



MINUTES

ORDINARY COUNCIL MEETING

24 February 2021

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

Signed:

Date **25 February 2021**

These minutes were confirmed at the Ordinary Council Meeting held on 24 March 2021.

Signed:

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

Acknowledgement of Noongar People

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

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

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Shire of
Narrogin

Love the life

STRATEGIC COMMUNITY

SNAPSHOT

PLAN
2017-27

VISION

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

MISSION

Provide leadership, direction and opportunities for the community.

KEY PRINCIPLES

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

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

OUR VALUES

Care with Trust & Teamwork

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

Accountability - We accept responsibility for our actions and outcomes

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

Excellence - We go the extra mile to deliver outstanding services

Trust - We share without fear of consequences

Team Work - We work together for a common goal

ECONOMIC



Support growth and progress, locally and regionally...

Growth in revenue opportunities

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

Increased Tourism

- Promote, develop tourism and maintain local attractions

An effective well maintained transport network

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

Agriculture opportunities maintained and developed

- Support development of agricultural services

SOCIAL



Provide community facilities and promote social interaction...

Provision of youth services

- Develop and implement a youth strategy

Build a healthier and safer community

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

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

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

Cultural and heritage diversity is recognised

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

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

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

ENVIRONMENT



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

A preserved natural environment

- Conserve, enhance, promote and rehabilitate the natural environment

Effective waste services

- Support the provision of waste services

Efficient use of resources

- Increase resource usage efficiency

A well maintained built environment

- Improve and maintain built environment

CIVIC



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

An efficient and effective organisation

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

An employer of choice

- Provide a positive, desirable workplace

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

CONTENTS

Agenda Item	Page
1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS	7
2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE	7
3. DECLARATION OF INTEREST BY ELECTED MEMBERS AND COUNCIL EMPLOYEES IN MATTERS INCLUDED IN THE MEETING AGENDA	7
4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	8
5. PUBLIC QUESTION TIME	8
6. APPLICATIONS FOR LEAVE OF ABSENCE	9
7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	10
8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION	10
9. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS	10
10. MATTERS WHICH REQUIRE DECISIONS	11
10.1 DEVELOPMENT AND REGULATORY SERVICES	11
10.1.1 SHIRE OF NARROGIN DRAFT ADAPTIVE REUSE STRATEGY – NARROGIN RAILWAY AND GOODS SHED “THE HEART OF THE TOWN”	11
10.1.2 FINAL ADOPTION SCHEME AMENDMENT NO. 37 – LOT 20 AND 21 GRAHAM ROAD, NARROGIN	28
10.1.3 APPLICATION FOR PLANNING CONSENT: OUTBUILDING (AIRCRAFT HANGAR) AT LOT 8 (NO. 2194) CLAYTON ROAD, MINIGIN	65
10.1.4 PROPOSED REFURBISHMENT OF EXISTING ABLUTION FACILITY – LOT 103 SMITH STREET, NARROGIN	73
10.2 TECHNICAL AND RURAL SERVICES	85
10.2.1 AWARDED RFQ 20/21–10 - SUPPLY OF NEW GRADER	85
10.3 CORPORATE AND COMMUNITY SERVICES	88
10.3.1 SCHEDULE OF ACCOUNTS PAID – DECEMBER 2020	88
10.3.2 SCHEDULE OF ACCOUNTS PAID – JANUARY 2021	123
10.3.3 MONTHLY FINANCIAL REPORTS – DECEMBER 2020 AND JANUARY 2021	151
10.3.4 OBJECTIONS TO COUNCIL POLICY 3.14 – CONTIGUOUS LAND USE	181
10.3.5 OBJECTIONS TO COUNCIL POLICY 3.13 – CHANGE IN PREDOMINANT USE OF RURAL LAND	202
10.3.6 ANNUAL COMPLIANCE AUDIT RETURN 2020	215
10.4 OFFICE OF THE CHIEF EXECUTIVE OFFICER	235
10.4.1 NAMING NARROGIN’S PARKS	235

10.4.2	LOCAL GOVERNMENT CHILD SAFETY OFFICERS & PROPOSED REPORTABLE CONDUCT SCHEME	250
10.4.3	CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES	345
10.4.4	MODEL STANDARDS FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION	369
10.4.5	ADOPTION OF POLICY ON APPOINTING AN ACTING CHIEF EXECUTIVE OFFICER	412
11.	ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	417
12.	NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING	417
13.	CLOSURE OF MEETING	417

ORDINARY COUNCIL MEETING

24 FEBRUARY 2021

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, President Ballard, declared the meeting open at 7:01 pm.

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

Elected Members (Voting)

Mr L Ballard – Shire President (Presiding Member)

Cr T Wiese – Deputy Shire President

Cr S Lushey – Via instantaneous communication

Cr M Fisher

Cr G Broad

Cr C Bartron

Cr J Early

Cr B Seale

Cr G Ballard

Staff

Mr D Stewart – Chief Executive Officer

Mr A Awang – Executive Manager Development & Regulatory Services

Mr T Evans – Executive Manager Technical & Rural Services

Mr F Ludovico – Executive Manager Corporate & Community Services

Ms C Thompson – Executive Assistant

Mr T Baldwin – Rates Officer

Leave of Absence

Nil

Visitors

Chandelle Brien Boothey – Narrogin

Tom Shanahan – Narrogin Observer

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

Name	Item No	Interest	Nature
D Stewart	10.4.4	Financial & Impartiality	The Officer is potentially impacted by the adoption or variation of the standards.

Name	Item No	Interest	Nature
D Stewart	10.4.5	Financial & Impartiality	The Officer is potentially impacted by the adoption or variation of the policy.
A Awang	10.4.5	Financial	The Officer is potentially impacted by the adoption or variation of the policy.
T Evans	10.4.5	Financial	The Officer is potentially impacted by the adoption or variation of the policy.
F Ludovico	10.4.5	Financial	The Officer is potentially impacted by the adoption or variation of the policy.

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

7:02 pm – Public Question time commenced

1. Summary of question from Ms Mary Miller - Narrogin

Re: Environmental and Health concerns Relating to burnouts at Revheads in Narrogin. Revheads has been a popular event in Narrogin for some years and attracts people from elsewhere, and has made financial contributions to the community, such as funding for the CATS car.

For environmental and health reasons, it is a good time to look again at some of the features of the event. In particular, burnouts are a source of pollution and a health hazard.

I enclose a copy of a letter to the editor of the West Australian newspaper published 16 January 2021 that points out the contradiction between strict environmental controls on some activities while polluting burnouts continue. I also enclosed a copy of an official health warning from 2006 from the department of public health in California that warns of the negative health impacts of burnouts as well as exposure to high noise levels and exposure to smoke and exhaust fumes.

Summary of response provided by CEO 15 February 2021

Currently in Western Australia there are no public health or environmental protection guidelines regarding the conduct of approved burnout competitions. It remains therefore the jurisdiction of the local authority and land owner, in this case, both being the Shire of Narrogin.

The Shire has been supportive of the REVHEADS conducting their annual burnout competitions – typically in November and the smaller event in March each year, for many years.

The Shire has done so, predominantly because it attracts many local residents but also hundreds of visitors to the Shire and generates significant revenues for a not for profit community group that has always donated the proceeds of its events to many worthwhile local and regional organisations over the years.

It is acknowledged that with climatic conditions and depending on the wind direction, the smoke and smell of the burning tyres may have some adverse concern for the residents of nearby streets and some of the townsite residents in general.

However, whilst the event continues to be supported by locals and visitors, the Shire would be reluctant to not approve further events at this site. The Shire does assess the merits of the events and ongoing support / approval for it on a yearly basis, and your concerns will be noted when that time comes again with Budget adoption in July.

Thank for taking the time to write to the Shire and highlighting your concerns.

2. Summary of question from Chandelle Brien Boothey – Narrogin

- a. Target in Narrogin is scheduled to close at the end of April 2021. What measures has the Council put in place to provide residents with this service going forward?

Summary of Response

The Shire President responded: Upon receiving advice of Target's closure I wrote to the Kmart Group General Manager of Corporate Affairs in Victoria asking them to reconsider and reverse their decision. In addition we have contacted three other retail chains. We are also hoping that the change of trading hours will make Narrogin a more attractive location for a new large retailer to come to service the district.

- b. If car parking is an issue for a future potential tenant, what measures has the Council put in place to address this?

Summary of Response

The Executive Manager Development and Regulatory Services responded: The car parking is considered upon the receipt of a development application for which no application has been received as yet. However, it is unlikely to be a problem with ample public parking considered available in Narrogin.

7:09 pm – The President declared Public Question Time closed and noted that no questions have been taken on notice.

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0221.001

Moved: Cr Bartron Seconded: Cr Seale

That the minutes of the Ordinary Council Meeting held on 15 December 2020 be confirmed as an accurate record of the proceedings subject to the following corrections:

- On page 120, Council Resolution 1220.012 1 of 2, “the exception of points 4,6,9,10 and 11” replaced with “the exception of former points 4,6,9,10 and 11”.
- On page 94, Policy Implications, “prepared to continent fincila support” replaced with “prepared to contribute financial support”.

CARRIED 9/0

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

9. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS

Nil

10. MATTERS WHICH REQUIRE DECISIONS

10.1 DEVELOPMENT AND REGULATORY SERVICES

10.1.1 SHIRE OF NARROGIN DRAFT ADAPTIVE REUSE STRATEGY – NARROGIN RAILWAY AND GOODS SHED “THE HEART OF THE TOWN”

File Reference	26.8.3
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Item 10.1.1, 24 November 2020 , Res. 1120.002
Date	8 February 2021
Author	Susan Guy – Manager Community Leisure & Culture
Authorising Officer	Azhar Awang – Executive Manager Development and Regulatory Services
Attachments <ol style="list-style-type: none">1. Shire of Narrogin Adaptive Reuse Strategy - Narrogin Railway & Goods Shed “The Heart of the Town” (click here)2. Shire of Narrogin Adaptive Reuse Strategy - Railway Station & Goods Shed Public Comments Schedule3. CONFIDENTIAL Narrogin Railway Station Refurbishment Project Estimated Costs – Itemised (provided under separate cover)4. Schedule of Recommendations	

Summary

Council is requested to endorse the Shire of Narrogin Adaptive Reuse Strategy (ARS) – Narrogin Railway Station & Goods Shed “The Heart of the Town”, subject to minor amendments to the recommendations, following the public submission period which closed on 1 February 2021.

Background

The Shire has previously recognised that the revitalisation, preservation and future re-use of the Narrogin Railway Station & Goods Shed, both historically underutilised, has the potential to contribute to the creation of a more diverse and vibrant local economy and community.

The Railway Station building is a permanent entry on the State Heritage Register (Place No. 3521) and is listed in the Shire’s Local Heritage Survey (LHS) 2019 as a category ‘A’ building, which is a place of exceptional cultural heritage significance to the Shire of Narrogin and the state of Western Australia. It is the property of the Public Transport Authority (PTA) and is currently leased to the Shire of Narrogin under the Community Endowment Lease (L6578).

The Goods Shed is a permanent entry on the State Heritage Register (Place No. 4779) and also listed as a category ‘A’ in the LHS 2019. Reserve 51466 on which the Goods Shed is located is currently

under a Management Order granted to the Shire of Narrogin on 16 August 2013 for 'Community Purposes'.

Heritage Intelligence (WA) was appointed by the Shire to prepare and develop a Conservation Management Strategy (CMS) and an ARS for the Narrogin Railway Station and Goods Shed. The adaptive reuse of the Railway Station and Goods Shed as former industrial sites with heritage values, requires the guidance of a CMS including its Statement of Significance, which articulates what is most important about the place. The CMS is an essential document to guide the adaptation of both buildings and usually the pre-requisite for funding for conservation works.

Council received the CMS on 24 November 2020 at its Ordinary Council Meeting and on the same date adopted the ARS for the purpose of receiving public comments. The public comment period commenced on 7 December 2020 and closed on 1 February 2021. Public notices were placed in the Narrogin Observer on the Shire's website and Facebook page as well as on public noticeboards. Comments were to be submitted in writing by mail or email to the Chief Executive Officer. A copy of the ARS was made available for viewing at the following locations:

- Shire of Narrogin Administration offices, 89 Earl Street Narrogin
- The R W (Bob) Farr Memorial Library, Fortune Street Narrogin.

Consultation

Prior to the public comment period the following community groups and individuals were consulted:

- Community (online survey), Open Houses, presentations, face to face interviews and railway station tours
- Friends of the Railways
- Chamber of Commerce
- Dryandra Country Visitor Centre
- Arts Narrogin Inc.
- FORM
- Chief Executive Officer
- Executive Manager Development and Regulatory Services
- Executive Manager Technical and Rural Services
- Manager Operations
- Building Surveyor
- Planning Officer
- Elected Members.

Statutory Environment

Sections of the Acts, Regulations and/or Local Laws that apply to this item include:

- Heritage Act 2018
- Shire of Narrogin Local Heritage Survey 2019.

Policy Implications

Nil

Financial Implications

Table 1 below, sets out the estimated cost exclusive of GST for the refurbishment of the Narrogin Railway Station. (Cost estimates for the refurbishment of the Goods Shed have not been developed to date). The Shire has allocated \$750,000 for works at the railway station. The refurbishment cost estimate is \$498,377 exclusive of GST. Adding a 10 percent contingency, takes the total to \$548,215. The construction of a new car parking area is estimated at \$150,000. Allowing for a contingency of just under \$52,000 takes the total estimated project costs to \$750,000, plus GST.

General Requirements	\$(GST ex)
Refurbishment cost	498,377
Contingency @ 10%	49,837
Total Refurbishment Costs	548,214
Car parking area	150,000
Contingency	51,786
Total Estimated Project Cost	750,000

Confidential Attachment 3, details the estimated cost inclusive of GST by major work category for the Narrogin Railway Station.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	1.	Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.1	Growth in revenue opportunities
Strategy:	1.1.1	Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business
Strategy:	1.1.2	Promote Narrogin and the Region
Strategy:	1.1.3	Promote Narrogin's health and aged services including aged housing
Outcome:	1.2	Increased Tourism
Strategy:	1.2.1	Promote, develop tourism and maintain local attractions
Objective	2.	Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.1	Provision of youth services
Outcome:	2.3	Existing strong community spirit and pride is fostered, promoted and encouraged
Strategy:	2.3.4	Provide improved community facilities (eg library/recreation)
Strategy:	2.3.5	Encourage and support continued development of arts and culture
Outcome:	2.4	Cultural and heritage diversity is recognised

Strategy:	2.4.1	Maintain and enhance heritage assets
Strategy:	2.4.2	Support our Narrogin cultural and indigenous community
Objective	3.	Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.1	A preserved natural environment
Strategy:	3.1.1	Conserve, enhance, promote and rehabilitate the natural environment
Outcome:	3.4	A well maintained built environment
Strategy:	3.4.1	Improve and maintain built environment

Comment/Conclusion

The process employed by Heritage Intelligence (WA) for preparing the ARS for the Railway Station and Goods Shed included:

- Examining relevant trends, issues and challenges related to re-purposing rail precincts;
- Reviewing key Shire strategic documents including the Gnarojin Park Masterplan 2019, the Narrogin Tourism Strategy 2019, the Public Art Strategy & Masterplan 2019 and the Townscape Study Review 2016; and
- Consulting with the Shire's administration, elected members, stakeholders, and the wider community.

The ARS presents to the Shire a range of probable, appropriate, respectful re-uses for the Railway Station and Goods Shed. Heritage Intelligence has flagged, for utmost consideration, the need for the Shire to reflect on the current scenario of vacant and re-purposed railway stations that dot the regional landscape of the Wheatbelt and Great Southern, which speak of few successful re-purposing stories and perhaps fewer ongoing viable outcomes. It therefore becomes imperative for the Shire to consider how the repurposing of the Narrogin Railway Station and the Goods Shed can be undertaken with the aim of achieving a point of difference. The ARS refers to a point of difference in the context of a niche tourism market where a need is not currently being catered for at the moment. This point of difference in turn means considering to which markets - domestic, regional, interregional, interstate or even international (post COVID-19) a redevelopment with a point of difference could appeal.

The Narrogin Tourism Strategy endorsed by Council this year, makes frequent reference to the findings of thorough and contemporary research conducted by State tourism authorities. The Tourism Strategy informs the Shire that contemporary Australians, across all age groups, have become what Tourism Australia defines as 'Experience Seekers'. They are the broad target market for tourism especially when those Experience Seekers have interests in heritage and cultural learning, nature based tourism and educational-experiential learning.

The ARS builds a vision for the Railway Station and Goods Shed where these 'Experience Seekers' are offered a worthwhile way to connect with the culture and people of Narrogin and have an experience which is 'enjoyable, stimulating, interactive and fun' and generates 'word of mouth' stories to take back home about the enticing and unique impressions of the region among their peers. There is, in other words, an opportunity in repurposing the Railway Station, to develop new experiences and attractions for tourists to Narrogin which can also increase the length of stay and add to the appeal of the Shire's tourism product mix.

Gnarojin Park becomes integral to this vision with the Park identified as providing opportunities for a rich cultural interpretive experience, offering stories of Noongar life and culture pre-settlement and post settlement. The ARS cites the Shire's Walk Trails Master Plan 2019 and the Narrogin Tourism Strategy 2019, with both documents highlighting the value of Gnarojin Park for tourism and attracting visitors:

"Gnarojin Park, located a short stroll from the Dryandra Country Visitors Centre, has the potential for becoming one of Narrogin's most visited sites. It already has several trails/paths, including the Narrogin Recreation Trail (a loop trail encompassing both sides of Narrogin Brook), the Centenary Pathway and the Noongar Dreaming Pathway. (Shire of Narrogin's Walk Trails Master Plan p. 53)

Gnarojin Park has always been significant to the town's Aboriginal history and storytelling. The future development of the Park provides an opportunity to build on this significance. There is an obvious link to interpretation of stories of beginnings to contemporary life and culture. This interpretation could be appropriately located opposite the Park in the railway station building. (Narrogin Tourism Strategy, p.10)"

The ARS refers to the recently completed Narrogin Heritage Walk Trail in the CBD and makes a case for how this heritage trail linked with the Gnarojin Park trails can become a tourism asset, stating that it is crucial that the suite of trails reflect the quintessential character of the area - its natural assets, Aboriginal history, pioneers, heritage and culture, the traditional farming practices and new agricultural enterprises.

The Townscape Study Review 2016, also identified Gnarojin Park as an asset to the town, with its artworks and walking trails. The Study strongly recommended the Shire continue to enhance the Park with plantings, interpretative signage and strengthened connections across the railway line, pointing out that the more the Park is used and activated, the more it will be 'owned', respected and cared for by the community.

Heritage Intelligence (WA) also draws on the Townscape's Study's recommendations to the Shire to encourage commercial and retail outlets to remain in the CBD. The Townscape Study viewed the town centre as playing a key role in the economic and social fabric of the community. In line with the Townscape Study, the ARS therefore advises the Shire to, wherever possible, encourage new businesses and enterprises to establish their operations in the CBD rather than at its refurbished Railway Station or Goods Shed. Heritage Intelligence (WA) proposed access to a pedestrian crossing at the juncture of Mackie Park and Fairway Street (and the east side of the railway line) in alignment with the intent to centralise commercial activity in the CBD.

The ARS stresses that wayfinding signage with specific themes and designs is critical to connecting the refurbished Railway Station to the town centre and to Gnarojin Park. The Public Art Strategy & Masterplan 2019 saw public art as a way to connect the east and west sides of the railway line. This could include painting the pedestrian overpass, light projections on to the overpass or the Railway Station and Goods Shed and painting the streets leading to pedestrian crossings.

Heritage Intelligence (WA) also points to the opportunity to explore potential partnerships with well regarded and respected agencies such as FORM, an independent non-profit organisation based in Perth. FORM is well known for its Public Art Silo Trail which brought world class murals to grain silos, transformer boxes and iconic infrastructure throughout the Wheatbelt and the Great Southern. FORM has a demonstrated track record to market a vision to funding bodies such as Lottery West. FORM builds creative capacity in communities through visual arts, learning and community engagement. A robust collaborative partnership with the Shire, FORM and Arts Narrogin holds the potential for the

development of arts and cultural activities, educational, workshops and an artist in residence program centered at the Railway Station or Goods Shed. An all-encompassing project such as this would appeal to domestic, regional, interregional and interstate markets and an international market.

The ARS notes Northam's recently established Bilya Koort Boodja Centre for Noongar Culture and Environmental Knowledge. This is a regional tourist attraction offering an interactive educational experience recognising the rich Aboriginal and environmental presence in the Nyoongar Ballardong region. The Centre aims to protect, celebrate and share the culture of the Noongar people. This inspirational project could offer the Shire some guidance for re-purposing the Railway Station and Goods Shed by considering the aims of the Bilya Koort Boodja Centre, namely to protect, celebrate and share the culture of the Noongar people.

The ARS encourages the Shire to commemorate and celebrate the achievements of The Friends of the Railways as part of the future development of the Railway Station. This group's 1994 document "Heart of the Town" saved the Railway Station from demolition. Heritage Intelligence (WA) found that this group's current and past proposals to reinvigorate the Railway Station are similar. Their aspirations include a TransWA coach bay and ticketing facilities, waiting room and rest area, arts and crafts, static display, administration centre for Friends of the Railways, weekend markets, tourist Information centre, and return of the Pm 706 for restoration and display in the Goods Shed. Links to Gnarojin Park is included in their aspirations and a pedestrian crossing. The Pm 706 finding a permanent home at the Goods Shed was viewed by Heritage Intelligence (WA) as a critical element in activating the Goods Shed and the Railway Station. The vision is one of housing the Pm 706 visible from the Railway Station and viewed through a glass /transparent wall or if not the real thing then a public art work on the eastern wall of the shed depicting the steam train.

In summary, it is clear that key Shire strategic documents have been instrumental in shaping and informing a particular vision articulated in the ARS for re-purposing both the Railway Station and the Goods Shed. A thorough review of these strategic documents combined with the findings from a strong community engagement process has produced solid overlaps between local community aspirations and strategic directions already recommended in council endorsed documents. The vision is one in which visitors, tourists and locals alike can enjoy a walk through Gnarojin Park guided by high quality wayfinding signage to the Railway Station as the beginning of a journey. At the station they find an array of cultural, educational, interpretative, sensory and visual experiences on offer from Aboriginal art and artefacts, interactive displays, public art, unique, spectacular to scale models of steam trains and the railway yards, pictorial and photographic displays relating to days gone by, an archive room, and the Pm 706 located in its forever home in the Goods Shed.

If repurposing is undertaken with respect for lessons learned from other similar projects in the State, with a good awareness of past recommended strategic directions and done creatively and inclusively, then there is on offer considerable opportunity for finding that point of difference and with that intention, boost tourism for Narrogin as a regional Wheatbelt town.

However, there is the significant challenge for the Shire found in the logistics and cost of an at-grade railway pedestrian crossings to provide universal access suitable for any bicycle, wheelchair or electric wheelchair, between the town centre and the railway. Heritage Intelligence (WA) identified the most obvious location for a pedestrian crossings as directly across from the immediate vicinity of the east end of Park Street to the centre of the Railway Station. This location however, presents a significant problem with the platform being a meter higher than ground level. Other options for locations were put forward, all with their own logistical challenges and associated costs.

Currently there is a pedestrian footpath crossing the railway track from Egerton Street to Pioneer Drive and also an overhead pedestrian bridge linking Fairway Street, near Mackie Park, to the Railway Station.

Another challenge which cannot be overlooked is the ever present need for the Shire to keep doors open to the Railway Station and/or Goods Shed to ensure a functioning viable and inviting space. Importantly Heritage Intelligence (WA) has stated:

“An essential element of maintaining the enthusiasm and inspiration to restore and re-activate the railway station and goods shed will be community drive and determination.”

The question posed is - Is there anyone willing to face the challenge?

These two challenges of access and operational requirements alone, bring to the fore the reality that a long-term reuse that is both financially viable and appropriate to the heritage context may not be possible or sits in a lengthy timeframe.

The Shire may need to consider developing well thought out long term strategies for both buildings, including possible phased development, and interim uses. An overall documented and detailed plan developed by the Shire’s Administration, may be required which comprises these long-term strategies for both the Railway Station and Goods Shed, which may include temporary uses or plans to close off certain areas while also building in flexibility which allows the Shire to respond to changes over time. Temporary uses such as exhibition spaces and visitor information points, artist’s and craft studios, artisan workshops, performance spaces, hospitality, ephemeral events, business incubators and storage, may be a viable way to maintain use in the short to medium term. Temporary use can help, avoid neglect and protect the buildings until a more permanent longer-term use is explored through feasibility studies and funding found to support that use.

Public Submissions

The Shire received a total of five submissions - one from Arts Narrogin Incorporated and four from the public during the public comment period. Four submissions supported the Shire’s proposal to refurbish and re-use the Railway Station and Goods Shed, congratulating the Shire on its initiative and one submission was neutral in its support. While the Public Comments Schedule provides details of all submissions the following is a brief summary.

Arts Narrogin advised it is supportive of many of the recommendations in the ARS, and noted the need for universal access to the Railway Station. These recommendations include relocating the TransWA journey hub, utilising virtual reality technology for dynamic projections and immersive experiences, good lighting, interpretative signage, and locating the PM706 in the Goods Shed. The submission strongly encouraged the Shire to utilise the potential linkages, highlighted in the ARS, between the town’s CBD, the Railway Station, and Gnarojin Park pointing to the apparent and significant opportunities for the Shire to capitalise on the proximity of Gnarojin Park to the station, in terms of showcasing Narrogin’s early pioneering days, as well as pre-settlement times and often overlooked Aboriginal history linked to Gnarojin Park. It supports a courageous approach by the Shire that looks for a “point of difference” from other towns and districts that have undergone the process of repurposing their respective railway stations. The organisation stated that the ARS points to the extreme importance of the Shire fully appreciating and understanding the changing trends in the tourism market in regional Australia, in order to maximise the benefits from its substantial investment in the Narrogin Railway Station.

A member of the public who stated they were neither for nor against the renovation of the Narrogin Railway Station, referred to their 60 years plus experience in the building trade, and raised concerns about the Shire's cost estimates considering them as far too low. The submission gave the example of the Mt Barker Railway Station where expenditure was in excess of \$400,000 on the work with most of grant funds allocated to heritage professionals and where materials used must be as the original e.g. the use of jarrah timber rather than MDF.

Another member of the public stated that whatever is located at the station, it needs to be of a high standard and suggesting museums, markets, art centres, food and a "drawcard". A specific suggestion was a passenger train which travelled to Cuballing or Wagin, similar to the Dwellingup Railway, (estimated to be some 10 kilometres in length) and is a significant drawcard for Dwellingup. It was suggested train trips could be offered on a weekend, with an evening dining experience perhaps monthly or two monthly, with a local not for profit catering group such as the Golden Oldies, Anglican Ladies. It was proposed that the weekend trip destination alternate between Cuballing and Wagin, and this would bring life and money into those nearby towns as well.

In summary, the Administration has recommended endorsement of the Adaptive Reuse Strategy, and the Schedule of Recommendations contained therein, with minor amendments as proposed by the Officers (Attachment 4).

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0221.002

Moved: Cr Bartron Seconded: Cr Seale

That, with respect to the Shire of Narrogin Adaptive Reuse Strategy Narrogin Railway Station and Goods Shed "The Heart of the Town", Council:

1. Note the submissions received during the public advertising period as per the Public Comments Schedule (Attachment 2) and thank the contributors for their input and advise them of the outcome.
2. Endorse the Adaptive Reuse Strategy, and the Schedule of Recommendations as proposed by the Officer (Attachment 4).
3. Authorise the Shire President and the Chief Executive Officer to commence formal discussions with the Board and Manager of the Dryandra Country Visitors Centre Inc with respect to opportunities to partner with the Shire to take a lead role in activating the Narrogin Railway Station.
4. Request the Chief Executive Officer to invite the community to contribute Narrogin Railway Station or Rail memorabilia or historical artefacts as part of the intent to establish engaging exhibits within the refurbished Railway Station, to assist interpret and celebrate the district's rich rail heritage, and to ensure recording of any accepted items in a suitable collections management system, such as the Shire's existing MOSAiC Software.

CARRIED 9/0

Submissions	Comment	Officer's Comment
Public 1	I am neither for nor against the renovation of the Narrogin Railway station.	Impartiality is noted.
	Advised was a Plantagenet Shire Councillor when the Mt Barker Railway Station was renovated. Stated has 60 years plus experience in the building trade and as a registered building and construction manager on high rise flats. Believes the cost estimates are by far too low. Stated in 1996–1997 the Plantagenet Shire spent in excess of \$400,000 on the work with most of grant funds allocated to heritage architects etc. Advised if heritage buildings, materials used must be as the original e.g., use Jarrah and not MDF.	Comments regarding cost estimates being too low are noted.
	Feels the buildings are too far from the town and on the wrong road with no passing traffic. Stated travelled around Australia for some 12 years and has some knowledge of what tourists want and it is not to come to a town on a weekend to find it shut. Asks what has Narrogin got to keep a traveller here?	Concern regarding location of railway station and inactivity in town on weekends is noted.
Public 2	Congratulated the Shire for finally doing something about the disused railway station which has been an eyesore for many years. Wished the Shire the best of luck and believes it will be a great addition to Narrogin. Believes that whatever is located at the station, needs to be of a high standard - Good, interesting, museums, markets, art centres, food and a “drawcard” whatever that may be.	Support for the project is noted. Advice that development and activities and drawcards need to be of a high standard is noted.
	Suggested the following: <ol style="list-style-type: none"> 1) Painting of the building in the heritage cream/rust colours that abound on other restored railway stations in the area. (Beverley is a great example). 2) Weekly/ or monthly market stalls of local produce, artworks, general stalls instead of at the Museum carpark 3) Incorporate a railway museum with memorabilia and history of the railway station and yard. 4) Definitely incorporate some kind of eating place – be it just a coffee/tea and sandwiches/cakes etc. so that visitors can also stop and enjoy the facilities and have somewhere on site to eat and drink. 	All suggestions are noted and require consideration.

Submissions	Comment	Officer's Comment
	<p>Better still would be to restore a railway carriage and have a "high tea" of scones, jam and cream as York used to do. That was amazing.</p> <p>5) Perhaps every 4-6 months have a "Murder Mystery" night in one of the railway carriages</p> <p>6) Maybe a "miniature train that kids could enjoy a ride on</p> <p>7) Even better would be a train that could actually travel even to Cuballing or Wagin - like the Dwellingup Railway, which only goes 10 kilometres but is a huge drawcard for the town. Trips during the day, (on a weekend) and an evening "dining experience" – say once a month, or every two months. Someone like the "Golden Oldies", Anglican Ladies, private caterers etc. could do this as a fund raiser.</p> <p>If a day trip could be organised say for a Saturday or Sunday afternoon with maybe a stop once a month in Cuballing and the next month at Wagin, people could stop and have refreshments in those towns, bringing life and money into those towns as well.</p> <p>Believes there would be hundreds of local people who have never had the opportunity to ride on a train – let alone visitors. Combined with the fact that Coles will be open on Sundays, plus if a few local shops also opened- even if for a few hours, it would bring much needed life- and revenue- into the town.</p> <p>Stated that most people acknowledge Narrogin is pretty dead on the weekends - more so on a Sunday. Was of the view that having the railway back in use would be a great drawcard for visitors. Advised that wherever there is a local attraction there is a need for food, markets etc. as well.</p> <p>Suggested the station could also have a room for use as workshops for visiting artists, displays etc. Another room could be used as an Aboriginal museum, with art displays from local Aboriginals as well as a history of the Aboriginals in this area.</p> <p>Does not agree that it be a venue for young people as it is not appropriate.</p>	
Public 3	<p>Stated that to bring the pedestrian walk and bridge, the station, the Transwa stopping place and hopefully the proposed Dome into one central region sounds interesting. Trusts that the planners employed for this work will do an appropriate job to bring it all together.</p>	Comments are noted.

Submissions	Comment	Officer's Comment
Public 4	Supports the development and applauds the Shire for engaging such a vibrant and inspirational heritage architect to lead the process.	Support for the project is noted.
	The Adaptive Reuse Strategy's final paragraph offers a plan for a vibrant precinct bringing together the pedestrian walkway, bridge, bus station and hopefully joining up with the Dome redevelopment. Believes appropriately landscaped and with a mural, the walls of the railway shed, depicting historical railway and flora and fauna images of local species would make it a very attractive area for locals and tourists alike. Argued that incorporating Dryandra Country Visitors Centre into the precinct would complete the area.	Comments and suggestion that the Dryandra Country Visitors Centre be part of the precinct are noted and require further consideration.
Arts Narrogin Inc.	States it supports the Shire's initiative to refurbish and revitalise the Narrogin Railway Station and Goods Shed, given the cultural and social significance both buildings hold in Narrogin's history. Congratulates the Shire on its progress with this project to date, and looks forward to the Shire holding a courageous vision for doing it differently.	Support for the development is noted. Congratulations on progress is noted as is encouragement for the Shire to hold a courageous vision for a development with a point of difference.
	States that having reviewed the Adaptive Reuse Strategy strongly encourages the Shire to utilise the potential linkages, highlighted in this document, between the town's CBD, the railway station, and Gnarojin Park. Argues there appears to be significant opportunities for the Shire to capitalise on the proximity of Gnarojin Park to the Railway Station, in terms of showcasing Narrogin's early pioneering days, as well as pre-settlement times and often overlooked Aboriginal history linked to Gnarojin Park.	Interest in the linkages described in the ARS between the CBD, the Railway Station and Gnarojin Park and the opportunities presented for showcasing early pioneering days and Aboriginal history is acknowledged.
	Advises it supports the concept of creating a heritage walk trail linking the park, the railway station and the CBD, as it offers enormous tourism potential. Quotes from the Council Agenda of 24 November 2020 that <i>"...it is crucial that the suite of trails reflect the quintessential character of the area - its natural assets, its Aboriginal history, its pioneers, its heritage and culture, the traditional farming practices and new agricultural enterprises."</i>	Support for a heritage trail between Gnarojin Park, the railway station and the CBD is noted.

Submissions	Comment	Officer's Comment
Arts Narrogin Inc.	States it supports development which is based on an approach that looks for a “point of difference” from other towns and districts that have undergone the process of repurposing their respective railway stations.	Comments regarding looking for a point of difference are noted and requires consideration.
	Strongly encourages the Shire to consider the tourism potential of immersive experiences, in particular, noting that ‘Experience Seekers’ are a market segment that could be effectively targeted through careful design of this key space, incorporating immersive elements using projection and virtual reality technology.	Support for immersive experiences and catering for “Experience Seekers” I the tourism market is noted.
	States that the ARS points to the extreme importance of the Shire fully appreciating and understanding the changing trends in the tourism market in regional Australia, in order to maximise the benefits from its substantial investment in the railway station.	Comments regarding the Shire to fully appreciate and understand the changing trends in tourism are noted.
	Advises it is supportive of many of the recommendations in the ARS, and notes the need for universal access to the railway station. These include the recommendations to relocate the Transwa journey hub, utilising virtual reality technology for dynamic projections, good lighting, interpretative signage, and locating the PM706 in the Goods Shed. Believes all of these recommendations are strong indicators that Narrogin has something extremely interesting to offer ‘Experience Seekers’ within the tourism market.	Support for many of the recommendations in the ARS is noted. Comments regarding the need for universal access to the railway station are noted.
	States given its own mandate, it is extremely supportive of the Shire exploring ways to encompass strong cultural and artistic value into its development, so as to boost tourism for Narrogin, embrace the town’s diversity, and the meaning of the town’s history for the broader community.	Support for the Shire exploring ways to encompass cultural and artistic value into the railway station’s re-development and the link with tourism growth for Narrogin, is noted and needs consideration.

Shire of Narrogin Adaptive Reuse Strategy Narrogin Railway Station Recommendations

Recommendations	Officer Support	Officer Alternate Recommendations (if applicable)
1 Accept and understand the accolade of the Narrogin Railway Station's entry onto the Register of Heritage Places and the statutory implications and requirements of that listing.	Yes	
2 Ensure that the cultural heritage significance of the State Registered Narrogin Railway Station and Goods Shed is respected and all works and development are in line with the recommendations of the Conservation Management Strategy 2020 and necessary approvals from the Department of Planning Lands and Heritage (DPLH) to uphold and enhance the heritage significance.	Yes	
3 Refer to the Conservation Management Strategy 2020 for guidance for any conservation work, development or interventions to the buildings. The levels of significance identify degrees of intervention but guidance and DPLH approval is still required.	Yes	
4 Undertake the conservation and works and service installations at the railway station as a stage 1 priority and the goods shed conservation works as stage 2.	Yes	
5 Identify relevant funding opportunities for various elements of the reactivation including various State and Federal agencies. (e.g. from Lotterywest, Royalties for Regions, Arts and Tourism).	Yes	
6 Accept the community's connections with the Narrogin Railway Station and Goods Shed and continue to engage and value the benefits of their contributions.	Yes	
7 Recognise and utilise the value of the community. The railway buildings engender considerable connections and pride with history and heritage. The retention and reactivation of those	Yes	

Recommendations	Officer Support	Officer Alternate Recommendations (if applicable)
buildings impacts on community wellbeing, sense of place and social sustainability.		
8 Avoid businesses initiatives or activities at the railway station and goods shed competing with existing business in the town.	Yes	
9 Recognise that restoration and re-activation of railway stations and other decommissioned railway infrastructure is a challenging opportunity. Identify why others have not succeeded. Take lessons from their lack of success to inform decisions regarding the development of the Narrogin Railway Station and Goods Shed. Be inspired by those who have succeeded.	Yes	
10 Progress discussions and applications to facilitate an at-grade pedestrian crossing (Ped-Xing) to link the west and east across the railway line to provide universal access to the railway station from the town centre.	Yes	
11 Retain and upgrade safety requirements of the existing pedestrian overpass to prevent slipping and tripping on the ramps and steps particularly.	Yes	
12 Explore ideas of a shuttle service between the DCVC and the east of the railway station, providing universal access.	No	12 Not explore ideas of a shuttle service between the CBD and the east of the railway station and instead push for an at level universal pedestrian crossing nearer the station pursuant to Recommendation 10.
13 Take opportunities to partner with relevant agencies and develop a link to the Gnarrogin Park where the stories and sites of the significant Noongar history are shared. The railway station venue presents an opportunity to continue the Noongar story into the contemporary period with art, cultural artifacts and interpretation as an introduction to Narrogin's indigenous history and supplemented by a brief history of the town's development and the railway history.	Yes	

Recommendations	Officer Support	Officer Alternate Recommendations (if applicable)
14 Tourism is a critical element for the success of the re-activated railway station. Explore opportunities to partner and promote the Narrogin Railway Station as a separate entity from the Dryandra Country promotion.	No	14 Tourism is a critical element for the success of the re-activated railway station. Explore opportunities to partner and promote the Narrogin Railway Station with the Dryandra Country Visitor Centre and to continue with Dryandra promotion.
15 Engage a consultant to undertake an interpretive plan and associated signage for the entire railway precinct.	Yes	
16 Develop and establish lookout positions on the pedestrian overpass with interpretive maps showing the railway layout in north and south directions.	Yes	
17 Develop clear directional signage for access to the railway station from the DCVC and the ramp entry on Fairway Street, onto the pedestrian overpass.	No	17 Review the need for clear directional signage for access to the railway station from the Railway Institute Building and the ramp entry on Fairway Street, onto the pedestrian overpass.
18 Negotiate with the relevant agencies to relocate the TransWA coach terminal to the railway station. The railway station was the place of arrivals and departures and the same function of the coach terminal is relevant to the place.	No	18 Explore with the relevant agencies, the benefits and disbenefits in relocating the TransWA coach terminal to the railway station. The railway station was the place of arrivals and departures and the same function of the coach terminal is relevant to the place.
19 Liaise and partner with relevant organisations and agencies to establish a beginning and end of a journey hub for cyclists and trekkers.	Yes	
20 Action the ablution fit-out for universal access, including a shower, in the existing ablution building at the south end of the station platform.	Yes	
21 Install Electric Vehicle Fast Chargers at a convenient area of the carpark in Pioneer Drive to access the facilities of the railway station.	No	21 Explore the potential for installation of Electric Vehicle Fast Chargers at a convenient area of the carpark in Pioneer Drive to access the facilities of the railway station.
22 Undertake every effort to return PM706 to Narrogin Railway Station to restore and display in the goods shed.	Yes	

Recommendations	Officer Support	Officer Alternate Recommendations (if applicable)
23 Explore opportunities to relocate the signal box back to Narrogin to reinstate its part of the history and a landmark on Pioneer Drive.	Yes	
24 Consider engaging appropriate conservation expertise to establish recording, storing and referencing regimes for the archival records to be relocated and archived at the railway station.	Yes	
25 Provide ongoing support for the construction of a scale model of the town for display in the railway station.	Yes	
26 Explore the opportunities for sensory (model room) and virtual reality (chairs) experiences to engage the experiential tourists and provide a point of difference associated with the Narrogin railways.	Yes	
27 Investigate lighting options for uplighting the station building, lighting the pedestrian overpass and establishing projected railway images (active and passive) on the outside walls of the goods shed.	Yes	
28 Consider opportunities and partnerships with arts organisations including Arts Narrogin and FORM to facilitate and promote public art and arts and cultural events, and the concept of developing a “rail trail” associated with the Narrogin Railway Station and Goods Shed to promote the overall railway experience in Western Australia.	Yes	
29 Work with the Noongar community with regard to contemporary stories, art and interpretation at the railway station connecting to their history associated with Gnarojin Park.	Yes	
30 Link recommendations in the Youth Engagement, Strategy and Development Plan-Draft 2019/2020 with the potential use of the railway goods shed. The Strategy identified the need for a safe, convenient space for youth, that offers the opportunity for structured and non-structured activities and informal and formal support in defined spaces. The	No	30 Not consider developing the goods shed for youth spaces due to other locations being preferred.

Recommendations	Officer Support	Officer Alternate Recommendations (if applicable)
goods shed has the potential to become a cultural hub.		
31 Develop partnerships with agencies to deliver services to activate the goods shed.	Yes	
32 Provide spaces in the goods shed for the relevant agencies to facilitate Aboriginal “men’s business“ and Aboriginal youth activities where there may be opportunities for mentoring programs for skills and trades.	No	32 Explore providing spaces in the goods shed for machinery restoration and mens shed activities and opportunities for mentoring programs for youth and the not so young in skills and trades.
33 Develop a gaming area in the goods shed in separate pods with gaming stations and other activities.	No	33 Not consider developing a gaming area in the goods shed due to other locations for youth spaces being preferred.
34 Form a “Friends of the Railways” community organisation to provide support for activities at the railway station and personalised country hospitality.	No	34 Explore with the DCVC the formation of “Friends of the Railways” or “Friends of the Visitor Centre” community organisation to provide support for activities at the railway station and personalised country hospitality.
35 Initiate a commemorative display to celebrate the achievements of the original “The Friends of the Railways”.	Yes	
36 Develop relationships with Rail Heritage WA and other rail organisations to share information, opportunities and promotion.	Yes	
37 Be alert and informed of opportunities that external operators provide to the Narrogin railway experiences.	Yes	

10.1.2 FINAL ADOPTION SCHEME AMENDMENT NO. 37 – LOT 20 AND 21 GRAHAM ROAD, NARROGIN

File Reference	A340215, A340214
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Rodic Planning and Development
Previous Item Numbers	10.1.2, 23 June 2020, Res 0620.004
Date	5 February 2021
Author	David Johnston – Planning Officer
Authorising Officer	Azhar Awang – Executive Manager Development and Regulatory Services
Attachments	<ol style="list-style-type: none">1. Scheme Amendment Documentation No. 372. Strategic Land Use Plan3. Environmental Protection Authority Advice4. Schedule of Submissions and Officer's Comments5. Applicant's Reply to Concerns and Officer's Comments.6. Advice from Department of Water and Environmental Regulation

Summary

Council is requested to consider the final adoption after the public advertising period for the proposed Standard Scheme Amendment No. 37 to the Former Town of Narrogin's Town Planning Scheme No. 2 (FTPS2) at Lot 20 and 21 Graham Road, Narrogin.

Background

The matter was previously considered by Council at its meeting held on 23 June 2020, whereby Council resolved as follows:

"That with respect to the proposed Scheme Amendment No. 37 at Lot 20 and Lot 21 Graham Road, Narrogin, to rezone the land to 'General Industry', facilitating an Agricultural Machinery Dealership and Service Centre, Council:

1. Pursuant to Section 75 of the Planning and Development Act 2005, adopt the Scheme Amendment as a 'Standard Amendment' to the Former Town of Narrogin Town Planning Scheme No. 2 by Rezoning Lot 20 and Lot 21 Graham Road, Narrogin to 'General Industry'.
2. Prepare a notice to the Western Australian Planning Commission of the proposed Standard Scheme Amendment No. 37 to the Former Town of Narrogin Town Planning Scheme No. 2.
3. Pursuant to Section 81 of the Planning and Development Act 2005, give written notice to the Environmental Protection Authority for the determination of their assessment.

4. *Adopt the proposed scheme amendment for the purpose of advertising in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015, Section 47 (2) for a period of 42 days, subject to the determination of the Environmental Protection Authority's assessment outcome."*

In satisfying the Council's resolution, the following comments are provided:

Part 1 – The applicant has appointed Rodic Planning and Development to prepare the Scheme Amendment documentation in support of the proposed rezoning of Lot 20 and 21 Graham Road to 'General Industry' (Attachment 1).

Part 2 – A letter was sent to the Western Australian Planning Commission advising of Council's decision to advertise a scheme amendment to rezone Lot 20 and 21 Graham Road, Narrogin.

Part 3 – The Environmental Protection Authority (EPA) was forwarded the Scheme Amendment documentation for assessment of the potential environmental impact in accordance with Section 81 of the *Planning and Development Act 2005*. On 3 August 2020, the Shire of Narrogin received a response from the EPA that no formal assessment of the Scheme Amendment was required under Part IV Division 3 of the *Environmental Protection Act 1986*. This advice is provided in Attachment 3.

Part 4 – In accordance with the Planning and Development (Local Planning Schemes) Regulations 2015, Section 47 (2), the proposed Scheme Amendment was advertised in the Narrogin Observer, a notice sent to public authorities (*Department of Planning Lands and Heritage, Department of Fire and Emergency Services, Department of Water and Environmental Regulation, Department of Mines, Industry Regulation and Safety, Western Power, Main Roads, Department of Health, Department of Primary Industry and Regional Development, Department of Biodiversity Conservation and Attractions, Water Corporation*) adjoining land owners, a notice placed on the Shire's Website and a copy of the Scheme Amendment Documentation was placed on display in the Shire's Admin Office for a period of 42 days. Submissions closed on 25 September 2020.

At the conclusion of the public submission period, a total of 14 submissions were received, four objecting to the proposal, and ten neutral. Detailed submissions are included in Attachment 4.

The Scheme Amendment is therefore presented for Council's final consideration and endorsement.

Council, has also supported the Planning Approval for the use of Lot 21 as an Agricultural Machinery Dealership and Service Centre.

Consultation

Pursuant to section 81 of the Planning and Development Act 2005, the Scheme Amendment has been referred to the EPA for consideration as to whether an environmental assessment is necessary under the Environmental Protection Act 1986. The Shire has received confirmation from the EPA that an environmental impact assessment is not required.

The proposed scheme amendment was advertised for public submission in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015, Section 47 (2). Section 47 of the Regulations requires the local government to arrange advertising for a period of at least 42 days.

This was advertised in the Narrogin Observer, a notice sent to the Department of Planning Lands and Heritage, Environmental Protection Authority, a notice placed on the Shire's Website, in the Shire's Administration Office and a written notice sent to adjoining landowners.

Statutory Environment

Sections of the Acts and other legal documents that apply to this item include:

- Planning and Development (Local Planning Schemes) Regulations 2015 – Division 3 – Process for standard amendments to local planning schemes
- Planning and Development Act 2005 – Section 75 – Amending scheme
- Planning and Development Act 2005 – Section 81 – Proposed scheme or amendment to be referred to EPA
- Former Town of Narrogin – Town Planning Scheme No. 2 (FTPS2).

Policy Implications

Nil

Financial Implications

The costs associated with advertisement and notices are to be borne by the applicant as per the Planning and Development (Local Planning Schemes) Regulations 2015 – Section 48. The cost for a standard scheme amendment is \$4,200 in accordance with the Shire's Schedule of Fees and Charges. The full amount has been paid by the applicant.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	1	Economic Objective (Support growth and progress, locally and regionally)
Outcome	1.1	Growth in revenue opportunities
Strategy	1.1.1	Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business
Outcome	1.4	Agriculture opportunities maintained and developed
Strategy	1.4.1	Support development of agricultural services
Objective	3	Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.1	A preserved natural environment
Strategy:	3.1.1	Conserve, enhance, promote and rehabilitate the natural environment
Outcome:	3.4	A well maintained built environment
Strategy:	3.4.1	Improve and maintain built environment

Comment/Conclusion

Submissions

There were 14 submissions received, four objections from the public, all objecting to the proposal and ten submissions from Government agencies commenting on the proposal. The public submissions cited concerns about noise, pollution and amenity. Agency comments concentrated on potential conditions around water, fire and sewerage concerns. A detailed summary of the submissions and response by the office is included in attachment 4.

A summary of the submissions was provided to the applicant who responded to the main concerns. This is included in attachment 5.

Current Zoning

Currently, Lot 20 and 21 Graham Road, Narrogin under the FTPS2 are zoned as 'Rural.' The policy statement for the 'Rural' zoning states: *"This zone is intended to protect the rural character and appearances of areas which as not designated for close residential development. Rural activities are permitted uses. The area is intended to protect farming areas and non-urban land from subdivisions and development."*

The surrounding land uses are comprised of General Industrial to the south, Rural to the west and north and Arterial Road, Public Utilities and Light Industry to the east.

Proposed Re-Zoning

The current zoning of the property as 'Rural' does not permit an 'Agricultural Machinery Dealership and Service Centre'. The proposed rezoning is to change Lot 20 and 21 Graham Road, Narrogin from 'Rural' to 'General Industry'. The proposed Scheme Amendment will formalise the proposed use, consistent with the recently adopted *Shire of Narrogin Local Planning Strategy 2019*, which proposes to rezone these two properties to 'General Industry'.

Local Planning Strategy

The subject lots are identified in the Local Planning Strategy as 'DA11' for Industrial development and provides the following justification:

"The various landholdings generally bounded by Graham Road, Mokine Road, Gibson Street & Great Southern Highway are situated immediately north of the existing general industrial estate in the Narrogin townsite and are a logical area for the future expansion of the industrial estate. The land has been extensively cleared, is only partially developed, is located in close proximity to essential services and has suitable geotechnical conditions for building construction. A Structure Plan will however be required prior to subdivision and development which will be required to ensure a compatible interface is provided with the rural living area immediately to the west of Mokine Road."

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0221.003

Moved: Cr Wiese

Seconded: Cr Seale

That, with respect to the proposed Scheme Amendment No. 37 at Lot 20 and 21 Graham Road, Narrogin, to rezone the land to 'General Industry', Facilitating an Agricultural Machinery Dealership and Service Centre, Council:

1. Thank the submitters and endorse the Officer's comments with respect to the public and agency submissions and applicants' response to submissions;
2. Pursuant to Section 50(3)(a) of the Planning and Development (Local Planning Schemes) Regulations 2015, adopt the Standard Scheme Amendment No.37 to the former Town of Narrogin Town Planning Scheme No 2 for final approval by:
 - a. rezoning Lot 20 and 21 Graham Road, Narrogin from 'Rural' to 'General Industry'; and
 - b. amending the scheme map.
3. Authorise the Shire President and Chief Executive Officer to endorse the amendment documentation for final approval and affix the Shire of Narrogin common seal.
4. Advise those persons who lodged submissions of the outcome.
5. Forward the endorsed scheme documentation to the Western Australian Planning Commission for its determination.
6. Prior to considering any future development or subdivision, require a structure plan to be submitted to the Shire in accordance with Schedule 2, Part 4, clause 15 of the Planning and Development (Local Planning Schemes) Regulations 2015.

CARRIED 9/0

(Former) TOWN OF NARROGIN

**Amendment No.
LOCAL
PLANNING
SCHEME No. 2**

Amendment No. 37

Planning and Development Act 2005

**RESOLUTION TO ADOPT AMENDMENT TO
LOCAL PLANNING SCHEME**

TOWN OF NARROGIN

LOCAL PLANNING SCHEME NO. 2 - AMENDMENT NO. 37

RESOLVED that the local government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above local planning scheme by rezoning Lots 20 and 21 Graham Road, Narrogin from Rural to General Industry.

The Amendment is standard under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason(s):

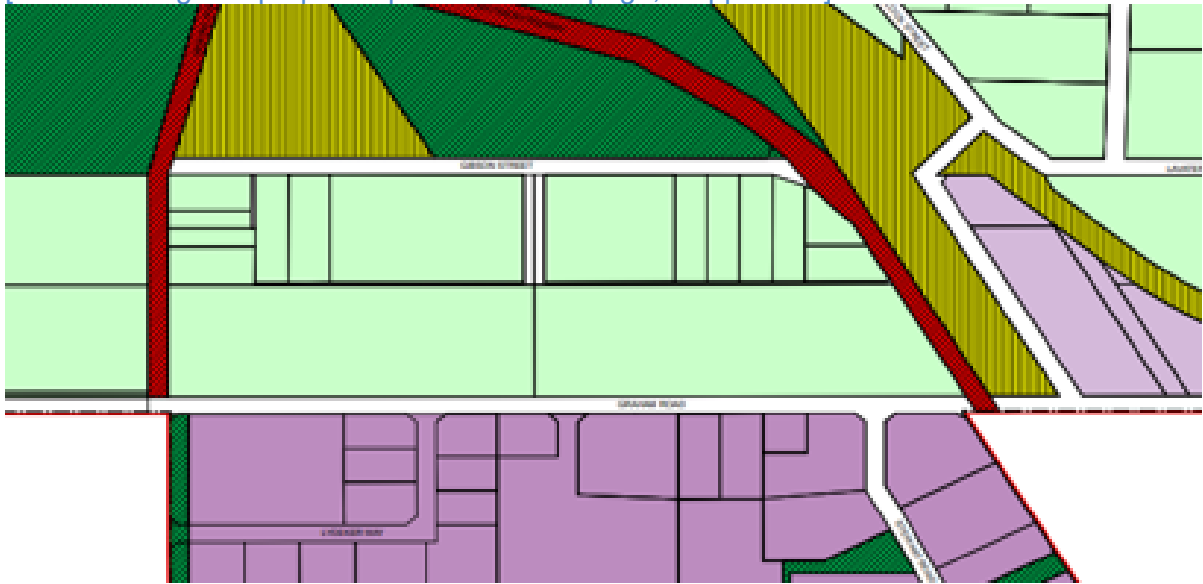
1. The amendment would have minimal impact on land in the scheme that is not the subject of the amendment;
2. The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;
3. The amendment is not a complex or basic amendment.

Date of Council Resolution.....

.....
(Chief Executive Officer)

Dated this day of 20.....

[insert existing and proposed plans after this page, if applicable]



Existing Zoning (Town of Narrogin Local Planning Scheme No. 2)



Proposed Zoning (Town of Narrogin Local Planning Scheme No. 2)

LEGEND

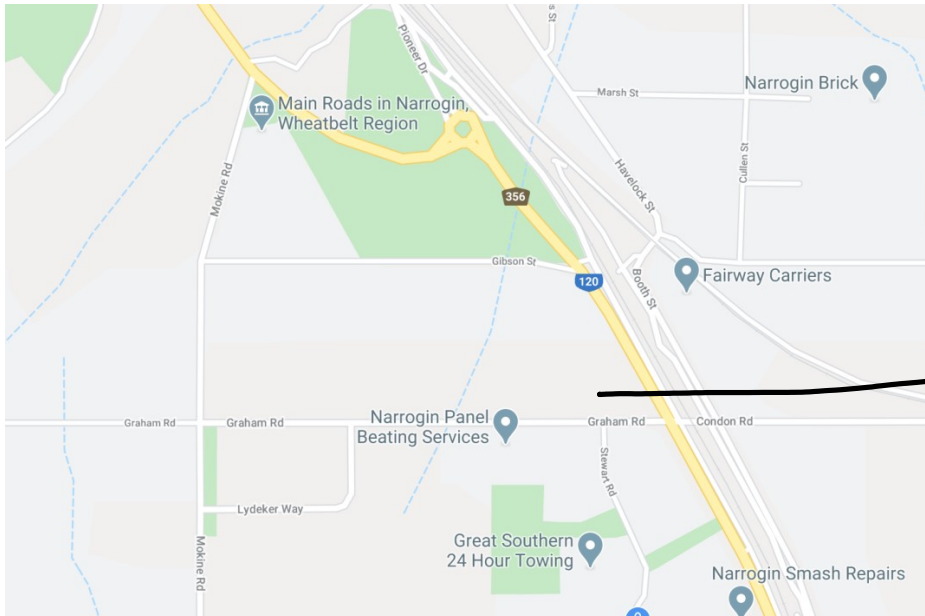
LOCAL SCHEME ZONES

 Arterial Road	 Rural
 Car Park	 Rural Residential
 Central Business	 School
 Community	 Shops and Offices
 General Industry	 Single Residential
 Light Industry	 Special Use : Car Park
 No Zone	 Special Use : Civic Buildings, Shops and Offices
 Other Commercial	 Special Use : Communal Village
 Other Residential	 Special Use : Museum
 Public Utilities	 Special Use : Recreation Park
 Recreation	 Sub Arterial Road

TOWN OF NARROGIN
LOCAL PLANNING SCHEME NO 2 - AMENDMENT NO.
SCHEME AMENDMENT REPORT

INTRODUCTION

Lots 20 and 21 Graham Road in Narrogin (the subject site) represent a 9.8516ha landholding on the immediate southern periphery of the Narrogin Townsite.



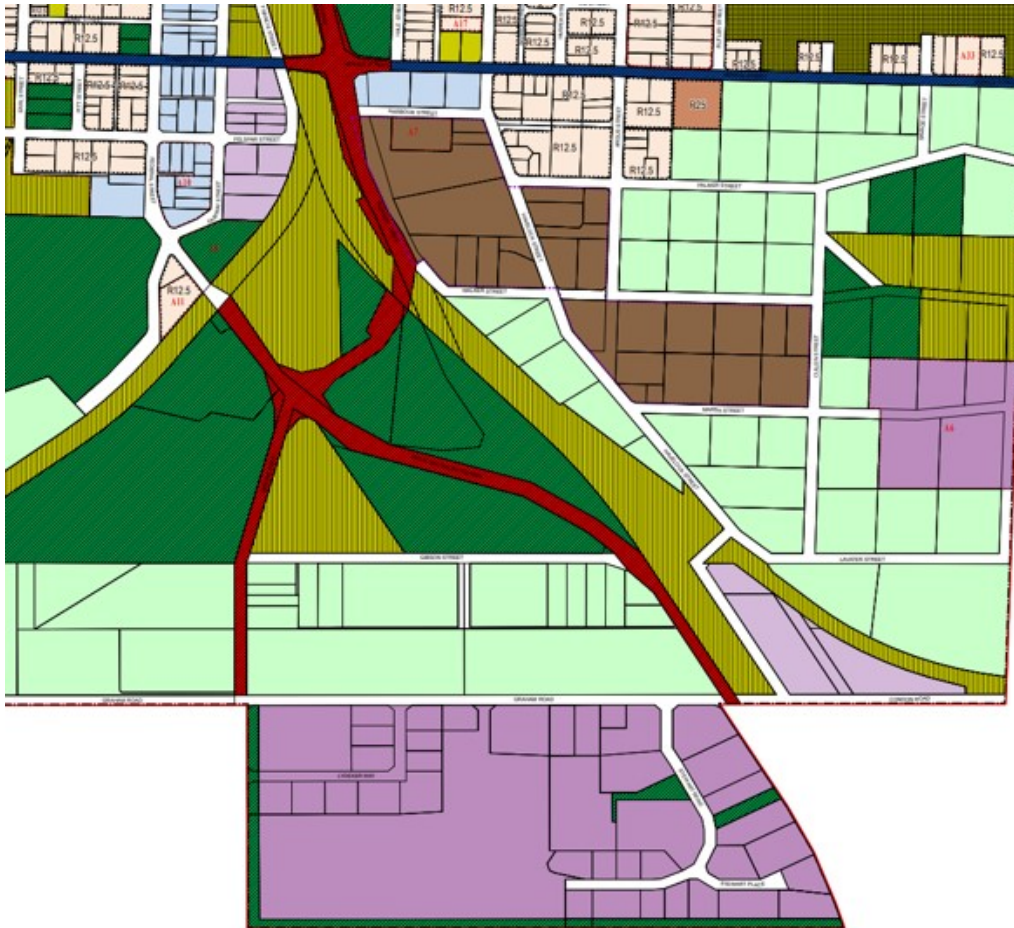
Site location (Google Maps)

The lots are currently zoned Rural and accommodate a single dwelling, some small sheds and a dam.



Aerial Photograph (Google Maps)

They adjoin the Narrogin Industrial Area to the immediate south and the purpose of this amendment is to rezone them to General Industry to form an expansion of that area.

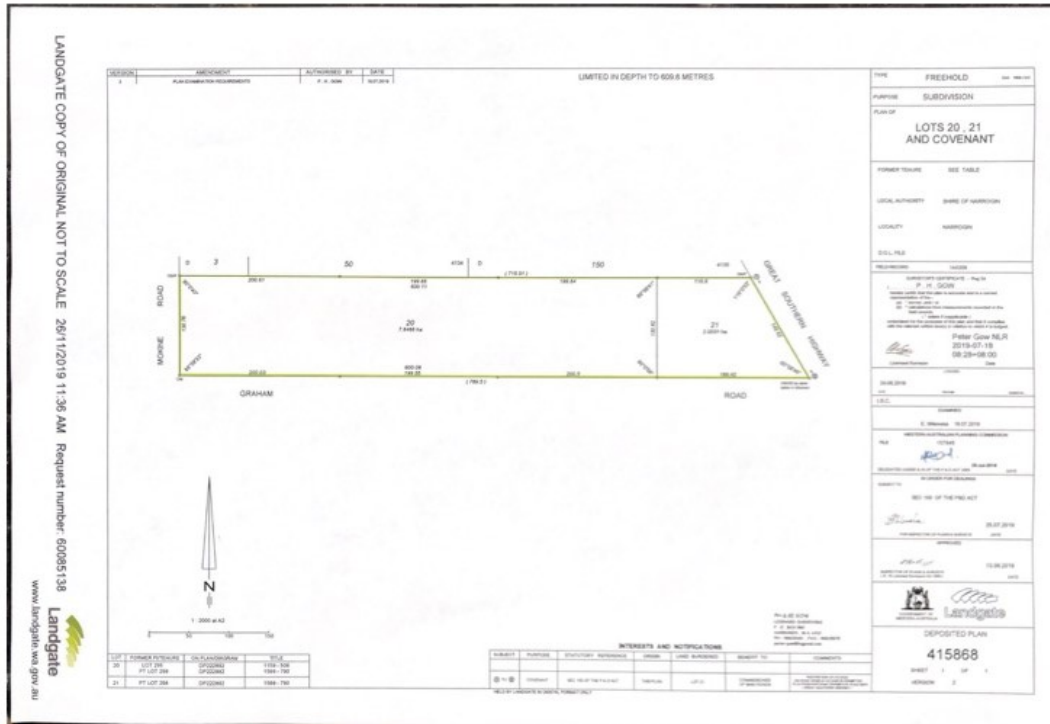


Current Zoning (Department of Planning Lands & Heritage)

The proposed rezoning will facilitate the use of Lot 21 for a proposed agricultural machinery dealership and service centre (current development application with the Shire - out for advertising until 29 May 2020) and is consistent with the recently adopted Narrogin Land Use Strategy.

SITE DETAILS

Lots 20 and 21 Graham Road in Narrogin sit on Deposited Plan 415868.



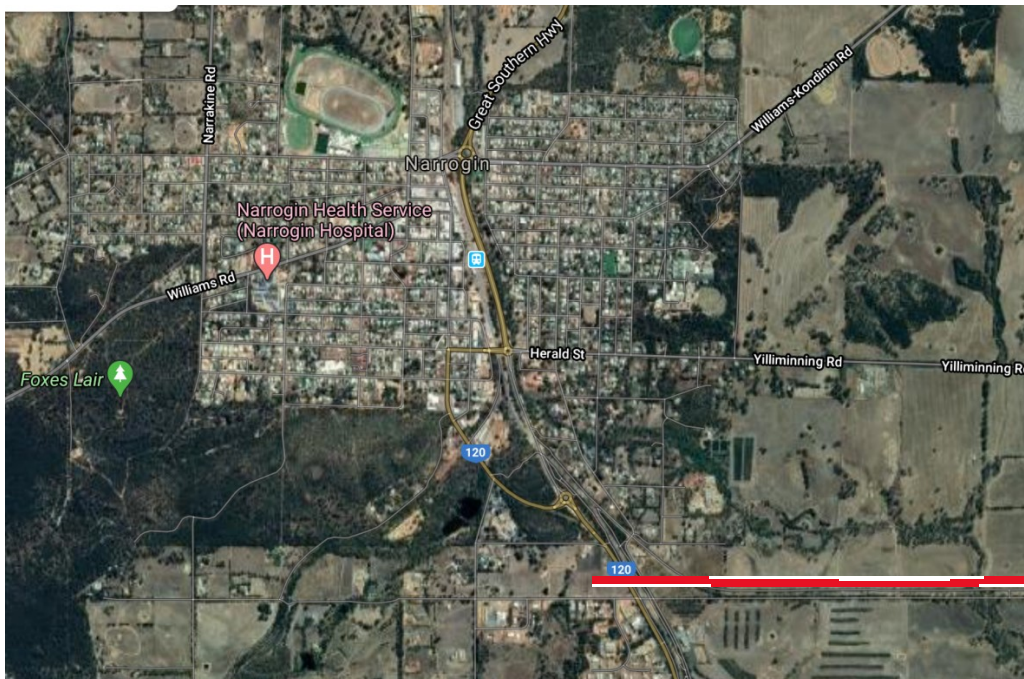
Deposited Plan

They are 7.846ha and 2.0031ha respectively in area, and are currently jointly owned by Margaret Rodic, Lindsay Sims and Sims South Perth Proprietary Limited (but are subject to a contract of sale).

The site slopes gently from south-west to north east, and is largely cleared (refer aerial photograph above).

CONTEXT

The site sits on the immediate southern periphery of the Narrogin Townsite, approximately 1.8km south of the Narrogin Station.



Subject site

[Aerial Context Photograph \(Google Maps\)](#)

The site fronts the Great Southern Highway to the east, Graham Road to the south, and Mokine Road to the west. Great Southern Highway and Mokine Road both provide direct access into Narrogin Townsite. Graham Road currently provides the northern boundary of the Narrogin Industrial Area.

Lots to the north are zoned Rural and adjoin the Railway Dam reserve which buffers the land from the Narrogin Townsite, and residences therein.

Both Mokine Road and Great Southern Highway are Arterial Roads, and provide direct access into Narrogin, as well as out to the surrounding catchment.

Main Roads regional depot is located adjoining the Railway Dam, on the way into Narrogin, off Mokine Road.

PROPOSAL

Rezoning of the site to General Industry is proposed: This will represent a modest expansion of the existing industrial area.

STRATEGIC ALIGNMENT

State Planning Policy 3 - Urban Growth and Settlement

The proposal is consistent with State Planning Policy 3 – Urban Growth and Settlement for the following reasons:

- It contributes to the provision of employment lands on the periphery of an existing townsite as a logical expansion of both the townsite and an existing industrial area.
- It constitutes consolidation and expansion of an existing settlement.
- It is consistent with a current strategic land use plan for the town.

State Planning Policy 4.1 – State Industrial Buffers & Draft SPP 4.1 – Industrial Interface

The proposal is consistent with State Planning Policy 4.1 – State Industrial Buffers and the revised draft of that policy prepared in 2017 for the following reasons:

- It does not propose introducing sensitive uses into proximity with an existing industrial area, rather it proposes the rational expansion of an existing industrial area.
- It is buffered from residential areas by the adjoining rural land (itself identified for future industrial use), the Main Roads depot, Great Southern Highway and the Railway Dam reserve, providing a compatible interface and separation of approximately 1km.
- Land uses proposed on Lot 21 (and anticipated on Lot 20) are light in nature and unlikely to generate any off-site impacts. (This aspect can be further assessed at development application stage).
- It is consistent with the current strategic land use plan for the area.

Shire of Narrogin Strategic Community Plan 2017-2027

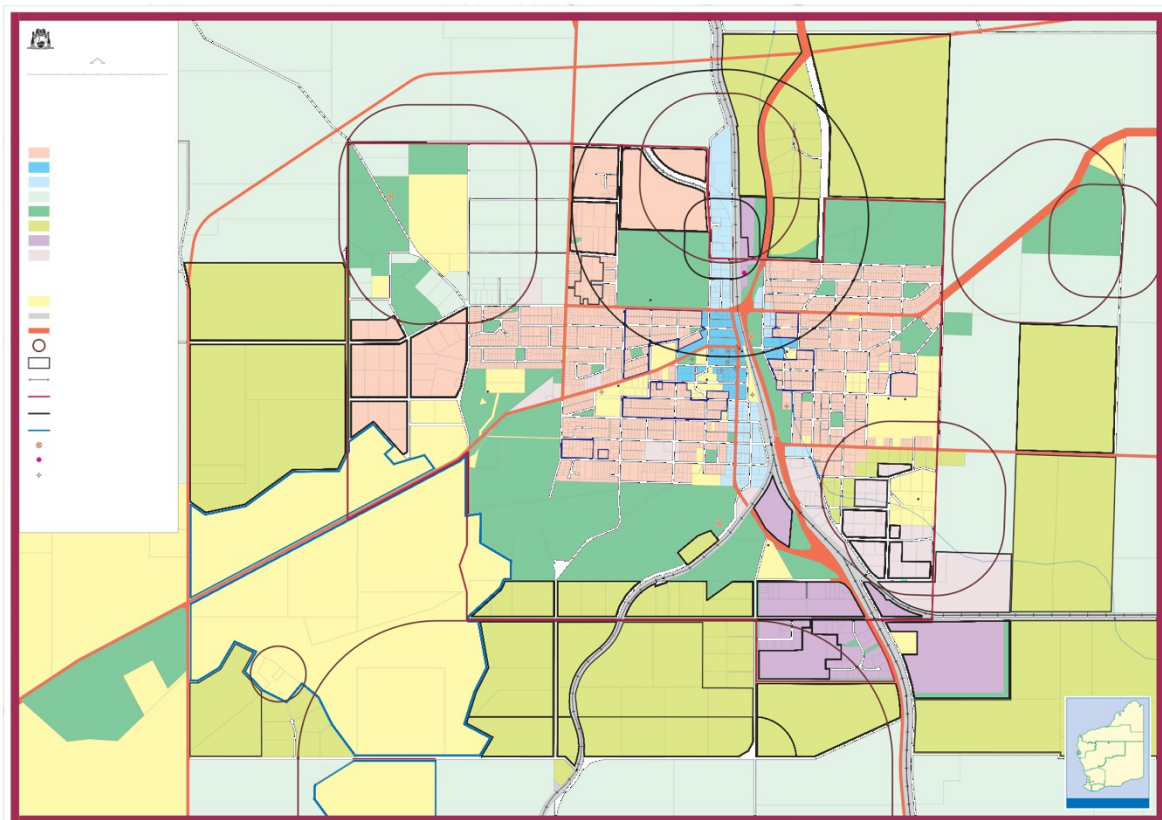
The Strategic Community Plan sets the community's vision for the future and provides strategic direction for the Council over a 10 year horizon. The plan supports growth and progress locally and regionally and indicates that Council wishes to promote Narrogin as a prosperous community, to support existing businesses and to attract new businesses.

Shire of Narrogin Draft Local Planning Strategy and Strategic Land Use Plan (2019)

The draft Local Planning Strategy provides a holistic approach to planning for the Shire of Narrogin. It was adopted by the Shire of Narrogin after public consultation on 18 December 2019 and is currently awaiting assessment by the Western Australian Planning Commission.

The proposal is consistent with the Strategy for the following reasons:

- The proposal aligns with the various strategies for supporting downstream processing of primary produce and diversification of industries (listed under Population, Agriculture and Commerce and Industry).
- The proposal is consistent with the strategy for Commerce and Industry in that it supports:
 - “the creation of new employment opportunities by encouraging the development of a wide range of new commercial and industrial uses in appropriate locations”,
 - the continued promotion of the Narrogin townsite as a sub-regional centre providing an administrative and commercial hub,
 - concentration of new commercial and industrial development to a “designated area(s) within the Narrogin townsite to build upon existing infrastructure and maximise efficiencies of operation and economies of scale”,
 - provision of sufficient amounts of suitable zoned and serviced industrial land in appropriate locations within or adjacent to the Narrogin townsite to accommodate new commercial and industrial activities,
 - the potential development of new agricultural industries which will assist in diversifying the economic base of the shire, through provision of additional appropriate zoned and located land for this purpose.
- The proposal does not conflict with any other stated strategy direction.
- The Strategic Land Use Plan (Narrogin Town and Surrounds) - shown below - designates the subject site (and sites immediately to the north) for industry, providing for a logical expansion of the existing industrial area.



Strategic Land Use Plan (Narrogin Town and Surrounds). (Shire of Narrogin)

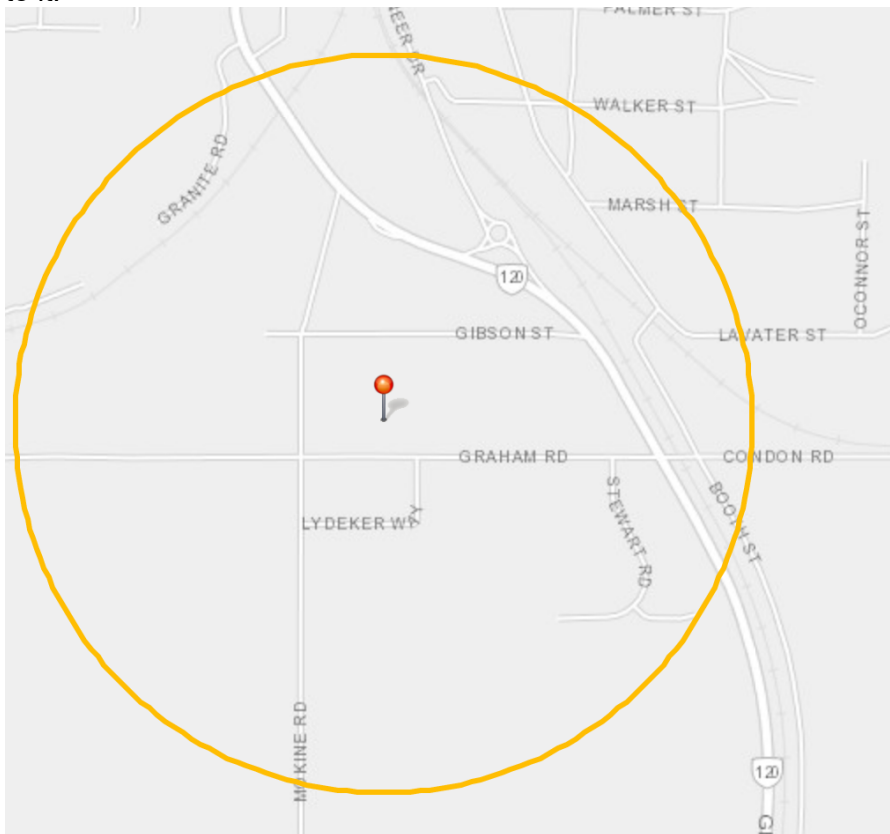
ENVIRONMENTAL CONSIDERATIONS

The site adjoins the existing Industrial Area and represents a minor expansion to this only. It adjoins rural land and government reserves and existing industry, with separation of approximately 1km from the edge of Narrogin's residential area.

It is not expected to accommodate heavy industrial use. Lot 21 is proposed (current Development Application with the Shire) to be used for an agricultural machinery dealership and service centre.

The site is largely cleared of vegetation (refer aerial photograph above) with potential opportunity for some remnant trees to be retained in redevelopment.

A search of the Contaminated Sites Register did not identify the site or any within proximity to it.



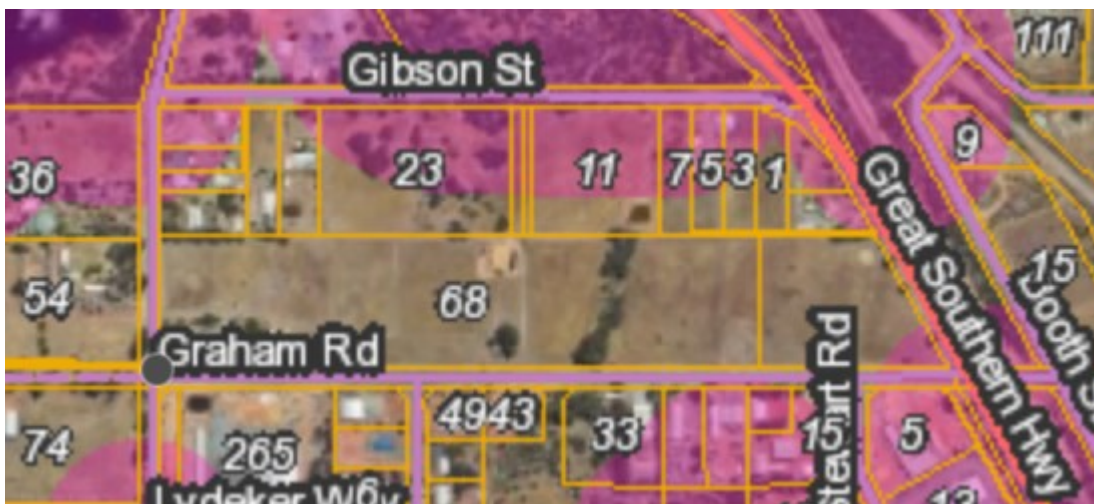
Extract Contaminated Sites Database (Department of Water and Environmental Regulation).

