (d) there is full transparency and reporting of expenditures to the Shire and community. Essentially, the proponent-run fund must mirror the intent of the CEF in scope and rigor. The Shire will only endorse such an arrangement if it is satisfied that the outcomes will be equal or better for the community than the Shire-managed approach. If a proponent-administered model is adopted, an agreement (or memorandum) must be in place detailing how funds will be allocated, how the Indigenous Nations Fund portion is handled, how the Shire will participate in project selection, and how reporting/recognition will occur. The proponent should also demonstrate how the fund ties into their ESG commitments. Regular check-ins (e.g., annual meetings) between the Shire and proponent will be required to review the fund's performance. Notably, even under a proponent-managed scheme, the Shire expects that key programs be coordinated with Council (for instance, if the proponent gives education scholarships or community grants, this should be communicated and celebrated jointly). This cooperative model follows the principle that benefit-sharing should be collaborative and centrally coordinated where possible (Benefit-Sharing Guideline), avoiding duplication or working at cross-purposes.
- **Financial Management and Reserves:**
  - All CEF funds received by the Shire will be placed in a restricted cash-backed reserve specifically created for the Community Enhancements Fund. This ensures the funds are quarantined for their intended purpose and not used for general expenditure. Interest earned on the reserve will be retained within the fund. Unexpended funds in any given year will be carried forward to future years, building a cumulative balance if appropriate. The Shire, in liaison with the proponent, may choose to accrue funds over multiple years for larger projects of significant community benefit, rather than disbursing all funds every year. However, a general guideline is that funds should be put to use in a timely manner to benefit the community that is hosting the renewable development (unless saving for a planned large project). The reserve will be managed in accordance with the Shire's financial policies and the Local Government (Financial Management) Regulations 1996, with annual reporting as noted. If the project terminates earlier than expected (e.g., decommissioning or sale), any remaining funds in the reserve will continue to be used for community benefit. In the case of project ownership transfer, the Shire will seek commitments that the contribution agreement is binding on successors. Should there be any dispute or default in payments, the Shire will refer to the agreement provisions for resolution, noting that consistent contributions are a core aspect of maintaining the project's social license in Narrogin.
- **Recognition and Communication:**
  - The Shire will develop protocols to formally recognise the contributions made by renewable energy proponents through the CEF. This may include signage at facilities or project sites acknowledging the proponent's community fund (e.g., "This project was funded by the Community Enhancement Fund contributed by [Company Name]"), media releases and stories highlighting the community outcomes enabled by the fund, and invitations for the proponent's representatives to attend and be acknowledged at community events related to CEF-funded initiatives. Mutual recognition builds goodwill and encourages other developers to also contribute generously. Additionally, the Shire will periodically communicate to the broader public about how hosting renewable energy has directly benefited the community – reinforcing the positive narrative of renewable developments. This transparency and promotion are consistent with maintaining public support for the industry and

demonstrating that local communities are better off as a result of these projects (News Story - MEDIA RELEASE - Shire of Narrogin Calls for Unified Support for Responsible Renewable Energy Development » Shire of Narrogin).

Through this Policy, the Shire of Narrogin seeks to create a win-win outcome: proponents fulfill their corporate social responsibilities and gain community acceptance, while the community receives tangible and lasting benefits from the renewable energy transition. The Policy will be reviewed as needed (for example, if State Government introduces new guidelines or if improvements are identified in implementation) to remain aligned with best practices and community expectations.

Exclusion Clause – Neighbour Benefit Schemes (NBS) Not Constituting Community Enhancements Fund Contributions

Nothing in this Policy shall be construed to imply or permit that Neighbour Benefit Schemes (NBS), Near Neighbour Payments, or similar arrangements between proponents and individual landholders or nearby residents constitute part of, or can be offset against, the required Community Enhancements (Benefits) Fund (CEF) contribution.

Such neighbour-specific payments are considered project-specific mitigation or social license costs incurred as part of the normal cost of gaining project approval and community acceptance, and are intended to compensate directly impacted individuals, not the broader community.

The purpose of the CEF is to deliver broader legacy benefits to the entire host community, beyond those properties or individuals most proximate to infrastructure. The CEF is a public-good mechanism to fund strategic, equitable, and transparent investments in community wellbeing, services, infrastructure, Indigenous partnership initiatives, and sustainability outcomes—not compensation payments for localised amenity impacts.

Accordingly:

- The value or extent of any Neighbour Benefit Scheme implemented by a proponent shall not be deducted from or used to offset the agreed CEF contribution;
- The CEF shall be calculated independently, based solely on the nameplate capacity and CPI-indexed benchmarks outlined in this Policy; and
- Proponents are encouraged to implement both NBS and the CEF as complementary but separate streams of community engagement and investment.

This distinction protects the integrity, equity and transparency of the CEF, and ensures that all residents, including those not in immediate proximity to infrastructure—share in the benefit of the renewable energy transition.

Sources:

- Shire of Narrogin Renewable Energy Framework (2024);
- Shire of Narrogin Media Release (Jan 2025);
- News Story - MEDIA RELEASE - Shire of Narrogin Calls for Unified Support for Responsible Renewable Energy Development » Shire of Narrogin);
- Shire of Narrogin LPP – Wind Farms (2024);
- NSW Dept of Planning Benefit Sharing Guide (2023) (Benefit-Sharing Guideline); and
- ABC News (2024) (WA government's wind farm development policy lagging behind, councils say - ABC News).

Appendices:

- Appendix 1 – Community Enhancements Fund (CEF) Procedural & Operational Guidelines
- Appendix 2 – Community Enhancement Fund (CEF) Contribution Modelling Examples
- Appendix 3 – Community Enhancement Fund (CEF) Example Agreement (Heads of Terms)
- Appendix 4 – Shire of Narrogin Advocacy Statement: Renewable Industry Framework and Guidelines for Western Australian Local Governments

Appendix 1 – Community Enhancements Fund (CEF) Procedural & Operational Guidelines

This appendix outlines the step-by-step process for establishing and operating a Community Enhancements Fund in line with the Policy.

Step 1: Initial Engagement and Proposal Stage

- **Pre-lodgement Discussion:** When a proponent is considering a renewable energy development in the Shire, they should contact the Shire administration early to discuss the Community Enhancements Fund expectations. The Shire will provide a copy of this Policy and any relevant information (such as the Shire's strategic priority areas) to inform the proponent's planning.
- **Scoping the Contribution:** The proponent and Shire will jointly scope the likely size of the CEF contribution based on the proposed capacity (e.g. MW of generation and/or MWh of storage). For example, a 100 MW wind farm would typically entail an annual contribution of about $105,000 (indexed) under current guidelines, while a 50 MW solar farm would be about $42,500/year (Benefit-Sharing Guideline). This early estimate helps all parties understand the scale of community investment.
- **Community Needs Discussion:** The Shire may share information on community needs or potential projects that a fund could support, and the proponent may share its initial ideas for benefit programs. Early brainstorming ensures both sides are aligned on the importance of community outcomes (e.g. the proponent might express interest in supporting local apprenticeships or environmental projects, which can be factored into the eventual fund usage).

Step 2: Negotiation of Terms

- **Formal Negotiation:** As the project details firm up (typically during project feasibility or once a development application is imminent), the Shire's representatives (e.g. CEO or delegated officer, and potentially Council's negotiating team) will meet with the proponent to negotiate the CEF agreement in detail. Key terms include: the annual contribution amount (based on the final capacity – e.g., if the project plans 150 MW wind, then $157,500/yr at $1,050/MW, CPI indexed (Benefit-Sharing Guideline)), the duration of payments (e.g. 30 years from commissioning or until decommissioning), the indexation method (CPI All Groups, applied yearly), and the payment schedule (e.g. annual in advance, or quarterly). The parties will also discuss the administration model (Shire-managed by default, or any request for proponent-managed as per Policy) and associated governance (committee involvement, etc.).
- **Documentation:** The outcome of negotiations will be captured in a draft Community Benefit Agreement (see Appendix 3 for an example outline). This agreement may take the form of a Planning Agreement under the Planning and Development Act (if applicable and enforceable) or a stand-alone Deed between the Shire and proponent. The agreement will specify obligations on both parties. Shire Council approval is required to endorse the agreement (and Council may resolve to make it a condition of development approval or a linked obligation).
- **Legal Review:** Both the Shire and proponent should seek any necessary legal review of the agreement to ensure it is robust. Important considerations include default provisions (e.g. what if payments are late), transfer of obligations to any new owner, and dispute resolution mechanisms.

Step 3: Development Approval and Agreement Execution

- **Council Report:** When the development application (DA) for the project is assessed by Council (or by a Joint Development Assessment Panel, JDAP, or State Development Assessment Unit (SDAU) if relevant), the existence or status of the CEF agreement will be noted. Ideally, the agreement (or a memorandum of understanding) is signed concurrently with development approval. If the DA is approved by Council/JDAP, a condition may be included along the lines of "The proponent shall implement a Community Enhancement Fund in accordance with the Shire's Council Policy and the signed agreement dated [X]."
- **Finalising the Agreement:** The Shire President and CEO (on behalf of the Shire) and the proponent's authorised officers will execute the Community Benefit Fund agreement. It will come into effect upon execution or upon a specified trigger (such as upon the project reaching financial close or commencement of construction, depending on what is negotiated).

Step 4: Establishment of the Fund and Governance

- **Reserve Account Setup:** The Shire's finance team will create a new restricted reserve account in its financial system titled "Community Enhancements Fund – [Project Name]" (or a consolidated fund for multiple projects, with sub-ledger tracking per project if needed). This ensures any incoming funds are sequestered. The Shire will also establish internal codes to track the 10% Indigenous Nations Fund portion.
- **CEF Committee Formation:** Council will establish the CEF Committee or Advisory Group by resolution, including appointing members (elected member representatives, community members, proponent rep, and an Indigenous community rep, etc., as outlined in the Policy). Terms of Reference will be adopted, covering the committee's role, meeting frequency, quorum, decision process (recommendations), and reporting. Alternatively, if the fund will be small initially, the Council may choose to handle decisions directly and form the committee once significant funds accumulate.
- **Public Communication:** Once the fund is official, the Shire will announce the establishment of the CEF to the community. This could include a joint press release with the proponent, highlighting the contribution amount and the shared commitment to community development. It helps set expectations that funding will flow when the project commences operation.

Step 5: Payment and Indexation Process

- **Invoicing:** The Shire will issue an invoice to the proponent for the CEF contribution as per the agreed schedule. Commonly, payment will be annual. The first payment might be due either at the start of construction (if agreed) or upon commissioning. (For example, some agreements might stipulate a smaller construction-phase community contribution before full operations.) Typically, the first full annual payment is due within a set time after the project starts exporting power.
- **CPI Adjustment:** Each year, the Shire's invoice will adjust the contribution by the CPI. For instance, if Year 1 (2025) contribution for a solar farm is $50,000 (based on capacity using $850/MW (Benefit-Sharing Guideline)) and CPI for the year is 3%, then Year 2 invoice becomes $51,500. The agreement will specify the CPI index (e.g. Perth Consumer Price Index, or a national CPI) and the reference quarter for calculations.
- **Recordkeeping:** The Shire records the payment receipt into the CEF reserve. If the project spans multiple decades, the Shire will maintain a schedule of expected payments and ensure the proponent is reminded of upcoming contributions. The proponent should similarly include the payments in their financial models and annual budget for the facility.

Step 6: Fund Allocation Planning

- **Annual Plan:** Each financial year, the Shire (through the CEF Committee or relevant officers) will develop a plan for how that year's available CEF funds (including any carryover) could be allocated. This might involve: setting aside the 10% Indigenous portion for specific Indigenous-led proposals; identifying priority projects in consultation with community (e.g. this year focusing on upgrading a local sports complex, plus a grants program for community groups); and reserving funds if a large future project is targeted. The plan will consider the thematic priorities and any guidance from the Strategic Community Plan or Council.
- **Call for Proposals (if grants program):** If part of the fund is to be distributed via community grants, the Shire will open an application process. Local community groups, clubs, schools, or not for profit enterprises might apply for CEF grants for their projects. Clear criteria will be published (such as alignment with the fund's themes, demonstrating community benefit, capacity to deliver the project, etc.). The proponent may be invited to help promote this opportunity to encourage a wide range of applications.
- **Shire Initiated Projects:** The Shire administration may also put forward proposals for using CEF money on Shire projects (for example, a co-funding opportunity with State/Federal grants where CEF money provides matching funds for a big infrastructure project). These proposals would also be tabled to the CEF Committee for consideration.

Step 7: Decision-Making and Approvals

- **Committee Review:** The CEF Committee (or Council if no committee) reviews all proposed uses of the funds. This could be done in a meeting where Shire staff present a summary of grant applications from the community and any Shire project proposals. The committee assesses each against the Policy objectives and available budget. The proponent's representative provides input, particularly if certain proposals resonate with the proponent's own community investment focus. The GKBAC/Indigenous rep will specifically advise on Indigenous Fund allocations. The committee then forms recommendations – e.g. which projects to fund and at what amounts.
- **Council Approval:** Because the funds are Shire-held, the final approval for expenditure lies with the Council (unless delegated). The committee's recommendations are reported to the Council meeting (this might be part of the Shire's budget adoption or a separate item). Council reviews and formally approves the disbursement from the reserve as recommended or with amendments. Council will ensure decisions are fair and within the scope of the Policy. Where a Council member has a conflict of interest (for example, if they are on the board of a community group applying for funds), they will exclude themselves per standard governance laws.

Step 8: Fund Disbursement

- **Release of Funds:** Following approval, the Shire's finance team arranges payments to the selected projects/recipients. If the Shire itself is delivering a project, the funds remain in the reserve until transferred to the municipal fund at the time of expenditure (with proper internal accounting). For grants to external groups, funding agreements or Memorandums of Understanding (MOUs) might be used to outline the use of funds and any reporting back needed from the recipient. Cheques/EFTs are issued to grant recipients with official letters.
- **Acknowledgment:** Along with the payment, the Shire will provide guidance on how the contribution should be acknowledged by recipients (e.g. "please acknowledge the Shire of Narrogin Community Enhancement Fund (supported by [Project Proponent]) in any publicity"). Joint press releases or events will be planned for all disbursements and major projects.

Step 9: Monitoring and Reporting

- **Project Monitoring:** The Shire (and possibly the proponent's community liaison, if they have one) will monitor the progress of funded projects. Recipients may be asked to provide a short report or presentation on the outcomes once completed. This ensures accountability and helps gather success stories.
- **Annual Reporting:** At the end of each financial year (or calendar year), a CEF Annual Report is prepared. It will include the total funds received from each proponent project, the list of projects funded (with brief descriptions and amounts), the carryover to next year, and any highlights or community feedback. This report is presented to the Council and also shared with the proponent. It may be published on the Shire's website or included in the Shire's Annual Report to residents. This transparent reporting aligns with best practice where benefit-sharing arrangements information is publicly available (Benefit-Sharing Guideline).
- **Audit:** The CEF transactions are subject to internal and external audit as part of the Shire's finances. The proponent may also request an audit statement or verification of how funds were used, which the Shire will provide to maintain trust.

Step 10: Ongoing Collaboration and Review

- **Regular Meetings:** The Shire will hold regular liaison meetings with the proponent (for example, annually or semi-annually) to discuss not only the fund but overall project-community relations. This provides an opportunity to adjust any aspect of the CEF program by mutual agreement. For instance, if after a few years both parties see a need to focus more funds on a particular issue (say, local road safety or a new community centre), the strategy can be tweaked.
- **Review of Policy and Agreement:** The CEF Policy and any specific CEF agreement may be reviewed after a certain period (e.g. every 5 years). Changes could include updating contribution rates if state guidelines change, or altering governance if needed. Any amendments to an agreement would require consent of both Shire and proponent. The Shire will also stay informed on any emerging State policies or legislation on community benefit funds to ensure this local approach remains in alignment or can be adapted.

- **End of Project or Termination:** If the project reaches its end of life (around 30 years or if decommissioned earlier), the proponent's obligation to contribute will cease as per the agreement. At that point, the Shire will plan for the use of any remaining funds – ideally, to cap off with a lasting legacy project. If a project is repowered or extended, the agreement should be revisited to continue or renew contributions. In cases of project ownership transfer, the Shire will engage with the new owner to reaffirm the commitments (the agreement should bind successors, but proactive engagement helps ensure a smooth transition).

Appendix 2 – Community Enhancement Fund (CEF) Contribution Modelling Examples

This appendix provides illustrative models for Community Enhancement Fund (CEF) contributions based on project capacity, using both the NSW guideline rates and the Shire's advocated framework.

Standard Rates (2023 baseline): As per NSW Government's Benefit Sharing Guideline (Benefit-Sharing Guideline) and the Shire's policy, the base contribution rates are:

- **Wind Energy Projects:** $1,050 per MW per year (indexed annually).
- **Solar Energy Projects:** $850 per MW per year (indexed annually).
- **Battery Energy Storage (Standalone BESS in rural zone):** $150 per MWh of storage capacity per year (indexed annually). *(Note: For simplicity, the Shire may alternatively use $250 per MW of battery power capacity as a guideline; however, if precise storage (MWh) is known, the NSW rate per MWh may be applied to ensure sufficient contribution.)*

These figures are in 2023 dollars and are subject to CPI escalation each year going forward (Benefit-Sharing Guideline). The following examples demonstrate how contributions would be calculated:

- **Example 1: Mid-sized Wind Farm** – A wind farm of 50 MW capacity. Using the wind rate: 50 MW * $1,050 = **$52,500 per annum** initially. If the project operates 30 years, and assuming an average inflation of 2% annually, by year 30 the annual contribution would grow to around $95,000 and the cumulative contribution over 30 years would be approximately $2.3 million (in nominal dollars).
- **Example 2: Large Wind Farm** – A project spread over two local government areas: 300 MW of wind capacity in Shire of Narrogin (for instance). Contribution: 300 MW * $1,050 = **$315,000 per annum** to Narrogin (Benefit-Sharing Guideline). *(If split with another Shire, each Shire's share could be proportional to number of turbines or capacity in each jurisdiction, as was done in the Sapphire Wind Farm agreement in NSW (Benefit-Sharing Guideline).)* Over 25-30 years, this single project would inject on the order of $8–9 million into the local community, creating substantial legacy benefits.
- **Example 3: Solar Farm** – A 100 MW solar farm. Using the solar rate: 100 MW * $850 = **$85,000 per annum**. Indexed over 30 years, total contributions would exceed $2.5 million. Even a smaller 10 MW solar farm would contribute $8,500 per year, which could fund small community projects or accumulate for larger ones. Many solar projects also include battery components – see hybrid example below.
- **Example 4: Battery Storage Project (Standalone)** – A large standalone BESS of 200 MWh capacity (for example, 50 MW power with 4 hours storage = 200 MWh).
- Using the battery rate: 200 MWh * $150 = **$30,000 per annum**. If the BESS were instead calculated by MW: 50 MW * $250 = $12,500 – however, since 50 MW 4-hr has significant storage, the higher $30,000 (via MWh) ensures the contribution is proportional to the facility's usefulness and impact. As battery projects become larger, the guideline may adjust, but this policy secures a baseline contribution from any storage facility.
- **Example 5: Hybrid Renewable Project** – A project combining 150 MW of wind, 50 MW of solar, and a 50 MWh battery on the same site. Contribution would be calculated for each component then summed: Wind: 150 * $1,050 = $157,500; Solar: 50 * $850 = $42,500; Battery: 50 MWh * $150 = $7,500. Total = **$207,500 per annum**. If the battery is integrated (not standalone), some guidelines suggest not double-counting it (Benefit-Sharing Guideline); however, the Shire's stance is that every component should contribute unless it's clearly part of the same capacity counted elsewhere. In any case, this example project would provide over $200k/year, which could be transformational for local community funding.
- **Alternative Capital Value Model:** For context, the Shire's advocacy mentioned a 1.5% of Capital Investment Value (CIV) as another method. If a wind farm costs, say, $2 million per MW to build, a 50 MW wind farm costs ~$100 million. 1.5% of $100m is $1.5 million. Spread over 30 years, that averages $50,000 per year – which is in line with the $52,500 per year from the per-MW model. Thus, the per-MW rates roughly correspond to ~1.5% of typical project capital cost, ensuring the community captures a small percentage of the project's value. The per-MW (or MWh) approach is more straightforward to administer and adjust with CPI, which is why it's used in this Policy.
- **Indexation Impact:** It's important to illustrate indexation. If inflation runs higher, the contributions will increase accordingly. For example, a $100,000 annual contribution today at 3% inflation would be about $242,000 in 30 years. This protects the community's benefit in real terms and avoids erosion of purchasing power.

These contributions, while significant, are generally a small fraction of a project's revenue or profit and are considered standard practice in other jurisdictions to ensure community support (Benefit-Sharing Guideline) (WA government's wind farm development policy lagging behind, councils say - ABC News). Developers in NSW, Victoria, and other states commonly enter into such agreements (sometimes called Voluntary Planning Agreements or Community Benefit Schemes) – for instance, some wind farms in NSW contribute around $2,500 per turbine or $1,000+ per MW per year into community funds, and many have delivered hundreds of thousands of dollars to local projects over time (Benefit-Sharing Guideline) (Benefit-Sharing Guideline). The Shire of Narrogin's policy ensures we are aligned with these best practices, neither disadvantaging our community nor placing unreasonable burdens on industry.

Allocation Example: Suppose in one year the Narrogin CEF (combined from several projects) has $300,000 available. Per this Policy, at least $30,000 (10%) would go into the Indigenous Nations Fund for Indigenous-led initiatives. The remaining $270,000 could be allocated to various community projects – e.g. $100k for upgrading a regional recreation centre, $50k for environmental conservation projects (perhaps leverage additional grants), $20k for youth training scholarships, $50k in community grants to local clubs, and retain $50k for next year or a future big project. The Indigenous Nations Fund $30k might support, say, a cultural centre upgrade or Aboriginal youth programs in the area (guided by GKBAC rep). In subsequent years, projects would vary according to community needs, but over a decade one could imagine new playgrounds, health services expansions, tourism facilities, and educational programs all being part-funded by this stream. The cumulative effect lifts the social and economic well-being of the Shire significantly, validating the community's support for hosting renewable infrastructure.

Appendix 3 – Community Enhancement Fund (CEF) Example Agreement (Heads of Terms)

This appendix provides a high-level outline of an example agreement that could be used to formalise the Community Enhancements Fund contributions between the Shire of Narrogin and a project proponent. This is a general guide and actual terms will be subject to negotiation and legal advice.

Title: *Community Enhancement Fund Agreement* (Community Benefit Deed) between **Shire of Narrogin** and **[Proponent Company]**.

Parties:

- **Shire of Narrogin** (the "Shire"), of 89 Earl Street Narrogin WA 6312.
- **[Proponent Name] Pty Ltd** (the "Proponent"), ACN [xxxxxx], registered address [xxxxx]. (This is the developer/operator of the [Name of Renewable Project]).

Background:

- The Proponent is developing the "[Project Name]" which is a [wind farm/solar farm/BESS/hybrid] with a capacity of [X MW] (and BESS capacity of Y MWh if applicable) located at [general area description] within the Shire.
- The Shire of Narrogin has a policy requiring large renewable energy projects to provide community benefit contributions to ensure local communities share in the benefits of these projects (News Story - MEDIA RELEASE - Shire of Narrogin Calls for Unified Support for Responsible Renewable Energy Development » Shire of Narrogin). The Proponent, in the interest of being a good corporate citizen and maintaining a social license to operate, has agreed to contribute to a Community Enhancement Fund for the benefit of the Shire's community.
- This Agreement outlines the terms and conditions of the Proponent's contributions and the Shire's obligations in managing those contributions. It is entered into in good faith alongside the development approval for the Project.

1. Commencement and Term:
This Agreement commences on the date of signing (or upon the grant of development approval, if later) and continues for the operational life of the Project, estimated to be 30 years from the commencement of electricity generation. The term may be extended or revised by mutual agreement, for instance if the Project is repowered or its operational life is extended. If the Project is decommissioned earlier than 30 years, clause [X] on early termination will apply (generally requiring contributions up to the date of decommissioning and any final settlement of that year's amount pro-rata).

2. Contribution Amount:
The Proponent will provide an annual monetary contribution to the Shire's Community Enhancements Fund. The contribution for the first year of the Project's operation is agreed to be $[Amount], which is based on the formula of [$1,050 per MW for wind / $850 per MW for solar / $150 per MWh for BESS] applied to the Project's capacity (noting the Project consists of [A] MW of wind, [B] MW of solar, [C] MWh of storage). This base amount is in 2023 dollar value. For each subsequent year, the annual contribution will be adjusted by the CPI (All Groups, Perth) for the preceding year (or an equivalent index as agreed). The Shire will provide the Proponent with a calculation of the adjusted amount each year. If the Project's capacity is expanded, the contribution will be recalculated accordingly (subject to a reasonable notice and agreement on start of increased payments). The contribution is exclusive of any rates or taxes – it is a separate community benefit payment, not to offset rates or other charges.

3. Payment Schedule:
Unless otherwise agreed, the Proponent shall pay the annual contribution in one instalment each year. The first payment shall be due on [date, e.g. 1 July] after the Project commences commercial operations (or within 30 days of that milestone). Thereafter, each payment is due by [date] of each year. The Shire will issue a tax invoice for each contribution. The Proponent shall pay the invoice within 30 days of receipt. Alternatively, by mutual agreement, the annual contribution can be split into [quarterly/half-yearly] payments to facilitate cashflow (the indexation would be applied proportionally). Late payments shall accrue interest at [e.g. statutory interest rate for local govt charges] and persistent default (after notice and cure period) may trigger dispute resolution as per Clause 9.

4. Fund Management:

The Proponent's contributions will be held by the Shire in a dedicated reserve (the Community Enhancements Fund). The Shire will be responsible for administering the fund and expending monies on eligible community projects, in line with the Shire's Community Enhancements Fund Policy and this Agreement. The Shire will ensure that at least 10% of the annual contribution is earmarked for the Indigenous Nations Fund component to support Indigenous initiatives (with guidance from GKBAC). The Shire will maintain separate accounting for all contributions and expenditures under this fund. The funds will be used solely for community benefit purposes and not for the Shire's general operational costs, except for minor administrative overhead directly related to managing the fund (if any, and ideally taken from interest earnings to avoid reducing community monies). Unspent funds will roll over each year and remain available for future community projects. The Shire may invest the funds in accordance with its investment policy and the Local Government Act, with any interest earned to be added to the fund. Both parties acknowledge that using the local government to manage the funds leverages existing prudent financial management structures.

5. Fund Governance and Consultation:

The Shire will establish a governance mechanism (e.g. a committee or panel as described in the Policy) to guide how funds are used. The Proponent will be invited to nominate a representative to join the committee in an advisory or observer role. The committee will also include community representatives and at least one elected member. The committee's function is to recommend projects and allocations for the fund. The Proponent and the Shire agree to cooperate in good faith in this process, recognising the Proponent's desire to see its contributions create positive outcomes, and the Shire's role in representing community interests. The Shire will consult with the Proponent on the strategic priorities for the fund, particularly if the Proponent has relevant expertise or programs (for example, if the Proponent runs a regional STEM education program, the Shire might allocate some funds to complementary local STEM scholarships). Final decisions on fund disbursement rest with the Shire (Council), but will take into account the committee's recommendations. The Shire will also consult GKBAC or other Indigenous bodies regarding the Indigenous Fund portion. In the event the Proponent chooses to directly administer certain community programs (as part of or in addition to the contributions), this will be done in coordination with the Shire to avoid duplication and ensure alignment with community plans (such arrangements can be detailed in a Schedule to this Agreement if applicable).

6. Eligible Projects and Use of Funds:

The Agreement reaffirms that funds will be applied to projects that benefit the community within the Shire of Narrogin. A non-exhaustive list of eligible uses: community infrastructure (e.g. recreation facilities, community halls, local road safety improvements), health and wellbeing initiatives, educational and training programs (such as scholarships, apprenticeships for locals in renewables), environmental and sustainability projects (landcare, climate adaptation, etc.), arts and cultural heritage projects, events that foster community cohesion, and emergency services support. Both parties agree that funded projects should be non-controversial, broadly inclusive, and aligned with the themes set out in the Shire's strategic documents. The Proponent's branding or naming rights for facilities can be discussed on a case-by-case basis for major contributions (e.g. a "[Project Name] Community Sports Centre" refurbishment courtesy of the fund), subject to Council policies on sponsorship. The Shire will not use CEF money to cover costs that the Proponent is otherwise required to bear as a condition of development (e.g. road repairs directly caused by construction, which are dealt with via separate agreements, or compliance monitoring costs). The CEF is intended for additional community value, not mitigation of direct impacts, which are managed under other legal frameworks.

Suggested initial thematic approach areas of investment include:

- Sport & Recreation: Enhancing sport & recreation facilities, the lifeblood of rural towns;
- Health and Wellbeing: Enhancing health and wellbeing generally;
- Education and Training: Scholarships and workforce development programs;
- Environmental Initiatives: Promoting renewable adoption and conservation;
- Arts, Culture & Events: Fostering vibrant regional communities;
- Disaster Resilience and Emergency Services: Strengthening emergency services; and
- Tourism Development: Investing in attractions to drive economic growth.

7. Transparency and Reporting:

The Shire will provide an Annual Report to the Proponent each year by [date, e.g. September 30] detailing: the amount of contribution received in the past year, the projects or initiatives funded (with brief description and amount allocated to each), the balance of any unspent funds, and plans for any major carryover projects. The report will also include testimonials or outcomes where available (e.g. "X number of people benefited from the new training program funded by the CEF"). The Shire will make this information available publicly (e.g. via Council meeting minutes or website) to maintain transparency with the community (Benefit-Sharing Guideline). The Proponent is encouraged to use the information in its own sustainability reporting or media releases to highlight the community benefits delivered. Representatives of the Proponent may be invited to annual public forums or committee meetings to discuss the fund's outcomes. If the Proponent administers any portion of the community benefits (outside this fund), it will likewise report those to the Shire annually for completeness. Both parties will communicate regularly about the fund's status, and any concerns or suggestions either party has regarding the fund's operation will be discussed in good faith.

8. Recognition:

The Shire shall ensure appropriate recognition of the Proponent's contribution in line with the Policy. This includes, but is not limited to: signage or plaques on infrastructure projects funded (where practical) acknowledging the Proponent's role (e.g. "Funded by the Community Enhancements Fund from [Project Name]" and Shire logos), acknowledging the Proponent in press releases or public announcements regarding the CEF-funded projects, and inviting the Proponent's representatives to ceremonies or events inaugurating projects. The intent is to publicly credit the Proponent for its community investment, reinforcing the positive relationship. The Proponent may also choose to co-brand certain programs (for example, "[Company Name] Narrogin Community Scholarships" in partnership with the Shire). Any media produced by the Proponent referencing the fund should acknowledge the Shire's role (e.g. as administrator and partner). Both parties will agree on any signage wording or major publicity to ensure accuracy and appropriateness.

9. Default and Dispute Resolution:

If the Proponent fails to make a contribution by the due date, the Shire will notify the Proponent in writing and the Proponent must rectify the non-payment within [60] days. Failure to do so entitles the Shire to pursue legal remedies to enforce the payment (since this Agreement may be documented as a deed, it is legally enforceable). However, both parties acknowledge that maintaining a cooperative relationship is paramount. In the event of any dispute arising from this Agreement – whether about the interpretation of eligible fund uses, the adjustment of contributions, or any other matter – the parties agree to first meet and attempt to resolve the issue amicably. If needed, senior representatives (e.g. the Shire CEO and a Director of the Proponent) will engage in mediation. If a dispute cannot be resolved through negotiation or mediation within a reasonable time, either party may refer the matter to an independent arbiter or to a court with jurisdiction, although formal litigation is a last resort. This dispute clause is aimed at ensuring any disagreements do not derail the overall purpose of the fund or the relationship between the community and the project.