A search of the Aboriginal Heritage Register similarly did not identify it or any adjoining sites as registered.



Extract Aboriginal Heritage Sites Register Mapping (Department of Planning, Lands & Heritage)

The site is not identified as Bushfire Prone on the OBRM mapping with the exception of the very south-eastern tip.



Extract Bushfire Prone Areas Mapping (Office of Bushfire Risk Management)

CONCLUSION

Rezoning of the site to General Industry provides for a modest expansion of the existing Narrogin Industrial Area. The site is well located to accommodate this use, with good access and proximity, and few constraints. The proposal is consistent with the Narrogin Land Use Strategy and supports the continued servicing and operation of the town in a logical consolidation and expansion of it.

PLANNING AND DEVELOPMENT ACT 2005

TOWN OF NARROGIN

LOCAL PLANNING SCHEME NO. 2 - AMENDMENT NO. 37

The Shire of Narrogin under and by virtue of the powers conferred upon it in that behalf by the Planning and Development Act 2005 hereby amends the above local planning scheme by:

Rezoning Lots 20 and 21 Graham Road, Narrogin from Rural to General Industry.

COUNCIL ADOPTION

This Standard Amendment was adopted by resolution of the Council of the Shire of Narrogin at the Ordinary Meeting of the Council held on the [number] day of [month], 20[year]

.....
MAYOR

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RESOLUTION TO ADVERTISE

By resolution of the Council of the Shire of Narrogin at the Ordinary Meeting of the Council held on the [number] day of [month], 20[year], proceed to advertise this amendment.

.....
MAYOR

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RECOMMENDATION

This Amendment is recommended for [support with/without modification or not support] by resolution of the Shire of Narrogin at the Ordinary Meeting of the Council held on the [number] day of [month], 20[year], and the Common Seal of the Shire of Narrogin was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....
MAYOR

.....
CHIEF EXECUTIVE OFFICER

WAPC RECOMMENDATION FOR APPROVAL

.....
DELEGATED UNDER S.16 OF
PD ACT 2005

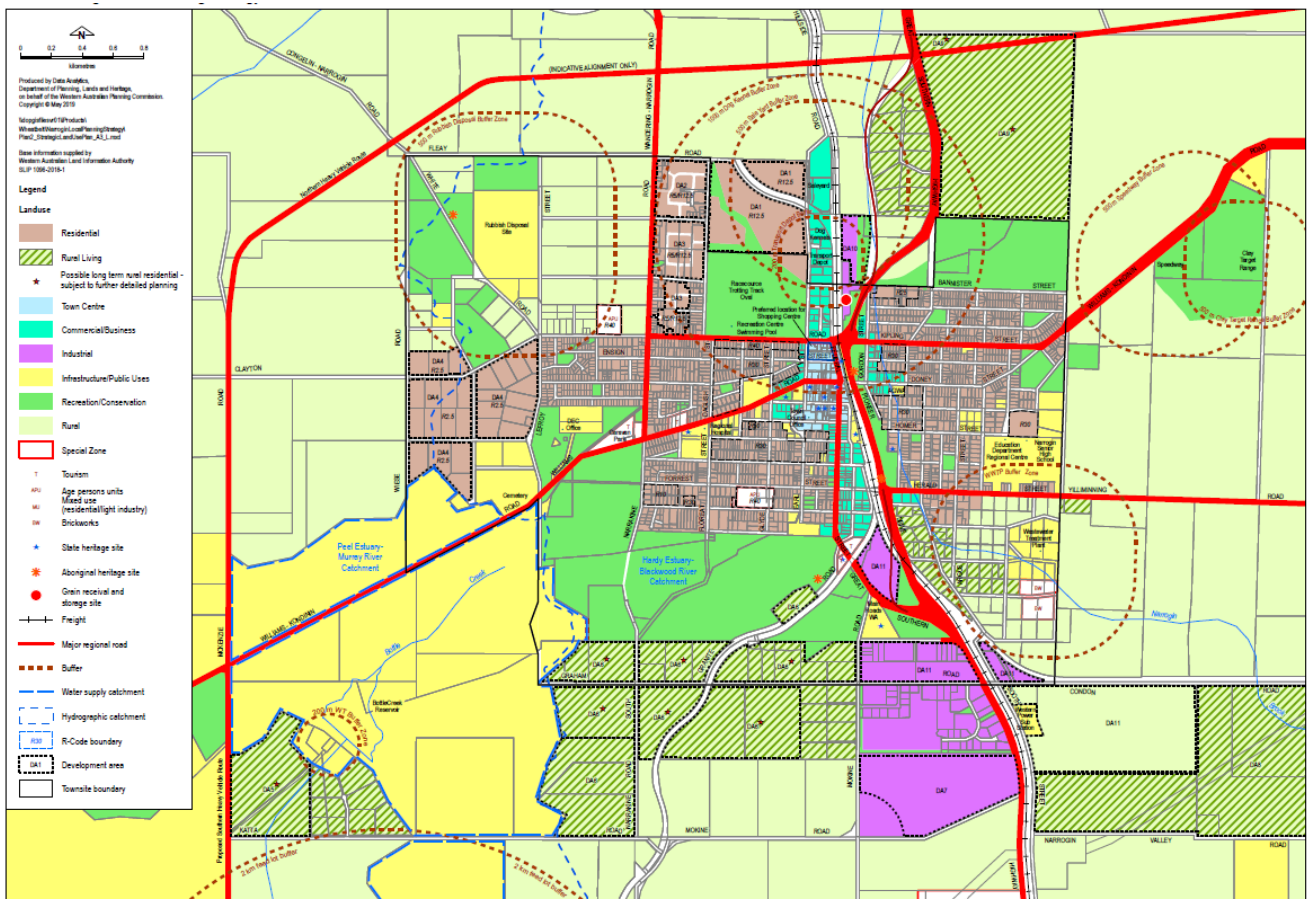
DATE

Approval Granted

.....
MINISTER FOR PLANNING, LANDS AND
HERITAGE

DATE

Shire of Narrogin Local Planning Strategy



Plan 2 - Strategic Land Use Plan (Narrogin Town and Surrounds)



Environmental Protection Authority

Mr Dale Stewart
 Chief Executive Officer
 Shire of Narrogin
 PO Box 1145
NARROGIN WA 6312

Our Ref: CMS 17863
 Enquiries: Angela Coletti, 6364 6430
 Email: Angela.Coletti@dwer.wa.gov.au

Dear Mr Stewart

DECISION UNDER SECTION 48A(1)(a) *Environmental Protection Act 1986*

SCHEME	Shire of Narrogin Town Planning Scheme 2 Amendment 37
LOCATION	Lots 20 and 21 Graham Road, Narrogin
RESPONSIBLE AUTHORITY	Shire of Narrogin
DECISION	Referral Examined, Preliminary Investigations and Inquiries Conducted. Scheme Amendment Not to be Assessed Under Part IV of the EP Act. No Advice Given. (Not Appealable)

Thank you for referring the above scheme to the Environmental Protection Authority (EPA).

After consideration of the information provided by you, the EPA considers that the proposed scheme should not be assessed under Part IV Division 3 of the *Environmental Protection Act 1986* (EP Act) and that it is not necessary to provide any advice or recommendations. I have attached a copy of the Chairman's determination of the scheme.

Please note the following:

- For the purposes of Part IV of the EP Act, the scheme is defined as an assessed scheme. In relation to the implementation of the scheme, please note the requirements of Part IV Division 4 of the EP Act.
- There is no appeal right in respect of the EPA's decision to not assess the scheme.

A copy of the Chairman's determination will be made available to the public via the EPA website.

Yours sincerely

A handwritten signature in black ink, appearing to read 'A. Sutton', with a horizontal line drawn through the middle of the signature.

Anthony Sutton
Delegate of the Environmental Protection Authority
Executive Director
EPA Services

3 August 2020

Encl. Chairman's Determination



GOVERNMENT OF
WESTERN AUSTRALIA

S48A Referrals

Environmental Protection Authority

Title: Shire of Narrogin Town Planning Scheme 2 Amendment 37

Location: Lots 20 and 21 Graham Road, Narrogin

Description: Amendment 37 proposes to rezone Lots 20 and 21 Graham Road, Narrogin from Rural to General Industry to accommodate an 'Agricultural Machinery Dealership and Service Centre' on Lot 21 Graham Road.

Ref ID: CMS17863

Date Received: 10/07/2020 **Date Sufficient Information Received:** 10/07/2020

Responsible Authority: Shire of Narrogin

Contact: David Johnston

Preliminary Environmental Factors: None

Potential Significant Effects: None

Management: Not required

Determination: **Referral Examined, Preliminary Investigations and Inquiries Conducted. Scheme Amendment Not to be Assessed Under Part IV of EP Act. No Advice Given. (Not Appealable)**

The EPA has carried out some investigations and inquiries before deciding not to assess this scheme. In deciding not to formally assess schemes, the EPA has determined that no further assessment is required by the EPA.

This Determination is not appealable.

Chairman's Initials:

Date: 29 July 2020

SCHEDULE OF SUBMISSIONS AND OFFICER'S COMMENTS

Submissions	Comment	Officer Comment	Recommendation
Public 1	I reside at 43 Gibson Street which adjoins the proposed rezoning of Lots 20 and 21 on Graham Road. I am strongly against this rezoning. I purchased my property in 2019 knowing that the land to the rear of my home was zoned as rural. This is what attracted me to the property as development would not occur. I took into cognisance the Main Roads facility opposite me, however this is separated by Gibson Street which is a buffer.	Noted. The Draft Shire of Narrogin Local Planning Strategy proposed to rezone the land including 43 Gibson Street as General Industry since 2012 This was adopted by the Shire in December 2019 after formal advertising and endorsed by the Western Australian Planning Commission on 27 July 2020	No change.
	Rezoning Lots 20 and 21 to General Industry would result in various industries being operated right on my back boundary. This unsightly, noisy and potentially polluting and will impact on the value of my home.	As per above comment. The zoning from 'Rural' to 'Industrial' may impact the valuation of the property due to its commercial potential. This is not a valid planning reason for refusal.	No change.
	I note that in your proposal you state that: <ul style="list-style-type: none"> The amendment does not result in any significant environmental, social, economic or governance impacts on the land in scheme area. 	This comment in the report was provided by the applicant in addressing the classification of the type of scheme amendments based on the site assessment of the property. The classification for the type of scheme amendments are: Basic, Standard and Complex.	No change.
	I dispute this as it will impact on the environmental area particularly to the rear of my home. It will have an environmental, social and economic impact on me and my family. There will be significant pollution – noise, air and physical pollution. Further the aesthetics of general industries bordering on my property are untenable. Socially, I will be living with noise, disturbance, traffic and other aspects related to general industries that will impact on my lifestyle and well-being. Economically my home will be devalued as a result of the rezoning.	Any future industrial development will be the subject of a development application depending on the permissibility classification that may require assessment such as noise, dust and any nuisance emitted from the development.	No change.

SCHEDULE OF SUBMISSIONS AND OFFICER'S COMMENTS

Submissions	Comment	Officer Comment	Recommendation
	<p>It appears that the rezoning of lots 20 and 21 is predominantly to facilitate the development of Lot 20 for an Agricultural machinery dealership and service centre. This would provide access to the business from Route 120. I can understand the reasoning behind this in terms of providing employment and rational expansion, however, it will not be buffered from my place of residence and will generate off-site impacts. Further the development of lot 21 adjoining my property could be used for anything related to General Industry.</p> <p>Please can you register my submission to oppose the proposed rezoning.</p>	<p>Development in the General Industry zone will need to comply with the use class table in the Former Town of Narrogin – Town Planning Scheme No. 2</p>	<p>No change.</p>
<p>Public 2</p>	<p>I am writing in response to your letter dated 7 August 2020, regarding the above.</p> <p>We are opposed to the rezoning of Lot 20 and 21 as in the diagram DP415868, Graham Road.</p> <p>We are currently building across the road from one of the suggested lots and are concerned what may eventuate as a direct response to the rezoning; noise, traffic, property value etc.</p> <p>I would appreciate confirmation you have received my objection and any ongoing correspondence in relation to this matter.</p>	<p>The proposed rezoning is consistent with the Shire's recently adopted Local Planning Strategy, which outlines the future planning for the Shire.</p>	<p>No change.</p>
<p>Public 3</p>	<p>Thank you for your letter 7th August 2020, advising of the Shire's proposed rezoning of lots 20 and 21 Graham Road on Diagram DP 415868. I am concerned and oppose the proposal for the following reasons and require further information please.</p> <p>* Potential devaluation, both financial and the location, of my property, Lot 3/43 Mokine Road, which joins the North boundary of the proposed rezoning. My home is only 12 metres from the fence.</p> <p>* Also, any future development and construction on the rezoning could potentially be very disruptive and detrimental to the neighbourhood environment.</p>	<p>Noted.</p> <p>Noted. The rezoning from 'Rural' to 'Industrial' may impact on the valuation of the property due to its commercial potential, however, this is not a valid planning consideration for refusal.</p>	<p>No change.</p>

SCHEDULE OF SUBMISSIONS AND OFFICER'S COMMENTS

Submissions	Comment	Officer Comment	Recommendation
	<p>There are several other homes within 200m of the rezoning area.</p>	<p>Any development will need to comply with the setbacks requirements as set out under the local Planning Scheme. This will be assessed at the Development application stage.</p> <p>The Draft Shire of Narrogin Local Planning Strategy proposed to rezone the land including Lot 3 Mokine Road as General Industry since 2012. This was adopted by the Shire in December 2019 after formal advertising and endorsed by the Western Australian Planning Commission on 27 July 2020</p>	
	<p>My Other concerns at this time are:</p> <p>What type of Businesses would be included in General Industry?</p>	<p>Development in the General Industry zone will need to comply with the use class table in the Former Town of Narrogin – Town Planning Scheme No. 2. A copy of the zoning table has been forwarded to the objector.</p>	
	<p>Would restrictions be placed on General Industry businesses in close proximity to existing residences?</p> <p>Thank you in anticipation for your consideration and reply to my concerns.</p>	<p>General Industry development is required to be setback 10m from the rear and 5m from sides in accordance with the existing limitations of the scheme.</p>	
	<p><i>This submission was replied to and received a further submission:</i> Thank you Azhar, for your reply to my concerns and the copy of the Development Standards, re the proposed rezoning in our neighbourhood. The information and explanation of General Industry is appreciated. Though my concerns do remain for the potential detrimental financial impact on the value of my property in the future. Thank you for your assistance.</p>	<p>Noted.</p>	

SCHEDULE OF SUBMISSIONS AND OFFICER'S COMMENTS

Submissions	Comment	Officer Comment	Recommendation
Public 4	Thank you for your letter advising us of the Proposed Scheme Amendment under the provisions of the Planning and Development Scheme(s) Regulations 2015. I would like to state my opposition to this proposed amendment.	Noted.	
	Item 1. The amendment would have minimal impact on land in the scheme that is not the subject of the amendment. I feel that if it were changed to General Industry it would have more than a minimal impact on the land in the scheme that is not the subject of the amendment. There are several residences within 200m of the rezoning area. <ul style="list-style-type: none"> • Disruption to the neighbourhood environment. • Potential devaluation of properties. • The type of businesses that would be included in General Industry. 	As per comment to Public submission no. 3 above	
5. Department of Mines, Industry Regulation and Safety	Thank you for your letter dated 17 November 2020 inviting comment on the proposed scheme amendment No 37 – Lot 20 and 21 on Diagram DP415868 – Graham Road Narrogin – Shire of Narrogin. The Department of Mines, Industry Regulation and Safety (DMIRS) has determined that this proposal raises no significant issues with respect to mineral and petroleum resources, geothermal energy, and basic raw materials.	Noted.	No change.
6. Water Corporation	Thank you for your letter dated 16th November 2020. The Water Corporation offers the following comments in regard to this proposal. <u>Water</u> Reticulated water servicing is currently available to Lots 20 & 21 Graham Road, Narrogin. (See attached Map) The proposed changes to the Scheme do not appear to impact on the Water Corporation's infrastructure or operations.		No change.
	Any building development on the subject land will require approval by our Building Services section prior to commencement of works. Infrastructure contributions and fees may be required to be paid prior to approval being issued.	To be addressed at time of subdivision or development.	

SCHEDULE OF SUBMISSIONS AND OFFICER'S COMMENTS

Submissions	Comment	Officer Comment	Recommendation
7. Department of Fire and Emergency Services	<p>I refer to your email dated 17 November 2020 regarding the advertising of Scheme Amendment No. 37. for Lots 20 and 21 Graham Road in Narrogin.</p> <p>It is unclear from the documentation provided if the Shire of Narrogin has applied State Planning Policy 3.7 – Planning in Bushfire Prone Areas (SPP 3.7) to this proposal.</p>		
	<p>A Bushfire Management Plan (BMP) is required to accompany strategic planning proposals, subdivision and development applications in areas above BAL-LOW or areas with a bushfire hazard level above low (refer to clause 6.2b). A BMP includes the bushfire assessment, identification of the bushfire hazard issues arising from the relevant assessment and a clear demonstration that compliance with the bushfire protection criteria contained within Appendix 4 of the Guidelines for Planning in Bushfire Prone Areas, is or can be achieved.</p>	<p>The site is mostly clear. The south eastern tip which is in a Bushfire Prone area. The development on the impacted lot was referred to DFES who provided their comments.</p> <p>Changes were made to the development in the bushfire prone area incorporating DFES advice prior to a building application being approved.</p>	No change.
	<p>Notwithstanding the above that the application of SPP 3.7 is ultimately at the discretion of the decision maker and a pragmatic approach may be taken.</p> <p>The Scheme Amendment Report recognises that only a small portion of the subject land is located in an area designated as bushfire prone pursuant to the Fire and Emergency Services Act 1998 (as amended) and identified on the Map of Bush Fire Prone Areas.</p> <p>We have undertaken a small assessment and note that aerial images support the abutting (western) Great Southern Highway verge as currently being managed to a low-threat status. The vegetation associated with the rail reservation opposite the highway is likely to have a moderate hazard level be assessed as flat/upslope. As such, sufficient separation distances are available from the subject land to classified vegetation to ensure does not result in the introduction or intensification of development or land use in an area that has or will, on completion, have an extreme BHL and/or BAL-40 or BAL-FZ. DFES also notes that two vehicle access/egress routes to different destinations are available.</p> <p>Please note that the application of SPP 3.7 is ultimately at the discretion of the decision maker.</p>		

SCHEDULE OF SUBMISSIONS AND OFFICER'S COMMENTS

Submissions	Comment	Officer Comment	Recommendation
	Should you apply SPP 3.7 then, we request the relevant information pursuant to this policy be forwarded to DFES to allow us to review and provide comment prior to the Shire endorsement of the Scheme Amendment.		
8. Dept of Planning Lands & Heritage – Aboriginal Heritage Division	A review of the Aboriginal Heritage Register of Places and Objects as well as the DPLH Aboriginal Heritage Database concludes that the location of the above properties does not affect any reported Aboriginal Heritage sites or places. Based on the information held by DPLH, no approvals under the Aboriginal Heritage Act 1972 (AHA) are required.	Noted.	No change.
9. Department of Primary Industries & Regional Development	Thank you for inviting the Department of Primary Industries and Regional Development (DPIRD) to comment on the above proposal. DPIRD does not object to the proposal.	Noted.	No change.
10. Department of Water and Environmental Regulation	The Department has identified that the proposal has the potential for impact on the environment and water management. Key issues and recommendations are provided below and these matters should be addressed:		No change.
	<u>Issue</u> : No structure plan currently exists for the coordinated development of the site.	This will be provided as part of the next stage of development prior to subdivision and future development of the site	
	<u>Advice</u> : Develop a structure plan for the new site to provide high level stormwater and drainage infrastructure, essential services, road layout, protection of existing drainage line and vegetation associated with the drainage line.	As per above comment to take into consideration the site requirements.	
	<u>Issue</u> : Management of increased stormwater volumes from an increase in impermeable surfaces	This can be considered at the subdivision and the development application stage.	

SCHEDULE OF SUBMISSIONS AND OFFICER'S COMMENTS


Submissions	Comment	Officer Comment	Recommendation
	<p><u>Advice:</u> Stormwater should be managed in accordance with the Decision process for stormwater management in WA (DWER 2017) and the Stormwater Management Manual for Western Australia (DoW 2004–2007).</p>	<p>As per above comment.</p>	
	<p><u>Issue:</u> Potential for hydrocarbons/chemicals from the workshop and carpark entering the Shire's stormwater drainage system and groundwater.</p> <p><u>Advice:</u> Measures be put in place to protect surface and groundwater from hydrocarbons and chemical spills/leaks, consistent with WQPN 28 as appropriate.</p>	<p>This can be addressed at the development application stage.</p> <p>This can be included as a condition of approval at the development application stage.</p>	
	<p><u>Issue:</u> Disposal of sewage wastewater.</p> <p><u>Advice:</u> This development should be consistent with the Government Sewerage Policy (Sept 2019), in particular achieving an adequate separation to groundwater. See attachment for DWER's additional advice.</p>	<p>This can be addressed at the development application stage.</p> <p>This can be addressed at the development application stage.</p>	
<p>11. Environmental Protection Agency</p>	<p>After consideration of the information provided by you, the EPA considers that the proposed scheme should not be assessed under Part IV Division 3 of the Environmental Protection Act 1986 (EP Act) and that it is not necessary to provide any advice or recommendations. I have attached a copy of the Chairman's determination of the scheme.</p>	<p>Noted.</p>	<p>No change.</p>

SCHEDULE OF SUBMISSIONS AND OFFICER'S COMMENTS

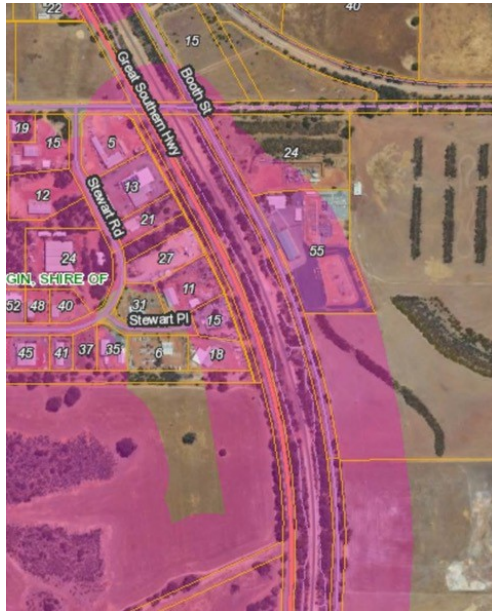
Submissions	Comment	Officer Comment	Recommendation
12. Department of Health	<p>The zoning should condition all development to be connected to scheme water and be in accordance with the Government Sewerage Policy 2019.</p> <p>Suitable Provision for an adequate onsite effluent disposal area is to be accommodated in any planning approval. For on-site wastewater disposal systems to be approved, the site capability needs to be demonstrated via a winter 'site-and-soil evaluation' in accordance with Australian Standard 1547 (AS/NZS 1547). For more details, please refer to the Guidance on Site-and-soil evaluation for Onsite Sewage Management.</p> <p>Enclosed is a scoping tool that highlights public health issues that should be addressed and incorporated into the proposed industrial estate/precinct.</p>	As per the comments from Department of Water and Environmental Regulation, this will be provided as part of the next stage of development prior to subdivision and future development of the site.	No change.
13. Department of Biodiversity & Conservation & Attractions	The Parks and Wildlife Service of the Department of Biodiversity, Conservation and Attractions advises that, based on currently available information, this scheme amendment is unlikely to cause any impact to known significant biodiversity values.	Noted.	No change.
14. Main Roads	Main Roads WA Wheatbelt Region have reviewed the proposal and I can advise that we have no objection to the proposed scheme amendment.	Noted.	No change.
	For future development, it should be noted that any access to Lot 21 should be from the local road, with no direct access onto Northam Cranbrook Road (Great Southern Hwy).	The approved development on the corner of Great Southern Highway and Graham Road abides by this condition.	

APPLICANT'S REPLY TO CONCERNS AND OFFICER'S COMMENTS

Applicant's reply to concerns raised during public advertising.	Officer Comment	Recommendation
<p>Thank you for your update on the status on Amendment 37 to the Former Town of Narrogin Town Planning Scheme No. 2. In response to the submissions received, we offer the following comments for your consideration:</p> <p>1. Concern that rural land and homes located to the north and west will be impacted by pollution, traffic and noise coming from Lot 20 and 21.</p> <p>The proposed rezoning is to General Industry consistent with the Local Planning Strategy recommendations for this precinct. Whilst this will involve a change in character, it aligns with Council's long-term plan for the area so the transition should be facilitated in the long-term interests of the Shire. However, given the nature of industry likely to locate in this area, pollution and traffic impacts are likely to be relatively low: the first proposal received for the site was for agricultural machinery sales which attracts relatively little traffic and generates no pollution. Heavy industry will not be permitted under the zoning and vehicle wrecking (a potentially high impact use) is not permitted without the special approval of Council. The site configuration means that the majority of access to the site will be via Great Southern Highway into Graham Road and some from Mokine Road turning into Graham Road. Whilst some additional traffic can be expected, it is unlikely to be excessive, and most strongly concentrated on Graham Road (which already interfaces with industrial land uses).</p> <p>2. Concern that rural land close by could go down in value.</p> <p>Whilst we do not believe that this is particularly likely given the nature of development anticipated and its existing context, we note that this is not a valid planning consideration in any regard. The assessment of the planning merits of a proposal need to consider its alignment with orderly and proper planning (in this case, as outlined in the Local Planning Strategy).</p> <p>3. Concern that there will be no buffer between Lot 20 and 21 and the rural properties to the north.</p> <p>Whilst the rezoning has limited ability to create a buffer, a setback between development and existing dwellings can be expected through the development application process. A minimum 10m rear setback already applies under the Town Planning Scheme and for many developments could expect to be exceeded as businesses seek to locate closer to the road.</p>	<p>Any future industrial development shall be in accordance with the zoning table. No new access routes will be created. Only a modest increase in traffic numbers.</p> <p>Not a relevant planning consideration for refusal.</p> <p>Additionally, each lot has a 20% landscaping requirement and businesses can be enticed to landscape the rear.</p>	<p>No direct access onto the Great Southern is permitted from these Lots.</p> <p>No Change.</p> <p>No change.</p>

<p>4. The Department of Fire and Emergency Services is concerned that the proposal does not respond to State Planning Policy 3.7 - Planning in Bushfire Prone Areas. They advised that a Bushfire Management Plan is required to accompany strategic planning proposals in areas above BAL-LOW.</p> <p>The site is almost fully cleared with only the very south-east tip of the site (approximately 2%) identified as potentially bushfire prone.</p>  <p>The risk stems from vegetation within the central median of Great Southern Highway, with the road carriageway providing a wide buffer to the site and excellent access.</p>	<p>The south eastern tip has been assessed and developed according to DFES comments. Any future development including the Structure planning for the site will require a bush fire management plan and a BAL assessment report.</p>	<p>No change.</p>
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APPLICANT'S REPLY TO CONCERNS AND OFFICER'S COMMENTS



Main Road WA manage the Highway and vegetation along it as part of routine maintenance and also in the interests of protecting the town and existing infrastructure already located much closer to the vegetation strip in question.

The amendment seeks to rezone an existing rural landholding to General Industry. It is not therefore introducing a vulnerable land use. This change in zoning is consistent with the direction of the Local Planning Strategy recently endorsed by the Western Australian Planning Commission.

The south-eastern tip that is identified as potentially bushfire prone is associated with Lot 21 Graham Road only. Please note that the Development Approval for the Agricultural Machinery Dealership and Service

Centre on Lot 21 Graham Road, Narrogin is currently under construction – please see Site Plan attached below.

APPLICANT'S REPLY TO CONCERNS AND OFFICER'S COMMENTS

ATTACHMENT 2

NORTH

AREA 10001m²

BUILDING GROSS FLOOR AREA - 1712m²
 TOTAL CAR PARKING - 31 SPACES
 TOTAL LANDSCAPING - 1488m²

AREA 10000m²

Graham Rd. Narrogin
 Proposed Showroom & Workshop
 Site Plan
 Scale: 1:500 @ A3
 Date: Nov. 2019 SK.01 T

Page | 17

The following condition was included in the Planning Approval for this Development, *“The property is subject to a Bushfire Attack Level (BAL) assessment being prepared by the applicant to determine the Bushfire Hazard Level based on the BAL rating and respond to the policy requirements of State Planning Policy 3.7 prior to the issuing of a Building Permit.”*. This condition was addressed by the applicant of this Development prior to the issue of the Building Permit with building works currently under construction on this lot.

The site has excellent road access including to Mokine Road which provides an alternative route to Great Southern Highway.

APPLICANT'S REPLY TO CONCERNS AND OFFICER'S COMMENTS

<p>5. The Department of Water and Environmental Regulation (DWER) advises that a structure plan would be required prior to further subdivision of Lot 20 and 21 Comment noted.</p> <p>6. DWER and the Department of Health advised that any further development would be required to connect to scheme water and that any on site effluent disposal would need to be in accordance with Government Sewerage Policy 2019 Comment note: this requirement would be expected to be enforced through standard conditions of subdivision approval through that stage of the planning process.</p> <p>We hope that adequately addresses the concerns. If you have any further queries or concerns yourself, please do not hesitate to let me know.</p>	<p>This can be included as a condition of approval at the development stage.</p>	<p>A structure plan will be required to be developed and submitted to the Shire prior to any development and subdivision of the site.</p> <p>No change.</p>
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Reviewer comment/advice
<p>Issue : No structure plan currently exists for the coordinated development of the site</p> <p>Advice : Develop a structure plan for the new site to provide high level stormwater and drainage infrastructure, essential services, road layout, protection of existing drainage line and vegetation associated with the drainage line.</p> <p>Discussion : Developing a structure plan for the whole of lot will ensure that the water and services are effectively managed onsite, the drainage line and remnant vegetation is protected. Through the development of a structure plan the drainage line running north-south (see image below vegetation/drainage line identified in red) through the site can be protected to ensure that the downstream users reliant on the drainage system are not adversely impacted by the development of the up gradient lots.</p> <p>A staged development can lead to conflicting demands from established and new landholders. The establishment of essential services are able to be more readily designed and installed when working with a greenfield site, as retrospective installation of services can lead to systems that are not compatible or do not align correctly.</p>
<p>Issue : Management of increased stormwater volumes from an increase in impermeable surfaces</p> <p>Advice : Stormwater should be managed in accordance with the <i>Decision process for stormwater management in WA (DWER 2017)</i> and the <i>Stormwater Management Manual for Western Australia (DoW 2004–2007)</i>.</p> <p>Discussion : The proposal will result in an increase in stormwater volumes from an increase in impermeable surfaces from the proposed development.</p> <p>The new general industry site should be subject to a structure plan to facilitate a whole of site stormwater and drainage network as to prevent the development of ineffective drainage networks being installed through later subdivision and development.</p>
<p>Issue : Potential for hydrocarbons/chemicals from the proposed new general industry entering the Shire’s storm water drainage system and groundwater.</p>

Advice : Measures be put in place to protect surface and groundwater from hydrocarbons and chemical spills/leaks, consistent with WQPN 28 as appropriate.

Discussion : Measures to mitigate against the risk of hydrocarbons and chemicals associated with proposed activity to groundwater or the stormwater drainage system should be considered before the amendment to the scheme is approved.

Adequate measures to contain, treat and appropriately dispose of hydrocarbons/automotive chemical spills/leaks to the satisfaction of the Shire, with reference to the Department's Water Quality Protection Note 28 'Mechanical servicing and workshops' (Sept 2013) should be implemented where appropriate.

Issue : Disposal of sewage wastewater.

Advice : This development should be consistent with the *Government Sewerage Policy* (Sept 2019), in particular achieving an adequate separation to groundwater.

Discussion : The Department notes that there is no reticulated sewerage available in the proposal area.

The Shire will need to consider the management and services of this new area. It is noted that the proposal area is within an area of high groundwater as noted by an on-site soak located in the north east of Lot 21.

The *Government Sewerage Policy* (Sept 2019) stipulates a separation to the highest groundwater level of between 0.6 to 1.5 metres depending on the soil type and the type of treatment system used – which is a matter for the Shire to consider.

File note: The off-stream soak is located within a 'non-proclaimed' area for groundwater under the *Rights in Water and Irrigation Act 1914* (RIWI Act) and therefore is not subject to regulation.



10.1.3 APPLICATION FOR PLANNING CONSENT: OUTBUILDING (AIRCRAFT HANGAR) AT LOT 8 (NO. 2194) CLAYTON ROAD, MINIGIN

File Reference	A340183
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Peter Bradshaw and Greg Cream
Previous Item Numbers	Nil
Date	15 February 2021
Author	David Johnston – Planning Officer
Authorising Officer	Azhar Awang – Executive Manager Development and Regulatory Services
Attachments 1. Application for Planning Consent 2. Floor plan and Elevations 3. Site Plan 4. Diagram of Lease Area	

Summary

Council is requested to consider the Application for Planning Consent for the erection of an outbuilding (Aircraft Hangar) at Lot 8 (No. 2194) Clayton Road, Minigin, being the Shire of Narrogin's Airport.

Background

On 3 November 2020, the Shire received an Application for Planning Consent for the erection of an Outbuilding (Aircraft Hangar) at Lot 8 (No. 2194) Clayton Road, Minigin. The application was incomplete at submission so additional details and a site plan were requested. These were received on 7 February 2021.

The proposed outbuilding is to be 19.1m long by 10.7m wide. The roof pitch will be 3.3m while the wall height is 2.4m. The proposal's height and size are similar to other glider hangars on site.

Consultation

The following Officers were consulted:

- Executive Manager Technical and Rural Services

The lessee of the property, Narrogin Gliding Club, has given its support for the proposal.

Statutory Environment

The following documents relate to the proposal:

- Former Shire of Narrogin – Local Planning Scheme No. 2
- Narrogin Airport Masterplan 2013

Policy Implications

Nil

Financial Implications

An Application for Planning Consent Fee of \$147 was paid to the Shire of Narrogin on 16 February 2021.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	1.	Economic Objective (Support growth and progress, locally and regionally)
Objective:	3.	Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.4	A well maintained built environment
Strategy:	3.4.1	Improve and maintain built environment

Comment/Conclusion

Zoning

The subject land is reserved for “Public Purpose” under the Former Shire – Local Planning Scheme No. 2 (FS-LPS). Clause 2.2 of the FS-LPS states:

“2.2 Matters to be considered by Council

Where an application for planning approval is made with respect to land within a reserve, the Council shall have regard to the ultimate purpose intended for the reserve and the Council shall, in the case of reserved for the purpose of a public authority, confer with that authority before granting its approval.”

Given the existing development on site, the proposed development fits with the intent of the reserve.

Tenure

The proposed Outbuilding is located on Lot 8 (No. 2194) Clayton Road, being land owned freehold by the Shire of Narrogin and on part of the Narrogin Gliding Club Lease. The lease with the Narrogin Flying Club commenced 1 October 2019 and will expire on 30 September 2040.

Height and Bulk

Section 4.7 of the Narrogin Airport Masterplan 2013 states:

“The landside development is required to occur behind a designated ‘Building Line’.

An offset of 85 metres from runway 10/28 centreline allows hangar/building height development of up to 8 metres and has been depicted as the building line location.

This is determined by the 1:5 transitional surfaces that arise from both sides of the 90 metre runway strip. This is depicted by the Obstacle Limitation Surfaces (OLS) plan.

This 85-metre offset distance can be increased, as in the case for the proposed location of new hangars, club rooms and future hangar sites.”

The 143m setback and maximum height of 3.3m is fully compliant with the Narrogin Airport Master Plan.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0221.004

Moved: Cr Seale

Seconded: Cr G Ballard

That, with respect to the Application for Planning Consent: Outbuilding (Aircraft Hangar) at Lot 8 (No. 2194) Council grant Planning Approval subject to the following conditions:

1. The approval shall expire if the development permitted is not completed within two years of approval, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Shire is granted by it in writing.
2. The development approved shall be in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of the Chief Executive Officer.
3. Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
4. All drainage run-off associated with the development shall be contained on site or connected to the Shire's storm water drainage system to the satisfaction of the Chief Executive Officer.
5. The proposed outbuilding is for the storage of aircraft and associated equipment only and shall not be used for commercial or habitation purposes.
6. Construction of the outbuilding shall be kept clear from all service connections.
7. The building materials and colours shall match existing buildings on the lot and are to be of non-reflective and muted tones, i.e. not Zincolume.

Advice Notes:

1. The applicant is advised that the property is subject to a lease between the Shire of Narrogin and the Lessee, being the Narrogin Gliding Club Inc, and the applicant should familiarise themselves with the contents of that document.
2. This is not a Building Approval for which a separate application is required.

CARRIED 9/0

APPLICATION FOR PLANNING CONSENT



Shire of
Narrogin
Love the life

(FDRS005)

89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

Shire of Narrogin
www.narrogin.wa.gov.au
enquiries@narrogin.wa.gov.au

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

RECEIVED

03 NOV 2020

A340183 / IPA2022144

TOWN PLANNING SCHEME NO.2
DISTRICT SCHEME

Name of Applicant	GREG CREAM / PETER BRADSHAW
Correspondence Address	[REDACTED]
Applicant Phone Number	[REDACTED]
Applicant email	[REDACTED]

I hereby apply for planning consent to:

- Use the land described hereunder for the purpose of hanging gliders
And/or
- Erect, alter or carry out development on land described hereunder in accordance with the accompanying plans (3 copies attached)

Existing use of land	None
Approximate cost of proposed development	\$ 21,000
Estimated time of completion	1 month
No of persons to be housed / employed after completion	0

TITLES OFFICE DESCRIPTION OF LAND


LOCALITY PLAN

Lot No	8	House No		Street Name	CLAYTON Rd
Location No		Plan or Diagram		Certificate of Title	Volume: Folio:

LOT DIMENSIONS

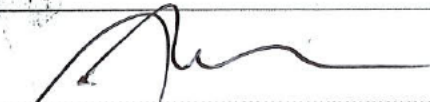
Site area		Square metres
Frontage		Metres
Depth		metres

AUTHORITY

Applicant's Signature  Date 2020/11/02

NOTE: WHERE THE APPLICANT IS NOT THE OWNER, THE OWNER'S SIGNATURE IS REQUIRED.

NOTE: ALL OWNERS OF THE PROPERTY MUST SIGN THIS APPLICATION FORM. WHERE PROPERTY IS OWNED BY A COMPANY, AT LEAST TWO DIRECTORS OF THE COMPANY MUST SIGN THE APPLICATION.

Owner's Signature  Date 21/11/20

NOTE: THIS FORM IS TO BE SUBMITTED IN DUPLICATE, TOGETHER WITH THREE COPIES OF PLANS, COMPRISING THE INFORMATION SPECIFIED IN THE PARTICULARS REQUIRED WITH THE APPLICATION OUTLINED OVER.

w:\9 shared\9 all shared\forms and templates\3 drs\cdrs005 appn for planning consent.docx

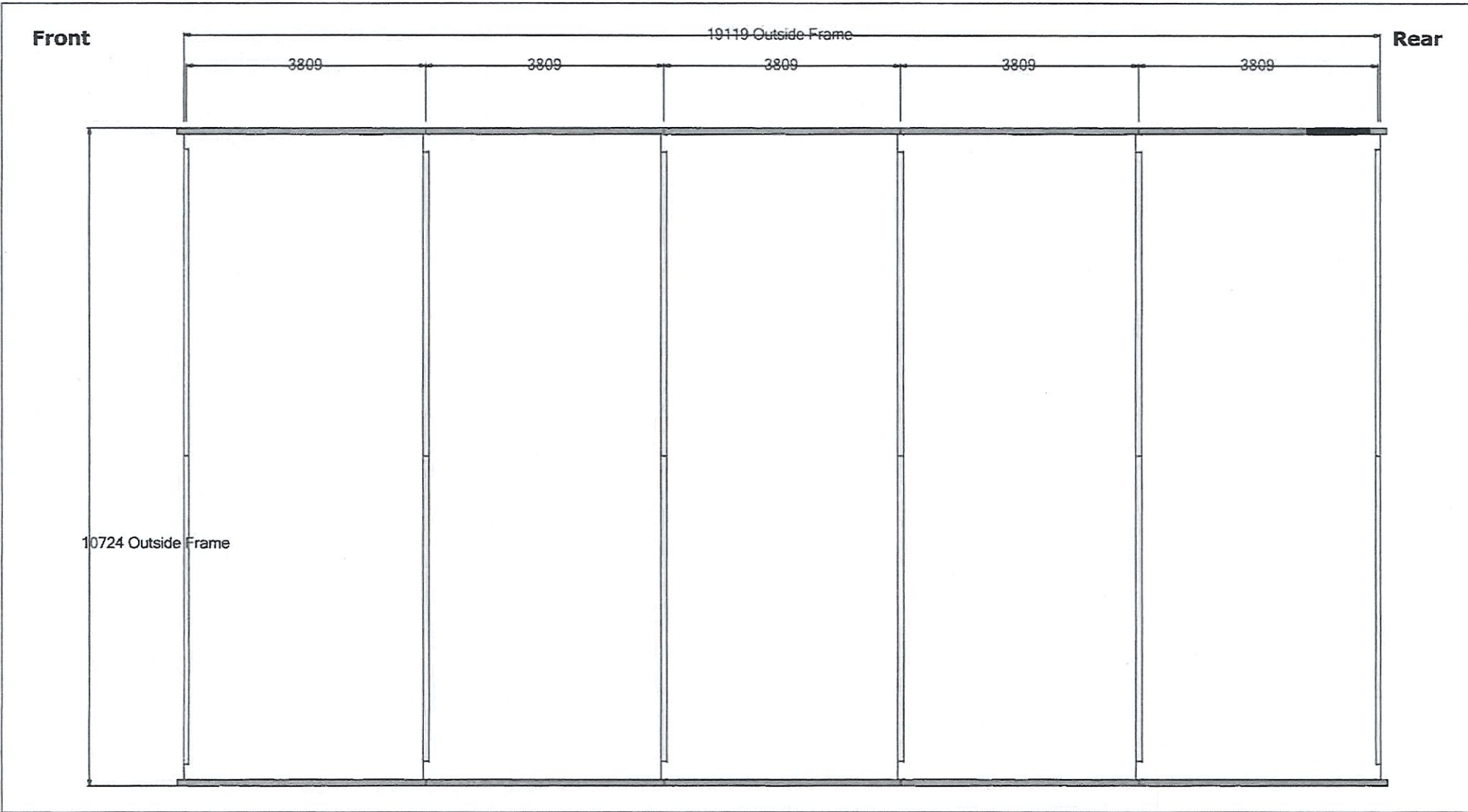


All Dimensions shown are measured from outside of frame (including purlins and girts). Dimensions shown are for illustrative purposes only and should not be used for assembly. Please refer to the relevant installation guides or detailed drawings provided for site preparation, portal frame layout and slab dimensions. Please refer to current Stratco Gable Homeshed certification referenced 34109C by FYFE Pty Ltd for 15° Homeshed range or certification referenced 2011-628 by RSA for 10° Homeshed range. Certifications are applicable to standard shed designs only.



Site Plan

Job Reference		Site Address	Narrogin Airfield	Design Number	SQ189558	Customer Signature
Sales Person	Ms Joanne Warner		1296 Clayton Rd	Date	13/08/2019	
Client Name	Narrogin Gliding Club		Narrogin			

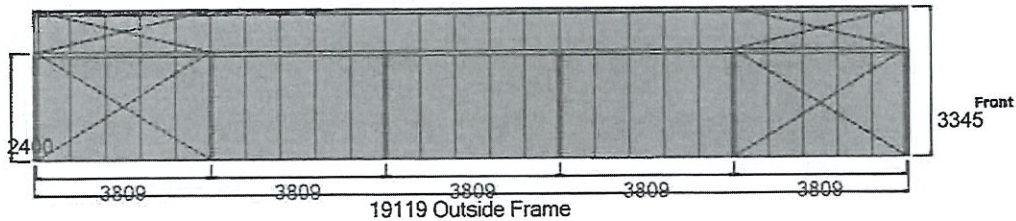




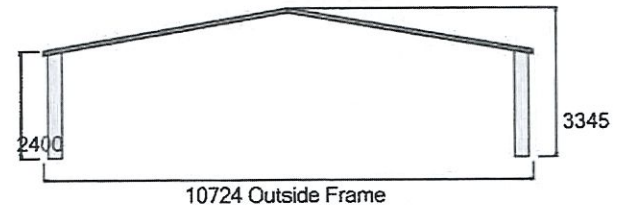
Elevations

Job Reference		Site Address	Narrogin Airfield	Design Number	SQ189558	Customer Signature
Sales Person	Ms Joanne Warner		1296 Clayton Rd	Date	13/08/2019	
Client Name	Narrogin Gliding Club		Narrogin			

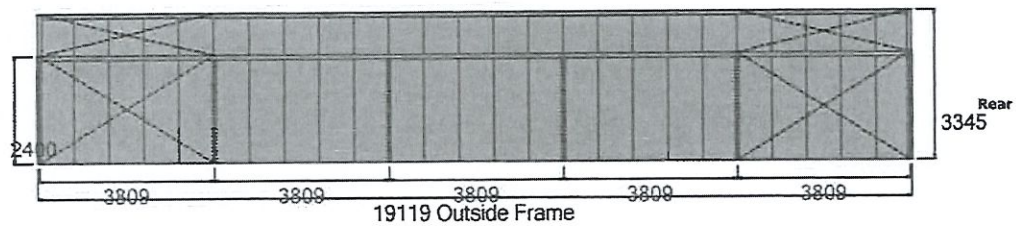
Left Elevation



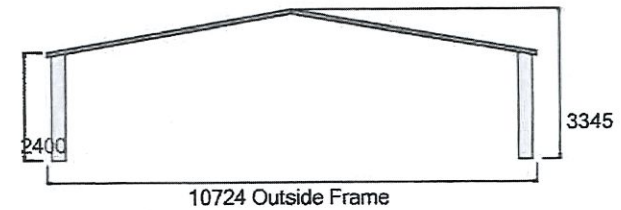
Front Internal Elevation - 1



Right Elevation



Rear Internal Elevation - 1



CLAYTON RD

19119 22000

10724.3000

Proposed 19.119x10.724m Hanger/ shed as per Stratco Shed manufacturer details 'Stratco Gable Roof Shed - Large Span Type 8'

85 m Building Limit Line

90 Meter Radius

WEATHER STN
WIND SOCK

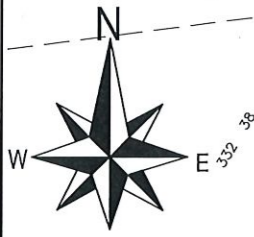
ARP

RUNWAY 1255m x 20m (Sealed)

PSM 1

PSM 3

EXISTING BOUNDARY



SITE PLAN
scale 1:1000

CHECK ALL DIMENSIONS ON SITE PRIOR TO COMMENCEMENT OF WORK CHECK STRUCTURE WITH ENG./BUILDER BEFORE CONSTRUCTION CHECK COMPLIANCE/APPROVAL OF WORKS WITH COUNCIL OR REG. BODY BEFORE CONSTRUCTION		COUNCIL DRAWING	
REV	AMENDMENT	DATE	
JOB NUMBER	21107	DATE	JAN 21
(DRAWING on A3)			REDUCTION
m 0421 605 422 e nam@thedrafter.com.au ABN 64 136 626 867			DRAWING No. A01

the **DRAFTER**

PROPOSED HANGER - NARROGIN AIRFIELD
1296 CLAYTON RD, NARROGIN
SITE PLAN

Narrogin Airport Lease Map



10.1.4 PROPOSED REFURBISHMENT OF EXISTING ABLUTION FACILITY – LOT 103 SMITH STREET, NARROGIN

File Reference	5.4.5, A105165
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Item 10.1.6, 27 November 2019 Res. 1119.010 Item 10.2.2, 24 March 2020 Res. 0320.009 Item 10.2.1, 28 July 2020 Res. 0720.009 Item 10.2.2, 22 September 2020 Res. 0920.005 Item 10.2.2, 15 December 2020 Res. 1220.008
Date	5 February 2021
Author	Azhar Awang – Executive Manager Development and Regulatory Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	<ol style="list-style-type: none"> 1. Plan of existing and proposed ablution building 2. Elevation of proposed new roof 3. Perspective elevation of proposed awning 4. Yarra-3 Ablution Building 5. Yarra-5 Ablution Building

Summary

Council at its meeting held on 15 December 2020, requested additional information for its further consideration, on the proposed refurbishment of the existing ablution facility at Lot 103 Smith Street, Narrogin.

Background

The item was previously considered by Council at its meeting held on 15 December 2020. Council at that meeting resolved as follows:

“That, with respect to the development of Lot 103 Smith Street, Council retain the toilet block and request the Administration to report back to the Council with the following requirements with the aim of refurbishing the toilet block:

- *Upgrading the interior to be similar to Memorial Park;*
- *All cubicles being compliant with unisex standard, with the possibility of having between three and four cubicles in total;*
- *At least one cubicle being compliant with Accessibility standards and incorporating a change table;*
- *Improvements to the screening of the access to the facility, including the potential of the access being from the north;*

- *Rendering the exterior to also incorporate significant mural designs;*
- *The option of changing the roofline to protect the north-facing access; and*
- *An estimate to undertake the project with the view to approving the project in February 2021.”*

The existing toilet block is constructed of double brick with a skillion metal roof that slopes to Smith Street. The building has a total floor area of 22.94m² (7.4m x 3.1m) and is located on Lot 103 Smith Street with a total site area of 81m².

The internal building is comprised of two toilets for the female and one toilet and urinal for the male with two separate entrances for the male (east entrance) and female (west entrance). An existing duct room, which houses the services, is located in the middle of the building as a separate compartment with a separate entrance to the southern side of the building.

This building has been recently refurbished in 2017 and included the following works:

- Repaint of all internal walls and ceilings (to include graffiti resistant coating)
- Paint exterior brick walls (to include graffiti resistant coating)
- Replace broken floor and wall tiles to match existing
- Supply and install of new stall door lock only in men’s side to match ladies
- Doors to be painted, including water proof coating
- Industrial clean to surfaces, urinals, toilets and basins
- The detachable mural on the wall removed and returned to the Shire.

Total costs for the works was approximately \$4,000.

Consultation

The proposal has been previously advertised for public comment in accordance with Council Policy 1.14 Community Engagement Policy with an advertisement in the Narrogin Observer on 13 August 2020 and Shire Facebook posts and website notifications with links to an online survey.

Previous consultation has taken place with the following:

- Chief Executive Officer;
- Executive Manager Technical and Rural Services;
- Technical Officer Development and Regulatory Services;
- Planning Officer Development and Regulatory Services;
- Building Surveyor;
- Narrogin Townscape Advisory Committee; and
- Elected Members.

Statutory Environment

- National Construction Code
- Former Town of Narrogin Town Planning Scheme No.2.

Policy Implications

Nil

Financial Implications

A budget allocation of \$90,000 has been included in the 2020/2021 budget in Account 4100850 for the purpose of Community Amenity - CBD Ablution upgrade.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027

Objective	2	Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.2	Build a healthier and safer community
Strategy:	2.2.1	Support the provision of community security services and facilities
Objective	3.	Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome	3.4	A well maintained built environment
Strategy	3.4.1	Improve and maintain built environment

Comment/Conclusion

A site meeting and inspection of the existing building was conducted on 3 February 2021, with the Shire's Technical Officer, Building Surveyor and the Executive Manager Development and Regulatory Services to address the requirements of the Council's decision of refurbishing the existing toilet block. Following are the comments and assessment provided on the proposed refurbishment.

Upgrading the interior to be similar to Memorial Park

Depending on the outcome of the preferred design and layout of the internal cubicles, the interior (walls and floor tiles) will need to be removed and replaced with new tiles similar to the Memorial Park toilet. To retile the existing internal wall and flooring with new tiles would cost approximately \$12,000.

All cubicles being compliant with unisex standard, with the possibility of having between three and four cubicles in total

The existing layout of the cubicles will not be suitable for unisex standards and will need to be redesigned to create a functional facility.

The concept layout plan prepared by the Shire's Building Surveyor of the existing building has the potential to accommodate a total of four cubicles, with two accessible toilet and one change table. All cubicles can be unisex. Some of the works required will include:

- the removal of the internal walls and install new internal walls,
- re- plumbing,
- grab rails and accessible fixtures (stainless steel),
- new door and frames,
- signage,
- retiling of the wall and floor,
- new screen, and
- construction of a ramp and new roof.

At least one cubicle being compliant with Accessibility standards and incorporating a change table

On further assessment of the existing accessibility toilet with the Building Surveyor, it was found that the existing cubicles for an Accessibility area does not meet the minimum Accessibility requirement (2.3m x 1.9m).

The proposed new layout will be able to accommodate four (4) cubicles with two (2) of these being Accessibility toilets and a change table and meet the unisex standard. (See Attachment 1).

Improvements to the screening of the access to the facility, including the potential of the access being from the north

The proposal is to brick up the existing entrances to both the male and female toilet and create new entrances to the north, fronting the Coles carpark. The new main entrance will be under cover with the installation of a new awning or roof to protect the user from the weather. A new screen wall will also be installed along the same design as the Memorial Park toilet for privacy. This will also allow a 1.5m to 2m wide walkway to allow accessibility to all users via the Coles carpark. With the current height different to the existing male toilet to the east, it will be difficult to have the required gradient for a ramp. On this basis it is recommended that the main access is via the northern and the western side of the building.

The existing services on the northern side of the building will need to be relocated in order to create a clear and safe pathway.

Rendering the exterior to also incorporate significant mural designs

The external wall has recently been painted and this will require the existing paint work to be removed before rendering to the exterior wall can be applied. It is estimated that this could cost between \$4,000 and \$6,000. In terms of the mural design, this could cost up to \$15,000.

The option of changing the roofline to protect the north-facing access

This is possible by creating a gable pitched roof that would extend over the new entrances and provide an undercover walkway. It is estimated that the new roof would cost approximately \$8,000 to \$10,000. An alternative would be to leave the existing roof structure as it is and install a new awning over the main entrances to provide the required undercover to the new entrances and walkway. The proposed awning would cost approximately \$4,000.

An estimate to undertake the project with the view to approving the project in February 2021

The estimated costs quoted by the local building contractor for the refurbishment work, as resolved by Council, is approximately \$82,000. This does not include the mural design to the external wall.

New Toilet Block

Although it is acknowledged that the option of a new toilet building has been discussed by the Council, based on the estimated cost for the refurbishment (\$82,000) in comparison to the supply and installation of a new toilet (\$60,250 Yarra 3) would require a further consideration as to whether the refurbishment of the existing toilet would add value to the Shire's existing asset.

Further inspection has shown that the existing brickwork is showing signs of cracking in parts, the rusting of window and door lintels causing the brick works to expand and cracking, signs of mortar

joints in the brick works are disappearing and may need to be looked at in the coming years to ensure the structural integrity.

As mentioned in the previous report presented to Council on 15 December 2020, the cost to demolish the existing Smith Street ablution facility and replace with Modus design prefabricated building similar to the new May Street ablution building, estimated to be at a cost of \$60,000 (flat pack Design Yarra 3) and \$83,000 (Flat pack Design Yarra 5).

It is the officer’s view that Council should reconsider refurbishing the existing building and strongly recommend to consider the demolition of the existing building and replace with a new building.

On this basis, it is recommended that Council do not proceed with the refurbishment of the existing building and recommend that Council adopts the Officer’s recommendation for the demolition of the existing building and build a purposes built, modern, fully compliant accessible ablution facility.

Yarra 3 Design	Costs
Supply only	\$34,250
Demolition	\$5,000
Installation including site works, disconnecting and connecting plumbing and electrical services	\$21,000
Landscaping and screening	\$6,000
Total	\$66,250

Yarra 5 Design	Costs
Supply only	\$47,167
Demolition	\$5,000
Installation including site works, disconnecting and connecting plumbing and electrical services	\$31,200
Landscaping and screening	\$6,000
Total	\$89,367

Voting Requirements

Part 1 of 2 - Absolute Majority

Part 2 of 2 – Simple Majority

See over for Council’s Resolution

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0221.005 (PART 1 OF 2)

Moved: Cr Seale

Seconded: Cr G Ballard

That Council, pursuant to the Local Government (Administration) Regulations 1996, Regulation 10(2) revokes resolution Item 10.2.2 of Council's Ordinary Meeting Minutes held on 15 December 2020 – Future Development of Ablutions at Lot 103 Smith Street.

**CARRIED 6/3
BY ABSOLUTE MAJORITY**

Should this revocation recommendation be adopted as a motion, the following Officer Recommendation is provided.

OFFICERS' RECOMMENDATION (PART 2 OF 2)

That, with respect to the development of the existing abluion facility at Lot 103 Smith Street, Council:

1. Note the overwhelming support from the community to demolish the existing toilets and replace them.
2. Demolish the existing public toilet.
3. Build a new abluion facility on the same site and in the similar style as the new toilet located in May Street (Yarra 5 Design) and shall comprise of:
 - 1 x unisex accessible with baby change facilities; and
 - 3 x standard self-contained cubicles.
4. Approve the cost of supply and installation to a maximum amount of \$90,000 from the existing budget provision.

The Officers; Recommendation (Part 2 of 2) lapsed. Cr Bartron provided an alternate motion:

See over for Council Resolution.

COUNCIL RESOLUTION 0221.006

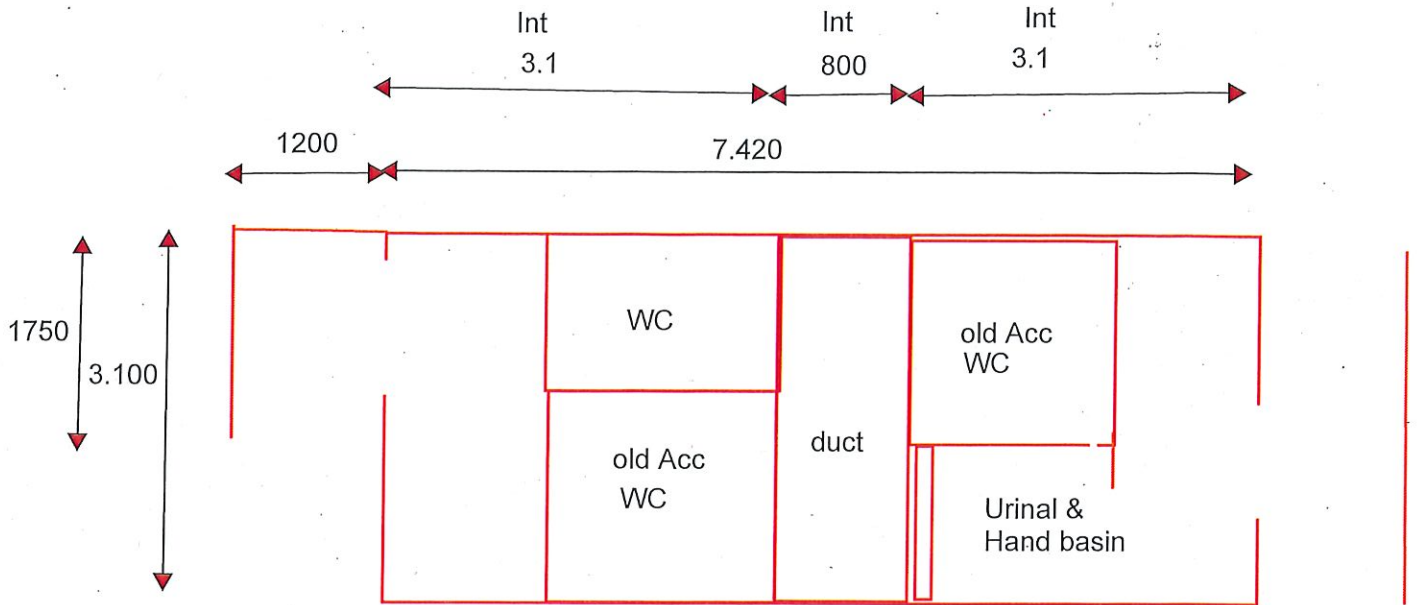
Moved: Cr Bartron

Seconded: Cr Seale

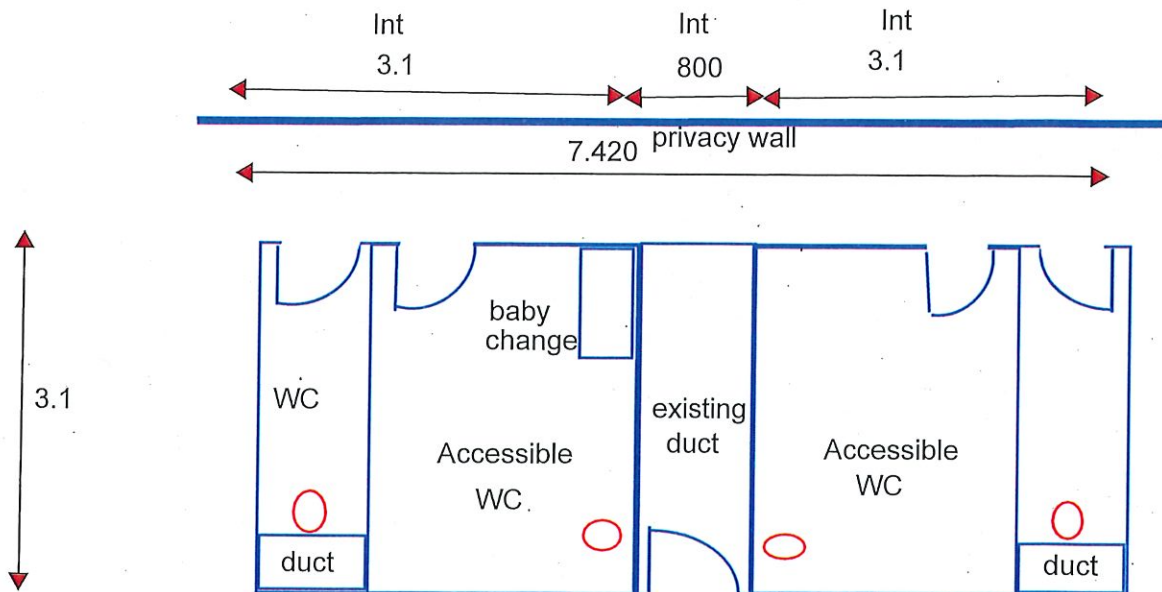
That, with respect to the development of the existing ablution facility at Lot 103 Smith Street, Council:

1. Note the overwhelming support from the community to demolish the existing toilets and replace them.
2. Demolish the existing public toilet.
3. Build a new ablution facility on the same site and in the similar style as the new toilet located in Memorial Park and shall comprise of:
 - 1 x unisex accessible with baby change facilities; and
 - 2 x standard self-contained cubicles.
4. Approve the cost of supply and installation to a maximum amount of \$100,000, including \$90,000 from the existing budget provision.

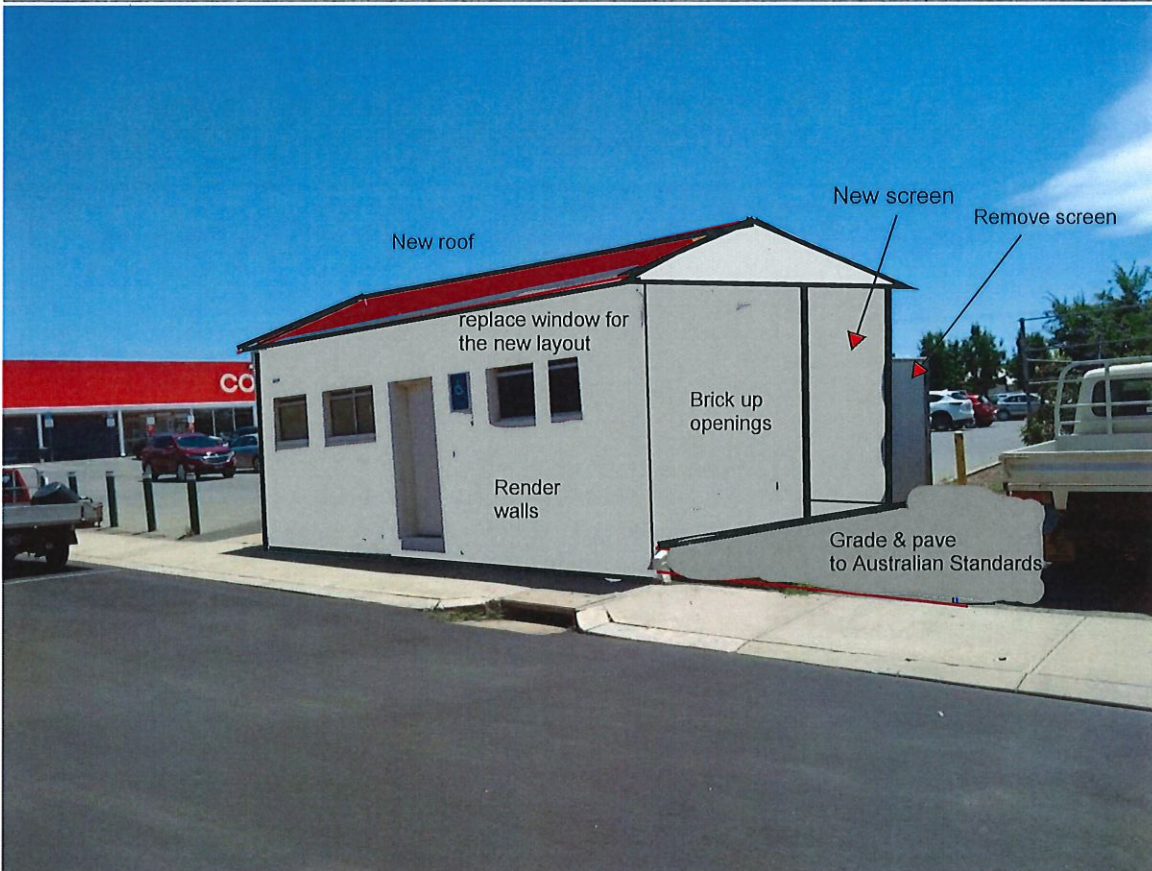
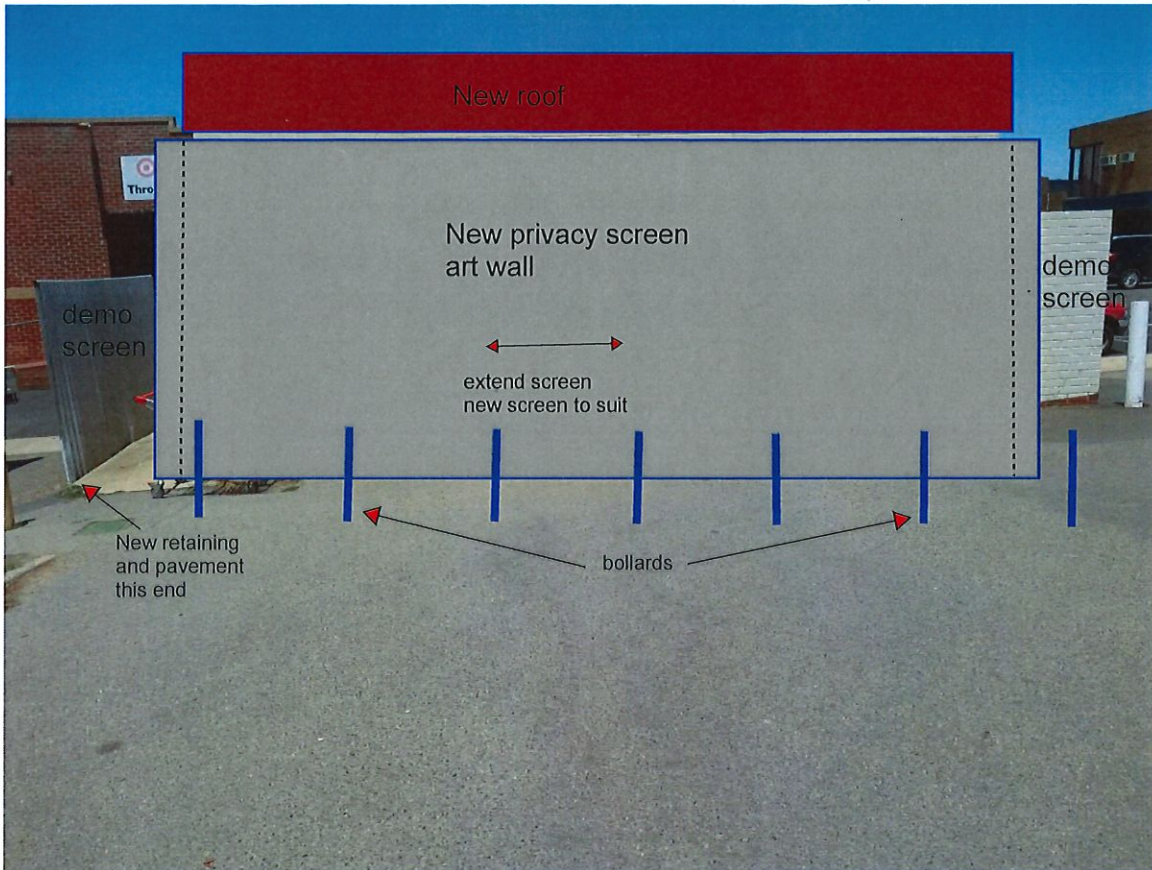
CARRIED 9/0

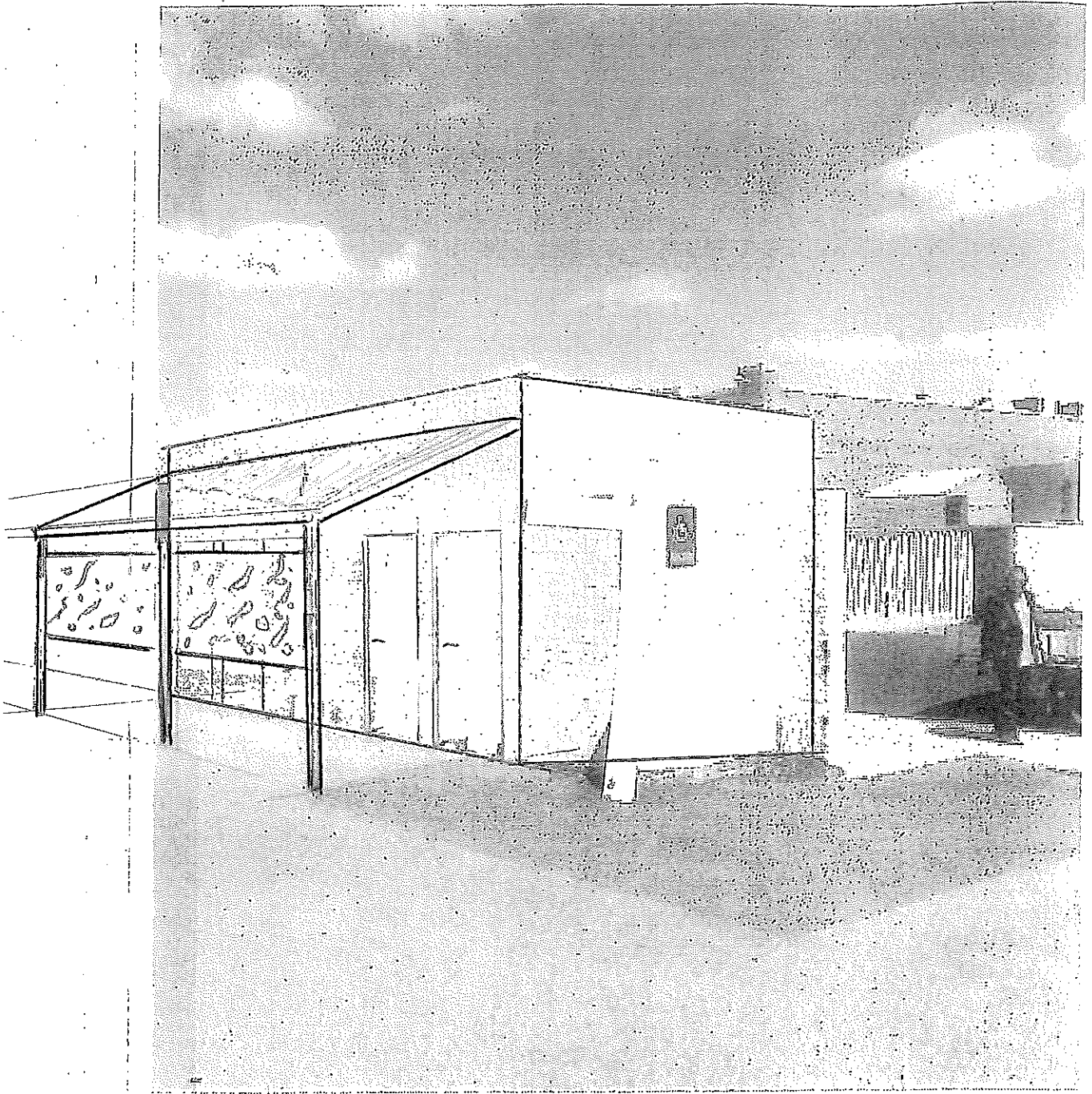


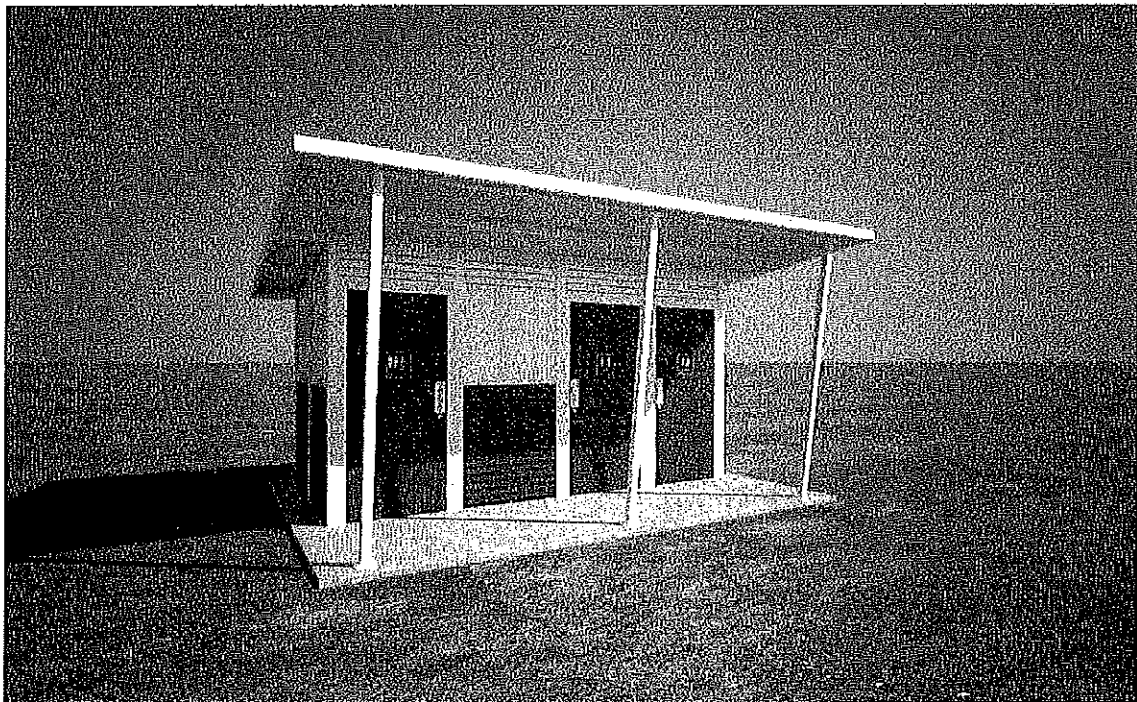
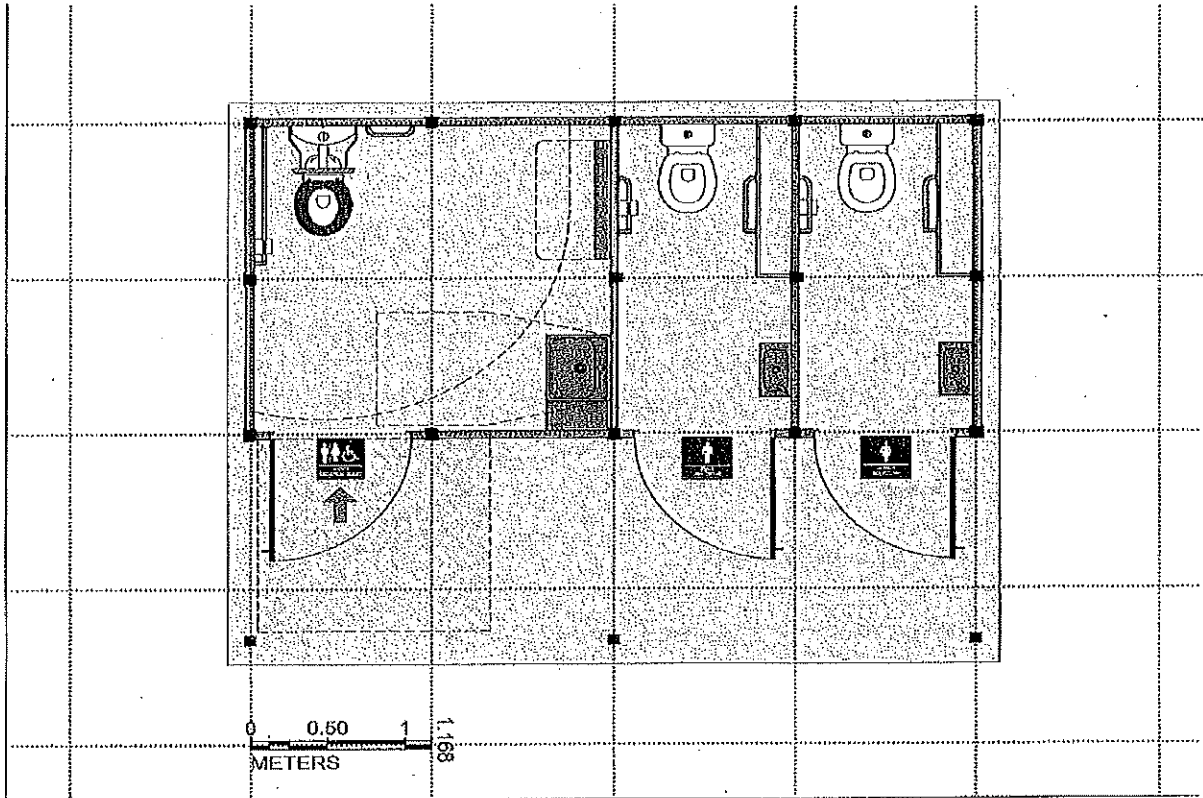
103 Smith St WC's



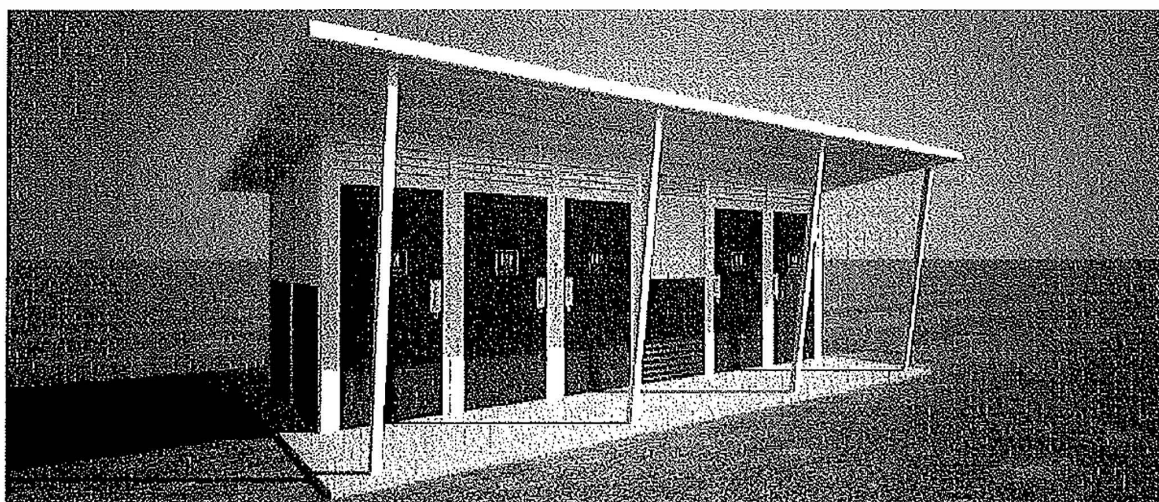
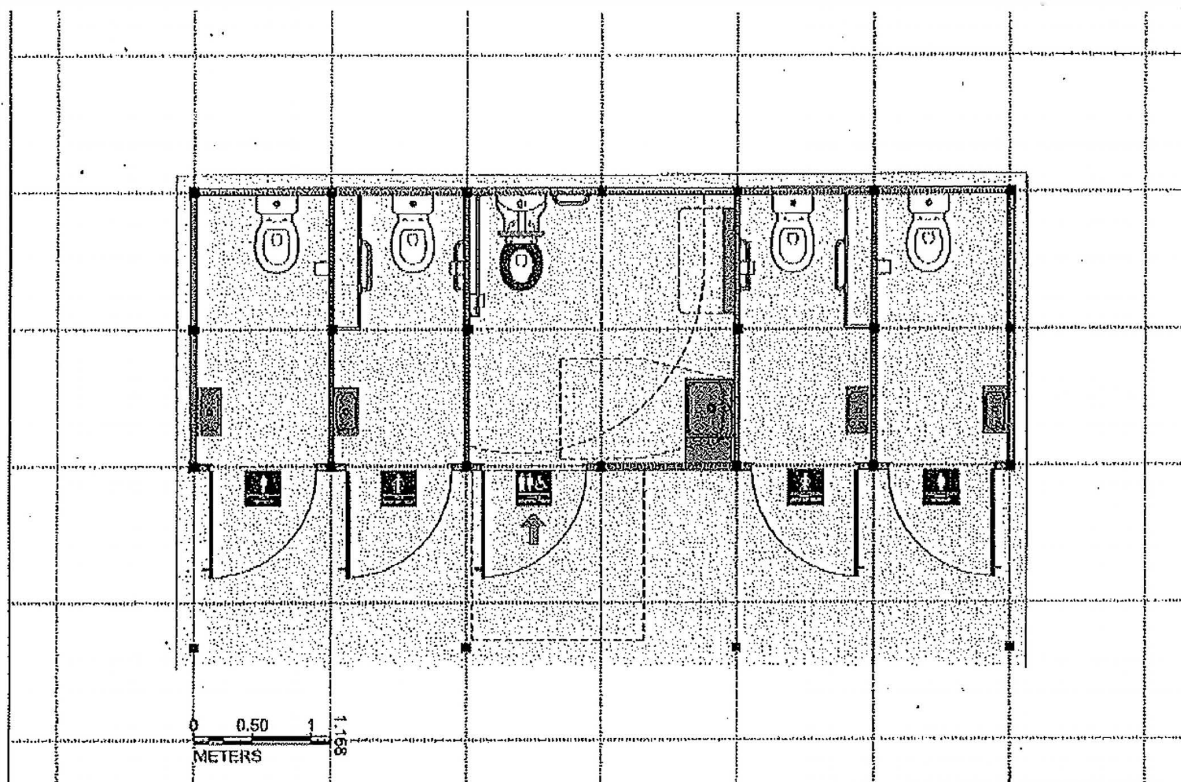
Proposed
103 Smith St WC's







YARRA-3 TOILET BUILDING



YARRA-5 TOILET BUILDING

10.2 TECHNICAL AND RURAL SERVICES

10.2.1 AWARDING RFQ 20/21–10 - SUPPLY OF NEW GRADER

File Reference	1.2.2
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	29 January 2021
Author	Torre Evans – Executive Manager Technical & Rural Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	1. Evaluation Matrix (Confidential - provided under separate cover)

Summary

Council is requested to consider awarding the purchase of a low hour (28 hours) demonstrator grader, being a John Deere 620GP, pursuant to RFQ 20/21-10 to John Deere (AFGRI Equipment), for the sum of \$344,500 ex GST and dispose of the Shire's 2012 John Deere grader as trade in for \$120,000 ex GST, as per their quotation.

Background

The purchase of a new replacement grader, inclusive of the disposal (trade) of the Shire's existing 2012 John Deere grader, was identified in the 2020/21 Budget as well as the adopted Plant Replacement Program (2017 to 2027).

As the purchase amount for a new Grader was expected to be in excess of \$150,000, a Request for Quotation (RFQ) was prepared and advertised through the WALGA Preferred Supplier eQuotes Portal, consistent with Council's Purchasing Policy.

Consultation

The RFQ was considered and evaluated by:

- Executive Manager Technical and Rural Services
- Manager Operations Technical & Rural Services
- Maintenance Foreman Technical & Rural Services.

Consultation was also entered into with the Chief Executive Officer and Construction Forman - Technical & Rural Services.

Statutory Environment

Local Government Act 1995 S3.57 – Tenders for Providing Goods or Services

Local Government (Functions and General) Regulations 1996 Part 4 – Provisions of Goods and Services, Division 2 – Tenders for Providing Goods and Services (s.3.57).

Policy Implications

Policy 3.1 – Purchasing Framework, is applicable.

Financial Implications

The expenditure is wholly contained in the 2020/21 Budget. The amount budgeted for the new grader is \$410,000 ex GST and the forecasted trade in revenue on the Shire's existing 2012 (8,780hrs) John Deere grader is budgeted at \$130,000 ex GST. This represents a net change over figure of \$280,000 ex GST.

AFGRI Equipment have provided a compliant quotation for one (1) demonstrator (28 hours full new machine warranty) John Deere 620GP grader and has offered a trade in on the Shire's 2012 John Deere grader with a net change over transaction of \$224,500 ex GST.

The proposal therefore represents a net change over savings of \$55,500, which will result in a reduced transfer from the Plant Reserve, being required, at the end of the financial year.

Strategic Implications

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

Comment/Conclusion

The purchase of a new grader was advertised through the WALGA Preferred Supplier eQuotes Portal to three (3) suppliers from 25 November 2020 to 21 December 2020. The WALGA suppliers that were invited to quote were:

- John Deere (AFGRI Equipment);
- Komatsu Australia; and
- WesTrac Pty Ltd.

From the three (3) suppliers that were asked to provide a quotation, two (2) responded, being John Deere (AFGRI Equipment) and WesTrac Pty Ltd.

The RFQ was evaluated on 60% price, 25% specification and 15% warranty, with a total of 100 points being available for compliant submissions.

All three suppliers were given the opportunity to submit an alternative quote for a low hour (use) machine that may or may not be considered by the evaluation panel. John Deere submitted both a compliant quote for a brand new 620GP grader and an alternative quote for a 620GP demonstrator

model with 28 hours of use on it and with full new machine warranty, in as new condition. The savings to the Shire should it purchase the John Deere demonstrator model with full warranty is \$23,500 ex GST over the new machine.

WesTrac submitted a compliant quote and did not submit an alternate quote.

Evaluation was undertaken in accordance with Attachment 1.

John Deere (AFGRI Equipment) provided all of the relevant documentation with their submissions and are a reputable supplier of quality graders in Western Australia and offered 60 months warranty with both machines. WesTrac were able to meet all of the relevant specifications and are also reputable suppliers of quality graders in WA, however the standard warrant offered (36 months) was less than John Deere. WesTrac offered an optional 60 month warranty at an additional cost that added to the total cost of their submission.

The Shire's Manager Operations and Construction Foreman both attended an exhibition of both graders at a recent Local Government Supervisors Association event and viewed both graders closely (inclusive of the John Deere demonstrator grader), taking note of the features of both machines.

It is worth noting that the Shire has been using John Deere Graders within its plant fleet for many years. These graders have demonstrated extremely low down time and have proven to be very efficient.

AFGRI are currently locating their business to Narrogin with the construction of new show rooms and service centre that will employ up to 25 potentially local Narrogin people.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0221.007

Moved: Cr Wiese Seconded: Cr Fisher

That Council award RFQ 20/21–10, to John Deere (AFGRI Equipment) for the purchase of one (1) demonstrator (28 hours) John Deere 620GP grader for the sum of \$344,500 ex GST and dispose of the Shire's 2012 John Deere grader as trade in for \$120,000 ex GST, as per their quotation.

CARRIED 9/0

10.3 CORPORATE AND COMMUNITY SERVICES

10.3.1 SCHEDULE OF ACCOUNTS PAID – DECEMBER 2020

File Reference	12.1.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	18 January 2021
Author	Danielle Gannaway – Customer Service Officer/Accounts Payable
Authorising Officer	Frank Ludovico – Executive Manager Corporate & Community Services
Attachments	1. Schedule of Accounts Paid – December 2020.

Summary

Council is requested to note the payments as presented in the Schedule of Accounts Paid – December 2020.

Background

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

Consultation

Consultation has been undertaken with Manager Corporate Services.

Statutory Environment

Local Government Act 1995, Section 6.8 (2)(b).

Policy Implications

Nil

Financial Implications

All expenditure has been approved via adoption of the 2020/21 Annual Budget, or resulting from a Council resolution for a budget amendment.

Strategic Implications

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

Comment/Conclusion

The Schedule of Accounts Paid – December 2020 is presented to Council for notation. Below is a summary of activity.

<i>December 2020 Payments</i>		
<i>Payment Type</i>	<i>\$</i>	<i>%</i>
Cheque	894.90	0.08
EFT (incl Payroll)	984,959.06	85.99
Direct Debit	152,620.91	13.20
Credit Card	8,313.87	0.73
Trust	0.00	0.00
Total Payments	1,146,788.74	100.00

<i>Local Spending</i>	<i>\$</i>	<i>%</i>
Local Suppliers	344,918.64	30.23
Payroll	317,561.09	27.73
Total	662,479.73	57.96

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0221.008

Moved: Cr Fisher Seconded: Cr Seale

That, with respect to the Schedule of Accounts Paid for December 2020, Council note the Report as presented.

CARRIED 9/0

Cheque Payments

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
1	577	15/12/2020	Shire Of Narrogin - Petty Cash-admin			\$ 411.00		F
2	INV NHC OCTDEC	11/12/2020	Shire Of Narrogin - Petty Cash-admin	NHC Petty Cash Recoup October - December 2020	\$ 411.00			
3	578	18/12/2020	Shire Of Narrogin - Petty Cash-admin			\$ 210.00		
4	INV CATS NOVDEC 2020	15/12/2020	Shire Of Narrogin - Petty Cash-admin	AGEDOTHER - CATS DRIVER MEALS - Petty Cash Recoup November/December 2020	\$ 210.00			
5	579	11/01/2021	Shire Of Narrogin - Petty Cash-admin			\$ 273.90		
6	INV ADMIN DEC 2020	14/12/2020	Shire Of Narrogin - Petty Cash-admin	ADMIN PETTY CASH RECOUP - November-December 2020	\$ 273.90			
Cheque Total \$					894.90			

EFT Payments

	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
7	PAY 12	07/12/2020	PAYROLL	Payroll 12 - 07/12/2020	\$ 155,988.69			
8	EFT15492	15/12/2020	Coles			\$ 529.72	L	
9	INV 165	30/11/2020	Coles	VARIOUS DEPARTMENTS - Coles November 2020	\$ 529.72			
10	EFT15493	15/12/2020	Synergy			\$ 934.47		
11	INV 6147180327	03/12/2020	Synergy	LIBRARY BUILDING OPERATIONS - Electricity Usage (01/10/2020-30/11/2020)	\$ 251.76			
12	INV 6360739527	03/12/2020	Synergy	HISTORY HALL BUILDING OPERATIONS - Electricity Usage (02/10/2020-30/11/2020)	\$ 114.18			
13	INV 4560009126	03/12/2020	Synergy	MUSEUM BUILDING OPERATIONS - Electricity Usage (02/10/2020-30/11/2020)	\$ 265.41			
14	INV 3177465029	07/12/2020	Synergy	WASTE FACILITIES BUILDING OPERATIONS - Electricity Usage (06/10/2020-02/12/2020)	\$ 303.12			
15	EFT15494	15/12/2020	Narrogin Packaging			\$ 30.00	L	
16	INV 00068466	02/12/2020	Narrogin Packaging	HIGHBURY PUBLIC TOILETS OPERATIONS - Cleaning Materials	\$ 30.00			
17	EFT15495	15/12/2020	Australia Post			\$ 503.73	L	
18	INV 1010131599	03/12/2020	Australia Post	VARIOUS DEPARTMENTS - Post Charges November 2020	\$ 503.73			

Schedule of Accounts Paid - December 2020

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
19	EFT15496	15/12/2020	Narrogin Fruit Market			\$ 126.00	L	PF
20	INV 0008202011191	19/11/2020	Narrogin Fruit Market	REC - GRANTS - OTHER RECREATION - Supply 2 x large fruit platters (Road Safety Event)	\$ 66.00			
21	INV 0008202011271	27/11/2020	Narrogin Fruit Market	OTHCUL - INDIGENOUS CULTURAL EVENTS - Catering NAIDOC post event debrief	\$ 60.00			
22	EFT15497	15/12/2020	Water Corporation			\$ 11,961.40		
23	INV 38A4Z	10/12/2020	Water Corporation	VARIOUS BUILDINGS - Water Usage (October-December 2020)	\$ 11,961.40			
24	EFT15498	15/12/2020	Narrogin Electrical Appliance Testing			\$ 412.50	L	F
25	INV 649	13/09/2020	Narrogin Electrical Appliance Testing	CHSP - BUILDING MAINTENANCE - Testing & Tagging Portable Electrical Appliances at Jessie House & Railway shed.	\$ 412.50			
26	EFT15499	15/12/2020	Narrogin Auto Electrics			\$ 122.25	L	
27	INV 259502	30/11/2020	Narrogin Auto Electrics	NO592 MITSUBISHI TRITON (LH PARKS & GARDENS) (P21) - 7 pin Trailer plug	\$ 37.00			
28	INV 259504	30/11/2020	Narrogin Auto Electrics	NGN830 2017 FUSO FIGHTER 8T TIP TRUCK (WORKS) (P25) Globes For Tail Light	\$ 29.25			
29	INV 259503	30/11/2020	Narrogin Auto Electrics	NO2706 FOUR AXLE SIDE TIPPER TRAILER (WORKS) (P969) - 2x Trailer plugs	\$ 56.00			
30	EFT15500	15/12/2020	Knightline Computers			\$ 1,540.85	L	PF
31	INV 00071658	26/11/2020	Knightline Computers	COMPUTER PURCHASES - 1 X Microsoft Office Home & Business 2019 for Matarena K (NHC)	\$ 349.00			
32	INV 00071659	26/11/2020	Knightline Computers	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - 1 x HP ProDesk 400 G6 DM i5-10th Gen 8GB RAM, 256GB SSD, Win 10 Pro	\$ 1,191.85			
33	EFT15501	15/12/2020	Makit Narrogin Hardware			\$ 100.00	L	F
34	INV 113203	03/11/2020	Makit Narrogin Hardware	CHCP - CLIENT PURCHASES - 1 x Safewell safe - E Lange (NHC)	\$ 100.00			
35	EFT15502	15/12/2020	Landgate			\$ 155.63		
36	INV 360845-10001100	23/11/2020	Landgate	RATES - VALUATION EXPENSES - Gross Rental Valuations Chargeable 19/09/20-13/11/20	\$ 155.63			
37	EFT15503	15/12/2020	Kalinder Family Trust T/a Sports Power Narrogin			\$ 40.00	L	F
38	INV 20-00012422	28/10/2020	Kalinder Family Trust T/a Sports Power Narrogin	HACC - BUILDING (CAPITAL) - Table tennis bats, balls & net (Jessie House)	\$ 40.00			

Schedule of Accounts Paid - December 2020

Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
39	EFT15504	15/12/2020	Susan Farrell		\$ 450.00	L	
40	INV 085	29/10/2020	Susan Farrell	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Washing of Accommodation Unit linens	\$ 60.00		
41	INV 088	05/11/2020	Susan Farrell	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Washing of Accommodation Unit linens	\$ 90.00		
42	INV 086	08/11/2020	Susan Farrell	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Washing of Accommodation Unit linens	\$ 60.00		
43	INV 087	11/11/2020	Susan Farrell	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Washing of Accommodation Unit linens	\$ 90.00		
44	INV 089	18/11/2020	Susan Farrell	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Washing of Accommodation Unit linens	\$ 60.00		
45	INV 090	26/11/2020	Susan Farrell	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Washing of Accommodation Unit linens	\$ 30.00		
46	INV 093	03/12/2020	Susan Farrell	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Washing of Accommodation Unit linens	\$ 60.00		
47	EFT15505	15/12/2020	Westrac Pty Ltd		\$ 93.57		
48	INV PI 5245094	01/12/2020	Westrac Pty Ltd	NO686 1991 CATERPILLAR 12G GRADER (WORKS) (P954) - Service filter replacements	\$ 93.57		
49	EFT15506	15/12/2020	Narrogin Electrical Services		\$ 2,476.32	L	PF
50	INV 2134	29/11/2020	Narrogin Electrical Services	CHSP - GENERAL OFFICE EXPENSES - Cat 6 Data cable & socket installed in Office (Jessie House)	\$ 370.70		
51	INV 2142	29/11/2020	Narrogin Electrical Services	HACC - BUILDING (CAPITAL) - TV Sockets & Power Points installed in Respite Rooms and GPO in Kitchen (Jessie House)	\$ 829.84		
52	INV 1947	29/11/2020	Narrogin Electrical Services	CHSP - GENERAL OFFICE EXPENSES - Disconnect & reconnect power and Data from Front Desk (Jessie House)	\$ 209.00		
53	INV 213	29/11/2020	Narrogin Electrical Services	OTHCUL - CHRISTMAS LIGHTS - Install GPO For Xmas Lights (Mackie Park)	\$ 516.78		
54	INV 2144	02/12/2020	Narrogin Electrical Services	PINE PARK - PLAYGROUND EQUIPMENT - Install wiring from the power box at Ashworth Park for an electric BBQ, running wire up through the existing slab & wiring the BBQ once	\$ 550.00		
55	EFT15507	15/12/2020	Narrogin Betta Home Living		\$ 169.00	L	F
56	INV 25710018799	02/12/2020	Narrogin Betta Home Living	HACC - BUILDING (CAPITAL) - Bissell Powerforce Helix Upright Vacuum cleaner (Jessie House)	\$ 169.00		
57	EFT15508	15/12/2020	Allans Bobcat And Truck Hire		\$ 792.00	L	
58	INV 00001433	29/11/2020	Allans Bobcat And Truck Hire	CEMETERY GRAVE DIGGING - Dig Grave (McGARRIGAL)	\$ 264.00		
59	INV 00001433	29/11/2020	Allans Bobcat And Truck Hire	CEMETERY GRAVE DIGGING - Dig Grave x 2 (THORNE & WILLIAMS)	\$ 528.00		

Schedule of Accounts Paid - December 2020

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
60	EFT15509	15/12/2020	Edwards Motors Pty Ltd			\$ 660.00	L	
61	INV GNCSN134055	01/12/2020	Edwards Motors Pty Ltd	NGN2 MY20 HOLDEN TRAX LS 1.4L TURBO (BS) (PA006B) - 36,000km Service	\$ 310.00			
62	INV GNCSN134117	07/12/2020	Edwards Motors Pty Ltd	NGN00 2019 HOLDEN ACADIA LTZ (EMDRS) (P2) - 36,000klm service	\$ 350.00			
63	EFT15510	15/12/2020	Great Southern Waste Disposal			\$ 42,019.44	L	
64	INV IV00000001451	07/12/2020	Great Southern Waste Disposal	BIN COLLECTIONS VARIOUS LOCATIONS - November 2020	\$ 42,019.44			
65	EFT15511	15/12/2020	Shire of Wagin			\$ 6,936.83	L	F
66	INV 8785	31/07/2020	Shire of Wagin	CHSP VARIOUS SERVICES - Client: Ronalea Neil Smith (01/07/2020-31/07/2020)	\$ 1,716.00			
67	INV 8786	31/07/2020	Shire of Wagin	CHSP VARIOUS SERVICES - Client: John Neil Smith (01/07/2020-31/07/2020)	\$ 959.19			
68	INV 8853	30/09/2020	Shire of Wagin	CHSP VARIOUS SERVICES - Client: John Neil Smith (01/09/2020-30/09/2020)	\$ 1,651.13			
69	INV 8996	04/12/2020	Shire of Wagin	CHSP VARIOUS SERVICES - Client: John Neil Smith (01/11/2020-30/11/2020)	\$ 680.01			
70	INV 8997	04/12/2020	Shire of Wagin	CHSP VARIOUS SERVICES - Client: Ronalea Neil Smith (01/11/2020-30/11/2020)	\$ 1,930.50			
71	EFT15512	15/12/2020	Wa Country Health Service			\$ 2,295.70		F
72	INV 535507	12/10/2020	Wa Country Health Service	CHSP MEALS ON WHEELS CATERING CONTRACT - Meals August 2020	\$ 2,295.70			
73	EFT15513	15/12/2020	Air Response			\$ 6,930.75	L	
74	INV 152852A	09/12/2020	Air Response	ADMIN OFFICE BUILDING CAPITAL - Air Con Installation (IT & Records Room) (As per quote Q11465)	\$ 6,762.00			
75	INV 15079.6A	09/12/2020	Air Response	ADMIN OFFICE BUILDING MAINTENANCE - Air Con Servicing	\$ 168.75			
76	EFT15514	15/12/2020	Local Government Professionals Australia Wa			\$ 975.00		
77	INV 19, 231	07/10/2020	Local Government Professionals Australia Wa	ADMIN - TRAINING & DEVELOPMENT - LG Professional WA Annual Conference Registration (EMCCS)	\$ 975.00			
78	EFT15515	15/12/2020	Susan Guy			\$ 8.60	L	
79	INV 031220	03/12/2020	Susan Guy	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Milk - IDPWD Event	\$ 8.60			
80	EFT15516	15/12/2020	Narrogin Chamber Of Commerce			\$ 1,200.00	L	
81	INV 00003598	04/12/2020	Narrogin Chamber Of Commerce	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Gratuity Payment for service to Ian Hart	\$ 1,000.00			
82	INV 00003601	09/12/2020	Narrogin Chamber Of Commerce	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Gratuity Awarded to Keenan Wenning for 4 years of service	\$ 200.00			

Schedule of Accounts Paid - December 2020

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
83	EFT15517	15/12/2020	Bob Waddell & Associates Pty Ltd			\$ 4,224.00		
84	INV 2157	01/12/2020	Bob Waddell & Associates Pty Ltd	RATES - CONSULTANTS - Assistance with Rates (01/11, 08/11, 15/11 & 29/11/2020)	\$ 1,914.00			
85	INV 2156	01/12/2020	Bob Waddell & Associates Pty Ltd	RATES - CONSULTANTS - Assistance with Rates (01/11, 15/11 & 22/11/2020)	\$ 2,310.00			
86	EFT15518	15/12/2020	Jason Signmakers			\$ 4,537.50		
87	INV 214634	03/12/2020	Jason Signmakers	VERGE MAINTENANCE - 50 x Yellow Pedestrian Bollards	\$ 4,537.50			
88	EFT15519	15/12/2020	Market Creations Pty Ltd			\$ 135.94		
89	INV 14851	30/11/2020	Market Creations Pty Ltd	ADMIN - INFORMATION SYSTEMS - Exclaimer for Office 365 (month to month) Subscription Licenses	\$ 135.94			
90	EFT15520	15/12/2020	Narrogin Pumps Solar And Spraying			\$ 61.01	L	
91	INV 00030607	26/11/2020	Narrogin Pumps Solar And Spraying	SMALL PLANT - Camlock fitting hose clamp & hose fittings	\$ 51.22			
92	INV 00030687	30/11/2020	Narrogin Pumps Solar And Spraying	NO4 2010 NISSAN UD TIP TRUCK AUTO (WORKS) (P8217) - 50mm Camlock E fitting	\$ 9.79			
93	EFT15521	15/12/2020	Holy Cow Creations			\$ 100.00		
94	INV 024	08/12/2020	Holy Cow Creations	TOUR - PUBLIC RELATIONS & AREA PROMOTION - Design of Sign for RV Free Parking Area Railway Dam	\$ 100.00			
95	EFT15522	15/12/2020	Narrogin Toyworld			\$ 80.93	L	
96	INV 3599	10/12/2020	Narrogin Toyworld	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Shire Christams Function - Prizes & giveaways for children	\$ 80.93			
97	EFT15523	15/12/2020	Shire Of Brookton			\$ 100.00		
98	INV 7505	20/11/2020	Shire Of Brookton	MEMBERS - SUBSCRIPTIONS & PUBLICATIONS - Annual Honorarium 2020/21 - Wheatbelt South Regional Road Group	\$ 100.00			
99	EFT15524	15/12/2020	Fulton Hogan			\$ 203,634.29		PF
100	INV 14643439	30/11/2020	Fulton Hogan	WAGIN-WICKEPIN ROAD - RENEWAL (RURAL) (RRG) - 14mm Primer Seal and 7mm Second Seal	\$ 151,588.80			
101	INV 14643442	30/11/2020	Fulton Hogan	WAGIN-WICKEPIN ROAD - RENEWAL (RURAL) (RRG) - 14mm Primer Seal and 7mm Second Seal	\$ 52,045.49			
102	EFT15525	15/12/2020	Easifleet			\$ 3,407.34		
103	INV 11112020	01/12/2020	Easifleet	NOVATED LEASES - Employee Expenses PPE 11/11/2020	\$ 1,703.67			
104	INV 25112020	01/12/2020	Easifleet	NOVATED LEASES - Employee Expenses PPE 25/11/2020	\$ 1,703.67			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
105	EFT15526	15/12/2020	Narrogin Brick			\$ 360.00	L	
106	INV 983	01/12/2020	Narrogin Brick	PARK FURNITURE (CAPITAL) - Supply & deliver 1 x pack of bricks in the old bushman style.	\$ 360.00			
107	EFT15527	15/12/2020	M & V Ranieri Building Contractors			\$ 20,378.60	L	
108	INV 0588	23/11/2020	M & V Ranieri Building Contractors	BIN SURROUNDS - Supply material & install 18 x level concrete slabs for existing decorative bin surrounds.	\$ 7,785.80			
109	INV 588	29/11/2020	M & V Ranieri Building Contractors	GNARROJIN COMMUNITY GARDEN PROJECTS - Upgrade to existing building (as per quote issued 29/09/20)	\$ 12,592.80			
110	EFT15528	15/12/2020	Unique Graphix			\$ 1,650.00	L	
111	INV INV-0320	01/12/2020	Unique Graphix	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Printing of posters & canvases for 3 Accommodation Units	\$ 1,650.00			
112	EFT15529	15/12/2020	AFGRI Equipment Australia Pty Ltd			\$ 2,137.31	L	
113	INV 1988435	09/12/2020	AFGRI Equipment Australia Pty Ltd	NO4871 2014 JOHN DEERE 670G GRADER w/ TOP CON WWORKS (P979) - 21 Inserts for turning circle	\$ 2,137.31			
114	EFT15530	15/12/2020	Jcb Construction Equipment Australia			\$ 330.85		
115	INV 117136P	07/12/2020	Jcb Construction Equipment Australia	NO4792 2012 DYNAPAC PAD FOOT ROLLER (WORKS) (P8514) - Service Kit for next service	\$ 330.85			
116	EFT15531	15/12/2020	Narrogin Takeaway & Cafe Bar			\$ 450.00	L	
117	INV 325 NTC	24/11/2020	Narrogin Takeaway & Cafe Bar	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Catering for Elected Members OCM 24/11/2020	\$ 450.00			
118	EFT15532	15/12/2020	Kel's Tyres			\$ 407.00	L	
119	INV 11777	08/12/2020	Kel's Tyres	NGN12070 2002 MOWER CATCHER TRAILER (WORKS) (P29) - 2x New tyres & tubes	\$ 407.00			
120	EFT15533	15/12/2020	Southern Cross Austereo Pty Ltd			\$ 319.00		
121	INV 71119585	30/11/2020	Southern Cross Austereo Pty Ltd	OTHCU - INDIGENOUS CULTURAL EVENTS - NAIDOC 2020 radio advertising (3-10 November)	\$ 319.00			
122	EFT15534	15/12/2020	Rowe Group			\$ 258.50		
123	INV 8763-020	05/11/2020	Rowe Group	PLAN - CONTRACT TOWN PLANNING - Modification to Shire of Narrogin Local Planning Scheme No.3	\$ 258.50			
124	EFT15535	15/12/2020	Telair Pty Ltd			\$ 988.31		
125	INV TA10781-017	30/11/2020	Telair Pty Ltd	VARIOUS DEPARTMENTS - TELEPHONES/MOBILES - Landline Charges November 2020	\$ 988.31			
126	EFT15536	15/12/2020	Nh Enterprises Pty Ltd T/a Perth Better Homes			\$ 8,338.00		
127	INV 00007366	08/12/2020	Nh Enterprises Pty Ltd T/a Perth Better Homes	NRLC INFRASTRUCTURE OTHER (CAPITAL) - Supply & install five shade sails (as per details in quote#4081)	\$ 8,338.00			

Schedule of Accounts Paid - December 2020

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
128	EFT15537	15/12/2020	Farmworks Narrogin Pty Ltd			\$ 418.00	L	
129	INV 83074	03/12/2020	Farmworks Narrogin Pty Ltd	VERGE MAINTENANCE - 20L Arrow & 1L Hammer	\$ 418.00			
130	EFT15538	15/12/2020	The White Family Trust T/a Narrogin Valley Stockfeed			\$ 190.95	L	
131	INV NVS50746	02/12/2020	The White Family Trust T/a Narrogin Valley Stockfeed	CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - 1 bag of chook food & 1 large bag of bird seed (Jessie House)	\$ 41.95			PF
132	INV NVS50752	02/12/2020	The White Family Trust T/a Narrogin Valley Stockfeed	ANIMAL POUND OPERATIONS - Sustenance Replenishment	\$ 149.00			
133	EFT15539	15/12/2020	Midway Community Care			\$ 77.00		
134	INV 00012195	26/11/2020	Midway Community Care	ADMIN - RECORDS MANAGEMENT - Confidential Shredding Bin	\$ 77.00			
135	EFT15540	15/12/2020	Rural Traffic Services			\$ 32,125.70	L	PF
136	INV 00003040	27/11/2020	Rural Traffic Services	WAGIN-WICKEPIN ROAD - RENEWAL (RURAL) (RRG) - Supply Traffic Management (as per quotation 20 - 36)	\$ 32,125.70			
137	EFT15541	15/12/2020	Wendy Maree le Bechee			\$ 381.00	L	F
138	INV 02122020	02/12/2020	Wendy Maree le Bechee	HACC - BUILDING (CAPITAL) - Spotlight - 9 Tablecloths (Jessie House)	\$ 381.00			
139	EFT15542	15/12/2020	Emily Cousins			\$ 62.41	L	
140	INV 03/12/2020	03/12/2020	Emily Cousins	COMMUNITY - COMMUNITY ENGAGEMENT EXPENSES - Postcards - Coomunity Strengths	\$ 62.41			
141	EFT15543	15/12/2020	Thing-a-me-bobs			\$ 206.91	L	
142	INV 440	01/12/2020	Thing-a-me-bobs	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Christmas Decorations for Shire Family Christmas Party.	\$ 123.00			
143	INV 439	01/12/2020	Thing-a-me-bobs	ADMIN - PRINTING & STATIONERY - Admin Building Christmas Decorations	\$ 58.93			
144	INV 441	01/12/2020	Thing-a-me-bobs	ADMIN - PRINTING & STATIONERY - Admin Building Christmas Decorations	\$ 24.98			
145	EFT15544	15/12/2020	Surgical House Pty Ltd			\$ 1,465.20		F
146	INV A729036	23/11/2020	Surgical House Pty Ltd	HACC - BUILDING (CAPITAL) - Surgical equipment & furniture for Respite rooms (Jessie House)	\$ 1,465.20			
147	EFT15545	15/12/2020	Casey McRae			\$ 579.83	L	
148	INV 02122020	02/12/2020	Casey McRae	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Xmas Party Gifts	\$ 497.28			
149	INV 10122020	10/12/2020	Casey McRae	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Xmas Party Extras Gifts & Lolly Bags	\$ 82.55			

Schedule of Accounts Paid - December 2020

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
150	EFT15546	15/12/2020	Melbourne Barbeque Centre			\$ 11,407.00		
151	INV A9205	26/11/2020	Melbourne Barbeque Centre	RAILWAY DAM - Supply & deliver 2 x single cabinet gas bbq's (SCPC8) powdercoated in Dulux "Deep Ocean Blue"	\$ 11,407.00			
152	EFT15547	15/12/2020	Paul Elliott trading as ReKindled Metal			\$ 3,630.00	L	
153	INV 709	02/11/2020	Paul Elliott trading as ReKindled Metal	RAILWAY DAM - SEATING - Supply & install 3 metal/wood bench seat at Railway Dam Walks Trail	\$ 3,630.00			
154	EFT15548	15/12/2020	Jennifer Fowler			\$ 970.00	L	F
155	INV 201	02/12/2020	Jennifer Fowler	CHCP - CLIENT PURCHASES - Appointment with Occupational Therapist - Ian Harper (NHC)	\$ 970.00			
156	EFT15549	15/12/2020	Allan Corner & Sally Patricia Corner			\$ 1,231.00	L	
157	INV 111220	11/12/2020	Allan Corner & Sally Patricia Corner	SANOTH - WASTE COLLECTION - Ex-gratia payment, equivalent to 5 years of commercial rubbish charges (A261300 - 2 Kipling Street, Narrogin)	\$ 1,231.00			
158	EFT15550	18/12/2020	Narrogin Hire & Reticulation			\$ 1,655.97	L	
159	INV 00028621	03/12/2020	Narrogin Hire & Reticulation	NRLC INFRASTRUCTURE OTHER (CAPITAL) - Reticulation Materials (Outdoor Area)	\$ 128.95			
160	INV 00028596	03/12/2020	Narrogin Hire & Reticulation	NRLC INFRASTRUCTURE OTHER (CAPITAL) - Reticulation Materials (Outdoor Area)	\$ 84.00			
161	INV 00028706	07/12/2020	Narrogin Hire & Reticulation	NRLC INFRASTRUCTURE OTHER (CAPITAL) - Reticulation Materials (Outdoor Area)	\$ 498.96			
162	INV 00028712	08/12/2020	Narrogin Hire & Reticulation	NRLC INFRASTRUCTURE OTHER (CAPITAL) - Reticulation Materials (Outdoor Area)	\$ 346.58			
163	INV 00028710	08/12/2020	Narrogin Hire & Reticulation	NRLC INFRASTRUCTURE OTHER (CAPITAL) - Reticulation Materials (Outdoor Area)	\$ 35.20			
164	INV 00028664	08/12/2020	Narrogin Hire & Reticulation	NRLC INFRASTRUCTURE OTHER (CAPITAL) - Reticulation Materials (Outdoor Area)	\$ 49.88			
165	INV 00028762	09/12/2020	Narrogin Hire & Reticulation	OTHFUL - FESTIVAL & EVENTS - Thank a Volunteer Day 2020 - Hire 24 x tablecloths	\$ 240.00			
166	INV 00028714	09/12/2020	Narrogin Hire & Reticulation	NRLC INFRASTRUCTURE OTHER (CAPITAL) - Reticulation Materials (Outdoor Area)	\$ 62.40			
167	INV 00028723	10/12/2020	Narrogin Hire & Reticulation	NRLC INFRASTRUCTURE OTHER (CAPITAL) - Reticulation Materials (Outdoor Area)	\$ 210.00			

Schedule of Accounts Paid - December 2020

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
168	EFT15551	18/12/2020	Synergy			\$ 17,002.99		
169	INV 6499184328	02/12/2020	Synergy	ROADM - STREET LIGHTING MAINTENANCE/OPERATIONS - Electricity Usage (25/10/2020-24/11/2020)	\$ 11,798.31			
170	INV 2727937120	02/12/2020	Synergy	LIONS PARK MAINTENANCE/OPERATIONS - Electricity Usage (01/10/2020-26/11/2020)	\$ 116.35			
171	INV 4360899026	02/12/2020	Synergy	LYDEKER DEPOT BUILDING OPERATIONS - Electricity Usage (30/09/2020-26/11/2020)	\$ 553.67			
172	INV 8670120329	02/12/2020	Synergy	OLD SHIRE DEPOT - FELSPAR ST - BUILDING OPERATIONS - Electricity Usage (30/09/2020-26/11/2020)	\$ 107.00			
173	INV 2116516321	03/12/2020	Synergy	SUNDRY DRY PARKS/RESERVES MAINTENANCE/OPERATIONS - Sydney Hall Way - Electricity Usage (02/10/2020-30/11/2020)	\$ 110.97			
174	INV 4043950729	03/12/2020	Synergy	MEMORIAL PARK MAINTENANCE/OPERATIONS - Electricity Usage (02/10/2020-30/11/2020)	\$ 215.46			
175	INV 7638489929	03/12/2020	Synergy	TOWN HALL (FEDERAL ST) BUILDING OPERATIONS - Electricity Usage (01/10/2020-30/11/2020)	\$ 1,036.88			
176	INV 9003046323	09/12/2020	Synergy	BANNISTER STREET OVAL BUILDINGS OPERATIONS - Electricity Usage (07/10/2020-03/12/2020)	\$ 107.00			
177	INV 7595071523	09/12/2020	Synergy	THOMAS HOGG OVAL BUILDING OPERATIONS - Electricity Usage (07/10/2020-03/12/2020)	\$ 2,024.19			
178	INV 5103515915	11/12/2020	Synergy	COMMUNITY GARDEN MAINTENANCE/OPERATIONS - Electricity Usage (10/10/2020-08/12/2020)	\$ 150.29			
179	INV 0564608421	14/12/2020	Synergy	JOHN HIGGINS COMMUNITY COMPLEX BUILDING OPERATIONS - Electricity Usage (10/11/2020-10/12/2020)	\$ 782.87			
180	EFT15552	18/12/2020	Narrogin Packaging			\$ 1,516.20	L	PF
181	INV 00068531	07/12/2020	Narrogin Packaging	VARIOUS PUBLIC TOILETS - Cleaning Materials	\$ 766.30			
182	INV 00068508	08/12/2020	Narrogin Packaging	CHCP - GENERAL OFFICE EXPENSES - Triumph Laundry Powder 25 KG (NHC)	\$ 115.85			
183	INV 00068514	09/12/2020	Narrogin Packaging	CHCP - GENERAL OFFICE EXPENSES - Cleaning Materials (NHC)	\$ 634.05			
184	EFT15553	18/12/2020	Water Corporation			\$ 20,538.02		
185	INV 6YYPT	16/12/2020	Water Corporation	VARIOUS BUILDINGS - Water Usage (October-December 2020)	\$ 20,538.02			
186	EFT15554	18/12/2020	Kleenheat Gas			\$ 7,968.81		
187	INV 2723745	14/12/2020	Kleenheat Gas	NRLC - UTILITY - ELECTRICITY - Electricity Usage (01/11/2020-30/11/2020)	\$ 7,968.81			
188	EFT15555	18/12/2020	Department Of Finance Shared Services State Library of WA			\$ 297.00		
189	INV R1026570	26/08/2020	Department Of Finance Shared Services State Library of WA	LIB - GENERAL OFFICE EXPENSES - Better Beginnings Program 2020/2021	\$ 297.00			

Schedule of Accounts Paid - December 2020

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
190	EFT15556	18/12/2020	Hancocks Home Hardware			\$ 212.75	L	F
191	INV 346944	01/12/2020	Hancocks Home Hardware	CHCP - CLIENT PURCHASES - Medication safe for clients home (I. Harper)	\$ 87.75			
192	INV 348691	16/12/2020	Hancocks Home Hardware	HACC - BUILDING (CAPITAL) - 1 x Safe box for Respite (Jessie House)	\$ 125.00			
193	EFT15557	18/12/2020	Parry's Pty Ltd			\$ 1,199.10	L	PF
194	INV 48476	03/11/2020	Parry's Pty Ltd	OTHER PURCHASE FOR CV19 RESPONSE - Hi-Viz vests - Covid Marshalls	\$ 61.20			
195	INV 48613	06/11/2020	Parry's Pty Ltd	ANIMAL - PROTECTIVE CLOTHING - Safety Work Boots (K. Nelissen)	\$ 169.95			
196	INV 48676	09/11/2020	Parry's Pty Ltd	PWO - WORKS - PROTECTIVE CLOTHING - Pants 97R (K. Head)	\$ 67.95			
197	INV 48782	12/11/2020	Parry's Pty Ltd	PWO - WORKS - PROTECTIVE CLOTHING - 1x Jeans (D. Klomp)	\$ 59.45			
198	INV 48784	12/11/2020	Parry's Pty Ltd	PWO - WORKS - PROTECTIVE CLOTHING - 2x Pants (K. Head)	\$ 135.90			
199	INV 48866	16/11/2020	Parry's Pty Ltd	CHCP - CLIENT PURCHASES - 1 x Mens Viator Strap Mens Shoes (I. Harper)	\$ 119.95			
200	INV 49029	20/11/2020	Parry's Pty Ltd	CHCP - CLIENT PURCHASES - 1 x Steel Blue Zip up boots (I. Harper)	\$ 215.00			
201	INV 49136	24/11/2020	Parry's Pty Ltd	PWO - WORKS - PROTECTIVE CLOTHING - Size 10 Steel Cap (A. Allinson)	\$ 183.55			
202	INV 49351	30/11/2020	Parry's Pty Ltd	ANIMAL - PROTECTIVE CLOTHING - Safety Work Boots (R. Saraus)	\$ 186.15			
203	EFT15558	18/12/2020	Susan Farrell			\$ 50.00	L	
204	INV 004	30/11/2020	Susan Farrell	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Various Ranges of Laundry	\$ 50.00			
205	EFT15559	18/12/2020	Narrogin Meals On Wheels			\$ 452.10	L	F
206	INV 100728	10/12/2020	Narrogin Meals On Wheels	CHSP MEALS ON Meal COMMITTEE - Meal Delivery Services - November 2020	\$ 452.10			
207	EFT15560	18/12/2020	Geoff Perkins Farm Machinery Centre			\$ 59.44	L	F
208	INV 98685	08/10/2020	Geoff Perkins Farm Machinery Centre	CHSP HOME MAINTENANCE OTHER EXPENSES - 4 x line star 2.7mm x 18m cord for Whipper Snipper (NHC)	\$ 59.44			
209	EFT15561	18/12/2020	Narrogin Primary School			\$ 50.00	L	
210	INV 5492	14/12/2020	Narrogin Primary School	MEMBERS - DONATIONS TO COMMUNITY GROUPS - Graduation Awards 2020	\$ 50.00			
211	EFT15562	18/12/2020	RJ Smith Engineering			\$ 44.00	L	
212	INV 00010382	05/12/2020	RJ Smith Engineering	1EUF156 HINO ROAD SWEEPER 2004 (WORKS) (P24) - 100mm Plate To Weld Hole In Tub	\$ 44.00			

Schedule of Accounts Paid - December 2020

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
213	EFT15563	18/12/2020	Public Transport Authority			\$ 499.83		
214	INV 30112020	30/11/2020	Public Transport Authority	TRANSWA - AGENT LIABILITY - TransWA Ticket Sales November 2020	\$ 499.83			
215	EFT15564	18/12/2020	Goodyear Dunlop Tyres Pty Ltd (Beaurepaires)			\$ 1,198.80	L	
216	INV 6411644702	20/10/2020	Goodyear Dunlop Tyres Pty Ltd (Beaurepaires)	ONGN 2018 FORD ESCAPE (EMCCS) (P5) - Supply & fit 4 Good Year 235/50R18 E. Grip Performance tyres & balancing	\$ 1,198.80			
217	EFT15565	18/12/2020	Toll Transport Pty Ltd			\$ 414.10		
218	INV 0473-T740710	23/11/2020	Toll Transport Pty Ltd	VARIOUS DEPARTMENTS - Freight Charges (20/06/2020-20/11/2020)	\$ 414.10			
219	EFT15566	18/12/2020	Narrogin Gasworx			\$ 95.00	L	F
220	INV 42066	14/12/2020	Narrogin Gasworx	CHCP - GENERAL OFFICE EXPENSES - Balloons & Helium Gas for Christmas Party (NHC)	\$ 95.00			
221	EFT15567	18/12/2020	Shire Of Narrogin			\$ 99.67	L	
222	INV 30112020	30/11/2020	Shire Of Narrogin	TRANSWA - AGENT LIABILITY - Commission November 2020 Ticket Sales	\$ 99.67			
223	EFT15568	18/12/2020	Nicholls Bus & Coach Service			\$ 420.00	L	
224	INV 00002508	14/12/2020	Nicholls Bus & Coach Service	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Transport Service for Shire Family Christmas Party 2020	\$ 420.00			
225	EFT15569	18/12/2020	Narrogin Chamber Of Commerce			\$ 600.00	L	
226	INV 00003599	07/12/2020	Narrogin Chamber Of Commerce	OTHFUL - CHRISTMAS LIGHTS - Christmas Lights Competition Prize Money (NCC Vouchers)	\$ 600.00			
227	EFT15570	18/12/2020	Lgis Risk Management Echelon Australia Pty Ltd			\$ 10,568.44		
228	INV 156-021125	15/12/2020	Lgis Risk Management Echelon Australia Pty Ltd	ADMIN - OCCUPATIONAL HEALTH & SAFETY - Regional Risk Coordinator Program 2020/2021 1st Instalment	\$ 10,568.44			
229	EFT15571	18/12/2020	Signs Plus			\$ 51.50		
230	INV 00159524	03/12/2020	Signs Plus	LIB - GENERAL OFFICE EXPENSES - Name Badges x3 With Magnetic Clips Plus Freight	\$ 51.50			

Schedule of Accounts Paid - December 2020

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
231	EFT15572	18/12/2020	Belvedere Nursery			\$ 1,730.55	L	PF
232	INV I0000001672	02/10/2020	Belvedere Nursery	HACC - BUILDING (CAPITAL) - 2x Plants, 2 x pots & 2 bags garden mulch (Jessie House)	\$ 120.00			
233	INV I0000001677	13/10/2020	Belvedere Nursery	HACC - BUILDING (CAPITAL) - Plants & Pots for Garden (Jessie House)	\$ 88.90			
234	INV I0000001687	20/10/2020	Belvedere Nursery	HACC - BUILDING (CAPITAL) - Plants & Pots for Garden (Jessie House)	\$ 64.30			
235	INV I0000001688	20/10/2020	Belvedere Nursery	HACC - BUILDING (CAPITAL) - Soil Conditioner & Delivery for Garden (Jessie House)	\$ 110.00			
236	INV I0000001693	28/10/2020	Belvedere Nursery	HACC - BUILDING (CAPITAL) - Plants, Potting Mix, Mulch & Delivery for Garden (Jessie House)	\$ 187.85			
237	INV I0000001700	04/11/2020	Belvedere Nursery	HACC - BUILDING (CAPITAL) - Plants & Pots for Garden (Jessie House)	\$ 58.00			
238	INV I0000001717	18/11/2020	Belvedere Nursery	HACC - BUILDING (CAPITAL) - Plants for Jessie House garden	\$ 51.50			
239	INV I0000001737	15/12/2020	Belvedere Nursery	NRLC INFRASTRUCTURE OTHER (CAPITAL) - 30 x Hydrangea (Outdoor Area)	\$ 1,050.00			
240	EFT15573	18/12/2020	Narrogin Linen			\$ 170.00	L	F
241	INV 00003254	16/11/2020	Narrogin Linen	CHCP - CLIENT PURCHASE - Dry cleaning linen (G. Blight)	\$ 70.00			
242	INV 00003253	16/11/2020	Narrogin Linen	CHCP - CLIENT PURCHASES - Dry Cleaning (I. Harper)	\$ 100.00			
243	EFT15574	18/12/2020	Narrogin Toyworld			\$ 149.98	L	
244	INV 3587	02/12/2020	Narrogin Toyworld	LIB - GENERAL OFFICE EXPENSES - 2 x Easels for art activities	\$ 149.98			
245	EFT15575	18/12/2020	The Workwear Group Pty Ltd			\$ 661.60		
246	INV 12644012	19/10/2020	The Workwear Group Pty Ltd	ADMIN - ALLOWANCES - Uniform (A Spurling) 2020/21	\$ 139.35			
247	INV 12644836	19/10/2020	The Workwear Group Pty Ltd	ADMIN - ALLOWANCES - Uniforms (J. Pomykala) 2020/21	\$ 399.00			
248	INV 12740534	26/11/2020	The Workwear Group Pty Ltd	ADMIN - ALLOWANCES - Casual Polo Shirts with Logo for Admin Staff x 5 (V.Anderson, K.Simkins, T.Baldwin, C.McRae & A.Mulenga)	\$ 123.25			
249	EFT15576	18/12/2020	Narrogin Senior High School			\$ 1,000.00	L	
250	INV 20201209	09/12/2020	Narrogin Senior High School	OTHCUL - INDIGENOUS CULTURAL EVENTS - NAIDOC Week Opening Ceremony 10/11/2020 Morning Tea catering	\$ 1,000.00			
251	EFT15577	18/12/2020	YMCA WA			\$ 33,038.50	L	
252	INV SI-A009969	30/11/2020	YMCA WA	NRLC - CONTRACT MANAGEMENT EXPENSE - YMCA Management Fee November 2020 & Actual Deficit and Surplus for July-October 2020	\$ 33,038.50			

Schedule of Accounts Paid - December 2020

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
253	EFT15578	18/12/2020	Allworks Civil			\$ 1,540.00	L	
254	INV 00021	07/12/2020	Allworks Civil	SMITH STREET - RENEWAL (LOCAL) (R2R) - Linemarking Park Bays & Road	\$ 1,540.00			
255	EFT15579	18/12/2020	Unique Graphix			\$ 401.50	L	
256	INV INV-0336	11/12/2020	Unique Graphix	TOUR - PUBLIC RELATIONS & AREA PROMOTION - Print & make 900x1200 Sign for RV Free Stay Area Railway Dam	\$ 385.00			
257	INV INV-0337	14/12/2020	Unique Graphix	STREET FURNITURE - Supply brushed stainless steel plaque with print for the purple bench seat.	\$ 16.50			
258	EFT15580	18/12/2020	Northstar Asset Trust T/a Artistralia Pty Ltd			\$ 440.00		
259	INV 00011211	14/12/2020	Northstar Asset Trust T/a Artistralia Pty Ltd	OTHCUL - EVENT/PROJECT PROMOTION - Tidy Towns Award event for SoN staff, families & stakeholders	\$ 440.00			
260	EFT15581	18/12/2020	Narrogin Bowling Club			\$ 2,643.50	L	
261	INV 156	11/12/2020	Narrogin Bowling Club	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Venue Hire & Refreshments for Shire Family Christmas Party 2020	\$ 2,643.50			
262	EFT15582	18/12/2020	Stabilised Pavements of Australia			\$ 53,310.40		PF
263	INV WA-0000745	30/11/2020	Stabilised Pavements of Australia	WAGIN-WICKEPIN ROAD - RENEWAL (RURAL) (RRG) - Stabilise 10,400m2 of pavement with 2% cement	\$ 53,310.40			
264	EFT15583	18/12/2020	Regional Communication Solutions			\$ 2,305.00	L	
265	INV INV-1061	10/12/2020	Regional Communication Solutions	ANIMAL - EXPENSED MINOR ASSET PURCHASES - Mobile phone booster for Ranger vehicle	\$ 1,260.00			
266	INV INV-1062	11/12/2020	Regional Communication Solutions	ADMIN - INFORMATION SYSTEMS - 1 x Temperature Monitoring Sensor for Server Room	\$ 1,045.00			
267	EFT15584	18/12/2020	The White Family Trust T/a Narrogin Valley Stockfeed			\$ 720.00	L	
268	INV NVS51496	14/12/2020	The White Family Trust T/a Narrogin Valley Stockfeed	NRLC INFRASTRUCTURE OTHER (CAPITAL) - 50X Limestone blocks	\$ 720.00			
269	EFT15585	18/12/2020	Divine Framing			\$ 1,170.00		
270	INV 2392	07/12/2020	Divine Framing	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Framing of artwork for 3 new cabins (NCP)	\$ 1,170.00			
271	EFT15586	18/12/2020	Audika Australia Pty Ltd			\$ 1,550.00		F
272	INV SOI000403474	15/12/2020	Audika Australia Pty Ltd	CHCP - CLIENT PURCHASES - 2x Hearing Aid Nera 2 Pro (W. Thorpe)	\$ 1,550.00			
273	PAY 13	21/12/2020	PAYROLL	Payroll 13 - 21/12/2020	\$ 161,572.40			

Schedule of Accounts Paid - December 2020

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
274	EFT15587	23/12/2020	Narrogin Hire & Reticulation			\$ 1,677.09	L	
275	INV 00028811	14/12/2020	Narrogin Hire & Reticulation	NRLC INFRASTRUCTURE OTHER (CAPITAL) - Reticulation Materials	\$ 2.60			
276	INV 00028822	15/12/2020	Narrogin Hire & Reticulation	NRLC INFRASTRUCTURE OTHER (CAPITAL) - Reticulation Materials	\$ 15.19			
277	INV 00028831	16/12/2020	Narrogin Hire & Reticulation	THOMAS HOGG OVAL MAINTENANCE/OPERATIONS - Reticulation Materials	\$ 1,266.00			
278	INV 00028826	16/12/2020	Narrogin Hire & Reticulation	NRLC INFRASTRUCTURE OTHER (CAPITAL) - Reticulation Materials	\$ 57.80			
279	INV 00028839	17/12/2020	Narrogin Hire & Reticulation	SMALL PLANT - Saw Blade for Brick Saw	\$ 335.50			
280	EFT15588	23/12/2020	Best Office Systems			\$ 1,360.88	L	PF
281	INV 581603	18/12/2020	Best Office Systems	HACC - GENERAL OFFICE EXPENSES - 1x blue High Backed Office chair (Jessie House)	\$ 289.00			
282	INV 581833	21/12/2020	Best Office Systems	VARIOUS DEPARTMENTS - Photocopier Charges (20/11/2020-20/12/2020)	\$ 1,071.88			
283	EFT15589	23/12/2020	Synergy			\$ 1,420.49		
284	INV 5182209215	10/12/2020	Synergy	30 GRAY ST BUILDING OPERATIONS (FORMALLY EAST NARROGIN OFFSITE KINDERGARTEN) - Electricity Usage (09/10/2020-07/12/2020)	\$ 123.02			
285	INV 2010220323	11/12/2020	Synergy	MACKIE PARK MAINTENANCE/OPERATIONS - Electricity Usage (09/10/2020-08/12/2020)	\$ 301.71			
286	INV 5121606212	11/12/2020	Synergy	ROADM - STREET LIGHTING MAINTENANCE/OPERATIONS - Electricity Usage (09/10/2020-08/12/2020)	\$ 150.43			
287	INV 1044212323	11/12/2020	Synergy	GNARROJIN PARK MAINTENANCE/OPERATIONS - Electricity Usage (10/10/2020-09/12/2020)	\$ 410.51			
288	INV 8999640421	11/12/2020	Synergy	FAIRWAY DEPOT BUILDING OPERATIONS - Electricity Usage (09/10/2020-08/12/2020)	\$ 123.44			
289	INV 9970428321	11/12/2020	Synergy	OLD SHIRE OFFICE BUILDING OPERATIONS - Electricity Usage (09/10/2020-08/12/2020)	\$ 177.69			
290	INV 0794920522	16/12/2020	Synergy	HIGHBURY PUBLIC TOILETS OPERATIONS - Electricity Usage (15/10/2020-11/12/2020)	\$ 133.69			
291	EFT15590	23/12/2020	Narrogin Packaging			\$ 450.70	L	
292	INV 00068592	15/12/2020	Narrogin Packaging	VARIOUS PUBLIC TOILETS - Cleaning Materials	\$ 450.70			
293	EFT15591	23/12/2020	Great Southern Fuels			\$ 27,052.61	L	
294	INV OCTOBER 2020	31/10/2020	Great Southern Fuels	VARIOUS PLANT & EQUIPMENT - Fuel Card Charges October 2020	\$ 4,731.16			
295	INV NOVEMBER 2020	30/11/2020	Great Southern Fuels	VARIOUS PLANT & EQUIPMENT - Fuel Card Charges November 2020	\$ 5,318.09			
296	INV B20773-D2050278	17/12/2020	Great Southern Fuels	POC - FUELS AND OILS - Bulk Diesel 16,000L	\$ 17,003.36			

Schedule of Accounts Paid - December 2020

Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
297	EFT15592	23/12/2020	Kleenheat Gas		\$ 1,885.26		
298	INV 2723727	14/12/2020	Kleenheat Gas	ADMIN OFFICE BUILDING OPERATIONS - Electricity Usage (01/11/2020-30/11/2020)	\$ 549.23		
299	INV 2723717	14/12/2020	Kleenheat Gas	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Electricity Usage (01/11/2020-30/11/2020)	\$ 1,336.03		
300	EFT15593	23/12/2020	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust		\$ 43,259.55	L	
301	INV IV00000000892	30/11/2020	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust	WAGIN-WICKEPIN ROAD - RENEWAL (RURAL) (RRG) - 15 Day dry hire of 15 Ton Steel Drum	\$ 3,300.00		PF
302	INV IV00000000928	30/11/2020	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust	WAGIN-WICKEPIN ROAD - RENEWAL (RURAL) (RRG) - 2 Day hire of Vibe Steel Drum	\$ 440.00		PF
303	INV IV00000000895	30/11/2020	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust	WAGIN-WICKEPIN ROAD - RENEWAL (RURAL) (RRG) - Mobilization of Steel Drum to Site	\$ 222.75		PF
304	INV IV00000000961	31/12/2020	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust	ARGUS STREET FOOTPATH CONSTRUCTION - Supply & install a concrete footpath on Argus Street	\$ 32,560.00		
305	INV IV00000000963	31/12/2020	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust	CEMETERY GRAVE DIGGING & PARKS & GARDENS MAINTENANCE - 104m3 Yellow Sand	\$ 1,932.00		
306	INV IV00000000948	31/12/2020	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust	NRLC INFRASTRUCTURE OTHER (CAPITAL) - Fill Sand for Grassed Area	\$ 4,804.80		
307	EFT15594	23/12/2020	Susan Farrell		\$ 270.00	L	
308	INV 006	09/12/2020	Susan Farrell	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Washing of Accommodation Unit linens	\$ 60.00		
309	INV 007	10/12/2020	Susan Farrell	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Washing of Accommodation Unit linens for 2020/21 (10/12/2020)	\$ 70.00		
310	INV 008	17/12/2020	Susan Farrell	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Washing of Accommodation Unit linens for 2020/21 (17/12/2020)	\$ 90.00		
311	INV 005	18/12/2020	Susan Farrell	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Various Ranges of Laundry	\$ 50.00		
312	EFT15595	23/12/2020	Narrogin Newsagency		\$ 231.89	L	PF
313	INV 296000274616	30/11/2020	Narrogin Newsagency	PWO - PRINTING & STATIONERY - 5x 2021 Diaries	\$ 116.25		
314	INV 1355-274767	01/12/2020	Narrogin Newsagency	LIB - SUBSCRIPTIONS & MEMBERSHIPS - Deliveries for Period 02/11/2020-30/11/2020	\$ 90.44		
315	INV 1245-274708	01/12/2020	Narrogin Newsagency	HACC CBDC OTHER EXPENSES - Deliveries for the Period of 03/11/2020-27/11/2020	\$ 25.20		

Schedule of Accounts Paid - December 2020

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
316	EFT15596	23/12/2020	Narrogin Bearing Service			\$ 388.62	L	
317	INV IN182327	10/12/2020	Narrogin Bearing Service	NO4871 2014 JOHN DEERE 670G GRADER w/ TOP CON WORKS (P979) - 2x Air compressor couplings	\$ 42.46			
318	INV IN182508	17/12/2020	Narrogin Bearing Service	NO2768 2013 SEWELL TB2000E ROAD SWEEPER (WORKS) (P8312) - 2 x Brakes, calipers & pads	\$ 255.20			
319	INV IN182533	18/12/2020	Narrogin Bearing Service	1EVP731 2015 CAT SKID STEER LOADER (WORKS) (P36) - Fan belts	\$ 48.46			
320	INV IN182559	18/12/2020	Narrogin Bearing Service	NO2768 2013 SEWELL TB2000E ROAD SWEEPER (WORKS) (P8312) - Brake master cylinder	\$ 42.50			
321	EFT15597	23/12/2020	RJ Smith Engineering			\$ 387.20	L	
322	INV 00010597	17/12/2020	RJ Smith Engineering	NO2 2009 NISSAN UD TIP TRUCK (WORKS) (P8216) - Supply of 2 x HD ram ends	\$ 387.20			
323	EFT15598	23/12/2020	Toll Transport Pty Ltd			\$ 779.02		
324	INV 0474-T740710	06/12/2020	Toll Transport Pty Ltd	VARIOUS DEPARTMENTS - Freight Charges (30/11/2020-04/12/2020)	\$ 779.02			
325	EFT15599	23/12/2020	Narrogin Amcal Chemist			\$ 45.00	L	F
326	INV 823970	16/10/2020	Narrogin Amcal Chemist	CHCP - CLIENT PURCHASES - Medication RX15647147 - P. Hoggard (NHC)	\$ 45.00			
327	EFT15600	23/12/2020	Farmers Centre (Narrogin) Pty Ltd			\$ 200.16	L	
328	INV 75692	07/10/2020	Farmers Centre (Narrogin) Pty Ltd	2019 JCB 5CX BACKHOE LOADER (WORKS) (P833) - Hydraulic Hose & Oils	\$ 200.16			
329	EFT15601	23/12/2020	Animal Care Equipment & Services (Australia) P/I			\$ 917.80		
330	INV 00032424	03/12/2020	Animal Care Equipment & Services (Australia) P/I	ANIMAL - EXPENSED MINOR ASSET PURCHASES - Aces Dual Release Pole 5', ACO'S Friend, Magnum Net & Freight	\$ 917.80			
331	EFT15602	23/12/2020	Belvedere Nursery			\$ 18,919.40	L	
332	INV I0000001619	13/08/2020	Belvedere Nursery	PARKS & GARDENS MAINTNENANCE - 2x Broadleaf spray & White oil	\$ 53.90			
333	INV I0000001631	25/08/2020	Belvedere Nursery	CEMETERY & THOMAS HOGG OVAL MAINTENANCE/OPERATIONS - Various Gardening Supplies	\$ 111.00			
334	INV I0000001715	17/11/2020	Belvedere Nursery	PARKS & GARDENS MAINTENANCE - 10Kg bag of Rose Fertiliser	\$ 34.50			
335	INV I0000001736	15/12/2020	Belvedere Nursery	NRLC INFRASTRUCTURE OTHER (CAPITAL) - 16000m2 of roll on Turf	\$ 18,400.00			
336	INV I0000001734	15/12/2020	Belvedere Nursery	NRLC INFRASTRUCTURE OTHER (CAPITAL) - 10x Bags Of Lawn Fertiliser	\$ 320.00			

Schedule of Accounts Paid - December 2020

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
337	EFT15603	23/12/2020	Narrogin Pumps Solar And Spraying			\$ 210.79	L	
338	INV 00030753	02/12/2020	Narrogin Pumps Solar And Spraying	SMALL PLANT - New spray gun for Water Unit & Camlock fitting	\$ 140.36			
339	INV 00030857	07/12/2020	Narrogin Pumps Solar And Spraying	SMALL PLANT - Lid ring kit for spray unit	\$ 70.43			
340	EFT15604	23/12/2020	Narrogin Croquet Club Inc.			\$ 2,248.00	L	
341	INV 25112020	25/11/2020	Narrogin Croquet Club Inc.	OTHCUL - COMMUNITY CHEST - Community Chest 2020/21	\$ 2,248.00			
342	EFT15605	23/12/2020	The Workwear Group Pty Ltd			\$ 409.65		
343	INV 12644512	16/10/2020	The Workwear Group Pty Ltd	PLAN - ALLOWANCES - Uniforms (D. Johnston) 2020/21	\$ 350.00			
344	INV 12766139	08/12/2020	The Workwear Group Pty Ltd	ADMIN - ALLOWANCES - Uniform (A Spurling) 2020/21	\$ 59.65			
345	EFT15606	23/12/2020	WA Tyre Recovery			\$ 2,132.95		
346	INV INV-1570	17/12/2020	WA Tyre Recovery	SAN - REGIONAL WASTE - Narrogin Waste Management Facility - Collection of waste tyres to be recycled - Various Sizes	\$ 2,132.95			
347	EFT15607	23/12/2020	YMCA WA			\$ 12,275.00	L	
348	INV SI-A009978	30/11/2020	YMCA WA	OTHCUL - REV HEADS - Thomas Hogg Oval Hire - Narrogin Rev Heads 2020 event in-kind support (23/11/2020-30/11/2020)	\$ 1,120.00			
349	INV SI-A010003	04/12/2020	YMCA WA	MEMBERS - DONATIONS TO COMMUNITY GROUPS - Waiver of Hire of Thomas Hogg Oval for "Divine You" - Disability Day Celebration 02/12/2020	\$ 140.00			
350	INV SI-A010038	18/12/2020	YMCA WA	OTHCUL - FESTIVAL & EVENTS - Thank a Volunteer Day 2020 Hall Hire	\$ 290.00			
351	INV SI-A010040	31/12/2020	YMCA WA	NRLC - CONTRACT MANAGEMENT EXPENSE - YMCA Management Fee December 2020	\$ 10,725.00			
352	EFT15608	23/12/2020	Easifleet			\$ 4,748.02		
353	INV 09122020	15/12/2020	Easifleet	NOVATED LEASES - Employee Expenses PPE 09/12/2020	\$ 2,374.01			
354	INV 23122020	15/12/2020	Easifleet	NOVATED LEASES - Employee Expenses PPE 23/12/2020	\$ 2,374.01			
355	EFT15609	23/12/2020	Rylan Pty Ltd			\$ 18,992.60		
356	INV 22632	02/09/2020	Rylan Pty Ltd	VARIOUS STREETS & CARPARKS - Kerbing	\$ 18,992.60			
357	EFT15610	23/12/2020	Wren Oil			\$ 85.25		
358	INV 103745	18/12/2020	Wren Oil	LYDEKER DEPOT BUILDING MAINTENANCE - Collection of oil waste x1250L, Admin & Compliance fees	\$ 85.25			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
359	EFT15611	23/12/2020	Carroll And Richardson Flagworld Pty Ltd			\$ 2,744.50		
360	INV 94115	14/12/2020	Carroll And Richardson Flagworld Pty Ltd	SIGNS & TRAFFIC CONTROL EXPENSES - Flagtrax Christmas Street Banners	\$ 2,744.50			
361	EFT15612	23/12/2020	United Security Enforcement Corporation			\$ 158.40		
362	INV 00012223	14/12/2020	United Security Enforcement Corporation	LYDEKER DEPOT BUILDING OPERATIONS - Alarm Response - Power Failure 12/12/2020	\$ 158.40			
363	EFT15613	23/12/2020	Lotex Filter Cleaning Service			\$ 84.87		
364	INV 00006386	22/10/2020	Lotex Filter Cleaning Service	POC - PARTS & REPAIRS - Air Filter Clean (November 2020)	\$ 84.87			
365	EFT15614	23/12/2020	Truck Centre (WA) Pty Ltd			\$ 492.63		
366	INV 1617127-000001	17/12/2020	Truck Centre (WA) Pty Ltd	NO1 2018 NISSAN UD TIP TRUCK (WORKS) (P8212) - Replacement service filters	\$ 492.63			
367	EFT15615	23/12/2020	Autosmart WA Southwest			\$ 154.00		
368	INV 00012319	15/12/2020	Autosmart WA Southwest	ROADM - WORKSHOP/DEPOT EXPENSED EQUIPMENT - 4x Bag's of rags	\$ 154.00			
369	EFT15616	23/12/2020	Komatsu Australia Pty Ltd			\$ 84.01		
370	INV 002137091	10/12/2020	Komatsu Australia Pty Ltd	1EYN610 KOMATSU WA380-6 WHEEL LOADER (WORKS) (P980) - Replacement Park brake switch	\$ 84.01			
371	EFT15617	23/12/2020	Narrogin Auto Centre			\$ 180.72	L	
372	INV 296259	18/12/2020	Narrogin Auto Centre	NO592 MITSUBISHI TRITON (LH PARKS & GARDENS) (P21) - Service Parts	\$ 180.72			
373	EFT15618	23/12/2020	AC & EJ Fulford			\$ 12,127.50	L	
374	INV 1200	01/12/2020	AC & EJ Fulford	GRAHAM ROAD - RENEWAL (LOCAL) - Push 6000m3 of Gravel	\$ 6,930.00			
375	INV 0067	18/12/2020	AC & EJ Fulford	WAGIN-WICKEPIN ROAD - RENEWAL (RURAL) (RRG) - Push 4500m3 of gravel	\$ 5,197.50			PF
376	EFT15619	23/12/2020	Kulker Carpentry And Construction			\$ 2,631.20	L	
377	INV IV00000000435	14/12/2020	Kulker Carpentry And Construction	NRLC INFRASTRUCTURE OTHER (CAPITAL) - Install 92 m2 of paving	\$ 2,631.20			
378	EFT15620	23/12/2020	Breeanna Jetta-Bolton			\$ 106.55	L	
379	INV 22122020	22/12/2020	Breeanna Jetta-Bolton	ADMIN - TRAINING & DEVELOPMENT - Reimbursement Meals	\$ 106.55			
380	EFT15621	23/12/2020	Enviro Infrastructure Pty Ltd			\$ 707.08		PF
381	INV 6525	14/12/2020	Enviro Infrastructure Pty Ltd	RAILWAY STATION RESTORATION COVID RECOVERY PROJECT - Site Visit	\$ 707.08			

Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
382	EFT15622	23/12/2020	Narrogin & Districts Plumbing Service		\$ 8,000.00	L	
383	INV INV-0186	11/10/2020	Narrogin & Districts Plumbing Service	CAFE 45 FEDERAL ST BUILDING MAINTENANCE - Supply & Installation of 1,000l grease trap at 45 Federal St Narrogin, including change of location	\$ 8,000.00		
384	EFT15623	23/12/2020	Western Australian Association for Mental Health		\$ 280.00		
385	INV T5	14/12/2020	Western Australian Association for Mental Health	REFUND FOR BOND KEYS TOWN HALL - W.A.A.M.H 17/10/2020	\$ 280.00		
386	EFT15624	23/12/2020	Yvonne Scott		\$ 560.00	L	
387	INV T5	17/12/2020	Yvonne Scott	REFUND FOR BOND KEYS TOWN HALL - LAURA SCOTT WEDDING 10/10/2020	\$ 560.00		
388	EFT15625	23/12/2020	WA Treeworks		\$ 11,440.00		
389	INV 11646	11/12/2020	WA Treeworks	STREET TREE MAINTENANCE - Annual Tree Pruning Program - Powerline & Service Line Pruning	\$ 11,440.00		
390	EFT15626	23/12/2020	Aussie Fencing		\$ 345.00		
391	INV 67206	18/12/2020	Aussie Fencing	NRLC INFRASTRUCTURE OTHER (CAPITAL) - Panel Fencing & Materials	\$ 345.00		
392	EFT15627	23/12/2020	NDNA Golden Oldies		\$ 3,300.00	L	
393	INV 15	11/12/2020	NDNA Golden Oldies	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Catering for Shire Family Christmas Function 2020	\$ 3,300.00		
394	EFT15628	23/12/2020	Belinda Furphy		\$ 200.00	L	
395	INV T5	21/12/2020	Belinda Furphy	REFUND OF BOND HIRE - BOARD GAMES 20/12/2020	\$ 200.00		
396	EFT15629	23/12/2020	Department Of Human Services		\$ 503.31		
397	INV DEDUCTION	07/12/2020	Department Of Human Services	Payroll deductions	\$ 259.76		
398	INV DEDUCTION	21/12/2020	Department Of Human Services	Payroll deductions	\$ 243.55		
399	EFT15630	23/12/2020	Local Government Racing & Cemeteries Employees Union (LGREU)		\$ 41.00		
400	INV DEDUCTION	07/12/2020	Local Government Racing & Cemeteries Employees Union (LGREU)	Payroll deductions	\$ 20.50		
401	INV DEDUCTION	21/12/2020	Local Government Racing & Cemeteries Employees Union (LGREU)	Payroll deductions	\$ 20.50		
402	EFT15631	23/12/2020	Australian Services Union Western Australian Branc		\$ 51.80		
403	INV DEDUCTION	07/12/2020	Australian Services Union Western Australian Branc	Payroll deductions	\$ 25.90		
404	INV DEDUCTION	21/12/2020	Australian Services Union Western Australian Branc	Payroll deductions	\$ 25.90		