10. Assignment and Successors:

This Agreement binds the successors and assigns of the Proponent. If the Project (or the operating entity) is sold or transferred, the Proponent will ensure as a condition of that sale/transfer that the new owner/operator enters into a deed of novation or equivalent to assume the obligations of this Agreement. The Proponent shall notify the Shire of any impending change in ownership. The Shire's rights and obligations under this Agreement will similarly bind any amalgamated local government or a scenario where responsibilities shift (though the Shire has no intention to assign its role except as required by law). This clause ensures continuity of the community benefits regardless of ownership changes in the project over its life.

11. Variation and Review:

Any variation to this Agreement must be made in writing with the consent of both parties. Both parties acknowledge that the contribution rates are set based on current policy and guidelines; if in future the State of WA introduces a mandatory scheme or the Shire updates its Policy, the parties may review the terms to ensure consistency. However, any reduction in the agreed benefit to the community would not be made without a compelling justification and mutual agreement. A formal review of this Agreement shall occur at the 5-year mark (and every 5 years thereafter) to discuss its effectiveness, with adjustments made by agreement to address any issues or changed circumstances (for example, if CPI indexing dramatically changes economic value, or if the project's capacity changes). The review will also consider community feedback on the fund's performance.

12. Miscellaneous:

Include standard legal clauses such as: Notices (how communications under the agreement are given to each party, e.g. addresses for service), Governing Law (State of Western Australia), Entire Agreement (this document constitutes the entire agreement on the subject of community contributions for this project, and supersedes any prior representations), and counterparts (if signing in multiple copies).

Execution:

Signed for and on behalf of Shire of Narrogin by: Shire President & CEO Names, Shire President & CEO signatures, date and sealed if required.

Signed by an authorised representative of [Proponent Company]: Director or CEO name(s), Director or CEO signature, date.

This example agreement is a template outline and will be tailored to the specific project and negotiations. It serves to illustrate the key commitments – namely, the proponent's promise to deliver ongoing community funding and the Shire's role in managing those funds for maximum local benefit, in a transparent and accountable way.

Appendix 4 – Shire of Narrogin Advocacy Statement: Renewable Industry Framework and Guidelines for Western Australian Local Governments

Available here

1.17 Concessions on Commercial & Farming Properties Owner-Occupied by Pensioners/ Seniors

Responsible Executive Executive Manager Corporate & Community Services

Statutory context
Local Government Act 1995
Rates and Charges (Rebates and Deferments) Act 1992
Valuation of Land Act 1978
Local Government (Financial Management) Regulations 1996

Corporate context
Delegation 3.5 – Rates Record, Extensions and Objections
Delegation 3.6 – Sundry and Rate Debtors – Recovery Agreements
Delegation 3.7 – Write off of sundry and rate debts
Instruction 3.4 – Debt Recovery – Rates Debtors
Finance Procedure Manual – KCA #5 – Rates

History
Adopted 23 April 2025
Reviewed 28 May 2025

Policy Objective

To set the method of calculation for pensioner rebates on properties where there is a curtilage, or dual/commercial or farmland use.

Policy Scope

This policy applies to the Manager Corporate Services, Finance Officer (Rates) and affected ratepayers.

Policy Statement

Section 28(2) of the *Rates and Charges (Rebates and Deferments) Act 1992* provides that:

> *"Where although land is used as the ordinary place of residence of an applicant or registered person it is not the sole use of that land, the administrative authority may apportion the prescribed charge, and any rebate allowable, according to –*
>
> *(a) the extent to which the land is so used as a place of residence; and*
> *(b) any other use,*
>
> *on a basis proportionate to the respective uses."*

This provision enables an administrative authority (the Shire of Narrogin) to allow a concession, in an equitable way, to the part of the rates levied relating to the residential use of a commercial property, if the circumstances warrant. For example, if a pensioner owner-occupies a house that is on rural land also used for farmland purposes such as cropping.

This policy was created to identify the method that the Shire of Narrogin will use to calculate the pensioner rebate on curtilage/dual use commercial or farmland properties.

Principles

Concessional rebates are applied in a fair and equitable manner for all concessional ratepayers.

Provisions

A rebate shall only be applied if the resident has demonstrated they are entitled to such rebate by completing the appropriate application form, including provision of their concession details.

The Rates Officer is to verify the concession entitlement using the Centrelink Confirmation eServices for businesses, and the ratepayer's ownership of the property using a Landgate title search.

If the ratepayer is eligible the Rates Officer is to use the following method to calculate the rebate to be applied:

Rates Officer is to ascertain area of property that is solely used for residential purposes (to a maximum of 2 Ha). This involves consultation with the applicant as well as online mapping tools.

The rates levied are to be portioned based on the respective areas:

$$\left(\frac{Area\ used\ for\ residential\ purposes\ only\ (Ha)}{Total\ area\ of\ property\ (Ha)}\right) \times\ Rates\ Levied\ (\$)\ =\ \frac{Portion\ of\ rates\ on\ which\ a\ concession\ can\ be\ applied(\$)}{}$$

For example, if the rates levied are $2,000, the total property area is 60 Ha and the area solely used for residential purposes is 2 Ha the rates on which a concession would be applied is as follows:

2/60 x 2000 = 66.67

The concession is to be applied on $66.67.

If the ratepayer is a pensioner, and they are entitled to a 50% rebate, the rebate amount to be claimed from the Office of State Revenue would be $33.34, calculated as follows:

66.67 x 0.50 = 33.34

If the area used for residential purposes cannot be determined, then an arbitrary maximum of two (2) hectares (the house portion of the farm) is to be used as permitted by the Office of State Revenue.

The Executive Manager Corporate & Community Services is to ensure compliance with this policy.

Forms and Templates

Nil

– End of Policy

Notes

Section 4 - ORDER / PUBLIC SAFETY – Not Applicable

No Council Policies applicable to this area of operations.

Section 5 – LAW/ORDER/PUBLIC SAFETY

5.1 Bush Fire Brigades – Establishment

Responsible Executive	Executive Manager Planning & Sustainability	
Statutory context	Bush Fires Act 1954 – s.41 – establishment and maintenance of Brigades	
Corporate context	Nil	
History	Adopted	13 September 2016
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Updated	27 April 2022
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. The following Council Policy Schedules are adopted, and form part of this Statement –
   – Volunteer Bush Fire Brigades areas

2. In accordance with the Bush Fires Act section 41(1) the following Bush Fire Brigades are established, and have the area as per Council Policy Schedule 5.1 Bush Fire Brigade areas –
   - Highbury
   - Minigin
   - Narrogin
   - Nomans Lake
   - Ockley

– End of Policy

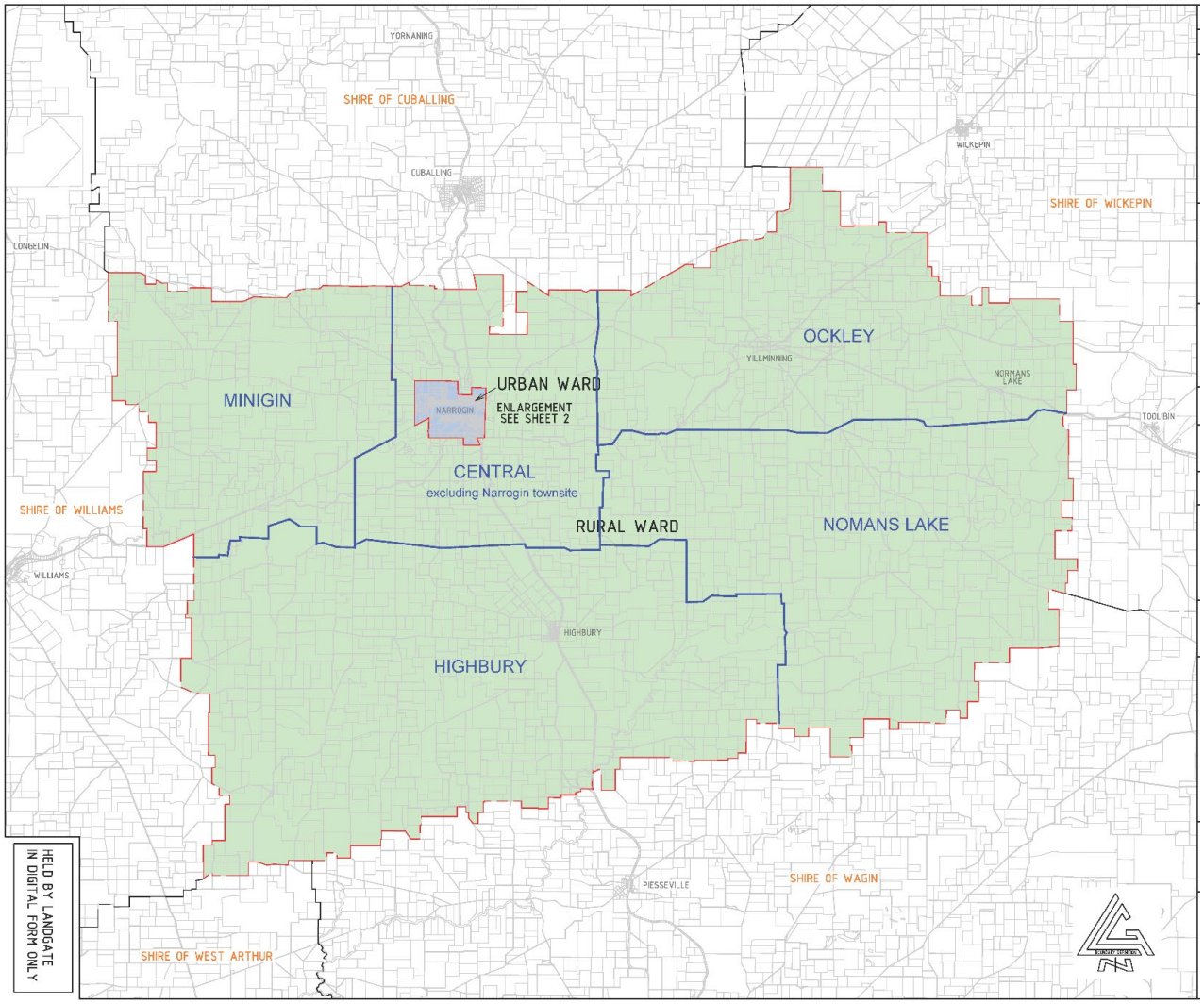
Notes

Brigades are not incorporated organisations.

Narrogin townsite is the responsibility of the Narrogin Fire and Emergency Services Unit, and is managed by Department of Fire and Emergency Services.

Policy Schedule 5.1 – Bush Fire Brigade areas

– End of Schedule


YORNANING
SHIRE OF CUBALLING
CUBALLING
WICKEPIN
SHIRE OF WICKEPIN
CONGELIN
OCKLEY
YILLIMINNING
NORMANS LAKE
TOOLIBIN
MINIGIN
URBAN WARD
NARROGIN
ENLARGEMENT SEE SHEET 2
CENTRAL
excluding Narrogin townsite
SHIRE OF WILLIAMS
RURAL WARD
NOMANS LAKE
WILLIAMS
HIGHBURY
HIGHBURY
PIESSEVILLE
SHIRE OF WAGIN
SHIRE OF WEST ARTHUR
HELD BY LANDGATE IN DIGITAL FORM ONLY

5.2 Bush Fire Brigades – Management

Responsible Executive	Executive Manager Planning & Sustainability	
Statutory context	Bush Fires Act 1954	
	Work Health & Safety Act 2020	
	Shire of Narrogin Bush Fires Brigades Local Law 2017	
Corporate context	Delegation 5.1 – Issue of burning permits – CEO	
	Delegation 5.2 – Fire fighting – Emergency plant hire	
	Delegation 5.4 – Prohibited and restricted burning periods – Variation	
History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Amended	24 September 2020
	Amended	23 June 2021
	Amended	27 April 2022
	Amended	23 March 2023
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. Legislative context
   a) Bush Fires Act –
   The head of power for Council and FCOs to manage all fire related matters
   b) Work Health and Safety Act –
   In place since 2020, this Act is often ignored or overlooked –
   - Organisational responsibilities include –
     - to carry appropriate insurance
     - to provide training, PPE, resources
     - to make certain vehicles are safe, roadworthy, fit for task and available for use
     - to ensure all levels of bush fire brigade volunteers and staff members act lawfully and appropriately
   - Volunteer and employee obligations include –
     - to act to ensure their own safety and welfare, and for those they are responsible for and are around them
     - to use PPE provided
     - to undertake appropriate training
2. Application
   a) While this policy specifically applies to Volunteer FCOs, where relevant, it also applies to those appointed due to their position as a Shire employee.
   b) This policy also applies to FCOs appointed to dual roles on the nomination of other Shires.

3. Appointment of Fire Control Officers
   a) FCOs are appointed by Council or the CEO under delegated power, usually on the nomination of an FCO Meeting.
   b) FCOs may also be appointed on the nomination of an adjoining Shire.
   c) In accordance with the BFB Local Law, FCOs will be appointed by Council as the Captain and First Lieutenant of each Brigade, although their authority as FCO extends throughout the Shire.
4. Term of Office
   The Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer are appointed for a three year term.
5. Fire Weather Committee
   a) This Committee is not appointed by Council, but is formed by the Chief BFCO to advise on weather conditions.

6. Allocation of WAERN radios
   a) Vehicles – each FCO
   b) Base – each FCO, Fire Weather Committee members, Base Radio Operator (if not an FCO), Shire Office
   c) Handhelds – Ranger, Narrogin Police, as arranged by CBFCO and CEO.
7. Training
   a) All Fire Control Officer's (FCO's) must as a minimum complete the FCO's course training within the first 12 months of being appointed and complete a refresher at least once every 10 years.
   b) A sub-committee consisting of the Chief Bushfire Control Officer and the two (2) Deputy Chief Bushfire Control Officers, be authorised to assess volunteer fire fighters competency with regards to the Rural Fire Awareness, Bushfire Safety Awareness, and Firefighting Skills and if satisfied, to recommend to the Shire's CEO that their previous experience be accepted as Recognised Prior Learning (RPL), although FCO's should be encouraged to complete the training.
   c) With effect from 1 October 2023:
      i) only volunteer fire fighters that have successfully completed or have been RPL assessed for and passed the DFES approved Bushfire Safety Awareness and Firefighting Skills courses should drive or operate Shire Fire Trucks; and
      ii) only volunteer firefighters that have recognised RPL for, or passed the DFES approved Rural Fire Awareness course, either in person or online, are eligible to be registered as an active operational (in the field) Shire Volunteer Firefighter.
8. Fire Ground Plant Operations
   a) Shire staff are not to operate any Shire plant on the fire ground unless appropriate Fire Ground Plant Operations training is completed
   b) Authorisation of staff to utilise Shire plant on the fire ground must be obtained prior to operation from:
      - CEO;
      - EMIS; or
      - MO.

– End of Policy

Notes

Acronyms

CBFCO	Chief Bush Fire Control Officer
CEO	Chief Executive Officer
DCBFCO	Deputy Chief Bush Fire Control Officer
EMPS	Executive Manager Planning & Sustainability
EMIS	Executive Manager Infrastructure Services
FCO	Fire Control Officer
MO	Manager Operations
DFES	Department of Fire & Emergency Services
LGIS	Local Government Insurance Services

Other References

DFES: Bush Fire Service Training Program

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

5.3 Firebreaks and Fuel Hazard Reduction – Inspection & Prosecution

Responsible Executive	Executive Manager Planning & Sustainability
Statutory context	Bush Fires Act 1954 – - s.56(1) – duty of FCO to advise non-compliance Fire Breaks and Fire Hazard Reduction Notice
Corporate context	Delegation 3.6 – Sundry and Rate Debtors – Recovery and Agreements Policy 5.5 – FCO Duties
History	Adopted 26 April 2017 Reviewed 24 July 2019 Reviewed 7 June 2021 Reviewed 26 April 2023 Reviewed 28 May 2025

Policy Statement

1. Firebreaks must be installed and fuel hazard reduction measures taken each year by the date required by the Firebreaks and Fuel Hazard Reduction Notice.

2. The inspection of firebreaks is to commence not later than seven days after the required date.

3. The inspection is to be carried out by the Ranger or other person directed by the CEO, and preferably accompanied by an FCO.

4. In accordance with the Bush Fires Act s.56(1), FCO's are to report any firebreaks not in compliance to the CEO as soon as possible, for action.

5. The owner/occupier of a property found not to comply with requirements is to be sent a letter requiring compliance by a specified date not more than 10 days after inspection.

6. A second inspection of non-complying properties is to be carried out, after the specified date for compliance has elapsed.

7. Where a property remains non-compliant, the CEO is authorised without further notice, to –
   a) issue an infringement notice, and
   b) arrange for the carrying out of works so that the property complies, either using the Shire's own staff or contractors.

8. Where compliance has had to be arranged by the CEO, the full cost of achieving compliance, is to be recovered from the property owner either –
   a) if completed by contractor – the cost invoiced by the contractor engaged, plus 10%, or
   b) if completed by Shire staff and plant – at full private works rates.

9. Non-payment of an infringement notice or cost of achieving compliance is to be treated as a sundry debt, and appropriate cost recovery actions.

– End of Policy

Notes

The Firebreaks and Fire Hazard Reduction Notice –
- must be published in the Government Gazette and local public notice given in order to be enforceable,
- once published, has the effect of being a local law.

5.4 Harvest & Movement of Vehicles Bans

Responsible Executive	Executive Manager Planning & Sustainability
Statutory context	Bush Fires Act 1954 - s.14B – Powers of authorised persons and police officers during authorised periods - s.27 – Prohibition on use of tractors or engines except under certain conditions Shire of Narrogin Firebreaks and Fuel Hazard Reduction Notice
Corporate context	Authorised & Appointed Persons Register
History	Adopted 26 April 2017 Amended 24 July 2019 Reviewed 7 June 2021 Reviewed 26 April 2023 Reviewed 28 May 2025

Policy Statement

1. After taking advice from fire control officers as may be available or appropriate, the following persons may determine a Harvest and Movement of Vehicles Ban is to be imposed and to arrange notification (in order of authority) :
   a) Chief Bush Fire Control Officer;
   b) Deputy Chief Bush Fire Control Officer;
   c) Chief Executive Officer;
   d) Executive Manager Planning & Sustainability

2. Notification of Harvest and Movement of Vehicles Bans are to be notified to:
   a) ABC Radio, and other radio stations broadcasting locally;
   b) Department of Fire and Emergency Services, Department of Parks and Wildlife;
   c) adjoining Shires;
   d) message placed on the Shire of Narrogin Fire and Harvest Bans Information line (answering machine);
   e) by SMS broadcast.

3. On notification of a Harvest and Movement of Vehicles ban:
   a) Shire plant on road reserves, in gravel pits etc outside the Narrogin townsite is to cease that activity.
      - This restriction does not apply to legal use of vehicles on constructed public roads.
   b) Shire crews undertaking activities that could be considered “hot work” (chainsaw, brush cutter, slashing etc) are to cease that activity.
      - This restriction does not apply where –
        - the activity is within the Narrogin or Highbury townsite, and
        - is on green grass/vegetation or surrounded by a clear area complying with the Fire Break and Hazard Reduction Notice.
      - This exemption may be over-ridden by a Total Fire Ban, which prohibits any hot work in the open air, that may be issued by Department of Fire and Emergency Services.

– End of Policy

Notes

1. The authorised person will formally notify the Shire by contacting the Ranger when a ban is imposed or lifted.
2. The Ranger will then notify the ESO team, so that we can fulfil our obligations to inform the community through:
   - ABC Radio
   - Shire website
   - Surrounding Shires via email
   - Social media
   - SMS notifications
   - Newspaper & noticeboards are not required

5.5 Fire Control Officer Duties

Responsible Executive	Executive Manager Planning & Sustainability
Statutory context	Bush Fires Act 1954 Work Health and Safety Act 2020 Shire of Narrogin Bush Fires Brigades Local Law 2017
Corporate context	Delegation 5.4 – Prohibited and restricted burning periods – Variation
History	Adopted 26 April 2017 Reviewed 24 July 2019 Reviewed 7 June 2021 Reviewed 26 April 2023 Reviewed 28 May 2025

Policy Statement

1. Fighting fires is inherently dangerous. Matters within the control of each FCO, volunteer and person that add to that risk include –

   a) absence of or inadequate management at the fire site (incident control, team leader)
   b) failure to report to the person managing the fire, to follow their instructions
   c) inappropriate attire

2. In the event of an emergency, an FCO is to ensure the safety of firefighters –

   a) Incident Control is to be established appropriate to the circumstances,
   b) Any FCO or person in charge of a fire, or any other person authorised to do so, may order away from the fire, any person not wearing adequate and appropriate attire, e.g.: inappropriate footwear, synthetic fabrics, shorts, short-sleeved shirt etc

3. In the event of an emergency, the FCO / Incident Control should provide relevant details to the Shire Office as able, in order to –

   a) arrange support as needed,
   b) respond to phone calls and enquiries from the community and others,
   c) issue SMS broadcast if necessary.

4. Fire reports

   The appropriate FCO is to submit a written report on the forms supplied by the Shire, of any uncontrolled fires in their area.

– End of Policy

Notes

Refer Bush Fires Act s.39, s.56

5.6 Fire Fighting – Emergency plant hire

Responsible Executive Executive Manager Planning & Sustainability

Statutory context
Local Government Act 1995 –
- s.6.8(1)(c) – authorisation of unbudgeted expenditure in an emergency

Bush Fires Act 1954 –
- s.38(3)(4)(5) – appointed BFCO's may exercise specific authorities given to them

Work Health and Safety Act 2020
Shire of Narrogin Bush Fires Brigades Local Law 2017

Corporate context Delegation 5.4 – Prohibited and restricted burning periods – Variation

History

Former Delegation	12 July 2016
Adopted as Policy	26 April 2017
Reviewed	7 June 2021
Reviewed	26 April 2023
Reviewed	28 May 2025

Policy Statement

1. Approval is given to commit expenditure for the private hire of plant and equipment necessary for the efficient fighting and control of fires.

2. Person who may give approval for private hire of plant and equipment are –
   a) Chief Executive Officer
   b) Executive Manager Corporate & Community Services
   c) Executive Manager Planning & Sustainability
   d) Executive Manager Infrastructure Services
   e) Manager Operations
   f) Rangers

– End of Policy

Notes

Any approval to be sought is an administrative function for expenditure purposes only, and does not extend to giving of operational instructions.

Where possible, the person is to seek advice from the senior FCO at the fire, and approval from the CEO or an Executive Manager. However, since this policy will only be used in emergency situations, it is acknowledged that this may not be possible.

Adequate resources to fight a fire, for the safety of fire fighters, and for the protection of life and property have the highest priority, and are not to be unnecessarily jeopardised by delay.

5.7 Donation of Funds to Emergency Services and Disaster Recovery

Responsible Executive	Chief Executive Officer
Statutory context	Local Government Act 1995 s.6.2 – Local government to prepare annual budget S.6.8 – Expenditure from municipal fund not included in annual budget
Corporate context	Executive Instruction 3.8 – Financial Reserves
History	Adopted 28 February 2024 Reviewed 28 May 2025

Policy Objective

To establish clear guidelines for the allocation of funds to different tiers of emergencies and outline the budgetary provision for annual donations, ensuring responsible financial assistance to address local, state and national emergencies while creating a reserve for future needs.

Budgetary Provisions:

Local and Intrastate Emergency/Disaster:
Up to $10,000 will be considered by the Council in its annual budget deliberations to be allocated for local and intrastate emergencies or disasters. Requests for assistance will be referred to the Council and be considered on their merits and should generally be triggered by a written request and or it being recognised by the City of Perth's Lord Mayor's Distress Relief Fund and payable to that fund and administered by the City of Perth. The Lord Mayor's Distress Relief Fund (LMDRF) is Western Australia's official State emergency fund.

National Emergency/Disaster:
Up to $5,000 will be considered by the Council in its annual budget deliberations to be allocated for interstate or national emergencies or disasters. Requests for assistance will be referred to the Council and be considered on their merits and should generally be triggered by a written request from a recognised tax deductible gift recipient so endorsed (or officially recognised) by the Australian Taxation Office (ATO) and payable to the requesting entity to administer.

International Emergency/Disaster:
No provision for international emergencies or disasters. Requests of such nature should be referred to the respective State and Federal Governments for appropriate action.

Unspent Funds:
At the end of any financial year where there might be unspent funds from the allocated budgets for emergencies and disasters, the Administration is to transfer such funds to the Shire's Natural Disaster Fund Reserve set up for unspent allocations and able to be drawn upon by the Council through resolution in accordance with this policy and or to meet the Council's own minimum funding contributions required towards any State approved Disaster Recovery Funding Arrangements (DRFA) (formerly WANDRRA).

Forms and Templates

Nil

– End of Policy

Notes

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

Section 6 - ENVIRONMENTAL HEALTH / FOOD

6.1 Itinerant Vendor Policy

Responsible Executive	Executive Manager Planning & Sustainability
Statutory context	Local Government Act 1995 Public Places and Local Government Property Local Law 2016 Food Act 2008 Food Regulations 2009 Food Safety Standards 3.2.2 and 3.2.3 Council's Planning Scheme current at that time – currently the Former Town of Narrogin Town Planning Scheme No. 2 and the Former Shire of Narrogin Town Planning Scheme No. 2
Corporate context	Shire of Narrogin Strategic Community Plan.
History	Adopted 28 April 2020 Reviewed 7 June 2021 Reviewed 26 April 2023 Reviewed 28 May 2025

Policy Statement

The Shire of Narrogin:

- Encourages the use of parks and reserves for itinerant vending activities as a means of enhancing community activity that flows from the activation of community public spaces;
- Encourages business proprietors to activate parks and reserves with appropriate itinerant vending activities;
- Recognises that granted rights over the relevant public space does not exclude the general public from using that public space;
- Supports Itinerant Vendors who consider the needs of all users of the area, including consumers and pedestrians; and
- Supports Itinerant Vendors selling food who practice safe food handling in accordance with the *Food Act 2008, Food Regulations 2009* and *Food Safety Standards.*

Policy objectives

To allow outdoor unique and high quality itinerant vending activities in a manner that improves access, usage, quality and image of the Shire's public areas whilst managing the competing needs and interests of the public, pedestrians, consumers and local business proprietors.

Policy scope

This policy applies to all itinerant vending businesses that wish to operate within the Shire's local government area. Where it is proposed to sell food a minimum setback is required from an existing fixed food premises. This policy does not apply to events approved by the Shire.

Summary

An Itinerant Vending Licence (Licence) is required prior to operating as an itinerate vendor. The Licence is only valid in the park or reserve nominated on the licence. The parks and reserves where itinerate vending is permitted are listed in Schedule One. Planning approval may be required, from the Shire, should itinerate vending be proposed on land not mentioned in Schedule One. Licences can be either day specific (one off) or an annual licence. Licences are obtained from the Shire's Environmental Health Services, Planning & Sustainability Department.

Making an application

To be able to operate as an Itinerant Vendor the applicant is to:

1. Submit a current Public Liability insurance certificate of cover. For further information refer to the Public Risk Management section below;
2. Ensure they are compliant with local laws and this policy's objectives and requirements;
3. For a food business, be a registered food business within the State of Western Australia and hold a current Food Business Registration Certificate;
4. Pay the application Fees (as per the Shire of Narrogin's Fees and Charges schedule as current at that time) – determined annually by Council;
5. Nominate the park or reserve which they wish to trade and indicate the approximate location within that park or reserve, trading dates and times; and
6. Submit a completed application form, together with applicable fees, if any, to the Shire of Narrogin, 89 Earl Street, Narrogin WA 6312 or by email enquiries@narrogin.wa.gov.au.

Licences

Licences will only be issued to applicants after a written application has been made. Completed applications will be assessed by the Shire's Environmental Health Officer. All applications will be assessed against the Assessment Criteria.

Location and siting

Trading by Itinerant Vendors is only permitted in the parks and reserves listed in Schedule One.

General location and siting requirements include:

- Itinerant vendor, if a mobile food van, is not to be placed within 100 metres of a fixed or permanent Food Business;
- Itinerant vending is not to impede pedestrian access including prams, wheelchair and mobility scooter access;
- Itinerant Vending, where food is sold is not permitted within the Central Business District (CBD) zone; and
- Itinerant vending will not be supported for activities where vehicle size or layout may compromise public access, circulation, safety, or other park or street activities. Should concerns be raised by local businesses or the community regarding the operation or location of an Itinerant Vendor, the Shire may require the Itinerant Vendor to relocate.

Maintenance and cleaning

The Itinerant Vendor is required to comply with all maintenance and cleaning aspects of the entire operation, including the conditions of the Licence. The following requirements also apply:

1. The Itinerant Vendor's Vehicles and fixtures must be kept in a safe, well maintained and road worthy condition at all times;
2. The trading area (including food preparation areas) must be regularly cleaned during all hours of operation presenting a well-cared for image and free of refuse and litter;
3. No waste or litter may be disposed of into the Shire's refuse bins;
4. Licence holders must provide bins for their own and their patrons use and remove such waste to a licenced waste management facility under the control of the Shire at the Licence Holders cost; and
5. The Licence Holder is responsible for the care, appearance, maintenance and operation of their activity area and the effect on other park, reserve and street activities. It must be understood that the trading zone remains a public space. This means that operators and patrons do not have exclusive occupancy of this area.

Assessment criteria and licence conditions:

The Licence Holder is advised that:

1. Permanent fixtures and elements are not permitted;
2. Trading times are to be between 7:00am and 9:00pm, 7 days per week;
3. Following trade, the Itinerant Vendor's vehicle and all related temporary fixtures must be removed from the site;
4. The Licence Holder must have a vehicle whose presentation contributes to the character and amenity of the area;
5. Only vehicles with a maximum weight of up to 2 tonnes will be permitted on a park or reserve;
6. Any fixtures relating to the itinerant vending (for example: signs, umbrellas, waste bins etc) should be sturdy and windproof, made of quality materials and be well designed and constructed to be safe to use, without sharp edges or other features likely to cause injury;
7. The Licence Holder must not obstruct, cover, remove, relocate or modify trees, public art, benches, refuse bins or other Shire owned infrastructure as a result of itinerant vending activities;
8. The Licence Holder must not sell alcohol or tobacco products at any time;
9. The Licence Holder must ensure all advertising is fixed to the vehicle and does not encroach onto the public space;
10. The Licence Holder is restricted to trade ONLY in the park or reserve nominated in the Licence – refer to Schedule One of this policy for permitted locations;
11. Fixtures must not be placed anywhere by the Licence Holder where they present a barrier and/or danger to pedestrians crossing the street or kerbside usage by motorists;
12. The Licence Holder and the Licence Holder's vehicle and/or fixtures must not be positioned where they would block access to service covers and existing services;
13. All items belonging to the Licence Holder positioned within their trading zone are the Licence Holders responsibility;
14. The Licence Holder must vacate the site when trading has ceased for the day;
15. The Licence Holder is responsible for their own security and the security of their site area;
16. The Licence Holder's vehicle and/or fixtures are to be self-contained and self-sufficient and must not require external power, gas, sewer or water connections;
17. The Licence Holder is permitted to play background music provided the noise levels comply with the Assigned Levels prescribed in the *Environmental Protection (Noise) Regulations 1997;*
18. If operating generators, the Licence Holder must ensure that the noise level of the generator complies with the Assigned Levels in the *Environmental Protection (Noise) Regulations 1997*;
19. Should justified complaints be received regarding noise, including amplified music, generators or other operational noise from itinerant vending activities, the Shire reserves the right to prohibit the emission of noise from that site;
20. The Licence Holder and the Licence Holder's vehicle and fixtures are to be sited at least 15 metres away from a road or footpath construction zone during the period of the project;
21. The Licence Holder is strongly encouraged to provide seating for patrons in trading areas, where there is sufficient space;
22. When a community event, approved by the Shire, is being held within the trading area (for example community fairs and concerts), any Itinerant Vending licences allocated to that park or reserve will be rendered null and void for the duration of that event;
23. Licences will only will only be granted for a period of up to 12 months. The licence is to be renewed annually with all licences expiring on 30 June of each year; and
24. The Licence Holder must at all times comply with the Act and the local laws.

Conditions for itinerant food vendors

Itinerant Vendors who intend to sell food are only permitted to trade within the Shire if the following requirements are met:

1. The Itinerant Vendor must hold a valid Shire of Narrogin Itinerant Vending Licence;
2. The itinerant Vendor must hold a current *Food Act 2008* Food Business Registration Certificate from a Western Australian Local Government;
3. Mobile food vans are not to be placed within 100 metres of a fixed or permanent Food Business or within the town of Narrogin CBD;
4. Licence holders selling food are to ensure that all food products are kept under lock and key at all times when the vending unit is not attended (for example: for bathroom breaks); and
5. Itinerant vehicles and marques must be self-sufficient and not require an external power, water, sewer or gas connection.

Public Risk Management

1. Licence Holders must take out and keep current public and product liability insurance policy in the names of the Shire of Narrogin and the Licence Holder, indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the use of the local government property by the Itinerant Vendor. The indemnity insurance policy must be for the amount of at least TEN MILLION DOLLARS ($10,000,000) and must cover injury, loss or damage to persons or property arising out of the activity carried out under this Licence or the granting of this Licence by the Shire. A lesser amount of public and product liability insurance might be accepted by the Shire but this decision will be subject to a risk assessment process. A Certificate of Currency for the policy must accompany the application or renewal of an 'Itinerant Vending Licence';
2. Safety measures may be required in trading zones and will be assessed on a case-by-case basis by the Shire. If public safety cannot be reasonably addressed, licences will not be issued. It is the Licence Holders responsibility to ensure that the public remain safe in their licenced area;
3. BBQs, grills and heat sources must be protected to prevent public access and accidental burning and fire risk. External BBQs, grills and other heat sources using a naked flame will be banned from use during fire bans;
4. Licence holders are required to comply with all work place Safety and Health legislation as well as Public Health and food safety aspects of the entire operation as required by the legislation; and
5. The Licence Holder assumes responsibility for any liability issues which arise from their itinerant vending activities.

Compliance

Failure to comply with this policy may result in the cancelation of the Itinerant Vending Licence or an existing licence not being renewed, as provided in the *Public Places and Local Government Property Local Law 2016*.

Objection and review rights

Division 1 of Part 9 of the Act applies to a decision under the local law and this policy in respect of the grant, renewal, transfer, amendment, suspension or cancellation of a licence or consent

Forms and Templates

Itinerant Vendor Application (See https://www.narrogin.wa.gov.au/documents/forms.)

– End of Policy

SCHEDULE ONE

Parks and reserves within the Shire of Narrogin where Itinerant Vending is permitted with an Itinerant Vending Licence:

Gnarojin Park – south of the Skate Park area;

Memorial Park – adjacent to the Court House;

Clayton Road – carpark adjacent to the entrance to the Race and Pace track entrance;

Clayton Road – carpark adjacent to the Narrogin Regional Leisure Centre; and

Lions Park – in the car park area off Leake Street.

6.2 Healthy Eating Policy

Responsible Executive	Executive Manager Planning & Sustainability	
Statutory context	Public Health Act 2016, Section 16	
Corporate context	Shire of Narrogin Local Public Health Plan 2021-2026.	
History	Adopted	24 November 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

The Healthy Eating Policy will guide the Shire in advocating and or providing opportunities for the local community to access healthy and fresh foods, for the community to embrace healthy eating and nutritious foodand to support local produce and businesses. This is consistent with the Council's vision of providing prosperityand growth as a regional centre.

The Shire of Narrogin recognises the impact healthy fresh food and good nutrition can have on residents' lives and the community in that it contributes positively to physical and mental health. In addition, a focus on food in a wider context such as food security, food systems and an awareness of the culinary aspects of food can strengthen the local economy and foster cultural and social connection.

The Shire of Narrogin is committed to improving the health and wellbeing of its community through promoting a food system that is secure, healthy, sustainable, thriving and socially inclusive.

This Policy provides a vision and framework to guide coordinated action and decision making to ensure sufficient access to good food, now and into the future which meets the identified needs of the community.

A whole of Council collaborative approach will be applied to all aspects of delivering the Healthy Eating Policy

- in researching, planning, designing, establishing, maintaining, operating and promoting opportunities for healthy eating, food security and support for local businesses. This Policy should be read in partnership with the Active Narrogin Policy.

The Healthy Eating Policy will drive the development of strong partnerships with various levels of government, external agencies and the private sector, so that the Shire's investment in the food sector and healthy eating can be leveraged and maximised by the community.

Policy Principles

The following guiding principles underpin this Policy. They are statements that articulate Council's shared values and serve as a basis for integrated decision making. The areas covered in the Policy are local food production and promotion and the need to create a demand for healthy food through awareness and education. The Policy also aims to ensure opportunities are available for all residents to access affordable healthy food options in order to achieve and sustain better health outcomes and a higher quality of life.

Advocacy

Council and the Shire continues to lead by example through the food that it purchases and makes available at functions and community events and by advocating for healthy food to be integrated in policies at all levels of government.

Health and Wellbeing for All

Opportunities will be explored to be engaged in the promotion of local food production and learning new skills to prepare healthy foods in the Shire are available to all people, regardless of age, cultural background, socio economic status or ability. In some instances, this may result in programs and initiatives which target specific population groups, to support all members of the community increasing their potential for good health and wellbeing.

Working with Partners

Council and the Shire forges workable and negotiable partnerships with other levels of government, agencies, and local community groups to ensure a range of opportunities are available for people to increase their awareness and levels of healthy eating and to support local produce.

An Informed and Educated Community

Council and the Shire communicates via a range of mediums to reach a broad cross section of the community and to ensure that people are fully aware of what options are available to choose, grow, prepare and serve nutritious and healthy food.

The Shire acknowledges that pursuing a healthy lifestyle starts with having an understanding of the short and long term health and wellbeing benefits of healthy eating.

Policy Objectives

The Shire of Narrogin will encourage and promote healthy eating through:

- Continuing to support the Gnarojin Community Garden and expanding community garden programs, utilising a range of management models.
- Supporting the development of farmers markets.
- Developing community partnerships to provide low-cost or no-cost cooking supplies, cooking classesand nutrition education and information.
- Investigating the development of publicised awards for corner stores/cafes/food premises that offer healthy foods in conjunction with Environmental Health and other external agencies.
- Developing healthy catering options for the Shire which applies to all Shire managed facilities andmeetings.
- Encouraging sporting and community organisations to provide healthy options at canteens through these of social marketing and local recognition strategies.
- Encouraging community events and festivals to have healthy food options available.
- Developing a localised healthy eating campaign focused on a specific local food product.
- Continuing to ensure the provision of safe food by regulation.
- Increasing the opportunities for residents, visitors and tourists to purchase local and regionally-producedfood.
- Investigating the need to transport vulnerable groups to shops to enable them to purchase weekly groceries.
- Developing and maintaining annual and ongoing calendars to residents indicating key activities, services and information to support health and wellbeing initiatives.

Review

Council's strategies on increasing healthy food will be reviewed from time to time to ensure changing trends and needs are considered and the response to excess weight, especially obesity, as a major risk factor for cardiovascular disease and other chronic health conditions, engages appropriate and relevant stakeholders and the wider community.

– End of Policy

6.3 Active Narrogin Policy

Responsible Executive	Executive Manager Corporate & Community Services	
Statutory context	Public Health Act 2016, Section 16	
Corporate context	Shire of Narrogin Local Public Health Plan 2021-2026.	
History	Adopted	24 November 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

The Active Narrogin Policy will guide Council's provision of opportunities for the community to be active, improve and maintain their health, and participate in structured and unstructured recreation and community sports activities, consistent with Council's vision of providing prosperity and growth as a regional centre.

The Shire of Narrogin recognises the importance of providing and facilitating opportunities for the community to engage in physical activities by offering accessible, safe and affordable facilities and services which meet the community-identified needs.

This Policy will inform the provision of recreation and sport facilities, delivery of programs and events and the creation of new open public spaces within the Shire, enabling community engagement in an active and healthy lifestyle.

A whole-of-Council approach will be applied to all aspects of delivering the Active Narrogin Policy - in researching, planning, designing, establishing, maintaining, operating and promoting recreation and sport opportunities

The Active Narrogin Policy will drive development of strong partnerships with various levels of government, external agencies and the private sector, so that Council's investment in physical activity can be leveraged and maximised by the community.

Policy Principles

The following guiding principles underpin this Policy. They are statements expressing Council's shared valuesto inform shared decision-making with partner agencies, for delivering physical activity opportunities and promoting an active lifestyle in the community.

Maximum Participation

Council continues to provide the Narrogin Regional Leisure Centre as a multi-purpose facility that achieves multiple outcomes and aims to achieve maximum participation by the community.

Council prioritises the provision of community recreation and sport facilities catering for the general community, despite gender, age and physical capabilities.

Health and Wellbeing for All

Opportunities to be engaged in physical activity in the Shire are available to all people, regardless of gender, age, cultural background, socioeconomic status or ability. In some instances, this results in programs and initiatives being targeted at specific population groups, to ensure that all members of the community can reach their potential for good health and wellbeing.

Diverse recreation and sport opportunities are provided to meet the community's needs and interests. The Shire understands that not all residents wish to participate in organised sports and will continue to promoterecreational opportunities appealing to a wide range of residents.

Working with Partners

Council and the Shire forges strong and sustainable partnerships with other levels of government, agencies, local community groups and sporting clubs to ensure a comprehensive range of opportunities are available forpeople to increase their levels and improve their health and wellbeing.

An Informed and Educated Community

Council and the Shire communicates via a range of mediums to reach a broad cross-section of the community, and to ensure that people are fully aware of available recreation and sporting opportunities in the Shire

The Shire is aware that pursuing an active and healthy lifestyle starts with an understanding of the short and long term health and wellbeing benefits of being physically active.

Policy Objectives

The Shire of Narrogin will encourage and promote physical activity through:

- Identifying and monitoring the current and future physical activity needs of the community in partnershipwith relevant stakeholders.
- Ensuring a safe environment, facilities and services to encourage physical activity.
- Providing unstructured recreation facilities and associated facilities, and security lighting for those facilities around the Shire.
- Providing reserves and facilities for structured community sport and recreation.Supporting sporting clubs and club development.
- Promoting shared and multi-use of community facilities.
- Offer a range of programs, activities and services from the Narrogin Regional Leisure Centre.
- Linking community structured sport and recreation activities with existing and new Leisure Centre-based programs and services. Increasing the community's knowledge and understanding of the health and social benefits of physical activity.
- Encouraging increased physical activity through active forms of transport, such as bicycle riding.
- Building partnerships with internal/external agencies to promote the use of existing and future community assets.
- Developing and maintaining an annual calendar to residents indicating key activities, services and information to support health and wellbeing initiatives.

Review

Council's strategies in relation to this Policy will be reviewed from time to time to ensure changing trends and needs are considered and appropriate and relevant responses to the needs of the community to encourage physical activity continue to be developed in consultation with the stakeholders and the wider community

– End of Policy

6.4 Alcohol and Drug Policy

Responsible Executive	Executive Manager Planning & Sustainability	
Statutory context	Public Health Act 2016, Section 16	
Corporate context	Shire of Narrogin Local Public Health Plan 2021-2026.	
History	Adopted	24 November 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

The Alcohol and Drug Policy will guide Council's provision of advocacy and services to minimise harm from alcohol and drugs. This Policy identifies the Shire's role in minimising the negative impacts of alcohol and drug use on the local community. It formalises Council's agreement to a harm minimisation approach and demonstrates Council's commitment to create partnerships with other agencies to address community concerns.

Whilst the Shire of Narrogin has an important role to play in addressing the harm associated with drug and alcohol use, effective efforts need to be community wide.

Other than having an advocacy role, the Shire of Narrogin will facilitate and coordinate key stakeholders within the local government area to address alcohol management relating to legislative and planning responsibilities in areas such as development approvals for liquor licence venues, interventions and objections to licence applications, event risk management processes, provision of Section 39 and Section 40 (Liquor Control Act) certificate approvals, sport and community club alcohol policies and public building approvals and conditions.

The purpose of this Policy is to provide an overarching framework to guide thought and action in relation to alcohol and drug issues in the Shire.

Policy Principles

The following guiding principles underpin this Policy. They are statements expressing Council's shared values and serve to inform decision-making with partner agencies to address alcohol and drug use, and related issues.

Reducing Supply

The Shire commits to strategies designed to prevent the uptake of harmful alcohol and drug use, including prevention and early intervention, in discussion with partner agencies.

Health and Wellbeing for All

The Shire understands that drug and alcohol use are not just health issues but also impact on social and mental health. The Shire uses evidence-based information to provide a whole-of-community and population health approach to these important issues. Alcohol and drug strategies will target all residents, including cultural and linguistically diverse and Indigenous populations.

An Informed and Educated Community

Council communicates via a range of mediums to reach a broad cross section of the community to ensure that people are fully aware of the negative effects of excessive alcohol and drug use.

The Shire is aware that pursuing a healthy lifestyle includes having an understanding of the short and long-term harm associated with alcohol consumption and drug use.

Working with Partners

The Shire forges strong and sustainable partnerships with other levels of government, agencies and local Alcohol and Drug support agencies to ensure a comprehensive range of opportunities and services are available for people to minimise harm from alcohol and drug use.

Policy Objectives

The Shire of Narrogin will encourage and promote alcohol and drug harm minimisation through:

- Accepting Council's role in providing leadership and coordination in ensuring comprehensive and balanced responses to alcohol and drug issues.
- Acknowledging that Council is not a direct provider of alcohol and drug support programs/initiatives, but is a strong advocate for the provision of appropriate services in the Shire.
- Stimulating and progressing community discussion of issues related to alcohol and drugs, through Council and Shire representation on relevant committees and forums.
- Committing to the Shire providing public health and safety services (e.g. sharps containers) to minimisethe impacts of syringe use in the Shire.
- Planning community events from time to time that are alcohol free.
- Collaborating with all levels of government and community agencies to ensure effective, co-ordinated responses to alcohol and drug issues.
- Maintaining a commitment to addressing urban design and development assessment processes, which impact on alcohol and drug availability, supply and use.
- Providing a range of activities which foster skills through information, education, health promotion programs, community action and supportive environments, as well as diversionary activities for young and vulnerable populations.
- Building organisational capacity to incorporate harm minimisation principles in workplace systems, including a staff alcohol and drug policy.
- Developing and maintaining an annual and ongoing calendars to residents indicating key activities, services and information to support health and wellbeing initiatives.

Review

Council's strategies relating to its drug and alcohol response will be reviewed from time to time to ensure changing trends and needs are considered, and its response to alcohol and drug issues engages appropriate and relevant stakeholders and the wider community.

– End of Policy

6.5 Environmental Health Policy

Responsible Executive	Executive Manager Planning & Sustainability	
Statutory context	*Public Health Act 2016*, Section 16	
Corporate context	Local Public Health Plan 2021-2026	
History	Adopted	22 February 2023
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

This Environmental Health Policy (the Policy) outlines the objectives, principles, and approach to managing environmental health matters in the Shire of Narrogin (SoN) area.

The Policy supplements the SoN Public Health Plan 2021-2026 and sets out:

- Environmental health responsibilities at Commonwealth, State, and Local Government level;
- Principles for environmental health in the SoN area; and
- Priorities for dealing with environmental health matters in the SoN area.

Responsibilities

Environmental health practice is about creating and maintaining environments that promote good public health outcomes within the community, including addressing behaviours that impact on these factors. Environmental health also includes environmental protection at the interface between people and the environment, including management of air quality, waste, waterways, and noise.

Managing environmental health is the responsibility of all community members, businesses, and all tiers of government in Australia.

Federal
The National Environmental Health Council (enHealth) is the peak national environmental health advisory group. enHealth consists of members of relevant Commonwealth, State, and Territory health Departments, the New Zealand Ministry of Health, and the National Health and Medical Research Council. EnHealth provides national leadership on environmental health issues and implements the Australian National Environmental Health Strategy.

State
The Environmental Health Directorate (the EHD) of the WA Department of Health, Public and Aboriginal Health Division, is the government sector with responsibility for maintaining public and environmental health standards across WA. EHD main role is to ensure appropriate management strategies, such as legislation, guidelines, surveillance, monitoring and public education, are in place to prevent disease, illness, injury, disability, and premature death arising from environmental exposures and other environmental health impacts.

Local
Local Governments have statutory responsibilities for promoting standards of environmental health within their area through the administration of legislation, provision of environmental health services and community education initiatives.

Principles

SoN work directly with our community to prevent and reduce incidences of disease, illness, and harm, by undertaking activities which support a healthy environment for all community members. In dealing with environmental health matters, SoN provide these services by:

- Undertaking activities and services in order of risk-based approach.
- Balancing the needs of the built environment and economic development with the health of our community.
- Creating and maintaining an environment that promotes good public health outcomes by assessing and controlling factors that will prevent and reduce the incidence of disease, illness, or harm in our community.

- Working in collaboration with State Government and industry to create and implement initiatives which aim to improve levels of voluntary compliance with relevant legislative obligations.
- Providing access to educational materials for our community and industry to increase understanding of relevant legislative obligations.
- Developing and maintaining standard operating procedures that support consistent and effective routine monitoring, management of complaints, and identification of emerging issues.

Other Useful Documents

Related Documents

- *Shire of Narrogin Community Strategic Plan 2017 - 2027*

Relevant Legislation

- *Public Health Act 2016*
- *Food Act 2008*
- *Health (Miscellaneous Provisions) Act 1911*
- *Local Government Act 1995*
- *Tobacco Product Control Act 2006*
- *Environmental Protection Act 1985*
- *Liquor Control Act 1988*
- *Contaminated Sites Act 2003*
- *Shire of Narrogin Health Law 2022*

– End of Policy

6.6 Approval for Venues for Sporting, Cultural or Entertainment Events: Regulation 18 and 19B Policy

Responsible Executive	Executive Manager Planning & Sustainability	
Statutory context	*Environmental Protection Act 1986 and the Environmental Protection (Noise) Regulations 1997, Delegation to the Shire's CEO, No. 112, gazetted 20/12/2013.*	
Corporate context	Council Policy	
History	Adopted	22 February 2023
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Scope

The Council recognises the economic / social and cultural value derived from sporting, cultural or entertainment events. This policy is to ensure a balance between the Council's commitment to be a vibrant events centre and its vision of being a leading regional economic driver and a socially interactive and inclusive community, in operating under its delegations to approve public events and outdoor entertainment venues in accordance with the *Environmental Protection (Noise) Regulations 1997* (the regulations).

Noise is managed under the provisions of the *Environmental Protection (Noise) Regulations 1997,* which allow different noise levels dependant on the type of premises receiving the noise (residential / noise sensitive, commercial / or Industrial) and the surrounding land uses and traffic volume on nearby roads.

The regulations provide for events that would exceed the permitted levels for events such as concerts, sporting and community activities to gain conditional approved by the CEO in the form of a Regulation 16 approval for community events, a Regulation 18 approval for one-off events and Regulation 19B approval for events held at entertainment venues.

This Policy is to address permanent venues which propose to hold regular outdoor concerts and events that would produce noise in excess of the levels permitted under the regulations. Other venues while not excluded from applying for a Regulation 19B approval are expected to comply with the noise levels prescribed or apply for Regulation 18 approvals for special events.

This policy is not intended to apply to venues that are substantially indoors who should manage their noise emissions via appropriate venue management and application of suitable noise attenuation.

Policy Statement

This policy is provided to inform the CEO of the Council's acceptability criteria for applications to approve Venues under Part 2, Division 7 of the *Environmental Protection (Noise) Regulations 1997*, acting as a submission to the CEO for their consideration. It is acknowledged that the CEO alone is delegated by the Chief Executive Officer of the Department of Water and Environmental Regulation to consider and approve applications for Venues under Part 2, Division 7 of the *Environmental Protection (Noise) Regulations 1997*.

The policy also allows the delegate CEO to approve an event if they are satisfied that its noise emissions would exceed the assigned levels and it would lose its character and usefulness if it had to meet the assigned levels. The delegate CEO can approve up to two events per year at one venue, and additional events if satisfied the majority of the affected residents have no objection to the holding of the extra events.

Policy principles

In considering applications submitted under Regulation 18 and 19B the Shire will be guided by the following principles which address issues not clearly defined In the regulations and may be specifically applicable to the Shire of Narrogin, considering population density and proximity of residential premises to entertainment venues of various types:

- Cumulative impact - the proximity of a Venue application to other Venues which already have an approval under Regulation 19B or are the subject of another current application will be taken into consideration.

Where a 1km radius around a Venue overlaps with the 1km radius around another approved or currently proposed Venue, the cumulative noise impacts on noise sensitive premises within the overlap area will be given particular weight in assessing an application. Noise modelling will be considered when assessing venues that may jointly impact noise sensitive premises;

- Precautionary principle - where a Venue has not previously been the subject of an approval under Regulation 19B or Regulation 18, the Shire may limit the duration of an initial approval to not more than 3 years;
- Precautionary principle - limit the number of notifiable events permitted to be held in any 12 month financial year. Consideration will be given to the spread of events throughout each 12 month period, balancing traditional demand for more events in the spring months against excessive impacts on local communities from multiple events in a short span of time;
- Precautionary principle - limit the event duration to a maximum of 8 hours with a strict 10 pm noise curfew for events held on Sunday - Thursday, and a strict 10:59 pm noise curfew for events held on Friday - Saturday. Event proposals that wish to exceed the event period of 8 hours and/or curfew time to submit a separate Regulation 18 application. If approved this approval will count as 1 of the approved Regulation 19B events;
- Precautionary principle - limit line and sound check for a period of 2 hours after 10 am on the day of the event. Sound checks to be limited to PA testing and noise limit assessing, not used for extended band practice and or jamming.

Application Requirements

An application for Venue Approval is required to be made by the Venue / Organiser to the CEO of the Shire in accordance with the requirements of the Regulations and with any supporting documents the applicant may see as relevant and that the CEO may request.

Fees

Fees associated with the application need to be proportionate with the cost of assessing and processing the application. The regulation recommends that an application for approval is to be made at least 60 days before the event and be accompanied by a fee of $1,000.

An application for approval may be made between 21 and 59 days of the event if the application is accompanied by the application fee of $1,000 in addition to a late fee, equal to one quarter of the application fee. An application may be made less than 21 days before the event if, in addition to receiving the application fee and late fee, the delegate CEO is satisfied that there are exceptional circumstances for the application not being made earlier.

Notwithstanding the above, the delegate CEO may, in his or her discretion, waive or reduce the application fee. If a late fee is applicable to the circumstances, the late fee remains equal to a quarter of the application fee. For example, if a delegate CEO decides to reduce the application fee for a community event to $100 and a late fee is applicable, the late fee will be $25.

Definitions and abbreviations

CEO - The Chief Executive Officer of the Shire of Narrogin

Act - The Environmental Protection Act 1986.

Regulations - The Environmental Protection (Noise) Regulations 1997.

Venue - permanent premises which propose to hold regular outdoor concerts and events that would produce noise in excess of those permitted under the regulations and for which noise cannot be controlled by venue attenuation or other noise management procedures.

Notifiable event means a sporting/ cultural or entertainment event that —

(a) is open to the public; and
(b) is likely to result in noise emissions, other than community noise, that do not comply with the standard prescribed under regulation 7; and
(c) is not an approved event or an event for which application for approval under regulation 18 has been made.

The CEO of the Local Government has been delegated powers under the Regulations to approve applications to emit noise / from sporting, cultural and entertainment events, exceeding the standard set by the Regulations.

Relevant Documents

- *Guide to management of noise from sporting, cultural and entertainment venues Environmental Protection (Noise) Regulations 1997.*

– End of Policy

Section 7 - COMMUNITY SERVICES

7.1 Narrogin Regional Homecare – Management

Responsible Executive	Executive Manager Corporate & Community Services	
Statutory context	Local Government Act 1995 Quality and Safety Commission Aged Care Standards	
Corporate context	Nil	
History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Amended	23 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. Narrogin Regional Homecare is to maintain a detailed Procedures Manual compliant with the requirements of the Health Department of WA and Aged Care Standards.

2. Compliance with the Manual is a condition of engagement as an employee or volunteer of Narrogin Home Care.

3. The Manual is to be reviewed by the Manager Client and Community Care Services annually or as required in accordance with any legislative changes, and proposed amendments submitted to the CEO for approval.

4. The attached Schedule 7.1 Narrogin Regional Homecare lists the matters to be included covered by the Manual but is not limited to these specific items.

– End of Policy

Notes

Policy Schedule 7.1 – Narrogin Regional Homecare Procedures Manual

Section –

1. 01 Consumer Dignity and Choice
2. 02 Assessment and Planning
3. 03 Personal Care and Clinical Care
4. 04 Services and Supports of daily living
5. 05 Service Environment
6. 06 Feedback and Complaints
7. 07 Human Resources
8. 08 Organisational Governance

– End of Schedule

Section 8 - PERSONNEL

Applying to all matters in relation to personnel and employment –

Local Government Act 1995 –

s.5.41 Functions of CEO

The CEO's functions are to –

….

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

….

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

….

s.5.103 Model code of conduct for council members, committee members and candidates

(1) Regulations must prescribe a model code of conduct for council members, committee members and candidates

Local Government (Model Code of Conduct) Regulations 2021 –

r.3 Model code of conduct

Sch 1 Model code of conduct

cl.19 Prohibition against involvement in administration

cl.20 Relationship with local government employees

(2) A council member or candidate must not —

(a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or

(b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or

(c) act in an abusive or threatening manner towards a local government employee.

(4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —

(a) make a statement that a local government employee is incompetent or dishonest; or

(b) use an offensive or objectionable expression when referring to a local government employee.

Policy 1.1 – Code of Conduct for council members, committee members and candidates

For clarification regarding appointment, management and direction of employees –

Employee class	Council involvement	Elected member / Committee involvement	CEO involvement
CEO	Required. May delegate selection and interview to a Committee. Appointment must be by Council resolution.	Permitted – to interview and recommend to Council. Prohibited – 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	Required – to consent to appointment or dismissal. Permitted – Interview & recommendation can be done by CEO alone or with elected member input. Prohibited – management or direction.	Permitted – to interview and recommend to Council. Prohibited – to appoint, manage or direct.	Required to initiate / consent to appointment or dismissal. Statutory function – to manage and direct.

EHO	<u>If designated senior employee</u> – as above, otherwise – <u>In all cases</u> – qualification must comply with Public Health Act 2016 s.17.		
Other staff (non-designated)	<u>Prohibited</u> – Involvement in appointment, management or direction.	<u>Prohibited</u> – involvement in appointment, management or direction.	<u>Statutory function</u> – to appoint, manage, direct etc.

8.1 Disciplinary Action

WALGA Workplace Relations, November 2016 – amended

Responsible Executive	Chief Executive Officer
Statutory context	Fair Work Act 2009 (Commonwealth) Fair Work Regulations 2009 (Commonwealth) Corruption and Crime Commission Act 2003 (WA) Public Interest Disclosure Act 2003 (WA)
Corporate context	Policy 8.3 – Employee Performance and Development Policy 8.4 – Grievance Executive Instruction 8.1 – Disciplinary Action Code of Conduct – Employees
History	Adopted 26 April 2017 Reviewed 24 July 2019 Reviewed 7 June 2021 Reviewed 26 April 2023 Reviewed 28 May 2025

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
   a) general disciplinary principles,
   b) serious misconduct,
   c) other disciplinary action, and
   d) reporting obligations.

– End of Policy

Notes

8.2 Discrimination, Harassment and Bullying

WALGA Workplace Relations, November 2016 – amended

Responsible Executive	Chief Executive Officer
Statutory context	Work Health and Safety (General) Regulations 2022 Equal Opportunity Act 1984 Fair Work Act 2009
Corporate context	Policy 8.4 – Grievance Policy 8.21 – Equal Employment Opportunity Code of Conduct – Employees Executive Instructions – - 8.1 – Disciplinary Action - 8.2 – Discrimination, Harassment and Bullying
History	Adopted 26 April 2017 Reviewed 24 July 2019 Reviewed 7 June 2021 Reviewed 26 April 2023 Reviewed 28 May 2025

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
   a) application of legislation to the Shire, relevant employees, volunteers and contractors,
   b) unlawful discrimination,
   c) harassment,
   d) sexual harassment,
   e) bullying, and
   f) management action.

– End of Policy

Notes

8.3 Employee Performance and Development

WALGA Workplace Relations, November 2016 – amended

Responsible Executive	Chief Executive Officer	
Statutory context	Local Government Act 1995	
Corporate context	Policy 8.1 – Disciplinary Action Code of Conduct – Employees Instruction 8.3 – Employee Performance and Development	
History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
   a) employees to which the Executive Instruction applies
   b) commitment to development of employee skills and capabilities,
   c) induction of employees to cover performance management and development,
   d) performance reviews covering types of review, purpose, and conduct,
   e) other mechanisms for feedback to employees
   f) training and development
   g) underperformance.

– End of Policy

Notes

8.4 Grievance

WALGA Workplace Relations, November 2016 – amended

Responsible Executive	Chief Executive Officer	
Statutory context	Local Government Act 1995 –	
Corporate context	Policy 8.1 – Disciplinary Policy Policy 8.2 – Discrimination, Harassment, & Bullying Policy Policy 8.21 – Equal Employment Opportunity Code of Conduct – Employees Instruction 8.4 – Grievance	
History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

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

2. Any grievances lodged against the CEO are to be dealt with by the Shire President under this policy.

– End of Policy

Notes

8.5 Higher Duties

WALGA Workplace Relations, November 2016 – amended

Responsible Executive	Chief Executive Officer	
Statutory context	Local Government Industry Award 2010	
Corporate context	Policy 2.5 – Acting / Relieving Staff Authority Policy 8.13 – Recruitment and Selection Code of Conduct – Employees Instruction 8.5 – Higher Duties	
History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
   a) employees to which the Executive Instruction applies,
   b) circumstances in which higher duties will apply.

2. The Executive Instruction is to apply to all employees, excluding the CEO and Executive Manager level positions, who are required to act in a position of higher classification than that which the employee occupies or who is assigned responsibilities or duties which warrant the payment of a higher duty allowance.

– End of Policy

Notes

8.6 Leave – Award Entitlements

WALGA Workplace Relations, November 2016 – amended

Responsible Executive	Executive Manager Corporate & Community Services	
Statutory context	National Employment Standards Local Government Industry Award 2010	
Corporate context	Instruction 8.6 – Leave – Award Entitlements	
History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
   a) acknowledgement of the priority of the Local Government Industry Award 2010 and the National Employment Standards,
   b) annual leave processes, including –
      i) maximum accrual of annual leave to be 8 weeks,
      ii) arrangements to require employee to take excessive annual leave,
      iii) annual leave over an organisation or specific crew close down
      iv) annual leave in advance
   c) personal / carer's leave, including –
      i) requirements to notify supervisor or manager,
      ii) circumstances in which evidence of illness or injury etc, may be required,
   d) unpaid leave
   e) consequences for breach of the Executive Instruction.