Schedule of Accounts Paid - December 2020

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
405	EFT15632	23/12/2020	Bob Waddell & Associates Pty Ltd			\$ 21,021.00		
406	INV 2163	21/12/2020	Bob Waddell & Associates Pty Ltd	ADMIN - CONSULTANTS - Assistance with the preparation of 2019/20 Annual Financial Statements	\$ 21,021.00			
407	EFT15633	11/01/2021	East Narrogin Primary School			\$ 280.00	L	
408	INV T5	24/12/2020	East Narrogin Primary School	BOND REFUND TOWN HALL BOOKING - 14/12/2020 REF#99219	\$ 280.00			
409	EFT15634	11/01/2021	Narrogin Hire & Reticulation			\$ 282.97	L	
410	INV 00028926	21/12/2020	Narrogin Hire & Reticulation	NRLC INFRASTRUCTURE OTHER (CAPITAL) - Reticulation Materials	\$ 37.47			
411	INV 00028983	24/12/2020	Narrogin Hire & Reticulation	NRLC INFRASTRUCTURE OTHER (CAPITAL) - Reticulation Materials	\$ 245.50			
412	EFT15635	11/01/2021	Coles			\$ 1,261.84	L	
413	INV 166	31/12/2020	Coles	VARIOUS DEPARTMENTS - Coles December 2020	\$ 1,261.84			
414	EFT15636	11/01/2021	Narrogin Packaging			\$ 893.30	L	PF
415	INV 00068467	02/12/2020	Narrogin Packaging	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Hand care	\$ 38.65			
416	INV 00068545	09/12/2020	Narrogin Packaging	OTHCUL - FESTIVAL & EVENTS - Thank a Volunteer Day 2020 - Paper plates, wooden forks & knives	\$ 30.00			
417	INV 00068599	16/12/2020	Narrogin Packaging	CHCP - GENERAL OFFICE EXPENSES - 1x Carton Purrell 5391 (NHC)	\$ 111.55			
418	INV 00068674	21/12/2020	Narrogin Packaging	HIGHBURY PUBLIC TOILETS OPERATIONS - Cleaning Supplies	\$ 126.35			
419	INV 00068700	24/12/2020	Narrogin Packaging	VARIOUS PUBLIC TOILETS - Cleaning Supplies	\$ 586.75			
420	EFT15637	11/01/2021	Narrogin Fruit Market			\$ 1,768.85	L	
421	INV 000420201127156	27/11/2020	Narrogin Fruit Market	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - 1kg bag of Sugar	\$ 2.75			
422	INV 000420201127143	27/11/2020	Narrogin Fruit Market	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - 1x Hi-Lo 2L & 1x Full Cream 2L Milk	\$ 8.60			
423	INV 0008202012042	04/12/2020	Narrogin Fruit Market	COMMUNITY - COMMUNITY ENGAGEMENT EXPENSES - Catering for Trails Meeting (Pump Track & Mountain Bike Feasibility Study) 08/12/2020	\$ 91.00			
424	INV 0008202012091	09/12/2020	Narrogin Fruit Market	OTHCUL - FESTIVAL & EVENTS - Thank A Volunteer Day 2020 Catering	\$ 1,186.50			
425	INV 0008202012142	14/12/2020	Narrogin Fruit Market	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Catering for Members pre-OCM December 2020	\$ 480.00			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
426	EFT15638	11/01/2021	Narrogin Auto Electrics			\$ 250.25	L	
427	INV 259697	31/12/2020	Narrogin Auto Electrics	NO4871 2014 JOHN DEERE 670G GRADER w/ TOP - Air-con service	\$ 195.00			
428	INV 259696	31/12/2020	Narrogin Auto Electrics	NO4846 2014 HINO 300 SERIES 3T TIPPER - Replacement Hand piece for Two-Way	\$ 55.25			
429	EFT15639	11/01/2021	Makit Narrogin Hardware			\$ 1,008.50	L	
430	INV 113262	01/12/2020	Makit Narrogin Hardware	VARIOUS DEPARTMENTS - General Materials	\$ 486.00			
431	INV 113274	03/12/2020	Makit Narrogin Hardware	VARIOUS DEPARTMENTS - General Materials	\$ 128.50			
432	INV 113289	09/12/2020	Makit Narrogin Hardware	VARIOUS DEPARTMENTS - General Materials	\$ 394.00			
433	EFT15640	11/01/2021	Hancocks Home Hardware			\$ 110.00	L	F
434	INV 349495	23/12/2020	Hancocks Home Hardware	HACC - MOTOR VEHICEL EXPENSES - Galvanised tool box for work ute	\$ 110.00			
435	EFT15641	11/01/2021	Landgate			\$ 110.04		
436	INV 361491-10001100	18/12/2020	Landgate	RATES - VALUATION EXPENSES - Gross Rental Valuations Chargeable 14/11/2020-11/12/2020	\$ 110.04			
437	EFT15642	11/01/2021	Westrac Pty Ltd			\$ 101.81		
438	INV PI 5308240	22/12/2020	Westrac Pty Ltd	1EVP731 2015 CAT SKID STEER LOADER - Replacement Filters	\$ 101.81			
439	EFT15643	11/01/2021	Narrogin Newsagency			\$ 44.90	L	F
440	INV 296000276170	16/12/2020	Narrogin Newsagency	CHSP - PRINTING & STATIONERY - 1 Small Whiteboard and black Divider tape (NHC)	\$ 44.90			
441	EFT15644	11/01/2021	Narrogin Liquor Barons			\$ 243.36	L	
442	INV 264517	15/12/2020	Narrogin Liquor Barons	OTHCUL - FESTIVAL & EVENTS - Beverages for Sundowner Thank a Volunteer Day 09/12/2020	\$ 243.36			
443	EFT15645	11/01/2021	Narrogin Betta Home Living			\$ 314.00	L	F
444	INV 25710019653	24/12/2020	Narrogin Betta Home Living	HACC - BUILDING (CAPITAL) - Hisense 120L Bar Fridge & Delivery (NHC)	\$ 314.00			
445	EFT15646	11/01/2021	RJ Smith Engineering			\$ 49.50	L	
446	INV 00010731	24/12/2020	RJ Smith Engineering	ROADM - WORKSHOP/DEPOT EXPENSED EQUIPMENT - 3000kg lifting strap 3meter in length	\$ 49.50			
447	EFT15647	11/01/2021	Goodyear Dunlop Tyres Pty Ltd (Beaurepaires)			\$ 20.00	L	
448	INV 6411766292	22/12/2020	Goodyear Dunlop Tyres Pty Ltd (Beaurepaires)	032NGN 2018 HOLDEN LS TRAX - Repair Puncture	\$ 20.00			

Schedule of Accounts Paid - December 2020

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
449	EFT15648	11/01/2021	Zipform			\$ 1,685.86		
450	INV 200932	16/12/2020	Zipform	RATES - PRINTING AND STATIONERY - 3rd Instalment Reminders 2020/21 & Purchase of 4,000 pre-printed envelopes	\$ 1,685.86			
451	EFT15649	11/01/2021	Fairway Carriers			\$ 1,064.76	L	
452	INV 42306	31/08/2020	Fairway Carriers	ROAD MAINTENACE GENERAL EXPENSES - Freight 100 Grader Blades 3000kg To Narrogin	\$ 271.60			
453	INV 42753	30/11/2020	Fairway Carriers	DRAINAGE MAINTENANCE GENERAL - Pick up from Perth & Deliver to Depot 10.4 tons concrete pipes	\$ 793.16			
454	EFT15650	11/01/2021	St Matthews Primary School			\$ 280.00	L	
455	INV T5	24/12/2020	St Matthews Primary School	BOND REFUND TOWN HALL BOOKING - 17/09/2020 REF#84955	\$ 280.00			
456	EFT15651	11/01/2021	Market Creations Pty Ltd			\$ 2,136.97		
457	INV 14752	30/11/2020	Market Creations Pty Ltd	ADMIN - INFORMATION SYSTEMS - MC NBN Prem 100/40	\$ 198.00			
458	INV 14850	30/11/2020	Market Creations Pty Ltd	ADMIN - INFORMATION SYSTEMS - Office 365 Enterprise E1, Microsoft Office 365 Enterprise E3, Office 365 Advanced Threat Protection	\$ 1,177.77			
459	INV 14619	30/11/2020	Market Creations Pty Ltd	ADMIN - INFORMATION SYSTEMS - Service Desk & Preventative Maintenance (November 2020)	\$ 761.20			
460	EFT15652	11/01/2021	Melchiorre Plumbing & Gas			\$ 198.00	L	F
461	INV 7132	02/11/2020	Melchiorre Plumbing & Gas	HACC - PLUMBING (CAPITAL) - Install dishwasher into Kitchen (Jessie House)	\$ 198.00			
462	EFT15653	11/01/2021	Narrogin Pumps Solar And Spraying			\$ 108.99	L	
463	INV 00030899	09/12/2020	Narrogin Pumps Solar And Spraying	LYDEKER DEPOT BUILDING MAINTENANCE - 2x Replacement water filters	\$ 62.70			
464	INV 00031053	16/12/2020	Narrogin Pumps Solar And Spraying	NO4 2010 NISSAN UD TIP TRUCK AUTO - 2 inch male and female cam lock	\$ 28.14			
465	INV 00031199	22/12/2020	Narrogin Pumps Solar And Spraying	LYDEKER DEPOT BUILDING OPERATIONS - Half Inch Ball Valve	\$ 18.15			
466	EFT15654	11/01/2021	The Workwear Group Pty Ltd			\$ 680.40		
467	INV 12644509	16/10/2020	The Workwear Group Pty Ltd	ADMIN - ALLOWANCES - Uniforms (E.Cousins) 2020/21	\$ 330.40			
468	INV 12644511	16/10/2020	The Workwear Group Pty Ltd	RATES - ALLOWANCES - Uniforms (T Baldwin) 2020/21	\$ 350.00			
469	EFT15655	11/01/2021	Building and Construction Industry Training Fund			\$ 151.75		
470	INV T14	31/12/2020	Building and Construction Industry Training Fund	BCITF LEVY PAYMENT REQUEST - MAY 2020	\$ 151.75			

Schedule of Accounts Paid - December 2020

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
471	EFT15656	11/01/2021	AMPAC Debt Recovery Pty Ltd			\$ 176.00		
472	INV 71787	31/12/2020	AMPAC Debt Recovery Pty Ltd	RATES - DEBT COLLECTION EXPENSES - Debt Recovery December 2020	\$ 176.00			
473	EFT15657	11/01/2021	YMCA WA			\$ 8,345.70	L	
474	INV SI-A009904	30/10/2020	YMCA WA	NRLC - CONTRACT MANAGEMENT EXPENSE - Additional Funding Payable for 2019/20 as per agreement.	\$ 8,345.70			
475	EFT15658	11/01/2021	Rylan Pty Ltd			\$ 12,961.96		
476	INV 2255	10/12/2020	Rylan Pty Ltd	KERB MAINTENANCE - Bannister, Felspar and Lock Street	\$ 12,961.96			
477	EFT15659	11/01/2021	Conway Highbury Pty Ltd			\$ 2,337.50		
478	INV 530	30/11/2020	Conway Highbury Pty Ltd	OTHGOV - OTHER CONSULTANCY STATUTORY - Consultancy for provision of Governance Services November 2020	\$ 2,337.50			
479	EFT15660	11/01/2021	Narrogin Agricultural Society Inc.			\$ 3,520.00	L	
480	INV 27112020	27/11/2020	Narrogin Agricultural Society Inc.	OTHCUL - COMMUNITY CHEST - Community Chest 2020/21	\$ 3,520.00			
481	EFT15661	11/01/2021	Narrogin Flying Club			\$ 500.00	L	
482	INV 5294	31/12/2020	Narrogin Flying Club	AIRSTRIIP & GROUNDS MAINTENANCE/OPERATIONS - Utility - Airstrip Power Usage 2020	\$ 500.00			
483	EFT15662	11/01/2021	Landmark Products Pty Ltd			\$ 2,288.00		
484	INV 125694	16/12/2020	Landmark Products Pty Ltd	STREET FURNITTURE - Supply & Deliver 1x steel slatted Council bench seat.	\$ 2,288.00			
485	EFT15663	11/01/2021	MJ & DL Dyke			\$ 176.08		
486	INV 00000560	01/12/2020	MJ & DL Dyke	NO4719 2012 JOHN DEERE 670G GRADER - Hydraulic hose for artic ram	\$ 176.08			
487	EFT15664	11/01/2021	Cutting Edges			\$ 267.43		
488	INV 3294055	23/12/2020	Cutting Edges	1EVP731 2015 CAT SKID STEER LOADER - 1x Cutting Edge	\$ 267.43			
489	EFT15665	11/01/2021	AFGRI Equipment Australia Pty Ltd			\$ 2,132.28	L	
490	INV 1983391	26/11/2020	AFGRI Equipment Australia Pty Ltd	JOHN DEERE RIDE ON MOWER JD130 - Dial Knob & Gauge	\$ 48.05			
491	INV 1986204	02/12/2020	AFGRI Equipment Australia Pty Ltd	NO4719 2012 JOHN DEERE 670G GRADER - Service filters & inserts for side shift	\$ 1,310.27			
492	INV 1991512	17/12/2020	AFGRI Equipment Australia Pty Ltd	NO4871 2014 JOHN DEERE 670G GRADER w/ TOP CON - Replacement service filters	\$ 671.25			
493	INV 1991415	17/12/2020	AFGRI Equipment Australia Pty Ltd	NGN390 2004 JOHN DEERE TRACTOR - Side view mirror	\$ 102.71			

Schedule of Accounts Paid - December 2020

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
494	EFT15666	11/01/2021	Komatsu Australia Pty Ltd			\$ 216.04		
495	INV 002148019	17/12/2020	Komatsu Australia Pty Ltd	1EYN610 KOMATSU WA380-6 WHEEL LOADER - Replacement service filters	\$ 216.04			
496	EFT15667	11/01/2021	Narrogin Takeaway & Cafe Bar			\$ 550.00	L	
497	INV 327 NTC	03/12/2020	Narrogin Takeaway & Cafe Bar	DISABILITY AWARENESS - Diversitea - Catering IDPWD 03/12/2020	\$ 550.00			
498	EFT15668	11/01/2021	Corsign (WA) Pty Ltd			\$ 38.50		
499	INV 00051168	14/10/2020	Corsign (WA) Pty Ltd	SIGNS & TRAFFIC CONTROL EXPENSES - Supply & Deliver 1x blue directional sign with arrows Archibald Park	\$ 38.50			
500	EFT15669	11/01/2021	Kel's Tyres			\$ 737.00	L	
501	INV 11895	17/12/2020	Kel's Tyres	NO4871 2014 JOHN DEERE 670G GRADER W/TOP CON - Repair to grader tyre	\$ 55.00			
502	INV 11896	17/12/2020	Kel's Tyres	NO2260 1994 THREE AXLE DOG TRAILER - Supply & fit 2 x 8.25R15 Hankook tyres	\$ 682.00			
503	EFT15670	11/01/2021	Narrogin Skip Bin Service			\$ 133.10	L	
504	INV INV-0903	31/12/2020	Narrogin Skip Bin Service	LYDEKER DEPOT BUILDING MAINTENANCE - Skip Bin Pick up December (2/12/2020)	\$ 133.10			
505	EFT15671	11/01/2021	Narrogin Auto Centre			\$ 440.28	L	
506	INV 296441	23/12/2020	Narrogin Auto Centre	NGN847 MITSUBISHI OUTLANDER - 40,000 km Service	\$ 440.28			
507	EFT15672	11/01/2021	Sherrin Rentals Pty Ltd			\$ 7,188.50		PF
508	INV 5149416	30/11/2020	Sherrin Rentals Pty Ltd	WAGIN-WICKEPIN ROAD - RENEWAL (RURAL) (RRG) - Final 20 day water cart hire	\$ 7,832.00			
509	INV 9012776	21/12/2020	Sherrin Rentals Pty Ltd	WAGIN-WICKEPIN ROAD - RENEWAL (RURAL) (RRG) - Credit Adjustment - Invoice Ref# 5148225	\$ (643.50)			
510	EFT15673	11/01/2021	The White Family Trust T/a Narrogin Valley Stockfeed			\$ 75.00	L	PF
511	INV NVS51732	17/12/2020	The White Family Trust T/a Narrogin Valley Stockfeed	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Kleenheat Gas 8.5kg Bottle Pickup & Exchange	\$ 35.00			
512	INV NVS52216	23/12/2020	The White Family Trust T/a Narrogin Valley Stockfeed	CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - 2 bags of chook food (Jessie House)	\$ 40.00			
513	EFT15674	11/01/2021	Brad Goode & Associates Pty Ltd			\$ 4,296.66		
514	INV 1422	28/10/2020	Brad Goode & Associates Pty Ltd	GNARROJIN PARK CULTURAL HERITAGE MANAGEMENT PLAN - Aboriginal Heritage Survey	\$ 4,296.66			

Schedule of Accounts Paid - December 2020

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding	
515	EFT15675	11/01/2021	Narrogin & Districts Plumbing Service			\$ 2,502.50	L		
516	INV INV-0253	21/12/2020	Narrogin & Districts Plumbing Service	TIP MAINTENANCE - Narrogin Waste Management Facility - Clear blockage to Pipework at Septage Ponds	\$ 148.50				
517	INV INV-0260	22/12/2020	Narrogin & Districts Plumbing Service	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Remove & Install Fire Booster pump at Narrogin Caravan Park.	\$ 2,354.00				
518	EFT15676	11/01/2021	CB Traffic Solutions Pty Ltd			\$ 495.00			
519	INV 00005599	22/12/2020	CB Traffic Solutions Pty Ltd	OTHCUL - EVENT TRAFFIC MANAGEMENT - Event Traffic Management Plan for NCC Christmas in Narrogin Community Event 10/12/2020	\$ 495.00				
520	EFT15677	11/01/2021	Cherie Dawson			\$ 365.99			
521	INV 2020-1234	03/12/2020	Cherie Dawson	DISABILITY AWARENESS - Diversitea - Entertainment & Travel Costs 3/12/2020	\$ 365.99				
522	EFT15678	11/01/2021	Aussie Fencing			\$ 2,435.00			
523	INV 66365	02/12/2020	Aussie Fencing	NRLC INFRASTRUCTURE OTHER (CAPITAL) - Pool Fencing	\$ 2,315.00				
524	INV 66971	14/12/2020	Aussie Fencing	NRLC INFRASTRUCTURE OTHER (CAPITAL) - Pool Fencing Freight	\$ 120.00				
525	EFT15679	11/01/2021	Dial a Glass & Glazing			\$ 324.50			
526	INV 185497	22/12/2020	Dial a Glass & Glazing	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Supply of 3 shower curtains & Express Postage	\$ 324.50				
527	EFT15680	11/01/2021	Colin Ross Kelly			\$ 873.72			
528	INV A284000	22/12/2020	Colin Ross Kelly	Rates refund A284000 65 NORTHWOOD STREET NARROGIN WA 6312	\$ 873.72				
					EFT Total \$	984,959.06			

Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
Direct Debits							
529	DD6042.1	03/12/2020	Keenan & Tania Wenning		\$ 1,386.67	L	
530	INV EMDRS DEC RENT	03/12/2020	Keenan & Tania Wenning	EMDRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent December 2020	\$ 1,386.67		
531	DD6063.1	10/12/2020	Elgas		\$ 3,935.87		
532	INV 0360902533	25/11/2020	Elgas	NRLC - UTILITY - GAS - Gas Supplied 4,830.0L	\$ 3,935.87		
533	DD6077.1	16/12/2020	Elgas		\$ 4,618.80		
534	INV 0360906162	10/12/2020	Elgas	NRLC - UTILITY - GAS - Gas Supplied 5,451.0L	\$ 4,618.80		
535	DD6090.1	18/12/2020	Telstra		\$ 1,416.02		
536	INV K572873720-4	12/12/2020	Telstra	VARIOUS DEPARTMENTS - Mobile Phone Charges December 2020	\$ 1,416.02		
537	DD6092.1	21/12/2020	Easifleet		\$ 700.55		
538	INV 139936	07/11/2020	Easifleet	FIRE- MOTOR VEHICLE EXPENSES - Lease of Holden Colorado (NGN12398) for Bushfire Risk Planning Co-Ordinator - November 2020	\$ 700.55		
539	DD6093.1	21/12/2020	WA Treasury Corporation		\$ 62,329.13		
540	INV NOV 20 FEES	30/11/2020	WA Treasury Corporation	VARIOUS LOANS - Accrued Guarantee Fee for Period Ending 30/11/20	\$ 62,329.13		
541	DD6094.1	21/12/2020	WA Treasury Corporation		\$ 5,193.37		
542	INV 121B	18/11/2020	WA Treasury Corporation	NRLC - LOAN 121B INTEREST REPAYMENTS - Repayment of NRLC Loan - November 2020	\$ 5,193.37		
543	DD6104.1	22/12/2020	Australian Taxation Office		\$ 18,552.00		
544	INV BAS DEC 2020	21/12/2020	Australian Taxation Office	BAS - NOVEMBER 2020	\$ 18,552.00		

Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
545	DD6110.1	07/12/2020	Aware Super		\$ 14,880.27		
546	INV SUPER	07/12/2020	Aware Super	Superannuation contributions	\$ 12,989.06		
547	INV DEDUCTION	07/12/2020	Aware Super	Payroll deductions	\$ 260.00		
548	INV DEDUCTION	07/12/2020	Aware Super	Payroll deductions	\$ 100.00		
549	INV DEDUCTION	07/12/2020	Aware Super	Payroll deductions	\$ 180.94		
550	INV DEDUCTION	07/12/2020	Aware Super	Payroll deductions	\$ 131.56		
551	INV DEDUCTION	07/12/2020	Aware Super	Payroll deductions	\$ 954.23		
552	INV DEDUCTION	07/12/2020	Aware Super	Payroll deductions	\$ 122.17		
553	INV DEDUCTION	07/12/2020	Aware Super	Payroll deductions	\$ 142.31		
554	DD6110.2	07/12/2020	Mtaa Super		\$ 191.76		
555	INV SUPER	07/12/2020	Mtaa Super	Superannuation contributions	\$ 191.76		
556	DD6110.3	07/12/2020	Bt Super For Life		\$ 738.62		
557	INV SUPER	07/12/2020	Bt Super For Life	Superannuation contributions	\$ 671.03		
558	INV DEDUCTION	07/12/2020	Bt Super For Life	Payroll deductions	\$ 67.59		
559	DD6110.4	07/12/2020	AMP Life Limited		\$ 407.42		
560	INV SUPER	07/12/2020	AMP Life Limited	Superannuation contributions	\$ 298.11		
561	INV DEDUCTION	07/12/2020	AMP Life Limited	Payroll deductions	\$ 109.31		
562	DD6110.5	07/12/2020	Prime Super		\$ 491.88		
563	INV SUPER	07/12/2020	Prime Super	Superannuation contributions	\$ 491.88		
564	DD6110.6	07/12/2020	Cbus Super Fund		\$ 190.49		
565	INV SUPER	07/12/2020	Cbus Super Fund	Superannuation contributions	\$ 190.49		
566	DD6110.7	07/12/2020	Lgia Super		\$ 980.30		
567	INV SUPER	07/12/2020	Lgia Super	Superannuation contributions	\$ 497.78		
568	INV DEDUCTION	07/12/2020	Lgia Super	Payroll deductions	\$ 300.00		
569	INV DEDUCTION	07/12/2020	Lgia Super	Payroll deductions	\$ 182.52		

Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
570	DD6110.8	07/12/2020	Rest Superannuation		\$ 508.89		
571	INV SUPER	07/12/2020	Rest Superannuation	Superannuation contributions	\$ 408.89		
572	INV DEDUCTION	07/12/2020	Rest Superannuation	Payroll deductions	\$ 100.00		
573	DD6110.9	07/12/2020	Essential Super	Superannuation contributions	\$ 190.35		
574	INV SUPER	07/12/2020	Essential Super	Superannuation contributions	\$ 190.35		
575	DD6111.1	21/12/2020	Aware Super		\$ 14,551.19		
576	INV SUPER	21/12/2020	Aware Super	Superannuation contributions	\$ 12,668.41		
577	INV DEDUCTION	21/12/2020	Aware Super	Payroll deductions	\$ 260.00		
578	INV DEDUCTION	21/12/2020	Aware Super	Payroll deductions	\$ 100.00		
579	INV DEDUCTION	21/12/2020	Aware Super	Payroll deductions	\$ 180.94		
580	INV DEDUCTION	21/12/2020	Aware Super	Payroll deductions	\$ 131.56		
581	INV DEDUCTION	21/12/2020	Aware Super	Payroll deductions	\$ 945.80		
582	INV DEDUCTION	21/12/2020	Aware Super	Payroll deductions	\$ 122.17		
583	INV DEDUCTION	21/12/2020	Aware Super	Payroll deductions	\$ 142.31		
584	DD6111.2	21/12/2020	Media Super		\$ 181.72		
585	INV SUPER	21/12/2020	Media Super	Superannuation contributions	\$ 181.72		
586	DD6111.3	21/12/2020	Mtaa Super		\$ 191.76		
587	INV SUPER	21/12/2020	Mtaa Super	Superannuation contributions	\$ 191.76		
588	DD6111.4	21/12/2020	Bt Super For Life		\$ 749.84		
589	INV SUPER	21/12/2020	Bt Super For Life	Superannuation contributions	\$ 682.25		
590	INV DEDUCTION	21/12/2020	Bt Super For Life	Payroll deductions	\$ 67.59		
591	DD6111.5	21/12/2020	AMP Life Limited		\$ 407.42		
592	INV SUPER	21/12/2020	AMP Life Limited	Superannuation contributions	\$ 298.11		
593	INV DEDUCTION	21/12/2020	AMP Life Limited	Payroll deductions	\$ 109.31		

Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
594	DD6111.6	21/12/2020	Prime Super		\$ 545.29		
595	INV SUPER	21/12/2020	Prime Super	Superannuation contributions	\$ 545.29		
596	DD6111.7	21/12/2020	Cbus Super Fund		\$ 267.96		
597	INV SUPER	21/12/2020	Cbus Super Fund	Superannuation contributions	\$ 267.96		
598	DD6111.8	21/12/2020	Lgia Super		\$ 980.30		
599	INV SUPER	21/12/2020	Lgia Super	Superannuation contributions	\$ 497.78		
600	INV DEDUCTION	21/12/2020	Lgia Super	Payroll deductions	\$ 300.00		
601	INV DEDUCTION	21/12/2020	Lgia Super	Payroll deductions	\$ 182.52		
602	DD6111.9	21/12/2020	Rest Superannuation		\$ 527.56		
603	INV SUPER	21/12/2020	Rest Superannuation	Superannuation contributions	\$ 427.56		
604	INV DEDUCTION	21/12/2020	Rest Superannuation	Payroll deductions	\$ 100.00		
605	DD6134.1	31/12/2020	Elgas		\$ 3,738.42		
606	INV 0360906182	23/12/2020	Elgas	NRLC - UTILITY - GAS - Gas Supplied 4,412.0L	\$ 3,738.42		
607	DD6135.1	30/12/2020	Aaron Joseph Cook		\$ 2,245.54		
608	INV CEO DEC 2020	30/12/2020	Aaron Joseph Cook	CEO STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent December 2020	\$ 2,245.54		
609	DD6110.10	07/12/2020	Oasis Superannuation Service		\$ 204.18		
610	INV SUPER	07/12/2020	Oasis Superannuation Service	Superannuation contributions	\$ 204.18		
611	DD6110.11	07/12/2020	Host Plus		\$ 142.34		
612	INV SUPER	07/12/2020	Host Plus	Superannuation contributions	\$ 142.34		
613	DD6110.12	07/12/2020	Qsuper		\$ 578.95		
614	INV SUPER	07/12/2020	Qsuper	Superannuation contributions	\$ 578.95		
615	DD6110.13	07/12/2020	Mercer Super Trust		\$ 144.33		
616	INV SUPER	07/12/2020	Mercer Super Trust	Superannuation contributions	\$ 144.33		
617	DD6110.14	07/12/2020	Colonial First State		\$ 341.63		
618	INV SUPER	07/12/2020	Colonial First State	Superannuation contributions	\$ 341.63		

Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
619	DD6110.15	07/12/2020	loof		\$ 99.17		
620	INV SUPER	07/12/2020	loof	Superannuation contributions	\$ 99.17		
621	DD6110.16	07/12/2020	Bt Superwrap		\$ 398.52		
622	INV DEDUCTION	07/12/2020	Bt Superwrap	Payroll deductions	\$ 100.00		
623	INV SUPER	07/12/2020	Bt Superwrap	Superannuation contributions	\$ 298.52		
624	DD6110.17	07/12/2020	Hesta Superannuation		\$ 1,186.93		
625	INV SUPER	07/12/2020	Hesta Superannuation	Superannuation contributions	\$ 1,016.93		
626	INV DEDUCTION	07/12/2020	Hesta Superannuation	Payroll deductions	\$ 170.00		
627	DD6110.18	07/12/2020	Sunsuper		\$ 549.74		
628	INV DEDUCTION	07/12/2020	Sunsuper	Payroll deductions	\$ 140.96		
629	INV SUPER	07/12/2020	Sunsuper	Superannuation contributions	\$ 408.78		
630	DD6110.19	07/12/2020	Mlc Masterkey		\$ 232.24		
631	INV SUPER	07/12/2020	Mlc Masterkey	Superannuation contributions	\$ 232.24		
632	DD6110.20	07/12/2020	Bt Super For Life		\$ 100.89		
633	INV SUPER	07/12/2020	Bt Super For Life	Superannuation contributions	\$ 100.89		
634	DD6110.21	07/12/2020	Australiansuper		\$ 742.05		
635	INV SUPER	07/12/2020	Australiansuper	Superannuation contributions	\$ 742.05		
636	DD6110.22	07/12/2020	Media Super		\$ 181.72		
637	INV SUPER	07/12/2020	Media Super	Superannuation contributions	\$ 181.72		
638	DD6111.10	21/12/2020	Essential Super		\$ 190.35		
639	INV SUPER	21/12/2020	Essential Super	Superannuation contributions	\$ 190.35		
640	DD6111.11	21/12/2020	Oasis Superannuation Service		\$ 204.18		
641	INV SUPER	21/12/2020	Oasis Superannuation Service	Superannuation contributions	\$ 204.18		
642	DD6111.12	21/12/2020	Qsuper		\$ 514.93		
643	INV SUPER	21/12/2020	Qsuper	Superannuation contributions	\$ 514.93		

Schedule of Accounts Paid - December 2020

Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
644	DD6111.13	21/12/2020	Mercer Super Trust		\$ 131.20		
645	INV SUPER	21/12/2020	Mercer Super Trust	Superannuation contributions	\$ 131.20		
646	DD6111.14	21/12/2020	Colonial First State		\$ 341.63		
647	INV SUPER	21/12/2020	Colonial First State	Superannuation contributions	\$ 341.63		
648	DD6111.15	21/12/2020	loof		\$ 101.62		
649	INV SUPER	21/12/2020	loof	Superannuation contributions	\$ 101.62		
650	DD6111.16	21/12/2020	Bt Superwrap		\$ 398.52		
651	INV DEDUCTION	21/12/2020	Bt Superwrap	Payroll deductions	\$ 100.00		
652	INV SUPER	21/12/2020	Bt Superwrap	Superannuation contributions	\$ 298.52		
653	DD6111.17	21/12/2020	Host Plus		\$ 354.55		
654	INV SUPER	21/12/2020	Host Plus	Superannuation contributions	\$ 354.55		
655	DD6111.18	21/12/2020	Sunsuper		\$ 549.74		
656	INV DEDUCTION	21/12/2020	Sunsuper	Payroll deductions	\$ 140.96		
657	INV SUPER	21/12/2020	Sunsuper	Superannuation contributions	\$ 408.78		
658	DD6111.19	21/12/2020	Hesta Superannuation		\$ 1,347.50		
659	INV DEDUCTION	21/12/2020	Hesta Superannuation	Payroll deductions	\$ 170.00		
660	INV SUPER	21/12/2020	Hesta Superannuation	Superannuation contributions	\$ 1,177.50		
661	DD6111.20	21/12/2020	Mlc Masterkey		\$ 232.24		
662	INV SUPER	21/12/2020	Mlc Masterkey	Superannuation contributions	\$ 232.24		
663	DD6111.21	21/12/2020	Bt Super For Life		\$ 91.10		
664	INV SUPER	21/12/2020	Bt Super For Life	Superannuation contributions	\$ 91.10		
665	DD6111.22	21/12/2020	Australiansuper		\$ 774.60		
666	INV SUPER	21/12/2020	Australiansuper	Superannuation contributions	\$ 774.60		
				Direct Debit Total	\$ 151,234.24		

Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
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Credit Card Purchases

CEO & EMCCS		GENERAL Credit Card Purchases					
667	DD6097.1	22/12/2020	General Credit Card Purchases				\$8,313.87
668	INV FLNOV0120	29/10/2020	General Credit Card Purchases	CREDIT CARD NOVEMBER 2020 - New Vehicle Registration NO 05	\$298.80		
669	INV DSNOV0320	29/10/2020	General Credit Card Purchases	CREDIT CARD NOVEMBER 2020 - Carpark	\$20.25		
670	INV DSNOV0420	06/10/2020	General Credit Card Purchases	CREDIT CARD NOVEMBER 2020 - Crown Metropol Accommodation & Meals (4/11/20 - 7/11/20)	\$844.01		
671	INV DSNOV0620	31/10/2020	General Credit Card Purchases	CREDIT CARD NOVEMBER 2020 - Monthly SMS Charges	\$17.60		
672	INV DSNOV0720	17/11/2020	General Credit Card Purchases	CREDIT CARD NOVEMBER 2020 - Smartsheet Reporting Professional Services & Advice Software	\$3,000.00		
673	INV DSNOV0820	18/11/2020	General Credit Card Purchases	CREDIT CARD NOVEMBER 2020 - Pan Pacific - Food, Beverages & Carparking (17/11/20 - 18/11/20)	\$ 103.28		
674	INV DSNOV0920	19/11/2020	General Credit Card Purchases	CREDIT CARD NOVEMBER 2020 - Convention Centre Carpark 18/11/20	\$ 18.17		
675	INV DSNOV1020	19/11/2020	General Credit Card Purchases	CREDIT CARD NOVEMBER 2020 - Job Advertisement - CHSP	\$ 297.00		
676	INV DSNOV1120	20/11/2020	General Credit Card Purchases	CREDIT CARD NOVEMBER 2020 - Lunch CEO & CEO Boyup Brook	\$ 40.60		
677	INV DSNOV1220	26/11/2020	General Credit Card Purchases	CREDIT CARD NOVEMBER 2020 - SEEK Advertisement	\$ 302.50		
678	INV FLNOV0220	29/10/2020	General Credit Card Purchases	CREDIT CARD NOVEMBER 2020 - Renewal High Risk Work Licence (S. Sandilands)	\$ 42.50		
679	INV FEESNOV20	17/11/2020	General Credit Card Purchases	CREDIT CARD NOVEMBER 2020 Fees	\$ 90.00		
680	INV FLNOV0320	06/11/2020	General Credit Card Purchases	CREDIT CARD NOVEMBER 2020 - Greeting Messages Admin & CHSP 2020	\$ 151.80		
681	INV FLNOV0420	09/11/2020	General Credit Card Purchases	CREDIT CARD NOVEMBER 2020 - Christmas Lights	\$ 2,294.41		
682	INV FLNOV0520	09/11/2020	General Credit Card Purchases	CREDIT CARD NOVEMBER 2020 - Renewal Radio Communication Apparatus Licence	\$ 507.00		
683	INV FLNOV0620	25/11/2020	General Credit Card Purchases	CREDIT CARD NOVEMBER 2020 - 6 Month Registration NO5199	\$ 52.20		
684	INV FLNOV0720	24/11/2020	General Credit Card Purchases	CREDIT CARD NOVEMBER 2020 - Luggage Racks x 3	\$ 157.75		
685	INV DSNOV0120	30/10/2020	General Credit Card Purchases	CREDIT CARD NOVEMBER 2020 - Pan Pacific - Meal & Parking	\$ 54.00		
686	INV DSNOV0220	29/10/2020	General Credit Card Purchases	CREDIT CARD NOVEMBER 2020 - Lunch Between Meetings	\$ 22.00		

Credit Card Total \$8,313.87

Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
687							
689							
				Trust Total	\$0.00		

ABBREVIATIONS				
		Cheque Total (Less TD)	\$894.90	0.08%
PF	Partially Funded	Term Deposits (TD)		
I	Insurance	EFT Total*	\$667,397.97	58.27%
F	Funded	Payroll Total*	\$317,561.09	27.72%
L	Local Supplier	Direct Debit Total	\$151,234.24	13.20%
R	Recoverable	Credit Card Total	\$8,313.87	0.73%
		Trust Total	\$0.00	0.00%
			\$1,145,402.07	100.00%
		Total (Less Term Deposits)	\$1,145,402.07	
		Local Suppliers	\$346,305.31	30.23%
		Employees	\$317,561.09	27.72%
		Combined Total	\$663,866.40	57.96%

* Please note Payroll totals

10.3.2 SCHEDULE OF ACCOUNTS PAID – JANUARY 2021

File Reference	12.1.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	5 February 2021
Author	Danielle Gannaway – Customer Service Officer/Accounts Payable
Authorising Officer	Frank Ludovico – Executive Manager Corporate & Community Services
Attachments	1. Schedule of Accounts Paid – January 2021

Summary

Council is requested to note the payments as presented in the Schedule of Accounts Paid – January 2021.

Background

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

Consultation

Consultation has been undertaken with Manager Corporate Services.

Statutory Environment

Local Government Act 1995, Section 6.8 (2)(b).

Policy Implications

Nil

Financial Implications

All expenditure has been approved via adoption of the 2020/21 Annual Budget, or resulting from a Council resolution for a budget amendment.

Strategic Implications

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

Comment/Conclusion

The Schedule of Accounts Paid – January 2021 is presented to Council for notation. Below is a summary of activity.

<i>January 2021 Payments</i>		
<i>Payment Type</i>	<i>\$</i>	<i>%</i>
Cheque	1,168.70	0.12
EFT (incl Payroll)	876,136.82	92.78
Direct Debit	58,751.46	6.22
Credit Card	8,271.87	0.88
Trust	0.00	0.00
Total Payments	944,328.85	100.00

<i>Local Spending</i>	<i>\$</i>	<i>%</i>
Local Suppliers	198,522.64	20.20
Payroll	302,113.26	30.75
Total	500,635.90	50.95

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0221.009

Moved: Cr Fisher Seconded: Cr Seale

That, with respect to the Schedule of Accounts Paid for January 2021, Council note the Report as presented.

CARRIED 9/0

Cheque Payments

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
1	580	15/01/2021	Office Of State Revenue - Rebate Refunds			\$ 594.50		
2	INV 06012021	06/01/2021	Office Of State Revenue - Rebate Refunds	PENSIONER REBATE CLAIMS CLEARING ACCOUNT - Rates Refund A191200, Paid by OSR.	\$ 594.50			
3	581	29/01/2021	Shire Of Narrogin - Petty Cash-admin			\$ 574.20		
4	INV JAN 2021	22/01/2021	Shire Of Narrogin - Petty Cash-admin	AGEDOTHER - CATS DRIVER MEALS - Petty Cash Recoup January 2021	\$ 180.00			
5	INV NHC DEC20-JAN21	22/01/2021	Shire Of Narrogin - Petty Cash-admin	NHC Petty Cash Recoup December 2020 - January 2021	\$ 394.20			
Cheque Total					\$	1,168.70		

EFT Payments

	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
6	PAY 14	04/01/2021	PAYROLL	Payroll 14 04/01/2021	\$ 150,002.68			
7	EFT15681	15/01/2021	Narrogin Hire & Reticulation			\$ 80.20	L	PF
8	INV 00029082	24/12/2020	Narrogin Hire & Reticulation	CHSP HOME MAINTENANCE OTHER EXPENSES - Hire cost for trailer for Home Maintenance	\$ 45.00			I
9	INV 00029065	06/01/2021	Narrogin Hire & Reticulation	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Reticulation Materials	\$ 9.26			
10	INV 00029068	06/01/2021	Narrogin Hire & Reticulation	GNARROJIN PARK MAINTENANCE/OPERATIONS - Reticulation Materials	\$ 25.94			
11	EFT15682	15/01/2021	Synergy			\$ 11,417.74		
12	INV 6499184328	04/01/2021	Synergy	ROADM - STREET LIGHTING MAINTENANCE/OPERATIONS - Electricity Usage (25/11/2020-24/12/2020)	\$ 11,417.74			
13	EFT15683	15/01/2021	Narrogin Packaging			\$ 746.65	L	
14	INV 00068807	05/01/2021	Narrogin Packaging	VARIOUS PUBLIC TOILETS - Cleaning Supplies	\$ 746.65			
15	EFT15684	15/01/2021	Australia Post			\$ 707.86	L	
16	INV 1010209225	03/01/2021	Australia Post	VARIOUS DEPARTMENTS - Postal Charges December 2020	\$ 707.86			
17	EFT15685	15/01/2021	Water Corporation			\$ 715.21		
18	INV 8GSQD	11/01/2021	Water Corporation	VARIOUS BUILDINGS - Water Service Charges (01/01/2021-28/02/2021)	\$ 715.21			

Schedule of Accounts Paid - January 2021

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
19	EFT15686	15/01/2021	Knightline Computers			\$ 249.85	L	
20	INV 00071988	06/01/2021	Knightline Computers	ADMIN - INFORMATION SYSTEMS - 1 Can of Compressed Air for Computer Cleaning	\$ 19.95			
21	INV 00072036	13/01/2021	Knightline Computers	ADMIN - PRINTING & STATIONERY - USB thumbdrives	\$ 229.90			
22	EFT15687	15/01/2021	Parry's Pty Ltd			\$ 747.75	L	
23	INV 49522	04/12/2020	Parry's Pty Ltd	PWO - WORKS - PROTECTIVE CLOTHING - 2x 92R Jeans, 4x 4XL Shirts, 5x XL Shirts & 5x L Shirts	\$ 535.40			
24	INV 49629	08/12/2020	Parry's Pty Ltd	PWO - WORKS - PROTECTIVE CLOTHING - 1x Pants (C. Allinson)	\$ 59.50			
25	INV 50438	04/01/2021	Parry's Pty Ltd	PWO - EMTRS - ALLOWANCES - Jeans (J. Warburton)	\$ 152.85			
26	EFT15688	15/01/2021	Walga			\$ 40.80		
27	INV I3085445	07/01/2021	Walga	MEMBERS - PRINTING & STATIONERY - Council Chambers - Spare Desk Pads for Elected Members & Executive Staff	\$ 40.80			
28	EFT15689	15/01/2021	Narrogin Bearing Service			\$ 124.95	L	
29	INV IN182769	05/01/2021	Narrogin Bearing Service	1TQY201 EMEERGENCY TRAILER w/ GENERATOR - 1x Jockey Wheel & Clamp	\$ 124.95			
30	EFT15690	15/01/2021	Great Southern Waste Disposal			\$ 42,026.72	L	
31	INV IV00000001480	05/01/2021	Great Southern Waste Disposal	BIN COLLECTIONS VARIOUS LOCATIONS - December 2020	\$ 42,026.72			
32	EFT15691	15/01/2021	RJ Smith Engineering			\$ 11.00	L	
33	INV 00010877	08/01/2021	RJ Smith Engineering	NO4719 2012 JOHN DEERE 670G GRADER - 2x Bolts	\$ 11.00			
34	EFT15692	15/01/2021	Public Transport Authority			\$ 413.69		
35	INV 01122020	01/12/2020	Public Transport Authority	TRANSWA - AGENT LIABILITY - TransWA Ticket Sales December 2020	\$ 413.69			
36	EFT15693	15/01/2021	Toll Transport Pty Ltd			\$ 235.54		
37	INV 0475-T740710	13/12/2020	Toll Transport Pty Ltd	LYDEKER DEPOT BUILDING OPERATIONS - Freight Charges (08/12/2020-10/12/2020)	\$ 93.83			
38	INV 0476-T740710	22/12/2020	Toll Transport Pty Ltd	VARIOUS DEPARTMENTS - Freight Charges (18/12/2020-19/12/2020)	\$ 71.69			
39	INV 0477-T740710	27/12/2020	Toll Transport Pty Ltd	VARIOUS DEPARTMENTS - Freight Charges (21/12/2020-24/12/2020)	\$ 70.02			
40	EFT15694	15/01/2021	Narrogin Gasworx			\$ 6,935.00	L	F
41	INV 42744	11/01/2021	Narrogin Gasworx	CHCP - CLIENT PURCHASES - Client: I. Horrex - Shoprider SEKA 12" model, Wheelie Walker Carrier, Shoprider Deluxe Sun Canopy & Lift Chair Montreal Taupe (NHC)	\$ 6,935.00			

Schedule of Accounts Paid - January 2021

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
42	EFT15695	15/01/2021	Shire Of Narrogin			\$ 101.71	L	
43	INV 31122020	31/12/2020	Shire Of Narrogin	TRANSWA - AGENT LIABILITY - Commission December 2020 Ticket Sales	\$ 101.71			
44	EFT15696	15/01/2021	Fairway Carriers			\$ 266.00	L	
45	INV 42855	31/12/2020	Fairway Carriers	NRLC INFRASTRUCTURE OTHER (CAPITAL) - Freight for Fencing	\$ 266.00			
46	EFT15697	15/01/2021	Bob Waddell & Associates Pty Ltd			\$ 759.00		
47	INV 2170	21/12/2020	Bob Waddell & Associates Pty Ltd	RATES - CONSULTANTS - Assistance with Rates enquiries & tasks (06/12, 13/12 & 20/12/2020)	\$ 660.00			
48	INV 2176	04/01/2021	Bob Waddell & Associates Pty Ltd	RATES - CONSULTANTS - Assistanace with Rates enquiries & tasks (27/12/2020)	\$ 99.00			
49	EFT15698	15/01/2021	Market Creations Pty Ltd			\$ 2,272.91		
50	INV 15238	31/12/2020	Market Creations Pty Ltd	ADMIN - INFORMATION SYSTEMS - MC NBN Prem 100/40	\$ 198.00			
51	INV 15239	31/12/2020	Market Creations Pty Ltd	ADMIN - INFORMATION SYSTEMS - Exclaimer for Office 365 (month to month)	\$ 135.94			
52	INV 15237	31/12/2020	Market Creations Pty Ltd	Subscription Licenses	\$ 1,177.77			
53	INV 15109	31/12/2020	Market Creations Pty Ltd	ADMIN - INFORMATION SYSTEMS - Office 365 Enterprise E1, Microsoft Office 365 Enterprise E3, Office 365 Advanced Threat Protection	\$ 761.20			
54	EFT15699	15/01/2021	Marketforce Pty Ltd			\$ 643.00		
55	INV 36645	21/12/2020	Marketforce Pty Ltd	ADMIN - RECRUITMENT - Advertising Position: Engineering Technical Officer - Narrogin Observer 3 & 10 December 2020	\$ 288.62			
56	INV 36646	21/12/2020	Marketforce Pty Ltd	MEMBERS - ADVERTISING & PROMOTIONS - Public Comment Adaptive Reuse Strategy - Narrogin Observer 3 December 2020	\$ 354.38			
57	EFT15700	15/01/2021	Devon Conveyancing & Legal			\$ 84.04		
58	INV A107000	05/01/2021	Devon Conveyancing & Legal	Rates refund for assessment A107000 88 BANNISTER STREET NARROGIN WA 6312	\$ 84.04			
59	EFT15701	15/01/2021	Narrogin Pumps Solar And Spraying			\$ 4,232.80	L	
60	INV 00031281	23/12/2020	Narrogin Pumps Solar And Spraying	SMALL PLANT - New Fire fighting unit	\$ 4,232.80			
61	EFT15702	15/01/2021	Fulton Hogan			\$ 165,615.38		
62	INV 14739176 RI	23/12/2020	Fulton Hogan	READ RD RENEWAL (R2R) & NOMANS LAKE SIDING RD RENEWAL (R2R) - Reseal	\$ 116,689.58			PF
63	INV 14739179 RI	23/12/2020	Fulton Hogan	DONGOLOCKING ROAD - UPGRADE (RURAL) - 14mm Primer Seal & 7mm Second Seal	\$ 48,925.80			

Schedule of Accounts Paid - January 2021

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
64	EFT15703	15/01/2021	YMCA WA			\$ 23,387.10	L	
65	INV SI-A009960	11/01/2021	YMCA WA	NRLC - CONTRACT MANAGMENT EXPENSE - YMCA Management Fee January 2021& Actual Deficit for November-December 2020	\$ 23,387.10			
66	EFT15704	15/01/2021	Easifleet			\$ 2,374.01		
67	INV 06012021	06/01/2021	Easifleet	NOVATED LEASES - Employee Expenses PPE 06/01/2021	\$ 2,374.01			
68	EFT15705	15/01/2021	Conway Highbury Pty Ltd			\$ 2,103.75		
69	INV 537	31/12/2020	Conway Highbury Pty Ltd	OTHGOV - OTHER CONSULTANCY STATUTORY - Consultancy for provision of Governance Services November 2020 - January 2021	\$ 2,103.75			
70	EFT15706	15/01/2021	Jamcra Pty Ltd T/a Howlett's Tree Service			\$ 5,280.00		
71	INV 00004061	05/01/2021	Jamcra Pty Ltd T/a Howlett's Tree Service	STREET TREE MAINTENANCE - Pruning & Removal Of Various Trees	\$ 5,280.00			
72	EFT15707	15/01/2021	Heritage Intelligence (WA)			\$ 9,350.00		PF
73	INV NGN 20/2	04/01/2021	Heritage Intelligence (WA)	RAILWAY STATION BUILDING (CAPITAL) - Conservation Managment Plan - Phase 2: Draft Submission of Narrogin Railway Station & Goods Shed Conservation Management	\$ 9,350.00			
74	EFT15708	15/01/2021	G & RJ Ballard			\$ 13,860.00	L	PF
75	INV 220	10/12/2020	G & RJ Ballard	WAGIN-WICKEPIN ROAD - RENEWAL (RURAL) (RRG) - Gravel for Wagin-Wickepin Rd construction	\$ 13,860.00			
76	EFT15709	15/01/2021	Kel's Tyres			\$ 4,215.20	L	
77	INV 12027	07/01/2021	Kel's Tyres	NO1 2018 NISSAN UD TIP TRUCK - Supply & fit 8 x 11R22.5 K-Max G-667 drive tyres	\$ 4,215.20			
78	EFT15710	15/01/2021	Narrogin Auto Centre			\$ 416.39	L	
79	INV 296565	29/12/2020	Narrogin Auto Centre	ONGN 2018 FORD ESCAPE - 45,000km Service	\$ 416.39			
80	EFT15711	15/01/2021	Telair Pty Ltd			\$ 988.31		
81	INV TA10781-018	31/12/2020	Telair Pty Ltd	VARIOUS DEPARTMENTS - TELEPHONE/MOBILES - Landline Charges December 2020	\$ 988.31			
82	EFT15712	15/01/2021	Department Of Local Government, Sport And Cultural Industries			\$ 280.00		
83	INV T5	14/01/2021	Department Of Local Government, Sport And Cultural Industries	REFUND OF BOND TH KEYS - DR. C. OWENS 18/11/2020 DLGSC REF # 98387	\$ 280.00			
84	EFT15713	15/01/2021	TTFS Group Pty Ltd			\$ 1,749.00		
85	INV 10055120TTFS	21/12/2020	TTFS Group Pty Ltd	NRLC INFRASTRUCTURE OTHER (CAPITAL) - Printed Banner Mesh for 1.8m x 50m x 2 rolls & Delivery	\$ 1,749.00			

Schedule of Accounts Paid - January 2021

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
86	EFT15714	15/01/2021	The White Family Trust T/a Narrogin Valley Stockfeed			\$ 32.95	L	
87	INV NVS52684	04/01/2021	The White Family Trust T/a Narrogin Valley Stockfeed	ANIMAL POUND OPERATIONS - Sustenance & Worming supplies	\$ 32.95			
88	EFT15715	15/01/2021	Kulker Carpentry And Construction			\$ 682.00	L	
89	INV IV0000000439	10/01/2021	Kulker Carpentry And Construction	NRLC INFRASTRUCTURE OTHER (CAPITAL) - 8 Hours of Labour & 1/2 Day Kanga Hire	\$ 682.00			
90	EFT15716	15/01/2021	Patrick James Heslop			\$ 269.41		
91	INV A340110	05/01/2021	Patrick James Heslop	Rates refund for assessment A340110 27A ARGUS STREET NARROGIN 6312	\$ 269.41			
92	EFT15717	15/01/2021	Narrogin & Districts Plumbing Service			\$ 99.00	L	
93	INV INV-0252	09/01/2021	Narrogin & Districts Plumbing Service	ADMIN OFFICE BUILDING MAINTENANCE - Install of new filtered water unit - Kitchen	\$ 99.00			
94	EFT15718	15/01/2021	Nilfisk Pty Ltd			\$ 11,002.75		
95	INV PSIO118832	13/11/2020	Nilfisk Pty Ltd	NRLC - PLANT & EQUIPMENT OTHER (CAPITAL) - SC500 Battery Floor Scrubber 9087400020Pa (As per quote date 18/2/20)	\$ 11,002.75			
96	EFT15719	15/01/2021	Jennifer Fowler			\$ 873.00	L	F
97	INV 202	08/01/2021	Jennifer Fowler	CHCP - CLIENT PURCHASES - Appointment with Occupational Therapist - Client: I Horrex	\$ 873.00			
98	EFT15720	15/01/2021	Airport Lighting Specialists Pty Ltd			\$ 1,013.10		
99	INV IN22391	31/12/2020	Airport Lighting Specialists Pty Ltd	AIRPORT & GROUNDS MAINTENANCE/OPERATIONS - Assorted Replacement lights parts & Freight	\$ 1,013.10			
100	EFT15721	15/01/2021	West Coast Jet Sprint Club Inc			\$ 5,000.00		
101	INV 06012021	06/01/2021	West Coast Jet Sprint Club Inc	OTHFUL - EVENT/FESTIVAL MATCHING FUNDING - Cash Seed Sponsorship - Inaugural Event	\$ 5,000.00			
102	EFT15722	15/01/2021	Derick's Lawnmowing and Handyman			\$ 900.00	L	
103	INV 375	06/01/2021	Derick's Lawnmowing and Handyman	FIRE PREVENTION/BURNING/CONTROL - Fire Hazard Removal at 7 Hartoge St, Narrogin	\$ 120.00			
104	INV 376	06/01/2021	Derick's Lawnmowing and Handyman	FIRE PREVENTION/BURNING/CONTROL - Fire Hazard Removal at 38 Bannister St, Narrogin	\$ 150.00			
105	INV 378	06/01/2021	Derick's Lawnmowing and Handyman	FIRE PREVENTION/BURNING/CONTROL - Fire Hazard Removal at 24 Rowe St, Narrogin	\$ 180.00			
106	INV 377	06/01/2021	Derick's Lawnmowing and Handyman	FIRE PREVENTION/BURNING CONTROL - Fire Hazard Removal at 41 Kipling St, Narrogin	\$ 120.00			
107	INV 380	07/01/2021	Derick's Lawnmowing and Handyman	FIRE PREVENTION/BURNING/CONTROL - Fire Hazard Removal at 40 Northwood St, Narrogin	\$ 120.00			
108	INV 379	07/01/2021	Derick's Lawnmowing and Handyman	FIRE PREVENTION/BURNING/CONTROL - Fire Hazard Removal at 71 Northwood St, Narrogin	\$ 210.00			

Schedule of Accounts Paid - January 2021

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
109	PAY 15	18/01/2021	PAYROLL	Payroll 15 18/01/2021	\$ 152,110.58			
110	EFT15723	22/01/2021	Best Office Systems			\$ 418.00	L	
111	INV 582375	14/01/2021	Best Office Systems	ADMIN - PRINTING & STATIONERY - 2 x Black Tonner Cartridges for Transport Printers	\$ 418.00			
112	EFT15724	22/01/2021	Synergy			\$ 1,134.20		
113	INV 0564608421	15/01/2021	Synergy	NRLC - UTILITY - ELECTRICITY - Electricity Usage (11/12/2020-12/01/2021)	\$ 1,134.20			
114	EFT15725	22/01/2021	Great Southern Fuels			\$ 233.24	L	
115	INV 19005237	17/12/2020	Great Southern Fuels	1NO 2018 NISSAN NAVARA - 20Lts Edge Professiona IC4 5W-30	\$ 233.24			
116	EFT15726	22/01/2021	Leigh Norman Ballard			\$ 11,275.00	L	
117	INV DEC 2020	18/01/2021	Leigh Norman Ballard	MEMBERS - PRESIDENT'S ALLOWANCES & SITTING FEES - 01/10/2020-31/12/2020	\$ 11,275.00			
118	EFT15727	22/01/2021	Kleenheat Gas			\$ 9,649.40		
119	INV 2723727	14/01/2021	Kleenheat Gas	ADMIN OFFICE BUILDING OPERATIONS - Electricity Usage (01/12/2020-31/12/2020)	\$ 641.44			
120	INV 2723745	14/01/2021	Kleenheat Gas	NRLC - UTILITY - ELECTRICITY - Electricity Usage (01/12/2020-31/12/2020)	\$ 7,606.71			
121	INV 2723717	14/01/2021	Kleenheat Gas	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Electricity Usage (01/12/2020-31/12/2020)	\$ 1,401.25			
122	EFT15728	22/01/2021	Hancocks Home Hardware			\$ 275.95	L	
123	INV 352113	19/01/2021	Hancocks Home Hardware	OTHCUL - FESTIVAL & EVENTS - Australia Day - Outdoor cinema package extension leads 4 x 25m, 1 x 30m & 2 x 4 outlet power boards	\$ 275.95			
124	EFT15729	22/01/2021	Landgate			\$ 2,332.90		
125	INV 1056922-10001100	04/01/2021	Landgate	GNARROJIN PARK CULTURAL HERITAGE MANAGEMENT PLAN - Certificate of Titles x 4	\$ 80.10			
126	INV 67760583-10001100	19/01/2021	Landgate	VISITOR INFORMATION BAY UPGRADE (WILLIAMS ROAD) - Design individual maps for Visitor Information boards in Narrogin & Highbury	\$ 2,252.80			
127	EFT15730	22/01/2021	Susan Farrell			\$ 120.00	L	
128	INV 097	23/12/2020	Susan Farrell	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Washing of Accommodation Unit linens (23/12/2020)	\$ 60.00			
129	INV 096	14/01/2021	Susan Farrell	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Washing of Accommodation Unit linens (14/01/2021)	\$ 60.00			
130	EFT15731	22/01/2021	Narrogin Newsagency			\$ 13.95	L	
131	INV 296000276693	06/01/2021	Narrogin Newsagency	ADMIN - PRINTING & STATIONERY - 1x A4 2021Diary	\$ 13.95			

Schedule of Accounts Paid - January 2021

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
132	EFT15732	22/01/2021	S. Williams Plumbing			\$ 125.00	L	
133	INV 281	18/01/2021	S. Williams Plumbing	CARAVAN PARK ABLUTION BLOCK (OLD) BUILDING MAINTENANCE - Repair to shower taps	\$ 125.00			
134	EFT15733	22/01/2021	Narrogin Bearing Service			\$ 236.56	L	
135	INV IN182944	14/01/2021	Narrogin Bearing Service	ROADM - WORKSHOP/DEPOT EXPENSED EQUIPMENT - 8x spray can Dry film lubricant & 4m of 20mm clear hose	\$ 236.56			
136	EFT15734	22/01/2021	Edwards Motors Pty Ltd			\$ 467.40	L	
137	INV 37646N	12/01/2021	Edwards Motors Pty Ltd	NGN93 2020 ISUZU D-MAX SINGLE CAB - Filters For Service	\$ 202.40			
138	INV GNCSN134464	15/01/2021	Edwards Motors Pty Ltd	032NGN 2018 HOLDEN LS TRAX - 10,000km Service	\$ 265.00			
139	EFT15735	22/01/2021	RJ Smith Engineering			\$ 2,667.60	L	
140	INV 00010963	12/01/2021	RJ Smith Engineering	NRLC INFRASTRUCTURE OTHER (CAPITAL) - 4x Gate hinges	\$ 146.00			
141	INV 00010956	12/01/2021	RJ Smith Engineering	ROADM - WORKSHOP/DEPOT EXPENSED EQUIPMENT - 1x Bottle of Oxygen, 1x Accetalene & 1x box of Flap Discs	\$ 275.10			
142	INV 00010967	13/01/2021	RJ Smith Engineering	FOOTPATH MAINTENANCE - 4x Patio Tube	\$ 272.80			
143	INV 00010975	13/01/2021	RJ Smith Engineering	NO2731 FOUR AXLE SIDE TIPPER TRAILER - Remove back tipping ram replace seal & refit	\$ 1,668.70			
144	INV 00011048	18/01/2021	RJ Smith Engineering	NRLC INFRASTRUCTURE OTHER (CAPITAL) - Metal to construct New Gate	\$ 305.00			
145	EFT15736	22/01/2021	Octave Holdings Pty Ltd T/A Narrogin Toyota			\$ 166.76	L	
146	INV PI23044359	13/01/2021	Octave Holdings Pty Ltd T/A Narrogin Toyota	SMALL PLANT - 2x Replacement cutting heads	\$ 103.51			
147	INV PI23044375	14/01/2021	Octave Holdings Pty Ltd T/A Narrogin Toyota	BRIDGE MAINTENANCE - GENERAL - 26m roll of Brushcutter Cord	\$ 63.25			
148	EFT15737	22/01/2021	Air Response			\$ 633.50	L	
149	INV 153117A	15/01/2021	Air Response	ADMIN OFFICE BUILDING MAINTENANCE - Supply & install Replacement air con control panel	\$ 633.50			
150	EFT15738	22/01/2021	Zipform			\$ 701.57		
151	INV 201362	12/01/2021	Zipform	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Print Receipt Books x 50	\$ 701.57			
152	EFT15739	22/01/2021	Boral Asphalt			\$ 18,700.00		
153	INV AWWPS00303-009	30/11/2020	Boral Asphalt	PRIVATE WORKS SMALL JOBS - 10,000lts Emulsion Delivered	\$ 9,130.00			
154	INV AWWPS00303-010	30/11/2020	Boral Asphalt	PRIVATE WORKS SMALL JOBS - 10,000lts Emulsion Delivered	\$ 9,570.00			

Schedule of Accounts Paid - January 2021

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
155	EFT15740	22/01/2021	Bob Waddell & Associates Pty Ltd			\$ 429.00		
156	INV 2180	18/01/2021	Bob Waddell & Associates Pty Ltd	RATES - CONSULTANTS - Assistance with Rates enquiries & tasks (03/01/2021, 10/01/2021 & 17/01/2021)	\$ 429.00			
157	EFT15741	22/01/2021	Clive Malcolm Bartron			\$ 2,250.00	L	
158	INV DEC 2020	18/01/2021	Clive Malcolm Bartron	MEMBERS - MEMBERS SITTING FEES & COMMUNICATION ALLOWANCE - 01/10/2020-31/12/2020	\$ 2,250.00			
159	EFT15742	22/01/2021	The Workwear Group Pty Ltd			\$ 238.50		
160	INV 12644943	16/10/2020	The Workwear Group Pty Ltd	ADMIN - ALLOWANCES - Uniforms (K Simkins) 2020/21	\$ 238.50			
161	EFT15743	22/01/2021	Steele's Guns & Outdoors			\$ 430.00	L	
162	INV 65231	14/01/2021	Steele's Guns & Outdoors	PWO - WORKS - PROTECTIVE CLOTHING - Size 12 Steel cap boots (S. Muller)	\$ 215.00			
163	INV 65326	15/01/2021	Steele's Guns & Outdoors	PWO - WORKS - PROTECTIVE CLOTHING - Size 9 Steel cap boots	\$ 215.00			
164	EFT15744	22/01/2021	YMCA WA			\$ 1,272.00	L	
165	INV SI-A010005	07/12/2020	YMCA WA	ADMIN - OCCUPATIONAL HEALTH & SAFETY - 3 Month Full Centre Membership for Jade Gray (08/12/2020-07/03/2021)	\$ 285.00			
166	INV SI-A010013	09/12/2020	YMCA WA	ADMIN - OCCUPATIONAL HEALTH & SAFETY - 3 Month Gym Membership for Craig Allinson (09/12/2020-08/03/2021)	\$ 169.00			
167	INV SI-A010012	09/12/2020	YMCA WA	ADMIN - OCCUPATIONAL HEALTH & SAFETY - 3 Month Gym Membership for Aimie Allinson (09/12/2020-08/03/2021)	\$ 169.00			
168	INV SI-A010011	09/12/2020	YMCA WA	ADMIN - OCCUPATIONAL HEALTH & SAFETY - 3 Month Gym Membership for Michael Pomykala (09/12/2020-08/03/2021)	\$ 169.00			
169	INV SI-A010014	09/12/2020	YMCA WA	ADMIN - OCCUPATIONAL HEALTH & SAFETY - 3 Month Family Membership for Scott Reeves (09/12/2020-08/03/2021)	\$ 480.00			
170	EFT15745	22/01/2021	Bgc Quarries			\$ 5,887.93		
171	INV IQ23143	17/01/2021	Bgc Quarries	ROAD MAINTENANCE GENERAL EXPENSES - 110T 5mm Double Washed Granite	\$ 5,887.93			
172	EFT15746	22/01/2021	Murray John Fisher			\$ 2,250.00	L	
173	INV DEC 2020	18/01/2021	Murray John Fisher	MEMBERS - MEMBERS SITTING FEES & COMMUNICATION ALLOWANCE - 01/10/2020-31/12/2020	\$ 2,250.00			
174	EFT15747	22/01/2021	Daimler Trucks Perth			\$ 235.64		
175	INV 6211840D	12/01/2021	Daimler Trucks Perth	NGN830 2017 FUSO FIGHTER 8T TIP TRUCK - Filters for service	\$ 235.64			
176	EFT15748	22/01/2021	BKS Electrical Pty Ltd			\$ 654.50	L	
177	INV 2408	07/01/2021	BKS Electrical Pty Ltd	LYDEKER DEPOT BUILDING MAINTENANCE - Supply & fit pressure control switch to Depot compressor	\$ 654.50			

Schedule of Accounts Paid - January 2021

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
178	EFT15749	22/01/2021	Truck Centre (WA) Pty Ltd			\$ 600.68		
179	INV 1618630-000001	05/01/2021	Truck Centre (WA) Pty Ltd	NO3 2020 NISSAN UD TIP TRUCK - Mirror Assy & Front Fog Lamp	\$ 333.17			
180	INV 1618655-000001	19/01/2021	Truck Centre (WA) Pty Ltd	NO3 2020 NISSAN UD TIP TRUCK - Corner Panel	\$ 267.51			
181	EFT15750	22/01/2021	AFGRI Equipment Australia Pty Ltd			\$ 388.58	L	
182	INV 1996695	14/01/2021	AFGRI Equipment Australia Pty Ltd	2017 JOHN DEERE RIDE ON MOWER - Replacement seat	\$ 388.58			
183	EFT15751	22/01/2021	Geoffrey Douglas Ballard			\$ 2,250.00	L	
184	INV DEC 2020	18/01/2021	Geoffrey Douglas Ballard	MEMBERS - MEMBERS SITTING FEES & COMMUNICATION ALLOWANCE - 01/10/2020-31/12/2020	\$ 2,250.00			
185	EFT15752	22/01/2021	Timothy Robert Wiese			\$ 3,718.75	L	
186	INV DEC 2020	18/01/2021	Timothy Robert Wiese	MEMBERS - DEPUTY PRESIDENT'S ALLOWANCES & SITTING FEES - 01/10/2020-31/12/2020	\$ 3,718.75			
187	EFT15753	22/01/2021	Brian Seale			\$ 2,250.00	L	
188	INV DEC 2020	18/01/2021	Brian Seale	MEMBERS - MEMBERS SITTING FEES & COMMUNICATION ALLOWANCE - 01/10/2020-31/12/2020	\$ 2,250.00			
189	EFT15754	22/01/2021	Corsign (WA) Pty Ltd			\$ 369.60		
190	INV 00053052	11/01/2021	Corsign (WA) Pty Ltd	SIGNS & TRAFFIC CONTROL EXPENSES - 12 Corflute Road Signs	\$ 290.40			
191	INV 00050481	13/01/2021	Corsign (WA) Pty Ltd	SIGNS & TRAFFIC CONTROL EXPENSES - Supply & Deliver 2x Toilet signs & 1x Street Name sign.	\$ 79.20			
192	EFT15755	22/01/2021	Department Of Planning, Lands And Heritage			\$ 4,533.60		
193	INV 19012021	19/01/2021	Department Of Planning, Lands And Heritage	PLAN - CONTRACT TOWN PLANNING - Lodgement & Documentation Fee for Sale & Amalgamation of Pedestrian Access Way Sydney Hall Way (Invoice LD280551, LD281239)	\$ 4,533.60			
194	EFT15756	22/01/2021	Kel's Tyres			\$ 60.50	L	
195	INV 12064	12/01/2021	Kel's Tyres	NGN802 2018 MITSUBISHI TRITON - Puncture repair kit & tube	\$ 60.50			
196	EFT15757	22/01/2021	Linton's Electrical Service Pty Ltd			\$ 2,420.00	L	
197	INV 17112020	17/11/2020	Linton's Electrical Service Pty Ltd	TOWN HALL (FEDERAL ST) BUILDING CAPITAL - Part 1 Fire Alarm System Upgrade, Supply & Install SMS Module	\$ 2,420.00			
198	EFT15758	22/01/2021	Department Of Health			\$ 116,393.32		F
199	INV 300004769	23/10/2020	Department Of Health	CHSP - REFUND OF UNSPENT GRANT FUNDING - Aged Care Services - Recovery of Unspent 2018/19 CHSP Funds (Program Schedule 4-7SZ9MDU)	\$ 116,393.32			

Schedule of Accounts Paid - January 2021

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
200	EFT15759	22/01/2021	Tutt Bryant Equipment			\$ 184.23		
201	INV 008465056	11/01/2021	Tutt Bryant Equipment	2018 BOMAG TWIN DRUM TURF ROLLER - Filters For Servicing	\$ 184.23			
202	EFT15760	22/01/2021	Graham Kenneth Broad			\$ 2,250.00	L	
203	INV DEC 2020	18/01/2021	Graham Kenneth Broad	MEMBERS - MEMBERS SITTING FEES & COMMUNICATION ALLOWANCE - 01/10/2020-31/12/2020	\$ 2,250.00			
204	EFT15761	22/01/2021	Sophie Jane Lushey			\$ 2,250.00	L	
205	INV DEC 2020	18/01/2021	Sophie Jane Lushey	MEMBERS - MEMBERS SITTING FEES & COMMUNICATION ALLOWANCE - 01/10/2020-31/12/2020	\$ 2,250.00			
206	EFT15762	22/01/2021	Jaqueline Freyer Early			\$ 2,250.00	L	
207	INV DEC 2020	18/01/2021	Jaqueline Freyer Early	MEMBERS - MEMBERS SITTING FEES & COMMUNICATION ALLOWANCE - 01/10/2020-31/12/2020	\$ 2,250.00			
208	EFT15763	22/01/2021	Narrogin & Districts Plumbing Service			\$ 233.20	L	
209	INV INV-0251	21/12/2020	Narrogin & Districts Plumbing Service	PARKS & GARDENS MAINTENACE - Repair Water Leak to Mackie Park	\$ 134.20			
210	INV INV-0270	09/01/2021	Narrogin & Districts Plumbing Service	ANIMAL POUND OPERATIONS - Unblock dog kennel drains	\$ 99.00			
211	EFT15764	22/01/2021	MC & SP Russell			\$ 494.44	L	PF
212	INV 1/2020	31/12/2020	MC & SP Russell	RAILWAY STATION RESTORATION COVID RECOVERY PROJECT - Model Train Display - Reimbursement of material costs	\$ 494.44			
213	EFT15765	29/01/2021	Best Office Systems			\$ 1,249.46	L	
214	INV 583004	28/01/2021	Best Office Systems	VARIOUS DEPARTMENTS - Photocopier Charges (20/12/2020-20/01/2021)	\$ 1,249.46			
215	EFT15766	29/01/2021	Narrogin Packaging			\$ 914.15	L	F
216	INV 00068789	23/12/2020	Narrogin Packaging	HACC - GENERAL OFFICE EXPENSES - Carton of GOJO Hand Sanitizer	\$ 119.40			
217	INV 00068854	15/01/2021	Narrogin Packaging	HACC - GENERAL OFFICE EXPENSES - Cartons of gloves x3 & Box of Interleave towels	\$ 794.75			
218	EFT15767	29/01/2021	Great Southern Fuels			\$ 5,023.01	L	
219	INV DECEMBER 2020	31/12/2020	Great Southern Fuels	VARIOUS PLANT & EQUIPMENT - Fuel Card Charges December 2020	\$ 5,023.01			
220	EFT15768	29/01/2021	Narrogin Carpets & Curtains			\$ 2,992.00	L	
221	INV B008549	21/01/2021	Narrogin Carpets & Curtains	NRLC INFRASTRUCTURE OTHER (CAPITAL) - Supply & install new flooring to main room of Swim Clubrooms	\$ 2,992.00			

Schedule of Accounts Paid - January 2021

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
222	EFT15769	29/01/2021	Hancocks Home Hardware			\$ 249.50	L	
223	INV 352809	27/01/2021	Hancocks Home Hardware	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Turf Soil Soaker 10KG	\$ 249.50			
224	EFT15770	29/01/2021	Westrac Pty Ltd			\$ 33.98		
225	INV PI 5381683	20/01/2021	Westrac Pty Ltd	1EVP731 2015 CAT SKID STEER LOADER - Replacement Filter	\$ 33.98			
226	EFT15771	29/01/2021	Narrogin Newsagency			\$ 204.00	L	PF
227	INV 713 - 272234	01/09/2020	Narrogin Newsagency	ADMIN - PRINTING & STATIONERY - Deliveries for the Period of 01/08/2020-29/08/2020	\$ 35.70			
228	INV 713 - 273053	01/10/2020	Narrogin Newsagency	ADMIN - PRINTING & STATIONERY - Deliveries for the Period of 02/09/2020-30/09/2020	\$ 34.50			
229	INV 713 - 273931	01/11/2020	Narrogin Newsagency	ADMIN - PRINTING & STATIONERY - Deliveries for the Period of 01/10/2020-31/10/2020	\$ 39.30			
230	INV 713 - 274737	01/12/2020	Narrogin Newsagency	ADMIN - PRINTING & STATIONERY - Deliveries for the Period of 04/11/2020-28/11/2020	\$ 32.80			
231	INV 713 - 276555	01/01/2021	Narrogin Newsagency	ADMIN - PRINTING & STATIONERY - Deliveries for the Period of 02/12/2020-30/12/2020	\$ 30.90			
232	INV 1245 - 276531	01/01/2021	Narrogin Newsagency	HACC CBDC OTHER EXPENSES - Deliveries for Period of 01/12/2020-31/12/2020	\$ 30.80			
233	EFT15772	29/01/2021	Narrogin Betta Home Living			\$ 4,203.90	L	PF
234	INV 25710014196	16/07/2020	Narrogin Betta Home Living	HACC - BUILDING (CAPITAL) - Lenox Home Entertainment system	\$ 279.95			
235	INV 25710017078	07/10/2020	Narrogin Betta Home Living	HACC - BUILDING (CAPITAL) - CHIQ Upright freezer 190L	\$ 649.00			
236	INV 25710017317	16/10/2020	Narrogin Betta Home Living	HACC - BUILDING (CAPITAL) - Lounge, Lamp Table & Chair	\$ 1,626.00			
237	INV 25710017643	26/10/2020	Narrogin Betta Home Living	HACC - BUILDING (CAPITAL) - Electrolux Dishwasher & Delivery	\$ 1,624.00			
238	INV 25710020368	20/01/2021	Narrogin Betta Home Living	ADMIN - GENERAL OFFICE EXPENSES - Desk Fan	\$ 24.95			
239	EFT15773	29/01/2021	Narrogin Glass & Quick Fit Windscreens			\$ 777.50	L	
240	INV 00054886	23/12/2020	Narrogin Glass & Quick Fit Windscreens	NGN847 MITSUBISHI OUTLANDER - Supply & Install new windscreen	\$ 777.50			
241	EFT15774	29/01/2021	RJ Smith Engineering			\$ 102.00	L	
242	INV 00011157	25/01/2021	RJ Smith Engineering	LIB - GENERAL OFFICE EXPENSES - 15L Bottled water x 6	\$ 102.00			
243	EFT15775	29/01/2021	Great Southern Towing			\$ 88.00	L	I
244	INV 00007685	06/01/2021	Great Southern Towing	NGN13362 2016 TRAILER - Pick-up & Tow damaged trailer from Fox Street to Shire Depot	\$ 88.00			

Schedule of Accounts Paid - January 2021

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
245	EFT15776	29/01/2021	Air Response			\$ 2,010.00	L	
246	INV 153123A	22/01/2021	Air Response	ADMIN OFFICE BUILDING MAINTANCE - Supply & Install air con to EMDRS office	\$ 2,010.00			
247	EFT15777	29/01/2021	Narrogin Gasworx			\$ 1,500.00	L	F
248	INV 42970	22/01/2021	Narrogin Gasworx	CHCP - CLIENT PURCHASES - Shoprider Scooter (Client: I. Harper)	\$ 1,500.00			
249	EFT15778	29/01/2021	New Security Installations Pty Ltd			\$ 1,144.00		F
250	INV 00013240	18/11/2020	New Security Installations Pty Ltd	CHSP - SECURITY SYSTEM - Welfare Check-in Monitoring (13/12/2020-12/12/2021)	\$ 1,144.00			
251	EFT15779	29/01/2021	Bob Waddell & Associates Pty Ltd			\$ 495.00		
252	INV 2184	26/01/2021	Bob Waddell & Associates Pty Ltd	RATES - CONSULTANTS - Assistance with Rates enquiries & tasks (24/01/2021)	\$ 495.00			
253	EFT15780	29/01/2021	GJ & SE Kulker			\$ 3,850.00	L	
254	INV 623	17/01/2021	GJ & SE Kulker	NRLC INFRASTRUCTURE OTHER (CAPITAL) - External paint of Swim Clubroom	\$ 3,850.00			
255	EFT15781	29/01/2021	A & A Corasaniti Building Contractors Pty Ltd			\$ 4,640.24	L	
256	INV A340130	27/01/2021	A & A Corasaniti Building Contractors Pty Ltd	Rates refund for assessment A340130 55 EARL STREET NARROGIN 6312	\$ 4,640.24			
257	EFT15782	29/01/2021	Belvedere Nursery			\$ 145.00	L	
258	INV I0000001752	27/01/2021	Belvedere Nursery	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Gifts for new Australia Citizens (Australia Day Ceremony 26/02/2021)	\$ 145.00			
259	EFT15783	29/01/2021	West Australian Newspapers Limited			\$ 1,820.00		
260	INV 1028037520201130	05/11/2020	West Australian Newspapers Limited	OTHCUL - INDIGENOUS CULTURAL EVENTS - NAIDOC Opening Ceremony 2020 - Advertisement in Observer (05/11/2020)	\$ 200.00			
261	INV 1028037520201130	12/11/2020	West Australian Newspapers Limited	MEMBERS - ADVERTISING & PROMOTIONS - Full Page Newsletter - Narrogin Narrative November 2020	\$ 660.00			
262	INV 1028037520201130	26/11/2020	West Australian Newspapers Limited	OTHCUL - FESTIVAL & EVENTS - Thank a Volunteer Day 2020 - Advertising (26/11/2020)	\$ 150.00			
263	INV 1028037520201231	03/12/2020	West Australian Newspapers Limited	OTHCUL - FESTIVAL & EVENTS - Thank a Volunteer Day 2020 - Advertising (03/12/2020)	\$ 150.00			
264	INV 1028037520201231	10/12/2020	West Australian Newspapers Limited	MEMBERS - ADVERTISING & PROMOTIONS - Full Page Newsletter - Narrogin Narrative December 2020	\$ 660.00			
265	EFT15784	29/01/2021	Narrogin Bargain Barn			\$ 1,075.00	L	F
266	INV 87	12/10/2020	Narrogin Bargain Barn	HACC - GENERAL OFFICE EXPENSES - Straight desk & Mobile Pedestal + Assembly & Delivery	\$ 635.00			
267	INV 92	22/10/2020	Narrogin Bargain Barn	HACC - GENERAL OFFICE EXPENSES - Pantry cupboards & Delivery	\$ 440.00			