– End of Policy

Notes

8.7 Leave – Community Service

WALGA Workplace Relations, November 2016 – amended

Responsible Executive Chief Executive Officer

Statutory context
Local Government Act 1995
- s.5.36(1) – Local government employees

Local Government (Administration) Regulations 1996
- r.19ADA – Outside employment

Industrial Relations Act 1979
Juries Act 1957

Corporate context
Code of Conduct – Employees
Policy 8.12 – Secondary Employment
Instruction 8.6.3 – Leave – Community Service

History

Adopted	26 April 2017
Reviewed	24 July 2019
Reviewed	7 June 2021
Reviewed	26 April 2023
Reviewed	28 May 2025

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
   a) acknowledgement of the priority of the provisions of the Industrial Relations Act 1979;
   b) acknowledgement of priority of the provisions of the Juries Act 1957;
   c) application to all employees of the Shire;
   d) obligation on employee to notify of membership of any relevant organisation that may necessitate leave;
   e) priority area for consideration of leave is within the Shire, but the CEO to have discretion in appropriate circumstances; and
   f) in exceptional circumstances, CEO to have discretion to approve paid leave.

2. The definitions to apply are –

   voluntary activity is where an employee engages in a voluntary activity, and the following criteria are met –
   a) the activity is either of –
      - a voluntary community activity, or
      - a voluntary emergency management activity
   b) the employee engages in the activity on a voluntary basis;
   c) either –
      i) the employee was requested by or on behalf of the body to engage in the activity; or
      ii) no such request was made, but it would be reasonable to expect that, if the circumstances had permitted the making of such a request, it is likely that such a request would have been made.

   voluntary community activity is where an employee engages in a voluntary emergency management activity if all the following criteria are met –
   a) the employee engages in an activity that involves the community generally or a significant portion of the community;
   b) the employee is a member of, or has a member-like association with, a recognised community organisation.

   voluntary emergency management activities is where an employee engages in a voluntary emergency management activity if all the following criteria are met –
   a) the employee engages in an activity that involves dealing with an emergency or natural disaster;
   b) the employee is a member of, or has a member-like association with, a recognised emergency management body; and

– End of Policy –

Notes

8.8 Leave – Long Service

WALGA Workplace Relations, November 2016 – amended

Responsible Executive	Chief Executive Officer	
Statutory context	Local Government (Long Service Leave) Regulations	
Corporate context	Instruction 8.8 – Leave – Long Service	
History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
   a) acknowledgement of the priority of the Local Government (Long Service Leave) Regulations,
   b) long serve leave processes –
      i) maximum accrual of annual leave to be 8 weeks,
      ii) arrangements to require employee to take excessive annual leave,
      iii) annual leave over an organisation or specific crew close down,
      iv) annual leave in advance,
   c) taking of pro-rata long service leave prior to due date in exceptional circumstances and subject to completion of a minimum 7 years' service in local government,
   d) long service leave taken later than 6 months after due date at the employee's request, not to be paid at a rate higher than that specified by the Regulations,
   e) long service leave taken later than 6 months after due date at the CEO's request, to be paid at the rate applicable when taking the long service leave,
   f) long service leave may not be deferred by the employee for more than 2 years, without the specific written approval of the CEO, which may only be given in exceptional circumstances.

– End of Policy

Notes

8.9 Probationary Periods of Employment

WALGA Workplace Relations, November 2016 – amended

Responsible Executive	Chief Executive Officer	
Statutory context	Local Government Act 1995	
Corporate context	Policy 8.10 – Recruitment and Selection Code of Conduct – Employees Executive Instruction 8.9 – Probationary Periods of Employment	
History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
   a) acknowledgement of the priority of the Local Government (Long Service Leave) Regulations,
   b) disclosure requirements for probationary period,
   c) completion or extension of probationary period,
   d) termination during a probationary period.

– End of Policy

Notes

8.10 Recruitment and Selection

WALGA Workplace Relations, November 2016 – amended

Responsible Executive	Chief Executive Officer
Statutory context	Local Government Act 1995 Local Government (Administration) Regulations 1996 Equal Opportunity Act 1984 Work Health and Safety Act 2020
Corporate context	Policy 8.2 – Discrimination, Harassment and Bullying Policy Policy 8.4 – Grievance Policy Policy 8.9 – Probationary Periods of Employment Policy Policy 8.21 – Equal Employment Opportunity Policy Code of Conduct – Employees Instruction 8.5 – Higher Duties Instruction 8.10 – Recruitment and Selection
History	Adopted 26 April 2017 Reviewed 24 July 2019 Reviewed 7 June 2021 Reviewed 26 April 2023 Reviewed 28 May 2025

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
   a) acknowledgement of the priority of the Local Government Act and Regulations requirements for section on merit, CEO and Designated senior staff recruitment,
   b) acknowledgement of the principles of the Equal Opportunity Act,
   c) procedural requirements to review requirement, commence, manage, and document the recruitment and selection processes,
   d) filling of positions disclosed in the annual Budget to be an authorised action where the position,
   e) filling of positions not disclosed in the annual Budget to be only on authority of CEO,
   f) application of probationary periods to all positions with tenure greater than 6 months,
   g) internal candidate preference where experience and potential indicate, for retention of corporate knowledge and development of clear career paths for staff,

2. The CEO and senior staff designated in accordance with the Local Government Act have separate or additional requirements, but unless inconsistent with legislative requirements, processes are to conform to this Executive Instruction.

– End of Policy

Notes

8.11 Rostered Days Off

WALGA Workplace Relations, November 2016 – amended

Responsible Executive	Chief Executive Officer	
Statutory context	Local Government Act 1995	
Corporate context	Executive Instruction 8.11 – Rostered Days Off Code of Conduct – Employees	
History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
   a) outside workers – on the basis of a 9 day fortnight,
   b) inside staff – on the basis of a 19 day 4 week period'
   c) accrual principles while on leave or public holidays,
   d) accumulation of RDOs may be permitted by the relevant Executive Manager but are not to exceed a maximum accrual of 5 days.

– End of Policy

Notes

8.12 Secondary Employment

WALGA Workplace Relations, November 2016 – amended

Responsible Executive Chief Executive Officer

Statutory context
Local Government Act 1995
- s.5.36(1) – Local government employees

Local Government (Administration) Regulations 1996
- r.19ADA – Outside employment

Corporate context
Policy 8.1 – Disciplinary Action
Code of Conduct – Employees
Instruction 8.12 – Secondary Employment

History

Adopted	26 April 2017
Reviewed	24 July 2019
Reviewed	7 June 2021
Reviewed	26 April 2023
Reviewed	28 May 2025

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
   a) acknowledging the priority of the Local Government Act,
   b) secondary employment to include substantial commitments to community organisations,
   c) ensuring no conflict of interest with Shire concerns including –
      i) use of Shire resources both physical and electronic, work time,
      ii) potential for increased load on other staff
      iii) community perception and preservation of the Shire's reputation,
   d) employee responsibilities
   e) CEO responsibilities.

2. Notwithstanding the limitations, there is to be a general encouragement for employees to participate in community activities.

– End of Policy

Notes

8.13 Training, Study and Education

WALGA Workplace Relations, November 2016 – amended

Responsible Executive Chief Executive Officer

Statutory context
Local Government Act 1995
Building Regulations 2012
Food Act 2008
Work Health and Safety Act 2020
Public Health Act 2016

Corporate context
Policy 8.3 – Employee Performance and Development
Policy 8.6 – Leave – Award Entitlements
Policy 8.15 – Use of Fleet Vehicles – Work and Private Use
Policy 8.18 – Use of Private Vehicles – Work Purposes
Code of Conduct – Employees
Instruction 8.13 – Training, Study and Education

History

Adopted	26 April 2017
Amended	24 July 2019
Reviewed	7 June 2021
Reviewed	26 April 2023
Reviewed	28 May 2025

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
   a) mandatory qualification requirements for specific positions, in particular environmental health, food and building matters,
   b) mandatory training requirements, in particular for plant operation and WHS,
   c) professional development training directly associated with the employee's position,
   d) professional development not related to the employee's position but potential benefit to the Shire,
   e) circumstances in which expenses and type of expenses may be met in full or in part,
   f) provision for an allowance to be claimed by employees making private arrangements for accommodation etc for any training related to (a), (b) or (c) above,
   g) travel arrangements,
   h) professional association membership

2. Permitted rates for daily accommodation and breakfast and dinner, if not included in the training/conference cost are –
   a) those in accordance with the Australia Taxation Office Reasonable Travel Allowances Determination applicable to Perth (excluding incidentals), as issued for each financial year,
   b) to reimbursed or authorised through purchasing procedures, and
   c) not an allowance paid to the employee.

3. Where an employee has privately arranged accommodation, an allowance of 30% of the accomodation rate only, will be paid to the employee upon claim, and other reimbursements remain applicable.

4. Nothing in this policy prevents the CEO from approving accommodation at an expense greater than that provided in clause 2 if considered appropriate if the accommodation is at or near the conference or training venue, and other relevant matters are taken into account such as transport costs and time, employee safety and security after hours etc.

– End of Policy

Notes

Clause 2 – Australian Taxation Office Determination
Reasonable Travel Allowances
https://atotaxrates.info/allowances/ato-reasonable-travel-allowances/

8.14 Uniforms, PPE, and Personal Presentation

WALGA Workplace Relations, November 2016 – amended

Responsible Executive	Chief Executive Officer	
Statutory context	Work Health and Safety Act 2020	
Corporate context	Policy 8.1 – Disciplinary Action Code of Conduct – Employees Executive Instruction 8.12 – Uniforms, PPE, and Personal Presentation	
History	Adopted	26 April 2017
	Amended	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
   a) indoor employees –
      i) standard of dress if not wearing uniform,
      ii) uniform allowance, whether private purchase or through corporate supplier,
      iii) wearing and use of PPE is mandatory for relevant tasks
   b) outdoor employees –
      i) wearing and use of PPE is mandatory at all times
   c) PPE and Clothing to be provided by the Shire,
   d) conditions of use of PPE and uniforms,
   e) wearing of PPE or clothing displaying the Shire logo out of work hours – inappropriate behaviour reflecting badly on the Shire may result in disciplinary action.

2. Uniform allowance for indoor employees, following completion of probation period –
   - full time employee - $350 per year
   - part time employee - $200 per year

– End of Policy

Notes

8.15 Use of Fleet Vehicles – Work and Private Usage

WALGA Workplace Relations, November 2016 – amended

Responsible Executive	Chief Executive Officer	
Statutory context	Work Health and Safety Act 2020	
Corporate context	Policy 8.1 – Disciplinary Action Policy 8.17 – Workplace Surveillance Code of Conduct – Employees Instruction 8.13 – Training, Study and Education Instruction 8.15 – Use of Fleet Vehicles – Work and Private Usage	
History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
   a) subject to any contractual arrangement with the employee,
   b) principles of obtaining a vehicle,
   c) arrangements for vehicle when employee takes leave,
   d) CEO scope of authority and responsibility,
   e) if deemed appropriate, CEO may require FBT expense be recovered from employee,
   f) maintenance, responsibilities and requirements for vehicle – employee and Shire,
   g) use of a fleet vehicle displaying the Shire logo or easily identified as a Shire vehicle out of work hours – inappropriate behaviour reflecting badly on the Shire may result in disciplinary action.
   h) garaging of vehicle,
   i) consequences for breach of the Executive Instruction.

– End of Policy

Notes

8.16 Use of Private Vehicles – Work Purposes

Responsible Executive	Chief Executive Officer
Statutory context	Work Health and Safety Act 2020
Corporate context	Code of Conduct – Employees Instructions 8.1 – Disciplinary Action Instruction 8.13 – Training, Study and Education Instruction 8.16 – Use of Private Vehicles – Work Purposes
History	Adopted 26 April 2017 Reviewed 24 July 2019 Reviewed 7 June 2021 Reviewed 26 April 2023 Reviewed 28 May 2025

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
   a) to be applied where approval is given to use a private vehicle for work purposes,
   b) preference is for use of a fleet vehicle for all work purposes, but it is recognised that this is not always possible or appropriate,
   c) procedure for approval to use a private vehicle, requirements, and standards,
   d) obligations of employee and Shire,
   e) private vehicle not permitted to be used to transport Homecare clients,

– End of Policy

Notes

8.17 Workplace Surveillance

WALGA Workplace Relations, June 2016

Responsible Executive	Executive Manager Corporate & Community Services
Statutory context	Surveillance Devices Act 1998
Corporate context	Policy 8.1 – Disciplinary Code of Conduct – Employees Instruction 8.17 – Workplace Surveillance

History		
	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
   a) acknowledgement that the purpose workplace surveillance is –
      i) to ensure a safe environment for employees,
      ii) after hours security for protection of assets and equipment,
      iii) is not intended for surveillance of employees.
   b) approved and prohibited placement of surveillance devices,
   c) employees permitted to access images and recordings are –
      i) CEO,
      ii) Executive Managers,
      iii) Information Technology Officer, under instruction
   d) confidentiality of images and recordings,
   e) consequences for breach of the Executive Instruction.

– End of Policy

Notes

Placement and use of surveillance cameras should also have regard to –
www.dpc.wa.gov.au/GuidelinesAndPolicies/PremiersCirculars/Lists/Circular/Attachments/237/2009_05%20Registration%20of%20CCTV%20Systems.pdf

8.18 Salary Sacrifice

Responsible Executive	Chief Executive Officer
Statutory context	Australian Taxation Office – - Goods and Services Tax – legislation, rulings and guidelines - Fringe Benefits Tax – legislation, rulings and guidelines - Superannuation – legislation, limits
Corporate context	Instruction 8.17 – Salary Sacrifice
History	Adopted 26 April 2017 Reviewed 24 July 2019 Reviewed 7 June 2021 Reviewed 26 April 2023 Reviewed 28 May 2025

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to –
   a) compliance with all requirements of the Australian Taxation Office,
   b) being cost neutral to the Shire,
   c) limits on amount that may be salary sacrificed, duration and purposes.

– End of Policy

Notes

8.19 Employees – Recognition of Service (Gratuity)

WALGA Workplace Relations, November 2016 – amended

Responsible Executive Chief Executive Officer

Statutory context Local Government Act 1995 –
- s.5.50 – Payments to employees in addition to Award or contract

Local Government (Administration) Regulations 1996,
- specifically regulation 19A

Corporate context Nil

History

Adopted	26 April 2017
Amended	24 July 2019
Reviewed	7 June 2021
Reviewed	26 April 2023
Reviewed	28 May 2025

Policy Statement

1. Application

   An employee who has been dismissed by the Shire for any reason other than redundancy, will not be eligible to receive any payment under this policy.

   Long serving employees may be recognised within the parameters set by section 5.50 of the Local Government Act 1995 and the associated Regulations.

   An employee, whose employment is finishing, may be paid to a gratuity payment when their employment is ceasing due to –
   a) Resignation (not as a result of any performance management or investigation being conducted or pending/potential disciplinary action by the Shire);
   b) Retirement; or
   c) Redundancy.

2. Gratuity

   The CEO in consultation with the relevant Executive Manager, may –
   a) provide a gratuity to a qualifying employee in the form of a gift card or voucher from a local business within the Shire,
   b) exercise their discretion to provide money instead of a gift card or voucher.

3. Prescribed Amounts for Gratuity Payments

   Gratuity payments should be calculated based on the following prescribed amounts –
   a) Continuous service less than 2 years – to the value of $30 per year of service
   b) Continuous service greater than 2 years – to the value of $50 per year of service maximum payment of $1,000

4. Exceeding prescribed amounts

   In some circumstances, Council may consider it appropriate to make a payment greater than that specified by this policy. In which case local public notice is required to be given in relation to the proposed gratuity in accordance with the Local Government Act s.5.50 (2), and is not to exceed the amounts as set in the Local Government Administration Regulations 1996, specifically regulation 19A.

5. Determining Service

   For the purpose of this policy, continuous service shall be deemed to include –
   a) any period of absence from duty on annual leave, long service leave, paid compassionate leave, accrued paid personal leave and public holidays;

b) any period of authorised paid absence from duty necessitated by sickness of or injury to the employee up to a maximum of three months in each calendar year, but not including leave without pay or parental leave; or
c) any period of absence that has been supported by an approved workers compensation claim up to a maximum absence of 12 months.

For the purpose of this policy, continuous service shall exclude –
d) any period of unauthorised absence from duty unless the CEO determines otherwise;
e) any period of unpaid leave unless the CEO determines otherwise; or
f) any period of absence from duty on parental leave unless the CEO determines otherwise.

6. Financial Liability for Taxation
The employee has full responsibility for any taxation payable on a gratuity payment.

– End of Policy

Notes

Statutory requirements –
a) This Policy must be published on the Shire's website.
b) Recognition in excess of Policy may be made only if local public notice is given prior to payment being made.

Advertised on 22 August 2019 (Narrogin Observer)

Notes – (to be removed when no longer applicable) –
The Shire acknowledges that at the time the policy was introduced –
a) employees may be entitled to payments in addition to this policy as a result of accrued unused long service leave benefits, redundancy payments or notice periods as prescribed by, legislation or a relevant industrial instrument. The Shire has considered these provisions when setting the prescribed amount of any gratuity payment in this policy.
b) the financial implications to the Shire were understood and that these financial implications had been investigated based on the workforce position current at that time.

8.20 Elected Member and Employee Superannuation

WALGA Workplace Relations, November 2016 – amended

Responsible Executive	Executive Manager Corporate & Community Services	
Statutory context	Superannuation Guarantee (Administration) Act 1992	
Corporate context	Nil	
History	Adopted	26 April 2017
	Amended	24 July 2019
	Amended	23 June 2021
	Amended	17 April 2023
	Reviewed	26 April 2023
	Amended	1 April 2025
	Reviewed	28 May 2025

Policy Statement

1. Application

   This Policy applies to:

   a) All employees whether the full-time, part-time or casual; and
   b) All Elected Members of Council, subject to the provisions outlined below.

2. Employee Superannuation

   Employees will have freedom of choice over the complying fund that their Superannuation Guarantee Charge (SGC) are paid into.

   The superannuation default fund shall be the WAAware Super.

   Employees may elect to contribute additional superannuation, either as a deduction (after tax) or as salary sacrifice (before tax).

   The Shire will match the additional contribution to a maximum of 15.0% of salary, which includes the SGC component, i.e., SGC component plus matching component not to exceed 15.0%.

   - It should be noted that as the SGC component increases, the threshold for maximum matching contribution by the Shire will decrease.

   Employees can voluntarily contribute more than the threshold but will not receive a further contribution from the Shire.

   The additional contribution and the voluntary contribution can be deposited into the employee's fund of choice.

3. Elected Member Superannuation

   The Shire will pay superannuation contributions for Elected Members in relation to:

   - Council meeting fees;
   - Shire President allowance; and
   - Deputy Shire President allowance;

     at a rate equivalent to the compulsory employer contribution required under the *Superannuation Guarantee (Administration) Act 1992*.

   Elected Members must provide their nominated superannuation fund details in writing to the Chief Executive Officer by 31 May 2025, or upon commencement if elected thereafter.

   Elected Members may opt out of receiving compulsory superannuation contributions by providing written advice to the Chief Executive Officer at any time.

   Elected Members may request to salary sacrifice part or all of their taxable meeting attendance allowances. A written request must be submitted to the Chief Executive Officer for consideration and processing.

Elected Members seeking personal financial advice regarding their superannuation entitlements or arrangements are encouraged to obtain independent financial planning advice. The Shire's Administration is unable to provide personal financial advice.

4. Variation to This Policy

   This policy may be cancelled or varied from time to time. All employees and Elected Members will be notified of any variation to this policy.

– End of Policy

Notes

8.21 Equal Employment Opportunity & Diversity & Inclusion

WALGA Workplace Relations, November 2016 – amended

Responsible Executive	Chief Executive Officer	
Statutory context	WA Equal Opportunity Act 1984	
	Equal Opportunity Act 1986	
	Racial Discrimination Act 1975	
	Sex Discrimination Act 1984	
	Disability Discrimination Act 1992	
Corporate context	Policy 8.2 – Discrimination, Harassment and Bullying	
	Policy 8.4 – Grievance	
	Policy 8.10 – Recruitment and Selection	
	Policy 8.13 – Training, Study and Education	
	Code of Conduct – Employees	
	Instruction 8.2 – Discrimination, Harassment and Bullying	
	Instruction 8.4 – Grievance	
	Instruction 8.10 – Recruitment and Selection	
History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Amended	28 June 2023
	Reviewed	28 May 2025

Policy Statement

Introduction

The Shire is committed to equal opportunity and diversity and promotes a work environment that is free from discrimination and harassment, and where individuals are treated with fairness, respect, equality and dignity.

This involves the improvement in the skills and competency levels of employees to provide equal access to further employment or career path progression. The Shire acknowledges and celebrates diversity and commits to continuing to actively and flexibly seek to appoint and accommodate the unique needs of many different employees.

We believe that a diverse workforce leads to innovation, collaboration, and enhanced service delivery. We are dedicated to promoting equality, eliminating discrimination, and ensuring that all employees, clients, residents, and ratepayers are treated with fairness, dignity, and respect.

Application

This policy is to apply to employees, volunteers and contractors/consultants.

Environment

The Shire recognises that when conflict, discrimination and harassment occurs in the workplace, job satisfaction, morale and productivity suffers. A healthy and safe work environment free from unnecessary discrimination, harassment and bullying is the a primary objective of the Shire.

Diversity

The Shire appreciates the value inherent in a diverse workforce. Diversity may result from a range of factors; origin, age, gender, gender identity, sexual orientation, race, cultural heritage, lifestyle, education, physical ability, appearance, language or other factors.

Non-Discrimination

The Shire strictly prohibits any form of discrimination or harassment based on an individual's protected characteristics. All employees, clients, residents, and ratepayers should be treated with fairness, impartiality, and respect in all aspects of their engagement with the organisation.

Inclusive Language

To ensure inclusivity in our communications, the Shire encourages the use of the appropriate pronouns and prefixes as provided by individuals.

Recruitment and Selection

The Shire is committed to fair and inclusive recruitment and selection processes. We strive to attract a diverse pool of candidates by ensuring job advertisements are inclusive and reaching out to diverse communities when recruiting. All recruitment and selection decisions will be based on merit, qualifications, skills, and experience relevant to the position.

Professional Development and Training

To promote a culture of diversity and inclusion, the Shire will provide ongoing professional development and training opportunities for employees. These programs will aim to raise awareness, enhance understanding, and develop skills in relation to diversity, cultural competency, unconscious bias, and respectful communication.

Facilities and Accessibility

The Shire is committed to providing reasonable facilities to individuals with disabilities to ensure equal access to employment opportunities, services, facilities, and information. Employees, clients, residents, and ratepayers requiring facilities or equipment should notify the appropriate Department, and the Shire will make reasonable efforts to provide suitable accommodations.

Reporting and Complaints

Any instances of discrimination, harassment, or other forms of inappropriate conduct in violation of this policy should be reported immediately. The Shire will investigate all complaints in a fair and timely manner and take appropriate action to address any confirmed violations. Whistleblower protections will be provided to individuals who report in good faith.

Continuous Improvement

The Shire is committed to regularly reviewing and improving its diversity and inclusion practices. Feedback and suggestions from employees, clients, residents, and ratepayers are encouraged and will be considered in the ongoing development of our policies and procedures.

Implementation

The Shire will communicate this policy to all employees, clients, residents, and ratepayers. It will be made readily available on the organisation's website and intranet. Executive Management will oversee the implementation, monitoring, and review of this policy and provide support and guidance to employees.

– End of Policy

Notes

Section 9 - WORK SAFETY & HEALTH

9.1 Work Health and Safety Policy

Responsible Executive	Executive Manager Infrastructure Services	
Statutory context	Work Health and Safety Act 2020	
Corporate context	Policy 8.1 – Disciplinary Action Policy 8.4 – Grievance Policy 9.4 – Workplace Visitors – Management Code of Conduct – Employees Instruction 9.1 – Work Health and Safety – All Workers, including contractors WHS – Manuals, Requirements, Standards and Procedures WHS – Contractors Handbook	
History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	28 October 2020
	Adopted	24 November 2020
	Reviewed	7 June 2021
	Reviewed	February 2022 (draft version)
	Adopted	23 March 2022
	Reviewed	26 April 2023
	Reviewed	28 May 2025
	Reviewed	14 April 2026

Policy Statement

1. The Shire of Narrogin will plan and conduct works in such a manner that the health, safety and welfare of persons is given the highest level of protection, so far as is reasonably practicable, including for:
   a) Any members of the community, or other persons, who may be affected by works undertaken;
   b) All workers, whilst engaged in the performance of works, and;
   c) All visitors to our workplaces.

2. The Shire understands and accepts responsibilities imposed under WHS legislation and is committed to providing healthy and safe working conditions, which are aimed at the prevention of work related injuries or ill health. Consistent with this, the Shire will:
   a) Provide and maintain a healthy and safe work environment through the proactive identification of work related hazards and elimination of these where possible, or reduction of associated risk level through the application of the hierarchy of risk controls where hazards cannot be completely eliminated;
   b) Strive to achieve high standards and continuous improvement in work health and safety performance by utilising best practice procedures and taking into account current levels of technical knowledge and development;
   c) Comply with all applicable legislation and requirements;
   d) Establish, implement and maintain an Work Health and Safety Management System; including measurable objectives and targets aimed at elimination of work related injury and illness;
   e) Ensure that all workers and other persons within the workplace are fully informed of potential hazards and associated risk control measures, including through a process of training, instruction, information sharing and supervision as applicable;
   f) Effectively communicate and consult with all WHS duty holders, including workers and their representatives, so as to ensure that everyone within the workplace is offered the opportunity to participate in the ongoing development of a healthy and safe workplace; and

g) Ensure that all workers, are fully aware of their responsibility to take reasonable care to safeguard their own health and safety at work and to avoid adversely affecting the health or safety of others through any act or omission at work and report hazards, accidents, incidents and near misses to their supervisor.

3. Copies of this Policy shall be made readily available to all workers, and any other interested parties, including through display within the workplace.

– End of Policy –

Notes

Refer –
1. WHS – Manuals, Requirements, Standards and Procedures
2. WHS – Contractors Handbook
3. WHS – Employees and Volunteer Handbook (formerly titled Work Health and Safety Induction Handbook).

9.2 Work Safety & Health – Executive Instructions

Responsible Executive	Executive Manager Infrastructure Services	
Statutory context	Work Health and Safety Act 2020	
Corporate context	WHS – Manuals, Requirements, Standards and Procedures WHS – Contractors Handbook	
History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. The CEO is to prepare and maintain a detailed Executive Instructions regarding this matter, which is to include but is not limited to –
   a) acknowledgement of the priority of the Work Health and Safety Act 2020;
   b) the establishment and operation of employee based WHS Committee in accordance with the Act;
   c) requiring the development, maintenance and review of WHS manuals, requirements, standards, procedures, guidelines etc;
   d) requiring the development, maintenance, and review of WHS Handbook for Contractors etc; and
   e) consequences for breach of the Executive Instruction.

– End of Policy

Notes

9.3 Drugs and Alcohol

WALGA Workplace Relations, November 2016

Responsible Executive	Executive Manager Infrastructure Services	
Statutory context	Work Health and Safety Act 2020	
Corporate context	Policy 8.1 – Disciplinary Grievance Policy Grievance Procedure Policy Code of Conduct – Employees	
History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Amended	7 June
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. Introduction

   This policy is designed to eliminate the risks inherent in the in the use or abuse of drugs alcohol or other substances and to provide a safe and productive workplace for employees.

   The Shire is committed to ensuring all employees take reasonable care not to endanger the safety of themselves or others (including customers) in the workplace. Alcohol and other drug usage becomes an work safety and health issue if a worker's ability to exercise judgment, coordination, motor control, concentration and alertness at the workplace is impaired.

2. Application

   For the purpose of this policy –

   - the term “employee” shall extend to cover contractors as per the Work Health and Safety Act 2020, volunteers and any person performing work for or with the Shire in any capacity,
   - the workplace is defined as any place in which work is carried out while engaged by the Shire.

   Employees must report to their employer any situation where they genuinely believe that an employee may be affected by alcohol and/or other drugs.

3. Responsibility

   Under the Work Health and Safety Act 2020, workers must take reasonable care of their own safety and health and not endanger the safety and health of others at the workplace. The consumption of alcohol and/or drugs while at work is unacceptable (the hazard extends to being adversely effected, possibly as a result of the night before in addition to consumption as work), except in relation to any authorised and responsible use of alcohol at workplace social functions.

   All employees are expected to comply with the Code of Conduct for Employees at all times. They should carry out their duties in a professional, responsible and conscientious manner and refrain from any conduct (including alcohol abuse or substance misuse) which could adversely affect their personal work performance or the safety and well-being of others.

   Employees are required to present themselves for work and remain, while at work, capable of performing their work duties safely. An employee who is under the influence of alcohol and/or drugs at the workplace, or is impaired, may face disciplinary action including possible termination of employment.

4. Drug Use in a Shire workplace

   Employees who buy, take, or sell drugs in any Shire workplace, may be found to have engaged in serious misconduct. Such behaviour may result in disciplinary action up to and including dismissal.

5. Prescribed and Over the Counter Medications

   The Employee must follow the instructions in respect of prescribed or over the counter medications. If the medication affects their ability to perform a task they must advise their supervisor or manager. Employees taking prescribed or over the counter medication must not commence duties if their doctor or pharmacist indicates that it would not be safe to do so.

   The categories of drugs and substances prohibited by the Shire are outlined as per the Australian Standard AS 4308 for drugs of abuse.

6. Consumption of Alcohol on the Premises

   Except in situations where the Shire holds or hosts a function within the district and alcohol is provided, employees must not bring in and/or consume alcohol in the workplace. With the approval of the CEO or Executive Manager an employee may be approved to drink alcohol at a work related function.

7. Responsibilities

   The Shire considers that the use of alcohol or other drugs is primarily a health issue for individual employees, however, where an employee's performance or conduct affects their health and safety, and/or others in the workplace, the Shire is committed to appropriately managing the issue.

   A likely outcome of any breach of this policy will be disciplinary action (up to and including termination of employment), however the Shire may also manage the issue by –

   - Providing appropriate education and training to employees;
   - Providing professional counselling and support where needed.

8. Managers' Responsibilities – Consumption of Alcohol at Work Sponsored Functions

   Team managers shall –

   a) encourage their staff to make alternative arrangements for transport to and from the function;
   b) ensure that the following is made available: - Low alcohol beer, soft drinks and water - Beverages: tea, coffee and food;
   c) if the manager believes a person may be over the Blood Alcohol Content (BAC) 0.05 limit, assist the person with safe transport home (including contacting a family member or arranging a taxi); and
   d) if the manager has to leave the function early, appoint a delegate to oversee the rest of the function.

9. Drug/Alcohol Treatment Programs

   Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the Shire will provide assistance to the employee –

   a) the Shire will allow an employee to access any accrued personal or annual leave, or leave without pay by agreement of the CEO, while they are undergoing treatment, and;
   b) the Shire will take steps to return an employee to their employment position after completion of the treatment program, if practicable in the circumstances.

   Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the line manager or members of senior management, will review the full circumstances and agree on a course of action to be taken. This may include redeployment to suitable alternative employment, or possible termination from employment if the employee is unable to safely carry out the requirements of their role.

10. Pre-Employment Medical Tests

    As part of the recruitment selection process, preferred candidates for employment positions may be required to attend a medical assessment which includes drug and alcohol testing. Failure to provide a negative test result may result in their application for employment being unsuccessful.

11. Random Testing

    Random testing may also be conducted. Random testing may utilise a variety of methods for randomly selecting names such as software, lottery of selection through coloured marbles in a bag drawn by each employee. All staff on site must participate in the random selection.

12. Identification of Impairment & Testing

    If the Shire has reasonable grounds to believe that an employee is affected by drugs and/or alcohol it will take steps to address the issue.

    Reasonable grounds may include (but are not limited to), where an employee's coordination appears affected, has red or bloodshot eyes or dilated pupils, smells of alcohol, acts contrary to their normal behaviour, or otherwise appears to be affected by drugs and/or alcohol.

    Testing may be carried out as a result of all incidents (including, but not limited to near miss, injury, property damage, and personal altercations).

    If the Shire suspects that an employee is under the influence of drugs and/or alcohol it may pursue any or all of the following actions –

    - direct an employee to attend a medical practitioner and submit to a medical assessment to determine whether the employee is fit to safely perform their duties;
    - require that an employee undergo drug and alcohol testing administered by a Shire authorised testing provider (such as Pathwest) at the direction of the Shire;
    - direct an employee to go home.

    A medical assessment may include a drug and/or alcohol test. Testing shall be conducted in accordance with the Australian Standard AS/NZS 4308:2008 – Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.

    In circumstances where an employee indicates the consumption of prescription or pharmacy drugs, the Shire may request further information from the medical practitioner conducting the assessment about the effects and proper usage of the prescription or pharmacy drugs being taken. The Shire may direct the employee to go home following the medical assessment until it can be established that they are fit to undertake their duties.

    If an employee refuses to attend a medical examination or refuses to submit to an alcohol or drug test, the employee will be immediately directed to go home. Refusal to attend a medical assessment or refusal to go home constitutes a breach of this policy and may result in disciplinary action being taken against the employee up to and including the termination of employment.

    The following steps are to be taken where an employee who has submitted to a medical assessment returns a positive test result for alcohol and/or drugs –

    - The employee tested and the CEO will be informed of the result;
    - A disciplinary discussion will take place in accordance with the disciplinary policies and procedures of the Shire.

    An employee who returns a positive test will be in breach of this policy. A breach of this policy may result in disciplinary action being taken against the employee up to and including the termination of employment.

13. Testing in the event of an accident/incident

    The Shire, at the discretion of the CEO or Executive Manager may require an employee to undertake a drug and alcohol test, as described above, in the event of an accident or incident where there is a risk to health and safety.

14. Education, Training & Awareness

    The Shire may provide education and training to all employees at the workplace about the effects of alcohol and other drugs and their risks to safety and health. Line managers may be given training so that they may identify situations where an employee is potentially misusing alcohol or drugs.

    Employees who recognise that they have a drink or drug problem, or that they are at risk of developing one, are encouraged to come forward so that they can be assisted to the get the appropriate help. Contacts at outside agencies where help can be obtained will be made readily available to all employees via the Shire's noticeboards.

    The Shire engages the services of an external Employee Assistance Provider who can provide the organisation's people with free and confidential counselling.

15. Testing Provider

    Drug and alcohol testing may be undertaken by Pathwest Laboratories, Narrogin or another provider if required.

16. Consequences of Breaching this Policy

    An employee engaged by the Shire who breaches the provisions of this policy may face disciplinary action including possible termination of employment.

17. Variation to This Policy

    This policy may be cancelled or varied from time to time. All employees will be notified of any variation to this policy.

– End of Policy –

Notes

9.4 Health and Wellbeing

WALGA Workplace Relations, November 2016 – amended

Responsible Executive	Executive Manager Infrastructure Services	
Statutory context	Nil	
Corporate context	Nil	
History	Adopted	26 April 2017
	Amended	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. Introduction

   The Shire encourages the health and wellbeing of our employees at work and promotes employee work life balance so our employees are able to fulfil work and lifestyle responsibilities efficiently and effectively.

   The purpose of this policy is to ensure that staff have the opportunity to access health and wellbeing initiatives and choices in the workplace.

2. Application

   This policy applies to all permanent full time or part time employees of the Shire.

3. Wellbeing Program

   LGIS Municipal Workcare Scheme has developed a preferred supplier arrangement, and it is through this that the Shire offers employees access to health services.

   The Shire is provided with a range of health services such as –

   a) Health Assessments
   b) Skin Cancer Screenings
   c) Flu Vaccinations
   d) Health Seminars/ Workshops
   e) Ergonomic Assessments
   f) Manual Task Training

   Periodically throughout the year, health and well-being matters will be promoted and made available to employees. As the services are dependent on funding, limited spaces may be available however every effort will be made to provide these services to those interested in participating.

4. Staff Leisure Centre Membership Subsidy

   The Shire offers permanent full time and part time employees the ability to purchase a single or family membership for the Narrogin Regional Leisure Centre at a 50% discount of the adopted annual rates to encourage fitness and general wellbeing within the workforce. Note: this does not include coordinated sports activities.

5. Smoke Free Workplace

   The Shire is committed to promoting a smoke free workplace.

   Smoking in the following places is prohibited –

   - All Shire buildings,
   - All Shire vehicles and plant,
   - The Depot office, workshop, the bottom lean-to (plant and chemical storage) or within 20 metres of the diesel transfer tank
   - Within 5 metres of access points to buildings such as doors, windows, near air conditioning vents and ducts
   - Courtyards

- Other areas designated as non-smoking areas by signage

The underpinning principle being that non-smokers shall not be subjected to smoke inhalation, therefore if you are asked to move away or extinguish a cigarette, you must comply with the request.

Ensure that cigarette butts are dealt with appropriately. They must be put out, picked up and disposed of in the appropriate receptacle – they are not to be disposed of in flowerbeds, walkways etc.

6. Staff Support Services

a) Access

The Shire offers staff support services, in the form of confidential counselling services through LGIS, to assist employees experiencing personal and/or work related issues.

The services are offered to all employees of the Shire and are designed to be short-term. Use of the services provided is on a voluntary basis and is free to employees.

If a problem cannot be resolved by the individual's own efforts or through other means, the LGIS counselling service can be accessed by –

- Manager referral - in some cases, managers may suggest to employees that they may benefit from utilising the counselling service. In this case referral to LGIS counselling services should be kept confidential between the manager and the employee, or
- Internal Contact – employees may contact the Exeucitve Manager Corporate & Community services to organise referral. Alternatively, employees may access the service at their own discretion. Workers and managers can access the service by phone or email (face to face if availability permits) enabling them to receive confidential counselling support wherever they are based.

LGIS can be contacted by –

- phoning 9483 8857,
- email admin@lgis.wa.com.au, or
  https://www.lgiswa.com.aut

b) Number of Sessions

The counselling services provided by LGIS are primarily ‘stress counselling’ and of a short-term nature. Sessions are generally one hour in duration. The service is available between 8.30am and 5.00pm Mondays to Fridays. Sessions are predominantly phone based. Upon special request, face to face counselling can be organised depending on availabilities.

If the psychologist considers the issue to require ongoing counselling or long term therapy, resources will be provided to the employee to sought alternative support (for example, through the Better Access scheme via a doctor’s referral or local resources available within the community).

c) Leave Provisions

In the event that the employee desires to ensure that their manager is not aware that they are undertaking counselling, then the employee should organise sessions to be completed during non-working hours. The arrangement for taking time off during work hours will be the same as for any form of absence from the workplace, including time in lieu, however the manager does not need to be informed of the referral or the specifics of the matter.

d) Confidentiality

A significant feature of the LGIS counselling service is the high level of Confidentiality and the respect for the employee’s privacy. All employees utilising the service are required to sign a confidentiality agreement to enforce this.

Information on all referrals to LGIS counselling services will be in strict confidence. Confidentiality means that the Shire will not receive any information from LGIS concerning the employee's problem. Employees will need to provide written consent to release their personal information, should they choose to share their counselling information to a third party.

Provider – LGIS counselling services should be contacted by the employee for an appointment.

7. Communication

The Shire will ensure that –

- All employees receive a copy of this policy during the induction process.
- This policy is easily accessible by all members of the organisation.
- Employees are empowered to actively contribute and provide feedback to this policy.

– End of Policy

Notes

9.5 Workplace Visitors – Management

Responsible Executive	Executive Manager Infrastructure Services	
Statutory context	Work Health and Safety Act 2020	
Corporate context	Nil	
History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. The Shire is committed, to ensuring that visitors to workplaces are not exposed to hazards as far as reasonably practicable.
2. Severe penalties apply under the Work Health and Safety Act 2020 if visitors to workplaces are injured through not being appropriately cared for.
3. Visitors to workplaces are required to comply with the directions of staff by the WHS Act.
4. All locations –
   a) Visitors who wish to move around the location must be accompanied by a Shire employee at all times, with the exception of authorised contractors/subcontractors.
   b) Employees are to ensure that all walkways and access/exit points remain clear of obstacles at all times.
   c) Prior to being authorised to enter a workplace/worksite which has known hazard/s, all visitors must be provided with a workplace specific induction on the nature of the hazard/s within that location and must be instructed in any emergency evacuation procedures.
5. Offices and similar locations –

   All visitors are to report to the front counter, where applicable, or to the appropriate Manager / Supervisor before entering the workplace/worksite.
6. Depot Workshop and Yard –

   Prior to entry into the depot workshop or yard, all visitors, contractors and subcontractors are to report to the depot office.
7. Construction and maintenance sites and similar locations –
   a) Prior to entry to a construction/maintenance site, all visitors, contractors and subcontractors are to report to the site manager or supervisor.
   b) High visibility workwear is mandatory for depot yard and worksites.
   c) Appropriate footwear and PPE for the purpose is mandatory.

– End of Policy

Notes

9.6 Risk Management - Deleted

History	Deleted	24 July 2019 (Resolution of Council 0719.12)

9.7 Mental Health Policy

Responsible Executive	Executive Manager Infrastructure Services
Statutory context	Public Health Act 2016, Section 16 Work Health and Safety Act 2020
Corporate context	Local Public Health Plan 2021-2026 Work Health and Safety Policy Discrimination, Harassment and Bullying policy Alcohol and Drug Policy Active Narrogin Policy Health and Wellbeing Policy Grievance Policy Equal Employment Opportunity & Diversity & Inclusion Policy
History	Adopted 26 July 2023 Reviewed 28 May 2025

Policy Statement

Mental health can be defined as the capacity to feel, think and act in ways that enhance our ability to enjoy life and deal with the challenges we face.

Mental health problems have causes including stressors within the workplace and the outside world. The most common mental health problems in the workplace are stress, anxiety and depression. These can result in poor working relationships, errors and accidents, absenteeism and high staff turnover.

Recent trends indicate that mental ill health in the workplace is increasing. It has been suggested that mental health problems are an increasing cause of injury, illness and absences across Australian workplaces.

The potential benefits of mental health promotion include increased productivity and loyalty, reduced absenteeism and staff turnover. The employee experiences enhanced wellbeing, which also impacts on physical wellness and family life.

Purpose

The purpose of this policy is for the Shire of Narrogin to establish, promote and maintain the mental health and wellbeing of all employees through workplace practices, and encourage employees to take responsibility for their own mental health and wellbeing.

The Shire of Narrogin believes that the mental health and wellbeing of our employees is key to organisational success and sustainability.

Goals/Objective

A mentally healthy workplace is one that takes a proactive and preventative approach to mental health, where risk factors are identified, and reasonably practicable action is taken to minimise their potential negative impact on an individual's mental health. It is also one where protective and resilience factors are fostered and maximised and there is a focus on ensuring good workplace outcomes for employees at risk of mental health problems and illness.

To achieve this the Shire of Narrogin will aim to:

- Build and maintain a workplace environment and culture that supports mental health and wellbeing and prevents discrimination (including bullying and harassment);
- Provide leadership and support that engages employees to build organisational and individual resilience in the workplace particularly to change, stress and work demands;
- Increase employee knowledge and awareness of good mental health and wellbeing and empower workers to take responsibility for their own mental health and wellbeing;
- Reduce stigma around depression and anxiety in the workplace, and all forms of mental health illness;
- Facilitate employees active participation in a range of initiatives that support mental health and wellbeing; and
- Encourage work life balance and support flexible work arrangements where reasonably practical and does not result in negative local economic outcomes.

Scope

- This policy will comply with Work Health and Safety legislation.
- This policy will be implemented in accordance with existing organisational policies and practices such as the Work Health and Safety (WHS) and the Equal Employment Opportunity & Diversity & Inclusion Policy.
- This policy will be owned at all levels of the organisation and implemented across all departments, evaluated and reviewed as appropriate.
- This policy applies to all employees of the Shire including casual staff.

Roles and Responsibilities

The CEO with support of the Executive Leadership Team (ELT) is responsible for providing overall direction and commitment for this policy.

The ELT Team and Human Resources Officer are responsible for:

- Facilitating the development and delivery of tools, information, training and education as necessary to support the effective implementation of this policy;
- Monitoring the effectiveness of mental health strategies and reporting outcomes to the WHS Committee and Executive Leadership Team;
- Providing independent and confidential advice and support to managers and employees;
- Ongoing awareness raising and improving the organisation's literacy of, and capability with mental health and wellbeing; and
- Referral of employees for assistance and support as necessary.

Managers have a responsibility to:

- Ensure that all employees are made aware of this policy;
- Actively support and contribute to the implementation of this policy, including its goals;
- Manage the implementation and review of this policy;
- Refer employees for assistance and support as appropriate; and
- Seek advice from the Executive Leadership Team or Human Resources Officer when required.

All employees have a responsibility to:

- Understand this policy and seek clarification from management where required;
- Support fellow employees in their awareness of this policy;
- Support and contribute to the organisation’s aim of providing a mentally healthy and supportive environment for all employees;
- Take reasonable care of their own mental health and wellbeing, including physical health; and
- Take reasonable care that their actions do not affect the health and safety of other people in the workplace.

Communication

The Shire of Narrogin will ensure that:

- This policy is easily accessible by all employees of the organisation;
- Employees are informed when a particular activity aligns with this policy;
- Employees are empowered to actively contribute and provide feedback to this policy; and
- Employees are notified of all changes to this policy.

Monitoring and Review

- The policy will be audited, monitored and reviewed in line with existing policies and procedures.
- Evaluation will be conducted by those personnel with overall responsibility for this policy.

– End of Policy

Notes

Section 10 - BUILDING / DEVELOPMENT

10.1 Kerb / Footpath Deposit – Adjoining Works

Responsible Executive	Executive Manager Infrastructure Services	
Statutory context	Building Act 2011 Building Regulations 2012 Shire of Narrogin Public Places & Local Government Property Local Law 2016	
Corporate context	Delegation 10.3 – Control of Planning Matters	
History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. Where the estimated value of building / demolition developments exceeds $20,000.00, a kerb / footpath deposit is required to be paid to the Shire of Narrogin by the applicant.
2. The following conditions apply –
   a) The kerb/footpath deposit must be paid to the Shire of Narrogin before a building/demolition permit can be issued.
   b) Loading and unloading of steel track machinery on the road without the use of rubber tyres or timber, will result in no refund of your kerb/footpath deposit.
   c) All development material including sand, bricks and timber must be cleaned from the footpath and road verge area at the completion of the development.
   d) All damage to kerbing, footpaths, verge and road area caused during the development, must be repaired prior to requesting a refund.
3. The deposit is to be held in Council's Municipal Fund.
4. Once the development has been completed, and a request for refund of the deposit has been received, an appropriate person is to conduct a site inspection.
5. If there is damage to the kerb, footpath, verge or road surface, the cost of repair is to be deducted from the deposit prior to refund being made.
6. If approved, a refund for the authorised amount is to be issued to the person who lodged the original deposit.
7. If the cost of repairing the damage exceed the deposit amount, and invoice for the balance is to be issued to the property owner or contractor.

– End of Policy

Notes

10.2 Shade Cloth Structures

Responsible Executive	Executive Manager Planning & Sustainability	
Statutory context	Building Act 2011 Building Regulations 2012	
Corporate context	Nil	
History	Adopted	26 April 2017
	Amended	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. Upon application, approval may be given to use shade cloth to cover or enclose an area between a patio, pergola, carport or garage and an adjoining fence –
   a) within the side and rear setbacks of residential properties within town sites,
   b) the structure shall be of shade cloth supported on a lightweight framework of metal installed between the roof of the adjacent structure and below the top of the boundary fence,
2. Prior to approving a shade cloth structure up to a boundary, an appropriate employee shall refer the application to the adjacent landowners/occupiers for comment over a minimum 14 day period.
3. Shade cloth structures will not be permitted within the front setback of any property.
4. Approval may be granted to such structures where no objections are received during the comment period. All other applications shall be referred to Council for determination.

– End of Policy

Notes

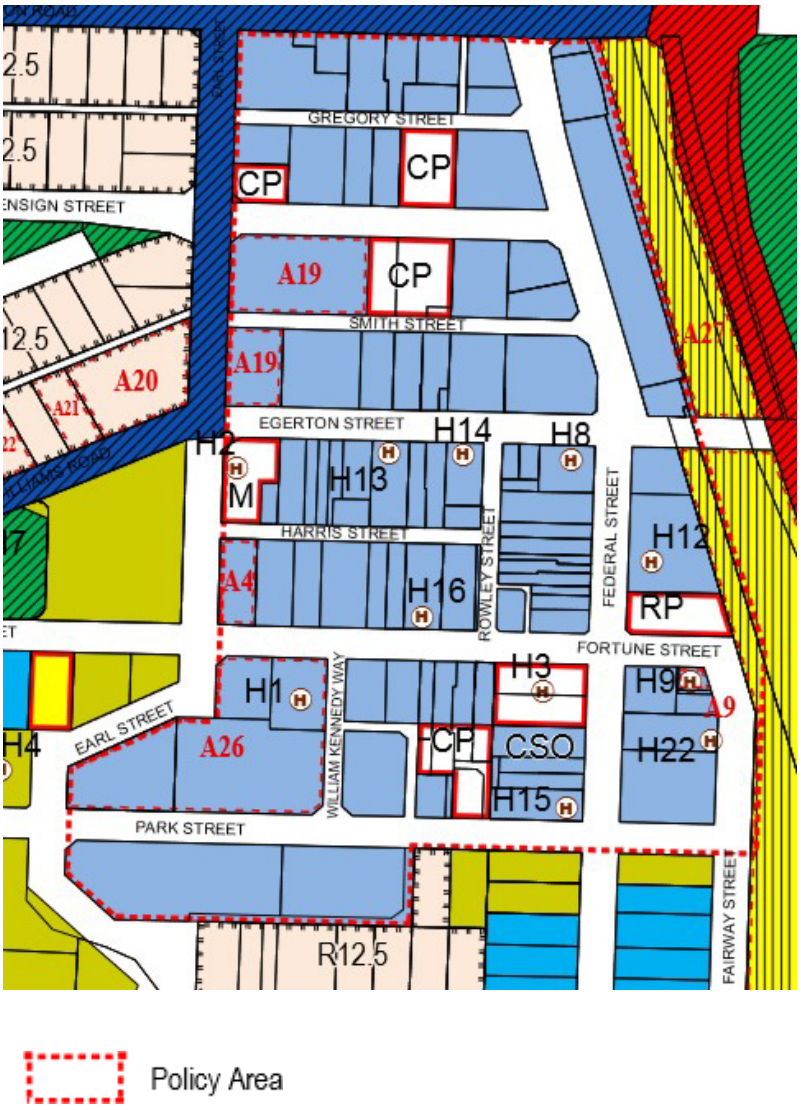
10.3 Colour Palette and Sign Guide (Central Business Precinct)

Responsible Executive	Chief Executive Officer	
Statutory context	Nil	
Corporate context	Colour Palette Guide & Signage Guide	
History	Adopted	28 July 2020
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

The Central Business Precinct

This Policy applies to the Central Business District (CBD). The Central Business Precinct is bounded by the southern side of Clayton Road, Federal Street, Fairway Street, Park Street and Earl Street as defined in the former Town of Narrogin Town Planning Scheme No.2 as depicted in the plan below.



Former Town of Narrogin Town Planning Scheme No. 2 – Scheme Map

1.0 COLOUR PALETTE

1.1 Objectives

The objectives of this policy are to:

- Encourage proponents within the CBD Precinct, if they intend painting the exterior of their property or affixing or altering signage to their property, to lodge a Development Application to the Shire for assessment in accordance with this Policy.
- Create a consistent colour palette applicable to development using colours from the Town Centre Colour Palette Guide developed by H+H Architects;
- Strengthen the identity of the Central Business Zone;
- Provide guidance to Council, private landowners and developers on the appropriate external colours for new or existing development;
- Encourage where possible, original colour schemes to enhanced the heritage building, streetscape and the Central Business Precinct;
- Attain a high quality visual streetscape; and
- Preserve, enhance and complement the existing built environment.

1.2 Policy Statement

An integral part of the '2016 Narrogin Townscape Study Review' undertaken by H+H Architects and Malone Design is the adoption of a "colour palette" to be used as a guide by Council when it assesses new and existing development, and when it selects colours for application to public street furniture and public buildings.

The colours are considered appropriate to the Shire of Narrogin environment, and have the potential to introduce an exciting new element into the town's character.

H+H Architects has been commissioned to develop the Shire of Narrogin 'Town Centre Colour Palette Guide and Sign Guide', which is to be used as a basis for guiding developments within the Central Business Precinct and to be read in conjunction with this policy.

1.3 Policy Provisions

Colours Guidelines

1.3.1. Development Applications lodged that propose the treatment of the external surface of a building shall include the following information:

- Demonstrate that the type of paint, as well as the preparation of the building and application of the paint will contribute to the conservation of the building, and will not significantly compromise the significant heritage fabric of the building.
- Evidence of research into original colour schemes in the form of a paint scraping and/or historical research into the style of building.

1.3.2. Where possible, colours selected shall be consistent with the original colour schemes of the building.

1.3.3. Where it is not possible to determine the original colour scheme, colour selection shall be consistent with the following key principles and the Colour Palette Guide based on the era of the development (Federation, Inter-War and Post War):

- The main body of the wall shall be natural wall colours that suggest the natural materials underneath (i.e. brick, stone or render).

- Where it is proposed to paint brick or stone quoining, colours shall be consistent with the natural materials underneath.
- Decorative elements - including cement rendered dressings (stucco), architraves, friezes, cornices, and pilasters – shall be highlighted with the use of no more than two muted tones in a lighter colour than the main body of the wall.
- Outer window frames shall be painted in dark colours (browns, deep reds, or dark greens), with light cream or white highlights accentuated in window sashes, and dividing joinery between individual window panes.
- In the case of verandahs and awnings, structural elements shall be dark tones (browns, deep reds, or dark greens) while decorative elements shall be highlighted with the use of light muted tones (cream or white).
- In the case of buildings with external timber cladding, paint colours shall be consistent with the original colour schemes of the building.

1.3.4. In addition to clause 1.2., Council shall have regard to the following:

- Any established conservation management plan relating to the site;
- Any statement of heritage impact relating to the site; and
- Any advice received from the Heritage Council of Western Australia relating to the site.

1.4 Face brickwork and Limestone Fabric

1.4.1. Council will not approve the rendering or painting of face brickwork or limestone fabric for buildings of recognised heritage significance unless it can be demonstrated by the applicant that it is not possible to conserve the face brickwork or limestone fabric in its current form, and painting or rendering the face brickwork or limestone fabric is the only suitable conservation treatment in the circumstances.

1.4.2. The sealing of exposed face brickwork or limestone fabric of buildings with recognised heritage significance is not considered appropriate and will not be supported.

1.4.3. In cases where treatment of face brickwork and limestone fabric is proposed, an application shall be accompanied by a technical report from a suitably qualified expert in support of the methodology to ensure that the treatment will be beneficial for the ongoing conservation of the building.

1.5 Treatment of Existing Buildings Listed in the Shire of Narrogin Local Heritage Survey 2019

1.5.1. Paint colours shall be compatible and complimentary to the heritage character of the existing building.

1.5.2. Where the external building is constructed of face brickwork and limestone fabric, treatment of external surfaces shall be in accordance with clause 1.2 of this policy.

1.6 New and Infill Development

1.6.1. Proposed colour schemes and finishes are to be consistent with the Colour Palette Guide and have regard to the following criteria:

- Whether the colour scheme and/or building finishes are consistent with the streetscape.
- Whether the colour scheme and/or building finishes are likely to have any significant impact on any abutting or immediately adjacent property with recognised heritage significance.
- The colour palette shall be used as a guide for applicants when assessing new and existing development including street furniture and public buildings within the Shire of Narrogin Central Business Precinct.

- Applicants will be strongly encouraged to use the colour palette that reflect the era of development (Federation, Inter War and Post War periods).
- Any request by an applicant to deviate from the adopted colour palette must be accompanied by detailed reasons. The CEO may approve alternative colours which are reasonably close to those contained within the colour palette, and where the overall visual intent will not be compromised.

2.0 SIGN GUIDELINES

2.1 Objectives

The objectives of this policy are to:

- Ensure consistency with the sign guidelines for the Town Centre Precinct in accordance with the Town Centre Colour Palette Guide and Signage Guide prepared by H+H Architects.
- Guide the design, materials and siting of advertising structures and signs in the Town Centre Precinct.
- Ensure that signs erected on heritage buildings, or any buildings in the Town Centre Precinct, should be compatible with the character of the building, streetscape and heritage precinct.
- Ensure that signs are located in appropriate positions on the building, be clear and easy to read from the street and not to visually dominate the building or area.

2.2 Policy Statement

This policy has been prepared to support and to be read in conjunction with Part V – Control of Advertisements of the former Town of Narrogin Town Planning Scheme No. 2 and the Shire of Narrogin Public Places and Local Government Property Local Law 2016. The scheme requires the submission of an application for Development Approval for non-exempt advertisements.

2.3 Policy Provisions

Signs above Verandah Level

Advertising panels on parapets should be used in preference to other locations. Parapet signs are to be of appropriate size and do not dominate the façade.

Only one line of advertising space should be encouraged.

Signs on Verandah and Awnings

Signs on Verandahs and Awnings should not obscure architectural detailing. A sign fixed to the outer or return fascia of a verandah or awning is appropriate provided that:

- It does not project beyond the outer metal frame or the surround of the fascia; and
- It does not obscure architectural detailing.

Signs Painted onto Display Windows

Permanent signs on windows of retail premises should cover no more than 30% of the display window and should not clutter or dominate the shopfront window.

Signs below Verandahs

Suspended signs under the verandah at right angles to the building should not exceed 250mm x 1800mm and should be at least 2.4 m above the ground level.

A sign under the verandah shall:

- Have a headway clearance of at least 2.4m
- Restricted to one (1) sign per shop; and
- Have a minimum setback of 750mm from the kerb.

Signs on Buildings without Verandahs

Signs should be restricted to:

- Parapet signs;
- Shop window signs;
- Suspended signs off wrought/cast iron brackets, maximum size 400mm x 400mm;
- Tenancy boards flat to wall adjacent to doorways.

Signs on Building Walls

Signs on side walls of buildings should be designed to complement the building expression and colour scheme.

Colour

Colours of signs should complement the overall colour scheme of the building.

– End of Policy

Notes

Colour Palette Guide & Signage Guide

10.4 Living in a Caravan (Other than at a Licensed Caravan Park or Camping Ground)

Responsible Executive	Executive Manager Planning & Sustainability	
Statutory context	Caravan Parks and Camping Grounds Act 1995 Caravan Parks and Camping Grounds Regulations 1997	
Corporate context	Nil	
History	Adopted	13 December 2023
	Reviewed	28 May 2025

Policy Statement

The Shire of Narrogin recognises the diverse housing needs within the community, including the option of living in caravans. In alignment with the Caravan Parks and Camping Grounds Regulations 1997, the Shire aims to establish a policy to ensure the safe and sustainable use of caravans for temporary residential purposes within the Shire.

Purpose:

The purpose of this policy is to provide clear guidelines and regulations for individuals living in caravans within the Shire of Narrogin. This policy aims to balance the needs of residents with the broader community's interests, promoting a safe, healthy, and harmonious living environment.

Policy Basis

This policy is developed in accordance with the Caravan Parks and Camping Grounds Regulations 1997 and seeks to strike a balance between promoting affordable housing options and safeguarding the amenity and safety standards of the community.

The Policy does not bind the local government in respect of any application for approval but the local government is to have due regard to the provisions of this Policy and the objectives which the Policy is designed to achieve before making its determination.

Objectives:

The objectives of the Living in a Caravan Policy are:

- To provide clear guidelines for landowners seeking to live on their property whilst constructing their permanent dwelling.
- To provide guidelines for persons to occupy a caravan on a property where there is an existing dwelling for no longer than 6 weeks.
- To provide guidelines for persons to occupy a caravan on a property where there is an existing dwelling for no longer than 3 months.

Definitions

A Caravan has the same meaning as one caravan.

- Caravan means a vehicle that is fitted or designed for habitation, and unless the contrary intention appears, includes an annexe.
- Annexe means an attachment to a caravan, of a prescribed type or description, used as an extension of the habitable area of that caravan.

Statement

Clause 11 of the Caravan Parks and Camping Grounds Regulations 1997 states:

11. Camping other than at caravan park or camping ground

(1) A person may camp —

(a) for up to 3 nights in any period of 28 consecutive days on land which he or she owns or has a legal right to occupy, and may camp for longer than 3 nights on such land if he or she has written approval under subregulation (2) and is complying with that approval; or

(b) for up to 24 consecutive hours in a caravan or other vehicle on a road side rest area; or

(c) for up to 24 consecutive hours in a caravan or other vehicle on a road reserve in an emergency, unless to do so would cause a hazard to other road users or contravene any other written law with respect to the use of the road reserve; or

(d) on any land which is —

(i) held by a State instrumentality in freehold or leasehold; or

(ii) dedicated, reserved, or set apart under the Land Administration Act 1997 or any other written law, and placed under the care, control or management of a State instrumentality, in accordance with the permission of that instrumentality; or

(e) on any unallocated Crown land or unmanaged reserve, in accordance with the permission of the Minister within the meaning of the Land Administration Act 1997, or a person authorised by the Minister to give permission under this paragraph.

(2) Written approval may be given for a person to camp on land referred to in subregulation (1)(a) for a period specified in the approval which is longer than 3 nights —

(a) by the local government of the district where the land is situated, if such approval will not result in the land being camped on for longer than 3 months in any period of 12 months; or

(b) by the Minister, if such approval will result in the land being camped on for longer than 3 months in any period of 12 months; or

(c) despite paragraph (b), by the local government of the district where the land is situated —

(i) if such approval will not result in the land being camped on for longer than 12 consecutive months; and

(ii) if the person owns or has a legal right to occupy the land and is to camp in a caravan on the land while a permit has effect in relation to the land.

Policy Provisions

1. Caravan on site for no more than 6 weeks

(a) The use of a caravan for no more than 6 weeks on a site with an existing 'Single House' is permitted so long as the consent of the person who owns or has a legal right to occupy the land is given and no nuisance is created.

2. Caravan on site for no more than 3 months

(a) The use of a caravan for no more than 3 months on a site with an existing dwelling is permitted so long as the consent of the person who owns or has a legal right to occupy the land is given and:

(i) An Application for Approval to Camp Other Than at a Caravan Park is lodged and approved by the Chief Executive Officer in accordance with this policy and the Regulations.

3. Temporary Accommodation in a Caravan

(a) Temporary Caravan Accommodation for a term of 3 months to 12 months is not permitted unless Development Approval is granted by the Shire.

(b) Temporary Caravan Accommodation may only be considered for properties zoned:

(i) Residential;

(ii) Rural Townsite

(iii) Rural;

(iv) Rural Residential; and

(v) Rural Smallholdings.

(c) The applicant must hold a current building permit for the construction of a dwelling on the property prior to the approval being considered.

(d) Temporary Caravan Accommodation is limited to a period of one (1) year.

(e) Temporary Caravan Accommodation will only be permitted in a caravan and not an outbuilding and the following additional conditions apply:

(i) The caravan must remain in a condition that readily permits its removal from the site at all times;

(ii) The caravan is not to be located within an outbuilding when used for Temporary Caravan Accommodation;

(iii) The caravan must be situated within the property and comply with all setback requirements;

(iv) Sleeping and cooking activities must be confined to the caravan;

(v) Toilet, bathroom and laundry facilities must be provided to the minimum health standards required by the Building Code of Australia and the Health Act. These facilities may be in a shed constructed on-site and alongside which the caravan is parked; and

(vi) All facilities must be inspected before occupation of the temporary accommodation.

(f) All ablution facilities must be connected to an on-site sewage treatment and effluent disposal system approved by the Shire and must not cause a nuisance.

(g) Irrespective of Clause 3.(d). subsequent approvals of Temporary Caravan Accommodation may be considered subject to the caravan being removed from site and a new approval sought prior to it being camped in for a further term.

(h) Council reserves the right to revoke an approval notice for Temporary Caravan Accommodation if it is at any time dissatisfied with the rate of progress of the dwelling, with the amenity of the site or the general terms of the approval not being complied with.

– End of Policy

Notes

Section 11 - PUBLIC FACILITIES

11.1 RW (Bob) Farr Memorial Library – User Rules – Deleted

History Deleted 24 July 2019 (Resolution of Council 0719.12)

11.2 Hire of Venues – General

Responsible Executive	Executive Manager Corporate & Community Services	
Statutory context	Local Government Act 1995 Public Places and Local Government Property Local Law	
Corporate context	Delegation 11.3 – Public Places & Local Government Property Local Law 2016	
History	Adopted	26 April 2017
	Amended	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. The following Council Policy Schedules are adopted, and form part of this Statement –

   11.3(a) – Hire of Venues – Requirements to Hire

   11.3(b) – Hire of Venues – Conditions of Hire

2. Hirer Categories –

   a) Individual / Community –

      This definition also applies to private bookings such as weddings, birthday parties, christenings etc.

      A community use is defined as a non-profit organisation and shall include, but is not limited to sporting clubs, not-for-profit community groups, religious groups, education institutions, charitable institutions, service clubs and groups that have a focus on community needs with a social benefit.

   b) Professional / commercial user –

      A professional / commercial user or group is one whose intention it is to result in private gain (i.e. income generation).

      Those user groups deemed to be of a commercial nature would be charged the standard fee for use of the facilities.

3. Compliance with the following is mandatory –

   a) Liquor Licencing Act,

   b) Public Health Act,

   c) Police Act,

   d) Criminal Code, and

   e) Relevant Shire Local Laws.

4. A permit for the sale and/or consumption of alcohol from the Clerk of Courts is required to be presented, prior to the Shire giving approval for sale and/or consumption of alcohol.

5. Each approval for consumption or sale is to be notified to the Narrogin Police.

6. Equipment from facilities is not available for outside usage except with the approval in writing of the CEO or Executive Manager Corporate & Community Services, and is subject to hire fees, bond charges etc.

– End of Policy

Notes

Public Places & Local Government Property Local Law also applies.

Policy Schedule 11.2(a) – Hire of Venues – Requirements to Hire

1. Bookings
   a) Bookings will only be held for 7 working days without payment or purchase order.
   b) To confirm a booking, full payment of fees and bond, within 7 working days of booking, unless specific approval is given.
   c) If an agreed deposit payment has made, full payment is required at least 14 days prior to booking date.
   d) Bookings made less than 14 days prior to booking date must be paid in full immediately.
   e) Bookings made without allowing sufficient time for preparation of the venue during normal work hours, may attract an extra charge if work outside of usual hours is required.
   f) Permanent or ongoing bookings will be billed annually or monthly in advance. .
   g) The Shire reserves the right to refuse to let a venue or any portion thereof.
   h) Tentative bookings will be accepted not more than 12 months in advance.
   i) Multiple year bookings will not be accepted.

2. Double Bookings
   a) In the event that two applications for bookings are received on the same day for hire of the same facility, the relevant employee or CEO may determine to which applicant the hiring will be granted. Generally, precedence will be given to the earlier booking, although the applicants are encouraged to negotiate a mutually agreed arrangement.

3. Cancellations
   a) Cancellations by the user without penalty can be made up to 14 days prior to the booking date, with full fee refund.
   b) Cancellation by the user within 14 days of the booking date may result in forfeiture fees and of the bond unless there are extenuating circumstances.
   c) The Shire reserves the right to at any time cancel an agreement for hiring of a venue. Notice of cancellation will be given at the earliest possible opportunity and all monies refunded.

4. Bonds
   a) Bonds to cover damage and cleaning must be paid at the time of confirmation of the booking date, and are refundable provided there is no cause for complaint.
   b) An additional bond will be charged for every function at which alcohol will be available.
   c) Any damage, excluding fair wear and tear, may result in forfeiture of part or all of the bond.

5. Fees and Charges
   a) Hire fees and charges for use of Council facilities, including any furniture or equipment, shall be determined from time to time by the Council. (see Fees and Charges in the Annual Budget)
   b) The Shire reserves the right to grant a reduction / concession of all or any part of hire charges in special circumstances.
   c) The CEO has authority to approve a fee reduction case in accordance with Delegation 3.11 Donations – Financial and In-kind Works / Services.

6. Facility Availability
   a) Council facilities are available on a casual basis.
   b) All hirers of Council facilities must be 18 years of age or over and be legally responsible for the function, event or activity nominated on the hire form.
   c) Hirers may be required to provide proof of age and an address on the relevant hire application.
   d) The hirer or nominated representative (over the age of 18 years) must be in attendance for the duration of the function, activity or event, be contactable by mobile phone and be available to present hire forms and other relevant details to authorised persons when required.
   e) At the discretion of the Shire, hirers may be required to engage suitable licensed crowd control staff at the recommended ratio for the duration of the hire period in accordance with relevant guidelines (see Note below).
   f) The hirer will be required to provide documented evidence that such measures have been put in place.
   g) The Shire has the right to refuse a booking application if these measures are not put in place by the hirer.

– End of Schedule

Note - Clause 6(d) "relevant guidelines" include those published by Department of Health or the Office of Racing, Gaming and Liquor.

Policy Schedule 11.2(b) – Hire of Venues etc – Conditions of Hire

Specific Conditions –
Specific conditions may be applied to particular activities, events or venues.

Standard Conditions –
Standard Conditions that apply to all activities, events or venues –

1. Use of Venue
   Events/functions/activities are restricted to the times and areas approved and listed on the booking form.

2. Compliance with Laws and Regulations
   a) The hirer of any portion of a Council facility will be required to comply with the provisions of the Liquor Licensing Act, Health Act, Police Act, the Criminal Code and any other Act or Local Law in force for the time being, applying to such hiring of the facility.
   b) If, in the opinion of Council, all necessary actions have not been taken to comply with the requirements of the above and relevant Acts and Local Laws, the Council may, prior to or during the term of the engagement, forbid and prevent the use of the facility and all monies paid to Council shall be forfeited.
   c) Any authorised officer of the Council shall be permitted free access to the facility during an engagement and shall be given every facility for enforcing these conditions.

3. Smoking
   a) All Council buildings and enclosed venues are smoke free zones.
   b) Health Act and Local Laws apply and provide for penalties for breach
   c) In addition, breach will result in forfeit of 50% of bond.

4. Alcohol
   a) Consumption of alcohol requires Shire approval.
   b) Sale of alcohol requires both Shire approval and approval of the Licencing Court available from the Narrogin Police.
   c) All approvals will be notified to the Narrogin Police.

5. Temporary Fixtures and decorations
   a) Banners and displays advertising coming events to be held in a venue may be placed or temporary affixed by cable ties, rope etc to the external of the building or premises subject to –
      - no permanent fixtures of any kind whatsoever, is permitted, including drilling of holes,
      - being displayed for not more than 7 days prior to the event, without approval of the CEO,
      - being removed within 2 days of conclusion of the event.
   b) All decorations, banners fixtures etc must be removed immediately after the event.

6. Specialist Turfs
   a) The turf cricket pitch located at Clayton Road Oval and the Croquet Greens are classified as specialist turfs.
   b) In determining the fees and charges for the use of specialist turfs, Council shall consider the cost of the maintenance cost of these surfaces from each Permanent Seasonal User using these surfaces.

7. Line marking
   a) Line marking within a building may only be of adhesive tape, which is to be removed immediately after the event.
   b) Line marking on reserves, sportsgrounds and parks may be completed using white PVA paint or English whiting only.
   c) Line marking on any paved surface that will leave permanent traces is not permitted, and is subject to specific prior approval.
   d) The use of lime, creosote or diesel in any form for line marking is not permitted.

8. Breach of Conditions of Hire
   a) A breach of conditions of hire may result in the immediate termination of hire of the venue.

b) If warranted, action may be taken under relevant legislation, the Public Places and Local Government Property Local Law or both.

9. Damage to premises or excessive cleaning requirement
   a) Damage to premises or excessive cleaning requirement may result in all or part of the bond paid will be retained to cover expenses for repair or cleaning.
   b) If the bond is insufficient to cover expenses, action to recover the outstanding costs is likely under the Shire of Narrogin Public Places and Local Government Property Local Law.

10. Additional Equipment
   a) Council facilities are fitted with a certain amount of equipment. Any additional equipment is to be provided by the hirer at the hirer's expense.
   b) Appropriate facilities are supplied with tables and chairs as per regulations accommodation numbers. A hirer requiring additional tables and/or chairs must meet the following guidelines –
      i) Maximum room accommodation numbers must not be exceeded;
      ii) Tables/chairs cannot be moved from another Shire facility; and
      iii) It is the responsibility of the hirer to source and pay for the additional tables and/or chairs and their delivery and removal from the premises at the conclusion of the designated booking time.

11. Waste disposal
   a) The Shire will supply and service a maximum number of bins for each Council facility.
   b) Any additional bins required by hirers for events or functions will be supplied and serviced at the cost of the hirer.
   c) The number of bins to be provided at each facility is determined based on individual facility normal usage.

– End of Schedule

11.3 Hire of Venues – Annual or Seasonal Use

Responsible Executive	Executive Manager Corporate & Community Services	
Statutory context	Local Government Act 1995 Public Places and Local Government Property Local Law	
Corporate context	Delegation 11.3 – Public Places & Local Government Property Local Law 2016	
History	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. Permanent Seasonal Users
   a) Each club or organisation using a venue on a permanent or seasonal basis shall be required to pay a fee for such usage.
   b) That fee shall be based on a percentage of the maintenance costs of each venue, and is inclusive of all maintenance costs attributable to the upkeep of the venue (e.g. water and electricity).
   c) The cost of any work requested by permanent seasonal users that is not included as part of the normal maintenance shall be met in full by the user group requesting that work.
   d) Additional maintenance work shall only be carried out provided the Shire receives a written request for the work not less than 28 days prior to that work being required to be complete. Any such additional work must be requested, in writing by an authorised person of the user.
   e) The Shire's responsibility in clearing rubbish from venues after events is limited to emptying bins. Any additional cleaning work carried out by Shire employees will be charged at private works rates to the user concerned. Toilets etc. will be maintained and cleaned at no charge during week days but where weekend cleaning is required appropriate charges will be made.

– End of Policy

Notes

Public Places & Local Government Property Local Law also applies.

11.4 Public Art Contribution Policy

Responsible Executive	Executive Manager Corporate & Community Services	
Statutory context	Nil	
Corporate context	Shire of Narrogin Public Art Strategy & Masterplan 2019 Public Art Contribution Policy Guidelines	
History	Adopted	25 August 2020
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. INTRODUCTION

Public art is mostly located in public places and spaces but may also be incorporated into private areas open to the public such as shopping plazas, schools, parks, town centres, streetscapes and buildings. It can be a literal piece of artwork such as a sculpture, a painting, a wall mosaic or a mural. It can be incorporated into a functional object including paving, water features (such as a fountain), seating, bridges and lighting. It can also be a temporary work such as an art performance in an outdoor public space.

Public art contributes to the identity of a place in a range of ways. This includes interpreting local culture and customs, enhancing the overall design and visual appearance of a place and adding to the vibrancy, liveability and familiarity of a place through the creation of memorable experiences and landmarks. Public art is often created by local communities themselves and is enhanced with the help of experienced community artists.

2. POLICY OBJECTIVES

The Shire of Narrogin Public Art Contribution Policy aims to:

- Support the implementation of the Shire of Narrogin Public Art Strategy & Masterplan 2019;
- Facilitate the creation of original, high quality public artworks sited in a visually accessible public location;
- Contribute to the arts and cultural development and the fabric of daily life in Narrogin;
- Create a vibrant and contemporary sense of place whilst also respecting and responding to Narrogin's existing history, culture and aspirations;
- Encourage arts engagement, and interaction with places and spaces in Narrogin; and
- Infuse qualities of diversity, creativity and character through themes, types of art and approach.

The Public Art Contribution Guidelines for the commissioning of new public art works are to be read in conjunction with this Public Art Contribution Policy.

3. DEFINITIONS

Artist: In this policy Artist means a person who meets two or more of the following criteria:

- Has a track record of exhibiting/selling their artworks in reputable galleries or public spaces;
- Earns over 50 percent of their income from art related activities such as selling works or public art commissions;
- Has a Bachelor Degree or Diploma qualification in visual or fine art, or other art forms where relevant; or
- Can otherwise demonstrate that they have artistic expertise.

Public Art: For the purpose of this policy, public art is broadly defined as work or activity designed and/or fabricated by an artist, installed in public space and accessible to the general public. The work may be temporary or permanent, located in a public space or facility provided by both the public and private sector (this includes areas within private buildings that are easily accessible by the public). Public art also includes the contribution of a conceptual idea by an artist to the design of a public space or facility.

As part of this Public Art Contribution Policy, public art can include (but is not limited to):

- The artistic treatment of functional equipment such as bike racks, benches, fountains, playground equipment, light posts or shade structures which are unique;
- Landscape art enhancements such as walkways, bridges or art features within a garden;
- Murals, tiles and mosaics covering walls, floors and walkways and sculptures, free-standing or incorporated as an integral element of a building's design.

Public art does not include:

- Business logos.
- Advertising signage.
- Art objects which are mass produced or off-the-shelf reproductions.
- Landscaping or hardscaping which would normally be associated with a development.

Owner: means the owner of the land upon which the relevant development is proposed to be built. The Owner may also be the Applicant.

Construction Cost: In this policy construction cost means all costs associated with the preparation, construction and full completion of a development, including all materials, labour, servicing and ancillary costs. To ensure accurate calculation of public art contribution values the Shire if necessary may require an applicant to provide cost breakdowns and/or certification from a quantity surveyor to confirm construction cost.

4. POLICY STATEMENT

Narrogin Shire Council aims to either acquire or commission and complete, at a minimum, one public artwork every two years. The Council recognises that best practice public art projects can only be achieved through the allocation of adequate budgets.

Council's financial contribution to public art will be through a number of approaches. These are set out below:

I. Percent for Art Scheme

Council may enter into a planning agreement with developers contracted to undertake new building works or refurbishments. The Western Australian State Government Percent for Art Scheme's offers a guide for this approach. Since 1989, this Scheme has allocated up to one percent of the estimated total construction cost of each State capital works project, valued at $2 million and over, to a commissioned Western Australian artwork.

The Shire's Percent for Art approach requires that half a percent (0.5%) of the estimated construction cost (over $2 million) is attributed to Public Art. The Shire's contribution requirement shall be imposed on applicable developments as a condition on the Planning Approval. The condition shall specify that the contribution must be made prior to commencement of the project.

Where Council determines a public art contribution applies the owner/applicant can choose to either make a cash in lieu contribution or coordinate a public art project.

Option 1: Cash in Lieu

It is recommended developers provide cash in lieu to the Shire of Narrogin for public art budgets up to $25,000 but can provide cash in lieu for budgets over $25,000 at their discretion.

Option 2: Coordinate a Public Art Project

The procurement of a public art project with budgets of $25,000 and above, will be in accordance with the Shire of Narrogin's Public Art Strategy & Masterplan 2019 and the Public Art Contribution Policy Guidelines. It is recommended more complex public art projects are managed for the owner/applicant by an external public art consultant, unless there is a permanent role created within the Shire.

Costs associated with the production of public art include the following:

- Artist fees, materials, assistant's time, insurance, permits, business and legal expenses and operating costs;
- Fabrication and installation of the art work;
- Art consultant fees (maximum 15% of the budget);
- Site preparation, documentation of the art work and acknowledgement plaque.

Upon choosing Option 1, Cash in lieu full payment must be made to the Shire prior to submission of a building permit.

Upon choosing Option 2, the Owner/Applicant will review the Shire of Narrogin Public Art Strategy & Masterplan 2019 as well as the Shire of Narrogin Public Art Contribution Policy Guidelines and the Public Art Commissioning Process.

The percentage spent on public art and the threshold value will be reviewed by Council at the commencement of each financial year setting the minimum amount for which developments are required to contribute to public art. The amount will be set out in the Shire's Prescribed 'Fees and Charges'.

II. Infrastructure projects with a component of built-in artwork, funded under the Council's annual capital works program

Every year and in the process of developing the new financial year's draft capital works program, the Shire's Executive and the Manager Community Leisure & Culture will review the building program and nominate projects which offer the best opportunities to integrate public art. This process requires Shire officers to carefully consider, in advance, how public art may be assimilated within the design and construction of public facilities or their improvement works. Examples of infrastructure projects which could include a built-in art component are artist-designed alternative paving treatments, bridges, treatment to building facades, new fencing and new street furniture. Nominated infrastructure projects will be costed and submitted for Council's endorsement as part of its budget process.

III. Annual Budget Allocations

Council will consider public art opportunities as part of its annual budget and annual budget review process and consider it appropriate to allocate a special budget to acquire or commission a piece of stand-alone or iconic public artwork.

IV. Grant Funding

Council may obtain grant funding from a State or Commonwealth source, an arts institution or receive sponsorship from a philanthropic organisation or the private sector. Community groups may also propose public art funded by another source and seek to form a partnership with the Council.

5. SUSTAINABILITY AND PUBLIC ARTWORKS

The Council commits to implementing ecologically sustainable practices as part of all of its facilities and activities including the planning, design, and implementation of all outdoor public art projects. This includes the use of renewable (green) materials and technologies in artists' designs, fabrication and installation processes. The Council will also seek to acquire artworks that are appropriate to the environment in which they are to be installed e.g. outdoor artworks should be highly durable, resistant to vandalism and require low maintenance.

The Owner/Applicant seeks the Shire's approval for their chosen professional artist, enters into a contract with their approved chosen professional artist, and submits an Application for Artwork to the Shire. The application is reviewed internally by the Shire of Narrogin Public Art Advisory Panel. Once the Shire is satisfied, the project is given full approval.

Procedures

Corporate Library - Public Art Contribution Policy Guidelines

Forms and Templates

Public Artwork Approval Application Form FDRS036

– End of Policy

Notes

11.5 Advertising / Sponsorship signs – in Shire buildings and facilities

Responsible Executive	Chief Executive Officer
Statutory context	Local Government Act 1995 - s.6.16 – imposition of fees and charges Local Planning Policy D10 – Advertisement Design Shire of Narrogin Public Places and Local Government Property Local Law
Corporate context	Delegation Register – - 11.3 – Public Places and Local Government Property Local Law 2016
History	Adopted 28 April 2021 Reviewed 7 June 2021 Reviewed 26 April 2023 Reviewed 28 May 2025

Policy Statement

General

1. The purpose of this policy is to set the requirements for fixed promotional, advertising and sponsorship signs on the internal walls, the external structure of the buildings and associated external structures of –
   a) Narrogin Regional Leisure Centre; and
   b) John Higgins Centre.

2. Naming or advertising within or on any other area is subject to application to the local government, or in accordance with any other relevant Council Policy.

3. The Narrogin Regional Leisure Centre (NRLC) and John Higgins Centre (JHC) are facilities under the control and management of the local government, whose day to day operations may be contracted out from time to time.

4. Where the day to day operations of the NRLC and the JHC are contracted out and the contract provides for funding by the Shire of any deficit of operations incurred by the facility manager –
   a) all revenue raised from advertising or sponsorship signs, other than life time sponsors, will be retained by the facility manager, thereby reducing the deficit that is contractually required to be met by the Shire;
   b) should the operations of the facility generate a surplus, the revenue raised from advertising or sponsorship signs will be equally divided between the Shire and the facility manager.

5. Permanent signs are not permitted in other areas, unless of a nature that is –
   a) statutory or regulatory requirement or compliance;
   b) directional or information approved by the local government or the facility manager.

6. No advertising is to interfere or detract from emergency notices or equipment in any way at any time, including but not limited to –
   a) emergency access, exits, signs or instructions;
   b) fire hoses and extinguishers;
   c) defibrillators, first aid kits or equipment, etc.

7. Nothing in this policy prevents individual regular user sporting associations or clubs from soliciting for and receiving income for annual sponsors signs to be affixed within their predominate area of use, subject to –
   a) such signage being administered by the relevant association or club;
   b) compliance with the provisions of this Policy;
   c) such signage not exceeding 60cm by 60cm and totalling no more than 3 in number;

d) signs in excess of 60cm x 60cm are subject to clause 13, with the charge to be equally split between the club and the facility manager.

Permitted signs and duration

8. Advertising permitted –

Sponsor / advertiser	Permitted	Duration
Shire of Narrogin	As determined by Council or CEO	As determined by Council or CEO
Facility manager	As approved by CEO	Duration of contract
Lifetime sponsor	As determined by Council	Permanent while the sign remains in satisfactory condition or replaced
Facility construction contributor	a) Honour Board, location determined by CEO b) Appropriate location throughout the facility	a) Permanent – permanent honour board; and b) Minimum of 5 years – on plaques throughout the facility
Naming rights sponsor	As determined by Council	Maximum period of 5 years, renewable
Fixture sponsor eg – basketball backboard, scoreboards, water polo goals, pool lane dividers, gym mats	As determined by CEO	While the fixture remains in satisfactory condition – - Where the fixture is provided by the sponsor – maximum period of 10 years, renewable - Otherwise – maximum period of 5 years, renewable
Long term sponsor	As determined by CEO or facility manager	Maximum period of 5 years, renewable
Seasonal sponsor	As determined by CEO or facility manager	Maximum period of 1 year, renewable
Event sponsor eg – (sandwich boards, free-standing or tied banners	As determined by facility manager	Duration of the event only
Community / not for profit / service group	As determined by CEO or facility manager	Maximum period of 5 years, renewable
Public service signs / notices	As determined by CEO or facility manager (eg: health, resuscitation, emergency procedures etc)	

9. Lifetime sponsors –
   a) naming plaque of an appropriate size placed in a position as agreed by Council, usually over or adjacent to the entrance of the area being named;
   b) a description or explanation plaque to be placed at a suitable height for reading on the wall in close proximity to the naming plaque;
   c) size of both naming and explanation plaques to be as approved by Council or CEO; and
   d) as at the date of adoption of this policy are –

Sponsor / advertiser	Name of area sponsored	Area purpose
Alf Jenkins (Estate) https://www.smh.com.au/national/farmer-leaves-11-million-to-neighbours-20040314-gdijcu.html	Alf Jenkins Stadium	Basketball / netball stadium

10. Facility construction contributors –
    a) name placed on an honour board, located in a position approved by the CEO and retained on the honour board permanently;
    b) acknowledgment plaque, placed in an appropriate position, retained for a minimum of 5 years and for as long thereafter as is practicable, but may be removed or relocated if necessary; and
    c) size of acknowledgement plaque to be approx. 5cm x 30cm.

11. Naming rights sponsors –
    a) size of naming signs are to comply with clause 13; and
    b) as at the date of adoption of this policy are –

Sponsor / advertiser	Name of area sponsored	Area purpose
Elders	Elders Court	Basketball, netball, soccer, volleyball, indoor cricket.
Great Southern Fuel Supplies	Great Southern Fuel Supplies Court	Netball, badminton
Nepowie Stud	Nepowie Court	Basketball, netball, soccer, volleyball, indoor cricket

Fees and charges

12. Advertising charges are –
    a) based on size in accordance with clause 13;
    b) adopted by Council in the annual budget in accordance with the Local Government Act 1995 s.6.16, or varied from time to time, and may include but are not limited to –
        - charge for standard sizes;
        - any discount for multiple years; and
    c) will be applied as follows –

Sponsor / advertiser	Basis of charge	Conditions
Shire of Narrogin	No charge	n/a
Facility manager	No charge	n/a
Lifetime sponsor	No charge	As determined by Council Significant contribution to the capital infrastructure of facilities
Facility construction contributor	No charge	Contribution to construction of facilities
Naming rights sponsor	As per fees & charges adopted by Council	As determined by Council
Fixture sponsor	Full cost of fixture	n/a
Long term sponsor	As per fees & charges adopted by Council	On basis of size and term
Seasonal sponsor	As per fees & charges adopted by Council	On basis of size and term
Event sponsor	No charge for temporary signs that are not fixed	As determined by CEO or facility manager
Community / not for profit / service group	No charge if a regular user / hirer	On basis of size As determined by CEO and facility manager
Public service signs / notices	No charge	As determined by CEO and facility manager
Oversize	As determined by Council	

Sign requirements

13. Size of advertising or sponsorship signs, where not elsewhere specified –
    a) small – up to 60cm x 90cm;
    b) large – up to 120cm x 240cm; and
    c) oversize – as approved by Council.

14. Position of advertising or sponsorship signs –
    a) will not be permitted in the foyer, except as approved by Council or CEO;
    b) requested positions to be identified on application, including order of preference if multiple positions are to be considered; and
    c) will be as agreed by the Council, or CEO and facility manager.

15. All costs associated with advertising or sponsorship signs are to be met by the sponsor / advertiser, including –
    a) any insurances that may be considered necessary or appropriate;
    b) design, production and installation in the approved position;
    c) maintenance of the sign or fixture, unless agreed prior to installation in writing by the CEO and facility manager;
    d) removal of any graffiti on the sign; and
    e) removal of the sign or fixture, and any building repair necessary at the conclusion of the agreement.

16. All signs must be approved by the local government and facility manager, including but not limited to -
    a) design – artwork, limitation of damage to buildings, minimise risk to facility users and possibility of damage to any services;
    b) wording;
    c) colour scheme and patterns;
    d) proposed position; and
    e) any other matter considered relevant.

17. No advertising or sponsorship sign will be permitted that could be considered –
    a) offensive or discriminatory in language, image or implication; or
    b) to be promoting smoke/tobacco or alcoholic products; or
    c) contrary to the values of the local government in the opinion of the CEO.

18. The installation and dismantling of signs must minimise –
    a) risk to users of the facility; and
    b) possibility of damage to services.

Non-compliance

19. The local government reserves the right to require removal of any sign for any reason by giving at least 6 months' notice, and will refund the portion of any fee in advance charged, pro-rata.

20. The local government reserves the right to obscure or remove any sign, without prior notice –
    a) has not been approved;
    b) having offensive language or images;
    c) not adequately maintained, including free of graffiti;
    d) is considered unsafe to users; or
    e) remains installed after the termination of the agreement.

21. The Shire of Narrogin local laws apply to any agreement.

End of agreement

22. At the termination of the agreement –
    a) signs to be removed by the advertiser within 1 month; or
    b) if not removed, the Shire will remove and will charge the advertiser at private works rates.

23. At the termination of the agreement the advertiser will be given first option to renew, subject to any limitations that may have been placed on –
    a) on the number of signs or type of sign; or
    b) number of advertisers of similar products or services.

24. The facility manager is to maintain a register of –
    a) all approved signs;
    b) it's position within the facility; and
    c) dates of approval/installation and termination of the agreement.

Transition

25. Signs in place at the date of adoption of this policy may remain in place without charge for –
    a) 3 months after adoption of this policy; or
    b) the duration of any prior written agreement.

Procedures

Nil

Forms and Templates

Form to be developed.

– End of Policy

Notes

11.6 Shire of Narrogin Dignitaries – CBD Footpath Plaques

Responsible Executive	Executive Manager Infrastructure Services	
Statutory context	Nil	
Corporate context	Policy 1.21 – Freeman of the Shire Australia Day and Honours Advisory Committee (and Terms of Reference)	
History	Adopted	19 February 2025
	Amended	31 March 2025
	Reviewed	28 May 2025
	Amended	17 February 2026

Policy Statement

The Shire of Narrogin is committed to acknowledging individuals and or groups who have made significant, positive contributions to the community. This recognition will be in the form of bronze plaques installed on footpaths within the Narrogin Central Business District (CBD). The CBD Central Business Precinct is bounded by the southern side of Clayton Road, Federal Street, Fairway Street, Park Street and Earl Street as defined in the former Town of Narrogin Town Planning Scheme No.2 and where brick paving is the predominant footpath.

This initiative aims to celebrate Pioneers, Citizens of the Year, Freeman of the Shire awardees, Indigenous leaders, volunteers and other noteworthy identities or groups who have served and positively impacted the Shire.

Objective

The objective of this policy is to establish guidelines for the selection and installation of plaques on CBD footpaths to honour dignitaries who have contributed to the Shire's history and social fabric. Through this initiative, the Shire seeks to enhance local identity and foster pride in the community.

Scope

This policy applies to:

- Individuals and/or groups from the Shire of Narrogin who have made significant positive contributions, as identified by the Council or have been put forward as a nomination for a community award.
- Selection and installation procedures for plaques to ensure consistency and appropriateness.

Procedures

1. Selection of Honourees
    - Nominations: Community members, the Council's Australia Day and Honours Advisory Committee or Townscape Advisory Committee, may nominate individuals or groups at any time for confidential consideration by the Council, on confidential recommendation by the Australia Day and Honours Advisory Committee. Nominees should not be consulted or informed of their nominations.
    - The Advisory Committee and the Council will deliberate on nominations in a confidential "in-camera" setting in accordance with the principles established under the Eligibility below.
    - Eligibility: Nominees may include:
        - Pioneers
        - Citizens of the Year
        - Freeman awardees
        - Indigenous leaders
        - Other distinguished individuals or groups who have contributed positively to the Shire of Narrogin.
    - Approval: The Council will review and resolve on recommended nominations, subject to being satisfied that the nominee (or their executer or attorney or other suitable family representative) is supportive of the intended decision of the Council.

- Cultural Consideration: The Advisory Committee and the Council will acknowledge that in some cultures, it is considered offensive for a recognition plaque to be placed on a pedestrian thoroughfare where it may be walked upon. In recognition of this, and out of respect for cultural sensitivities, alternative plaque placement options may be considered for honourees or their descendants who express concern regarding traditional footpath placement. This ensures that recognition can be provided in a manner that aligns with cultural values and avoids causing unintended offence.