Schedule of Accounts Paid - January 2021

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
268	EFT15785	29/01/2021	Narrogin Toyworld			\$ 144.96	L	
269	INV 3608	28/01/2021	Narrogin Toyworld	LIB - BOOK PURCHASES - Scrabble & Jigsaws x 3	\$ 144.96			
270	EFT15786	29/01/2021	Steele's Guns & Outdoors			\$ 44.95	L	
271	INV 65447	20/01/2021	Steele's Guns & Outdoors	LIB - GENERAL OFFICE EXPENSES - 2 person tent for Children's Activities	\$ 44.95			
272	EFT15787	29/01/2021	Carroll And Richardson Flagworld Pty Ltd			\$ 2,684.00		
273	INV 95240	19/01/2021	Carroll And Richardson Flagworld Pty Ltd	TOUR - PUBLIC RELATIONS & AREA PROMOTION - Banners Australia Day 2021	\$ 1,606.00			
274	INV 95239	19/01/2021	Carroll And Richardson Flagworld Pty Ltd	TOUR - PUBLIC RELATIONS & AREA PROMOTION - Banner Maintenance FlagTrax PushPull rods x2	\$ 363.00			
275	INV 95241	19/01/2021	Carroll And Richardson Flagworld Pty Ltd	OTHCUL - AUSTRALIA DAY - Print & Supply pull up banners & vinyl bunting x 2 (New ADC Branding)	\$ 715.00			
276	EFT15788	29/01/2021	Narrogin Auto Centre			\$ 767.12	L	
277	INV 295726	03/12/2020	Narrogin Auto Centre	1NO 2018 NISSAN NAVARA - Filters for service	\$ 250.87			
278	INV 296407	23/12/2020	Narrogin Auto Centre	NO592 MITSUBISHI TRITON - Tail light assembly	\$ 157.09			
279	INV 296974	12/01/2021	Narrogin Auto Centre	NGN219 2019 NISSAN X-TRAIL - 40,000 km service	\$ 359.16			
280	EFT15789	29/01/2021	The White Family Trust T/a Narrogin Valley Stockfeed			\$ 119.50	L	
281	INV NVS53654	19/01/2021	The White Family Trust T/a Narrogin Valley Stockfeed	ANIMAL POUND OPERATIONS - Dog Food Replenishments Alert Plus 20kg	\$ 79.00			
282	INV NVS53771	21/01/2021	The White Family Trust T/a Narrogin Valley Stockfeed	ANIMAL POUND OPERATIONS - Dog Bed Covers - Large	\$ 40.50			
283	EFT15790	29/01/2021	Narrogin Fresh			\$ 3,299.88	L	
284	INV OCTOBER 2020	17/12/2020	Narrogin Fresh	VARIOUS DEPARTMENTS - Narrogin Fresh Account October 2020	\$ 1,068.79			
285	INV NOVEMBER 2020	17/12/2020	Narrogin Fresh	VARIOUS DEPARTMENTS - Narrogin Fresh Account November 2020	\$ 1,810.41			
286	INV DECEMBER 2020	17/12/2020	Narrogin Fresh	VARIOUS DEPARTMENTS - Narrogin Fresh Account December 2020	\$ 420.68			
287	EFT15791	29/01/2021	Narrogin Country Fresh Meats			\$ 140.53	L	
288	INV 21012021	21/01/2021	Narrogin Country Fresh Meats	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS- Catering - Staff & Elected Members Function (21/1/21)	\$ 140.53			
289	EFT15792	29/01/2021	Thing-a-me-bobs			\$ 73.48	L	
290	INV 444	21/01/2021	Thing-a-me-bobs	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - 60L Storage Wheelie Bins x2 (Eskies for functions) & Foil Roasting Trays x3	\$ 73.48			

Schedule of Accounts Paid - January 2021

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
291	EFT15793	29/01/2021	Simply Uniforms			\$ 992.09		F
292	INV INV-7947	01/12/2020	Simply Uniforms	CHCP CUSTOMER SERVICES OTHER EXPENSES - New uniforms for Support & Home Maintenance staff	\$ 992.09			
293	EFT15794	29/01/2021	Spyker Technologies Pty Ltd T/A Spyker Business Solutions			\$ 2,705.47		
294	INV 2021238	22/01/2021	Spyker Technologies Pty Ltd T/A Spyker Business Solutions	OLOPS - CCTV MAINTENANCE - 3rd Quarter Public CCTV Maintenance for RFQ 1920-10 for 2020-2021	\$ 2,705.47			
295	EFT15795	29/01/2021	Healing Dimensions			\$ 1,020.00		F
296	INV WKSTTF/1/2020	27/11/2020	Healing Dimensions	CHSP - TRAINING & DEVELOPMENT - Professional Development course x 2 (J. King & K. White)	\$ 1,020.00			
297	EFT15796	29/01/2021	M & A Blight			\$ 2,779.12	L	
298	INV A409	27/01/2021	M & A Blight	Rates refund for assessment A409 62 FLEMING ROAD HIGHBURY 6313	\$ 2,779.12			
299	EFT15797	31/01/2021	Department Of Human Services			\$ 487.10		
300	INV DEDUCTION	04/01/2021	Department Of Human Services	Payroll deductions	\$ 243.55			
301	INV DEDUCTION	18/01/2021	Department Of Human Services	Payroll deductions	\$ 243.55			
302	EFT15798	31/01/2021	Local Government Racing & Cemeteries Employees Union (LGREU)			\$ 41.00		
303	INV DEDUCTION	04/01/2021	Local Government Racing & Cemeteries Employees Union (LGREU)	Payroll deductions	\$ 20.50			
304	INV DEDUCTION	18/01/2021	Local Government Racing & Cemeteries Employees Union (LGREU)	Payroll deductions	\$ 20.50			
305	EFT15799	31/01/2021	Australian Services Union Western Australian Branc			\$ 51.80		
306	INV DEDUCTION	04/01/2021	Australian Services Union Western Australian Branc	Payroll deductions	\$ 25.90			
307	INV DEDUCTION	18/01/2021	Australian Services Union Western Australian Branc	Payroll deductions	\$ 25.90			
308	EFT15800	04/02/2021	Narrogin Hire & Reticulation			\$ 45.15	L	
309	INV 00029215	18/01/2021	Narrogin Hire & Reticulation	NRLC INFRASTRUCTURE OTHER (CAPITAL) - Reticulation Materials	\$ 31.00			
310	INV 00029210	18/01/2021	Narrogin Hire & Reticulation	NRLC INFRASTRUCTURE OTHER (CAPITAL) - Reticulation Materials	\$ 14.15			
311	EFT15801	04/02/2021	Best Office Systems			\$ 9.90	L	
312	INV 582726	22/01/2021	Best Office Systems	OTHCUL - AUSTRALIA DAY - Printing Certificate of Appreciation, Nomination & Commenda	9.9			

Schedule of Accounts Paid - January 2021

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
313	EFT15802	04/02/2021	Narrogin Packaging			\$ 612.67	L	
314	INV 00068955	30/01/2021	Narrogin Packaging	VARIOUS PUBLIC TOILETS - Cleaning Supplies	\$ 612.67			
315	EFT15803	04/02/2021	Narrogin Fruit Market			\$ 166.95	L	
316	INV 0008202101251	25/01/2021	Narrogin Fruit Market	OTHCUL - AUSTRALIA DAY - 40 kgs of fruit	\$ 166.95			
317	EFT15804	04/02/2021	Narrogin Auto Electrics			\$ 14.30	L	
318	INV 259868	31/01/2021	Narrogin Auto Electrics	NO4 2010 NISSAN UD TIP TRUCK AUTO - PTO Warning Light	\$ 14.30			
319	EFT15805	04/02/2021	Makit Narrogin Hardware			\$ 172.90	L	PF
320	INV 113353	12/01/2021	Makit Narrogin Hardware	CHCP - CLIENT PURCHASES - EU20 Digital Safe x 1 (Client: M Brewster)	\$ 70.50			
321	INV 113365	19/01/2021	Makit Narrogin Hardware	VARIOUS DEPARTMENTS - General Materials	\$ 31.90			
322	INV 113380	28/01/2021	Makit Narrogin Hardware	CHCP - CLIENT PURCHASES - EU20 Digital Safe x 1 (Client: I. Horrex)	\$ 70.50			
323	EFT15806	04/02/2021	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust			\$ 3,201.00	L	
324	INV IV00000000990	07/01/2021	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust	MAY ST PUBLIC TOILETS MAINTENANCE - Supply & Lay Concrete (to prevent sand erosion)	\$ 1,661.00			
325	INV IV00000001016	31/01/2021	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust	WAGIN-WICKEPIN ROAD - RENEWAL (RURAL) (RRG) - 7 Day Dry Hire Vibe Steel Drum	\$ 1,540.00			PF
326	EFT15807	04/02/2021	Susan Farrell			\$ 40.00	L	
327	INV 098	20/01/2021	Susan Farrell	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Washing of Accommodation Unit linens	\$ 40.00			
328	EFT15808	04/02/2021	Westrac Pty Ltd			\$ 6,147.22		
329	INV PI 5397930	25/01/2021	Westrac Pty Ltd	1EVP731 2015 CAT SKID STEER LOADER - Cold Planner Frame AS	\$ 6,147.22			
330	EFT15809	04/02/2021	Narrogin Agricultural Repairs			\$ 140.00	L	F
331	INV 262466	04/11/2020	Narrogin Agricultural Repairs	CHSP HOME MAINTENANCE OTHER EXPENSES - Service chainsaw, sharpen chain & parts	\$ 50.00			
332	INV 262700	15/01/2021	Narrogin Agricultural Repairs	CHSP HOME MAINTENANCE OTHER EXPENSES - Service Husqvarna chainsaw & sharpen chain	\$ 90.00			
333	EFT15810	04/02/2021	Geoff Perkins Farm Machinery Centre			\$ 42.94	L	F
334	INV 100298	07/01/2021	Geoff Perkins Farm Machinery Centre	CHSP HOME MAINTENANCE OTHER EXPENSES - Line star Whipper Snipper cord x 4	\$ 42.94			

Schedule of Accounts Paid - January 2021

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
335	EFT15811	04/02/2021	Narrogin Newsagency			\$ 6.99	L	
336	INV 713 - 272234	01/09/2020	Narrogin Newsagency	PWO - PRINTING & STATIONERY - Sympathy card	\$ 6.99			
337	EFT15812	04/02/2021	Octave Holdings Pty Ltd T/A Narrogin Toyota			\$ 26.44	L	
338	INV PI23043807	19/11/2020	Octave Holdings Pty Ltd T/A Narrogin Toyota	SMALL PLANT - 2x Prewound spools	\$ 26.44			
339	EFT15813	04/02/2021	Air Response			\$ 50.00	L	
340	INV 153240A	31/01/2021	Air Response	ADMIN OFFICE BUILDING MAINTENACE - Reset Fault for Aircon	\$ 50.00			
341	EFT15814	04/02/2021	Toll Transport Pty Ltd			\$ 30.42		
342	INV 0478-T740710	17/01/2021	Toll Transport Pty Ltd	LYDEKER DEPOT BUILDING OPERATIONS - Freigh Charges (13/01/21-14/01/21)	\$ 30.42			
343	EFT15815	04/02/2021	ChemCentre			\$ 709.50		
344	INV 1403520S2897	21/01/2021	ChemCentre	HEALTH - ANALYTICAL EXPENSES - Water analysis of various samples	\$ 709.50			
345	EFT15816	04/02/2021	Market Creations Pty Ltd			\$ 1,511.71		
346	INV 15520	28/01/2021	Market Creations Pty Ltd	ADMIN - INFORMATION SYSTEMS - MC NBN Prem 100/40	\$ 198.00			
347	INV 15626	29/01/2021	Market Creations Pty Ltd	ADMIN - INFORMATION SYSTEMS - Office 365 Enterprise E1, Microsoft Office 365 Enterprise E3, Office 365 Advanced Threat Protection	\$ 1,177.77			
348	INV 15625	29/01/2021	Market Creations Pty Ltd	ADMIN - INFORMATION SYSTEMS - Exclaimer for Office 365 (month to month) Subscription Licenses	\$ 135.94			
349	EFT15817	04/02/2021	Mensheds Narrogin Incorporated			\$ 1,049.00	L	
350	INV 060121	06/01/2021	Mensheds Narrogin Incorporated	OTHCUL - COMMUNITY CHEST - Community Chest Application 2020/21	\$ 1,049.00			
351	EFT15818	04/02/2021	T Yuen Construction			\$ 4,070.00	L	I
352	INV 5597	28/01/2021	T Yuen Construction	VELODROME BUILDINGS MAINTENANCE - Vandal Repair to Rollerdoors (Insurance PR002950)	\$ 4,070.00			
353	EFT15819	04/02/2021	Marketforce Pty Ltd			\$ 335.15		
354	INV 37009	27/01/2021	Marketforce Pty Ltd	MEMBERS - ADVERTISING & PROMOTIONS - Naming of Parks - Community consultation	\$ 335.15			
355	EFT15820	04/02/2021	Belvedere Nursery			\$ 4,579.50	L	
356	INV I0000001741	17/12/2020	Belvedere Nursery	NRLC INFRASTRUCTURE OTHER (CAPITAL) - Turf for Outdoor Area	\$ 4,255.00			
357	INV I0000001753	27/01/2021	Belvedere Nursery	NRLC INFRASTRUCTURE OTHER (CAPITAL) - Turf for Outdoor Area	\$ 324.50			

Schedule of Accounts Paid - January 2021

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
358	EFT15821	04/02/2021	Earl Street Surgery			\$ 220.00	L	F
359	INV 206859JACKIE	14/01/2021	Earl Street Surgery	CHSP - RECRUITMENT - Pre-employment Medical (J-L. Warner)	\$ 220.00			
360	EFT15822	04/02/2021	Narrogin Pumps Solar And Spraying			\$ 340.41	L	
361	INV 00031222	22/12/2020	Narrogin Pumps Solar And Spraying	SMALL PLANT - Lid/ring kit	\$ 70.43			
362	INV 00031941	05/01/2021	Narrogin Pumps Solar And Spraying	SMALL PLANT - Fittings for mobile standpipe	\$ 269.98			
363	EFT15823	04/02/2021	The Workwear Group Pty Ltd			\$ 2,995.30		
364	INV 12884547	19/01/2021	The Workwear Group Pty Ltd	OTHER PURCHASES FOR CV19 RESPONSE - Resuable Masks - 100 Packs (5 to a pack)	\$ 2,995.30			
365	EFT15824	04/02/2021	Steele's Guns & Outdoors			\$ 45.00	L	PF
366	INV 65411	19/01/2021	Steele's Guns & Outdoors	RAILWAY STATION BUILDING (CAPITAL) - Headlamp Torch	\$ 45.00			
367	EFT15825	04/02/2021	Fulton Hogan			\$ 94,515.04		PF
368	INV 14739181 RI	23/12/2020	Fulton Hogan	VARIOUS ROADS & STREETS - Reseal	\$ 94,515.04			
369	EFT15826	04/02/2021	AMPAC Debt Recovery Pty Ltd			\$ 803.00		
370	INV 73032	31/01/2021	AMPAC Debt Recovery Pty Ltd	RATES - DEBT COLLECTION EXPENSES - Debt Recover January 2021	\$ 803.00			
371	EFT15827	04/02/2021	YMCA WA			\$ 1,627.00	L	
372	INV SI-A010104	25/01/2021	YMCA WA	ADMIN - OCCUPATIONAL HEALTH & SAFETY - 3 Month Full Center Membership for Victoria Anderson (25/01/2021-24/04/2021)	\$ 240.00			
373	INV SI-A010105	27/01/2021	YMCA WA	ADMIN - OCCUPATIONAL HEALTH & SAFETY - 3 Month Full Center Membership for Dale Stewart (26/01/2021-25/04/2021)	\$ 240.00			
374	INV SI-A010116	30/01/2021	YMCA WA	OTHCUL - AUSTRALIA DAY - Australia Day Pool Entries	\$ 1,147.00			
375	EFT15828	04/02/2021	Easifleet			\$ 2,374.01		
376	INV 20012021	31/01/2021	Easifleet	NOVATED LEASES - Employee Expenses PPE 20/01/2021	\$ 2,374.01			
377	EFT15829	04/02/2021	Bill & Ben Hot Bread Shop			\$ 70.00	L	
378	INV 13	21/01/2021	Bill & Ben Hot Bread Shop	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Catering for Staff & Elected Members function (21/01/21)	\$ 70.00			
379	EFT15830	04/02/2021	Corsign (WA) Pty Ltd			\$ 39.60		
380	INV 00053784	22/01/2021	Corsign (WA) Pty Ltd	SIGNS & TRAFFIC CONTROL EXPENSES - Rosedale Rd Sign	\$ 39.60			

Schedule of Accounts Paid - January 2021

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
381	EFT15831	04/02/2021	Scavenger Supplies Pty Ltd			\$ 11,861.30		
382	INV INV-11468	14/01/2021	Scavenger Supplies Pty Ltd	ESL - BFB GENERAL EXPENSES - Bushfire Brigades PPE (as per quote QU-4279)	\$ 11,861.30			
383	EFT15832	04/02/2021	Farmworks Narrogin Pty Ltd			\$ 638.00	L	
384	INV 84007	29/01/2021	Farmworks Narrogin Pty Ltd	ROAD MAINTENANCE GENERAL EXPENSES - 4x Fence Droppers For Marking	\$ 638.00			
385	EFT15833	04/02/2021	The White Family Trust T/a Narrogin Valley Stockfeed			\$ 240.00	L	
386	INV NVS53832	30/01/2021	The White Family Trust T/a Narrogin Valley Stockfeed	NRLC INFRASTRUCTURE OTHER (CAPITAL) - Red Woodchips	\$ 240.00			
387	EFT15834	04/02/2021	Rayment Welding			\$ 1,101.48	L	
388	INV INV-0074	18/01/2021	Rayment Welding	LIB - MINOR ASSET PURCHASES - Replacement table for the Water Feature and Gazebo	\$ 1,101.48			
389	EFT15835	04/02/2021	Narrogin Country Fresh Meats	OTHCUL - Australia Day - 25 kgs of Bacon		\$ 438.99	L	
390	INV 280121	28/01/2021	Narrogin Country Fresh Meats	OTHCUL - Australia Day - 25 kgs of Bacon	\$ 438.99			
391	EFT15836	04/02/2021	Aflex Technology (NZ) Ltd			\$ 9,753.70		
392	INV 00012034	12/01/2021	Aflex Technology (NZ) Ltd	OTHCUL - AUSTRALIA DAY - Giant Inflatable, Medium Trolley, Blower, Signs and Mat	\$ 9,753.70			
393	EFT15837	04/02/2021	MC & SP Russell			\$ 429.66	L	PF
394	INV 01/2021	31/01/2021	MC & SP Russell	RAILWAY STATION RESTORATION COVID RECOVERY PROJECT - Model Train Display - Reimbursement of material costs	\$ 429.66			
EFT Total					\$	876,136.82		

Schedule of Accounts Paid - January 2021

Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
Direct Debits							
395	DD6136.1	04/01/2021	Keenan & Tania Wenning		\$ 1,386.67	L	
396	INV EMDRS JAN 2021	04/01/2021	Keenan & Tania Wenning	EMDRS STAFF HOUSING RETNAL PROPERTY EXPENSES - Rent January 2021	\$ 1,386.67		
397	DD6147.1	14/01/2021	Telstra		\$ 1,935.25		
398	INV K791712820-3	12/01/2021	Telstra	VARIOUS DEPARTMENTS - Mobile Phone Charges January 2021	\$ 1,935.25		
399	DD6159.1	19/01/2021	Elgas		\$ 3,925.67		
400	INV 0360907258	07/01/2021	Elgas	NRLC - UTILITY - GAS - Gas Supplied 3,692.0L	\$ 3,471.92		
401	INV 0363771504	15/01/2021	Elgas	NRLC - UTILITY - GAS - Gas Service Charge (2x 7500.0L Tank LPG)	\$ 302.50		
402	INV 0363771503	15/01/2021	Elgas	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Gas Service Charge (2x 210.0 KG LPG Cyl)	\$ 151.25		
403	DD6164.1	20/01/2021	Elgas		\$ 199.36		
404	INV 0360905802	14/01/2021	Elgas	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Gas Supplied 212.0L	\$ 199.36		
405	DD6169.1	04/01/2021	loof		\$ 102.76		
406	INV SUPER	18/01/2021	loof	Superannuation contributions	\$ 102.76		
407	DD6181.1	28/01/2021	Elgas		\$ 4,019.22		
408	INV 0360907215	21/01/2021	Elgas	NRLC - UTILITY - GAS - Gas Supplied 4,274.0L	\$ 4,019.22		
409	DD6188.1	04/01/2021	Aware Super		\$ 14,510.36		
410	INV SUPER	04/01/2021	Aware Super	Superannuation contributions	\$ 12,613.77		
411	INV DEDUCTION	04/01/2021	Aware Super	Payroll deductions	\$ 260.00		
412	INV DEDUCTION	04/01/2021	Aware Super	Payroll deductions	\$ 100.00		
413	INV DEDUCTION	04/01/2021	Aware Super	Payroll deductions	\$ 174.22		
414	INV DEDUCTION	04/01/2021	Aware Super	Payroll deductions	\$ 117.37		
415	INV DEDUCTION	04/01/2021	Aware Super	Payroll deductions	\$ 971.52		
416	INV DEDUCTION	04/01/2021	Aware Super	Payroll deductions	\$ 131.17		
417	INV DEDUCTION	04/01/2021	Aware Super	Payroll deductions	\$ 142.31		

Schedule of Accounts Paid - January 2021

Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
418	DD6188.2	04/01/2021	Mtaa Super		\$ 191.76		
419	INV SUPER	04/01/2021	Mtaa Super	Superannuation contributions	\$ 191.76		
420	DD6188.3	04/01/2021	Bt Super For Life		\$ 761.63		
421	INV SUPER	04/01/2021	Bt Super For Life	Superannuation contributions	\$ 694.04		
422	INV DEDUCTION	04/01/2021	Bt Super For Life	Payroll deductions	\$ 67.59		
423	DD6188.4	04/01/2021	AMP Life Limited		\$ 431.35		
424	INV SUPER	04/01/2021	AMP Life Limited	Superannuation contributions	\$ 315.62		
425	INV DEDUCTION	04/01/2021	AMP Life Limited	Payroll deductions	\$ 115.73		
426	DD6188.5	04/01/2021	Prime Super		\$ 563.77		
427	INV SUPER	04/01/2021	Prime Super	Superannuation contributions	\$ 563.77		
428	DD6188.6	04/01/2021	Cbus Super Fund		\$ 204.84		
429	INV SUPER	04/01/2021	Cbus Super Fund	Superannuation contributions	\$ 204.84		
430	DD6188.7	04/01/2021	Lgia Super		\$ 980.30		
431	INV SUPER	04/01/2021	Lgia Super	Superannuation contributions	\$ 497.78		
432	INV DEDUCTION	04/01/2021	Lgia Super	Payroll deductions	\$ 300.00		
433	INV DEDUCTION	04/01/2021	Lgia Super	Payroll deductions	\$ 182.52		
434	DD6188.8	04/01/2021	Rest Superannuation		\$ 455.57		
435	INV SUPER	04/01/2021	Rest Superannuation	Superannuation contributions	\$ 355.57		
436	INV DEDUCTION	04/01/2021	Rest Superannuation	Payroll deductions	\$ 100.00		
437	DD6188.9	04/01/2021	Essential Super		\$ 190.35		
438	INV SUPER	04/01/2021	Essential Super	Superannuation contributions	\$ 190.35		

Schedule of Accounts Paid - January 2021

Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
439	DD6189.1	18/01/2021	Aware Super				
440	INV SUPER	18/01/2021	Aware Super	Superannuation contributions	\$ 13,636.02		
441	INV DEDUCTION	18/01/2021	Aware Super	Payroll deductions	\$ 260.00		
442	INV DEDUCTION	18/01/2021	Aware Super	Payroll deductions	\$ 100.00		
443	INV DEDUCTION	18/01/2021	Aware Super	Payroll deductions	\$ 182.76		
444	INV DEDUCTION	18/01/2021	Aware Super	Payroll deductions	\$ 131.56		
445	INV DEDUCTION	18/01/2021	Aware Super	Payroll deductions	\$ 1,173.80		
446	INV DEDUCTION	18/01/2021	Aware Super	Payroll deductions	\$ 244.34		
447	INV DEDUCTION	18/01/2021	Aware Super	Payroll deductions	\$ 142.31		
448	DD6189.2	18/01/2021	Media Super			\$ 181.72	
449	INV SUPER	18/01/2021	Media Super	Superannuation contributions	\$ 181.72		
450	DD6189.3	18/01/2021	Mtaa Super			\$ 191.76	
451	INV SUPER	18/01/2021	Mtaa Super	Superannuation contributions	\$ 191.76		
452	DD6189.4	18/01/2021	Bt Super For Life			\$ 649.52	
453	INV SUPER	18/01/2021	Bt Super For Life	Superannuation contributions	\$ 581.93		
454	INV DEDUCTION	18/01/2021	Bt Super For Life	Payroll deductions	\$ 67.59		
455	DD6189.5	18/01/2021	AMP Life Limited			\$ 407.42	
456	INV SUPER	18/01/2021	AMP Life Limited	Superannuation contributions	\$ 298.11		
457	INV DEDUCTION	18/01/2021	AMP Life Limited	Payroll deductions	\$ 109.31		
458	DD6189.6	18/01/2021	Prime Super			\$ 545.29	
459	INV SUPER	18/01/2021	Prime Super	Superannuation contributions	\$ 545.29		
460	DD6189.7	18/01/2021	Cbus Super Fund			\$ 209.76	
461	INV SUPER	18/01/2021	Cbus Super Fund	Superannuation contributions	\$ 209.76		

Schedule of Accounts Paid - January 2021

Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
462	DD6189.8	18/01/2021	Lgia Super		\$ 992.83		
463	INV SUPER	18/01/2021	Lgia Super	Superannuation contributions	\$ 506.95		
464	INV DEDUCTION	18/01/2021	Lgia Super	Payroll deductions	\$ 300.00		
465	INV DEDUCTION	18/01/2021	Lgia Super	Payroll deductions	\$ 185.88		
466	DD6189.9	18/01/2021	Rest Superannuation		\$ 265.62		
467	INV SUPER	18/01/2021	Rest Superannuation	Superannuation contributions	\$ 165.62		
468	INV DEDUCTION	18/01/2021	Rest Superannuation	Payroll deductions	\$ 100.00		
469	DD6188.10	04/01/2021	Oasis Superannuation Service		\$ 204.18		
470	INV SUPER	04/01/2021	Oasis Superannuation Service	Superannuation contributions	\$ 204.18		
471	DD6188.11	04/01/2021	Host Plus		\$ 73.67		
472	INV SUPER	04/01/2021	Host Plus	Superannuation contributions	\$ 73.67		
473	DD6188.12	04/01/2021	Qsuper		\$ 372.81		
474	INV SUPER	04/01/2021	Qsuper	Superannuation contributions	\$ 372.81		
475	DD6188.13	04/01/2021	Mercer Super Trust		\$ 127.19		
476	INV SUPER	04/01/2021	Mercer Super Trust	Superannuation contributions	\$ 127.19		
477	DD6188.14	04/01/2021	Colonial First State		\$ 347.20		
478	INV SUPER	04/01/2021	Colonial First State	Superannuation contributions	\$ 347.20		
479	DD6188.15	04/01/2021	loof		\$ 156.10		
480	INV SUPER	04/01/2021	loof	Superannuation contributions	\$ 156.10		
481	DD6188.16	04/01/2021	Bt Superwrap		\$ 402.18		
482	INV DEDUCTION	04/01/2021	Bt Superwrap	Payroll deductions	\$ 100.00		
483	INV SUPER	04/01/2021	Bt Superwrap	Superannuation contributions	\$ 302.18		
484	DD6188.17	04/01/2021	Hesta Superannuation		\$ 1,144.93		
485	INV SUPER	04/01/2021	Hesta Superannuation	Superannuation contributions	\$ 974.93		
486	INV DEDUCTION	04/01/2021	Hesta Superannuation	Payroll deductions	\$ 170.00		

Schedule of Accounts Paid - January 2021

Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
487	DD6188.18	04/01/2021	Sunsuper		\$ 549.74		
488	INV DEDUCTION	04/01/2021	Sunsuper	Payroll deductions	\$ 140.96		
489	INV SUPER	04/01/2021	Sunsuper	Superannuation contributions	\$ 408.78		
490	DD6188.19	04/01/2021	Mlc Masterkey		\$ 245.07		
491	INV SUPER	04/01/2021	Mlc Masterkey	Superannuation contributions	\$ 245.07		
492	DD6188.20	04/01/2021	Bt Super For Life		\$ 117.72		
493	INV SUPER	04/01/2021	Bt Super For Life	Superannuation contributions	\$ 117.72		
494	DD6188.21	04/01/2021	Australiansuper		\$ 829.74		
495	INV SUPER	04/01/2021	Australiansuper	Superannuation contributions	\$ 829.74		
496	DD6188.22	04/01/2021	Media Super		\$ 181.72		
497	INV SUPER	04/01/2021	Media Super	Superannuation contributions	\$ 181.72		
498	DD6189.10	18/01/2021	Essential Super		\$ 190.35		
499	INV SUPER	18/01/2021	Essential Super	Superannuation contributions	\$ 190.35		
500	DD6189.11	18/01/2021	Oasis Superannuation Service		\$ 204.18		
501	INV SUPER	18/01/2021	Oasis Superannuation Service	Superannuation contributions	\$ 204.18		
502	DD6189.12	18/01/2021	Qsuper		\$ 379.01		
503	INV SUPER	18/01/2021	Qsuper	Superannuation contributions	\$ 379.01		
504	DD6189.13	18/01/2021	Mercer Super Trust		\$ 135.65		
505	INV SUPER	18/01/2021	Mercer Super Trust	Superannuation contributions	\$ 135.65		
506	DD6189.14	18/01/2021	Colonial First State		\$ 363.91		
507	INV SUPER	18/01/2021	Colonial First State	Superannuation contributions	\$ 363.91		
508	DD6189.15	18/01/2021	loof		\$ 120.38		
509	INV SUPER	18/01/2021	loof	Superannuation contributions	\$ 120.38		

Schedule of Accounts Paid - January 2021

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
510	DD6189.16	18/01/2021	Bt Superwrap			\$ 431.44		
511	INV DEDUCTION	18/01/2021	Bt Superwrap	Payroll deductions	\$ 100.00			
512	INV SUPER	18/01/2021	Bt Superwrap	Superannuation contributions	\$ 331.44			
513	DD6189.17	18/01/2021	Host Plus			\$ 213.57		
514	INV SUPER	18/01/2021	Host Plus	Superannuation contributions	\$ 213.57			
515	DD6189.18	18/01/2021	Sunsuper			\$ 549.74		
516	INV DEDUCTION	18/01/2021	Sunsuper	Payroll deductions	\$ 140.96			
517	INV SUPER	18/01/2021	Sunsuper	Superannuation contributions	\$ 408.78			
518	DD6189.19	18/01/2021	Hesta Superannuation			\$ 1,150.22		
519	INV DEDUCTION	18/01/2021	Hesta Superannuation	Payroll deductions	\$ 170.00			
520	INV SUPER	18/01/2021	Hesta Superannuation	Superannuation contributions	\$ 980.22			
521	DD6189.20	18/01/2021	Mlc Masterkey			\$ 232.24		
522	INV SUPER	18/01/2021	Mlc Masterkey	Superannuation contributions	\$ 232.24			
523	DD6189.21	18/01/2021	Bt Super For Life			\$ 96.23		
524	INV SUPER	18/01/2021	Bt Super For Life	Superannuation contributions	\$ 96.23			
525	DD6189.22	18/01/2021	Australiansuper			\$ 758.72		
526	INV SUPER	18/01/2021	Australiansuper	Superannuation contributions	\$ 758.72			
Direct Debit Total					\$	58,751.46		

Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
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Credit Card Purchases

CEO & EMCCS		GENERAL Credit Card Purchases					
527	DD6179.1	25/01/2021	General Credit Card Purchases			\$6,471.87	
528	INV FLDEC0120	24/11/2020	General Credit Card Purchases	CREDIT CARD December 2020 - iPad & Applecare for S Guy (Salary Sacrifice)	\$1,428.00		
529	INV DSDEC0320	11/12/2020	General Credit Card Purchases	CREDIT CARD December 2020 - SMS Top Up Charge	\$357.50		
530	INV DSDEC0420	15/12/2020	General Credit Card Purchases	CREDIT CARD December 2020 - Monthly SMS Charges	\$17.60		
531	INV DSDEC0620	21/12/2020	General Credit Card Purchases	CREDIT CARD December 2020 - Advertisement The West Australian	\$190.25		
532	INV FLDEC0320	07/12/2020	General Credit Card Purchases	CREDIT CARD December 2020 - Greeting Messages CHSP & Admin	\$151.80		
533	INV FLDEC0420	07/12/2020	General Credit Card Purchases	CREDIT CARD December 2020 - Replacement Water Filter	\$2,147.20		
534	INV FLDEC0520	14/12/2020	General Credit Card Purchases	CREDIT CARD December 2020 - Registration for Home & Community Conference	\$1,098.90		
535	INV FLDEC0620	07/12/2020	General Credit Card Purchases	CREDIT CARD December 2020 - Accommodation DOT Training (B Jetta Bolton)	\$733.08		
536	INV FLDEC0720	28/12/2020	General Credit Card Purchases	CREDIT CARD December 2020 - 0NGN Diesel 41.04L	\$50.85		
537	INV FLDEC0820	23/12/2020	General Credit Card Purchases	CREDIT CARD December 2020 - Whiteboard & Accessories	\$278.09		
538	INV DSDEC0120	04/12/2020	General Credit Card Purchases	CREDIT CARD December 2020 - Purchase of DVD	\$ 10.00		
539	INV DSDEC0220	10/12/2020	General Credit Card Purchases	CREDIT CARD December 2020 - Milk for Thank a Volunteer Day	\$ 8.60		
540	DD6219.1	25/01/2021	General Credit Card Purchases			\$ 1,800.00	
541	INV DSDEC0520	17/12/2020	General Credit Card Purchases	CREDIT CARD Decemeber 2020 - Registration for State Government Gala 10x Seats	\$ 1,800.00		
				Credit Card Total	\$8,271.87		
542							
543							
				Trust Total	\$0.00		

Schedule of Accounts Paid - January 2021

Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
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ABBREVIATIONS				
PF	Partially Funded		Cheque Total (Less TD)	\$1,168.70 0.12%
I	Insurance		Term Deposits (TD)	
F	Funded		EFT Total*	\$574,023.56 60.79%
L	Local Supplier		Payroll Total*	\$302,113.26 31.99%
R	Recoverable		Direct Debit Total	\$58,751.46 6.22%
			Credit Card Total	\$8,271.87 0.88%
			Trust Total	\$0.00 0.00%
			\$944,328.85	100.00%
			Total (Less Term Deposits)	\$944,328.85
			Local Suppliers	\$199,909.31 21.17%
			Employees	\$302,113.26 31.99%
			Combined Total	\$502,022.57 53.16%

* Please note Payroll totals

10.3.3 MONTHLY FINANCIAL REPORTS – DECEMBER 2020 AND JANUARY 2021

File Reference	12.8.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	12 February 2021
Author	Alex Mulenga– Manager Corporate Services
Authorising Officer	Frank Ludovico – Executive Manager Corporate & Community Services
Attachments	1. Monthly Financial Reports for the period ended 31 December 2020 and 31 January 2021

Summary

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

Background

Council is requested to review the December 2020 and the January 2021 Monthly Financial Reports.

Consultation

Executive Manager Corporate and Community Services.

Statutory Environment

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

Policy Implications

Nil

Financial Implications

All expenditure has been approved via adoption of the 2020/21 Annual Budget or resulting from a Council Motion for a budget amendment.

Strategic Implications

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

Comment/Conclusion

The December 2020 and January 2021 Monthly Financial Reports are presented for review.

Voting Requirements

Simple Majority.

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0221.010

Moved: Cr Early Seconded: Cr Seale

That, with respect to the Monthly Financial Reports for December 2020 and January 2021, Council note the Reports as presented.

CARRIED 9/0

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 31 DECEMBER 2020



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

TABLE OF CONTENTS

Monthly Summary Information	2 - 3
Statement of Financial Activity	4
Significant Accounting Policies	5
Adjusted Net Current Assets	6
Material Variances	7
Receivables	8
Capital Acquisitions	9-12
Cash Backed Reserves	13
Budget Amendments	14

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 DECEMBER 2020**

**MONTHLY SUMMARY
INFORMATION**

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to reporting period.
Prepared by: Manager Corporate Services
Reviewed by: Executive Manager Corporate & Community Services

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996 , Regulation 34* . Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities and to the extent they are not in-consistent with the *Local Government Act 1995* and accompanying regulations), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those carry on its functions have been included in this statement. have been eliminated.

SIGNIFICANT ACCOUNTING POLICIES

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

ROUNDING OFF FIGURES

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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 DECEMBER 2020**

**MONTHLY SUMMARY INFORMATION
GRAPHS**



STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2020

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Annual Budget	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Opening Funding Surplus(Deficit)		\$ 2,697,512	\$ 2,732,192	\$ 2,732,192	\$ 2,732,192	\$ (34,680)	% 1%	
Revenue from operating activities								
General Purpose Funding - Rates		4,941,453	4,941,453	4,943,266	4,929,289	(13,977)	(0%)	
General Purpose Funding - Other		1,388,346	1,388,346	692,642	644,344	(48,298)	(7%)	
Governance		1,850	1,850	918	5,476	4,558	497%	
Law, Order and Public Safety		285,505	470,005	148,734	364,729	215,995	145%	▲
Health		21,350	21,350	12,514	25,639	13,125	105%	
Education and Welfare		1,579,357	1,579,357	789,858	1,359,790	569,932	72%	▲
Housing		8,240	8,240	4,116	4,120	4	0%	
Community Amenities		1,145,512	1,145,512	922,222	951,827	29,605	3%	
Recreation and Culture		309,006	259,006	77,778	79,754	1,976	3%	
Transport		251,970	251,970	230,981	199,353	(31,628)	(14%)	▼
Economic Services		304,200	304,200	152,076	208,935	56,859	37%	▲
Other Property and Services		171,939	171,939	85,956	121,087	35,131	41%	▲
		10,408,728	10,543,228	8,061,061	8,894,343	833,282	9%	
Expenditure from operating activities								
General Purpose Funding		(248,012)	(248,012)	(124,642)	(103,274)	21,368	17%	▲
Governance		(648,647)	(648,647)	(357,253)	(190,252)	167,001	47%	▲
Law, Order and Public Safety		(755,988)	(940,488)	(391,398)	(316,527)	74,871	19%	▲
Health		(291,729)	(291,729)	(150,990)	(119,718)	31,272	21%	▲
Education and Welfare		(1,868,016)	(1,984,409)	(1,064,114)	(858,952)	205,162	19%	▲
Housing		(33,202)	(33,202)	(17,281)	(19,229)	(1,948)	(11%)	▼
Community Amenities		(1,570,941)	(1,570,941)	(791,242)	(548,691)	242,551	31%	▲
Recreation and Culture		(3,518,392)	(3,518,392)	(1,837,141)	(1,382,515)	454,626	25%	▲
Transport		(3,765,422)	(3,765,983)	(1,878,915)	(1,611,378)	267,537	14%	▲
Economic Services		(894,637)	(784,637)	(400,961)	(355,407)	45,554	11%	▲
Other Property and Services		(64,345)	(64,345)	(58,245)	(413,736)	(355,491)	(610%)	▼
		(13,659,333)	(13,850,787)	(7,072,182)	(5,919,677)	1,152,505		
Operating activities excluded from budget								
Add back Depreciation		3,450,264	3,450,264	1,725,072	1,491,783	(233,289)	(14%)	▼
Adjust (Profit)/Loss on Asset Disposal	12	129,582	129,582	64,782	2,722	(62,060)	(96%)	▼
Adjust Employee Benefits Provision (Non-Current)		0	0	0	0	0		
Adjust Deferred Pensioner Rates (Non-Current)		0	0	0	0	0		
Movement in Leave Reserve (Added Back)		0	0	0	0	0		
Adjust Rounding		0	0	0	0	0		
Amount attributable to operating activities		329,241	272,287	2,778,733	4,469,170	1,690,437		
Investing Activities								
Non - Operating grants, Subsidies and Contributions		3,337,565	3,297,565	1,648,758	617,387	(1,031,371)	(63%)	▼
Land and Buildings	11	(2,794,757)	(2,794,757)	(1,318,387)	(166,829)	1,151,558	87%	▲
Plant and Equipment	11	(1,171,000)	(1,171,000)	(578,377)	(67,523)	510,854	88%	▲
Furniture and Equipment	11	(94,000)	(94,000)	(49,496)	(7,578)	41,919	85%	▲
Infrastructure Assets - Roads	11	(1,900,181)	(1,900,181)	(950,028)	(734,664)	215,364	23%	▲
Infrastructure Assets - Footpaths	11	(81,360)	(81,360)	(16,680)	(53,437)	(36,757)	(220%)	▼
Infrastructure Assets - Road Drainage	11	(30,000)	(30,000)	(15,000)	0	15,000	100%	▲
Infrastructure Assets - Parks and Gardens	11	(45,000)	(45,000)	(22,494)	(11,425)	11,069	49%	
Infrastructure Assets - Bridges	11	(270,000)	(270,000)	(135,000)	0	135,000	100%	▲
Infrastructure Assets - Other	11	(1,470,017)	(1,470,017)	(792,782)	(464,209)	328,573	41%	▲
	12	592,000	592,000	150,502	46,531	(103,971)	(69%)	▼
		0	0	0	0	0		
Amount attributable to investing activities		(3,926,750)	(3,966,750)	(2,078,984)	(841,747)	1,237,237		
Financing Activities								
Proceeds from New Debentures	13	180,000	180,000	180,000	0	(180,000)	(100%)	▼
Proceeds from Advances		0	0	0	0	0		
Repayment of Debentures	13	(173,652)	(173,652)	(86,825)	(4,422)	82,403	1864%	▲
Self-Supporting Loan Principal		0	0	0	0	0		
Transfer from Reserves	10	3,139,700	3,256,093	0	0	0		
Advances to Community Groups		0	0	0	0	0		
Transfer to Reserves	10	(2,300,170)	(2,300,170)	0	0	0		
Amount attributable to financing activities		845,878	962,271	93,175	(4,422)	(97,597)		
Net Capital		(3,080,872)	(3,004,479)	(1,985,809)	(846,169)	1,139,640		
Total Net Operating + Capital		(2,751,631)	(2,732,192)	792,924	3,623,001	2,830,077		
Closing Funding Surplus(Deficit)	3	(54,119)	(0)	3,525,116	6,355,193	2,795,398		

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 2 for an explanation of the reasons for the variance.
The material variance adopted by Council for the current year is 10% and a value greater than \$15,000.
This statement is to be read in conjunction with the accompanying Financial Statements and notes.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2020**

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

EMPLOYEE BENEFITS

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave
(Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the City has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the City expects to pay and includes related on-costs.

(ii) *Annual Leave and Long Service Leave (Long-term Benefits)*

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the City does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

PROVISIONS

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

INVENTORIES

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

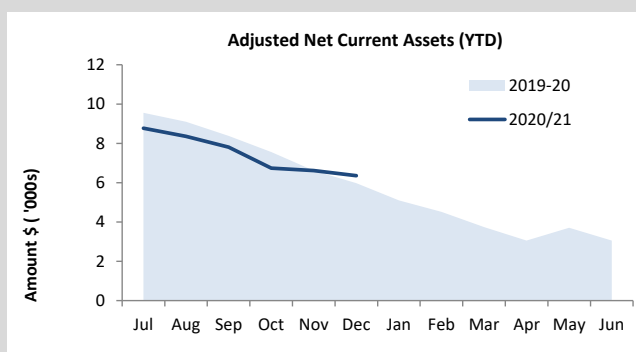
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2020

OPERATING ACTIVITIES
ADJUSTED NET CURRENT ASSETS

	Last Years Closing	This Time Last Year	Year to Date Actual
	30 Jun 2020	31 Dec 2019	31 Dec 2020
Adjusted Net Current Assets	\$	\$	\$
Current Assets			
Cash Unrestricted	3,111,299	5,032,915	5,261,080
Cash Restricted - Reserves	4,083,821	4,236,147	4,083,821
Cash Restricted - Bonds/Deposits	27,908	22,875	28,710
Receivables - Rates and Rubbish, ESL, Excess Rates	308,697	1,280,598	1,249,160
Receivables - Other	239,879	191,716	116,007
Inventories	19,735	12,159	17,685
	7,791,339	10,776,410	10,756,463
Less: Current Liabilities			
Payables	(790,470)	(379,162)	(226,930)
Loan Liability	(173,653)	(83,838)	(169,231)
Provisions	(711,328)	(549,544)	(438,877)
	(1,675,451)	(1,012,544)	(835,039)
Net Current Asset Position	6,115,888	9,763,866	9,921,425
Less: Cash Restricted	(4,083,821)	(4,236,251)	(4,083,821)
Add Back: Component of Leave Liability not Required to be funded	360,583	335,392	360,583
Add Back: Current Loan Liability	173,653	83,838	169,231
Adjustment for Trust Transactions Within Muni	(8,615)	(3,022)	(12,225)
Net Current Funding Position	2,557,687	5,943,824	6,355,193

SIGNIFICANT ACCOUNTING POLICIES

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



KEY INFORMATION

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

Year YTD Actual

Surplus(Deficit)

\$6.36 M

This Time Last Year

Surplus(Deficit)

\$5.94 M

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

Following recent maturity of some term deposits, new investments will be made soon to bring the portfolio into counterparty balance required by the Shire's Investment policy

	Investment Value \$	Maturity Date	Rate	Institution	Investment %
Cash Restricted (Reserves)					
NAB	2,000,000	3/06/2021	0.50%	NAB	100%
	<u>2,000,000</u>				<u>100%</u>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2020**

**EXPLANATION OF
MATERIAL VARIANCES**

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

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
Law, Order and Public Safety	215,995	145%	▲	Timing	Receipt of \$155k originally unbudgeted fire and emergency services grants for mitigation activity and training. To adjust budget at mid year review.
Education and Welfare	569,932	72%	▲	Permanent	Additional grant funding for Community Home care Support Programme (CHSP). To adjust budget at mid year review.
Transport	(31,628)	(14%)	▼	Timing	Variance due to timing of plant disposals forecast to raise at least \$33k.
Economic Services	56,859	37%	▲	Permanent	\$36k recoup of unutilised Narrogin vouchers from Narrogin Chamber of commerce; \$20k increased revenue from caravan park. To adjust the two budgets during mid year review.
Other Property and Services	35,131	41%	▲	Timing	LGIS Insurance Rebate received earlier than expected and timing of private works income.
Expenditure from operating activities					
General Purpose Funding	21,368	17%	▲	Timing	Timing of legal expenses and of admin cost allocations .
Governance	167,001	47%	▲	Timing	Lower training cost after in person WALGA state conference was cancelled(\$22k). Variance also due to timing of sitting fees (\$22k) and allocation of overheads (\$91k).
Law, Order and Public Safety	74,871	19%	▲	Timing	Variance mainly due to timing of overhead cost allocations (\$41k), and disposal of fixed assets for this activity (\$33k)
Health	31,272	21%	▲	Timing	Variance mainly due to timing of overhead cost allocations and covid expenditure
Education and Welfare	205,162	19%	▲	Timing	Timing of CHSP unspent grant payment (\$116k) and allocation of admin costs(\$67k)
Community Amenities	242,551	31%	▲	Timing	Timing of activities such as Town Planning, various maintenance activities , overhead allocations, and waste disposal budget too high(\$55k) to be adjusted during mid year budget review.
Recreation and Culture	454,626	25%	▲	Timing	Variance due to lower than expected NRLC utilities and contract fees(\$112k); timing of community chest donations and cancellation of Narrogin Show(\$69k); reduced depreciation due to recent revision to useful lives of many recreation assets(\$110k); and timing of overhead allocations(\$126k).
Transport	267,537	14%	▲	Timing	Variance due to lower depreciation due timing of roading assets capitalisation (\$158k) and timing of drainage maintenance.
Economic Services	45,554	11%	▲	Timing	Variance mainly due to timing of allocation of overheads.
Other Property and Services	(355,491)	(610%)	▼	Timing	Variance due to timing of plant, admin cost and community services overhead allocations.
Investing Activities					
Non-operating Grants, Subsidies and Contributions	(1,031,371)	(63%)	▼	Permanent	Variance due to non-approval of grant funding for the Fire Prevention building (\$750k), offset by reduction in Capex, and timing of roads to recovery funded Capex (\$324k).
Proceeds from Disposal of Assets	(103,971)	(69%)	▼	Timing	Variance due to timing of programmed plant disposals.
Capital Acquisitions	2,372,579	(61%)	▲	Permanent	Variance due to Fire Prevention building at \$750k which will not progress as funding not approved. To adjust during Mid Year budget review ; timing of capital expenditure such as Roads \$761k; Railway station \$300k; and Plant and equipment \$368k, and sewerage infrastructure \$180k.
Proceeds from New Debentures	(180,000)	(100%)	▼	Timing	Sewerage loan not yet obtained due to timing of associated Capital expenditure.
Transfer from Reserves	0				

KEY INFORMATION

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

- ▲ Favourable variance
- ▼ Unfavourable variance

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

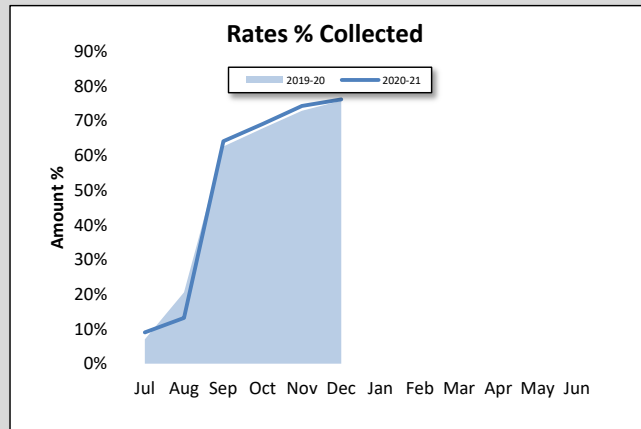
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2020**

**OPERATING ACTIVITIES
RECEIVABLES**

Rates Receivable	30 Jun 20	31 Dec 20	Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$		\$	\$	\$	\$	\$
Opening Arrears Previous Years	586,296	495,899	Receivables - General	25,615	1,606	7,188	4,649	39,058
Levied this year	3,194,497	3,175,827	Percentage	1	0	0	0	
Movement in Excess Rates	0	0						
Domestic Refuse Collection Charges	472,846	476,503						
Domestic Services (Additional)	3,197	3,164						
Commercial Collection Charge	0	43,197	Balance per Trial Balance					
Commercial Collection Charge (Additional)	43,793	42,489	Rates Pensioner Rebate Claims					2,282
Total Rates and Rubbish (YTD)	5,458,223	5,496,186	GST Input					(7,034)
Less Collections to date	(5,548,620)	(4,555,723)	Provision For Doubtful Debts					(27,544)
Net Rates Collectable	495,899	1,436,362	Total Receivables General Outstanding					6,762
% Collected	91.80%	81.65%	Amounts shown above include GST (where applicable)					
Pensioner Deferred Rates		(178,755)						
Pensioner Deferred ESL		(8,448)						
Total Rates and Rubbish, ESL, Excess Rates		1,249,160						

KEY INFORMATION

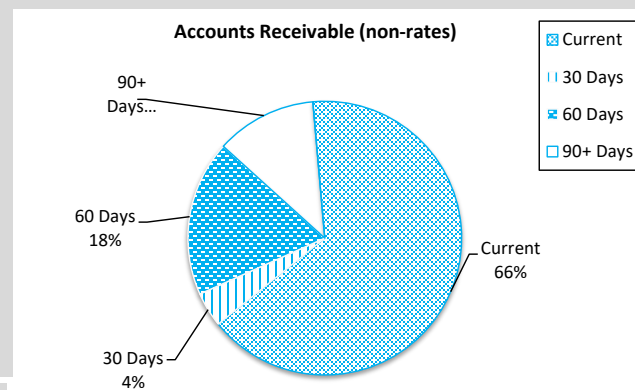
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.



Collected	Rates Due
82%	\$1,249,160

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Debtors Due
\$6,762
Over 30 Days
34%
Over 90 Days
12%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2020**

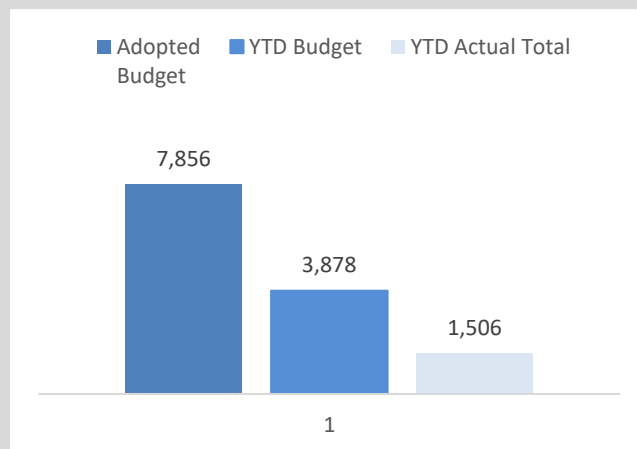
**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS**

Capital Acquisitions	Adopted Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$
Land and Buildings	2,794,757	1,318,387	166,829	1,151,558
Plant & Equipment	1,171,000	578,486	67,523	510,963
Furniture & Equipment	94,000	49,496	7,578	41,919
Roads	1,900,181	950,028	734,664	215,364
Footpaths	81,360	16,680	53,437	(36,757)
Road Drainage	30,000	15,000	0	15,000
Other Infrastructure	1,470,017	792,782	464,209	328,573
Parks and Gardens	45,000	22,494	11,425	11,069
Bridges	270,000	135,000	0	135,000
Capital Expenditure Totals	7,856,315	3,878,353	1,505,665	2,372,688

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$7.86 M	\$1.51 M	19%





































To be read in conjunction with Strategic Projects Tracker

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2020**

**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)**

% of Completion

Level of completion indicator, please see table at the end of this note for further detail.



















































	Account Number	JOB	Adopted Budget	YTD Budget	YTD Actual	YTD Variance Under(Over)	
			\$	\$	\$	\$	
Capital Expenditure							
Land and Buildings							
	Building Renovation Administration	4040260	LB011	26,297	26,297	0	26,297
	Fire Prevention Building (Capital)	4050160	BC020	1,500,000	750,000	0	750,000
	SES Training / Meeting Room	4050260	BC265	62,210	31,104	0	31,104
	HACC - Building (Capital)	4080360	BC050	70,000	34,998	37,126	(2,128)
	HACC - Building CCTV	4080360	BC051	10,000	4,998	0	4,998
	May Street Public Toilet Upgrade	4100850	BC176	35,000	0	98,198	(98,198)
	COM AMEN - Building (Capital) - CBD Ablution Upgrades	4100850	BC267	90,000	45,000	1,200	43,800
	Town Hall (Federal St) Building Capital	4110160	BC150	80,000	39,996	0	39,996
	NRLC Building (Capital)	4110260	BC160	30,000	15,000	15,298	(298)
	NRLC Building Capital 2018-19	4110260	BC161	40,000	19,998	0	19,998
	Library Building (Capital)	4110560	BC190	7,000	0	0	0
	Railway Station Building (Capital)	4110660	BC200	18,250	0	0	0
	Railway Station Resortation COVID recovery project	4110660	BC202	750,000	300,000	6,687	293,313
	Caravan Park Campers Kitchen Building Capital	4130260	BC234	5,000	5,000	888	4,112
	Strata- Old Shire Building	4130650	BC255	20,000	9,996	0	9,996
	30 Gray St Building upgrade	4130650	BC290	30,000	15,000	0	15,000
	Visitor Information Bay Upgrade (Williams Road)	4130260	IO094	8,000	8,000	0	8,000
	Admin Office Building Capital	4140560	BC260	13,000	13,000	7,431	5,569
				2,794,757	1,318,387	166,829	1,151,558
Plant and Equipment							
	NGN417 RO Vehicle	4050355	PA007A	44,000	44,000	43,142	858
	NO05 Ranger Vehicle 2018	4050355	PA8163A	45,000	45,000	0	45,000
	EHO Vehicle 2020	4070355	PA065B	30,000	15,000	24,273	(9,273)
	009NGN 2019 Toyota Camry Altise	4080455	PA043B	28,000	13,998	0	13,998
	NGN219 CATS Vehicle 2021	4080750	PA014H	28,000	13,998	0	13,998
	NGN00 EMDRS Vehicle 2020(2)	4100655	PA002K	46,500	23,250	0	23,250
	NGN00 EMDRS Vehicle 2021(1)	4100655	PA002L	46,500	23,250	0	23,250
	NGN00 EMDRS Vehicle 2021(2)	4100655	PA002M	46,500	23,250	0	23,250
	NRLC - Plant & Equipment Other (Capital)	4110255	PE161	17,500	8,748	109	8,639
	NO764 Bomag Twin Vibrating Roller	4120350	PA022A	45,000	22,500	0	22,500
	BT50 UTE 2020 (WORKS) (P62)	4120350	PA062A	30,000	15,000	0	15,000
	ONO EMTRS Vehicle 2020 (1)	4120350	PA700J	46,500	23,250	0	23,250
	ONO EMTRS Vehicle 2020 (2)	4120350	PA700K	46,500	23,250	0	23,250
	ONO EMTRS Vehicle 2021 (1)	4120350	PA700L	46,500	23,250	0	23,250
	ONO EMTRS Vehicle 2021 (2)	4120350	PA700M	46,500	23,250	0	23,250
	NO591 Toyota Single Cab 4X4	4120350	PA8144A	35,000	17,496	0	17,496
	NO023 Toyota Dual Cab 4x4	4120350	PA8165A	30,000	15,000	0	15,000
	NO4719 John Deere Grader	4120350	PA978B	410,000	204,996	0	204,996

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2020**

**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)**

% of Completion

Level of completion indicator, please see table at the end of this note for further detail.

	Account Number	JOB	Adopted Budget	YTD Budget	YTD Actual	YTD Variance Under(Over)
 ONGN EMCCS Vehicle 2019(2)	4140585	PA005H	43,000	0	0	0
 002 NGN MF Vehicle 2020	4140585	PA047E	30,000	0	0	0
 NGN 0 MLC Vehicle 2018	4140655	PA004D	30,000	0	0	0
			1,171,000	578,486	67,523	510,963
Furniture and Equipment						
 Governance Furniture & Equipment Replacements	4040250	FE028	5,000	5,000	570	4,430
 Computer Purchases	4080350	FE031	10,000	4,998	2,570	2,428
 LIB - F&E Minor Assets	4110550	FE033	19,000	9,498	0	9,498
 ADMIN - IT Software & Equipment (Capital)	4140580	FE100	60,000	30,000	4,437	25,563
			94,000	49,496	7,578	41,919
Library Stock						
 LIB - Library Stock from State Govt 2020	4110551		0	0	0	0
			0	0	0	0
Infrastructure - Roads						
 Cooramining Road - Renewal (Rural)(Grant Funded)	4120164	GFC117	0	0	0	0
 Earl Street - Renewal (Local)	4120165	IR002	29,400	14,700	15,323	(623)
 Moss Street - Upgrade (Local)	4120165	IR130	93,528	46,764	0	46,764
 Whinbin Rock Road - Renewal (Rural)	4120165	IR205	93,358	46,678	14,913	31,765
 Dongolocking Road - Upgrade (Rural)	4120165	IR209	101,846	50,922	48,066	2,856
 Narrogin Valley Road - Renewal (Rural)	4120165	IR212	170,224	85,112	0	85,112
 Narrakine Road South - Upgrade (Rural)	4120165	IR221	77,008	38,504	0	38,504
 Parks Road Renewal (Capital)	4120165	IR281	52,871	26,434	0	26,434
 Graham Road - Renewal (Local)	4120165	IR303	95,607	47,802	6,300	41,502
 Street Tree Capital	4120165	IRTREE	20,000	9,996	15,405	(5,409)
 Bannister St Renewal (R2R)	4120166	R2R003	23,555	11,772	0	11,772
 Bunbury St Renewal (R2R)	4120166	R2R006	4,884	2,442	0	2,442
 Smith Street - Renewal (Local) (R2R)	4120166	R2R020	54,950	27,474	31,596	(4,122)
 Homer Street - Renewal (Local) (R2R)	4120166	R2R024	7,970	3,984	0	3,984
 Gregory St Renewal (R2R)	4120166	R2R026	3,749	1,872	0	1,872
 Hansard Street - Renewal (Local) (R2R)	4120166	R2R028	7,560	3,780	0	3,780
 Heath Street - Renewal (Local) (R2R)	4120166	R2R040	1,898	948	0	948
 Scotts St Renewal (R2R)	4120166	R2R049	4,158	2,076	0	2,076
 Francis Street - Renewal (Local) (R2R)	4120166	R2R054	4,432	2,214	0	2,214
 Grainger St Renewal (R2R)	4120166	R2R071	9,009	4,500	0	4,500
 Olden St Renewal (R2R)	4120166	R2R078	2,772	1,386	0	1,386
 Keally St Renewal (R2R)	4120166	R2R087	4,138	2,064	0	2,064
 Yale Pl Renewal (R2R)	4120166	R2R091	3,340	1,668	0	1,668
 Hughes St Renewal (R2R)	4120166	R2R092	4,554	2,274	0	2,274
 William Kennedey Way Renewal (R2R)	4120166	R2R100	23,380	11,688	13,636	(1,948)
 Narrakine Road - Renewal (R2R)	4120166	R2R112C	52,830	26,412	0	26,412
 Parry Crt Renewal (R2R)	4120166	R2R115	3,960	1,980	0	1,980
 Congelin Rd Renewal (R2R)	4120166	R2R203	26,790	13,392	0	13,392
 Normans Lake Siding Rd Renewal (R2R)	4120166	R2R255	59,998	29,994	0	29,994
 Narrogin-Harrismith Road - Renewal (Local) (R2R)	4120166	R2R331	29,914	14,952	0	14,952
 Ried Rd Renewal (R2R)	4120166	R2R333	45,000	22,494	0	22,494
 Wagin-Wickepin Road - Renewal (Rural) (RRG)	4120167	RRG207	787,500	393,750	589,425	(195,675)
			1,900,181	950,028	734,664	215,364
Infrastructure - Footpaths						
 Argus Street Footpath Construction	4120175	IF038	48,000	0	30,768	(30,768)
 Park Street Footpath Construction	4120175	IF052	27,360	13,680	22,669	(8,989)
 Memorial Park Footpath Construction	4120175	IF102	6,000	3,000	0	3,000
			81,360	16,680	53,437	(36,757)
Infrastructure - Drainage						
 Drainage Works	4120180	ID000	30,000	15,000	0	15,000
			30,000	15,000	0	15,000
Infrastructure - Other						
 White Road Refuse Site	4110165	IO024	10,000	0	0	0
 Bin Surrounds	4110165	IO085	18,000	0	12,338	(12,338)
 TWIS Dams	4100350	IO078	180,000	180,000	2,948	177,052
 Drainage Engineering consultancy - stormwater diversion	4100450	IO119	13,610	13,610	9,184	4,426
 Cemetery Upgrade	4100860	IO026	15,000	0	1,600	(1,600)
 CBD Design - Colour Palette and signage	4100860	IO100	15,000	7,500	0	7,500

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2020**

**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)**

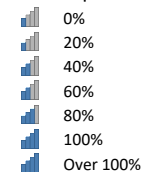
% of Completion

Level of completion indicator, please see table at the end of this note for further detail.

	Account Number	JOB	Adopted Budget	YTD Budget	YTD Actual	YTD Variance Under(Over)
	Gnarojin Park Cultural Heritage Management Plan	4100860 IO108	10,440	5,220	3,906	1,314
	Gnarojin Park Electrical Design Work	4100860 IO109	33,000	16,500	0	16,500
	Gnarojin Park Landscape Design	4100860 IO110	95,000	47,496	0	47,496
	NRLC Infrastructure Other (Capital)	4110265 IO160	83,000	41,496	60,325	(18,829)
	NRLC - Infrastructure Other (Capital - Outside)	4110265 IO161	132,398	66,198	90,670	(24,472)
	NRLC - Infrastructure Other (Capital - Inside)	4110265 IO162	150,000	75,000	134,156	(59,156)
	Railway Dam	4110365 IO018	61,000	30,498	31,625	(1,127)
	Bowling Club Capital Projects	4110365 IO029	335,109	167,550	0	167,550
	Highbury Tennis Court	4110365 IO093	50,000	24,996	42,500	(17,504)
	Clayton Road Storm Water Catchment Dam	4110365 IO116	35,000	0	0	0
	Gnarojin Community Garden Projects	4110860 IO101	10,000	4,998	11,448	(6,450)
	Gnarojin Park Hydrology Report	4100860 IO117	15,510	7,758	0	7,758
	Projects NEXIS (Capital)	4100860 IO150	27,630	13,812	0	13,812
	Street Furniture	4120145 IO014	18,000	9,000	3,798	5,202
	IO Fencing Projects (Capital)	4120145 IO022	15,000	7,500	0	7,500
	Carpark Renewals (Capital)	4120145 IO023	17,320	8,658	11,123	(2,465)
	DEPOT Rainwater Tank 120,000Lt	4120145 IO250	20,000	9,996	1,393	8,603
	Caravan Park Resealing, Line Marking	4130265 IO081	110,000	54,996	47,194	7,802
	Economic Development Strategy	4130660 IO105	0	0	0	0
			1,470,017	792,782	464,209	328,573
Infrastructure - Parks & Gardens						
	Park Furniture (Capital)	4110364 IO174	35,000	17,496	1,507	15,989
	Street & Parks Solar Lighting (Capital)	4110364 IO175	10,000	4,998	9,918	(4,920)
			45,000	22,494	11,425	11,069
Infrastructure - Bridges						
	Footbridge Refurbishment	4120181 IB001	0	0	0	0
	Manaring Bridge (R2R) (Capital)	4120181 IB002	270,000	135,000	0	135,000
			270,000	135,000	0	135,000
Grand Total			7,856,315	3,878,353	1,505,665	2,372,688

Capital Expenditure Total

Level of Completion Indicators



Percentage YTD Actual to Revised Budget
Expenditure over budget highlighted in red.

Variance is calculated on:
YTD Budget vs YTD Actual

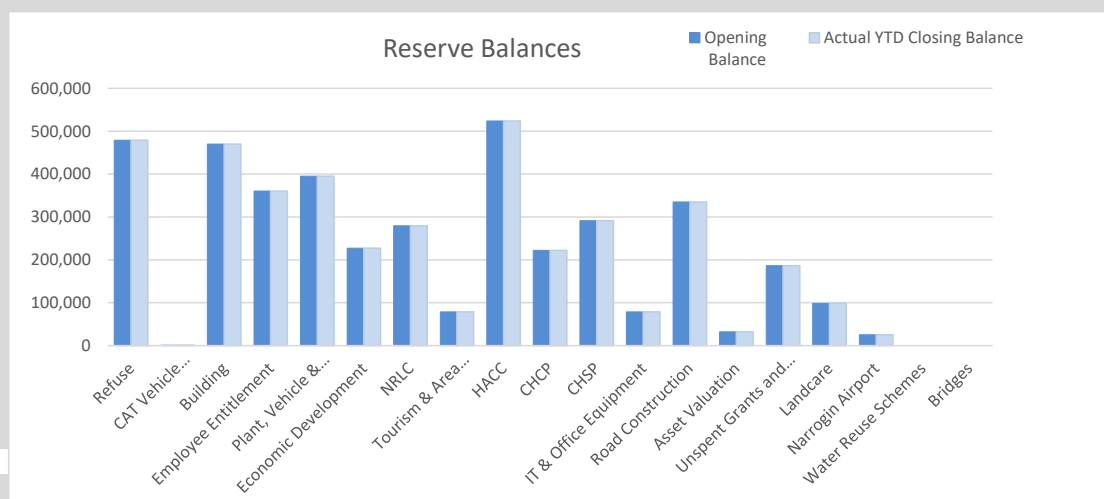
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2020**

**OPERATING ACTIVITIES
CASH AND INVESTMENTS**

Cash Backed Reserve

Reserve Name	Opening Balance	Current Budget Interest Earned	Actual Interest Earned	Current Budget Transfers In (+)	Actual Transfers In (+)	Current Budget Transfers Out (-)	Actual Transfers Out (-)	Current Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Refuse	478,789	7,239	0	50,213	0	92,720	0	443,521	478,789
CAT Vehicle Replacement Building	794	42	0	13,000	0	13,000	0	836	794
Employee Entitlement	470,148	7,101	0	0	0	158,297	0	318,952	470,148
Plant, Vehicle & Equipment	360,583	5,452	0	0	0	0	0	366,035	360,583
Economic Development	395,308	5,159	0	425,000	0	538,500	0	286,967	395,308
NRLC	227,022	3,432	0	0	0	208,059	0	22,395	227,022
Tourism & Area Promotion	279,436	4,225	0	125,000	0	215,000	0	193,661	279,436
HACC	78,521	1,187	0	0	0	0	0	79,708	78,521
CHCP	523,586	7,434	0	41,554	0	214,069	0	358,505	523,586
CHSP	222,234	633	0	759,989	0	462,415	0	520,441	222,234
IT & Office Equipment	291,306	6,585	0	744,914	0	1,045,401	0	(2,596)	291,306
Road Construction	78,802	1,191	0	0	0	60,000	0	19,993	78,802
Asset Valuation	335,003	5,065	0	0	0	0	0	340,068	335,003
Unspent Grants and Contributions	31,844	0	0	0	0	0	0	31,844	31,844
Landcare	186,594	3,382	0	0	0	0	0	189,976	186,594
Narrogin Airport	98,681	1,492	0	0	0	25,000	0	75,173	98,681
Water Reuse Schemes	25,171	381	0	15,000	0	0	0	40,552	25,171
Bridges	0	0	0	17,500	0	0	0	17,500	0
	0	0	0	48,000	0	35,000	0	13,000	0
	4,083,821	60,000	0	2,240,170	0	3,067,461	0	3,316,530	4,083,821

KEY INFORMATION



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2020**

BUDGET AMENDMENTS

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

Date	GL / Job Number	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
					\$	\$	\$	\$
Oct-20	2100501	Landcare Community Projects		Operating expenses			(25,000)	(25,000)
Oct-20	IO117	Gnarogin Park Hydrology Report		Capital expenditure			(15,510)	(40,510)
Oct-20	IO119	Drainage Engineering Consultancy		Capital expenditure			(13,610)	(54,120)
Oct-20	5110152	HALLS - Grants and contributions		Capital income			(25,000)	(79,120)
Oct-20	5110252	NRLC Club contributions		Capital income			(15,000)	(94,120)
Oct-20	5110254	OTHER-Other Contributions reimbursements		Capital income			(50,000)	(144,120)
Oct-20	21302000	TOUR - Public Relations & Area Promotions		Operating expenses		110,000		(34,120)
Oct-20		Opening surplus readjusted following year end adjustments		Opening surplus		34,120		0
Nov-20	2080590	CHSP Refund of Unspent Grant Funding		Operating expenses			(116,393)	(116,393)
Nov-20	5080552	CHSP - Transfer from Reserve		Capital income		116,393		0
Nov-20	2050120	FIRE-Bushfire Risk Management Plan		Operating expenses			(184,500)	(184,500)
Nov-20	3050104	FIRE- Grants		Operating Revenue		184,500		0
					-	445,013	-445,013	0

KEY INFORMATION

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 31 JANUARY 2021



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

TABLE OF CONTENTS

Monthly Summary Information	2 - 3
Statement of Financial Activity	4
Significant Accounting Policies	5
Adjusted Net Current Assets	6
Material Variances	7
Receivables	8
Capital Acquisitions	9-12
Cash Backed Reserves	13
Budget Amendments	14

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2021**

**MONTHLY SUMMARY
INFORMATION**

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to reporting period.
Prepared by: Manager Corporate Services
Reviewed by: Executive Manager Corporate & Community Services

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 34. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities and to the extent they are not in-consistent with the *Local Government Act 1995* and accompanying regulations), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

SIGNIFICANT ACCOUNTING POLICIES

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

ROUNDING OFF FIGURES

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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2021**

**MONTHLY SUMMARY INFORMATION
GRAPHS**



STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2021

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Annual Budget	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Opening Funding Surplus(Deficit)		\$ 2,697,512	\$ 2,732,192	\$ 2,732,192	\$ 2,732,192	\$ (34,680)	% 1%	
Revenue from operating activities								
General Purpose Funding - Rates		4,941,453	4,941,453	4,942,965	4,929,647	(13,318)	(0%)	
General Purpose Funding - Other		1,388,346	1,388,346	722,861	649,693	(73,168)	(10%)	▼
Governance		1,850	1,850	1,071	5,621	4,550	425%	
Law, Order and Public Safety		285,505	470,005	202,273	379,209	176,936	87%	▲
Health		21,350	21,350	13,983	27,830	13,847	99%	
Education and Welfare		1,579,357	1,579,357	927,751	1,385,861	458,110	49%	▲
Housing		8,240	8,240	4,802	4,754	(48)	(1%)	
Community Amenities		1,145,512	1,145,512	940,924	961,197	20,273	2%	
Recreation and Culture		309,006	259,006	107,975	81,492	(26,483)	(25%)	▼
Transport		251,970	251,970	239,891	208,894	(30,997)	(13%)	▼
Economic Services		304,200	304,200	177,422	234,694	57,272	32%	▲
Other Property and Services		171,939	171,939	100,282	124,613	24,331	24%	▲
		10,408,728	10,543,228	8,382,200	8,993,505	611,305	7%	
Expenditure from operating activities								
General Purpose Funding		(248,012)	(248,012)	(143,274)	(110,786)	32,488	23%	▲
Governance		(648,647)	(648,647)	(422,417)	(227,651)	194,766	46%	▲
Law, Order and Public Safety		(755,988)	(940,488)	(490,788)	(364,789)	125,999	26%	▲
Health		(291,729)	(291,729)	(174,438)	(139,129)	35,309	20%	▲
Education and Welfare		(1,868,016)	(1,984,409)	(1,217,204)	(1,098,578)	118,626	10%	
Housing		(33,202)	(33,202)	(20,738)	(21,066)	(328)	(2%)	
Community Amenities		(1,570,941)	(1,570,941)	(921,161)	(633,488)	287,673	31%	▲
Recreation and Culture		(3,518,392)	(3,518,392)	(2,147,814)	(1,549,420)	598,394	28%	▲
Transport		(3,765,422)	(3,765,983)	(2,200,513)	(1,835,112)	365,401	17%	▲
Economic Services		(894,637)	(784,637)	(470,168)	(390,873)	79,295	17%	▲
Other Property and Services		(64,345)	(64,345)	(52,753)	(588,135)	(535,382)	(1015%)	▼
		(13,659,333)	(13,850,787)	(8,261,268)	(6,959,026)	1,302,242		
Operating activities excluded from budget								
Add back Depreciation		3,450,264	3,450,264	2,012,584	1,734,775	(277,809)	(14%)	▼
Adjust (Profit)/Loss on Asset Disposal	12	129,582	129,582	75,579	2,722	(72,857)	(96%)	▼
Adjust Employee Benefits Provision (Non-Current)		0	0	0	0	0		
Adjust Deferred Pensioner Rates (Non-Current)		0	0	0	0	0		
Movement in Leave Reserve (Added Back)		0	0	0	0	0		
Adjust Rounding		0	0	0	0	0		
Amount attributable to operating activities		329,241	272,287	2,209,095	3,771,976	1,562,881		
Investing Activities								
Non-Operating Grants, Subsidies and Contributions		3,337,565	3,297,565	1,923,551	617,387	(1,306,164)	(68%)	▼
Purchase of Investments		0	0	0	0	0		
Land Held for Resale	11	0	0	0	0	0		
Land and Buildings	11	(2,794,757)	(2,794,757)	(1,529,402)	(184,341)	1,345,061	88%	▲
Plant and Equipment	11	(1,171,000)	(1,171,000)	(659,958)	(77,526)	582,432	88%	▲
Furniture and Equipment	11	(94,000)	(94,000)	(56,912)	(7,578)	49,335	87%	▲
Library Stock	11	0	0	0	0	0		
Infrastructure Assets - Roads	11	(1,900,181)	(1,900,181)	(1,227,338)	(1,006,813)	220,525	18%	▲
Infrastructure Assets - Footpaths	11	(81,360)	(81,360)	(19,460)	(53,437)	(33,977)	(175%)	▼
Infrastructure Assets - Road Drainage	11	(30,000)	(30,000)	(17,500)	0	17,500	100%	▲
Infrastructure Assets - Parks and Gardens	11	(45,000)	(45,000)	(26,243)	(11,425)	14,818	56%	
Infrastructure Assets - Bridges	11	(270,000)	(270,000)	(157,500)	0	157,500	100%	▲
Infrastructure Assets - Other	11	(1,470,017)	(1,470,017)	(892,644)	(481,650)	410,994	46%	▲
Proceeds from Disposal of Assets	12	592,000	592,000	167,669	46,531	(121,138)	(72%)	▼
Proceeds from Sale of Investments		0	0	0	0	0		
Amount attributable to investing activities		(3,926,750)	(3,966,750)	(2,495,737)	(1,158,852)	1,336,885		
Financing Activities								
Proceeds from New Debentures	13	180,000	180,000	180,000	0	(180,000)	(100%)	▼
Proceeds from Advances		0	0	0	0	0		
Repayment of Debentures	13	(173,652)	(173,652)	(89,538)	(4,422)	85,116	1925%	▲
Self-Supporting Loan Principal		0	0	0	0	0		
Transfer from Reserves	10	3,139,700	3,256,093	0	0	0		
Advances to Community Groups		0	0	0	0	0		
Transfer to Reserves	10	(2,300,170)	(2,300,170)	0	0	0		
Amount attributable to financing activities		845,878	962,271	90,462	(4,422)	(94,884)		
Net Capital		(3,080,872)	(3,004,479)	(2,405,275)	(1,163,273)	1,242,002		
Total Net Operating + Capital		(2,751,631)	(2,732,192)	(196,180)	2,608,703	2,804,883		
Closing Funding Surplus(Deficit)	3	(54,119)	(0)	2,536,012	5,340,894	2,770,203		

KEY INFORMATION

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

Refer to Note 2 for an explanation of the reasons for the variance.

The material variance adopted by Council for the current year is \$15,000 or 10% whichever is the greater.

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2021**

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

EMPLOYEE BENEFITS

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave
(Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the City has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the City expects to pay and includes related on-costs.

(ii) *Annual Leave and Long Service Leave (Long-term Benefits)*

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the City does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

PROVISIONS

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

INVENTORIES

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

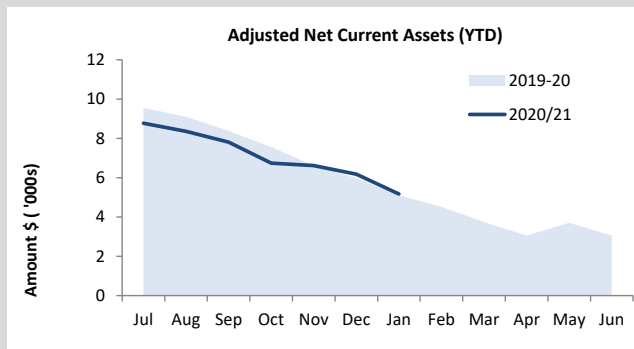
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2021

OPERATING ACTIVITIES
ADJUSTED NET CURRENT ASSETS

	Last Years Closing	This Time Last Year	Year to Date Actual
	30 Jun 2020	31 Jan 2020	31 Jan 2021
Adjusted Net Current Assets	\$	\$	\$
Current Assets			
Cash Unrestricted	3,111,299	4,607,246	4,578,690
Cash Restricted - Reserves	4,083,821	4,236,197	4,083,821
Cash Restricted - Bonds/Deposits	27,908	25,022	29,545
Receivables - Rates and Rubbish, ESL, Excess Rates	308,697	973,001	965,325
Receivables - Other	239,879	(5,779)	152,368
Inventories	19,735	8,995	17,685
	7,791,339	9,844,683	9,827,433
Less: Current Liabilities			
Payables	(790,470)	(255,611)	(311,691)
Loan Liability	(173,653)	(79,538)	(169,231)
Provisions	(711,328)	(549,544)	(438,550)
	(1,675,451)	(884,693)	(919,473)
Net Current Asset Position	6,115,888	8,959,990	8,907,961
Less: Cash Restricted	(4,083,821)	(4,236,251)	(4,083,821)
Add Back: Component of Leave Liability not Required to be funded	360,583	335,392	360,583
Add Back: Current Loan Liability	173,653	79,538	169,231
Adjustment for Trust Transactions Within Muni	(8,615)	(5,169)	(13,059)
Net Current Funding Position	2,557,687	5,133,501	5,340,894

SIGNIFICANT ACCOUNTING POLICIES

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



KEY INFORMATION

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

Year YTD Actual

Surplus(Deficit)

\$5.34 M

This Time Last Year

Surplus(Deficit)

\$5.13 M

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

Following recent maturity of some term deposits, new investments will be made soon to bring the portfolio into counterparty balance required by the Shire's Investment policy

Cash Restricted (Reserves)	Investment Value \$	Maturity Date	Rate	Institution	Investment %
NAB	2,000,000	3/06/2021	0.50%	NAB	57%
NAB	1,500,892	5/03/2021	0.23%	NAB	43%
	<u>3,500,892</u>				<u>100%</u>

EXPLANATION OF MATERIAL VARIANCES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 JANUARY 2021

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

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
General Purpose Funding - Other	(73,168)	(10%)	▼	Permanent	Lower investment income due to lower interest rates and timing of term deposit investments.
Law, Order and Public Safety	176,936	87%	▲	Timing	Receipt of unbudgeted \$155k fire and emergency services grants for mitigation activity and training. To adjust budget at mid year review.
Education and Welfare	458,110	49%	▲	Permanent	Additional grant funding for Community Home care Support Programme (CHSP). To adjust budget at mid year review.
Recreation and Culture	(26,483)	(25%)	▼	Permanent	Variance due to lack of contributions towards the budgeted REC and NRLC contributions & donations. To adjust during the Mid Year Budget review.
Transport	(30,997)	(13%)	▼	Timing	Variance due to timing of plant disposals forecast to raise at least \$33k.
Economic Services	57,272	32%	▲	Permanent	\$36k recoup of unutilised Narrogin vouchers from Narrogin Chamber of commerce; \$20k from increased revenue from caravan park. To adjust the two budgets during mid year review.
Other Property and Services	24,331	24%	▲	Timing	LGIS Insurance Rebate received earlier than expected and timing of private works income.
Expenditure from operating activities					
General Purpose Funding	32,488	23%	▲	Timing	Timing of legal expenses and of admin cost allocations .
Governance	194,766	46%	▲	Timing	Lower training cost following cancellation of in person WALGA state conference(\$22k). Variance also due to timing of sitting fees (\$22k) ; allocation of overheads (\$78k) audit fees (\$25K), and lower depreciation due to timing of capitalisations(\$25k).
Law, Order and Public Safety	125,999	26%	▲	Timing	Variance mainly due to timing of overhead cost allocations (\$41k), and disposal of fixed assets for this activity (\$33k)
Health	35,309	20%	▲	Timing	Variance mainly due to timing of overhead cost allocations and covid expenditure.
Community Amenities	287,673	31%	▲	Timing	Timing of activities such as Town Planning, various maintenance activities(\$65k), overhead allocations (\$116k), and waste disposal budget high(\$76k) to be adjusted during mid year budget review.
Recreation and Culture	598,394	28%	▲	Timing	Variance due to lower than expected NRLC utilities and contract fees(\$123k); timing of community chest donations and cancellation of Narrogin Show(\$69k); timing of parks and oval maintenance (\$115k); reduced depreciation due to recent revision to recreational asset lives (\$120k); and timing of overhead allocations(\$109k).
Transport	365,401	17%	▲	Timing	Variance due to lower depreciation due timing of roading assets capitalisation (\$210k) and timing of road and drainage maintenance (\$140k).
Economic Services	79,295	17%	▲	Timing	Variance mainly due to timing of allocation of overheads.
Other Property and Services	(535,382)	(1015%)	▼	Timing	Variance due to timing of plant, admin cost and community services overhead allocations.
Investing Activities					
Non-operating Grants, Subsidies and Contributions	(1,306,164)	(68%)	▼	Permanent	Variance due to non-approval of grant funding for the Fire Prevention building (\$875k),offset by reduction in Capex, and timing of roads to recovery funded Capex (\$328k).
Proceeds from Disposal of Assets	(121,138)	(72%)	▼	Timing	Variance due to timing of programmed plant disposals.
Capital Acquisitions	2,764,188	(60%)	▲	Permanent	Variance due to Fire Prevention building which will not progress as funding not approved(\$875k). To adjust during Mid Year budget review; timing of capital expenditure on Roads \$788k; Railway station \$350k; Heritage building \$350k and Plant and equipment \$429k, and sewerage infrastructure \$180k.
Proceeds from New Debentures	(180,000)	(100%)	▼	Timing	Sewerage loan not yet obtained due to timing of associated Capital expenditure.
Repayment of Debentures	85,116	1925%	▲	Timing	Variance due to timing of loan repayments for NRLC, Halls and TOUR activities.

KEY INFORMATION

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

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

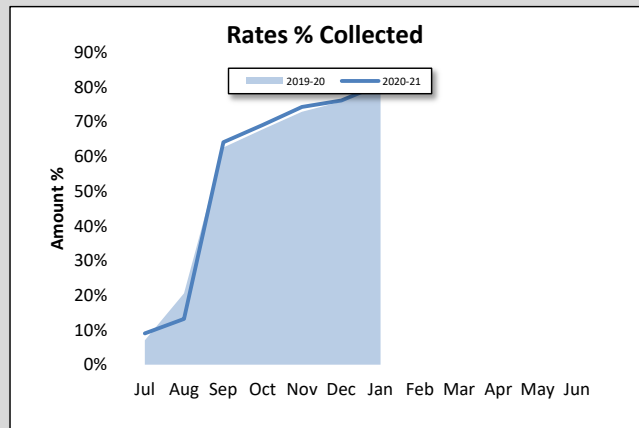
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2021

OPERATING ACTIVITIES
RECEIVABLES

Rates Receivable	30 Jun 20	31 Jan 21	Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$		\$	\$	\$	\$	\$
Opening Arrears Previous Years	586,296	495,899	Receivables - General	25,615	1,606	7,188	4,649	39,058
Levied this year	3,194,497	3,175,827	Percentage	1	0	0	0	
Movement in Excess Rates	0	0						
Domestic Refuse Collection Charges	472,846	477,163	Balance per Trial Balance					
Domestic Services (Additional)	3,197	3,164	Rates Pensioner Rebate Claims					4,236
Commercial Collection Charge	0	43,383	GST Input					44,595
Commercial Collection Charge (Additional)	43,793	43,119	Provision For Doubtful Debts					(27,544)
Total Rates and Rubbish (YTD)	5,458,223	5,496,186	Total Receivables General Outstanding					60,344
Less Collections to date	(5,548,620)	(4,839,557)	Amounts shown above include GST (where applicable)					
Net Rates Collectable	495,899	1,152,528						
% Collected	91.80%	81.63%						
Pensioner Deferred Rates		(178,755)						
Pensioner Deferred ESL		(8,448)						
Total Rates and Rubbish, ESL, Excess Rates		965,325						

KEY INFORMATION

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



Collected

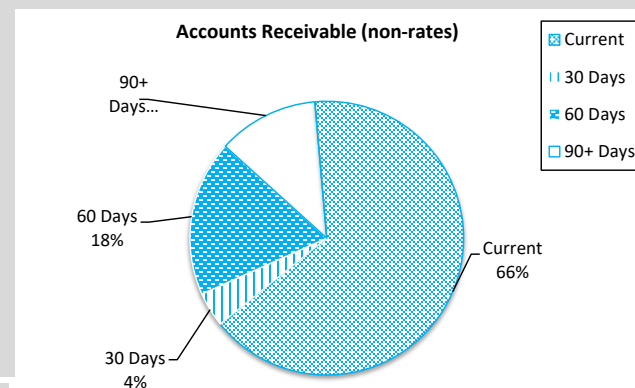
82%

Rates Due

\$965,325

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Debtors Due

\$60,344

Over 30 Days

34%

Over 90 Days

12%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2021**

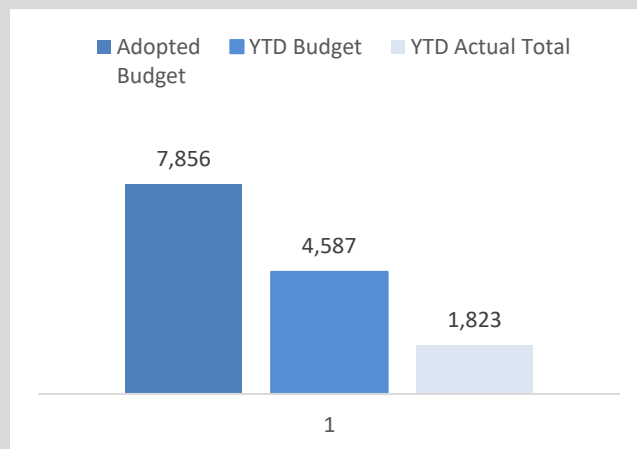
**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS**

Capital Acquisitions	Adopted Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$
Land and Buildings	2,794,757	1,529,402	184,341	1,345,061
Plant & Equipment	1,171,000	660,067	77,526	582,541
Furniture & Equipment	94,000	56,912	7,578	49,335
Roads	1,900,181	1,227,338	1,006,813	220,525
Footpaths	81,360	19,460	53,437	(33,977)
Road Drainage	30,000	17,500	0	17,500
Other Infrastructure	1,470,017	892,644	481,650	410,994
Parks and Gardens	45,000	26,243	11,425	14,818
Bridges	270,000	157,500	0	157,500
Capital Expenditure Totals	7,856,315	4,587,066	1,822,769	2,764,297

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$7.86 M	\$1.82 M	23%




































To be read in conjunction with Strategic Projects Tracker

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2021**

**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)**

% of Completion

Level of completion indicator, please see table at the end of this note for further detail.

	Account Number	JOB	Adopted Budget	YTD Budget	YTD Actual	YTD Variance Under(Over)	
			\$	\$	\$	\$	
Capital Expenditure							
Land and Buildings							
	Building Renovation Administration	4040260	LB011	26,297	26,297	0	26,297
	Fire Prevention Building (Capital)	4050160	BC020	1,500,000	875,000	0	875,000
	SES Training / Meeting Room	4050260	BC265	62,210	36,288	0	36,288
	HACC - Building (Capital)	4080360	BC050	70,000	40,831	40,925	(94)
	HACC - Building CCTV	4080360	BC051	10,000	5,831	0	5,831
	May Street Public Toilet Upgrade	4100850	BC176	35,000	0	98,198	(98,198)
	COM AMEN - Building (Capital) - CBD Ablution Upgrades	4100850	BC267	90,000	52,500	1,200	51,300
	Town Hall (Federal St) Building Capital	4110160	BC150	80,000	46,662	2,200	44,462
	NRLC Building (Capital)	4110260	BC160	30,000	17,500	15,298	2,202
	NRLC Building Capital 2018-19	4110260	BC161	40,000	23,331	0	23,331
	Railway Station Building (Capital)	4110660	BC200	18,250	0	8,541	(8,541)
	Railway Station Resortation COVID recovery project	4110660	BC202	750,000	350,000	7,611	342,389
	Caravan Park Campers Kitchen Building Capital	4130260	BC234	5,000	5,000	888	4,112
	Strata- Old Shire Building	4130650	BC255	20,000	11,662	0	11,662
	30 Gray St Building upgrade	4130650	BC290	30,000	17,500	0	17,500
	Visitor Information Bay Upgrade (Williams Road)	4130260	IO094	8,000	8,000	2,048	5,952
	Admin Office Building Capital	4140560	BC260	13,000	13,000	7,431	5,569
			2,794,757	1,529,402	184,341	1,345,061	
Plant and Equipment							
	NGN417 RO Vehicle	4050355	PA007A	44,000	44,000	43,142	858
	NO05 Ranger Vehicle 2018	4050355	PA8163A	45,000	45,000	0	45,000
	EHO Vehicle 2020	4070355	PA065B	30,000	17,500	24,273	(6,773)
	009NGN 2019 Toyota Camry Altise	4080455	PA043B	28,000	16,331	0	16,331
	NGN219 CATS Vehicle 2021	4080750	PA014H	28,000	16,331	0	16,331
	NGN00 EMDRS Vehicle 2020(2)	4100655	PA002K	46,500	27,125	0	27,125
	NGN00 EMDRS Vehicle 2021(1)	4100655	PA002L	46,500	27,125	0	27,125
	NGN00 EMDRS Vehicle 2021(2)	4100655	PA002M	46,500	27,125	0	27,125
	NRLC - Plant & Equipment Other (Capital)	4110255	PE161	17,500	10,206	10,111	95
	NO764 Bomag Twin Vibrating Roller	4120350	PA022A	45,000	26,250	0	26,250
	BT50 UTE 2020 (WORKS) (P62)	4120350	PA062A	30,000	17,500	0	17,500
	ON0 EMTRS Vehicle 2020 (1)	4120350	PA700J	46,500	27,125	0	27,125
	ON0 EMTRS Vehicle 2020 (2)	4120350	PA700K	46,500	27,125	0	27,125
	ON0 EMTRS Vehicle 2021 (1)	4120350	PA700L	46,500	27,125	0	27,125
	ON0 EMTRS Vehicle 2021 (2)	4120350	PA700M	46,500	27,125	0	27,125
	NO591 Toyota Single Cab 4X4	4120350	PA8144A	35,000	20,412	0	20,412
	NO023 Toyota Dual Cab 4x4	4120350	PA8165A	30,000	17,500	0	17,500
	NO4719 John Deere Grader	4120350	PA978B	410,000	239,162	0	239,162

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2021**

**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)**

% of Completion

Level of completion indicator, please see table at the end of this note for further detail.

	Account Number	JOB	Adopted Budget	YTD Budget	YTD Actual	YTD Variance Under(Over)
	ONGN EMCCS Vehicle 2019(2)	4140585	PA005H	43,000	0	0
	002 NGN MF Vehicle 2020	4140585	PA047E	30,000	0	0
	NGN 0 MLC Vehicle 2018	4140655	PA004D	30,000	0	0
			1,171,000	660,067	77,526	582,541
	Furniture and Equipment					
	Governance Furniture & Equipment Replacements	4040250	FE028	5,000	5,000	570
	Computer Purchases	4080350	FE031	10,000	5,831	2,570
	LIB - F&E Minor Assets	4110550	FE033	19,000	11,081	0
	ADMIN - IT Software & Equipment (Capital)	4140580	FE100	60,000	35,000	4,437
			94,000	56,912	7,578	49,335
	Library Stock					
	LIB - Library Stock from State Govt 2020	4110551		0	0	0
				0	0	0
				0	0	0
			0	0	0	0
	Infrastructure - Roads					
	Cooramining Road - Renewal (Rural)(Grant Funded)	4120164	GFC117	0	0	0
	Earl Street - Renewal (Local)	4120165	IR002	29,400	22,050	15,323
	Moss Street - Upgrade (Local)	4120165	IR130	93,528	70,146	3,954
	Whinbin Rock Road - Renewal (Rural)	4120165	IR205	93,358	70,017	31,932
	Dongolocking Road - Upgrade (Rural)	4120165	IR209	101,846	76,383	92,544
	Narrogin Valley Road - Renewal (Rural)	4120165	IR212	170,224	127,668	0
	Narrakine Road South - Upgrade (Rural)	4120165	IR221	77,008	57,756	0
	Parks Road Renewal (Capital)	4120165	IR281	52,871	39,651	0
	Graham Road - Renewal (Local)	4120165	IR303	95,607	71,703	6,300
	Street Tree Capital	4120165	IRTREE	20,000	11,662	15,405
	Bannister St Renewal (R2R)	4120166	R2R003	23,555	13,734	0
	Bunbury St Renewal (R2R)	4120166	R2R006	4,884	2,849	5,284
	Smith Street - Renewal (Local) (R2R)	4120166	R2R020	54,950	32,053	31,596
	Homer Street - Renewal (Local) (R2R)	4120166	R2R024	7,970	4,648	0
	Gregory St Renewal (R2R)	4120166	R2R026	3,749	2,184	4,056
	Hansard Street - Renewal (Local) (R2R)	4120166	R2R028	7,560	4,410	8,179
	Heath Street - Renewal (Local) (R2R)	4120166	R2R040	1,898	1,106	2,053
	Scotts St Renewal (R2R)	4120166	R2R049	4,158	2,422	4,498
	Francis Street - Renewal (Local) (R2R)	4120166	R2R054	4,432	2,583	4,795
	Grainger St Renewal (R2R)	4120166	R2R071	9,009	5,250	9,746
	Olden St Renewal (R2R)	4120166	R2R078	2,772	1,617	0
	Keally St Renewal (R2R)	4120166	R2R087	4,138	2,408	4,477
	Yale Pl Renewal (R2R)	4120166	R2R091	3,340	1,946	3,613
	Hughes St Renewal (R2R)	4120166	R2R092	4,554	2,653	4,927
	William Kennedy Way Renewal (R2R)	4120166	R2R100	23,380	13,636	13,636
	Narrakine Road - Renewal (R2R)	4120166	R2R112C	52,830	30,814	30,013
	Parry Crt Renewal (R2R)	4120166	R2R115	3,960	2,310	4,284
	Congelin Rd Renewal (R2R)	4120166	R2R203	26,790	15,624	0
	Normans Lake Siding Rd Renewal (R2R)	4120166	R2R255	59,998	34,993	62,740
	Narrogin-Harrismith Road - Renewal (Local) (R2R)	4120166	R2R331	29,914	17,444	0
	Ried Rd Renewal (R2R)	4120166	R2R333	45,000	26,243	43,342
	Wagin-Wickepin Road - Renewal (Rural) (RRG)	4120167	RRG207	787,500	459,375	604,120
			1,900,181	1,227,338	1,006,813	220,525
	Infrastructure - Footpaths					
	Argus Street Footpath Construction	4120175	IF038	48,000	0	30,768
	Park Street Footpath Construction	4120175	IF052	27,360	15,960	22,669
	Memorial Park Footpath Construction	4120175	IF102	6,000	3,500	0
			81,360	19,460	53,437	(33,977)
	Infrastructure - Drainage					
	Drainage Works	4120180	ID000	30,000	17,500	0
			30,000	17,500	0	17,500
	Infrastructure - Other					
	White Road Refuse Site	4110165	IO024	10,000	0	0
	Bin Surrounds	4110165	IO085	18,000	0	12,338
	TWIS Dams	4100350	IO078	180,000	180,000	2,948
	Drainage Engineering consultancy - stormwater diversion	4100450	IO119	13,610	13,610	9,184
	Cemetery Upgrade	4100860	IO026	15,000	0	1,600
	CBD Design - Colour Palette and signage	4100860	IO100	15,000	8,750	0

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2021**

**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)**

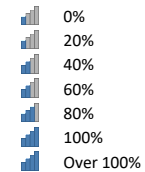
% of Completion

Level of completion indicator, please see table at the end of this note for further detail.

	Account Number	JOB	Adopted Budget	YTD Budget	YTD Actual	YTD Variance Under(Over)
	Gnarojin Park Cultural Heritage Management Plan	IO108	10,440	6,090	3,986	2,104
	Gnarojin Park Electrical Design Work	IO109	33,000	19,250	0	19,250
	Gnarojin Park Landscape Design	IO110	95,000	55,412	0	55,412
	NRLC Infrastructure Other (Capital)	IO160	83,000	48,412	77,686	(29,274)
	NRLC - Infrastructure Other (Capital - Outside)	IO161	132,398	77,231	90,670	(13,439)
	NRLC - Infrastructure Other (Capital - Inside)	IO162	150,000	87,500	134,156	(46,656)
	Railway Dam	IO018	61,000	35,581	31,625	3,956
	Bowling Club Capital Projects	IO029	335,109	195,475	0	195,475
	Highbury Tennis Court	IO093	50,000	29,162	42,500	(13,338)
	Clayton Road Storm Water Catchment Dam	IO116	35,000	0	0	0
	Gnarojin Community Garden Projects	IO101	10,000	5,831	11,448	(5,617)
	Gnarojin Park Hydrology Report	IO117	15,510	9,051	0	9,051
	Projects NEXIS (Capital)	IO150	27,630	16,114	0	16,114
	Street Furniture	IO014	18,000	10,500	3,798	6,702
	IO Fencing Projects (Capital)	IO022	15,000	8,750	0	8,750
	Carpark Renewals (Capital)	IO023	17,320	10,101	11,123	(1,022)
	DEPOT Rainwater Tank 120,000Lt	IO250	20,000	11,662	1,393	10,269
	Caravan Park Resealing, Line Marking	IO081	110,000	64,162	47,194	16,968
			1,470,017	892,644	481,650	410,994
Infrastructure - Parks & Gardens						
	Park Furniture (Capital)	IO174	35,000	20,412	1,507	18,905
	Street & Parks Solar Lighting (Capital)	IO175	10,000	5,831	9,918	(4,087)
			45,000	26,243	11,425	14,818
Infrastructure - Bridges						
	Footbridge Refurbishment	IB001	0	0	0	0
	Manaring Bridge (R2R) (Capital)	IB002	270,000	157,500	0	157,500
			270,000	157,500	0	157,500
Grand Total			7,856,315	4,587,066	1,822,769	2,764,297

Capital Expenditure Total

Level of Completion Indicators



Percentage YTD Actual to Revised Budget
Expenditure over budget highlighted in red.

Variance is calculated on:
YTD Budget vs YTD Actual

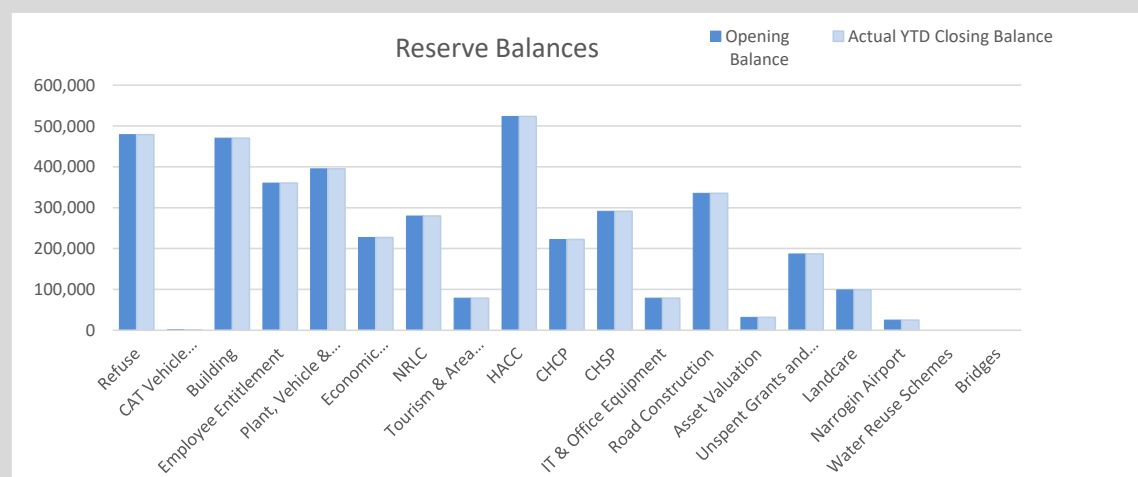
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2021**

**OPERATING ACTIVITIES
CASH AND INVESTMENTS**

Cash Backed Reserve

Reserve Name	Opening Balance	Current Budget Interest Earned	Actual Interest Earned	Current Budget Transfers In (+)	Actual Transfers In (+)	Current Budget Transfers Out (-)	Actual Transfers Out (-)	Current Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Refuse	478,789	7,239	0	50,213	0	92,720	0	443,521	478,789
CAT Vehicle Replacement Building	794	42	0	13,000	0	13,000	0	836	794
Employee Entitlement	470,148	7,101	0	0	0	158,297	0	318,952	470,148
Plant, Vehicle & Equipment	360,583	5,452	0	0	0	0	0	366,035	360,583
Economic Development	395,308	5,159	0	425,000	0	538,500	0	286,967	395,308
NRLC	227,022	3,432	0	0	0	208,059	0	22,395	227,022
Tourism & Area Promotion	279,436	4,225	0	125,000	0	215,000	0	193,661	279,436
HACC	78,521	1,187	0	0	0	0	0	79,708	78,521
CHCP	523,586	7,434	0	41,554	0	214,069	0	358,505	523,586
CHSP	222,234	633	0	759,989	0	462,415	0	520,441	222,234
IT & Office Equipment	291,306	6,585	0	744,914	0	1,045,401	0	(2,596)	291,306
Road Construction	78,802	1,191	0	0	0	60,000	0	19,993	78,802
Asset Valuation	335,003	5,065	0	0	0	0	0	340,068	335,003
Unspent Grants and Contributions	31,844	0	0	0	0	0	0	31,844	31,844
Landcare	186,594	3,382	0	0	0	0	0	189,976	186,594
Narrogin Airport	98,681	1,492	0	0	0	25,000	0	75,173	98,681
Water Reuse Schemes	25,171	381	0	15,000	0	0	0	40,552	25,171
Bridges	0	0	0	17,500	0	0	0	17,500	0
	0	0	0	48,000	0	35,000	0	13,000	0
	4,083,821	60,000	0	2,240,170	0	3,067,461	0	3,316,530	4,083,821

KEY INFORMATION



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2021**

BUDGET AMENDMENTS

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

Date	GL / Job Number	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
					\$	\$	\$	\$
Oct-20	2100501	Landcare Community Projects		Operating expenses			(25,000)	(25,000)
Oct-20	IO117	Gnarogin Park Hydrology Report		Capital expenditure			(15,510)	(40,510)
Oct-20	IO119	Drainage Engineering Consultancy		Capital expenditure			(13,610)	(54,120)
Oct-20	5110152	HALLS - Grants and contributions		Capital income			(25,000)	(79,120)
Oct-20	5110252	NRLC Club contributions		Capital income			(15,000)	(94,120)
Oct-20	5110254	OTHER-Other Contributions reimbursements		Capital income			(50,000)	(144,120)
Oct-20	21302000	TOUR - Public Relations & Area Promotions		Operating expenses		110,000		(34,120)
Oct-20		Opening surplus readjusted following year end adjustments		Opening surplus		34,120		0
Nov-20	2080590	CHSP Refund of Unspent Grant Funding		Operating expenses			(116,393)	(116,393)
Nov-20	5080552	CHSP - Transfer from Reserve		Capital income		116,393		0
Nov-20	2050120	FIRE-Bushfire Risk Management Plan		Operating expenses			(184,500)	(184,500)
Nov-20	3050104	FIRE- Grants		Operating Revenue		184,500		0
					-	445,013	-445,013	0

KEY INFORMATION

10.3.4 OBJECTIONS TO COUNCIL POLICY 3.14 – CONTIGUOUS LAND USE

File Reference	A179600, A238400, A195400, A237000
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicants	KR Bradbrook & NA Turvey PR Blechynden DJ Turner RM Walliss
Previous Item Numbers	Item 10.3.2, 22 September 2020 Res. 0920.007
Date	15 February 2021
Authors	Joshua Pomykala – Governance Officer Thomas Baldwin – Rates Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	1. Ratepayer Objections & Information 2. Shire of Narrogin Policy 3.14: Rating – Contiguous Land Use 3. Aerial photographs of the four objecting properties

Summary

Council is requested to consider objections which have been received from ratepayers affected by the adoption of Policy 3.14, Rating – Contiguous Land Use.

Background

At its meeting on 22 September 2020, Council resolved to adopt the then draft policy, Rating – Contiguous Land Use. The Administration wrote to the affected landowners, detailing the policy and how it would affect their property, and subsequently notifying them of their right to object to the Shire’s decision. The landowners had 30 days to object in writing to the Shire, to which the Administration received seven responses.

The Shire’s policy, Rating – Contiguous Land Use, sets out criteria that must be met in order for a property to be considered contiguously rateable, for both UV and GRV rated properties. The Administration sent three forms of letters relating to the policy:

- The Shire currently gives contiguous rating and proposes moving to non-contiguous rating.
- The Shire currently gives contiguous rating and recommends the ratepayer to amalgamate their titles (however, contiguous rating will still occur).
- The Shire currently gives contiguous rating and requests more information on the property.

The Administration received four responses from landowners regarding the first letter, and three responses from landowners regarding the third letter. No responses were received from the second letter.

Responses from the following properties were received:

Assessment	Property	Letter Sent
A179600	12 Florence Avenue, Narrogin	Move to non-contiguous rating.
A238400	81 Herald Street, Narrogin	Move to non-contiguous rating.
A299000	8 Tuohy Street, Narrogin	Move to non-contiguous rating.
A299900	Lot 323 Walker Street, Narrogin	Move to non-contiguous rating.
A195400	72 Fox Street, Narrogin	Request more information on the property.
A237000	58 Havelock Street, Narrogin	Request more information on the property.
A340113	54 Palmer Street, Narrogin	Request more information on the property.

This represents 23% of the assessments affected by the policy.

Consultation

Consultation has been undertaken with the following officers:

- Chief Executive Officer
- Executive Manager Corporate & Community Services

Statutory Environment

Sections of the Acts, Regulations and/or Local Laws that apply to this item include:

- Local Government Act 1995 – Section 6.26 to Section 6.82
- Local Government (Financial Management) Regulations 1996 – Regulation 56 – Rate notice, content of etc. (Act s.6.41)
- The Valuer General's Guide to Rating and Taxing Values published February 2012
[https://www0.landgate.wa.gov.au/docvault.nsf/web/INF_LG_Rating_and_Taxing_Values_201202/\\$file/Rating-and-Taxing-Brochure_IOT_English.pdf](https://www0.landgate.wa.gov.au/docvault.nsf/web/INF_LG_Rating_and_Taxing_Values_201202/$file/Rating-and-Taxing-Brochure_IOT_English.pdf)

Policy Implications

The objections by affected ratepayers have arisen due to the Shire's policy, Rating – Contiguous Land Use, adopted by Council on 22 September 2020.

Financial Implications

If a property moves from its current status of contiguously rated (multiple titles on one rates notice) to non-contiguous rating, it could see an increase in the amount of rates payable to the Shire of Narrogin by the landowners of these properties, through the properties being rated individually. A minimum rate for residential land (in the town site of Narrogin) for the 20/21 Financial Year is \$1,105 per annum.

Should the Council resolve for the Administration to request separate valuations for the affected properties from Landgate, it would result in an approximate \$4,400 per annum increase of rates income each financial year, based on the minimum rate.

It may also have the potential beneficial flow-on effect of creating more residential zoned land available to the market, therefore able to be bought and developed.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	1. Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.4 Agriculture opportunities maintained and developed
Strategy:	1.4.1 Support development of agricultural services
Objective	4. Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.1 An efficient and effective organisation
Strategy:	4.1.1 Continually improve operational efficiencies and provide effective services

Comment/Conclusion

Properties which do not comply with the rating policy, and therefore received a letter stating that the Shire will request Landgate to move to non-contiguously rate those properties, were informed of their right to object to this. These objections are now presented to Council to determine if the objection is to be upheld or declined.

As per the policy, the Chief Executive Officer can authorise the continuation of a property to be contiguously rated, should there be evidence that this is compliant with the policy. After consultation with Shire staff and consideration, the following properties, of which the owners responded to the Shire's correspondence, are deemed to comply with the Shire's policy and will continue to be contiguously rated:

Assessment	Property	Reason for Contiguous Rating
A299000	8 Tuohy Street, Narrogin	There is no constructed road frontage to the adjoining block.
A299900	Lot 323 Walker Street, Narrogin	There is no constructed road frontage to the adjoining block.
A340113	54 Palmer Street, Narrogin	There is no constructed road frontage to the adjoining block.

Properties that the Administration does not believe comply with the policy, but which have objected, are:

Assessment	Property	Reason for Rejecting Objection
A179600	12 Florence Avenue, Narrogin	Additional block has road access, no cross-boundary structures, and can be sold at any point in the future as a separate lot. No manicured gardens.
A238400	81 Herald Street, Narrogin	Additional block has road access, no cross-boundary structures, and can be sold at any point in the future as a separate lot. Gardens are not manicured.

A195400	72 Fox Street, Narrogin	Additional block has road access, no cross-boundary structures, and can be sold at any point in the future as a separate lot. Gardens are not manicured.
A237000	58 Havelock Street, Narrogin	Additional block has road access, no cross-boundary structures, and can be sold at any point in the future as a separate lot. No manicured gardens.

The policy states:

“The Council’s policy position is that land in town sites should not 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.”

The listed properties are currently contiguously rated with a clearly defined vacant lot, therefore not compliant with the Shire’s policy. Therefore, the Administration recommends to Council to consider rejecting these ratepayer objections based on evidence that they are not compliant with the adopted policy. Contiguously rating these properties does not fall in line with the Shire’s objectives of basing this policy on fairness and equity, with ratepayers paying on average the same amount of rates as other ratepayers located in the townsite, for two or more properties.

The next step for the Administration is to request separate valuations from Landgate for the properties where the ratepayer objections have been rejected, and advise the ratepayer of their right to appeal Council’s decision to the State Administrative Tribunal.

Voting Requirements

Simple Majority

See over for Officers’ Recommendation

OFFICERS' RECOMMENDATION

That with respect to Contiguous Land Use objections received for the properties Council:

1. Note that the CEO has determined that extenuating circumstances exist in supporting a continuation of contiguous rating with respect to assessments A299000, A299900 and A340113.
2. Endorse the Officer's comments with respect to assessments A179600, A238400, A195400 and A237000 and dismiss the ratepayer objections based on the evidence presented that they do not comply with the Shire's Policy, Rating – Contiguous Land Use.
3. Write to the above affected ratepayers advising of the outcome and of their appeal rights to State Administrative Tribunal.
4. Subject to the outcomes of number 3, authorise the Chief Executive Officer to:
 - a. Request the Valuer General (Landgate) to provide separate valuations for each of the affected properties; and
 - b. Separately rate the affected properties based on the valuations received by the Valuer General for each property.

COUNCIL RESOLUTION 0221.011

Moved: Cr Fisher

Seconded: Cr Broad

That with respect to Contiguous Land Use objections received for the properties Council:

1. Note that the CEO has determined that extenuating circumstances exist in supporting a continuation of contiguous rating with respect to assessments A299000, A299900 and A340113.
2. Endorse the Officer's comments with respect to assessments A179600, A238400, A195400 and A237000 and dismiss the ratepayer objections based on the evidence presented that they do not comply with the Shire's Policy, Rating – Contiguous Land Use.
3. Write to the above affected ratepayers advising of the outcome and of their appeal rights to the State Administrative Tribunal, and / or the option to lodge an application for amalgamation.
4. Subject to the outcomes of number 3, authorise the Chief Executive Officer to:
 - a. Request the Valuer General (Landgate) to provide separate valuations for each of the affected properties; and
 - b. Separately rate the affected properties based on the valuations received by the Valuer General for each property.

CARRIED 9/0

Reason for Change: Part 3 was amended so that the letters to the affected parties provide information about the process of applying for amalgamation as well as their appeals rights to the State Administrative Tribunal.

CEO Shire of Narrogin

PO Box 1145,

Narrogin WA 6312

Dear Sir,

Re Contiguous Rating For A299000-8 Tuohy Street, Narrogin

We are in receipt of your letter reference OFM209-A299000 with regards to Contiguous Rating to our property at 8 Tuohy Street.

We originally applied for Contiguous Rating many years ago as the block in question was only being used as an access driveway to our house. This was approved by the Town Council at the time.

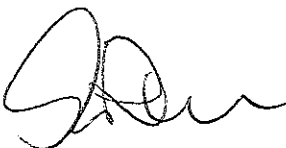
The block in question does not have road frontage and with the lay of the land would be extremely difficult to build on. Any building would require stilt like construction and would then be challenged by the neighbouring properties as it would encroach on their privacy.

We originally bought the property thinking it was on one title and we loved the views it gave over the town and surrounding farmlands. We have no intention of selling or building on the land as it would then block a large amount of those views and extremely upset the owners of the four neighbouring properties.

We ask that the Shire please reconsider the decision to disallow Contiguous Rating.

We would ask that perhaps a site visit by the officer involved could be organised so that we could plead our case in person. I am sure once he/she has seen the situation that our argument could be seen to be ratified.

Yours faithfully,



Alan and Jennifer Birrell

██████████
15th October, 2020

Your Ref: OFM209102-A238400

Paul and Lynette Blechynden
81 Herald Street
Narrogin WA 6312

Mr Dale Stewart
CEO, Shire of Narrogin
PO Box 1145
Narrogin WA 6312

Shire of Narrogin
RECEIVED

27 OCT 2020

A238400 / 1FM2022034

Dear Dale,

Narrogin Shire's Rating Policy – Contiguous Land Use

Thank you for the letter of the 7 October 2020 regarding Council Resolution 0920.007 and the effect to the Narrogin Shire's Rating Policy – Contiguous Land Use.

The intent of this reply is to object to the application of this policy to the contiguous properties (81 Herald Street) held by my wife and me. The rationale for this objection relates to:

- Our situation being at variance to the intent of Policy 3.14 Rating – Contiguous Land Use,
- Our eligibility to maintain the existing contiguous rating and
- Extenuating circumstances making it impractical to sell the vacant land.

Variation to the intent of Policy 3.14 Rating – Contiguous Land Use

Our situation is at variance with the policy's intent to discourage the practice of holding land for speculation. Our intent has never been to hold the property as a speculative investment. We purchased both properties from a single owner through a single transaction in 2009 with the intent to occupy the properties as a single holding.

This single holding intent has been demonstrated through 11 years of occupation. During this time occupancy as a single holding has been demonstrated through the removal of dividing fence and establishing gardens, orchard, paved paths and facilities (clothesline, water tanks / catchment) across both properties. Extensive planting of native plants and fruit trees on the vacant land demonstrate the genuine long-term approach to single occupancy. See Figure 1 _____

Our intent is to continue this single use into the future. There has been no thought of selling part or all the holdings. As described later in this response, extenuating circumstances make it impractical to separate and sell the vacant land.

Eligibility to maintain the existing contiguous rating

In respect to the criteria applicable to Unimproved and Gross Rental Value, our properties are:

- Contiguous and in common ownership
- Used and occupied as one holding
- The common use and contiguity of the land is likely to continue (e.g. the relevant portions are not marketed for sale)
- The lots are clearly used, fenced, utilised and occupied and appears as one clear activity

I understand that due to the occupancy as a single holding our situation may be supported as gardens extends across both properties.

Adjoining owners' vacant residential zoned land, that is nor built over the boundary line or developed and used as a tennis court or manicured garden, will not be supported for contiguous rating.

Extenuating circumstances

It is not feasible to sell the vacant land as there is no safe legal access to this land.

- The only legal access to the vacant land via Herald Street - posted speed of 60 km/hr (Figure 2)
- The land's road frontage is positioned near a blind crest. It is understood that the reasonable positioning of a driveway on this vacant land would not comply with the minimum safe sight / stopping distances. Therefore, it is not safe to provide vehicle access to this vacant land, rendering the land unsuitable for sale.
- Large trucks frequently use this road increasing the likelihood and consequences of vehicle accidents and as such a greater safe stopping distance needs to be applied.
- The presence of a power infrastructure in front of the vacant block limits the options for positioning a driveway to positions closer to this blind crest.

Thank you for the opportunity to raise this objection to Council Resolution 0920.007.

Please let me know if you wish to discuss this matter further.

Yours sincerely



Paul Blechynden

23 October 2020



Figure 1 Photograph showing extensive plantings, clothesline, paths, gardens extending across properties.

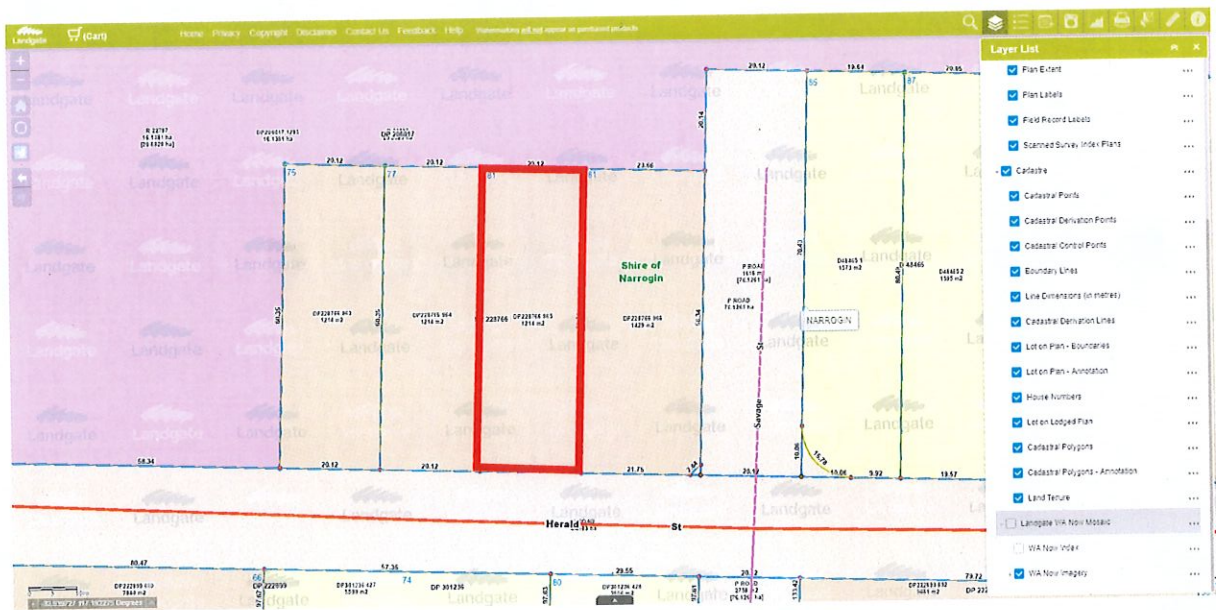


Figure 2 Showing legal access to vacant block is limited to Herald Street



Figure 3 Showing approximate position of blind crest and 50 metre distance to driveway area

Diagonal red / yellow stripes denote is the power infrastructure that restricts the siting of driveway further to the west and closer to the blind crest.

Josh Pomykala

From: [REDACTED]
Sent: Monday, 2 November 2020 7:49 PM
To: Enquiries
Subject: IFM2022147 - OFM209100-A340113 ATTENTION: T Baldwin

Dear Thomas

Re: request for information, contiguous rating for A340113 - 54 Palmer Street, Narrogin

My responses to the information request are:

- i. No
- ii. No
- iii. No
- iv. Yes. The lots are for the use and enjoyment of the landowner v. Our lots were recently assessed by the valuer general. Approx. March 2019 where the contiguous rating was found to apply.

Additional considerations: From my understanding, through discussion with Landgate, it isn't reasonable to apply local policy and criteria with reference to group ratings. In particular, the Shire is attempting to create a policy that adjusts the definition of contiguous ratings that is not in line with relevant Acts and regulations.

I contacted the Shire office and spoke to Josh Pomykala to see what specific advice or guideline the Shire has received from Landgate that allows the proposed policy to take effect. If you're able to forward that information it would be much appreciated. The people I spoke to at Landgate were quite concerned about the impact of such a policy that deviates from their legislation and regulations. There is also the concern that the Shire would be unnecessarily increasing the work load for the valuer general. Which for my property was only just valued last year.

Please respond with your thoughts about the concerns I've outlined above.

Marie Edgley

Sent from my iPhone

ND & KA Suckling
14 Cullen Street
NARROGIN WA
6312

27 October 2020

The Chief Executive Officer
Shire of Narrogin
80 Earl St
Narrogin WA 6312

DELIVERED BY HAND

Dear CEO

Your Reference OFM209102-A299900

Response to your letter of the 7th October and “notice of Appeal”

We refer to your letter of the 7th October 2020 regarding the new policy regarding the selective withdrawal of contiguous rating for residential owners.

In this letter you advise:

“The Shire would like to advise you of your right to appeal the decision. You have 30 days from the date of your letter to lodge an appeal to the Council of the Shire of Narrogin.”

However, In the policy it says:

“Where the Chief Executive Officer determines that (the) land does not meet the criteria for contiguous rating the landowner will be given the right of appeal to the council.”

Because of the conflict contained in these two descriptions of “right of appeal” we are exercising our right and entitlement to forward this letter directly to the councillors.

The background

We originally purchased lot 323 Walker St. The relevant part of Walker St was not built or developed (and is still not) and only existed as a line on a map (as it still is).

We subsequently found out the council was not going to build the road. This meant that Lot 323 Walker street would never have an access road. On this basis it was going to be impossible to develop it.

We were forced to purchase the adjoining land which had a frontage to Cullen St. It was only because of this that we were able to develop the land and build a residence.

We purchased the second lot in 1990. Following discussions with the council and their understanding of our situation the council determined that the property be "group rated" Attached you will find a letter from the council dated the 14 September 1992 confirming this.

The council staff have inspected the property and know full well that Lot 323 Walker St has no street frontage.

Given this background it would be clearly wrong and inequitable to make us suffer financially because the council has refused and continues to refuse to build and develop the relevant part of Walker St.

Other Matters

As you would be fully aware following your enquiries with Landgate that the owners of adjoining property can apply to amalgamate their titles.

If our "appeal" is rejected it is quite likely that we will seek to amalgamate the two titles into the one title.

Obviously, there is a significant cost involved in facilitating the amalgamation.

It is a pity that you chose not to advise the ratepayers of their right to seek amalgamation of the title so that they are left with one rateable property

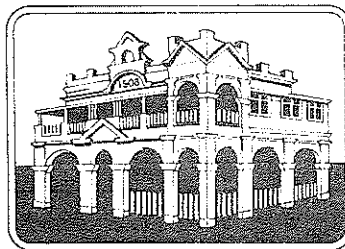
Yours Sincerely
ND & KA Suckling.



YOUR REF:

OUR REF: F A0107

ENQUIRIES Sue Carmody



TOWN of NARROGIN

89 EARL STREET, NARROGIN, W.A. 6312

TELEPHONE: (098) 811944

FAX: (098) 813092

Correspondence to be addressed to the Town Clerk,
P.O. Box 188, NARROGIN W.A. 6312

N D & K A Suckling
34A Furnival Street
NARROGIN WA 6312

Dear Mr & Mrs Suckling,

ASSESSMENT NOS 300000 & 299900 - WALKER STREET

A recent review of the properties known as Lot 324 West and Lot 324 East Walker Street has shown that the two abovementioned properties are now being group rated, effective from July 1 1991. Due to this group rating the 1991/92 rates were not raised on Lot 324 West Walker Street however, payment of the 1991/92 rates was received.

Please find enclosed a cheque for \$153.00 representing a refund of the 1991/92 rates paid.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'Gary O'Neil'.

Gary O'Neil
Assistant Town Clerk
on behalf of the TOWN CLERK

September 14 1992



THOMAS BALDWIN
RATES OFFICER

TO NARROGIN SHIRE

FROM
DARREN TURNER

72 FOX ST NARROGIN

CONCERNING 72 AND 74 FOX ST

THIS PROPERTY IS USED AS ONE AND
IT IS NOT FENCED SEPERATELY ITS MY
BACK YARD. THERE ARE NO SHEDS OR
INFORSTRUCTURE ITS SOLELY USED AS A
BAEK YARD AND NO OTHER PURPOSE.
IT IS NOT FOR SALE. THERE IS NO POWER OR WATER
THERE IS A GATE AT THE FRONT AS THIS
IS MY ONLY ACCESS TO THE REAR OF
BOTH PROPERTIES WHICH IS ONE
I DO NOT INTEND AND WILL NOT BE USING
THE PROPERTY FOR ANY OTHER PURPOSE
OTHER THAN MY BACK YARD.

DARREN TURNER



ICR 2022009

Shire of Narrogin
RECEIVED
26 OCT 2020

25th. October 2020

CEO

Shire of Narrogin
PO Box 1145,
Narrogin. W.A. 6312

116 Narrakine Road,
Narrogin. W.A. 6312

Dear Sir,

REF: OFM209102 – A –179600

I am writing to appeal to the Council of the Shire of Narrogin on Contiguous Rating for A179600 – 12 Florence Avenue, Narrogin.

You mention the property does not meet the criteria for contiguous rating.

2.3 In your letter, the lots are clearly used, fenced, utilized as one clear activity.

The said land has never been held for speculation. We have had the property for 43 years, for solely of the purpose of horses, whom my late husband and Kelli and Nathan's father was a trainer. On his passing, we have continued to keep a couple of horses there, and maintaining the property, fencing etc. To the highest level possible.

Would appreciate if you could maybe make a time where you could take a look and access the situation and see that it is necessary to be used as a whole.


We believe it would be unfair to be rated on two titles, where solely used as one.

Would very much appreciate your consideration on this matter.

Look forward hearing from you.

Thanking you,

On Behalf: Kelli Bradbrook.


Nathan Turvey. Margaret (Anne) Turvey.

From: [REDACTED]
Sent: Friday, 9 October 2020 8:31 AM
To: Enquiries
Subject: ICR2021813 - Request for Information, Contiguous Rating for A237000 - 58 Havelock Street, Narrogin.

Dear Sir,

Regarding the recent letter dated 7 October 2020 received from your office and in reference to the above matter, I wish to advise the following:

1. There is no infrastructure built across the boundaries.
2. There is no road access to the vacant lot.
3. Neither of the lots are for sale at the moment.
4. The lots are being used as one to run sheep.
5. N/A

Hoping this is the information you require.

Yours sincerely,
R.M. (Max) Walliss
Land Owner

3.14 Rating – Contiguous Land Use

Statutory context	Local Government (Financial Management) Regulations 1996 – - r.55 – Rate record, form of etc. (Act s.6.39(1)) Local Government (Financial Management) Regulations 1996 – - r.56 – Rate notice, content of etc. (Act s.6.41) Valuation of Land Act 1978 - Valuer General’s Guide to Rating and Taxing Values (Version: Published February 2012)
Corporate context	Delegation 3.5 – Rates Record, Extensions and Objections
History	Adopted 22 September 2020

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

Where the land valuation is GRV, contiguous rating is not permitted unless:

- 2.1. The land (lots or locations) is contiguous (share a common border) and in common ownership; and either or both of the following also relates;
- 2.2. Buildings have (due to a past error) been built across the lot boundaries; and / or
- 2.3. The lots are clearly used, fenced, utilised and occupied and appears as one clear activity or business.

The Council’s policy position is that land in townsites should not 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.

Adjoining owners’ vacant residential, rural residential or rural zoned land in a town site, that is not ‘built’ over the boundary line or developed and used as a tennis court or manicured garden, will generally not be supported for contiguous rating, unless extenuating circumstances prevail.

If the required criteria is 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.

Aerial photos of properties

A179600 12 Florence Avenue, Narrogin:



A238400 81 Herald Street, Narrogin



A195400 72 Fox Street, Narrogin



A237000 58 Havelock Street, Narrogin



10.3.5 OBJECTIONS TO COUNCIL POLICY 3.13 – CHANGE IN PREDOMINANT USE OF RURAL LAND

File Reference	A658, A298, A632, A565, A627, A230, A506, A2361
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicants	Grant Michael Chadwick, Richard Ernest Chadwick, John Frederick Chadwick J & P Group Pty Ltd Bevan Noel Steele, Susan Maree Steele, Jeffrey Malcolm Steele Wayne Martin Elliott, Paget Marie Elliott Michael Peter Donavon, Amanda Elizabeth Donavon John Maurice Murray, Eileen Joyce Murray Scott Benjamin Smith Graham Nicholas Borthwick, Yvette Renee Pethybridge
Previous Item Numbers	Item 10.3.6, 28 July 2020 Res. 0720.015
Date	8 February 2021
Authors	Thomas Baldwin – Rates Officer Joshua Pomykala – Governance Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	
<ol style="list-style-type: none"> 1. Summary of letters of objection from ratepayers 2. Letters of objection from ratepayers 	

Summary

Council is requested to consider objections which have been received from ratepayers affected by the adoption of policy 3.13 “Rating – Change in Predominant Use of Rural Land”.

Background

At its meeting on 28 July 2020, Council adopted policy 3.13 “Rating – Change in Predominant Use of Rural Land”. The Administration wrote to ratepayers affected by the policy, detailing the terms of the policy and how it would affect their Rates (i.e. change the rating basis either from Unimproved Value [UV] to Gross Rental Value [GRV] or vice versa).

Affected ratepayers were allowed 30 days to make their written objections. Nine objections were received. One objection was subsequently withdrawn by the ratepayer. The remaining eight objections all concern a proposed change from UV to GRV as the basis of rating.

Objections were received from the following properties:

Assessment	Property
A658	Lot 15617 Wandering-Narrogin Road
A298	24 Condon Road
A632	102 Chipper Road
A565	360 Parks Road
A627	77 Graham Road
A230	3046 Williams-Kondinin Road
A506	612 Yilliminning Road
A2361	135 Pethybridge Road

This represents 21% of the 39 assessments which will change to GRV under the policy.

Consultation

Consultation has been undertaken with the following officers:

- Chief Executive Officer
- Executive Manager Corporate and Community Services

Statutory Environment

The following statutory provisions apply:

- Local Government Act 1995 – Section 6.26 to Section 6.82
- Local Government (Financial Management) Regulations 1996 – Regulation 55 – Rate record, form of etc. (Act s.6.39(1))
- Department of Local Government, Sport and Cultural Industries – Rating Policy: Valuation of land.
- State Administrative Tribunal Act 2004

Policy Implications

Council's decision will affect the implementation of policy 3.13 "Rating – Change in Predominant Use of Rural Land".

Financial Implications

If Council authorise the Administration to write to the Minister for Local Government with a request to change the rating basis of a property from UV to GRV, and if the Minister grants the request, then the Administration will obtain from Landgate new valuations based on the properties' GRV. Past experience would suggest the rates levied on GRV would be higher than those levied on UV.

The Shire currently applies a higher rate in the dollar (11.3035 cents) to GRV properties than it does to UV properties (5.768 cents) and therefore combined with the relative valuation, means that increased income from rates is the most likely financial outcome.

The properties under consideration, for having objected to the policy, were rated for a total of \$6,392 in 2020/21. Each property is currently rated as UV minimum (\$799).

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	1. Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.4 Agriculture opportunities maintained and developed
Strategy:	1.4.1 Support development of agricultural services
Objective	4. Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.1 An efficient and effective organisation
Strategy:	4.1.1 Continually improve operational efficiencies and provide effective services

Comment/Conclusion

The objections received are attached under confidential cover, along with a summary sheet.

The CEO has reviewed all the objections received. It is recommended the objections for the following properties be dismissed by Council and the policy applied to these assessments. If the owners of these properties object to Council's decision they can appeal to the State Administrative Tribunal within 42 days.

Assessment	Property	Reason for rejecting
A298	24 Condon Road	Property is not being used for commercial farming
A632	102 Chipper Road	Property is not being used for commercial farming
A565	360 Parks Road	Property is not being used for commercial farming
A627	77 Graham Road	Property is not being used for commercial farming
A230	3046 Williams-Kondinin Road	Property is not being used for commercial farming

It is recommended the objections for the following properties be upheld and the policy be deemed not to apply to these assessments.

Assessment	Property	Reason for upholding
A506	612 Yilliminning Road	Property not used at all, has been returned to nature
A2361	135 Pethybridge Road	Property used for commercial farming
A658	Lot 15617 Wandering-Narrogin Road	Property used for commercial farming

The next step for the Administration is to write to the Minister requesting permission to change the rating basis, and to advise the applicants in this appeal of Council's decision and of their right to appeal to the State Administrative Tribunal (SAT).

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That, with respect to the objections to Council Policy 3.13 – Change In Predominant Use of Rural Land, Council:

1. Uphold the ratepayer objections for A658, A506 and A236.
2. Endorse the Officer's comments with respect to assessments A298, A632, A565, A627 and A230 and dismiss the ratepayer objections.
3. Write to all the above affected ratepayers advising of the outcome and of their appeal rights to the State Administrative Tribunal.
4. Subject to the outcomes of number 3, authorise the Chief Executive Officer to request the Minister for Local Government to approve the change to the method of valuation of the land identified by the Administration as covered by the Policy, from Unimproved Value (UV) to Gross Rental Value (GRV), in accordance with section 6.28 of the Local Government Act 1995.

COUNCIL RESOLUTION 0221.012

Moved: Cr Bartron Seconded: Cr Seale

That, with respect to the objections to Council Policy 3.13 – Change In Predominant Use of Rural Land, Council:

1. Uphold the ratepayer objections for A658, A506, A632 and A2361.
2. Endorse the Officer's comments with respect to assessments A298, A565, A627 and A230 and dismiss the ratepayer objections.
3. Write to all the above affected ratepayers advising of the outcome and of their appeal rights to the State Administrative Tribunal.
4. Subject to the outcomes of number 3, authorise the Chief Executive Officer to request the Minister for Local Government to approve the change to the method of valuation of the land identified by the Administration as covered by the Policy, from Unimproved Value (UV) to Gross Rental Value (GRV), in accordance with section 6.28 of the Local Government Act 1995.

CARRIED 9/0

Reasons for Change:

1. A corrected typographical error in Part 1 "A236" changed to correct assessment number being "A2361".
2. A632 was moved from Part 2 to Part 1 owing to the claimant 's objections based on the claim that the property is predominantly used for agricultural purposes, to which the Council agreed.

SUMMARY OF LETTERS OF OBJECTION FROM RATEPAYERS

Assessment	Property	Zoning	Ha	Details of objection
A658	Lot 15617 WANDERING- NARROGIN RD	Rural	0.5114	Gazetted road was changed from Western to Eastern side of property in 1950s, cutting this lot off from the farm. The lot is not used for farming and has returned to nature. There are no buildings or infrastructure on this lot.
A298	24 CONDON RD	Rural	2.5574	Owner purchased property with intent to demolish redundant plant and lease it out. However this has not happened yet, and vandals have broken into the property and removed copper cables. Majority of land is covered by trees with no residential dwelling.
A632	102 CHIPPER ROAD	Rural	8.6400	The Shire services delivered to this rural property are not on a par with those delivered to GRV properties in town. The block functions in conjunction with another non-contiguous parcel of land (117 Geeralying Rd, Dumberning), being used for storing Rams and weathers, the workshop, tractors and other equipment. The Geeralying Rd property is for the flock of breeding ewes.
A565	360 PARKS RD	Rural	8.9000	Their property is 14km from town and does not have the basic services provided to it that are provided to properties in town. Therefore changing the rating basis is unfair and inequitable.
A627	77 GRAHAM ROAD	Rural	10.0871	1. Property is 13.5km from Narrogin 2. There is no rubbish/recycling/water/NBN at this property. They believe property should receive these services if being charged GRV. 3. Not currently being used to earn an income 4. They think back-rating should date from Council's final decision, not date policy was adopted
A230	3046 WILLIAMS- KONDININ RD	Rural	15.0000	They feel any changes to current rating model will be unfair, inequitable and possibly unlawful
A506	612 YILLIMINNING ROAD	Rural	16.4000	There is no dwelling on the property. The block is leased to the neighbour who have cropped it for the last 3-4 years
A2361	135 PETHYBRIDGE RD	Rural	18.0101	They live in the house and use the sheds for "usual farming activities". The assessment is farmed "as one identity" with A207, 395 acres, to the east side of this assessment. They are run as one business.

Thomas Baldwin

From: Vicki Chadwick [REDACTED]
Sent: 23 October 2020 13:25
To: Enquiries
Subject: ICR2021996 - Attention: Frank Ludovico

ATTENTION: FRANK LUDOVICO

RE: CHANGE IN RATING BASIS FOR ASSESSMENT A658 – LOT 15617 WANDERING-NARROGIN ROAD, MINIGIN

We object to the reassessment of the Lot 15617 from UV to GRV on the basis that it is non-arable land due to the following:

- In the 1950s the gazetted road was changed from the Western side to the Eastern side of our property
- From this gazetted change Lot 15617 was cut off from the main part of the farm deeming it non-arable land
- Therefore, no farming practice has been made to this lot because of its size, the railway line was going through the property and the original road was left with no effort from the Shire to demolish the road for farming practice
- The land itself is now back in its natural state (trees & bushes)
- As this a small parcel of land it attracts a minimum rate and ESL which we are trying to avoid
- This lot has no buildings or any kind of infrastructure

We would like to address the payments we have made in previous years for minimum rating and ESL.

Should you require any further information regarding the above, please contact Richard Chadwick, owner by mobile [REDACTED].

Yours sincerely

Vicki Chadwick

Richard, John & Grant Chadwick

Pp Vicki Chadwick

Thomas Baldwin

From: Jim Z [REDACTED]
Sent: 15 October 2020 10:05
To: Enquiries
Subject: ICR2021889 - Change in rating basis for assessment A298 - 24 Condon Rd, Narrogin Valley

Dear CEO of Shire of Narrogin,

Ref: OFM209105-A298

I am writing to respond to the letter from Shire of Narrogin dated the 7th of October 2020 with regard to change in rating basis for assessment A298 – 24 Condon Rd Narrogin Valley.

J & P Group purchased the premise in April 2016 from Synergy through a tendering process. Our intention for the purchase is to demolish these redundant plant on site and lease it out.

Due to various project commitment we haven't been able to do anything with the site. Recently people have broken into the site, stolen copper cables and maliciously damaged valuable electrical switchboard.

With the current shire proposal to change rating basis from Unimproved Value (UV) to Gross Rental Value (GRV), I can foresee the difficulty to arrive the just rental value. In addition majority of the land is covered by trees with no residential dwelling situated on the land.

Given its uncertain status we prefer to leave it as it is for the time being.

Your kind consideration to the above is much appreciated.

Kind regards,

Jim Zhong
Financial Controller
J & P Group Pty Ltd
[REDACTED]
[REDACTED]



**Steele's Guns and Outdoors
17-19 Egerton Street, Narrogin
Western Australia, 6312**

Telephone: (08) 9881 2455

Facsimile: (08) 9881 3361

Email: Steelosgunsandoutdoors@bigpond.com

Mr Dale STEWART
CEO – Shire of Narrogin
RE: Rating Policy 0720.015

I am writing to you in capacity as a rural rate holder within the Narrogin Shire.

I am the part owner of a parcel of land that is 20 Hectares or less, namely 102 Chipper Road, Hillside and represent all the owners of this property as below.

I find the lifting of rates on this property highly unjust as the current shire services delivered to the property are severely lacking in comparison to parcels of land in the townsite.

- This block of land is some 10kms east of town, not on a town boundary.
- There is no park; recreational areas; or other facilities maintained by the shire within walking distance.
- There is no sealed road access to the block. In fact, Chipper Road itself has been historically extremely poorly maintained.
- There is no street lighting.
- There is no waste collection.
- There is no Deep Sewage or wastewater treatment that requires shire maintenance.
- There has been no FESA in attendance to fires on neighbouring properties that we have had to fight with our provided gear (which we are happy to do of course).
- There are no Police Patrols or shire mandated security patrols in this area.

As listed above, these are the reasons MOST rural houses have a significant undeniable lower Rental Value in comparison to town-based homes.

In addition to the above factors, this block is used in conjunction with the agricultural arm of our business.

Despite not being immediately next door, this block functions in conjunction with another parcel of land (117 Geeralying Rd Dumberning) in the agricultural space.

The Hillside block is home to our Rams and weathers; our Workshop – for maintenance, repair, and fabrication of agricultural equipment; Tractors and other agricultural implements.

The Geeralying property houses our flock of breeding ewes.

The Chipper Road Property remains too far out of Narrogin townsite to enjoy any of the benefits that would be held by a town rate paying block.

To Increase the rate payment on the block as listed above would indicate a lack of fairness in the application of a town based GRV.

For your information and consideration

Kind regards
Bevan STEELE

Thomas Baldwin

From: Wayne Elliott <[REDACTED]>
Sent: 22 January 2021 07:45
To: Enquiries
Subject: IFM2122832 - Objection to proposed change in rating basis for assessment A565 -
360 Parks Road, HIGHBURY

Attention: The Chief Executive Officer
Shire of Narrogin

Following a discussion with Mr Frank Ludovico on the 21 January 2021 whereby he suggested I send an email to the Shire, I hereby submit our strong objection to the proposed change in the rating basis for our property in Highbury.(Ref: Letter of 7 October 2020).

Applying a Gross Rental Value (GRV) to a property 14 kms from the town that does not have the basic services as are provided to properties in town is not a fair and equitable principle.

We strongly object to the proposed change in rating .

I look forward to your response.

Wayne and Paget Elliott

Shire of Narrogin RECEIVED	
Directed to <u>Josh Thomas, Dale</u>	
26 OCT 2020	
Ref No	<u>IFM202013</u>
Property File	<u>A627</u>
Subject File	
Ref	

Amanda and Michael Donavon
77 Graham Road
Dumberning WA 6312

Dear Dale Stewart,

We are writing as the residents of 77 Graham Road, Dumberning and in response to the letter I received recently regarding: Change in rating basis for assessment A627. We would like to appeal the decision of the re-zoning of our property. Our reference number on the letter is OFM209105-A627.

On Thursday the 15th of October I visited the Shire Offices to get a better explanation of what the letter meant. I was told that this meant that my property would be zoned as urban and as such would be required to pay higher property rates.

We oppose that it is not an urban settlement nor is it not a fair rating of our property. It is not fair because we live approximately 13.5km from Narrogin and to classify our property based on its smaller size and that it is not currently being used to earn an income resulting from a rural use should not be the sole measures used to re-zone it.

If it were to be re-zoned which resulted in us having to pay higher rates, then we would expect to see the provision of the same services that properties with this zoning classification also receive.

We have lived here since 2013 and the property was sold to us as a rural property and for those 7 years we have had to remove our rubbish and collect our water. The Shire of Narrogin does not provide us with a weekly rubbish collection and as a result we have to take our waste to the tip. We do not have scheme water provided to our property and as a result we have to collect water using our water tank and truck and drive round-trip of 36 kilometres to Highbury and back to do this. We cannot get an NBN network and as a result have to pay for satellite internet. Synergy makes us read our own meter boxes and we have to have a PO Box as Australia post will not deliver to us. We also live on an un-sealed road surrounded by large farming properties.

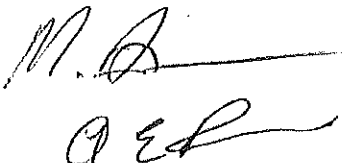
With all of this in mind we would like our property to remain with its current zoning classification. If this is not possible, when will the provision the services of: Water and Waste Collection and any other services be provided to us that properties with the same classification also receive. If we do not get these services then we would expect there be a fair way to assess our situation and what we have outlined above to be taken into consideration.

Additionally, we are concerned about the backdating of the policy, it does not seem fair to back date to when the council passed the resolution, rather should it not begin when all final decisions have been made?

We look forward to any assistance you can provide us.

Kind regards,

Amanda and Michael Donavon



Shire of Narrogin RECEIVED	
Directed to	<u>Josh Thomas</u>
3 NOV 2020	
Ref No	<u>LEM2022142</u>
Property File	<u>A230</u>
Subject File	
Ref	<u>LEM2022142</u>

PO Box 307
Narrogin WA 6312

Chief Executive Officer

Shire of Narrogin

PO Box 1145

Narrogin WA 6312

Dear Sir,

My wife and I recently received correspondence from your office regarding the proposal to change the rating method of our land. (Ass 230.3046 Williams Kondinin Road, Narrogin Valley)

On contacting your Rates Officer to find out how this will affect us, he could not say if the rate would go up or go down with the proposed changes. This is a sad state of affairs for one who makes his living as a rates officer.

Perhaps you could advise us as to what will really happen. We purchased this property in 1976 so we have been long time rate payers and residents of Narrogin Shire. In this time, we conducted a successful business for many years.

As retirees now, we will be penalized by any rate increases. As Shire rate payers we feel the current rate formula is fair to all property owners. Any changes made will be unfair, inequitable and possibly unlawful as it may penalize landholders of less than 20 hectares compared to big landholders.

We feel also, that owners with less than 20 hectares will unnecessarily carry the burden of increased rate rises. We would like to know further, why land holders with 20 hectares or less have been singled out. Why not land holders with 100 hectares? Surely many of these landholders could be labelled as "hobby farmers."

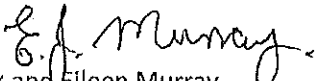
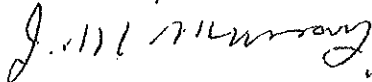
Living in the Narrogin Shire with a small acreage would be an attraction for buyers. Having to pay bigger than necessary rates will be a deterrent to new people moving to this area and existing residents.

We believe your opinion about fairness and equity is sadly misplaced. You will probably create a two tiered system with obvious bias against small landholders.

We also feel that our taxable income is confidential and the Shire is not entitled to private information between us and the tax department.

We therefore are absolutely and totally opposed to the proposed change in the rating system.

Yours sincerely



Jack and Eileen Murray

Thomas Baldwin

From: [REDACTED]
Sent: 05 November 2020 18:38
To: Enquiries
Subject: ICR2022192 - Notice regarding change in rating basis (please pass on to Rates Officer).

Reference: OFM209105-A506

Re: 'Change in Rating basis for assessment A506, 612 Yilliminning Road, Narrogin Valley'.

Hi. I am writing in relation to the notice I received recently regarding the change in rating for my property at the above address.

As regard to the conditions stated in the letter for the basis of changing my rating status (subsections 2 & 3 of the policy) I would like to state:-

- 1) 1) I do not have a dwelling on my property
- 2) 2) My block is leased to my neighbours who have been cropping it for the last 3-4 years (around about 35 acres)

Can you further advise me (in plain terms) why my rating basis needs to be changed (which will see an increase in my rates)?

Thanks for your time,

Scott Smith

[REDACTED] (best to email thanks).

X-REF: OFM 209105
ICR 2022196

A2361

Shire of Narrogin
RECEIVED
6 NOV 2020

G.N. Borthwick and Y.R. Pethybridge
RMB 804
NARROGIN WA 6312

3rd November, 2020

Mr Dale Stewart
CEO
Narrogin Shire
89 Earl Street
NARROGIN WA 6312

Dear Dale,

CHANGE IN RATING BASIS FOR ASSESSMENT A2361 - 135 PETHYBRIDGE ROAD, BOUNDAIN

Thank you for giving us the opportunity to express our concerns on the above assessment.

Since acquiring the block in 2004, we have lived in the house and are using the sheds for usual farming activities.

I am a partner in the partnership of A.G. & M.F. Borthwick along with my parents Andrew and Maureen.

In 2006 the partnership bought 395 acres parcel of land (Refer Assessment A207) on the east side of my present assessment A2361 and as such have farmed each and every rateable assessment as one identity.

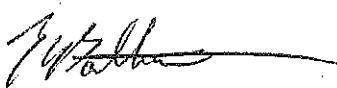
A2361 is run and operated contiguously with the rest of the farming business, (Refer Assessment A273) running livestock, cropping and pasture as required. Additionally for tax purposes there is no segregation.

As a partnership, none of the partners in the partnership work off farm for additional income.

We strongly oppose any additional increase in ratings as it stands at the present.

Yours faithfully,

Graham Borthwick.



Yvette Pethybridge



10.3.6 ANNUAL COMPLIANCE AUDIT RETURN 2020

File Reference	14.1.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	12 February 2021
Author	Frank Ludovico – Executive Manager Corporate & Community Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	1. Compliance Audit Return 2020

Summary

The completed annual Compliance Audit Return for 2020 is presented to Council for consideration.

Background

It is a requirement of all Local Governments to complete the annual Compliance Audit Return as part of its regulatory obligations to the Department of Local Government, Sport and Cultural Industries.

Consultation

Consultation has been undertaken with:

- Chief Executive Officer
- Executive Manager Corporate & Community Services
- Manager Corporate Services
- Executive Assistant.

Statutory Environment

The following statutory provisions apply:

- Local Government (Audit) Regulations – Regulation 14 – Compliance audit return to be reviewed by Audit Committee and report made to Council.
- Local Government (Audit) Regulations – Regulation 15 – once considered by Council, the return is to be signed by President and CEO and lodged with the Department by 31 March.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

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

Comment/Conclusion

The Compliance Audit Return has been completed for the 2020 year and is submitted for review. There are no issues of non-compliance identified for further attention.

As per the Local Government (Audit) Regulations, this item is intended to be presented to the Audit Committee Meeting on 24 February 2021. The Return is therefore recommended to Council.

The Council were informed the Audit Committee had met immediately before the Council meeting to discuss the 2020 Compliance Audit Return. The committee recommended to the Council the adoption of the Return without amendment.”

Voting Requirements

Simply Majority

OFFICERS' AND AUDIT COMMITTEE RECOMMENDATION AND COUNCIL RESOLUTION 0221.013

Moved: Cr Seale Seconded: Cr Bartron

That, with respect to the Compliance Audit Return 2020, the Council adopt the Return, noting no matters of non-compliance, and authorising signing by the Shire President and Chief Executive Officer and its lodgement with the Department of Local Government, Sporting and Cultural Industries.