2. Plaque Design and Placement
- Design Specifications:
    - Material: Bronze
    - Dimensions: 200mm (width) x 200mm (length) x 3mm (height)
    - Inscription: Each plaque will display the name of the honouree, a brief description of their contribution, and the date of awarding.
    - Plaques will be modelled on the inaugural plaque located on Federal Street in front of the Town Hall for reference and for consistency.
    - There are approximately 120 potential locations for such plaques within the existing CBD area for reference (as at October 2024).
- Placement:
    - Primary installation sites will be within the decorative square pavers on footpaths in the Narrogin CBD.
    - Additional locations on footpaths within the CBD may be considered as needed and as approved by the Council when the square decorative pavers are full.
    - The Shire's Administration will have a dedicated section within the Shire's website for this initiative that can be viewed by all and at any time (24/7/365). The Administration will also use its social media platform Facebook for the advertising of such with direction to the website.

3. Installation and Maintenance

- Installation Schedule: At least one plaque will be installed annually (generally following announcement of the Citizen of the Year Winner), with the potential for multiple plaques in one year, subject to Budget constraints and Council approval. This would allow for dignitaries in years gone by to be recognised. The location of such plaques to recognise previous years 'approved' awardees will be at the discretion of the Shire's Chief Executive Officer, in liaison with the Shire's President.
- Maintenance: Plaques will be maintained by the Shire to ensure their longevity and readability.
- Any plaques that are remove due to maintenance works are to be replaced in the same or nearby area where practicable.

Forms and Templates

Plaque Style:



– End of Policy

Notes

The Awardees on Plaques are:

Date Awarded	Awardee
2006	Town of Narrogin by the Narrogin Spring Festival Committee
2025	(1974) William Allan Manning FREEMAN OF MUNICIPALITY of Town Narrogin
2025	(1988) Robert Wilford Farr Oam JP FREEMAN OF MUNICIPALITY of Town Narrogin
2025	(1996) Dr John William James Parry JP FREEMAN OF MUNICIPALITY of Town Narrogin
2025	(1998) Douglas Fairclough JP FREEMAN OF MUNICIPALITY of Town Narrogin
2025	(1991) O'DEA, K FREEMAN OF MUNICIPALITY of former Shire of Narrogin
2025	(1996) SPOUSE, RJ FREEMAN OF MUNICIPALITY of former Shire of Narrogin
2025	(2014) WIESE, DL FREEMAN OF MUNICIPALITY of former Shire of Narrogin

Former Section 12 – Tourism replaced

Section 12 - TRANSPORT (renamed)

12.1 Standard Crossovers

Responsible Executive	Executive Manager Infrastructure Services
Statutory context	Local Government Act 1995 – - S9.1(7) – crossing from public thoroughfare to private land or thoroughfare Uniform Local Provisions Regulations 1996 – - r.12 – application and approval for crossing - r.13 – requirement to repair - r.15 – obligation to meet at least 50% of the cost of a standard crossover as defined by Council Public Places and Local Government Property Local Law
Corporate context	Nil
History	Adopted 26 April 2017 Formerly Policy 13.1 Reviewed 24 July 2019 Reviewed 7 June 2021 Reviewed 26 April 2023 Reviewed 28 May 2025

Policy Statement

1. The Shire will meet 50% of the cost of construction of a standard crossover giving access from a public thoroughfare to the land, or a private thoroughfare serving the land, subject to –
   a) prior approval of proposal and estimated cost of construction of a crossover,
   b) written agreement of the landowner/occupier prior to commencement of works,
   c) by payment of the actual contribution cost to the landowner / occupier on completion, or cost recovery by the local government from the landowner / occupier.
   d) any variation to a standard crossover is to be at full cost to the land owner.

2. A standard urban crossover specification is –
   a) one crossover per property,
   b) where adjoining road is bitumised, from the bitumen edge of the road to the property boundary, with the following materials –
      - reinforced concrete – up to 2.5 metres wide, 125 mm thick,
      - bitumen seal – up to 2.5 metres wide, 2 coat seal on 150mm compacted gravel base course
      - asphalt – up to 2.5 metres wide, minimum 60mm thick on 150mm compacted gravel base course
      - if gravel / natural surface – to 4.0 metres wide, 150mm compacted gravel
   c) standard length of a crossover is 6 metres from the bitumised edge of the road, but may be varied where circumstance are deemed appropriate,
   d) where the adjoining road is not bitumised, as per standard rural crossover specifications (clause 3) except to a width of 4.88m wide,
   e) drainage under the crossover at Shire cost if required.

3. A standard rural crossover specification is –
   a) one crossover per lot or location adjoining a road.
   b) from the trafficable surface of the road to the property boundary,
   c) compacted gravel, minimum 7.32 metres wide,
   d) appropriate longitudinal drainage if required.

4. Local government costs –
   a) any impact to kerbing,
   b) impact on longitudinal drainage in place, up to 3 standard lengths of reinforced concrete pipe under the crossover cost if required,
   c) if crossover affected when carrying out works on the adjoining road.

5. Applicant's costs –
   a) kerbing not at the edge of the thoroughfare,
   b) costs in excess of a standard crossover construction as defined in clause 2,
   c) costs for crossovers in addition to standard number.

– End of Policy

Notes

12.2 Roads – Developer Subdivisions

Responsible Executive	Executive Manager Infrastructure Services	
Statutory context	Local Government Act 1995 Shire of Narrogin Town Planning Scheme No. 2 Town of Narrogin Town Planning Scheme No. 2 Public Places and Local Government Property Local Law	
Corporate context	Nil	
History	Adopted	26 April 2017
	Formerly	Policy 13.2
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. Definitions –
   subdivision includes creation of lots or locations –
   a) requiring new roads ("internal roads") to be constructed whether on previously privately owned land or an unmade road reserve, and
   b) adjoining existing made roads, whether the standard of construction of the adjoining road needs to be upgraded or not.

2. A developer shall at their own expense, bring the roads to the standard required to adequately service the subdivision, where –
   a) a subdivision is approved and –
      - the existing roads serving the lots to be subdivided require upgrading, or
      - the lots to be subdivided do not have constructed road frontage
   b) a subdivision road adjoins two different land zonings, the higher standard shall be applied to the whole length of the road, unless varied by specific resolution of Council, and the developer required to –
      - the developer or user will be required to fund the cost of all materials required for the upgrading above the standard considered adequate by Council or requested by the user, and
      - Council will fund all labour costs and materials required to meet the standard considered adequate.
   c) an "internal" road is required in a subdivision estate, the road is to be vested in the Crown, without encumbrance.

3. Road construction is the responsibility of the developer, and shall be at the full cost of the developer, including any costs incurred by Council, previously notified to the developer, such as civil engineer assessment, inspection or certifications.

4. Details of the proposed road to be constructed are to be submitted to Council and approval obtained prior to any commencement of work.

5. Council may enter into a written agreement to construct or upgrade a road to the required standard where –
   a) necessitated by a new or adjoining development,
   b) if Shire work commitments permit, and
   c) users request sections of a road to be upgraded to a standard higher than Council considers is warranted.

6. Council will have consideration to any relevant guidelines of Main Roads WA or Institute of Public Engineering Works Australia in determining the acceptability of the proposed –
    - road construction,
    - standards,
    - width,
    - cross-section,
    - drainage,
    - traffic conditions,
    - heavy haulage route etc.

7. During construction of the road, Shire staff or representatives will inspect the work from time to time.

8. Once the road is constructed to the proper standard, Council by specific resolution will assume all responsibility for future maintenance by specific resolution.

9. Council will not accept responsibility for a road unless inspected and certified by a mutually agreed practicing civil engineer that the road is adequate and sufficient for purpose, in accordance with the matters assessed in clause 6.

– End of Policy

Notes

12.3 Roads – Access to Lots / Locations without Road Frontage

Responsible Executive	Executive Manager Infrastructure Services	
Statutory context	Local Government Act 1995 Shire of Narrogin Town Planning Scheme No.2 Town of Narrogin Town Planning Scheme No.2 Public Places and Local Government Property Local Law	
Corporate context	Nil	
History	Adopted	26 April 2017
	Formerly	Policy 13.3
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. Any lot or location without road access, or created as a result of a title adjustment, or separation of lots or locations originally on one title, shall be treated as a subdivision development.

2. Any road required to service the lots or locations is to be constructed or upgraded in accordance with Council Policy 12.2 Roads – Developer Subdivisions.

3. The sale of lots or locations without road frontage will not be approved by Council unless appropriate access has been arranged and is permanently legally enforceable by the Shire. Acceptable provision for access may include a caveat, memorial, or easement over an adjoining property provided that the condition on the document cannot be removed without Shire consent.

– End of Policy

Notes

12.4 Road Reserves – Stormwater Discharge

Responsible Executive	Executive Manager Infrastructure Services	
Statutory context	Local Government Act 1995 Public Places and Local Government Property Local Law 2016	
Corporate context	Delegation 12.1 – Reserves Under the Control of the Shire	
History	Adopted	26 April 2017
	Formerly	Policy 13.4
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. An owner/occupier is permitted to discharge storm and seepage water to the street gutter via pipe drains or a sealed crossover.

2. All connections are to be submitted in writing and approved by the CEO or EMIS, who shall have regard to any guidelines or standards of Main Roads WA.

3. Open drains are not permitted across constructed footpaths or natural surfaces regularly used by pedestrians.

4. Small connections may be approved by the CEO or EMIS, and are to be of galvanised steel or UV stabilised high density PVC as approved by the CEO or EMIS having regard any relevant guidelines, and –
   a) materials to be approved by pipe with an internal diameter of 100mm, or
   b) RHS (box section) with internal measurements 75mm and 100mm wide and between 75mm and 100mm high.

5. Connection greater than cumulative 200mm –
   a) will require local government approval,
   b) are to be of an suitable material or construction as approved by the CEO or EMIS, and
   c) where an adjacent underground stormwater drainage system in the road reserve has been constructed, are to be connected to the system having regards to any relevant standards.

6. Works can be constructed by –
   a) subject to operational requirements, the Shire at private works rates,
   b) by the owner and are subject to inspection by a Shire representative; or
   c) by an appropriate contractor, holding public liability insurance of not less than $10 million.

7. Costs that will be accepted by the local government –
   a) Reinstatement of the installed drainage if affected when carrying out works on the road verge or the adjoining road.

8. Applicant's costs –
   a) any piping from property boundary to discharge point,
   b) costs of any reinstatement of footpath, road verge, kerbing required,
   c) any connection to the underground stormwater drainage system,
   d) inspection fees.

9. Any works which have been carried out without approval of the CEO or EMIS or have not been constructed as approved, may be removed or altered, and costs recovered from the owners.

10. All installations remain the property and responsibility of the adjoining landowners, and the Shire accepts no liability for replacement, repair or upgrade whatsoever, except as provided for in cause 7.

– End of Policy

Notes

Clause 4 and 5(c) – “relevant standards” – refer to Institute of Public Works Engineering Australia or Main Roads WA for guidance.

12.5 Road Reserves – Closure

Responsible Executive	Executive Manager Infrastructure Services	
Statutory context	Local Government Act 1995 Shire of Narrogin Local Planning Scheme	
Corporate context	Nil	
History	Adopted	26 April 2017
	Formerly	Policy 13.5
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

Upon application, Council will consider the permanent closure of a road reserve, if –

a) the portion of the road reserve to be closed is isolated from other road reserves, or
b) if the road were to be constructed, it would lead to a deterioration in amenity of adjoining land (i.e.: safety, noise, dividing the property, reduced value etc).

– End of Policy

Notes

Road closures are processed by Department of Lands, as the land in a road reserve always remains the property of the Crown. While the Shire owns the infrastructure that is constructed on the roads reserve, and has responsibility for its management, care and control, the Shire does not own the land. When a road is to be closed, the Shire will be asked to comment in support or opposition, but does not have the final say.

12.6 Private Works

Responsible Executive	Executive Manager Infrastructure Services	
Statutory context	Local Government Act 1995	
Corporate context	Delegation 12.2 – Things to be done on land not local government property	
History	Adopted	26 April 2017
	Formerly	Policy 13.6
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. Subject to work commitments, and the capacity to carry out the requested works, private works may be authorised upon such terms and conditions as is considered appropriate –
   a) CEO – all private works,
   b) Executive Manager Infrastructure Services – all private works,
   c) Manager Operations – private works not exceeding 2 days duration

2. All private works require a written –
   a) quote to be issued to the person requesting, and
   b) agreement by the requesting person, unless a Local Purchase Order is supplied e.g. Western Power, Telstra etc.

3. Private works are to be charged in accordance with the fees and charges schedule as resolved by Council in the annual budget unless authorised and approved by the Chief Executive Officer.

4. Private works having the potential to affect normal Shire work programs –
   a) are to be referred to Council prior to acceptance,
   b) may have progress payments or other arrangements as determined by Council.

5. Other private works may be carried out at the discretion of the CEO.

– End of Policy

Notes

12.7 Road Making Materials – Non-Shire Controlled Land

Responsible Executive	Executive Manager Infrastructure Services	
Statutory context	Local Government Act 1995	
Corporate context	Delegation 12.2 – Things to be done on land not local government property	
History	Adopted	26 April 2017
	Formerly	Policy 13.7
	Amended	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. Where the required quantity, quality or type of material is not available from Council controlled areas and the material may be available from private property, the following is to be normal procedure –
   a) Request permission to search for materials from the owner. Entry powers are to be used only as a last resort.
   b) Calculate the approximate requirement for the project or yearly requirement of material from the proposed pit, and the expected life of the pit.
   c) If suitable material is located, a written agreement is to be reached with the owner regarding compensation for materials to be removed.
   d) Priority must be given at all times to reasonable negotiation to reach an amicable written agreement mutually acceptable to Council and the owner.
   e) Should agreement for the removal of materials not be reached with the owner, procedures to resume an area sufficient for immediate and future needs may be instituted by specific decision of Council.

2. Compensation shall be agreed in writing prior to commencement of excavation, and may take the form of–
   a) Works on the owner's property such as grading, gravel sheeting, drainage works, additional crossovers etc.
   b) Resumption of the portion of land on which the materials are located will be at a mutually acceptable rate.
   c) Compensation must be calculated in proportion to the volume of material extracted, and the impact of the activity on the property.

3. Works to rehabilitate the pit once materials have been removed shall take place and will be such works as agreed on in writing before excavation commences. These works may include –
   a) tree planting,
   b) deep ripping,
   c) levelling,
   d) stockpiling of original topsoil and spreading after extraction is completed,
   e) creation of a dam site and roaded catchment etc.

4. All matters are to be agreed in writing, prior to removal of any materials.

– End of Policy

Notes

12.8 Directional Street Signs – Non-commercial

Responsible Executive	Executive Manager Infrastructure Services	
Statutory context	Local Government Act 1995 Public Places and Local Government Property Local Law	
Corporate context	Nil	
History	Adopted	26 April 2017
	Formerly	Policy 13.8
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. The CEO or Executive Manager Infrastructure Services may approve the erection of permanent signs for sporting groups, churches, service clubs and the like at up to three locations subject to –
   a) The application is in writing and includes the preferred wording and location for the signs.
   b) The cost of the sign/s is to be borne by the applicant.
   c) The standard colours of the sign/s shall be white lettering on a blue reflective background.
   d) The size of lettering shall be a minimum of 75mm and a maximum of 100mm.
   e) The sign plate shall be 150mm high or 200mm high with the length of the plates to be a maximum of 1 metre.
   f) Where a sign is to be located within the road verge on a road controlled by Main Roads WA the application is to be referred to that authority for endorsement,
   g) Installation on Shire controlled lands is to be by Shire staff and charged at private works rates, or by a contractor agreed by the Shire under such terms and conditions as considered appropriate,

2. Business or non-government services signage, excluding Emergency Service signs if supplied by the provider, is not permitted to be installed in the CBD and adjacent areas.

3. Signage on roads controlled by Main Roads WA is to be referred to Main Roads WA for consideration and approval.

– End of Policy

Notes

12.9 After Hours Use of Depot, Plant, Vehicles, Equipment and Tools

Responsible Executive	Executive Manager Infrastructure Services
Statutory context	Local Government Act 1995
Corporate context	Delegations Register – - 3.11 – Donations – Financial and In Kind Works / Services Policy 12.6 – Private Works Code of Conduct – Employees
History	Adopted 26 April 2017 Formerly Policy 14.1 Amended 24 July 2019 Reviewed 7 June 2021 Reviewed 26 April 2023 Reviewed 28 May 2025

Policy Statement

1. Depot

Private use of the depot facilities is not permitted.

Use of plant, vehicles etc

2. Private use of plant, equipment etc is not permitted, except in accordance with Policy 12.6 Private Works.

3. The Shire's plant or vehicles are not to be used for commercial use, or for personal profit or reward.

4. Where use has caused damage, the CEO or EMIS, may charge the costs incurred to the employee.

5. All items must be returned in a clean, refuelled and fully operational condition in a ready to use state prior to the commencement of work.

6. Use of equipment and tools

Private use of equipment and tools is not permitted.

Eg: chainsaws, lawn mowers, brush cutters, generators, cement mixers, ladders etc

7. Assistance for Sporting or Community Groups
   a) The use of Shire plant by staff outside of normal hours may be permitted to assist sporting or community groups serving the residents of Narrogin providing the normal plant / equipment hire rate is paid by that body, unless otherwise allowed by the CEO.
   b) Delegation 3.11 Donations – Financial and In-Kind Works/Services may be applied at the discretion of the CEO.
   c) If approved by the CEO or EMIS, the plant is to be operated only by a competent employee – non-employees or a non-qualified employee are not permitted.

– End of Policy

Notes

12.10 Plant, Equipment and Vehicle Replacement

Responsible Executive Executive Manager Infrastructure Services

Statutory context Local Government Act 1995

Corporate context Nil

History

Adopted	26 April 2017
Amended	27 September 2017
Formerly	Policy 14.2
Reviewed	24 July 2019
Reviewed	7 June 2021
Reviewed	26 April 2023
Reviewed	28 May 2025

Policy Statement

The purpose of the replacement policy is to ensure that the plant and vehicles –

a) meet safe operational needs;
b) minimise the cost of maintenance and repairs and
c) are replaced at appropriate intervals so as to minimise cost to the Shire.

Category	Description	Preferred replacement period
Light Vehicles – Admin	Utilities, cars and 4x4	60,000-80,000 or 2 years (unless more cost-effective arrangements for more regular changeovers being at a minimum of every 15,000 kms can be obtained)
Light vehicles – Depot	Utilities, cars and 4x4	120,000 km or 3 years (unless more cost-effective arrangements for more regular changeovers being at a minimum of every 15,000 kms can be obtained)
Buses	Buses	200,000 km or 7 years (subject to any grant conditions or usage)
Trucks – light	2.5 up to 8 tonnes	150,000 km 7 years
Trucks – medium, heavy	Over 8 tonnes	300,000 or 7 years
Road sweepers	Self propelled	As required
Ride on mowers	All sizes	4 years
Light plant	Tractors up to 60 kW, skid steer loaders and similar	5 years
Medium plant	Backhoes	7 years
Heavy plant	Graders, bulldozers, excavators and similar Front end loaders, tractors (over 60 kW) and similar Forklifts	10 years
Trailers	Less than 6 tonne capacity More than 6 tonne capacity	As required
Miscellaneous equipment A	Chain saws & whipper snippers Walk behind mowers Cement mixers Plate compactors & tampers Portable fire pumps and similar	As required

Category	Description	Preferred replacement period
Miscellaneous equipment B	Welders, air compressors	As required
Trailer mounted generators		5 years
Tractor and skid steer loader attachments	Slashers, turf mower and similar	As required

– End of Policy

12.11 Asset Management

Responsible Executive	Chief Executive Officer
Statutory context	Local Government Act 1995 Local Government (Financial Management) Regulations 1996 Australian Accounting Standard 27
Corporate context	Asset Management Plans and Strategies Long Term Financial Plan Corporate Business Plan Policy 3.10 – Portable and Attractive Assets Annual Budgets
History	Adopted 22 August 2018 Formerly Policy 14.3 Last reviewed 24 July 2019 Amended 23 June 2021 Reviewed 26 April 2023 Reviewed 28 May 2025

Policy Statement

Objective

Sustainable service delivery through optimised lifecycle management of assets –

- demonstrate the local government's commitment to strategic asset management as described in framework guidelines provided to local government as part of Integrated Planning and Reporting requirements of the Local Government Act;
- provide guidance for elected members during annual budget process;
- provide guidance for staff responsible for development of asset plans and programs; and
- provide the community with a statement of intent regarding asset management.

This policy applies to –

- all who are involved in the operations, maintenance, refurbishment, renewal, upgrading and development of local government's existing and new infrastructure and other assets;
- all of the local government's assets which include physical features such as roads, drainage, buildings, parks, pathways, playgrounds, plant and other assets that are not fixed in place.

Principles

The local government will procure, maintain and dispose of its assets in line with this policy and regulatory requirements.

The local government aims are to develop and implement cost-effective management strategies for the long term and strive for continuous improvement in asset management practices.

There are five core principles that this policy has regard for –

Principle 1: Understand the Community's Needs

Levels of service for each asset class will be detailed in line with community expectations and regulatory requirements. These levels of service will be determined-

- in words that are readily understood by the community,
- with regard to the cost of provision of these services to the desired level of service, and
- with an understanding of longer term changes necessary as a result of changing demographics within our community.

Principle 2: Be Financially Sustainable

The local government will develop annual asset plans and programs generated from rolling 10/20 year plans aligned to Corporate Plans, Asset Management Strategies, Long Term Financial Plan and Workforce Plan, updating each plan as necessary based on relevant decisions made.

Where relevant, consideration will be given to life cycle costs regarding decisions to renew, upgrade or procure significant assets before any decision is made.

The local government maintenance of assets shall be funded primarily from rates revenue and this shall be taken into regard when decisions are made to procure new assets. Where limits on rates funding exist, precedence shall be given to necessary maintenance activities for existing assets over proposals to procure new assets from this funding source.

The local government will continually review its stock of assets and undertake consolidation of assets where it is in the best interests of the community.

Principle 3: Recognise Environmental Impact

The local government will consider and amend asset programs as necessary, where practical and financially acceptable options exist for reducing energy or water consumption, reducing carbon impact, reducing consumption of non-renewable resources and preserve or enhance the environment in which we live.

Improvements in our asset management systems will be undertaken to ensure measuring and monitoring of consumption of resources are in place to better understand the implications for long term asset management.

Principle 4: Continuous Improvement

Asset management processes will be developed that include a systematic approach to planning, implementing, reviewing, and modifying asset management activities to improve the efficiency and efficacy of the overall system.

Processes will be developed to ensure that the local government is aware of contemporary asset management practices and that staff and service providers undertake continuous improvement

Principle 5: Public and Staff Safety

All facets of the asset management process will have a risk based approach to designing and undertaking each stage of the process to ensure public and staff safety is not compromised.

Application

As there is a substantial investment in assets, the local government will endeavour to meet the service needs of the community, in a manner that does not place undue economic, social, or environmental burden on future generations. Decisions relating to the provision and management of public infrastructure shall reflect the local government's core values, statutory responsibilities, and accountability to the community.

To achieve this, the local government will –

1. Ensure that appropriate infrastructure and other assets are acquired, maintained, and renewed to meet the needs of current and future stakeholders, at equitable intergenerational cost.
2. Undertake a critical review of the need for that asset.
3. Take into account ***whole of life*** costs associated with asset ownership when considering proposed capital investment or other related expenditure, including upgrade and renewal works.
4. Quantify and communicate the true cost of operating and maintaining assets, as a basis for setting service level standards and making informed decisions on asset purchase, maintenance, and renewal.
5. Consult with key stakeholders to establish agreed service standards that reflect community expectations and willingness / propensity to pay.

6. Implement appropriate business practices and procedures to ensure that infrastructure and other assets are operated, maintained, and renewed in accordance with agreed standards, at lowest ***whole of life*** cost to the community.
7. Where appropriate, engage the private sector and Government agencies to explore opportunities for alternative "non-asset" service delivery solutions, including public private partnerships and integrated / shared servicing arrangements.
8. Ensure that statutory and legal obligations with respect to the operation and maintenance of public infrastructure and other assets are effectively met, particularly with regard to public safety and security.
9. Continually seek opportunities for multiple use of assets.
10. Provide appropriate asset data and reporting to meet the needs of the end users/key stakeholders.
11. Develop and implement long term Asset Management Plans as determined by the CEO, for the key asset classes –
    a) Transport assets – roads, paths, bridges, culverts, drainage, airport, street furniture etc.;
    b) Property assets – buildings, freehold land and associated ancillary infrastructure;
    c) Recreation assets – parks, ovals, reserves, gardens, playgrounds etc.;
    d) Plant and equipment – vehicles, tools, plant and machinery, information technology and communications equipment etc.
    e) Portable and attractive assets – in accordance with the *Local Government (Financial Management) Regulations 1996* r.17B; and
    f) Other classes as deemed appropriate or necessary
12. Develop and implement an Asset Management Improvement Strategy detailing proposed business improvement actions and projects aimed at enhancing organisational effectiveness with respect to the management of assets.
13. Valuation and stocktake of assets –
    (a) fair value assessment is to be undertaken on a rotational basis for the assets identified in the Financial Management Regulations r.17A(2) or directed by the CEO or Executive Manager Corporate & Community Services;
    (b) stocktake of moveable (non-portable and attractive) assets within a class is also to take place within 1 month when directed to be undertaken by –
        (i) CEO;
        (ii) Executive Manager Corporate & Community Services for any area of Shire operations; or
        (iii) Executive Manager for the relevant Department.

– End of Policy

Notes

Asset, for the purposes of this policy, includes a physical component of a facility which has value that enables services to be provided and has an economic life greater than 12 months.

Stocktake, for the purposes of this policy, requires that the asset/s be physically sighted and counted, and reconciled to the records held.

12.12 Restricted Access Vehicles on Shire Roads

Responsible Executive	Executive Manager Infrastructure Services	
Statutory context	Local Government Act 1995 Road Traffic (Vehicle Standards) Regulations 2002 Local Planning Scheme and relevant policies Public Places and Local Government Property Local Law 2016	
Corporate context	Delegation 12.10 – Restricted Access Vehicles on Shire Roads Roads Asset Management Planning	
History	Adopted	26 April 2017
	Formerly	Policy 16.1
	Amended	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. The following Policy Schedules are adopted, and form part of this Statement –
   12.12(a) – Information for application to Use Shire Roads
   12.12(b) – CA07 Conditions that may be applied
   12.12(c) – Components for Agreements to Use Shire Roads
   12.12(d) – Calculation of User Contributions

2. Vehicle combinations 2 (truck and trailer) over 19 metres, 3 (B-double) and 4 (pocket road train) but not exceeding 27.5 metres in length (Restricted Access Vehicles) may be permitted on local roads subject to approval by the CEO or EMIS.

3. CA07 conditions as per Policy Schedule 12.12(b) CA07 Conditions that may be applied will be applied where considered necessary or appropriate to manage RAV access in order to –
   a) preserve the condition of the road infrastructure,
   b) improve the road to a standard appropriate for the proposed vehicle movement,
   c) reduce the economic cost to the community caused through heavy vehicle damage, and
   d) mitigate impact on community amenity of noise, dust, hours of operation, public safety etc.

4. Where a CA07 condition exists, RAV operators must –
   a) complete and lodge a written application, providing all necessary information in accordance with Policy Schedule 12.12(a) Information for Application to Use Shire Roads,
   b) details of proposed contributions, if any, towards road improvement / replacement / maintenance, community benefit etc, in accordance with Policy Schedule 12.12(d) – Calculation of Contributions,
   c) provide any other relevant information requested,
   d) pay the CA07 application/assessment fee as determined by the Annual Budget.

5. Where road users apply for a CA07 authority to operate Restricted Access Vehicles on roads in the Shire that are classified under the Main Roads WA permit network, the user may be required to enter into a Road Use (Restricted Access Vehicle Haulage) Agreement with the Shire.

6. Where a user requests sections of road to be upgraded to a standard higher than Council considers necessary for the surrounding or usual usage, Council will apply the principles of Policy Schedule 12.12(c) Components for Agreement to Use Shire Roads to the proposal.

7. The Agreement will be a legally binding contract addressing the matters in Policy Schedule 12.12(c) Components for Agreement to use Shire Roads in a standard format that will be developed and updated from time to time under professional advice from the Shire's engineers and lawyers.

8. Council will require the other party to the Agreement to bear all costs associated with the Agreement including but not limited to legal fees involved in entering into the agreement, and the cost of all professional and engineering advice.

9. The Agreement is to address matters in accordance with Policy Schedule 12.12(c) Components for Agreement to Use Shire Roads:

10. Where considered appropriate, the Shire may convene, or request the user to convene, user groups for the purpose of establishing forward works programs on the affected roads and to identify and address safety issues.

11. Prior to the approval being issued –
    a) Agreement in writing by both the user and the Shire is required (formal contract/agreement or exchange of letters)
    b) Agreed contributions for road use and community benefit to be paid
    c) Main Roads WA advised

12. Approval to operate is subject to an annual licence expiring 30 September.

13. Non-compliance with Council requirements will result in withdrawal of approval for use of the road.

– End of Policy

Notes

Note – requirements are intended to be consistent with relevant provisions of the Shire of Narrogin Extractive Industry Local Law.

Main Roads WA issues road network use permits for RAV (restricted access vehicles). Where the road network includes Shire roads, a local government can impose a CA07 conditions for RAVs that requiring the operator to carry written approval from the Shire permitting use of the road.

RAV traffic (i.e.: multi-trailer heavy vehicles) results in significantly increased cost to maintain the road asset, particularly if the road construction is not designed or intended to sustain such traffic. Wear and tear increases proportionally with the vehicle length, number of trailers, axle combinations and weight of the load carried.

The Shire constructs, maintains and renews road assets generally in line with expectations or requirements of local users, with funding from rates, financial assistance grants, regional roads group funding and federal funding, and does not have funding to construct or maintain road assets for heavy haulage by Restricted Access Vehicles (RAV)..

It is important that the Shire receives adequate compensation from users to ensure the construction, maintenance and renewal of its affected road assets.

Council is committed to maintaining its road assets in accordance with the integrated long term financial and asset management plans.

Policy Schedule 12.12(a) – Information for Application to Use Shire Roads

The information is to cover the following minimum provisions where relevant to the application –

a) Applicant details –
   - Applicant details – name, mail & street address, phone etc
   - Contact person – name, position, phone, email etc

b) Haulage contractors (required for each contractor having a significant freight task) –
   - Contractor details – name, mail & street address, phone etc
   - Contact person – name, position, phone, email etc

c) Term of application –
   - Commencing date
   - Termination date (estimated)

d) Route (required for each different route) –
   - Origin and Terminus
   - Journey / route
   - Distances

e) Vehicles and combinations (required for each route) –
   - class of vehicle and configurations,
   - number of vehicles,
   - frequency and hours of operation,
   - estimated tonnages and concessional loadings

f) Dangerous goods (in order to advise local emergency services) –
   - Type
   - Frequency
   - Quantities
   - Emergency contact details

g) Other relevant information, such as –
   - Maps
   - Engineering assessment if held

h) Authorisation of application –
   - Name, signature of authorised person and date

Applicants to note –
- Approvals will be assessed in accordance with any Shire of Narrogin Planning Policy Developer Contributions – Local Roads, and may take up to 8 weeks to process depending on the timing of receipt.
- Operation of a Restricted Access Vehicle on any road in the Shire constitutes an offence under the Road Traffic (Vehicle Standards) Regulations 2002 unless the operator holds a valid permit issued by Main Roads WA **and** a valid letter of authority from the Shire to comply with a CA07 condition.
- The operator must adhere to all conditions imposed by Main Roads WA and additional conditions if imposed by the Shire:
- Approval of application constitutes a letter of authority in compliance with the CA07 requirement of a valid RAV permit.
- Letter of authority does NOT constitute a permit. The holder must only operate a restricted access vehicle on any road in accordance with a valid permit issued by Main Roads WA

Note – requirements are intended to be consistent with relevant provisions of the Shire of Narrogin Extractive Industry Local Law.
– End of Schedule –

Policy Schedule 12.12(b) – CA07 Conditions that may be applied
https://www.mainroads.wa.gov.au/UsingRoads/HeavyVehicles/ravnetworkaccess/Pages/default.aspx on 5 March 2017

Main Roads Heavy Vehicle Services (HVS) is responsible for administering road access for Restricted Access Vehicles (RAVs).