CARRIED 9/0

ATTACHMENT 1

Narrogin - Compliance Audit Return 2020

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2020?	N/A	No delegations made to Committee.	Josh Pomykala
2	s3.59(2)(b) F&G Regs 7,8,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2020?	N/A		Josh Pomykala
3	s3.59(2)(c) F&G Regs 7,8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2020?	N/A		Josh Pomykala
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2020?	N/A		Josh Pomykala
5	s3.59(5)	During 2020, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Josh Pomykala

Narrogin - Compliance Audit Return 2020

Delegation of Power/Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16	Were all delegations to committees resolved by absolute majority?	N/A		Josh Pomykala
2	s5.16	Were all delegations to committees in writing?	N/A		Josh Pomykala
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	N/A		Josh Pomykala
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A		Josh Pomykala
5	s5.18	Has council reviewed delegations to its committees in the 2019/2020 financial year?	N/A	No delegations to committees.	Josh Pomykala
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?	Yes		Josh Pomykala
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes		Josh Pomykala
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes		Josh Pomykala
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes		Josh Pomykala
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	N/A		Josh Pomykala
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes		Josh Pomykala
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2019/2020 financial year?	Yes	Reviewed 26 May 2020	Josh Pomykala
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19?	Yes		Josh Pomykala

Narrogin - Compliance Audit Return 2020

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes		Carolyn Thompson
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	N/A		Carolyn Thompson
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	Yes		Carolyn Thompson
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes		Carolyn Thompson
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2020?	Yes		Carolyn Thompson
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes		Carolyn Thompson
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes		Carolyn Thompson
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes		Carolyn Thompson
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Yes		Carolyn Thompson
10	s5.88(4)	Have all returns removed from the	Yes		Carolyn

		register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?		Thompson
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	Yes	Carolyn Thompson
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	Carolyn Thompson
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	Yes	Carolyn Thompson
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	Carolyn Thompson
15	Rules of Conduct Reg 11(1), (2) & (4)	Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?	Yes	Carolyn Thompson
16	Rules of Conduct Reg 11(6)	Where a council member disclosed an interest under Rules of Conduct Reg 11(2) was the nature of the interest recorded in the minutes?	Yes	Carolyn Thompson
17	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	Carolyn Thompson
18	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	Carolyn Thompson
19	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	N/A	Carolyn Thompson
20	s5.103 Admin Regs 34B & 34C	Has the local government adopted a code of conduct in accordance with	Yes	Carolyn

		Admin Regs 34B and 34C to be observed by council members, committee members and employees?		Thompson
21	Admin Reg 34B(5)	Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?	Yes	Carolyn Thompson

Narrogin - Compliance Audit Return 2020

Disposal of Property					
No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) (unless section 3.58(5) applies)?	Yes		Josh Pomykala
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	Yes		Josh Pomykala

Narrogin - Compliance Audit Return 2020

Elections					
No	Reference	Question	Response	Comments	Respondent
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate?	Yes		Carolyn Thompson
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years?	N/A		Carolyn Thompson
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with Elect Reg 30G(6)?	Yes		Carolyn Thompson

Narrogin - Compliance Audit Return 2020

Finance					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes	Oct 2019	Alex Mulenga
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A		Alex Mulenga
3	s7.3(1) & s7.6(3)	Was the person or persons appointed by the local government to be its auditor appointed by an absolute majority decision of council?	N/A		Alex Mulenga
4	s7.3(3)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor a registered company auditor or an approved auditor?	N/A	As above	Alex Mulenga
5	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2020 received by the local government by 31 December 2020?	No	Auditors currently finalising	Alex Mulenga
6	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9(1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	N/A	30/6/20 audit report not received	Alex Mulenga
7	s7.12A(4)(a)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters?	N/A	30/6/20 audit report not received	Alex Mulenga
8	s7.12A(4)(b)	Where the local government was required to prepare a report under s.7.12A(4)(a), was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	30/6/20 audit report Not received	Alex Mulenga
9	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	N/A	30/6/20 audit report Not received	Alex Mulenga

10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives and scope of the audit, a plan for the audit, details of the remuneration and expenses paid to the auditor, and the method to be used by the local government to communicate with the auditor?	N/A	Objectives and scope of audit independently determined by OAG (Per 7.12AC of the Local Govt Amendment (Auditing) Act 2017	Alex Mulenga
11	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	N/A	Audit currently being finalised	Alex Mulenga

Narrogin - Compliance Audit Return 2020

Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Adopted 24 May 2017 Reviewed 22 May 2019	Josh Pomykala
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Adopted 27 June 2018 Reviewed 28 July 2020	Josh Pomykala
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes		Josh Pomykala

Narrogin - Compliance Audit Return 2020

Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	N/A		Josh Pomykala
2	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	N/A		Josh Pomykala
3	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A		Josh Pomykala
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)?	N/A		Josh Pomykala
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A		Josh Pomykala
6	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A		Josh Pomykala

Narrogin - Compliance Audit Return 2020

Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer?	Yes		Josh Pomykala
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a)?	Yes		Josh Pomykala
3	s5.121(2)	Does the complaints register include all information required by section 5.121(2)?	Yes		Josh Pomykala
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes		Josh Pomykala

Narrogin - Compliance Audit Return 2020

Optional Questions					
No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2020? If yes, please provide the date of council's resolution to accept the report.	Yes	OCM of 25/2/20	Alex Mulenga
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2020? If yes, please provide date of council's resolution to accept the report.	Yes	OCM of 25/2/20	Alex Mulenga
3	s5.87C(2)	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift?	Yes		Carolyn Thompson
4	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, did the disclosure include the information required by section 5.87C?	Yes		Carolyn Thompson
5	s5.90A(2)	Did the local government prepare and adopt by absolute majority a policy dealing with the attendance of council members and the CEO at events?	Yes		Carolyn Thompson
6	s.5.90A(5)	Did the CEO publish an up-to-date version of the attendance at events policy on the local government's official website?	Yes		Carolyn Thompson
7	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes		Carolyn Thompson
8	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes		Carolyn Thompson

9	s5.127	Did the local government prepare a report on the training completed by council members in the 2019/2020 financial year and publish it on the local government's official website by 31 July 2020?	Yes		Carolyn Thompson
10	s6.4(3)	By 30 September 2020, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2020?	No	Obtained an extension	Alex Mulenga

Narrogin - Compliance Audit Return 2020

Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Does the local government have a current purchasing policy that complies with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		Josh Pomykala
2	F&G Reg 11A(1)	Did the local government comply with its current purchasing policy in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		Josh Pomykala
3	s3.57 F&G Reg 11	Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?	N/A		Josh Pomykala
4	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	N/A		Josh Pomykala
5	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	N/A		Josh Pomykala
6	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	N/A		Josh Pomykala
7	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	Yes		Josh Pomykala
8	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes		Josh Pomykala

9	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	N/A		Josh Pomykala
10	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes		Josh Pomykala
11	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes		Josh Pomykala
12	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	Yes		Josh Pomykala
13	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	No EOI invited.	Josh Pomykala
14	F&G Reg 23(3)	Were all expressions of interest that were not rejected assessed by the local government?	N/A		Josh Pomykala
15	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services as an acceptable tenderer?	N/A		Josh Pomykala
16	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	N/A		Josh Pomykala
17	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	N/A		Josh Pomykala
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A		Josh Pomykala
19	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A		Josh Pomykala

20	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?	N/A	Josh Pomykala
21	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	Josh Pomykala
22	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	Josh Pomykala
23	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	Josh Pomykala
24	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	Yes	Josh Pomykala

7. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at ____ pm.

10.4 OFFICE OF THE CHIEF EXECUTIVE OFFICER

10.4.1 NAMING NARROGIN'S PARKS

File Reference	21.4.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	11 February 2021
Author	Dale Stewart - Chief Executive Officer
Authorising Officer	Dale Stewart - Chief Executive Officer
Attachments	1. Pioneers by Mr Maurie White

Summary

Council is requested to approve:

1. The previously advertised names of ten parks and reserves noting there were no submissions; and
2. For advertising, the names proposed for five (5) remaining parks, reserves and sports grounds in Narrogin that were held over from a decision at the Council Meeting of 15 December 2020, pending a workshop, which was subsequently held on 10 February 2021.

Background

In June 2019, local resident Mr Stuart Graham requested the Shire look into the names of Narrogin's parks, noting that most of the parks had at one time, signs with their names on them, however no signs were evident at this time, adding that some parks were named simply after the street they were situated on, and this may not be the official name.

At the Council's Meeting of 15 December 2020 several Parks and Reserve were named in accordance with the following decisions:

"That, with respect to the proposed naming of Narrogin's parks, Council requests the Chief Executive Officer advertise the following proposed names for comment, with sufficient detail or reference to their origin, for a minimum period of 30 days, commencing 15 January 2021, with the exception of points, 4, 6, 9, 10 and 11 which are deferred to a workshop of Elected Members prior to further consideration of the Council:

1. The park located on Sydney Hall Way be known as Sydney Hall Park;
2. The park located on Watt and Jersey Street be known as Apex Park;
3. The park located on Ensign Street be known as McKenzie Park;
4. The park located on Harper, Hive, Argus and Halo Streets be known as James Park;
5. The park located on Yale Place be known as Bushalla Park;
6. The park located on Garfield, Northwood and Hillman Streets be known as Menzies Park;

7. The oval located in the centre of the Narrogin Pace and Race Trotting and Race Track be known as Hardie Park;
8. The BMX track located on Earl Street behind Narrogin Race and Pace be known as BMX Park;
9. The oval located at Highbury be known as the Highbury Sports Ground; and
10. The reserve located on the Great Southern Highway Highbury, be known as the Highbury Siding Precinct.”

“That, with respect to the proposed naming of Narrogin’s parks, Council approve the new community space at the Narrogin Regional Leisure Centre to be known as Timleris Park.”

Council decided to defer the decision on naming certain other remaining five (5) parks to a workshop to make a recommendation to present to Council in February 2021.

Those Parks remaining to be named included:

1. The park located on Kipling Street be known as _____ (formerly known as BPW Park (Business and Professional Women’s Association);
2. The park located on Ashworth Crescent be known as _____ Park;
3. The park located on Bannister Street be known as _____ Park;
4. The park located on Pitt Street be known as _____ Park;
5. The park located on Northwood and Roe Streets be known as _____ Park.

Consultation

In August 2020, community engagement in accordance with Council Policy 1.14 Community Engagement Policy, was undertaken through direct correspondence to more than 200 residents across Narrogin and Highbury, newspaper advertisement, Facebook and website posts, and a Media release inviting written or verbal comment. Further consultation took place with the Shire’s Chief Executive Officer and Manager Operations and the Narrogin community. The parks and reserves in the following locations were identified for naming:

Narrogin

1. Ashworth Crescent
2. Yale Place
3. Sydney Hall Way
4. Jersey Street
5. Ensign Street
6. Old BMX Track (Earl Street)
7. Northwood and Hillman Streets
8. Oval on Bannister Street
9. Northwood and Roe Streets
10. Kipling Street
11. Pitt Street
12. Halo Street
13. Centre sports oval (centre of trotting track)
14. Hale Street - Outdoor Gym.

Highbury

1. Former cricket oval
2. TransWA bus stop/pull over bay.

The consultation with respect to the decision of December 2020 concluded on 15 February 2021 and there were no submissions.

Statutory Environment

The naming of parks and reserves is guided by Policies and Standards for Geographical Naming in Western Australia, (section 5) and are assessed and determined by the Geographic Names Committee.

Local Governments and other government authorities Local Government and government departments/authorities responsible for the administering of land within Western Australia are required to make submissions to Landgate for any naming proposals for place names, features, administrative boundaries, localities or roads within their jurisdiction.

Rules contained within the guide include:

- A local park or recreational reserve name should consist of a single name element (specific) followed by a feature class (generic), for example Queenscliff Park and not Park Queenscliff.
- It is preferred that all local park or recreational reserves use the feature class PARK as part of the name.
- The word RESERVE should only be used as part of a name if the whole of the area to be named is an official reserve as created under the Land Administration Act 1997 and has been allocated an official reserve number. The name is to be applied to the whole extent of the reserve. It will not be applied to disconnected parcels of land; however the same name may be applied to multiple adjoining reserves.
- The use of road types as part of a local park or recreational reserve name shall not be used, for example Smith Street Park.

The link for this document is [Policies and Standards for Geographical Naming in Western Australia](#)

Policy Implications

Local Planning Schemes Policy Manual Policy D10 - Advertisement Design, in part, states:

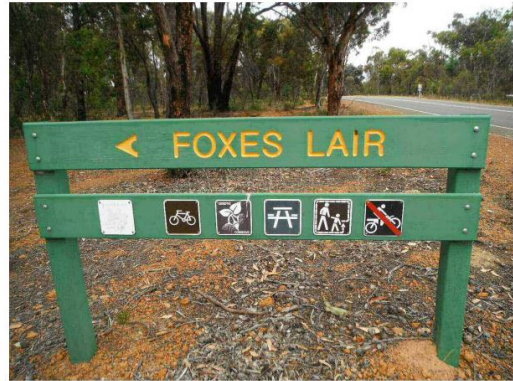
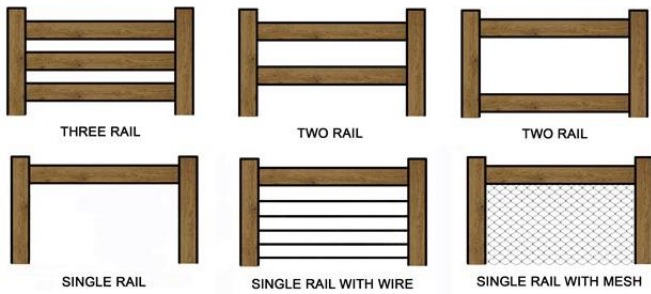
“Where a reserve has been, or is proposed to be, vested with the Town of Narrogin then signage advising of the reserve purpose may be erected with the approval of Council. Such signs shall be:

- a. White lettering on brown background.*
- b. Consistent with a post and rail (three rail) concept, of routed wood construction.*
- c. Erected on two supporting poles having a maximum height of two metres.”*

Whilst the Council’s policy would indicate the three-rail post and rail concept on the diagram below left, the Administration has recommended retaining the more latterly utilised concept at Foxes Lair (below right).

As to the question as whether the above policy should be reviewed, all the former Town of Narrogin Local Planning Policies are intended to be reviewed with the new Town Planning Scheme.

STANDARD POST & RAIL FENCES



Financial Implications

An amount of \$15,000 is proposed to be requested in the 2021/2022 Draft Budget for the cost to supply and install signs with Geographic Names Committee approved names, in accordance with the style outlined as Foxes Lair.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	2.	Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.3	Existing strong community spirit and pride is fostered, promoted and encouraged
Strategy:	2.3.4	Provide improved community facilities (eg library/recreation)
Objective	3.	Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.4	A well maintained built environment
Strategy:	3.4.1	Improve and maintain built environment

Comment/Conclusion

Those Parks remaining to be named included:

1. The park located on Kipling Street be known as _____ (formerly known as BPW Park (Business and Professional Women's Association));
2. The park located on Ashworth Crescent be known as _____ Park;
3. The park located on Bannister Street be known as _____ Park;
4. The park located on Pitt Street be known as _____ Park;
5. The park located on Northwood and Roe Streets be known as _____ Park.

Other Parks that had no submissions / comments

The origins of the names of the remaining parks and reserves were not included in the received responses when advertised in October 2020.

To assist with the selection of suitable names for consideration, the Administration has included information collated by local historian, the late Mr Maurie White (Attachment 1) and presented to the Mayor and Councillors of the former Town of Narrogin for consideration in June 2001.

Attachment 1, provides the names of town pioneers and other prominent pioneers, together with a brief story of their achievements and contribution to the town.

It is noted that while there is no rule against the person's name being used for a street and a park, there are rules relating to not permitting a street (or road) having the same name within a local government area.

All of these names were checked against local street / road names that may have been named after any of these pioneers, and the following list has been compiled based on the absence of existing street names of same, for possible recognition in the naming of a park or reserve:

- Williams George Cornwall
- Nurse Grace Menzies (utilised in December 2020)
- Nurse Elizabeth Ann (Grannie) Ness
- Edwin (Teddy) Howells
- Arthur E Liddington
- Johannes Hermann Schilling
- Thomas Patrick (Tom) O'Connor
- Alfred James (Alf) Oxman
- Bertram Heriot Dods
- Charles (Charlie) Street
- Dennis Joseph (Dan) Kelliher

From Mr White's list of other prominent pioneers, the following list of names is provided, although less detail is provided for these people:

- Nurse Bessie Kelliher
- John Dodd
- George S Bonney
- Stanley (Stan) Connor
- Isaac Giles
- George Gould
- ~~Tom and Edward Hardie~~ (utilised in December 2020)
- William Henry Ingram
- William Mickle
- Henry Bacon
- Edward (Ted) Townsend
- Albert Wheatland Manning
- Nicholas Rogerson Anderson
- Charles Douglas Mitchell

It is further noted that the title, Freeman of the Municipality, is the most significant local honour to be bestowed on an individual, and that in addition to the names of the town's pioneers, Council may wish

to consider naming parks after Freeman, particularly if they were historically known to have contributed to or lived in that locality, and/or general location:

Former Narrogin Municipal Council (1906 – 1961) Former Town of Narrogin (1961 – 2016)

- 1974 William Allan Manning
- 1988 Robert Wilford Farr OAM JP
- 1996 Dr John William James Parry JP
- 1998 Douglas Fairclough JP

Former Narrogin Road Board (1826 – 1961) Former Shire of Narrogin (1961 – 2016)

- 1991 Kenneth O’Dea
- 1996 RJ Spouse
- 2014 DL Wiese

Park located on Kipling Street

Responses suggested the park is formerly known as BPW Park, named after the Business and Professional Women’s Association.

The Administration recommends retaining and formalising the name BPW Park.

The Elected Members’ Workshop has recommended this park also be named BPW Park.

Park located on Ashworth Crescent

Recognised informally as Ashworth Park, there were no responses relating to the history of the name or specific suggestions for this reserve. The park is bounded by three streets and is well utilised by local youth.

The Elected Members at a workshop held on 10 February 2021 considered the potential naming of the park in honour of the Wiilmen people and tasked the Administration of determining whether this name would be appropriate with local elders.

A meeting was subsequently held with several members of Narrogin’s Noongar community by the Administration to seek feedback and comment on the naming of the park located on Ashworth Crescent. The meeting was attended by Gloria Kickett, Ross Storey and Marian Hill who, as it turns out, are all direct descendants of John Jack Levi ‘Boringa’ Nippa Humes, or Nippa, as he was colloquially referred to.

It was noted in the meeting that the other parks in Narrogin have been named after white settlers and pioneers. This summary sets out to establish Nippa as one of Narrogin’s pioneers. He is reported to have worked on farms to support his large brood. Records indicate Nippa was born in Pingelly in 1868 and anecdotal reports suggest he later moved to Narrogin to be with his wife, Ada Bennell, as this was her country. Nippa and Ada had many children and his legacy lives on in Narrogin today in more than a dozen, well known family groups (including Humes, Kickett, Parfitt, Riley, Narkle, Winmar, Michaels, Ninyett, Prior, Malarkey, Garlett and Abraham) who are all direct descendants. During the meeting, there were many stories shared about Nippa’s descendants with family connections that go beyond Narrogin. Naming the park Boringa Park is an important story that needs to be told, and a deserved honour for another of Narrogin’s first fathers. Nippa and Ada are both interned at the Narrogin Cemetery. The general consensus at the meeting was that the name Boringa Park would be a positive

step forward for the community as well as the families, and an opportunity to move towards reconciliation and healing.

It should be noted that not all associated family names have been mentioned above and further consultation is required to obtain this information, as part of further research required.

It is therefore recommended that, subject to advertising and further consultation, particularly with Elders, that this park be named Boringa Park after Nippa Humes.

Bannister Street

One response in relation to the smaller sports area on Bannister Street sometimes known as the Little Athletics Oval, but mostly referred to as Bannister Street Oval. The Little Athletics Club now use the Thomas Hogg Oval, leaving the smaller sports park largely disused.

The Elected Members' Workshop has recommended this park be named Michael Brown Park, after the first Chairman of the Narrogin Road Board and early Mayor of Narrogin.

Park located on Pitt Street

Known locally as Pitt Street Park, this little known park runs alongside a creek, a respondent suggested "Gnargagin Park" to recognise the Noongar meaning of 'place of water'.

This name is not considered suitable given a significant parcel of reserve along the Narrogin Creek is named Gnarojin Park in recognition of the Noongar people.

The Elected Members' Workshop has recommended this park be named Maurie White Park, after the well regarded, long serving, volunteer local historian.

Park located on Northwood and Roe Street

Known locally as Northwood Park due to its location on Northwood Street, there were no responses relating to the origins of the name of this park.

The Elected Members' Workshop has recommended this park be named Kelliher Park, after both Dennis Joseph (Dan) Kelliher, a local businessman and his sister, Bessy Kelliher, a well-regarded maternity nurse of the town.

Voting Requirements

Simple Majority

See over for Council Resolution.

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0221.014 – MOVED EN BLOC

Moved: Cr Seale

Seconded: Cr Broad

Part 1

That with respect to the proposed naming of Narrogin's parks, Council requests the Chief Executive Officer advertise the following proposed names, with sufficient detail or reference to their origin, for a minimum period of 30 days and to liaise with aboriginal elders and authorise the Chief Executive Officer to lodge those names to the Geographic Names Committee of Western Australia for endorsement, for those with no negative submissions:

1. The park located on Kipling Street be known as BPW Park (Business and Professional Women's Association);
2. The park located on Ashworth Crescent be known as Boringa Park;
3. The park located on Bannister Street be known as Michael Brown Park;
4. The park located on Pitt Street be known as Maurie White Park; and
5. The park located on Northwood and Roe Streets be known as Kelliher Park.

Part 2

That, with respect to the proposed naming of Narrogin's parks, that have been advertised for community comment, Council note no negative submissions, and recommend the following names to the Geographic Names Committee of Western Australia for endorsement, and consider including the sum of \$15,000 in the 2021/22 Budget, to officially place signs on the reserves approved, in accordance with the Foxes Lair style detailed in the Officer's report:

1. The park located on Sydney Hall Way be known as Sydney Hall Park;
2. The park located on Watt and Jersey Street be known as Apex Park;
3. The park located on Ensign Street be known as McKenzie Park;
4. The park located on Harper, Hive, Argus and Halo Streets be known as James Park;
5. The park located on Yale Place be known as Bushalla Park;
6. The park located on Garfield, Northwood and Hillman Streets be known as Menzies Park;
7. The oval located in the centre of the Narrogin Pace and Race Trotting and Race Track be known as Hardie Park;
8. The BMX track located on Earl Street behind Narrogin Race and Pace be known as BMX Park;
9. The oval located at Highbury be known as the Highbury Sports Ground; and
10. The reserve located on the Great Southern Highway Highbury, be known as the Highbury Siding Precinct.

CARRIED 9/0

History Hall
PO Box 141
NARROGIN WA 6312

12 June 2001

The Mayor and Councillors
Town of Narrogin
89 Earl Street
NARROGIN WA 6312

Dear Mrs Higgins and Councillors,

I enclose, for consideration by Council, a list of people whom I consider particularly significant town pioneers, as requested under clause 8.2.151 in the minutes of the Council meeting held on 26 May.

The accompanying notes are no more than jottings to aid discussion and are not intended for formal use.

I am conscious that very few women feature in the list. This is because it is difficult to find many who qualify in their own right. In those days women had large families and were heavily occupied with home duties. In social and public affairs they usually played supportive roles for the men. Consequently, their significant and vital achievements often went unrecorded. May I suggest that tributes to pioneer women in general be considered to help restore the balance in gender representation?

Please let me know if I can be of further assistance.

Yours sincerely,

Maurie White
Hon. Historian

TOWN PIONEERS

✓ Michael BROWN - In Narrogin from about 1888 when he ran the Wayside Inn. By late 1890s he had erected the Hordern Hotel and other premises. First chairman of Narrogin Road Board, an early Mayor of Narrogin and a president of the Narrogin Agricultural Society. His belief in the town's potential, his encouragement to settlers and his support for all progressive programmes led to his being dubbed the "Father of Narrogin."

Brown of E Narrogin

★ Nicholas ("Charlie") BUSHALLA - In Narrogin from 1897. He created many business enterprises, including a store, the Duke of York Hotel, a skating rink (later the Amusu picture theatre), the National Hall, a brewery and a cool drink factory. He was very kind to children and a warm supporter of the Convent sisters and the Catholic Church.

Bushworth park

— Williams George CORNWALL - In Narrogin from mid-1890s, after moving his business interests from Williams once the railway was built. He established businesses and other interests along what was then the main road through town - his home "Carnegie", Cornwall Buildings (the 1904 stores), Cornwall Buildings (the present "Mardoc"), the Cornwall Hotel, the Empire Hall ...

✓ Dr David William Hartnell MACKIE - In Narrogin from 1911. A highly respected doctor, accepted social leader, Mayor of Narrogin during World War I, warm supporter of most local organisations and president of several. He was seen as friend and adviser by people of all social levels, and was so esteemed that the ambulance hall (present History Hall) was erected to his memory after his death.

Mackie Park BD

✓ Edgar Sydney ("Syd") HALL - In Narrogin from 1905 when he established "The Narrogin Observer." A committed Anglican, a man of principle and integrity, of vision and energy. His major interest was the advancement of Narrogin. He served as Councillor, Mayor during the Depression, foundation chairman of St John Ambulance Association, original secretary of the Narrogin Co-operative Butter Company ... A talented artist, his designs for Show displays were famous in the 1920s.

Sydney Hall way park

✓ Hugh MARSH - In Narrogin from 1903, he was a major builder and contractor, erecting the Town Hall, the War Memorial, both the original and the later flour mills, etc. He was a foundation Town Councillor, a keen Rifle Club member, active in the founding of the butter company, a very active worker for the Narrogin Agricultural Show ...

street E Ngr

✓ George Geoffrey ("G.G.") LAVATER - In Narrogin from 1903. He was a leading architect, whose designs included the Town Hall and the War Memorial. He was a foundation Town Councillor and secretary of the Narrogin Road Board (1915-1935), and very active with many sporting and other organisations.

street SE town

The Reverend William KENNEDY - In Narrogin from 1902, he was the Baptist minister of whom Michael Brown said, "Me and Mr Kennedy built Narrogin!" He was a prime mover in getting the Baptist Church and the Collie-Narrogin Railway built, in getting the sanctified areas of the cemetery opened to the deceased of all creeds (not just Anglicans) and in promoting public welfare and positive community life.

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

Grant Street Park

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

Edwin ("Teddy") HOWELLS - In Narrogin from 1903, he was Narrogin's much-loved first chemist. He left Narrogin in 1931 a poor man because, an example of service above material gain, he often received no payment for what he dispensed. He was also an expert gardener, the beauty of the flowers compensating him for the deafness which afflicted him.

Arthur E. LIDDINGTON - In Narrogin from 1903 as headmaster until his departure in 1918, firstly at the present Old Courthouse then at the present Narrogin Primary School. A devout Baptist, a man noted for standards of discipline, morality and duty, and a dedicated supporter of the British Empire, he had a marked effect on local enlistment and fundraising in World War I. He also strongly supported sporting teams and school cadets.

William Edward Carew MOSS - In Narrogin from late 1890s, he was a surveyor who did much to lay out and develop the town's streets, avenues of trees, etc. He sponsored the Narrogin Road Board, then worked for the creation of a municipality, being elected as first Mayor with an overwhelming majority in 1906.

Moss Street exists

Johannes Hermann SCHILLING (anglicized as John Herman SHILLING after World War I) - In Narrogin from 1906, the storekeeper who developed his shop into the well-known Shillings Store in the 1920s. He was a devout Methodist and was father-in-law of Mayor Moses Hubert ("Moses") Mowday.

Thomas Patrick ("Tom") O'CONNOR - As a result of meeting Michael Brown on the Goldfields, Tom came to Narrogin as blacksmith in 1897. His business expanded to include wheelwright, coachbuilder, farm implement maker and undertaker. He was a firm Catholic and supporter of the Convent sisters, a member of the Road Board and later a Town Councillor. He was director of the flour mill, a keen sportsman and promoter of sport for youth, especially athletics and boxing.

Yale place

Alfred James ("Alf") OXMAN - In Narrogin from at least 1892 as railway ganger and may have been on the original construction team for the railway between Beverley and Albany. His shack was on the site of the present iceworks building (across the creek from the Link Road route). He later built his family home, the stone building in Falcon Street, in 1906. In later years Alf worked for Council and became respected gardener of Memorial Park which then had large flower beds, and where his son's name is on the memorial plaque for World War I.

William Frederick ("Will") WIESE - Arriving in Narrogin in 1894 he established his "Balaling" property several miles east of the town. This became a model farm by 1910. Will became president of the Narrogin Agricultural Alliance, then of the Narrogin Agricultural Society, and was the major exhibitor of the annual show. He founded the original show in 1899 and was a foundation director of the Narrogin Co-operative Butter Company in 1919.

Violet Mary ANDREWS - The wife of solicitor Walter Frederick Andrews, she came to Narrogin in 1902. A devout Anglican and great supporter of Red Cross, she was a key figure in establishing stable social and public life in early Narrogin. Her obituary noted that she "knitted the womenfolk into a harmonious relationship" and, with the support of leading townspeople, gained the title of "Queen" in the fundraising Queen Carnival during World War I.

Joseph Alphonse ("Joe") GRAINGER - Born near Williams in 1866, Joe was in Narrogin from the early 1890s. He was an early porter at the railway station and was also employed to do much of the physical labour to establish the Narrogin township - clearing for and forming Fortune Street, fencing of the sports ground on Clayton Road, etc. In old age he wrote significant articles on his memories of life in early Narrogin and Williams.

Bertram Heriot DODS - In Narrogin from 1897 as an early settler on land now part of Narrogin Agricultural College. Following a visit to South Africa he resettled at 14 Mile Brook in the early 1900s and continued with his profession of architect - for the Duke of York Hotel, Baptist Church, Cornwall Buildings (present "Mardoc"), etc. He was an energetic supporter of movements for railway development and a soldiers' memorial institute before his sudden death in September 1916.

Joseph John ("Jack") JAMES - In Narrogin from 1901 as a carrier. He was a Councillor from about 1907 for 41 years, with several periods as Mayor. He was very devoted to improving Narrogin and had significant input into achieving the original water supply scheme, Memorial Park, the Greater Sports Ground, the original sale yards and community pride in the town.

Charles ("Charlie") STREET - In Narrogin from 1896 to 1909, the first station master here after the State Government took over the Great Southern Railway from the private WA Land Company. The present station buildings were built and opened in 1906-07 while he was here. He was a staunch Anglican, and the font in the church is dedicated to his memory. He is remembered as a very honest, upright citizen who supported many organisations in the formative years of the town.

✓ John Henry BROWN - A builder who moved to Narrogin in 1910, but had been here earlier - for instance, he built the Union Bank (present ANZ) in 1904. In Perth he constructed the Mint and the Government Printing Office, and, in Katanning, "Kobeelya" and Piesse's Building. In Narrogin he built Cornwall Buildings ("Mardoc"), the "Vailima", the Anglican rectory, the original Catholic presbytery, 13 Havelock Street (now the Wnuks' home), etc.

— Denis Joseph ("Dan") KELLIHER - At Nomans Lake in 1904 and in Narrogin, next to the Cornwall Hotel, as blacksmith with brother Bill from 1910. He had the "Vailima" built for his sister, Nurse Bessie Kelliher, in 1913-14. His business became an early agency for T-Model Fords, and his shop yard became a camping spot and convivial gathering place for waggoners and townspeople. In 1921 he returned to Nomans Lake.

✓ Lieutenant-Colonel Arthur Charles Hiquet OLDEN - In Narrogin from 1906 as dental surgeon in Egerton Street. He played a leadership role in local society - captain of the Golf Club in 1908 and 1909, member of the first polo team and the revived Turf Club (1911), Town Councillor (1912-1914), president of Narrogin District Council of Primary Producers Association and of local branch of Farmers and Settlers Association. Before World War I he commanded local troops of the 25th Light Horse, and during the war rose to the command of the famous 10th Light Horse Regiment.

OTHER PROMINENT PIONEERS

- ✓ Arthur Patrick ("Paddy") McCORMICK - Builder, Mayor
- Nurse Bessie KELLIHER - Maternity nurse
- ✓ Walter Frederick ANDREWS - Solicitor, flour mill director
- John DODD - Very early settler, ex-convict
- George S B BONNEY - Cartographer
- ✓ John Thomas Whidby CHIPPER - Ex-mail coach driver, storekeeper
- Stanley ("Stan") CONNOR - Flour mill manager
- ✓ Dr J B LEWIS - Early doctor, president of Agricultural Society
- ✓ James ("Jimmy") GIBSON - Blacksmith, dairyman, trotting enthusiast
- Isaac GILES - Well-respected early settler and labourer
- George GOULD - Carrier
- Tom and Edward HARDIE - Sports ground developers, polo players
- William Henry INGRAM - Prominent Baptist and farmer
- ✓ Edward Bertram JOHNSTON - Land agent, later major politician
- William MICKLE - Hairdresser, developer of Doddum Farm
- Henry BACON - Prominent farming settler
- ✓ John Edward CLAYTON - Prominent farmer, supporter of town interests later
- ✓ John P ("Jack") MYERS - Garage owner, Mayor, ambulance driver
- ✓ Frederick J NORTHWOOD - Storekeeper
- Edward ("Ted") TOWNSEND - House painter, signwriter, prominent member of Operatic and Dramatic Society
- ✓ Ernest John BUTLER - First jeweller, prominent Mason
- ✓ August Heinrich TREFORT - Prominent farmer
- Albert Wheatland MANNING - Founder of Mannings Store
- Nicholas Rogerson ANDERSON - Newsagent
- Charles Douglas MITCHELL - Agricultural Bank officer

n?

in is the greatest honour which on. It follows that this title would services to their town and their

first ever Honorary Freeman Allan Manning, JP.

as bestowed on Mr Manning 25, 1974 for outstanding and service to the municipality as a member of the Town Council for 17 years as Mayor and for his service as MLA for the Narrogin



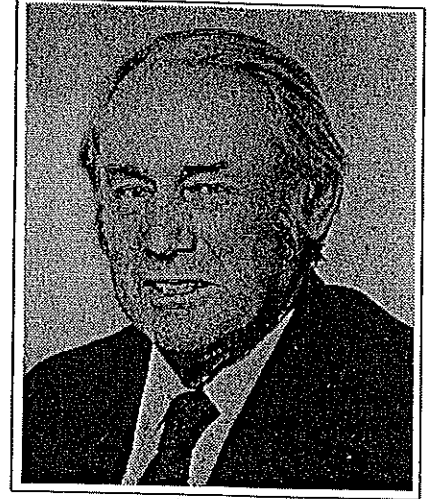
Wilford Farr

HONORARY FREEMEN OF NARROGIN

Narrogin's third Freeman award was conferred on Kenneth O'Dea in May last year.

This recognition was for meritorious and outstanding service to the Shire of Narrogin, including 27 years as a Councillor, seven as Deputy President and 13 years as President.

No streets



Kenneth O'Dea

PIONEERS WE HAVE HONOURED

Details of pioneers from the Honour Board hanging in the Narrogin Town Hall.

- ✓ C. Quartermaine
- J. Dodd
- J. Stevens
- ✓ E. Barron
- ✓ A. Trefort
- ✓ W. Graham
- ✓ J. Clayton
- ✓ W. Wiese
- ✓ M. Brown
- ✓ J. Grainger
- ✓ J. Chipper
- ✓ W. Moss
- T. O'Connor
- N. Bushalla
- G. Dyson
- H. Rintoul

10.4.2 LOCAL GOVERNMENT CHILD SAFETY OFFICERS & PROPOSED REPORTABLE CONDUCT SCHEME

File Reference	14.9.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Department of Local Government, Sport and Cultural Industries (DLGSC)
Previous Item Numbers	Nil
Date	14 December 2021
Author	Dale Stewart - Chief Executive Officer
Authorising Officer	Dale Stewart - Chief Executive Officer
Attachments 1. Discussion Paper 2. Reportable Conduct Scheme Green Bill 3. Reportable Conduct Scheme Information Sheet 4. National Principles for Child Safety Organisations 2019	

Summary

The Department of Local Government, Sport and Cultural Industries (DLGSC) on behalf of the Western Australian Government (State Government) is implementing reforms from the recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission).

The Royal Commission was established to investigate systemic failures by institutions in relation to allegations and incidents of child sexual abuse. The Royal Commission found that across many decades, many of society's institutions failed to protect children.

In response to the Royal Commission, the State Government is:

- developing a system of independent oversight to improve child safety in organisations;
- developing a State policy position on the Royal Commission's recommendation 6.12 specifying that local governments should designate child safety officers from within existing staff profiles. The DLGSC is seeking the Council's response to that suggestion.

Background

The Royal Commission's final report contained 409 recommendations directed towards the development of effective government regulation, improvement in institutional governance and increased community awareness of child sexual abuse in institutions.

The development of an independent oversight system comprises the following four areas:

- organisations to report certain types of misconduct by their employees (including contractors and volunteers) involving children (known as reportable conduct) to an independent oversight body;
- organisations engaged in child related work to comply with child safe standards (known as the National Principles for Child Safe Organisations) and their compliance be monitored by an independent oversight body;

- out-of-home care providers be accredited by an independent oversight body;
- youth detention environment to comply with the National Principles and their compliance be monitored by an independent oversight body.

Ombudsman WA has drafted the Parliamentary Commissioners Amendment (Reportable Conduct) Bill 2020 (Attachment 2).

The Bill obliges heads of organisations, including local governments, to notify an independent body of misconduct involving children, known as reportable conduct, by their employees, volunteers and contractors. Consultation on the draft legislation closed 31 January 2021.

The Royal Commission recommended 10 child safe standards to improve child safe cultures and practices across all sectors providing services to children and young people. The standards have since been incorporated into the National Principles for Child Safe Organisations which were endorsed by the Council of Australian Governments in February 2019. The National Principles guide organisations to create child safe cultures and practices (Appendix 4). The Department of the Premier and Cabinet (DPC) is leading community consultation about how the legal compliance with the National Principles should be implemented. Organisations undertaking child-related work, such as local governments, are encouraged to provide comment by completing an online survey before 26 February 2021.

Royal Commission Recommendation 6.12 states that local governments should designate child safety officer positions from within existing staff profiles. The Department of Communities and DLGSC have drafted a discussion paper for the WA Local Government sector to better understand and respond to this recommendation (Attachment 1).

The State Government is seeking a formal response to the discussion paper, preferably through the relevant council, from local governments by 2 April 2021. Responses will inform the development of the State Government's policy position.

The State Government acknowledges that local governments will have differing levels of understanding of the Royal Commission and child safeguarding reforms.

Further information relating to the Independent Oversight System including how to provide a response is available on wa.gov.au.

Consultation

The State Government is seeking to consult with local governments. No consultation has taken place with external agencies, service groups or the community on this matter, nor is it deemed required, given it is response to the State Government about a local government position.

Statutory Environment

There are no current relevant statutory implications. The proposal includes new legislation that will mandate the role of anyone involved in provision of children's facilities or services to ensure that the relevant employee reports potential misconduct and the relevant organisation via its Principal Officer (or Chief Executive Officer) has appropriate mechanisms in place to encourage and receive reporting.

The requirement for every local government in Australia to mandate a Child Safety Officer, either as a new position dedicated to the role, or an existing employee with designated responsibility, is a

suggested approach (by the Royal Commission and State Government) to meet the principles espoused by the Commonwealth via the Royal Commission.

Whilst hard to argue against the principle, there are two salient points – resources and funding to make it effective. Otherwise, in the opinion of the Administration, it is purely an example of cost shifting by the State and Commonwealth Governments, without any productive means to make it actionable at the local level. It runs the risk of being seen purely as a thought bubble and tokenism.

One cannot simply give someone a title, in for example, an existing community development type role, without appropriate skillsets or training, and expect them to act as and be a ‘Child Safety Officer’. It would be in name only and therefore in the opinion of the Administration, an attempt at cost shifting and a tokenistic approach.

What is the role of the State Government here with its various officers throughout the Regions and State in the Department of Child Protection’s role?

Surely a hub and spoke model with centralised officers in the Perth Metropolitan Region and community based officers at existing or expanded regional branches such as Narrogin, Albany, Bunbury, is more practical and realistic, given the relative size of most local governments in WA that cannot afford or justify a standalone officer (or title of a position in name only) in such a role?

Policy Implications

There are no relevant or proposed policy implications.

Financial Implications

The requirement to put in place appropriate mechanisms is largely administrative and of no direct financial outlay. The requirement or expectation to appoint (and implement) State and Commonwealth principles associated with Child Safety Officers at every local government in Australia however, will come at a cost, either by reducing services in another area or adding cost to rates, without appropriate financial and administrative resources from the government agencies already entrusted with this role.

The State Government Agency in WA entrusted with Child Welfare, is primarily the Department of Child Protection (and Police Department). Effectively the State is asking that local governments be ‘an extension’ or arm of this agency, without offering any promise of resources or financial assistance. Is this an acknowledgement of the failure of the current State Government Agency or inadequate funding for that Agency by the State?

The risk, over time, if not initially, is that this burden will grow and expectation of service delivery will grow, such that it will be seen as part of the ‘business’ of local government, without appropriate resources.

Strategic Implications

Outcome:	2.2	Build a healthier and safer community
Strategy:	2.2.1	Support the provision of community security services and facilities

Comment/Conclusion

Critically, the Royal Commission cited the fundamental role local governments play in assisting and resourcing communities across Australia, particularly in regional and remote areas, where access to resources and services is often more limited than for their urban counterparts.

The Royal Commission highlighted the important roles local governments play in communities that impact on the safety of children including:

- providing services to children, for example libraries, swimming pools and childcare;
- providing spaces for community activities, for example halls, theatres and sports grounds;
- funding or contracting services;
- facilitating community education or outreach programs;
- regulating planning and development approvals, infrastructure and property services; and
- water and food inspection .

The active role local governments take in community development and community safety, particularly roles that impact on child safety, was recognised as an opportunity to integrate their direct responsibilities to children with their wider role within the community.

The Commission adds *“Local governments are recognised as well placed to support smaller organisations within their communities to implement the National Principles and create child safe environments”*.

Through this consultation process the State Government has two key aims:

- to develop a better understanding of the current role of local governments in promoting child safety and how the outcomes of this work are reported internally, to executive and to council; and
- to use this understanding of current work promoting child safety to inform development of an approach to meet recommendation 6.12 of the Royal Commission in implementing the child safety officer role.

The State Government notes:

“As part of the response to this consultation process it would be useful for local governments to consider how to engage their local communities in relation to this issue. This active engagement can ensure that the community’s expectations and the local government’s outcomes and investment in child safety are well understood.

Local governments undertaking the required periodical review of their Integrated Planning and Reporting, may choose to include discussions on child safety as part of the engagement with the local community.”

Recommendation 6.12 of the Royal Commission recommended that, with support from governments at the national, state and territory levels, local governments should designate child safety officer positions from existing staff profiles to carry out the following functions:

- a) developing child safe messages in local government venues, grounds and facilities;
- b) assisting local institutions to access online child safe resources;
- c) providing child safety information and support to local institutions on a need’s basis; and
- d) supporting local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds.

The following is extracted from the Royal Commission's findings:

“Child safety officers are intended to promote child safety within the organisation and support smaller community-based organisations providing services to children to create child safe environments. The role would be expected to support local staff and volunteers to build existing capacity around child safety within their organisations by providing information and assistance.

The Royal Commission's view was that a child safety officer proximate to services and local industries would be especially important in regional and remote areas, given these communities are known to routinely miss out on resources and access to services that are available in urban centres. In regional and remote communities, child safety officers could be a conduit for information.

The Royal Commission's view was that child safety officers should work closely with the independent state oversight body responsible for monitoring and enforcing the National Principles, as they would be well placed to support smaller organisations to understand how they can be child safe.

The intent of the Royal Commission is for local governments to identify where they already have existing staff who could fulfil a role of promoting child safety within the organisation and supporting smaller local organisations to develop capacity in this area. Local governments could create new positions to facilitate implementation of this role where desired and resourcing allows. Volume 6 and Volume 14 of the Royal Commission's Final Report provide this recommendation in detail.

Acknowledging the existing investment local governments make to promoting community safety, including child safety, the Royal Commission stated that local governments do not need to provide additional financial investment into implementing a child safety officer role and suggest that existing community safety positions within local governments could be expanded to align existing responsibility to strengthen child safety.

The following portfolios may have existing roles that could be considered for alignment with child safety responsibilities and it is recognised that significant work is already occurring in these areas within some local governments to promote child safety, as recommended by the Royal Commission:

- Community safety;
- Community and club development;
- Governance and risk;
- Communications; and
- Disability Access and Inclusion.

It is also recognised that not all local governments have existing community safety positions or have limited capacity to expand the functions of these roles to include child safety. In fulfilling the functions of the child safety officer role, it is recognised that local government staff will need access to appropriate training. Where local governments have limited resources to create child safety officer positions the Royal Commission suggested that state and territory governments may be able to provide assistance.

3.1 Functions of the child safety officer

The four key functions of child safety officers, recommended by the Royal Commission, are outlined below with suggestions as to how each function may look in practice. It is noted that some of these examples may represent work already occurring in many local governments.

a) Developing child safe messages in local government venues, grounds and facilities

Developing child safe messages in local government venues, grounds and facilities promotes the knowledge and understanding of child safety by community members. Public messaging promotes the rights of children to feel safe as well as increasing the understanding of child safety by staff, volunteers and community members and acting as a deterrent for those who may intend to cause harm to children.

To implement this function would include:

- Working with key stakeholders including CCYP and the Working with Children Screening Unit to ensure that nationally consistent child safe messages are identified for use in local governments' venues, grounds and facilities.*
- Working with internal communication teams to print posters/signs outlining nationally consistent child safe messages for their various venues, grounds and facilities.*

b) Assisting local institutions to access online child safe resources

Institutions in local communities such as sole traders (i.e. music teachers, tennis coaches), private and community organisations (i.e. arts, cultural, community, sport and recreation groups, clubs and associations) may require assistance to access online child safe resources.

To implement this function would include:

- Facilitating the inclusion of information about child safety on their local government website including links to online child safe resource created by CCYP and the National Office of Child Safety. This would be in line with the current practice of many local governments in providing information and a link to Kidsport on their websites.*
- Signposting local government staff and local organisations to CCYP, the National Office of Child Safety, and other relevant resources on the local government's website.*

Other local government resources may also assist in facilitating this function. Community Resource Centres and libraries provide physical access to computers and the internet, and library staff could provide support to access suitable online child safe resources. Community, Club Development and Community Safety Officers may signpost to online resources within newsletters.

c) Provide child safety information and support to local institutions on a need's basis

Child safety officers are expected to provide general advice around promoting child safety and the implementation of the National Principles within organisations. For some local governments this may include hosting workshops/seminars with external providers.

It is expected that child safety officers would be supported by relevant agencies, such as CCYP, the National of Office of Child Safety, or in the case of child protection concerns, the Western Australia Police Force or Department of Communities in meeting this function.

While it is not the intention of the Royal Commission for local government child safety officers to be a direct point of contact for community members or staff seeking advice on child protection matters, it would be important for anyone in this role to have appropriate knowledge and understanding of child abuse and neglect, as well as local child safeguarding procedures, in order to provide appropriate information, guidance and signposting. It is important for the local government to consider what support mechanisms are in place, to ensure the wellbeing of child safety officers when dealing with these matters and what specific areas of training would be required to build upon existing skills and knowledge of staff.

d) Support local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds

Communities within local government areas differ based on social demographics. The needs of supporting children from diverse backgrounds will differ based on the local population.

To implement this function would include:

- Identifying needs within the local community and key services providing support in meeting these needs.*
- Working collaboratively with local government staff, responsible for supporting disability inclusion and access and promoting the needs of Aboriginal and culturally diverse children, to provide advice and support to local organisations on implementing child safe approaches that are accessible and inclusive for children with diverse needs.*
- Linking local institutions with key services, including disability advocacy services, Aboriginal family support services or professional interpreters”.*

Responses to the DLGSC consultation are due to the Department of Communities by close of business on Friday, 2 April 2021.

The National Principles for Child Safe Organisations are:

1. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved in promoting child safety and wellbeing.
4. Equity is upheld and diverse needs respected in policy and practice.
5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
6. Processes to respond to complaints and concerns are child focused.
7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
9. Implementation of the national child safe principles is regularly reviewed and improved.
10. Policies and procedures document how the organisation is safe for children and young people.

Voting Requirements

Simple Majority

See over for Council Resolution.

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0221.015

Moved: Cr Wiese

Seconded: Cr Seale

That with respect to Local Government Child Safety Officers and the proposed Reportable Conduct Scheme, Council:

1. Respond to the Department of Local Government, Sport and Cultural Industries' Discussion Paper, in accordance with the comments contained within the Officers' Report and rejecting the notion that local governments in WA should appoint Child Safety Officers, either to an existing position, or as an role or additional employee, as this role is best delivered by an adequately administered and funded State Government Agency, such as the existing Department of Child Protection, with appropriate trained, skilled and supported officers at regional centres throughout WA, including Narrogin, and not through a tokenistic and cost-shifting approach as outlined by the Department.
2. Endorse the principles outlined in the National Principles for Child Safe Organisations.
3. Endorse the principles of local governments being able to support and promote messages about child safety in its venues, facilities and services it provides to children.
4. Endorse the principles of the draft bill and request the Chief Executive Officer to ensure that the Shire and its employees comply with any requirements of the Shire, or its employees, in implementing any Child Safety Reportable Conduct Scheme, should such laws be enacted.

CARRIED 9/0



This initiative is part of the WA Government's action to create a Safer WA for Children by implementing the recommendations from the Royal Commission into Institutional Responses to Child Sexual Abuse.

Discussion paper on the implementation of child safety officers in local governments

Recommendation 6.12 of the Royal Commission into Institutional Responses to Child Sexual Abuse

December 2020

Contents

1.	Background.....	3
1.1	Royal Commission into Institutional Responses to Child Sexual Abuse	3
1.2	National Principles for Child Safe Organisations.....	3
1.3	What is happening in Western Australia to support implementation?	3
2.	Role of local governments.....	5
2.1	Engagement with the local communities	5
3.	Child safety officers.....	6
3.1	Functions of the child safety officer.....	7
	a) Developing child safe messages in local government venues, grounds and facilities.....	7
	b) Assisting local institutions to access online child safe resources.....	7
	c) Provide child safety information and support to local institutions on a need's basis	8
	d) Support local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds	8
4.	Progress to date across jurisdictions.....	9
5.	Process for consultation with the local government sector.....	10
	Phase 1 – Endorsement of consultation process (complete)	10
	Phase 2 – Consultation process (in progress)	10
	Phase 3 – Presentation of policy position and guidance on implementation.....	10
6.	Consultation questions.....	11
7.	Further information and resources	13
	Contact information.....	13
	Resources	13
	Appendix 1:.....	14

1. Background

1.1 Royal Commission into Institutional Responses to Child Sexual Abuse

The Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission (Royal Commission)) was established in response to allegations of child sexual abuse in institutional contexts that had been emerging in Australia for many years. The Royal Commission's Final Report¹ made 409 recommendations, with 310 applicable to the Western Australian State Government.

The recommendations of the Royal Commission emphasised that organisations working with children must be able to provide safe environments where the rights, needs and interests of children are met. The Royal Commission recommended a range of mechanisms to support child safe organisations, including 10 Child Safe Standards (rec 6.5), which organisations the standards should apply to (rec 6.9) and the role of an independent oversight body to monitor and enforce the standards (rec 6.10 and 6.11) to promote child safety across organisations and the role of child safety officers in local government (rec 6.12).

The Royal Commission also envisioned that the National Office for Child Safety (rec 6.16 and 6.17) would have a key role in collaborating with the Commonwealth, state and territory governments to support national consistency. It would do this by leading capacity building, continuous improvement of child safe initiatives through resources development, best practice material and evaluation. They also expected the National Office for Child Safety to promote participation and empowerment of children and young people.

1.2 National Principles for Child Safe Organisations

The Royal Commission defined child safe organisations as those which create cultures, adopt strategies and take actions to prevent harm to children, including child sexual abuse. The Royal Commission proposed 10 Child Safe Standards be adopted to foster child safety and wellbeing in organisations across Australia, as referenced above.

The Council of Australian Governments endorsed the National Principles for Child Safe Organisations (National Principles) in February 2019. The National Principles (Appendix 1) incorporate the 10 Child Safe Standards recommended by the Royal Commission, with a broader scope that goes beyond child sexual abuse to include all forms of abuse or potential harm to children.

1.3 What is happening in Western Australia to support implementation?

In Western Australia, the Royal Commission recommendations related to the National Principles are being led by the Department of Communities and the Department of the Premier and Cabinet in partnership with key government agencies and the Commissioner for Children and Young People (CCYP).

The Department of the Premier and Cabinet is leading the development of advice to the State Government on an independent oversight system, which will include the monitoring and enforcing of the National Principles for organisations engaged in child-related work. The Royal Commission was of the view that all organisations should strive to be child safe but

¹ <https://www.childabuseroyalcommission.gov.au/final-report>

recommended that organisations providing the following services should be required to implement the National Principles:

- accommodation and residential services for children;
- activities or services under the auspices of a religious denomination;
- childcare or childminding services;
- child protection services;
- activities or services where clubs and associations have a significant involvement by children;
- coaching or tuition services for children;
- commercial services for children;
- services for children with a disability;
- education services for children;
- health services for children;
- justice and detention services for children; and
- transport services for children.

The Department of Communities is leading the implementation of the National Principles through a range of administrative and legislative levers such as funding agreements and regulatory frameworks. They are also providing support to government and non-government agencies to implement the National Principles in preparation for independent oversight.

Western Australia currently has a voluntary approach to the implementation of the National Principles focused on capacity building, led by CCYP, while options for legally requiring implementation are developed. CCYP has enabling legislation to raise awareness, provide capacity building and consult with children. In 2019, CCYP revised their child safe resources to align with the National Principles.

2. Role of local governments

The Royal Commission cited the fundamental role local governments play in assisting and resourcing communities across Australia, particularly in regional and remote areas where access to resources and services is often more limited than for their urban counterparts.

The Royal Commission highlighted the important roles local governments play in communities that impact on the safety of children including:

- providing services to children, for example libraries, swimming pools and childcare;
- providing spaces for community activities, for example halls, theatres and sports grounds;
- funding or contracting services;
- facilitating community education or outreach programs;
- regulating planning and development approvals, infrastructure and property services; and
- water and food inspection².

The active role local governments take in community development and community safety, particularly roles that impact on child safety, was recognised as an opportunity to integrate their direct responsibilities to children with their wider role within the community. Local governments are recognised as well placed to support smaller organisations within their communities to implement the National Principles and create child safe environments.

Through this consultation process the State Government has two key aims:

- to develop a better understanding of the current role of local governments in promoting child safety and how the outcomes of this work are reported internally, to executive and to council; and
- to use this understanding of current work promoting child safety to inform development of an approach to meet recommendation 6.12 of the Royal Commission in implementing the child safety officer role.

2.1 Engagement with the local communities

As part of the response to this consultation process it would be useful for local governments to consider how to engage their local communities in relation to this issue. This active engagement can ensure that the community's expectations and the local government's outcomes and investment in child safety are well understood.

Local governments undertaking the required periodical review of their Integrated Planning and Reporting, may choose to include discussions on child safety as part of the engagement with the local community.

² Final Report: Volume 6, Making institutions child safe, p.300

3. Child safety officers

Recommendation 6.12 of the Royal Commission recommended that, with support from governments at the national, state and territory levels, local governments should designate child safety officer positions from existing staff profiles to carry out the following functions:

- a) developing child safe messages in local government venues, grounds and facilities;
- b) assisting local institutions to access online child safe resources;
- c) providing child safety information and support to local institutions on a need's basis; and
- d) supporting local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds.

Child safety officers are intended to promote child safety within the organisation and support smaller community-based organisations providing services to children to create child safe environments. The role would be expected to support local staff and volunteers to build existing capacity around child safety within their organisations by providing information and assistance.

The Royal Commission's view was that a child safety officer proximate to services and local industries would be especially important in regional and remote areas, given these communities are known to routinely miss out on resources and access to services that are available in urban centres. In regional and remote communities, child safety officers could be a conduit for information.

The Royal Commission's view was that child safety officers should work closely with the independent state oversight body responsible for monitoring and enforcing the National Principles, as they would be well placed to support smaller organisations to understand how they can be child safe.

The intent of the Royal Commission is for local governments to identify where they already have existing staff who could fulfil a role of promoting child safety within the organisation and supporting smaller local organisations to develop capacity in this area. Local governments could create new positions to facilitate implementation of this role where desired and resourcing allows. Volume 6³ and Volume 14⁴ of the Royal Commission's Final Report provide this recommendation in detail.

Acknowledging the existing investment local governments make to promoting community safety, including child safety, the Royal Commission stated that local governments do not need to provide additional financial investment into implementing a child safety officer role and suggest that existing community safety positions within local governments could be expanded to align existing responsibility to strengthen child safety.

The following portfolios may have existing roles that could be considered for alignment with child safety responsibilities and it is recognised that significant work is already occurring in

³ https://www.childabuseroyalcommission.gov.au/sites/default/files/final_report_-_volume_6_making_institutions_child_safe.pdf

⁴ https://www.childabuseroyalcommission.gov.au/sites/default/files/final_report_-_volume_14_sport_recreation_arts_culture_community_and_hobby_groups.pdf

these areas within some local governments to promote child safety, as recommended by the Royal Commission:

- Community safety;
- Community and club development;
- Governance and risk;
- Communications; and
- Disability Access and Inclusion.

It is also recognised that not all local governments have existing community safety positions or have limited capacity to expand the functions of these roles to include child safety. In fulfilling the functions of the child safety officer role, it is recognised that local government staff will need access to appropriate training. Where local governments have limited resources to create child safety officer positions the Royal Commission suggested that state and territory governments may be able to provide assistance.

3.1 Functions of the child safety officer

The four key functions of child safety officers, recommended by the Royal Commission, are outlined below with suggestions as to how each function may look in practice. It is noted that some of these examples may represent work already occurring in many local governments.

a) Developing child safe messages in local government venues, grounds and facilities

Developing child safe messages in local government venues, grounds and facilities promotes the knowledge and understanding of child safety by community members. Public messaging promotes the rights of children to feel safe as well as increasing the understanding of child safety by staff, volunteers and community members and acting as a deterrent for those who may intend to cause harm to children.

To implement this function would include:

- Working with key stakeholders including CCYP and the Working with Children Screening Unit to ensure that nationally consistent child safe messages are identified for use in local governments' venues, grounds and facilities.
- Working with internal communication teams to print posters/signs outlining nationally consistent child safe messages for their various venues, grounds and facilities.

b) Assisting local institutions to access online child safe resources

Institutions in local communities such as sole traders (i.e. music teachers, tennis coaches), private and community organisations (i.e. arts, cultural, community, sport and recreation groups, clubs and associations) may require assistance to access online child safe resources.

To implement this function would include:

- Facilitating the inclusion of information about child safety on their local government website including links to online child safe resource created by CCYP and the National Office of Child Safety. This would be in line with the current practice of many local governments in providing information and a link to Kidsport⁵ on their websites.

⁵ Kidsport is a scheme that enables low income families to participate in community sport through provision of financial assistance towards club fees).

- Signposting local government staff and local organisations to CCYP, the National Office of Child Safety, and other relevant resources on the local government's website.

Other local government resources may also assist in facilitating this function. Community Resource Centres and libraries provide physical access to computers and the internet, and library staff could provide support to access suitable online child safe resources. Community, Club Development and Community Safety Officers may signpost to online resources within newsletters.

c) Provide child safety information and support to local institutions on a need's basis

Child safety officers are expected to provide general advice around promoting child safety and the implementation of the National Principles within organisations. For some local governments this may include hosting workshops/seminars with external providers.

It is expected that child safety officers would be supported by relevant agencies, such as CCYP, the National Office of Child Safety, or in the case of child protection concerns, the Western Australia Police Force or Department of Communities in meeting this function.

While it is not the intention of the Royal Commission for local government child safety officers to be a direct point of contact for community members or staff seeking advice on child protection matters, it would be important for anyone in this role to have appropriate knowledge and understanding of child abuse and neglect, as well as local child safeguarding procedures, in order to provide appropriate information, guidance and signposting. It is important for the local government to consider what support mechanisms are in place, to ensure the wellbeing of child safety officers when dealing with these matters and what specific areas of training would be required to build upon existing skills and knowledge of staff.

d) Support local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds

Communities within local government areas differ based on social demographics. The needs of supporting children from diverse backgrounds will differ based on the local population.

To implement this function would include:

- Identifying needs within the local community and key services providing support in meeting these needs.
- Working collaboratively with local government staff, responsible for supporting disability inclusion and access and promoting the needs of Aboriginal and culturally diverse children, to provide advice and support to local organisations on implementing child safe approaches that are accessible and inclusive for children with diverse needs.
- Linking local institutions with key services, including disability advocacy services, Aboriginal family support services or professional interpreters.

4. Progress to date across jurisdictions

Information relating to implementation of the recommendation for local government child safety officers in each state/territory is outlined below. The National Office for Child Safety intends to work with the Australian Local Government Association to develop a plan for implementation at a national level.

Jurisdiction	Action to date
Western Australia	Accepted in principle. The Department of Communities is leading implementation of child safety officers in partnership with the Department of Local Government, Sport and Cultural Industries. The Department of the Premier and Cabinet is leading the development of advice to the State Government on an independent oversight system.
Victoria	Accepted in principle. Volume 6 of the Final Report identifies that a rural city council in Victoria has appointed two child safety officers to help prevent and respond to concerns of abuse. With the Victorian Government's support, Vicsport provides a 'helpdesk', which delivers assistance and advice to state sporting associations, regional sport assemblies, regional academies of sport, clubs and associations to assist them with cultural change, policy development, change management and communications to meet obligations in Victoria's Child Safe Standards.
New South Wales	Accepted in principle.
Australian Capital Territory	Accepted in principle. No reported progress.
Northern Territory	Accepted in principle. No reported progress.
Queensland	Listed for further consideration. The Queensland Government notes this recommendation is primarily the responsibility of the local government sector. The Queensland Government notes there are likely to be resource implications associated with implementing this recommendation, particularly for smaller remote, rural and Indigenous local governments, and will collaborate with the local government sector to identify the best way to support local institutions.
South Australia	Noted. This recommendation is seen to be the responsibility of local governments and is outside the scope of the South Australian Government's response to the Final Report
Tasmania	Accepted in principle. The Tasmanian Government agreed to work with the Local Government Association to progress this work.

5. Process for consultation with the local government sector

Phase 1 – Endorsement of consultation process (complete)

September 2020

The Department of Communities and the Department of Local Government, Sport and Cultural Industries developed a proposed consultation process, which was shared, discussed and endorsed with the Local Government Professionals of Western Australia's (LG Pro) Community Development Network on 1 October 2020. The paper was also shared with the leadership group of the Western Australian Local Government Association's (WALGA) Local Government Community Safety Network for comment and feedback.

Phase 2 – Consultation process (in progress)

December 2020 – April 2021

This discussion paper was developed by the Department of Communities and the Department of Local Government, Sport and Cultural Industries, in consultation with the Department of the Premier and Cabinet, CCYP and WALGA. It will be distributed to individual local governments through WALGA and LG Pro by Wednesday, 2 December 2020, with feedback required from individual local governments and peak bodies by Close of Business on Friday, 2 April 2021.

The State Government will facilitate presentations for local governments on the discussion paper via webinar on Monday, 14 December 2020 and Thursday, 4 February 2021. The webinars will be presented by the Department of Communities and the Department of Local Government, Sport and Cultural Industries with support from WALGA and LG Pro. To register your interest please email childsafeguarding@dlqsc.wa.gov.au prior to each webinar.

This consultation process aligns with the consultation on the design of the independent oversight system, which includes the monitoring and enforcing of the National Principles. Between November 2020 and February 2021, feedback is being sought from organisations likely to be impacted by the independent oversight and broader community stakeholders on particular elements of the system and how they will work. The local government sector is encouraged to provide feedback through the dedicated consultation webpage <http://www.wa.gov.au/independent-oversight-system-consultation>.

It is recommended that local government officers seek a position in relation to both consultation issues, child safety officers and the independent oversight system, from their respective councils during the consultation period to inform the organisation's feedback. Each local government should then respond individually to the consultation questions with specific feedback relevant to their geographical context.

Phase 3 – Presentation of policy position and guidance on implementation

April – June 2021

The consultation findings from this discussion paper will inform a draft report by Friday, 7 May 2021. The draft report will outline the State Government's proposed implementation of recommendation 6.12 and provide guidance as to how local governments can implement the role of child safety officers, including what support will be needed.

The draft report will be shared with WALGA, LG Pro, the Department of the Premier and Cabinet and CCYP for comments and feedback before being made publicly available and distributed to the local government sector as a final report by Friday, 4 June 2021.

6. Consultation questions

Responses to consultation questions are due to the Department of Communities by Close of Business on Friday, 2 April 2021. Responses can be emailed to csaroyalcommission@communities.wa.gov.au.

- 1) Please specify which local government you are responding on behalf of.

Click or tap here to enter text.

- 2) What is your role within the organisation?

Click or tap here to enter text.

- 3) Please consider each of the functions of a child safety officer and the three accompanying questions for each.

a) Developing child safe messages in local government venues, grounds and facilities;

In what ways is this function already being delivered within your local government and by which existing role/s and portfolio/s?

Click or tap here to enter text.

In what ways can this existing work be built upon to implement the function, as recommended by the Royal Commission?

Click or tap here to enter text.

What supports or training might be needed to achieve full implementation of this function?

Click or tap here to enter text.

b) Assisting local institutions to access online child safe resources

In what ways is this function already being delivered within your local government and by which existing role/s and portfolio/s?

Click or tap here to enter text.

In what ways can this existing work be built upon to implement the function, as recommended by the Royal Commission?

Click or tap here to enter text.

What supports or training might be needed to achieve full implementation of this function?

Click or tap here to enter text.

c) *Providing child safety information and support to local institutions on a need's basis;*

In what ways is this function already being delivered within your local government and by which existing role/s and portfolio/s?

Click or tap here to enter text.

In what ways can this existing work be built upon to implement the function, as recommended by the Royal Commission?

Click or tap here to enter text.

What supports or training might be needed to achieve full implementation of this function?

Click or tap here to enter text.

d) *Supporting local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds.*

In what ways is this function already being delivered within your local government and by which existing role/s and portfolio/s?

Click or tap here to enter text.

In what ways can this existing work be built upon to implement the function, as recommended by the Royal Commission?

Click or tap here to enter text.

What supports or training might be needed to achieve full implementation of this function?

Click or tap here to enter text.

- 4) Please specify any additional feedback in relation to the proposed implementation of child safety officers within Western Australia.

Click or tap here to enter text.

7. Further information and resources

Contact information

Please contact any of the State Government representatives below to discuss queries relating to this paper or the consultation process.

Amanda Furnell
Manager Royal Commission Implementation Team
Strategy and Partnerships
Department of Communities
Phone:
Email: csaroyalcommission@communities.gov.wa.au

Ben Armstrong
Acting Director Strategic Coordination and Delivery
Department of Local Government, Sport and Cultural Industries
Phone: 08 9492 9622
Email: childsafeguarding@dlgsc.wa.gov.au

Gordon MacMile
Acting Executive Director Local Government
Department of Local Government, Sport and Cultural Industries
Phone: 08 9492 9752
Mobile: 0418 968 952
Email: childsafeguarding@dlgsc.wa.gov.au

Resources

Further detail about the National Principles and resources relating to their implementation in organisations can be found on the websites listed below.

The Commissioner for Children and Young People Western Australia's website has a range of resources related to implementation of the National Principles, as well as links to provide information, resources and practical examples on each of the 10 National Principles.

<https://www.cryp.wa.gov.au/our-work/child-safe-organisations-wa/>

The National Office for Child Safety provides further resources to help organisations, children and young people, parents and carers learn about the National Principles and how they should be used.

<https://childsafety.pmc.gov.au/what-we-do/national-principles-child-safe-organisations>

A Working with Children Check is a compulsory screening strategy in Western Australia and one strategy to keep children safe. The website includes a range of resources including creating a child safe organisation through recruitment and staff management.

<https://workingwithchildren.wa.gov.au/about/safeguarding-children>

Appendix 1:

National Principles for Child Safe Organisations

1. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved in promoting child safety and wellbeing.
4. Equity is upheld and diverse needs respected in policy and practice.
5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
6. Processes to respond to complaints and concerns are child focused.
7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
9. Implementation of the national child safe principles is regularly reviewed and improved.
10. Policies and procedures document how the organisation is safe for children and young people.

The Australian Human Rights Commission was engaged by the Australian Government Department of Social Services to lead consultations and development of the National Principles for Child Safe Organisations. The goal is to build cultures in all organisational settings to advance the safety and wellbeing of children and young people.

A full description of the National Principles can be found at:

[National Principles for Child Safe Organisations \(humanrights.gov.au\)](https://www.humanrights.gov.au/national-principles-for-child-safe-organisations)

WESTERN AUSTRALIA

Parliamentary Commissioner Amendment (Reportable Conduct) Bill 2020

DRAFT BILL FOR PUBLIC COMMENT

The Government proposes to introduce into Parliament a Bill to amend the *Parliamentary Commissioner Act 1971* and the *Working with Children (Criminal Record Checking) Act 2004*.

This draft Bill has been prepared for public comment but it does not necessarily represent the Government's settled position.

All submissions must be received by 31 January 2021 and should be forwarded to: reportableconduct@ombudsman.wa.gov.au

For further information please see the Ombudsman Western Australia website at <http://www.ombudsman.wa.gov.au>

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**Parliamentary Commissioner Amendment
(Reportable Conduct) Bill 2020**

Contents

Part 1 — Preliminary		
1.	Short title	2
2.	Commencement	2
Part 2 — <i>Parliamentary Commissioner Act 1971</i> amended		
Division 1 — Preliminary		
3.	Act amended	3
Division 2 — General amendments		
4.	Long title amended	3
5.	Section 4 amended	3
6.	Section 19A amended	5
7.	Part III Division 3B inserted	5
Division 3B — Reportable conduct scheme		
Subdivision 1 — Preliminary		
19C.	Terms used	5
19D.	Conviction	8
19E.	Reportable allegation	8
19F.	Reportable conduct	9
19G.	Reportable conviction	10
19H.	Entities to which reportable conduct scheme applies	10
19I.	Object and principles	10
Subdivision 2 — Role of Commissioner		
19J.	Administration, oversight and monitoring of scheme	11
19K.	Functions of Commissioner	11

Parliamentary Commissioner Amendment (Reportable Conduct) Bill 2020

Contents

19L.	Commissioner may exempt conduct	12
19M.	Commissioner may exempt entities	12
19N.	Commissioner may exempt investigations	13
Subdivision 3 — Systems to deal with reportable conduct		
19O.	Head of relevant entity must ensure systems in place	13
19P.	Commissioner must monitor relevant entity	14
Subdivision 4 — Notice, investigation and reporting		
19Q.	Report of reportable allegation or reportable conviction	14
19R.	Head of relevant entity must notify Commissioner	15
19S.	Information may be disclosed to Commissioner or head of entity	16
19T.	Head of relevant entity must respond to reportable allegation or reportable conviction	17
19U.	Commissioner must be notified of matters affecting investigation	18
19V.	Head of relevant entity must report outcome of investigation	19
19W.	Commissioner may conduct own investigation	20
19X.	Notice to head of relevant entity of Commissioner's investigation	21
19Y.	Provisions relating to investigation under section 19W(3)(a)	22
19Z.	Application to State Administrative Tribunal for review	23
19ZA.	Relevant entities that are agents of Crown	23
19ZB.	Concurrent investigations or proceedings	23
Subdivision 5 — Disclosure of information		
19ZC.	Investigation information may be disclosed to child or parent	25
19ZD.	Commissioner may request information about reportable convictions	25
Subdivision 6 — Review of amendments made by Parliamentary Commissioner Amendment (Reportable Conduct) Act 2020		
19ZE.	Review of amendments made by Parliamentary Commissioner Amendment (Reportable Conduct) Act 2020	26
8.	Section 19 amended	27
9.	Section 20 amended	27
10.	Section 21 amended	28
11.	Section 22A amended	28
12.	Section 22AA inserted	29
	22AA. Consultation in relation to reportable conduct scheme	29
13.	Section 22B amended	30
14.	Section 22C inserted	30
	22C. Disclosure of certain information relating to reportable conduct scheme	30
15.	Section 23 amended	32

Parliamentary Commissioner Amendment (Reportable Conduct) Bill 2020

Contents

16.	Section 23A amended	33
17.	Section 25 amended	33
18.	Section 28 inserted	34
	28. Annual report to include report on reportable conduct scheme	34
19.	Section 29 amended	35
20.	Section 29A inserted	35
	29A. Delegation by Commissioner of Police	35
21.	Section 30AA inserted	36
	30AA. Protection from liability for giving information: reportable conduct scheme	36
22.	Section 30B amended	37
23.	Section 33 replaced	37
	33. Regulations	37
24.	Schedule 1 amended	37
25.	Schedule 2 inserted	37
	Schedule 2 — Relevant entities to which this Act applies	
	Division 3 — Additional amendments	
26.	Section 19F amended	39
27.	Schedule 2 amended	39
	Part 3 — Working with Children (Criminal Record Checking) Act 2004 amended	
28.	Act amended	41
29.	Section 4 amended	41
30.	Section 12 amended	41
31.	Section 13 amended	42
32.	Part 2 Division 3A inserted	42
	Division 3A — Findings of relevant reportable conduct	
	18A. Findings of relevant reportable conduct	42
33.	Part 3A inserted	44
	Part 3A — Information gathering and sharing	
	34A. Exchange of information with Parliamentary Commissioner or head of relevant entity	44

Western Australia

LEGISLATIVE ASSEMBLY

**Parliamentary Commissioner Amendment
(Reportable Conduct) Bill 2020**

A Bill for

***An Act to amend the *Parliamentary Commissioner Act 1971* and the
*Working with Children (Criminal Record Checking) Act 2004.****

The Parliament of Western Australia enacts as follows:

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Part 1 — Preliminary

1. Short title

This is the *Parliamentary Commissioner Amendment (Reportable Conduct) Act 2020*.

2. Commencement

This Act comes into operation as follows —

- (a) Part 1 — on the day on which this Act receives the Royal Assent;
- (b) Part 2 Division 3 — on the day after the period of 12 months beginning on the day on which section 7 comes into operation;
- (c) the rest of the Act — on a day fixed by proclamation.

**Part 2 — *Parliamentary Commissioner Act 1971*
amended**

Division 1 — Preliminary

3. Act amended

This Part amends the *Parliamentary Commissioner Act 1971*.

Division 2 — General amendments

4. Long title amended

In the long title delete “**authorities and to the deaths of certain children**” and insert:

authorities, to the deaths of certain children and to the reportable conduct scheme

5. Section 4 amended

In section 4 insert in alphabetical order:

CCS Act means the *Children and Community Services Act 2004*;

Commissioner of Police means the person holding or acting in the office of Commissioner of Police under the *Police Act 1892*;

head, of a relevant entity, means —

(a) in relation to a department or an organisation as those terms are defined in the *Public Sector Management Act 1994* section 3(1) —

(i) the chief executive officer or chief employee of the department or organisation; or

(ii) the delegate of the chief executive officer or the chief employee of the department or organisation;

or

(b) in relation to any other authority —

(i) the chief executive officer of the authority; or

- 1 (ii) if there is no chief executive officer —
2 the president, chairman or other
3 principal or presiding member of the
4 authority, or if the authority is
5 constituted by a single person, that
6 person; or
7 (iii) the delegate of a person referred to in
8 subparagraph (i) or (ii);
9 or
10 (c) a person prescribed, or a person of a class
11 prescribed, by the regulations to be the head of
12 an entity or a delegate of that person; or
13 (d) in any other case —
14 (i) the chief executive officer of the entity
15 (however described); or
16 (ii) if there is no chief executive officer —
17 the principal officer of the entity
18 (however described); or
19 (iii) if there is no chief executive officer or
20 principal officer — a person, or the
21 holder of a position, in the entity
22 nominated by the entity and approved
23 by the Commissioner; or
24 (iv) the delegate of a person referred to in
25 subparagraph (i), (ii) or (iii);

26 **relevant entity** means an entity to which the reportable
27 conduct scheme applies under section 19H;

28 **religious body** means a body established or operated
29 for a religious purpose that operates under the auspices
30 of 1 or more religious denominations or faiths;

31 **reportable allegation** has the meaning given in
32 section 19E;

33 **reportable conduct** has the meaning given in
34 section 19F;

35 **reportable conduct scheme** means the scheme
36 established under Part III Division 3B;

37 **reportable conviction** has the meaning given in
38 section 19G;

39

1 **6. Section 19A amended**
2 In section 19A(1) delete the definition of *CCS Act*.

3 **7. Part III Division 3B inserted**
4 After Part III Division 3A insert:
5

Division 3B — Reportable conduct scheme

Subdivision 1 — Preliminary

19C. Terms used

In this Division —

assault means —

- 11 (a) the intentional or reckless application of
12 physical force without lawful justification or
13 excuse; or
- 14 (b) any act that intentionally or recklessly causes
15 another person to apprehend immediate and
16 unlawful violence;

child means a person who is under 18 years of age;

conduct means an act or an omission to do an act;

contractor includes —

- 20 (a) an officer of, or a person employed or engaged
21 to work for, a contractor; and
- 22 (b) a subcontractor of a contractor; and
- 23 (c) an officer of, or a person employed or engaged
24 to work for, a subcontractor; and
- 25 (d) a volunteer working for a contractor or a
26 subcontractor;

employee, of a relevant entity —

- 28 (a) means an individual who has reached 18 years
29 of age and is —
 - 30 (i) an officer or employee of the relevant
31 entity, whether or not the individual's
32 work is in connection with any work or
33 activities of the entity that relate to
34 children; or

- 1 (ii) engaged by the entity to provide
2 services to children, including as a
3 volunteer or contractor; or
- 4 (iii) a carer as defined in the CCS Act
5 section 3;
- 6 and
- 7 (b) if the relevant entity is a religious body —
- 8 (i) includes a minister of religion and a
9 religious leader of the religious body;
10 but
- 11 (ii) does not include a person only because
12 the person participates in worship;
- 13 and
- 14 (c) if the relevant entity is the Police Force of
15 Western Australia, includes a person appointed
16 under the *Police Act 1892* Part I as an officer or
17 constable of the Police Force;
- 18 **investigation**, of a matter, includes any preliminary or
19 other inquiry into, or examination of, the matter;
- 20 **investigation information** means information —
- 21 (a) relating to a reportable allegation or a
22 reportable conviction; or
- 23 (b) obtained as a result of an investigation into a
24 reportable allegation or reportable conviction
25 conducted by the Commissioner or a relevant
26 entity; or
- 27 (c) relating to any of the following —
- 28 (i) the progress, conduct or findings of an
29 investigation referred to in
30 paragraph (b);
- 31 (ii) any action taken or not taken as a result
32 of the findings of an investigation
33 referred to in paragraph (b);
- 34 **investigator** means a person conducting an
35 investigation under this Act on behalf of the head of a
36 relevant entity for the purposes of the reportable
37 conduct scheme;
- 38 **relevant commencement day** means the day on which
39 the *Parliamentary Commissioner Amendment*
40 *(Reportable Conduct) Act 2020* section 7 comes into
41 operation;

- 1 ***sexual misconduct*** —
- 2 (a) includes misconduct against, with or in the
- 3 presence of, a child that is sexual in nature; but
- 4 (b) does not include a sexual offence;
- 5 ***sexual offence*** —
- 6 (a) means an offence of a sexual nature under a law
- 7 of this State, another State, a Territory or the
- 8 Commonwealth, committed against, with or in
- 9 the presence of, a child; and
- 10 (b) includes, without limitation —
- 11 (i) an offence under *The Criminal Code*
- 12 Chapter XXXI committed against, with
- 13 or in the presence of, a child; and
- 14 (ii) an offence of a sexual nature under *The*
- 15 *Criminal Code* Chapter XXV; and
- 16 (iii) an offence of a sexual nature under any
- 17 other provision of *The Criminal Code*
- 18 committed against, with or in the
- 19 presence of, a child; and
- 20 (iv) an offence under a law of another State,
- 21 a Territory or the Commonwealth the
- 22 elements of which, if they had occurred
- 23 in this State, would have constituted an
- 24 offence of a kind referred to in
- 25 subparagraph (i), (ii) or (iii); and
- 26 (v) an offence of attempting, or of
- 27 conspiracy or incitement, to commit an
- 28 offence of a kind referred to in
- 29 subparagraphs (i) to (iv) or
- 30 paragraph (a); and
- 31 (vi) an offence that, at the time it was
- 32 committed —
- 33 (I) was an offence of a kind
- 34 referred to in subparagraphs (i)
- 35 to (v) or paragraph (a); or
- 36 (II) in the case of an offence
- 37 committed before the relevant
- 38 commencement day — was an
- 39 offence of a kind referred to in
- 40 subparagraphs (i) to (v) or
- 41 paragraph (a).