RAVs are vehicles that exceed any of the following –

- a width of 2.5 metres;
- a height of 4.3 metres;
- a length of 19 metres for a vehicle combination;
- a length of 12.5 metres for a rigid vehicle;
- a gross mass of 42.5 tonnes;
- any other mass or dimension limit prescribed in the Road Traffic (Vehicles) Regulations 2014.

RAVs must only operate on roads approved by Main Roads, under either an order (notice) or a permit.

There are many types of RAVs and each of them has different performance characteristics, require a different amount of road space when operating and have a different impact on the road infrastructure. For this reason, it is necessary to assess the roads these RAVs operate on to ensure the road is suitable for the particular type of vehicle and the safety of other road users is not compromised.

Main Roads Heavy Vehicle Services (HVS) works collaboratively with the relevant road asset owner to ensure roads are suitable for RAV access. RAV Networks are maintained for the various types of RAVs and are published in the form of Road Tables and a RAV Mapping Tool.

Extract from – Main Roads WA Heavy Vehicle Operations
Standard Restricted Access Vehicle (RAV) – Route Assessment Guidelines
Version 3 – October 2016

APPENDIX H – OPERATING CONDITIONS

Main Roads will apply the operating conditions below, as a condition of permit, to very low traffic volume roads when the road's width does not meet the minimum requirements in Appendix B.

These and other similar operating conditions may be applied to the assessment of other roads.

1. When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover.
2. No operation on unsealed road segment when visibly wet, without Road Owners approval.
3. Headlights must be switched on at all times.
4. Speed restrictions. *
5. Direct radio contact must be maintained with other RAVs to establish their position on or near the road (suggested UHF Ch 40).
6. Road not to be entered until driver has established by radio communication that there is no other RAV on the road travelling in the opposing direction.
7. Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/ pick-ups have been completed on the road.
8. Current written approval from the Road Owner, endorsing use of the road, must be obtain, carried in the vehicle and produced upon request.

These conditions are applied in the Prime Mover, Trailer Combinations and Truck, Trailer Combinations Operating Conditions. The applicable roads must be clearly identified as either a "Type A" Low Volume Road or a "Type B" Low Volume Road as a road condition.

*40 km/h or 60 km/h as determined from Appendix C.

– End of Schedule

Policy Schedule 12.12(c) – Components for Agreement to Use Shire Roads

The Agreement may include but is not limited to the following provisions, as appropriate and as determined by the Shire –

a) Principles –
- The safety of road users is paramount, and takes priority over developer activity
- residents should appropriately contribute to assessed public maintenance of the road
- residents should not fund construction or maintenance required for private benefit

b) Safety Management –
- The developer will be required to prepare and lodge a road safety risk assessment and management plan with the Shire for whole route that is in the Shire, including roads under control of MRWA.
- Shire to action matters advised as a priority, subject to seriousness of issue

c) Construction, or upgrade/renewal as required –
- As per Policy Schedule 12.12(d) clause 1 Construction, upgrade and renewal.

d) Road Design –
- When giving consideration to the construction of a road, the Austroads standards should be applied
- MRWA Heavy Vehicle Operations (HVO) requires inspection of a road to ascertain its ability to support RAV traffic.
- Dependant on the category of vehicle (category 1 to 10, RAV class 2) will determine the depth of base, maximum allowable grades, width of seal, seal design and intersection treatments.
- Vehicles should not be on a road unless it is constructed appropriately or agreement reached on upgrade over time.

e) Guidelines –
Reference should be made to appropriate guidelines for the design of the works required, such as –
- Roads –
    - Australian Standards as are applicable,
    - Relevant documentation supported by applicable professional associations
    - Austroads – Vehicle Classification System, Designs and Guides
    - MRWA – Specifications for Pavements
    - MRWA – Restricted Access Vehicles, Permit Networks, Heavy Vehicle Access Road Maps
    - MRWA, Heavy Vehicle Operations, Guidelines for Assessing the Suitability of Routes for RAV
- Drainage catchment, and structural design –
    - Australian Standards as are applicable – e.g. Loads on Buried Concrete Pipes, Precast Concrete Pipes
    - Institute of Engineers – Australian Rainfall and Runoff – A quick guide to flood estimation Aug 1987
    - Austroads – Design Codes and Guides for Bridges, Culverts and Floodways etc
    - Concrete Pipe Association of Australia – guides and charts etc
    - Australian Road Research Board – Guides for Stormwater drainage design in small urban catchments.

f) Maintenance –
- As per Policy Schedule 12.12(d) clause 2 Road Maintenance

g) Adverse Conditions –
- Developer to manage/restrict/cease operations voluntarily as appropriate
- Adverse weather conditions, or other circumstances requiring temporary closure of the route
- Claim to be made on MRWA by Shire for storm damage etc
- Any gap not funded by MRWA remedial grants will be funded in equal shares by developer and Shire

h) Security for road restoration and reinstatement –
i) For the purpose of ensuring that a road is maintained in an appropriate condition and standard, Council may require that a bond, bank guarantee or other security, in or for a sum determined by Council to be paid
ii) A bond required under subclause (1) is to be paid into a fund established by the Shire for the purposes of road maintenance.

iii) If a bank guarantee or other security required ceases to be current, operations may be required to be cease until a further security has been provided.

i) Payment –
- The user will calculate and pay the amount to the Shire in advance at intervals of no less than quarterly.
- The first payment will be non-refundable in its entirety.

j) Community Amenity –
- As per Policy Schedule 12.12(d) clause 3 Community Amenity

k) Cessation of development / operations –
- Any funds remaining to be directed to bringing the road up to a standard where renewal / upgrade for local use will not be required for at least 5 years
- determination of standard required for 5 years by negotiation
- assessment of required works to be certified by a mutually agreed qualified engineer as being adequate to the task
- if after bringing up to the standard required for 5 years there is insufficient funds, invoice to be issued.

l) Administration –
- Engagement of external professional services to advise the Shire on matters relating to the agreement will be charged against the agreed developer maintenance contribution.
- Engagement of external professional services is at the discretion of the Shire, and may include –
    - Consulting engineer and other similar services directly related to the agreed route
    - Legal advice deemed necessary for interpretation of the Agreement
    - Other matters specifically relating to the Agreement or the agreed route

m) Accountability –
- Shire to provide annual report –
    - funds received and expended
    - Reserve Account activity
- Developer to notify of –
    - significant changes in traffic type or volume ,
    - any safety issues on the road in a timely manner

n) Dispute –
- Priority is for resolution through direct negotiation
- Should direct negotiation fail, a mutually agreed independent person to be appointed to make determination
- Determination to be binding except in the case of manifest error

Note – requirements are intended to be consistent with relevant provisions of the Shire of Narrogin Extractive Industry Local Law.

– End of Schedule –

Policy Schedule 12.12(d) – Calculation of User Contributions

1. Road construction, upgrade, improvement –

To be addressed –

a) Joint assessment and agreement in writing of the construction/renewal gap,
b) Assessment of required works to be certified by a mutually agreed qualified engineer as being adequate to the task,
c) Applicant/user/developer to fully fund the gap,
d) Agreement as to who will carry out the construction works – Council responsibility or developer responsibility,
e) On completion of works, prior to issue of approval, the works are to be –
    i) inspected by an appropriate person appointed by the Shire,
    ii) certified by mutually agreed qualified engineer, and
    iii) formally resolved by Council,
f) Should MRWA / RRG / RTR fund a portion, developer funds the reduced gap.

2. Road maintenance –

To be addressed –

a) Maintenance requirements to be negotiated, and agreed in writing –
    i) standards including frequency of completion of maintenance tasks,
    ii) obligations to notify of change, matters for public safety etc.,
    iii) regular inspection to ensure adequacy of conditions,
b) Agreement as to who will carry out the maintenance works – Council responsibility or developer responsibility,
c) Unspent developer maintenance contributions to be retained in a Reserve Account specifically for the road,
d) If annual maintenance contribution is insufficient –
    i) Shire to draw on Reserve, or
    ii) issue an invoice.

Option 1 – Reference amount –

- Year 1 –
    - Previous 5 years average maintenance for this or similar road (traffic, construction etc), each year CPI adjusted
    - Add estimated increased annual maintenance cost
- Year 2 and following –
    - Previous year's figure to increase annually by rural rate increase
    - Maintenance in addition to annual reference amount resulting from road traffic damage (not wear & tear or storm damage etc) to be recovered from user.

Option 2 – Charge per tonne

- Year 1 –
    - An agreed cents per tonne per kilometre
- Year 2 and following –
    - Previous year's rate to increase annually by rural rate increase
    - Maintenance in excess of the calculated figure for the year figure resulting from road traffic damage (not wear & tear or storm damage etc) to be recovered

3. Community amenity

An agreed contribution to mitigate impacts on community amenity as a contribution to the Shire's community programs and/or community infrastructure for the long term benefit of residents of the Shire –

- community safety – such as crosswalk / lights, advisory / waring signage, fencing of public areas
- noise, particularly at night – such as noise barriers, vegetation buffers
- dust or windblown materials in town sites – such as road sweeping or watering down, wash down bays
- inconvenience or congestion to other road users.

Note – requirements are intended to be consistent with relevant provisions of the Shire of Narrogin Extractive Industry Local Law.

– End of Schedule

12.13 Number Plates – Local Authority Fundraiser Series

Responsible Executive	Executive Manager Corporate & Community Services	
Statutory context	Department of Transport licensing requirements	
Corporate context	Nil	
History	Adopted	26 April 2017
	Formerly	Policy 16.2
	Reviewed	24 July 2019
	Amended	23 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. This Policy applies to both the NO series and NGN series local authority number plates –
   - numbers followed by NO, and
   - numbers followed by NGN.

2. The charge for each set of plates will be set by Council at the annual Budget meeting.

3. The person applying for the number plates is to nominate a local non-profit group (sporting, charitable etc) on the application form.

4. The application form including approval of the non-profit group, is to be signed by CEO, Executive Manager Corporate & Community Services or Manager Corporate Services prior to sending to Department of Transport for manufacture of the plates.

5. Unless replacing previously issued plates, leading zeros will not be accepted, e.g. 019 NO or 008 NGN, etc.

Procedures

Nil

Forms and Templates

FCCS065

– End of Policy

Notes

12.14 Funding Contribution – Application for Advancement of Sealing of Shire Gravel Roads

Responsible Executive	Executive Manager Infrastructure Services
Statutory context	Local Government Act 1995
Corporate context	Asset Management Plan - Road Program 2021-2031 Road Network Analysis and Forward Works Program (May 2016) (Talis) Roads 2030 - Regional Strategies for Significant Local Government Roads (2013) (MRWA) (Wheatbelt South)
History	Adopted 27 April 2022 Reviewed 26 April 2023 Reviewed 28 May 2025

Policy Statement

This Policy is to be used by staff to facilitate applications received from landowners or businesses, outside of the townsite (rural), who request a section of the Shire's gravel road network to be sealed, generally, but not limited to, for the purpose of dust suppression.

Applications may be made from applicants who are landowners or businesses in the Shire of Narrogin who wish to advance (bring forward) the bitumen sealing program from where it currently may/ may not lie in the Council's adopted Road Improvement Programs.

Background

Occasionally in rural areas of the Shire, landowners have dwellings or businesses have office developments in close proximity to a gravel road within the Shire, that experiences inconvenience or nuisances such as dust falling onto their dwelling or other, as a result of traffic driving past on the gravel road adjacent.

Applicants are to make application in writing to the Chief Executive Officer to have a section of gravel road sealed. All project specific details are to be in the application inclusive of:

- Name of landowner/applicant/business;
- Address of the dwelling or business property to which the seal applies;
- Description of the seal request i.e., what is the applicant applying for, length, location, width, etc;
- A simple diagram of road seal in relation to the dwelling; and
- Other details as requested by the Chief Executive Officer.

The Bitumen Seals will be a 2-coat bitumen seal using 14/7mm aggregate however the Manager of Operations will assess each application and advise the applicant of the best seal rate to use taking into consideration site specific conditions.

Applicants will be required to fund 50% of the full cost to seal the gravel road section applied for, to the standard of Main Roads WA Supplement to Austroads Guide to Road Design for that category/hierarchy of road. The Shire will not make a profit on an application and will only charge the applicant 50% of the actual cost to seal the section of road applied for (i.e. using internal rates and not using Private Works rates). The Shire will furnish the applicant an estimate of the total cost prior to proceeding with any application and if the applicant is in agreeance and Shire matching funding is available, then the project will proceed, whereby the applicant will be invoiced prior to commencement of the project. The works will not proceed unless:

1. A budget exists for the project (this may require a budget amendment) and;
2. Applicants Payment has been received in full.

Works are to be scheduled to optimise mobilisation of staff, plant and availability of materials and bituminous product. Any estimates provided by Shire Staff are only valid for 6 months and works will not take priority over Shire Budgeted and previously scheduled works. Resource implications must be taken into account.

In the event works cannot proceed for any reason within 6 months of the estimate being issued, then the Shire will revise the estimate in consultation with the applicant. If the applicant is in agreeance with the revised estimate, then this estimate will be valid for a further 6 months from date of issue.

For dust suppression sealing, for example, in front of a dwelling or business, a minimum sealed length of road of 300m is considered necessary to be effective, being 150m either side of the dwelling on the road. Please note that the Shire does not warrant that this will be the case. Prevailing winds, vehicle volumes, type of adjoining pavement material all impact upon this.

Officers will make reference to the current Forward Road Programs of the day to see if the particular road being applied for is included within it. If the road is included in the road program, then this will be advised to the applicant who can decide if they still wish to proceed with their application or wait for the road to be sealed as per the program (which may be amended from time to time by the Council).

Each application will be assessed on a case-by-case scenario and approved by the Chief Executive Officer as being compliant with this Policy.

The Shire's matching 50% funding toward any approved application will be dependent on available funds within the Annual Budget. If there is no specific Budget allowance for an approved application, then officers will need to submit a Budget request form that will be considered in the annual Budget process among other competing projects or Budget Review process.

Procedures

No current procedures relate.

Forms and Templates

No current forms or templates relate.

– End of Policy

Notes

12.15 Road Safety Policy and Vision Statement

Responsible Executive Executive Manager Infrastructure Services

Statutory context
Local Government Act 1995
Road Traffic Code 2000
Main Roads Act 1930
Work Health and Safety Act 2020
Road Safety Commission
Australian Standards, Guidelines, and Codes of Practice
- Austroads Guide To Road Design Parts 1 To 7
- Main Roads Supplement To Austroads Guide To Road Design Parts 1 To 6
- Australian Standard 1742.2 Manual Of Uniform Traffic Control Devices
- Main Roads Western Australia Code of Practice For Traffic Management Works On Road 2024
- Main Roads Western Australia Code of Practice For Traffic Management For Events 2024
- ARRB Unsealed Roads Best Practice Guide Volume 2

Corporate context
Strategic Community Plan 2017-2027
Corporate Business Plan
Long Term Financial Plan
Ten Year Road Program 2024-2034
Ten Year Footpath Construction Program 2024-2034
Ten Year Plant Replacement Program 2024-2034
Bridge Asset Management Plan
Policy 12.10 – Plant, Equipment and Vehicle Replacement

History

Adopted	23 October 2024
Reviewed	28 May 2025

Road Safety Vision Statement

The Shire of Narrogin is committed to creating a safe and sustainable road network that minimises death and serious injury to all road users.

Through proactive measures, strategic planning, and collaboration with State and Federal partners, we aim to maintain our roads to the highest safety standards for this critical asset class.

By continuously investing in road infrastructure, technology, staff training, optimal fleet turnover and other road safety initiatives, the Shire strives to ensure that all road users, including residents, visitors, and transport operators, travel with confidence and security on our roads.

Policy Statement

The Shire of Narrogin acknowledges that road safety is essential for the well-being of its community. To this end, the Shire will implement various Road Safety Management Strategies that adopts current and future best practice road safety principles as far as practicable.

The policy is intended to create a safer road environment through engineering, education, enforcement, and collaboration with stakeholders. The Shire will ensure that all road users, including pedestrians, cyclists, and motorists, benefit from a safer transport network.

Objective

The objective of this policy is to outline the Shire of Narrogin's commitment to enhancing road safety across the Shire by adopting a comprehensive approach to help minimise road fatalities and serious injuries as far as practicable. The policy strives to align with State and Federal principles off road safety and additionally, aligns to WALGA RoadWise road safety principles as a registered RoadWise Council.

Key Principles

The Shire of Narrogin's approach to road safety will be guided by the following road safety principles, adapted from State and Federal road safety initiatives;

- Fallibility - Recognising that people make mistakes, the road network must be designed to minimise the potential for fatal or serious consequences resulting from those mistakes;
- Vulnerability - Acknowledging the human body's limited tolerance to crash forces, the design of roads and vehicles should protect people from serious injury;
- Shared Responsibility - Road safety is a shared responsibility between road users and road asset managers. The Shire is committed to providing a safe road network and forgiving environments for all road users; and
- System Strengthening - Strengthening all parts of the road safety system so that if one part fails, the others will protect people from fatal or serious injury.

Policy Measures

The key objectives for the Shire to achieve optimal road safety on its road network is through:

- Roads and Roadsides:
    - Enhance road safety through separation of traffic, including vehicles, bicycles, and pedestrians where possible.
    - Improve crash protection by addressing hazards on roadsides, such as widening shoulders, adding barriers, vegetation management and improving lighting.
    - Conduct regular road safety and condition inspections on the Shire's road network using trained in-house staff.
    - Offer road safety and or auditor training to relevant personnel.
    - Utilise the Shire's solar digital variable messaging trailer mounted units, to promote road safety and advise road users of changing road conditions where relevant.
    - Conduct regular, and at least annual road signage inspections and audits for relevance and condition.
    - Utilise the Shire's traffic counters to identify traffic classes and movements, that will inform on volume and speed trends.
- Intersections:
    - Ensure safe speeds, relevant advisory and regulatory signage is present and traffic management at intersections to reduce collisions.
    - Consider Installing roundabouts or other road safety initiatives where feasible to improve safety.
- Reducing Travel Speeds:
    - Consider the implementation of targeted speed reductions strategies, particularly in mixed-use areas where vulnerable road users and or pedestrians are present, utilising the Shire's solar speed signs, and in collaboration with regulatory bodies (MRWA).
- Fleet Safety:
    - Implement the Shire's Fleet and Plant Replacement policy to ensure Shire vehicles and plant meet the highest safety standards, including the purchase of 5-star ANCAP-rated vehicles and enforcing driver compliance.
- Post-Crash Response:
    - Provide first aid and emergency preparedness training for employees where practical and relevant.
    - Through trained in-house staff, investigate black spot sites on Shire roads, identified by MRWA and analyse the potential causes and consider remedial actions or road improvements to rectify.
    - Consider submitting applications for State and Federal road grant funding, inclusive of Black Spot funding for hazardous roads or sections of.
- Area of Application:
    - This policy applies to all Shire-managed roads, roadsides, footpaths, and cycle paths. The policy also informs the development and maintenance of road infrastructure across the Shire.

Collaboration & Partnerships

The Shire of Narrogin will collaborate with State and Federal governments, local communities, and road safety organisations to implement best practices in road safety. The Shire will actively participate in National and State road safety programs to secure funding and technical support.

Administration & Review

The administration of this policy lies with the Shire's Infrastructure Services Division. This policy will be reviewed every four years or as required to align with emerging road safety standards.

Forms and Templates

– End of Policy

Notes

Section 13 - NATURAL RESOURCE MANAGEMENT

13.1 Road Reserves – Clearing

Responsible Executive Executive Manager Infrastructure Services

Statutory context

Local Government Act 1995

Environmental Protection Act 1986

- s.3(1) – definition of "native vegetation" includes dead vegetation
- s.51A – definitions of "clearing" and "clearing principles"
- Sch.5 – Principles for clearing native vegetation –
  Native vegetation not to be cleared if –
  - cl.1(b) – whole or part of a significant habitat
  - cl.1(e) – a significant remnant in an extensively cleared area
  - cl.1(f) – associated with a watercourse

Environmental Protection (Clearing of Native Vegetation) Regulations 2004

- r.5 – Prescribed clearing s.51C –
  - item 3 – clearing (by burning) for fire hazard reduction
  - item 11 – clearing along a fence line – Crown land (1.5m)
  - item 15 – clearing to maintain cleared areas around infrastructure etc
  - item 21 – clearing for temporary bypass road
  - item 21A – clearing for crossover
  - item 22 – clearing for maintenance in existing transport corridors
  - item 23 – clearing resulting from infrastructure maintenance activities
- Sch2 – Clearing for maintenance in existing transport corridors
  - cl.2 – extent of clearing for an area or purpose in relation to a road
  - cl.3 – how the clearing is to be carried out

Public Places & Local Government Property Local Law 2016

Corporate context Delegations Register 12.11 – Gates across roads / thoroughfares

History

Adopted	26 April 2017
Formerly	Policy 15.1
Reviewed	24 July 2019
Reviewed	7 June 2021
Reviewed	26 April 2023
Reviewed	28 May 2025

Policy Statement

1. Clearing of a road reserve by any means, including fence lines, for construction or maintenance purposes, must be carried out in accordance with the Environmental Protection Act 1986, and the Environmental Protection (Clearing of Native Vegetation) Regulations 2004.
2. It is the responsibility of the landowner to ascertain if a Department of Environmental Regulation permit is required for any work proposed on a road reserve; in particular, for protection of any identified rare or endangered species of flora or fauna.
3. Any debris or spoil created by clearing of a fence line or the erection of a fence is to be removed from the road reserve and disposed of by the landowner on their property within 90 days.
4. The landowner is not permitted to alter any existing infrastructure or drainage when undertaking the clearing.
5. If needing advice, landowners are encouraged to consult with the Shire prior to any clearing of a road reserve.

– End of Policy –

Notes

Environmental Protection Act –

- s.3 – definition – ***native vegetation*** includes …. dead vegetation unless … excluded by regulation …
- Sch.5 – Principles for clearing native vegetation –
  Native vegetation not to be cleared if –
  - cl.1(b) – whole or part of a significant habitat

Note – includes not just live standing vegetation but also dead vegetation and debris, as this is considered to be habitat and harbourage for ground dwelling fauna. So if pushed tress, cut branches etc are removed within 90 days, no problem, but if left there for a carefully unspecified time, would be considered to have become habitat for ground dwelling fauna

Refer –

- s.3A(2) –
  environmental harm means direct or indirect –
  (a) harm to the environment involving removal or destruction of, or damage to —
    (i) native vegetation; or
    (ii) the habitat of native vegetation or indigenous aquatic or terrestrial animals; or
  (b) alteration of the environment to its detriment or degradation or potential detriment or degradation; or
  (c) alteration of the environment to the detriment or potential detriment of an environmental value; or
  (d) alteration of the environment of a prescribed kind;

13.2 Road Reserves – Cutting Firewood

Responsible Executive	Executive Manager Infrastructure Services	
Statutory context	Local Government Act 1995	
	Public Places & Local Government Property Local Law 2016	
Corporate context	Delegation 11.3 – Public Places & Local Government Property Local Law 2016	
History	Adopted	26 April 2017
	Formerly	Policy 15.2
	Reviewed	24 July 2019
	Reviewed	7 June 2021
	Reviewed	26 April 2023
	Reviewed	28 May 2025

Policy Statement

1. Application to cut or collect firewood from a road reserve is to be made to the CEO.
2. Conditions applying to any approval granted –
   a) At no stage is the activity to create a traffic hazard
   b) Only dead timber is allowed to be cut
   c) All residue to be stacked neatly so as not to cause a nuisance on road verge
   d) Care to be taken to protect existing flora and fauna
   e) Wood may be taken only in non-commercial quantities and for domestic use
3. It is the responsibility of the applicant to ascertain if a Department of Environmental Regulation permit is also required.
4. A collector not complying with this policy may be issued a notice to cease activity or to comply under relevant legislation or local law, up to and including cancellation of licence, issue of an infringement notice or prosecution for non-compliance of conditions of licence.

– End of Policy

Notes

Partially covered by Public Places & Local Government Property Local Law

13.3 Street Trees

Responsible Executive	Executive Manager Infrastructure Services
Statutory context	Shire of Narrogin Public Places and Local Government Property Local Law 2016
Corporate context	Delegation 11.3 – Public Places and Local Government Property Local Law 2016 Street Tree Planning: Selections and Recommendations Guide 2018.
History	Adopted 24 October 2018 Formerly Policy 15.3 Reviewed 24 July 2019 Reviewed 7 June 2021 Reviewed 26 April 2023 Reviewed 28 May 2025

Policy Statement

Purpose

1. To manage the planting, maintenance, and care of street trees in public places and on local government property, in particular but not limited to road reserves, within the town sites of Narrogin and Highbury.
2. Trees are a valuable community asset, enhancing both the built and the natural environment of the Shire. They contribute to the well-being of the community and through their longevity serve as a cultural link through generations.
3. The Shire of Narrogin recognises these values and is committed to the protection and maintenance of trees whilst maintaining its obligations to provide a safe environment.

Application

1. Area of Application

This policy applies to –

a) Narrogin townsite, and
b) Highbury townsite

2. Tree Protection

a) All trees on land under the care and control of the Shire of Narrogin will be protected in accordance with relevant local laws, regulations and acts and these guidelines.
b) Significant trees on Shire and public property will be recorded in the *Street Tree Planning: Selections and Recommendations Guide 2018.*
c) For development applications, retention of mature trees or trees of significance on public property may be included as a condition of approval.
d) Trees on private property are the responsibility of the land owner.

3. Tree Removal

a) Authorisation:
Removal of any tree on Shire of Narrogin controlled property can only be given by the Executive Manager Infrastructure Services (EMIS), or the Chief Executive Officer (CEO). Disputes may be subject to formal referral to Council. Applications for tree removal must be in writing stating the reason why the tree should be removed.
b) Replacement:
In most instances of tree removal and where practicable, a replacement tree will be planted in a suitable location at the discretion of the EMIS with reference to the *Street Tree Planning: Selections and Recommendations Guide 2018.*
c) Removal not justified:
Tree removal will not be justified by any of the following reasons:
   i) Tree obscuring commercial advertising signs
   ii) The growth of the tree is obstructing views

iii) Tree litter/leaf fall/debris
iv) Tree casting unwanted shade
v) Resident requests an alternate species
vi) A perceived danger a tree might fall in a storm

d) Removal justified:
Tree removal may be justified by any of the following reasons:
i) The tree is dead or dying and remedial techniques are not possible
ii) The tree is causing damage to property, infrastructure or public utilities and the cost of remedial works outweighs the value of the tree
iii) Where, subsequent to a risk assessment undertaken by the Shire of Narrogin, the tree presents an immediate danger to the public

4. Tree Planting and Replacement

a) The Shire shall be responsible for the planting and replacement of all street trees, trees in parks and trees on land under the care and control of the Shire of Narrogin.
b) Trees will be chosen from the approved species list in the *Street Tree Planning: Selections and Recommendations Guide 2018,* by the EMIS.
c) Trees under power lines whether new or replacement planting, will only be low growth species as listed in the *Street Tree Planning: Selections and Recommendations Guide 2018*, with the aim of reducing pruning costs and making better use of the Shire's resources.
d) Well established trees will continue to be pruned as required, unless they are deemed as an unsuitable species by EMIS whereby they may be removed.
e) All tree planting near assets such as footpaths, roads, fences, installations such as electricity, water and other utilities where root invasion may cause damage to such asset will include the installation of root guards, to reduce or eliminate damage to other assets and property
f) Trees should be planted in winter, preferably June and July
g) Local native species will be used when planting in rural or bushland areas.

5. Street Tree Pruning and Maintenance

a) Pruning and maintenance of trees will be undertaken by the Shire of Narrogin in an annual program which gives priority to under powerline pruning, the Central Business District (CBD), parks and other significant public spaces, and attends to other trees on an as needs basis.
b) Tree pruning will only be authorised to be undertaken by personnel approved by the Shire of Narrogin who have suitable training and practical experience in arboricultural techniques.
Trees under powerlines will be pruned to meet clearance requirements as directed by Western Power or other electrical utilities of the day.
c) Pruning will not be carried out for purposes such as to improve views, reduction of leaf fall debris, to provide visual access to commercial signs reduction of shade or other reasons that may detract from the natural amenity and purpose of the tree or where pruning will affect the health and structural integrity of the tree.
d) The Shire of Narrogin may water new tree planting through the first two years on an as needs basis. Should a resident wish to water and care for a new street tree that is directly in front of or adjoining their property then the EMIS may approve this.

6. Development Requests

a) Where tree removal is approved in a development plan at the request of private land owners or commercial developers, the full cost of the tree removal including stump grinding and site remediation will be met by the applicant. All attempts must be made to retain healthy suitable trees in the first instance.
b) Where the relocation of a crossover or a request for vehicular access requires tree removal the applicant must meet the cost of the tree removal as in 6(a). All attempts must be made to retain healthy suitable trees including finding an alternative location for a crossover so as to retain a tree.

c) Where trees are indicated for removal on a streetscape plan, landscape plan or works program approved by the Shire, an equal number of trees may be planted in other suitable sites at the discretion of the EMIS.
d) All trees to be provided as a result of development requests will be chosen with reference to the *Street Tree Planning: Selections and Recommendations Guide 2018* and authorised by the EMIS.

7. Public Awareness & Community Responsibility

a) The Shire of Narrogin will encourage property owners to retain trees on private property, particularly where they contribute to the skyline or streetscape.
Residents wishing to extend garden planting onto their verge must seek permission from the Shire, ensuring thoroughfare is retained, and site lines are not hindered. The applicant will supply plan/design to the EMIS for approval. The maintenance of verge plantings will be by the private land owner. The Shire reserves the right to remove the verge planting at any time due to disputes, the planting representing a hazard or at the discretion of the EMIS.
b) Businesses, schools and government organisations will be encouraged to develop and maintain appropriate plantings particularly on the street front verge. The maintenance of verge plantings will be by the private land owner. The Shire reserves the right to remove the verge planting at any time due to disputes, the planting representing a hazard or at the discretion of the EMIS.
c) Residents will be encouraged to monitor the needs of newly planted trees adjacent to their property and provide additional watering when required.
d) Disputes between neighbours over trees that are not under the jurisdiction of the Shire will not be entered into, unless the tree presents a hazard, whereby the Local Government Act 1995 will be referred to.
e) Annual street tree planting will be undertaken by the Shire. Residents will be able to request street trees to be planted on their verge by contacting the Shire. The tree species will be determined by the Shire of Narrogin with reference to the *Street Tree Planning: Selections and Recommendations Guide 2018.*

– End of Policy

Notes

Abbreviations

EMIS – Executive Manager Infrastructure Services
CEO – Chief Executive Officer
CBD – Central Business District

Former Section 14 – Plant / Equipment transferred to Section 12

Former Section 15 – Natural Resources renumbered as Section 13

Former Section 16 – Unclassified transferred to Section 12