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19D. Conviction

- (1) For the purposes of this Division, a reference to a **conviction** in relation to an offence committed by a person is a reference to any of the following —
 - (a) a court making a formal finding of guilt in relation to the offence;
 - (b) if there has been no formal finding of guilt before conviction — a court convicting the person of the offence;
 - (c) a court accepting a plea of guilty from the person in relation to the offence;
 - (d) a court acquitting the person following a finding under *The Criminal Code* section 27 that the person is not guilty of the offence on account of unsoundness of mind or an acquittal following an equivalent finding under a law of another State, a Territory or the Commonwealth.
- (2) For the purposes of this Division, a reference to a **conviction** includes a reference to a conviction that is a spent conviction.
- (3) For the purposes of subsection (2), an offence becomes spent if, under a law of this State, another State, a Territory or the Commonwealth, the person concerned is permitted not to disclose the fact that the person was convicted or found guilty of the offence.
- (4) For the purposes of this Division, a reference to a **conviction** does not include a reference to a conviction that is subsequently quashed or set aside by a court.

19E. Reportable allegation

In this Act —
reportable allegation —

- (a) means any information that leads a person to form a suspicion on reasonable grounds that an employee has committed reportable conduct or conduct that may involve reportable conduct, whether or not the conduct is alleged to have occurred within the course of the employee’s employment; but

1 (b) does not include information relating to a
2 reportable conviction.

3 **19F. Reportable conduct**

4 In this Act —
5 **reportable conduct** means —

6 (a) the following conduct, whether or not a
7 criminal proceeding in relation to the conduct
8 has been commenced or concluded and whether
9 the conduct occurred before, on or after the
10 relevant commencement day —

- 11 (i) a sexual offence;
- 12 (ii) sexual misconduct;
- 13 (iii) an assault committed against, with or in
14 the presence of, a child;
- 15 (iv) an offence prescribed by the regulations
16 for the purposes of this definition;

17 but

18 (b) does not include conduct that is —
19 (i) reasonable for the discipline,
20 management or care of a child or of
21 another person in the presence of a
22 child, having regard to —

- 23 (I) the characteristics of the child,
24 including the age, health and
25 developmental stage of the
26 child; and
- 27 (II) any relevant code of conduct or
28 professional standard that at the
29 time applied to the discipline,
30 management or care of the child
31 or the other person;

32 or

- 33 (ii) trivial or negligible and that has been or
34 will be investigated and recorded as part
35 of another workplace procedure; or
- 36 (iii) of a class or kind exempt from being
37 reportable conduct under
38 section 19L(1).

1 **19G. Reportable conviction**

2 In this Act —

3 *reportable conviction* —

4 (a) means a conviction for an offence under a law
5 of the State, another State, a Territory or the
6 Commonwealth that is an offence referred to in
7 paragraph (a)(i) or (iv) of the definition of
8 *reportable conduct* in section 19F; and

9 (b) in relation to a person, includes a conviction
10 entered for the person before, on or after the
11 relevant commencement day.

12 **19H. Entities to which reportable conduct scheme applies**

13 The reportable conduct scheme applies to an entity set
14 out in Column 2 of Schedule 2 that —

15 (a) exercises care, supervision or authority over
16 children as part of its primary functions or
17 otherwise; and

18 (b) is not exempt under section 19M(1).

19 **19I. Object and principles**

20 (1) The object of this Division is to protect children from
21 harm by establishing and implementing a scheme
22 for —

23 (a) reporting and investigating reportable
24 allegations and reportable convictions; and

25 (b) taking appropriate action in response to
26 findings of reportable conduct.

27 (2) The reportable conduct scheme is based on the
28 principles that —

29 (a) the protection and best interests of children are
30 paramount considerations; and

31 (b) if a child is able to form views on a matter
32 concerning a reportable allegation or reportable
33 conviction and it is appropriate in the
34 circumstances to consult the child —

35 (i) the child must be given the opportunity
36 to express the views freely; and

37 (ii) the views are to be given due weight in
38 the investigation in accordance with the

- 1 developmental capacity of the child and
2 the circumstances;
- 3 and
- 4 (c) criminal conduct or suspected criminal conduct
5 should be reported to the police; and
- 6 (d) the Commissioner and others involved in the
7 reportable conduct scheme should work in
8 collaboration to ensure a fair process is used in
9 the investigation of reportable allegations and
10 reportable convictions; and
- 11 (e) employees who are the subject of reportable
12 allegations are entitled to be afforded natural
13 justice in investigations into their conduct.

14 **Subdivision 2 — Role of Commissioner**

15 **19J. Administration, oversight and monitoring of**
16 **scheme**

17 The Commissioner is responsible for administering,
18 overseeing and monitoring the reportable conduct
19 scheme.

20 **19K. Functions of Commissioner**

- 21 (1) The Commissioner has the following functions in
22 relation to the reportable conduct scheme —
- 23 (a) to educate and provide advice to relevant
24 entities in order to assist them to identify
25 reportable conduct and to notify and investigate
26 reportable allegations and reportable
27 convictions;
- 28 (b) to oversee the investigation of reportable
29 allegations and reportable convictions by
30 relevant entities;
- 31 (c) if the Commissioner considers it to be in the
32 public interest to do so — to investigate
33 reportable allegations and reportable
34 convictions;
- 35 (d) if the Commissioner considers it in the public
36 interest to do so — to investigate whether
37 reportable allegations or reportable convictions
38 have been appropriately handled or investigated
39 or responded to by the head of a relevant entity;

- 1 (e) to make recommendations to relevant entities in
2 relation to the findings of the investigations
3 referred to in paragraph (c) or (d);
- 4 (f) to monitor the compliance of relevant entities
5 with the reportable conduct scheme and
6 whether appropriate action is taken by a
7 relevant entity;
- 8 (g) to monitor a relevant entity's systems for
9 preventing, notifying and dealing with
10 reportable conduct;
- 11 (h) to report to Parliament on the reportable
12 conduct scheme;
- 13 (i) to perform any other function conferred on the
14 Commissioner under this Division.
- 15 (2) Without limiting the Commissioner's investigation
16 powers under this Act, the Commissioner may exercise
17 any power and perform any function the Commissioner
18 has under Divisions 3 and 4 for the purpose of
19 performing the Commissioner's functions under this
20 Division.

21 **19L. Commissioner may exempt conduct**

- 22 (1) The Commissioner may exempt a class or kind of
23 conduct of employees of a relevant entity from being
24 reportable conduct.
- 25 (2) The Commissioner must publish the details of an
26 exempt class or kind of conduct on the Commissioner's
27 website.

28 **19M. Commissioner may exempt entities**

- 29 (1) The Commissioner may exempt an entity from the
30 reportable conduct scheme.
- 31 (2) The Commissioner must give written notice to an
32 entity of an exemption under subsection (1) that relates
33 to the entity.
- 34 (3) An exemption under subsection (1) continues until the
35 Commissioner gives the entity written notice that the
36 exemption is revoked.

- 1 **19N. Commissioner may exempt investigations**
- 2 (1) The Commissioner may exempt the head of a relevant
- 3 entity from commencing or continuing an
- 4 investigation.
- 5 (2) An exemption under subsection (1) may be for a
- 6 specified period.
- 7 (3) Without limiting subsection (1), the Commissioner
- 8 may exempt the head of the relevant entity if —
- 9 (a) the matter is already being dealt with or
- 10 investigated by another appropriate person or
- 11 body; or
- 12 (b) the head of the relevant entity has made a
- 13 request for the exemption in a notice under
- 14 section 19U.
- 15 (4) The Commissioner must give written notice to the head
- 16 of the relevant entity of an exemption under
- 17 subsection (1) that relates to the entity.
- 18 (5) An exemption under subsection (1) continues until —
- 19 (a) the Commissioner gives the head of the
- 20 relevant entity written notice that the exemption
- 21 is revoked; or
- 22 (b) if the exemption is for a specified period — the
- 23 end of the specified period.
- 24 (6) The head of the relevant entity is not required to
- 25 provide a report of an investigation under
- 26 section 19V(1) if the investigation is exempt under this
- 27 section.

28 **Subdivision 3 — Systems to deal with reportable conduct**

29 **19O. Head of relevant entity must ensure systems in**

30 **place**

- 31 The head of a relevant entity must ensure that the
- 32 relevant entity has in place —
- 33 (a) a system for preventing reportable conduct by
- 34 an employee of the relevant entity in the course
- 35 of the person’s employment; and
- 36 (b) a system for enabling any person, including an
- 37 employee of the relevant entity, to notify the
- 38 head of the relevant entity of a reportable

- 1 allegation or reportable conviction involving an
2 employee of the relevant entity of which the
3 person becomes aware; and
- 4 (c) a system for enabling any person, including an
5 employee of the relevant entity, to notify the
6 Commissioner of a reportable allegation or
7 reportable conviction involving the head of the
8 relevant entity of which the person becomes
9 aware; and
- 10 (d) a system for investigating a reportable
11 allegation or reportable conviction relating to
12 an employee of the relevant entity and taking
13 appropriate action in response to a finding of
14 reportable conduct; and
- 15 (e) a system for the receipt, handling and
16 disclosure of information relating to
17 investigation information, reportable
18 allegations and reportable convictions.

19 **19P. Commissioner must monitor relevant entity**

- 20 (1) The Commissioner must monitor the compliance by a
21 relevant entity with the requirements of section 19O.
- 22 (2) If requested by the Commissioner, the head of a
23 relevant entity must provide to the Commissioner any
24 information about a system referred to in section 19O.
- 25 (3) The Commissioner may make recommendations for
26 action to be taken by the head of a relevant entity and
27 may provide the head of the relevant entity with any
28 necessary information relating to the recommendations
29 if a reasonable concern with a system referred to in
30 section 19O is identified.

31 **Subdivision 4 — Notice, investigation and reporting**

32 **19Q. Report of reportable allegation or reportable**
33 **conviction**

- 34 (1) This section applies if a person becomes aware of a
35 reportable allegation or reportable conviction involving
36 an employee of a relevant entity.
- 37 (2) If the person is an employee of the relevant entity, the
38 employee must as soon as practicable after becoming

- 1 aware of the reportable allegation or reportable
2 conviction —
- 3 (a) report the matter to the head of the relevant
4 entity; or
- 5 (b) if the matter relates to the head of the relevant
6 entity — report the matter to the
7 Commissioner.
- 8 (3) If the person is not an employee of the relevant entity,
9 the person may —
- 10 (a) report the matter to the head of the relevant
11 entity; or
- 12 (b) if the matter relates to the head of the relevant
13 entity — report the matter to the
14 Commissioner.
- 15 (4) A person who has made a report to the head of the
16 relevant entity under this section may report the matter
17 to the Commissioner if the person is not satisfied with
18 the response of the head of the relevant entity to the
19 report.

20 **19R. Head of relevant entity must notify Commissioner**

- 21 (1) This section applies if the head of a relevant entity
22 becomes aware of a reportable allegation or a
23 reportable conviction involving a person who is an
24 employee of the relevant entity.
- 25 (2) The head of the relevant entity must give written notice
26 to the Commissioner of the following information
27 within 7 working days after becoming aware of the
28 reportable allegation or reportable conviction —
- 29 (a) details of the reportable allegation or reportable
30 conviction;
- 31 (b) the name (including any former name and alias)
32 and date of birth of the employee;
- 33 (c) whether the police have been contacted about
34 the reportable allegation or reportable
35 conviction;
- 36 (d) the risk assessment made and the risk
37 management action taken or proposed to be
38 taken by the relevant entity;

- 1 (e) the name, address and telephone number of the
2 relevant entity;
- 3 (f) the name of the head of the relevant entity;
- 4 (g) how the head of the relevant entity intends to
5 proceed with the matter;
- 6 (h) any information prescribed by the regulations.
- 7 (3) The head of the relevant entity is only required to
8 provide information under subsection (2)(a), (b), (c)
9 and (h) of which the head of the relevant entity is
10 aware.
- 11 (4) The Commissioner, at the request of the head of the
12 relevant entity may, in writing, extend the time for
13 giving a notice under this section.
- 14 (5) This section does not apply in relation to conduct of
15 employees of a relevant entity that is of a class or kind
16 of conduct that is exempt under section 19L(1).
- 17 (6) It is an offence for the head of a relevant entity to fail,
18 without reasonable excuse, to comply with
19 subsection (2).
- 20 Penalty for this subsection: a fine of \$5 000.
- 21 (7) It is a defence to a charge for an offence against
22 subsection (6) for the person charged to prove that the
23 person honestly and reasonably believed that another
24 person had notified the Commissioner of the reportable
25 allegation or reportable conviction in accordance with
26 subsection (2).

27 **19S. Information may be disclosed to Commissioner or**
28 **head of entity**

- 29 (1) The head of a relevant entity may disclose any
30 information to the Commissioner that the head of the
31 relevant entity believes on reasonable grounds reveals
32 reportable conduct involving an employee of the
33 relevant entity.
- 34 (2) An employee of a relevant entity may disclose any
35 information to the Commissioner that the employee
36 believes on reasonable grounds reveals reportable
37 conduct involving the head of the relevant entity.
- 38 (3) A person who makes a report to the head of a relevant
39 entity under section 19Q may disclose any information

1 to the head of the relevant entity that the person
2 believes on reasonable grounds reveals reportable
3 conduct involving an employee of the relevant entity.

4 (4) A person who has made a report to the head of the
5 relevant entity under section 19Q and is not satisfied
6 with the response of the head of the relevant entity to
7 the report may disclose any information to the
8 Commissioner that the person believes on reasonable
9 grounds reveals reportable conduct involving an
10 employee of the relevant entity.

11 **19T. Head of relevant entity must respond to reportable**
12 **allegation or reportable conviction**

13 (1) As soon as practicable after the head of a relevant
14 entity becomes aware of a reportable allegation or
15 reportable conviction involving an employee of the
16 relevant entity, the head of the relevant entity —

17 (a) must —

18 (i) investigate the reportable allegation or
19 reportable conviction; or

20 (ii) arrange for an employee of the relevant
21 entity to investigate the reportable
22 allegation or reportable conviction on
23 behalf of the head of the relevant entity;
24 or

25 (iii) engage a person as an independent
26 investigator to investigate the reportable
27 allegation or reportable conviction on
28 behalf of the head of the relevant entity;

29 and

30 (b) must inform the Commissioner of the identity
31 of the person who will conduct the
32 investigation.

33 (2) The head of a relevant entity must give an employee
34 who is the subject of an investigation under this section
35 an opportunity to make submissions to the head of the
36 relevant entity setting out the employee's responses in
37 relation to —

38 (a) the reportable allegation or reportable
39 conviction; and

- 1 (b) any proposed adverse findings of the
2 investigation; and
- 3 (c) any actions affecting the employee that are
4 proposed to be taken as a result of the findings
5 of the investigation.
- 6 (3) The head of a relevant entity must take all reasonable
7 steps to ensure that an investigation under this section
8 is carried out in a timely way.
- 9 (4) The Commissioner may, in writing, request the head of
10 a relevant entity to provide investigation information to
11 the Commissioner.
- 12 (5) The head of a relevant entity must comply with a
13 request under subsection (4).
- 14 (6) It is an offence for the head of a relevant entity to fail,
15 without reasonable excuse, to comply with
16 subsection (1) or (5).
17 Penalty for this subsection: a fine of \$5 000.

18 **19U. Commissioner must be notified of matters affecting**
19 **investigation**

- 20 (1) The head of a relevant entity must give the
21 Commissioner written notice, as soon as practicable, if,
22 in relation to a matter being investigated under
23 section 19T(1), the head of the relevant entity —
- 24 (a) forms the view that the matter does not
25 constitute reportable conduct; or
- 26 (b) becomes aware that another appropriate person
27 or body is dealing with or investigating the
28 matter; or
- 29 (c) is required by law to comply with the directions
30 of another person or body in relation to the
31 investigation of the matter; or
- 32 (d) is requested by another appropriate person or
33 body to cease, or discontinue for a period, the
34 investigation of the matter.
- 35 (2) The notice must be in a form and contain the
36 information required by the Commissioner.

1 (3) The head of the relevant entity may, in the notice,
2 request the Commissioner to exempt the head of the
3 relevant entity under section 19N(1) from the
4 requirement to continue the investigation.

5 **19V. Head of relevant entity must report outcome of**
6 **investigation**

- 7 (1) The head of a relevant entity must, as soon as
8 practicable after the end of an investigation under
9 section 19T(1) of a reportable allegation or reportable
10 conviction, give the Commissioner —
- 11 (a) a written report setting out —
 - 12 (i) the findings of the investigation and the
13 reasons for those findings; and
 - 14 (ii) any disciplinary or other action taken, or
15 proposed to be taken, in relation to the
16 reportable conduct; and
 - 17 (iii) any submissions made by the employee
18 under section 19T(2); and
 - 19 (iv) if the entity does not propose to take any
20 disciplinary or other action in relation to
21 the employee — the reasons why no
22 action is to be taken;
 - 23 and
 - 24 (b) any other information that the head of the
25 relevant entity considers relevant to the report.
- 26 (2) After receiving the report and other information, the
27 Commissioner may, by written notice given to the head
28 of the relevant entity, request any additional
29 information specified in the notice that the
30 Commissioner considers relevant to determine
31 whether —
- 32 (a) the reportable allegation or reportable
33 conviction was properly investigated; and
 - 34 (b) appropriate action was taken as a result of the
35 investigation.
- 36 (3) The head of a relevant entity must comply with a
37 request of the Commissioner under subsection (2).

- 1 (4) It is an offence for the head of a relevant entity to fail,
2 without reasonable excuse, to comply with
3 subsection (1) or (3).

4 Penalty for this subsection: a fine of \$5 000.

5 **19W. Commissioner may conduct own investigation**

- 6 (1) The Commissioner may conduct an investigation under
7 this section if the Commissioner considers it is in the
8 public interest to do so.

- 9 (2) The Commissioner may make a decision to conduct an
10 investigation under this section —

11 (a) on the Commissioner's own initiative; or

12 (b) in response to a report or disclosure under this
13 Division; or

14 (c) in response to a complaint made to the
15 Commissioner in relation to —

16 (i) the handling or investigation by the
17 head of a relevant entity under this
18 Division of a reportable allegation or
19 reportable conviction involving an
20 employee of the relevant entity; or

21 (ii) a finding of, or action taken or not taken
22 by, the head of a relevant entity under
23 this Division in relation to a reportable
24 allegation or reportable conviction
25 involving an employee of the relevant
26 entity.

- 27 (3) An investigation may be conducted into any of the
28 following —

29 (a) any reportable allegation or reportable
30 conviction involving an employee of a relevant
31 entity;

32 (b) any handling or investigation by the head of a
33 relevant entity of a reportable allegation or
34 reportable conviction involving an employee of
35 the relevant entity;

36 (c) any action taken or not taken by the head of a
37 relevant entity in response to a finding of
38 reportable conduct by an employee of the
39 relevant entity.

- 1 (4) The Commissioner may make the following findings
2 following an investigation under subsection (3)(a) —
3 (a) that there are reasonable grounds to suspect that
4 the employee has engaged in reportable
5 conduct;
6 (b) that the employee has a reportable conviction;
7 (c) that there are no, or no reasonable, grounds to
8 suspect that the employee has engaged in
9 reportable conduct;
10 (d) that the employee does not have a reportable
11 conviction.

12 **19X. Notice to head of relevant entity of Commissioner’s**
13 **investigation**

- 14 (1) If the Commissioner decides to conduct an
15 investigation under section 19W, the Commissioner
16 must give the head of the relevant entity written notice
17 stating —
18 (a) that the Commissioner intends to carry out an
19 investigation under section 19W; and
20 (b) particulars of the investigation; and
21 (c) whether the Commissioner requires the head of
22 the relevant entity not to commence, or to
23 suspend, an investigation by the head of the
24 relevant entity into a matter the Commissioner
25 has decided to investigate.
- 26 (2) The Commissioner, on completing an investigation
27 under section 19W, may require the head of the
28 relevant entity to continue an investigation that is
29 suspended under subsection (1)(c).
- 30 (3) The head of a relevant entity must, as far as
31 practicable, comply with a requirement of the
32 Commissioner under subsection (1)(c) or (2).
- 33 (4) It is an offence for the head of a relevant entity to fail,
34 without reasonable excuse, to comply with
35 subsection (3).
36 Penalty for this subsection: a fine of \$5 000.

- 1 **19Y. Provisions relating to investigation under**
2 **section 19W(3)(a)**
- 3 (1) This section applies if the Commissioner decides to
4 conduct an investigation referred to in
5 section 19W(3)(a).
- 6 (2) The Commissioner must give the employee who is the
7 subject of the investigation written notice stating —
8 (a) that the Commissioner intends to carry out an
9 investigation under this section; and
10 (b) particulars of the investigation.
- 11 (3) As soon as practicable after the investigation ends, the
12 Commissioner —
13 (a) must give the head of the relevant entity written
14 notice stating that the investigation has ended;
15 and
16 (b) must report to the head of the relevant entity —
17 (i) the findings of the investigation; and
18 (ii) the reasons for the findings;
19 and
20 (c) may make any recommendations that the
21 Commissioner thinks fit.
- 22 (4) The head of a relevant entity must not take any action
23 to implement a recommendation of the Commissioner
24 under subsection (3)(c) involving an employee of the
25 relevant entity until the later of the following —
26 (a) the end of the period under section 19Z(2) for
27 the employee to apply for a review of the
28 finding;
29 (b) if the employee makes an application under
30 section 19Z(1) for a review of the finding —
31 the final determination of the review.
- 32 (5) As soon as practicable after the investigation ends, the
33 Commissioner must —
34 (a) give the employee who is the subject of the
35 investigation written notice stating that the
36 investigation has ended; and

- 1 (b) report to the employee —
2 (i) the findings of the investigation; and
3 (ii) the reasons for the findings.

4 **19Z. Application to State Administrative Tribunal for**
5 **review**

- 6 (1) A person aggrieved by a finding of the Commissioner
7 on an investigation conducted under section 19W(3)(a)
8 may apply to the State Administrative Tribunal for a
9 review of the finding.
- 10 (2) An application under subsection (1) must be made
11 within 28 days after the person is notified of the
12 finding for which the review is sought.
- 13 (3) For a review under this section, the State
14 Administrative Tribunal is to be constituted by a
15 judicial member as defined in the *State Administrative*
16 *Tribunal Act 2004* section 3(1).
- 17 (4) A finding of the Commissioner on an investigation
18 conducted under section 19W(3)(a) is taken to be a
19 decision for the purposes of the *State Administrative*
20 *Tribunal Act 2004* Part 3 Division 3.

21 **19ZA. Relevant entities that are agents of Crown**

22 Sections 19R(6), 19T(6), 19V(4) and 19X(4) do not
23 apply to a relevant entity that is an agent of the Crown.

24 **19ZB. Concurrent investigations or proceedings**

- 25 (1) This section applies if —
26 (a) the Commissioner of Police advises the
27 Commissioner or the head of a relevant entity
28 that an investigation or finding under this
29 Division is likely to compromise a police
30 investigation; or
31 (b) another person or body with authority to
32 investigate the conduct of an employee of a
33 relevant entity advises the Commissioner or the
34 head of the relevant entity that an investigation
35 or finding under this Division is likely to
36 compromise an investigation by that person or
37 body (a *relevant investigation*).

- 1 (2) The Commissioner or the head of the relevant entity
2 may —
- 3 (a) suspend the investigation or finding until
4 otherwise advised; and
- 5 (b) take steps to manage any risks while the
6 investigation or finding is suspended; and
- 7 (c) if the investigation or finding was being
8 conducted by the head of the relevant entity —
- 9 (i) advise the Commissioner about the
10 suspension under this section; and
- 11 (ii) advise the Commissioner of the steps
12 being taken to manage the risks.
- 13 (3) Before making a decision about whether to suspend or
14 continue an investigation, the Commissioner or the
15 head of the relevant entity must consult with the
16 Commissioner of Police or the person conducting the
17 relevant investigation.
- 18 (4) Before making a decision under subsection (2)(b) about
19 the steps to be taken to manage risks the Commissioner
20 or the head of the relevant entity must consult with, as
21 the case requires —
- 22 (a) the Commissioner of Police or the officer in
23 charge of the police investigation; or
- 24 (b) the person or body conducting the relevant
25 investigation.
- 26 (5) If the Commissioner or the head of the relevant entity
27 decides not to suspend the investigation, the
28 Commissioner or the head of the relevant entity must
29 ensure the investigation is conducted in a way that does
30 not compromise the police investigation or the relevant
31 investigation, as the case requires.
- 32 (6) This section does not affect the operation of any other
33 Act.
- 34 (7) In this section, a police investigation or relevant
35 investigation includes any court proceeding (including
36 an appeal) arising out of the investigation.

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Subdivision 5 — Disclosure of information

19ZC. Investigation information may be disclosed to child or parent

- (1) The Commissioner or the head of a relevant entity may disclose investigation information to any of the following —
 - (a) a child who is the subject of conduct that forms the basis of a reportable allegation or a reportable conviction that has been investigated by the Commissioner or the head of the relevant entity;
 - (b) a parent or guardian of a child referred to in paragraph (a), or a person who has parental responsibility for the child.
- (2) The Commissioner or the head of a relevant entity must not disclose information under subsection (1) —
 - (a) if the disclosure would —
 - (i) put the wellbeing of the child at risk; or
 - (ii) contravene the CCS Act section 124F or 240; or
 - (iii) compromise an investigation under this Act, a police investigation, a relevant investigation referred to in section 19ZB or an investigation under another Act;
 - or
 - (b) in any circumstances prescribed by the regulations.

19ZD. Commissioner may request information about reportable convictions

- (1) In this section —

court means the Supreme Court, the District Court, the Magistrates Court or the Children’s Court;

Registrar in relation to —

 - (a) the Supreme Court, means the Principal Registrar of the Supreme Court; or
 - (b) the District Court, means the Principal Registrar of the District Court; or

Parliamentary Commissioner Amendment (Reportable Conduct) Bill 2020

Part 2 Parliamentary Commissioner Act 1971 amended

Division 2 General amendments

s. 7

- 1 (c) the Magistrates Court, means the Principal
2 Registrar of the Magistrates Court; or
- 3 (d) the Children’s Court, means a registrar of the
4 Children’s Court.
- 5 (2) The Commissioner may make a request to the Registrar
6 of a court to provide information relating to a
7 reportable conviction entered against an employee of a
8 relevant entity that the Commissioner reasonably
9 requires for the purposes of an investigation under the
10 reportable conduct scheme.
- 11 (3) The Commissioner is authorised to disclose
12 information obtained under this Division or Division 3
13 or 4 for the purpose of that request.
- 14 (4) The Registrar of the court to whom a request may be
15 made under subsection (2) is authorised to disclose
16 information to the Commissioner for the purposes of an
17 investigation under the reportable conduct scheme.
- 18 (5) This section applies despite section 13(2).

19 **Subdivision 6 — Review of amendments made by**
20 ***Parliamentary Commissioner Amendment (Reportable***
21 ***Conduct) Act 2020***

22 **19ZE. Review of amendments made by *Parliamentary***
23 ***Commissioner Amendment (Reportable Conduct)***
24 ***Act 2020***

- 25 (1) The Minister must review the operation and
26 effectiveness of the amendments made to this Act by
27 the *Parliamentary Commissioner Amendment*
28 *(Reportable Conduct) Act 2020*, and prepare a report
29 based on the review, as soon as practicable after the 5th
30 anniversary of the day on which section 7 of that Act
31 comes into operation.
- 32 (2) The review must include consideration as to whether
33 the reportable conduct scheme should be expanded to
34 apply to any other entities.
- 35 (3) The Minister must cause the report to be laid before
36 each House of Parliament as soon as practicable after it
37 is prepared, but not later than 12 months after the
38 5th anniversary.

- 1 (4) If, in the Minister’s opinion, a House of Parliament will
2 not sit during the period of 21 days after finalisation of
3 the report, the Minister must send the report to the
4 Clerk of the House.
- 5 (5) When the report is sent to the Clerk of a House it is
6 taken to have been laid before the House.
- 7 (6) The laying of the report that is taken to have occurred
8 under subsection (5) must be recorded in the Minutes,
9 or Votes and Proceedings, of the House on the first
10 sitting day of the House after the Clerk receives the
11 report.
- 12

13 **8. Section 19 amended**

14 After section 19(8) insert:

15

- 16 (9) This section applies to an investigation by the
17 Commissioner for the purposes of the reportable
18 conduct scheme as follows —
- 19 (a) subsections (1) and (1a) do not apply;
- 20 (b) a reference to a department or authority is taken
21 to be a reference to a relevant entity;
- 22 (c) a reference to the principal officer of a
23 department or authority is taken to be a
24 reference to the head of a relevant entity;
- 25 (d) subsection (7)(b) applies only if the
26 investigation relates to a relevant entity that is a
27 department or authority.
- 28

29 **9. Section 20 amended**

30 (1) After section 20(2A) insert:

31

- 32 (2AA) No obligation to maintain secrecy or other restriction
33 upon the disclosure of information obtained by or
34 furnished to the head of a relevant entity or an
35 investigator conducting an investigation under
36 Division 3B, whether imposed by any enactment or by
37 any rule of law, applies to the disclosure of information
38 for the purposes of that investigation.
- 39

Parliamentary Commissioner Amendment (Reportable Conduct) Bill 2020

Part 2 Parliamentary Commissioner Act 1971 amended

Division 2 General amendments

s. 10

1 (2) In section 20(2B) delete “Crown or any authority to which this
2 Act applies” and insert:

3

4 Crown, any authority to which this Act applies or a relevant
5 entity
6

7 (3) In section 20(3):

8 (a) delete “(2A)” and insert:

9

10 (2A), (2AA)
11

12 (b) delete “he” and insert:

13

14 the person
15

16 **10. Section 21 amended**

17 (1) In section 21 delete “For” and insert:

18

19 (1) For
20

21 (2) At the end of section 21 insert:

22

23 (2) For the purposes of conducting an investigation under
24 Division 3B, the Commissioner may, at any time, enter
25 any premises occupied or used by any relevant entity,
26 and inspect those premises or anything for the time
27 being in those premises.
28

29 **11. Section 22A amended**

30 In section 22A(1) delete “concerning any complaint under this
31 Act or any investigation under this Act.” and insert:

32

33 concerning —

34 (a) any complaint under this Act; or

35 (b) any investigation under this Act, other than an
36 investigation carried out for the purposes of the
37 reportable conduct scheme.

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Note: The heading to amended section 22A is to read:
Consultation other than in relation to reportable conduct scheme

12. Section 22AA inserted

After section 22A insert:

22AA. Consultation in relation to reportable conduct scheme

- (1) The Commissioner may consult the Corruption and Crime Commission, the Public Sector Commissioner, the Inspector of Custodial Services or the Director of Public Prosecutions concerning —
 - (a) a reportable allegation or reportable conviction;
or
 - (b) any investigation under this Act carried out for the purposes of the reportable conduct scheme;
or
 - (c) any other matter that is relevant to the functions of the Commissioner under the reportable conduct scheme.

- (2) The Commissioner or the head of a relevant entity may consult with a specified person concerning —
 - (a) a reportable allegation or reportable conviction;
or
 - (b) any investigation under this Act carried out for the purposes of the reportable conduct scheme;
or
 - (c) any other matter that is relevant to the functions of the Commissioner or the head of the relevant entity under the reportable conduct scheme.

- (3) In subsection (2) —
specified person means —
 - (a) the Commissioner of Police; or
 - (b) the Commissioner for Children and Young People; or
 - (c) the CEO as defined in the CCS Act section 3;
or

Parliamentary Commissioner Amendment (Reportable Conduct) Bill 2020

Part 2 Parliamentary Commissioner Act 1971 amended

Division 2 General amendments

s. 13

1 (d) the CEO as defined in the *Working with*
2 *Children (Criminal Record Checking) Act 2004*
3 section 4.

4 (4) Information obtained by the Commissioner, the Deputy
5 Commissioner or a member of the Commissioner's
6 staff under this Act for the purposes of the reportable
7 conduct scheme may be disclosed for the purposes of
8 any consultation by the Commissioner under
9 subsection (1) or (2).

10 (5) Information obtained by the head of a relevant entity or
11 an investigator conducting an investigation under this
12 Act for the purposes of the reportable conduct scheme
13 may be disclosed for the purposes of any consultation
14 by the head of the relevant entity under subsection (2).
15

16 **13. Section 22B amended**

17 In section 22B:

18 (a) after "this Act" insert:

19

20 (other than an investigation carried out for the purposes
21 of the reportable conduct scheme)

22

23 (b) in paragraph (e)(ii) delete "Commissioner," and insert:

24

25 Commissioner for Children and Young People,
26

27 **14. Section 22C inserted**

28 After section 22B insert:

29

30 **22C. Disclosure of certain information relating to**
31 **reportable conduct scheme**

32 (1) In this section —

33 *reportable conduct information* means information
34 obtained by the Commissioner, the Deputy
35 Commissioner or a member of the Commissioner's
36 staff for the purposes of the reportable conduct scheme.

- 1 (2) The Commissioner, the Deputy Commissioner or a
2 member of the Commissioner’s staff authorised for the
3 purposes of this section by the Commissioner or the
4 Deputy Commissioner may disclose reportable conduct
5 information if —
- 6 (a) the information —
- 7 (i) is disclosed to a person referred to in
8 section 22B(aa), (b), (c), (d) or (ea); and
- 9 (ii) concerns a matter of a kind for which
10 information can be disclosed to that
11 person under section 22B;
- 12 or
- 13 (b) the information —
- 14 (i) is disclosed to the Commissioner of
15 Police; and
- 16 (ii) concerns a matter that is relevant to the
17 functions of the Commissioner of
18 Police;
- 19 or
- 20 (c) the information —
- 21 (i) is disclosed to the Commissioner for
22 Children and Young People or a
23 member of the staff of the
24 Commissioner for Children and Young
25 People authorised for the purposes of
26 this subparagraph by the Commissioner
27 for Children and Young People; and
- 28 (ii) concerns a matter that is relevant to the
29 functions of the Commissioner for
30 Children and Young People under the
31 *Commissioner for Children and Young*
32 *People Act 2006*;
- 33 or
- 34 (d) the information —
- 35 (i) is disclosed to the CEO as defined in the
36 CCS Act section 3 or a member of the
37 staff of the Department as defined in
38 that section; and

- 1 (ii) concerns a matter that is relevant to the
2 functions of the CEO under that Act;
- 3 or
- 4 (e) the information —
- 5 (i) is disclosed to the CEO as defined in the
6 *Working with Children (Criminal*
7 *Record Checking) Act 2004* section 4 or
8 a member of the staff of the Department
9 as defined in that section; and
- 10 (ii) concerns a matter that is relevant to the
11 functions of the CEO under that Act.
12

13 **15. Section 23 amended**

14 (1) In section 23(1):

15 (a) after “investigation” (first occurrence) insert:

16

17 by the Commissioner

18

19 (b) in paragraph (c) delete “section 22A or 22B.” and insert:

20

21 Division 3B or section 22A, 22AA, 22B or 22C(2).

22

23 (2) In section 23(1b):

24 (a) delete “his opinion,” and insert:

25

26 the Commissioner’s opinion,

27

28 (b) delete “person,” and insert:

29

30 person or of the proper operation of the reportable
31 conduct scheme,

32

33 (3) In section 23(1d)(a) after “authority” insert:

34

35 or relevant entity

36

- 1 (4) After section 23(1e)(a) insert:
2
- 3 (aa) if the opinions relate to a relevant entity, the
4 head of the relevant entity; or
5
- 6 **16. Section 23A amended**
- 7 (1) In section 23A delete “Any” and insert:
8
- 9 (1) Any
10
- 11 (2) At the end of section 23A insert:
12
- 13 (2) Subsection (1) does not apply to a document sent to the
14 Commissioner, the Deputy Commissioner or a member
15 of the Commissioner’s staff for the purposes of the
16 reportable conduct scheme.
17
- 18 **17. Section 25 amended**
- 19 After section 25(7) insert:
20
- 21 (8) This section applies in relation to an investigation by
22 the Commissioner for the purposes of the reportable
23 conduct scheme as follows —
- 24 (a) any reference to the appropriate authority is
25 taken to be a reference to the relevant entity;
- 26 (b) any reference to the principal officer of the
27 appropriate authority is taken to be a reference
28 to the head of the relevant entity;
- 29 (c) subsection (3) applies only if the investigation
30 relates to a relevant entity that is a department
31 or authority;
- 32 (d) for the purposes of an investigation referred to
33 in section 19W(3)(a) —
- 34 (i) subsections (1) and (2) do not apply;
35 and

- 1 (ii) a reference in subsections (3) to (5) to a
2 recommendation under subsection (2) is
3 taken to be a reference to a
4 recommendation under
5 section 19Y(3)(c).
6

7 **18. Section 28 inserted**

8 At the end of Part III Division 5 insert:
9

10 **28. Annual report to include report on reportable**
11 **conduct scheme**

- 12 (1) The annual report of the accountable authority of the
13 Parliamentary Commissioner for Administrative
14 Investigations under the *Financial Management*
15 *Act 2006* Part 5 must include a report about the
16 operation of the reportable conduct scheme in the
17 financial year to which the report relates, including the
18 following —
19 (a) a description of the activities of the
20 Commissioner in relation to the reportable
21 conduct scheme;
22 (b) an evaluation of the response of relevant
23 entities to the recommendations of the
24 Commissioner under the reportable conduct
25 scheme;
26 (c) a description of matters relating to the
27 reportable conduct scheme, including trends,
28 notifications and investigations.
29 (2) A report under subsection (1) must not include
30 information that could lead to the identification of a
31 child or a person investigated under the reportable
32 conduct scheme.
33 (3) This section does not limit the power of the
34 Commissioner under section 27(1) to also, at any time,
35 lay before each House of Parliament a report in relation
36 to the reportable conduct scheme.
37

1 **19. Section 29 amended**

2 After section 29(2) insert:

3

- 4 (3) References in this section, in relation to an
5 investigation for the purposes of the reportable conduct
6 scheme, to the party subject to the investigation include
7 references to the relevant entity or the head of the
8 relevant entity.

9

10 **20. Section 29A inserted**

11 After section 29 insert:

12

13 **29A. Delegation by Commissioner of Police**

- 14 (1) The Commissioner of Police may delegate any power
15 or duty of the Commissioner of Police under
16 section 19ZB, 22AA or 22C(2) to the following
17 persons —
- 18 (a) a specified police officer;
 - 19 (b) police officers of a specified rank or class;
 - 20 (c) another person appointed or employed under
21 the *Police Act 1892*.
- 22 (2) The delegation must be in writing signed by the
23 Commissioner of Police.
- 24 (3) A person to whom a power or duty is delegated under
25 this section cannot delegate that power or duty.
- 26 (4) A person exercising or performing a power or duty that
27 has been delegated to the person under this section is
28 taken to do so in accordance with the terms of the
29 delegation unless the contrary is shown.
- 30 (5) Nothing in this section limits the ability of the
31 Commissioner of Police to perform a function through
32 an officer or agent.
- 33

1 **21. Section 30AA inserted**

2 After section 30A insert:

3

4 **30AA. Protection from liability for giving information:**
5 **reportable conduct scheme**

- 6 (1) This section applies if a person acting in good faith —
- 7 (a) gives a report, notification or information to the
8 Commissioner under Part III Division 3B or in
9 the course of, or for the purposes of, an
10 investigation into a reportable allegation or
11 reportable conviction under this Act; or
- 12 (b) gives a report, notification or information to the
13 head of a relevant entity under Part III
14 Division 3B; or
- 15 (c) gives information to an investigator carrying
16 out an investigation under Part III Division 3B.
- 17 (2) The report, notification or information may be given
18 despite any other enactment, law or agreement that
19 prohibits or restricts its disclosure.
- 20 (3) In giving the information or making the report or
21 notification the person —
- 22 (a) does not incur any civil or criminal liability or
23 liability to be punished for a contempt of court;
24 and
- 25 (b) is not to be taken to have breached any duty of
26 confidentiality or secrecy imposed by law; and
- 27 (c) is not to be taken to have breached any
28 professional ethics or standards or any
29 principles of conduct applicable to the person's
30 employment or to have engaged in
31 unprofessional conduct.
- 32 (4) Civil proceedings cannot be brought against a person in
33 respect of an act referred to in subsection (1)(a), (b)
34 or (c) without the leave of the Supreme Court, and the
35 Supreme Court must not give leave unless it is satisfied
36 that there is substantial ground for the contention that
37 the person to be proceeded against has acted in bad
38 faith.
39

1 **22. Section 30B amended**

2 After section 30B(1)(e) insert:

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- (ea) has provided, is providing or will or may in the future provide information in the course of, or for the purpose of, an investigation of a reportable allegation or reportable conviction to the Commissioner or the head of a relevant entity under this Act; or

11 **23. Section 33 replaced**

12 Delete section 33 and insert:

13

14 **33. Regulations**

15 The Governor may make regulations —

16
17
18
19
20
21

- (a) amending Schedule 1 or 2; or
- (b) prescribing all matters that are required or permitted by this Act to be prescribed, or are necessary or convenient to be prescribed, for giving effect to the reportable conduct scheme.

22 **24. Schedule 1 amended**

23 In Schedule 1 delete the item relating to the *State Administrative*
24 *Tribunal Act 2004*.

25 **25. Schedule 2 inserted**

26 After Schedule 1 insert:

27

28 **Schedule 2 — Relevant entities to which this Act**
29 **applies**

30

[s. 19H]

Column 1

Column 2

Public bodies

A department.
An authority.

Parliamentary Commissioner Amendment (Reportable Conduct) Bill 2020

Part 2 Parliamentary Commissioner Act 1971 amended

Division 2 General amendments

s. 25

Column 1	Column 2
Providers of education services	<p>A school as defined in the <i>School Education Act 1999</i> section 4.</p> <p>A college or other vocational education and training institution as those terms are defined in the <i>Vocational Education and Training Act 1996</i> section 5(1).</p> <p>A registered training provider as defined in the <i>Vocational Education and Training Act 1996</i> section 5(1).</p> <p>A university established under a written law.</p> <p>An Australian university college, an authorised non-university institution or a recognised overseas university as those terms are defined in the <i>Higher Education Act 2004</i> section 3.</p>
Providers of health services	<p>A health service provider as defined in the <i>Health Services Act 2016</i> section 6.</p> <p>A private hospital service provider as defined in the <i>Private Hospitals and Health Services Act 1927</i> section 2(1).</p> <p>A provider of a mental health service as defined in the <i>Mental Health Act 2014</i> section 4 that has inpatient beds for children and young people.</p> <p>A provider of a drug and alcohol treatment service that has inpatient beds for children and young people.</p> <p>An ambulance service.</p>
Providers of out-of-home care services	<p>A person who has entered into an agreement under the CCS Act section 15(1) for the provision of placement services.</p>
Providers of child care services	<p>An education and care service as defined in the <i>Education and Care Services National Law (Western Australia)</i> section 5(1).</p> <p>A child care service as defined in the <i>Child Care Services Act 2007</i> section 4.</p>

Column 1

Column 2

Providers of youth justice services

A provider of a detention centre as defined in the *Young Offenders Act 1994* section 3.

A provider of community justice services funded by the department principally assisting in the administration of the *Young Offenders Act 1994*.

1

2

Division 3 — Additional amendments

3

26. Section 19F amended

4

In section 19F in the definition of *reportable conduct* after paragraph (a)(iii) insert:

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7

(iiia) significant neglect of a child;

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10

(iiib) any behaviour that causes significant emotional or psychological harm to a child;

11

12

27. Schedule 2 amended

13

In Schedule 2 after the item relating to Providers of youth justice services insert:

14

15

Religious bodies

A religious body that provides, or has provided, activities, facilities, programs or services that provide a means for adults to have contact with children.

Examples of activities, facilities, programs or services —

(a) altar serving;

(b) art groups;

(c) bible study groups;

(d) choirs and music groups;

(e) church-run creches;

(f) dance groups;

(g) faith-based children's and youth groups;

(h) multi-faith networks;

Parliamentary Commissioner Amendment (Reportable Conduct) Bill 2020

Part 2 Parliamentary Commissioner Act 1971 amended

Division 3 Additional amendments

s. 27

- (i) open days;
- (j) prayer groups;
- (k) religious community engagement and outreach;
- (l) religious festivals and celebrations;
- (m) religious services;
- (n) sports teams;
- (o) Sunday schools;
- (p) tutoring services;
- (q) youth camps.

Providers of disability services

A service provider as defined in the *Disability Services Act 1993* section 3.

A registered provider of supports and services under the National Disability Insurance Scheme established under the *National Disability Insurance Scheme Act 2013* (Commonwealth).

Providers of accommodation and respite services for children

A provider of a homelessness service that provides overnight beds only for children and young people and is funded by the department principally assisting in the administration of the CCS Act.

A provider of boarding facilities for students who are children.

An entity that provides overnight camps for children and young people as part of its primary activity.

A provider of any other accommodation or respite services for children.

1

Part 3 — Working with Children (Criminal Record Checking) Act 2004 amended

28. Act amended

This Part amends the *Working with Children (Criminal Record Checking) Act 2004*.

29. Section 4 amended

In section 4 insert in alphabetical order:

head, of a relevant entity, has the meaning given in the *Parliamentary Commissioner Act 1971* section 4;

Parliamentary Commissioner means the Commissioner as defined in the *Parliamentary Commissioner Act 1971* section 4;

relevant entity has the meaning given in the *Parliamentary Commissioner Act 1971* section 4;

relevant reportable conduct means reportable conduct that is prescribed by the regulations for the purposes of this definition;

reportable conduct has the meaning given in the *Parliamentary Commissioner Act 1971* section 19F;

30. Section 12 amended

(1) In section 12(3) in the Table after item 6 insert:

6A	The CEO is aware that a finding of relevant reportable conduct has been made in relation to the applicant under the <i>Parliamentary Commissioner Act 1971</i> Part III Division 3B.	s. 12(5)
----	--	----------

(2) In section 12(8):

(a) delete “offence,” and insert:

offence or finding of relevant reportable conduct,

s. 31

- 1 (b) in paragraphs (b) and (c) delete “committed;” and insert:
2
3 committed or the relevant reportable conduct occurred
4 or is alleged to have occurred;
5
6 (c) in paragraph (d) after “offence” insert:
7
8 or relevant reportable conduct
9
10 (d) in paragraph (e)(ii) delete “applicant;” and insert:
11
12 applicant; or
13
14 (e) after paragraph (e)(ii) insert:
15
16 (iii) any finding of relevant reportable
17 conduct made in relation to the
18 applicant;
19

20 **31. Section 13 amended**

- 21 In section 13(1)(a)(ii) after “criminal record” insert:
22
23 or the findings of the applicant’s relevant reportable conduct
24

25 **32. Part 2 Division 3A inserted**

- 26 After Part 2 Division 3 insert:
27

28 **Division 3A — Findings of relevant reportable conduct**

29 **18A. Findings of relevant reportable conduct**

- 30 (1) In this section —
31 *employee*, of a relevant entity, has the meaning given
32 in the *Parliamentary Commissioner Act 1971*
33 section 19C;
34 *identifying information*, in relation to a person,
35 includes the person’s —
36 (a) name and any former name and alias; and

- 1 (b) date of birth; and
2 (c) address.
- 3 (2) The Parliamentary Commissioner may give written
4 notice to the CEO of a finding of relevant reportable
5 conduct under the *Parliamentary Commissioner*
6 *Act 1971* if —
- 7 (a) the Parliamentary Commissioner reasonably
8 believes that the finding is in respect of a
9 person who —
- 10 (i) has applied for an assessment notice
11 under section 9 or 10; or
12 (ii) has a current assessment notice;
13 and
- 14 (b) the finding relates to a person who is or was an
15 employee of a relevant entity that is prescribed,
16 or is of a class of relevant entity prescribed, by
17 the regulations.
- 18 (3) A notice under subsection (2) must include the
19 following information in relation to the person to
20 whom the finding relates —
- 21 (a) any identifying information the Parliamentary
22 Commissioner holds in relation to the person;
23 (b) a brief summary of the relevant reportable
24 conduct and the finding.
- 25 (4) The CEO must treat a notice of a finding given to the
26 CEO under subsection (2) as an application for an
27 assessment notice by the person to whom the finding
28 relates.
- 29 (5) Information may be disclosed under this section despite
30 any other enactment, law or agreement that prohibits or
31 restricts its disclosure.
- 32 (6) If the person to whom the finding relates has a current
33 assessment notice, section 12 applies to the application
34 as if a reference in that section to issuing an assessment
35 notice were a reference to issuing an assessment notice
36 or a further assessment notice.
37

s. 33

1 **33. Part 3A inserted**

2 After section 34 insert:

3

4 **Part 3A — Information gathering and sharing**

5 **34A. Exchange of information with Parliamentary**
6 **Commissioner or head of relevant entity**

7 (1) In this section —

8 *identifying information* has the meaning given in
9 section 18A(1);

10 *investigation information* has the meaning given in the
11 *Parliamentary Commissioner Act 1971* section 19C;

12 *reportable allegation* has the meaning given in the
13 *Parliamentary Commissioner Act 1971* section 19E;

14 *reportable conviction* has the meaning given in the
15 *Parliamentary Commissioner Act 1971* section 19G.

16 (2) The CEO may disclose to the Parliamentary
17 Commissioner or the head of a relevant entity any
18 identifying information held in relation to a person who
19 is an applicant for an assessment notice under section 9
20 or 10.

21 (3) The CEO may request the Parliamentary
22 Commissioner or the head of the relevant entity to
23 provide information and documents (including
24 investigation information) about a reportable
25 conviction or a reportable allegation to which a finding
26 of relevant reportable conduct relates.

27 (4) The Parliamentary Commissioner or the head of the
28 relevant entity may disclose the information or
29 documents requested to the CEO.

30 (5) Information may be disclosed under this section despite
31 any other enactment, law or agreement that prohibits or
32 restricts its disclosure.

33

34

The office of the Ombudsman acknowledges Aboriginal and Torres Strait Islander people of Australia as the traditional custodians of Australia. We recognise and respect the exceptionally long history and ongoing cultural connection Aboriginal and Torres Strait Islander people have to Australia, recognise the strength, resilience and capacity of Aboriginal and Torres Strait Islander people and pay respect to Elders past, present and future.

We acknowledge the Whadjuk Noongar people as the traditional custodians of the land on which the office of the Ombudsman is located.

What is this Information Sheet about?

This Information Sheet is about the proposed Reportable Conduct Scheme for Western Australia.

What is the proposed Reportable Conduct Scheme?

It is a scheme to report employee misconduct involving children. The Royal Commission into Institutional Responses to Child Sexual Abuse found that organisations need to improve their responses to child abuse and recommended that state and territory governments set up schemes which oblige heads of organisations to notify an independent body of misconduct involving children, known as reportable conduct, by their employees, volunteers and contractors.

The proposed Reportable Conduct Scheme for Western Australia will provide independent oversight of how certain organisations prevent and handle allegations and convictions of child abuse involving any of the organisation's employees.

The proposed Reportable Conduct Scheme will apply to organisations that exercise a high degree of responsibility for children and where there is a heightened risk of child abuse. These organisations will need to notify the Ombudsman of allegations and convictions of child abuse involving their employees (please see below for who is considered an employee).

The Ombudsman can then review the findings made and the action taken by the organisation or undertake their own investigation.

Why do we need a Reportable Conduct Scheme?

Reportable conduct schemes aim to prevent harm to children and make children safer. The Royal Commission into Institutional Responses to Child Sexual Abuse recommended the introduction of nationally consistent reportable conduct schemes.

The objective of the proposed Reportable Conduct Scheme Bill is to protect children from harm by implementing a scheme for:

- reporting and investigating allegations and convictions of child abuse involving employees of certain organisations; and
- taking appropriate action in response to findings of child abuse.

The proposed Reportable Conduct Scheme is based on the principles that:

- the protection and best interests of children are paramount considerations; and
- if a child is able to form views on an allegation or conviction of child abuse and it is appropriate to consult the child —
 - the child must be given the opportunity to express their views freely; and
 - their views are to be given due weight in accordance with the child's development and the circumstances; and
- criminal conduct or suspected criminal conduct should be reported to the police; and
- the Ombudsman and others involved in the reportable conduct scheme should work in collaboration to ensure a fair process is used in the investigation of allegations and convictions of child abuse; and
- employees who are the subject of allegations of child abuse are entitled to be afforded natural justice in investigations into their conduct.

What is Reportable Conduct?

The conduct of an employee that must be notified to the Ombudsman is:

- a sexual offence or sexual misconduct against, with or in the presence of a child;
- physical assault committed against, with, or in the presence of a child;
- significant neglect of a child;
- any behaviour that causes significant emotional or psychological harm to a child; and
- other offences that might be decided by Parliament after the introduction of the Reportable Conduct Scheme.

What organisations are covered?

The types of organisations covered by the proposed scheme will include:

- accommodation and residential services;
- religious institutions;
- childcare services;
- child protection and out-of-home care services;
- disability services;
- education services;
- health services; and
- justice and detention services.

The scheme will not apply to organisations that do not have care, supervision or authority over children.

Who are Employees?

For an organisation covered by the proposed scheme, an 'employee' will include:

- any officer or employee of the organisation;
- a volunteer, contractor or subcontractor who provides services to children;
- for a religious body, a minister of religion or a religious leader; and
- a carer under the *Children and Community Services Act 2004*.

What is the Ombudsman's role?

The Ombudsman will work with organisations covered by the proposed scheme to build on existing procedures and reporting requirements. The Ombudsman will:

- assist organisations to identify, notify and investigate reportable conduct by their employees;
- provide oversight of the organisation's investigation of reportable conduct by an employee and the action taken if a finding of reportable conduct is made;
- if it is in the public interest to do so, undertake their own investigation and make recommendations to the organisation;
- monitor the organisations' systems for preventing, notifying and dealing with reportable conduct; and
- report to Parliament on the scheme.

The Ombudsman will also share information with police and key institutions to better protect children from abuse, including informing the Chief Executive Officer of the Department of Communities of a finding of reportable conduct to enable an assessment or re-assessment of a person who has a Working with Children Check card.

What does an organisation need to do?

The proposed Reportable Conduct Scheme will require heads of organisations that are covered by the scheme to:

- have certain systems in place, including systems for preventing, notifying and dealing with any allegations or convictions of child abuse involving an employee;
- notify the Ombudsman about any allegations or convictions of child abuse involving an employee;
- investigate any allegations or convictions of child abuse involving an employee and provide a report to the Ombudsman at the end of the investigation on any findings made and actions taken; and
- report to other bodies, such as WA Police, the Department of Communities or professional bodies as required.

How will the Reportable Conduct Scheme interact with the Working with Children Check Scheme?

The proposed Bill will also make amendments to the *Working with Children (Criminal Record Checking) Act 2004 (WA)* so that reportable conduct findings can cause an assessment or re-assessment of a person who has a Working with Children Check card.

When would the proposed Reportable Conduct Scheme start?

If approved by Parliament, the scheme will be phased in, with childcare services, child protection and out-of-home care services, education services, health services and justice and detention services covered in the first year and the remaining services after 12 months of operation of the scheme. The phased commencement of the scheme over two years will assist organisations to prepare for the new requirements.

Can I have a say on the proposed Reportable Conduct Scheme?

Yes you can. For the proposed Reportable Conduct Scheme to start, Parliament must change the law. The first part of changing the law is introducing a Bill into Parliament. The Bill for the proposed Reportable Conduct Scheme is called a 'Green Bill' which allows for the public to be consulted about the Bill and provide submissions before the final Bill is introduced into Parliament. The Green Bill has been tabled in Parliament and can be viewed by any member of the public [here](#).

All submissions must be received by 31 January 2021.

Where can I get a copy of the Green Bill?

If you would like to read the *Parliamentary Commissioner Amendment (Reportable Conduct) Bill 2020* that would create the Reportable Conduct Scheme please go to this [link](#).

How do I provide my submission?

You can provide your submission directly to the office of the Ombudsman. We want to make it as easy for you as possible, so you can provide your submission in an email to:

reportableconduct@ombudsman.wa.gov.au

What if I have read this Information Sheet but still have questions?

If you have any questions that are not answered by this Information Sheet you should not hesitate to contact our office on:

Telephone: (08) 9220 7471

Email: reportableconduct@ombudsman.wa.gov.au



**Child Safe
Organisations**
National Principles



An initiative of the Council of Australian Governments

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Further information:

For further information about the copyright in this publication, please contact:

Communications Unit

Australian Human Rights Commission

GPO Box 5218

SYDNEY NSW 2001

Telephone: (02) 9284 9600

Email: communications@humanrights.gov.au

Foreword

The Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) uncovered shocking abuse of children within institutions in Australia.

The Commission recommended taking action to make organisations across the country safe for children.

The development of the National Principles for Child Safe Organisations (National Principles) is a key national reform in response to these recommendations.

The Principles have been endorsed by all Commonwealth, state and territory governments.

They provide a nationally consistent approach to embedding child safe cultures within organisations that engage with children, and act as a vehicle to give effect to all Royal Commission recommendations related to child safe standards.

I would like to thank all who contributed to the development of the National Principles and their accompanying guidance material.

Development of the National Principles was led by Community Services Ministers across Australia under the *Third Action Plan 2015-2018 of the National Framework for Protecting Australia's Children 2009-2020* and the National Children's Commissioner, Megan Mitchell, in consultation with a broad range of sectors engaging with children.

Representatives from key advocacy groups and academia also contributed, as well as children and young people themselves.

Adopting the National Principles is an important step to better protecting Australia's children.



Scott Morrison
Prime Minister of Australia
Chair of the Council of Australian Governments

Preamble

A wide range of organisations work with children and young people throughout Australia. These may be small and community based, such as a sports club or playgroup where families and community members contribute voluntarily, through to more highly organised structures like schools, hospitals and churches. They may also be businesses or organisations employing staff and/or volunteers providing services to and working with children and young people. Some may work across state boundaries.

In 2013, the Australian Government established a Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) in response to community concern about widespread reports of cases where Australian institutions failed to protect children from sexual abuse. The Commission's final recommendations emphasised that members of the public, children and young people, parents, carers, families and communities should feel confident that organisations working with children provide safe environments in which children's rights, needs and interests are met.

The National Principles draw on the work of the Royal Commission, Australia's Children's Commissioners and Guardians and the 2005 National Framework for Creating Safe Environments for Children.

They provide a national approach to embedding a child safe culture across all sectors of Australian society in which children are involved.

Underpinned by a child-rights approach and based on the standards recommended by the Royal Commission, the National Principles are designed to build capacity and deliver child safety and wellbeing in organisations, families and communities and prevent future harm. In order to allow flexibility in implementation and in recognition of the variety of organisational types, sizes and capacities,

the National Principles outline at a high level the 10 elements that are fundamental for making an organisation safe for children.

The National Principles emphasise the importance of culturally safe environments and practices for Aboriginal and Torres Strait Islander children and young people. Aboriginal and Torres Strait Islander families and communities are more likely to access services that are culturally safe and experience better outcomes in such services. This includes improving the way organisations engage with Aboriginal and Torres Strait Islander children and their families, recognising the impact of intergenerational trauma, and respecting cultural diversity.

The National Principles collectively show that a child safe organisation is one that creates a culture, adopts strategies and takes action to promote child wellbeing and prevent harm to children and young people. A child safe organisation consciously and systematically:

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

The adoption and application of national child safe principles in any institution or organisation across Australia, in which children are involved, is a significant milestone in promoting child safety and wellbeing.



Wheel of Child Safety

National Principles for Child Safe Organisations

- 1.** Child safety and wellbeing is embedded in organisational leadership, governance and culture.
- 2.** Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
- 3.** Families and communities are informed and involved in promoting child safety and wellbeing.
- 4.** Equity is upheld and diverse needs respected in policy and practice.
- 5.** People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
- 6.** Processes to respond to complaints and concerns are child focused.
- 7.** Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
- 8.** Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
- 9.** Implementation of the national child safe principles is regularly reviewed and improved.
- 10.** Policies and procedures document how the organisation is safe for children and young people.

As of 1 February 2019, all Parties have confirmed their commitment to the National Principles for Child Safe Organisations as follows:

<p><i>The Prime Minister of Australia on behalf of the Commonwealth of Australia</i></p> <p>The Hon Scott Morrison MP</p>	
<p><i>The Premier of New South Wales on behalf of the State of New South Wales</i></p> <p>The Hon Gladys Berejiklian MP</p>	<p><i>The Premier of Victoria on behalf of the State of Victoria</i></p> <p>The Hon Daniel Andrews MP</p>
<p><i>The Premier of Queensland on behalf of the State of Queensland</i></p> <p>The Hon Anastacia Palaszczuk MP</p>	<p><i>The Premier of Western Australia on behalf of the State of Western Australia</i></p> <p>The Hon Mark McGowan MLA</p>
<p><i>The Premier of South Australia on behalf of the State of South Australia</i></p> <p>The Hon Steven Marshall MP</p>	<p><i>The Acting Premier of Tasmania on behalf of the State of Tasmania</i></p> <p>The Hon Jeremy Rockliff MP</p>
<p><i>The Acting Chief Minister of the Australian Capital Territory on behalf of the Australian Capital Territory</i></p> <p>Ms Yvette Berry MLA</p>	<p><i>The Chief Minister of the Northern Territory on behalf of the Northern Territory</i></p> <p>The Hon Michael Gunner MLA</p>

Guidance

Australia ratified the United Nations Convention on the Rights of the Child (CRC) in 1990. Under the Convention, children, like adults, possess human rights. They also have the right to special protection because of their vulnerability to exploitation and abuse. Under the Convention, a child is defined as every human being below eighteen years of age.

The following pages provide detailed guidance on each of the principles to support the adoption of the National Principles across all organisations engaging with children across Australia.

For each principle, the guidance provides:

- the intent and key elements of the principle
- key action areas, showing where organisations should take action to create a culture of child safety
- indicators that the principle is upheld, providing practical examples of signs that the principle is effectively in place
- references to examples of relevant Articles of the CRC.

This guidance is intended to support organisations to consistently and effectively implement the National Principles. It is provided as a best practice guide and allows flexibility in implementation and in recognition of the variety of organisational types, sizes and capacities.

A set of tools and resources to support implementation of the National Principles within organisations can be accessed through the National Office for Child Safety webpage (<https://pmc.gov.au/domestic-policy/national-office-child-safety>).

Principle 1

Child safety and wellbeing is embedded in organisational leadership, governance and culture.

This principle provides guidance on the role of organisational leadership and governance in promoting inclusive and welcoming environments for children and young people, a culture of accountability and the ways in which a child safe culture is developed and maintained.

Adoption of this principle shows that the organisation has a commitment to child safety and wellbeing through all levels of the organisation. Governance arrangements are transparent and include a child safety and wellbeing policy, practice guidance, a Code of Conduct and a risk management framework. Governance arrangements vary depending on the type, nature and size of an organisation. Organisational leadership provides an authorising environment for the sharing of information about risks to children and young people.

Key action areas:

- 1.1 The organisation makes a public commitment to child safety.
- 1.2 A child safe culture is championed and modelled at all levels of the organisation from the top down and the bottom up.
- 1.3 Governance arrangements facilitate implementation of the child safety and wellbeing policy at all levels.
- 1.4 A Code of Conduct provides guidelines for staff and volunteers on expected behavioural standards and responsibilities.
- 1.5 Risk management strategies focus on preventing, identifying and mitigating risks to children and young people.
- 1.6 Staff and volunteers understand their obligations on information sharing and recordkeeping.

Indicators that this principle is upheld:

- * The organisation can demonstrate they have publicly available and current documents such as a child safety and wellbeing policy, practice guidance, information sharing protocols, staff and volunteer codes of conduct and risk management strategies.
- * The organisational leadership models and regularly reinforces attitudes and behaviours that value children and young people and a commitment to child safety, child wellbeing and cultural safety. This commitment is clear in duty statements, performance agreements and staff and volunteer review processes.
- * Staff, volunteers, children and young people have a sound knowledge of children's rights, including their rights to feel safe and be heard, and the accountabilities that accompany these rights.
- * Leaders promote sharing good practice and learnings about child safety and wellbeing.

Principle 2

Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.

This principle describes an organisational culture that supports children and young people to understand what child safety and wellbeing means. They are informed about their rights and responsibilities in an age appropriate way. They contribute and actively participate in building an organisational culture that is safe for them.

Children and young people know about the organisation's commitment to child safety and wellbeing and access relevant information and programs. They recognise safe environments and understand protective strategies. In such environments, children and young people feel comfortable participating in decisions and communicating their views and concerns. Ultimately, however, the responsibility for child safety and wellbeing in an organisation rests with the organisation and its workers.

Staff and volunteers value and respect children and young people's identity and culture, are comfortable and skilled in engaging with them, understand their developmental needs and build on children and young people's strengths and capacities.

Key action areas:

- 2.1 Children and young people are informed about all of their rights, including to safety, information, and participation.
- 2.2 The importance of friendships is recognised and support from peers is encouraged, to help children and young people feel safe and be less isolated.
- 2.3 Where relevant to the setting or context, children may be offered access to sexual abuse prevention programs and to relevant related information in an age appropriate way.
- 2.4 Staff and volunteers are attuned to signs of harm and facilitate child-friendly ways for children to express their views, participate in decision-making and raise their concerns.

Indicators that this principle is upheld:

- * The organisation has programs and resources to educate children and young people on their rights including their right to safety and right to be listened to.
- * The organisation is proactive in providing age appropriate platforms to regularly seek children and young people's views and encourage participation in decision-making.
- * Staff and volunteers have a good understanding of children and young people's developmental needs.
- * Opportunities for participating are documented and regularly reviewed.
- * The organisational environment is friendly and welcoming for children and young people.
- * Children and young people participate in decision-making in the organisation, including in relation to safety issues and risk identification.
- * Children and young people can identify trusted adults and friends.
- * Children and young people are informed about their roles and responsibilities in helping to ensure the safety and wellbeing of their peers.

Principle 3

Families and communities are informed, and involved in promoting child safety and wellbeing.

This principle outlines the range of ways an organisation can involve families and the community in its approach to child safety and wellbeing, relevant policies and practices and the provision of accessible information. This will help inform parents and carers about safeguarding children and young people and encourage their feedback and input. They will be empowered to speak up and drive conversations regarding child safety and wellbeing and how and when they can raise issues and concerns.

Families have the primary responsibility for the upbringing of their children, and are aware of their children's primary protective networks. There is wide variety in the structure of families, the role different family members may play in a child's life, their backgrounds and cultures. Families and carers are best placed to advise about their children's needs and capabilities and can inform organisations about practices and environments that are safe for them. In a safe environment, children, young people, family and community members feel that their culture and identity are respected.

Key action areas:

- 3.1 Families participate in decisions affecting their child.
- 3.2 The organisation engages and openly communicates with families and the community about its child safe approach and relevant information is accessible.
- 3.3 Families and communities have a say in the development and review of the organisation's policies and practices.
- 3.4 Families, carers and the community are informed about the organisation's operations and governance.

Indicators that this principle is upheld:

- * The organisation is responsive to the needs of families and communities, including to cultural safety aspects.
- * The organisation creates opportunities for families and communities to be involved in how the organisation operates, including encouraging their children's participation and feedback.
- * The organisation has clear and accessible information for families and communities about the organisation's operations and policies, including child safety and wellbeing policy, Code of Conduct, record keeping practices and complaints and investigation processes.
- * The organisation seeks feedback from families and communities on issues of child safety and wellbeing and incorporates this into their policies and practices.
- * The organisation engages with and supports approaches that build cultural safety through partnerships and respectful relationships.



Article 2 of the CRC: All children have rights, no matter who they are, where they live, what their parents do, what language they speak, what their religion is, their sex or gender, what their culture is, whether they have disability, whether they are rich or poor.

Principle 4

Equity is upheld and diverse needs respected in policy and practice.

This principle examines how recognition of children and young people's diverse circumstances enables an organisation to work in a more child centred way and empowers children and young people to participate more effectively. This builds an organisational culture that acknowledges the strengths and individual characteristics of children, and embraces all children regardless of their abilities, sex, gender, or social, economic or cultural background.

A welcoming organisation is one where all children and young people feel comfortable and where services are provided in culturally safe and inclusive ways. This reduces the risk of discrimination, exclusion, bullying and abuse.

Key action areas:

- 4.1 The organisation, including staff and volunteers, understands children and young people's diverse circumstances, and provides support and responds to those who are vulnerable.
- 4.2 Children and young people have access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand.
- 4.3 The organisation pays particular attention to the needs of Aboriginal and Torres Strait Islander children, children with disability, children from culturally and linguistically diverse backgrounds, those who are unable to live at home, and lesbian, gay, bisexual, transgender and intersex children and young people.

Indicators that this principle is upheld:

- * The organisation has specific policies in place that promote equity and respect diversity for the safety and wellbeing of all children and young people.
- * The organisation produces child-friendly material in accessible language and formats that promotes inclusion and informs all children and young people of the support and complaints processes available to them.
- * Board members, employees and volunteers champion attitudes and behaviours that respect the human rights of all children and young people, and are inclusive, well informed and responsive to diverse needs.
- * Board members, staff and volunteers reflect on how discrimination and exclusion, whether intentional or unintentional, may work against a safe and inclusive culture and they develop proactive strategies to address this.
- * Staff and volunteers are trained to recognise and respond effectively to children and young people with diverse needs.



Principle 5

People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

This principle describes recruitment and staff development policies, including appropriate screening, that are a foundation of child safe organisations. This principle also includes induction training, understanding child safety responsibilities and cultural safety concepts, and appropriate supervision of staff and volunteers. Reporting obligations, training in record keeping and information sharing provide staff and volunteers with relevant practice tools to better safeguard children and young people.

Key action areas:

- 5.1 Recruitment, including advertising, referee checks and staff and volunteer pre-employment screening, emphasise child safety and wellbeing.
- 5.2 Relevant staff and volunteers have current working with children checks or equivalent background checks.
- 5.3 All staff and volunteers receive an appropriate induction and are aware of their responsibilities to children and young people, including record keeping, information sharing and reporting obligations.
- 5.4 Ongoing supervision and people management is focused on child safety and wellbeing.

Indicators that this principle is upheld:

- * The organisation emphasises its commitment to child safety and wellbeing when advertising for, recruiting and screening staff and volunteers.
- * Duty statements, selection criteria and referee checks demonstrate children and young people are valued and respected, commitment to child safety and wellbeing, understanding of children's developmental needs and culturally safe practices.
- * Employers, staff and volunteers in an organisation have completed background check requirements.
- * Staff and volunteers understand the child safety policy and procedures of the organisation and meet their record keeping, information sharing and reporting responsibilities.
- * Ongoing staff support, supervision and performance management processes involve child safety elements.
- * The organisation maintains suitable record keeping systems and protocols for staff and volunteers.
- * The organisation has a range of tools and processes to monitor and mitigate risk.

Principle 6

Processes to respond to complaints and concerns are child focused.

This principle provides guidance on how human resource management policies and practices and effective complaints management processes should be accessible, responsive to and understood by children and young people, families, staff and volunteers. Complaint management processes will be linked to the Code of Conduct and provide details about where breaches of the Code have occurred. Training will help staff and volunteers to recognise and respond to neglect, grooming and other forms of harm, provide appropriate support to children and young people in these instances and meet legal requirements. This includes training to assist in responding to different types of complaints, privacy considerations, listening skills, disclosures of harm and reporting obligations.

Key action areas:

- 6.1 The organisation has an accessible, child focused complaint handling policy which clearly outlines the roles and responsibilities of leadership, staff and volunteers, approaches to dealing with different types of complaints, breaches of relevant policies or the Code of Conduct and obligations to act and report.
- 6.2 Effective complaint handling processes are understood by children and young people, families, staff and volunteers, and are culturally safe.
- 6.3 Complaints are taken seriously, and responded to promptly and thoroughly.
- 6.4 The organisation has policies and procedures in place that address reporting of complaints and concerns to relevant authorities, whether or not the law requires reporting, and co-operates with law enforcement.
- 6.5 Reporting, privacy and employment law obligations are met.

Indicators that this principle is upheld:

- * Staff and volunteers are well-informed about their roles and responsibilities, reporting and privacy obligations and processes for responding to disclosures. They feel empowered and supported to draw attention to breaches of the Code of Conduct within the organisation and to challenge these behaviours.
- * The complaints handling policy prioritises the safety and wellbeing of children and young people and recognises the role of families and communities in understanding and using the policy.
- * Policies and procedures demonstrate regard for fairness to all parties to a complaint or investigation including support and information as appropriate.
- * Staff and volunteers have a good knowledge of the different ways children and young people express concerns or distress and disclose harm.
- * Information about all complaints and concerns, including breaches of relevant policies or the Code of Conduct, is recorded and analysed, including in relation to processes, timeframes and record keeping practices. Systemic issues are identified and mitigated through this process.
- * Children and young people know who to talk to if they are feeling unsafe and know what will happen.
- * Timely feedback is provided to children and young people, families, staff and volunteers who raise concerns or complaints. This includes reporting back on incidents, concerns and complaints.

Principle
7

Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

This principle emphasises the importance of information, ongoing education and training for staff and volunteers. Staff and volunteers build on their knowledge and skills and evidence-based practice tools through professional seminars and memberships, supervised peer discussions, team training days and access to research and publications. This ensures staff and volunteers develop awareness and insights into their attitudes towards children and young people, and have a contemporary understanding of child development, safety and wellbeing. They are able to identify indicators of child harm, respond effectively to children and young people and their families and support their colleagues. Staff and volunteers are able to respond in culturally appropriate ways to children and young people who disclose or show signs that they are experiencing harm inside or outside the organisation.

Staff and volunteers are trained in the rights of children and young people in relation to record keeping, and the possible uses and audiences for records that may be created.

Key action areas:

- 7.1** Staff and volunteers are trained and supported to effectively implement the organisation’s child safety and wellbeing policy.
- 7.2** Staff and volunteers receive training and information to recognise indicators of child harm including harm caused by other children and young people.
- 7.3** Staff and volunteers receive training and information to respond effectively to issues of child safety and wellbeing and support colleagues who disclose harm.
- 7.4** Staff and volunteers receive training and information on how to build culturally safe environments for children and young people.

Indicators that this principle is upheld:

- * The organisation provides regular opportunities to educate and train staff on child safety and wellbeing policies and procedures and evidence-based practice.
- * The organisation provides a supportive and safe environment for staff and volunteers who disclose harm or risk to children and young people.
- * Staff and volunteers receive training on the rights of children and young people in relation to records being created about children and young people and their use.
- * Staff and volunteers recognise the range of indicators of child harm.
- * Staff and volunteers respond effectively when issues of child safety and wellbeing or cultural safety arise.



Principle 8

Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

This principle highlights that reducing the risk of harm in physical and online environments is an important preventative mechanism. Risk management strategies clarify potential risks where adult to child or child to child interactions occur, or where the physical environment is unsafe.

Technological platforms within organisations provide valuable tools in education, communication and help seeking. Risks associated with these platforms are minimised through all necessary means, including: education of children and young people, parents, staff and volunteers about expectations of online behaviour; the application of safety filters; and communication protocols.

Key action areas:

- 8.1 Staff and volunteers identify and mitigate risks in the online and physical environments without compromising a child's right to privacy, access to information, social connections and learning opportunities.
- 8.2 The online environment is used in accordance with the organisation's Code of Conduct and child safety and wellbeing policy and practices.
- 8.3 Risk management plans consider risks posed by organisational settings, activities, and the physical environment.
- 8.4 Organisations that contract facilities and services from third parties have procurement policies that ensure the safety of children and young people.

Indicators that this principle is upheld:

- * The organisation's risk management strategy addresses physical and online risks, including risks arising from child to child and adult to child interactions and the state and nature of physical spaces.
- * The organisation's policies promote the use of safe online applications for children and young people to learn, communicate and seek help.
- * The organisation considers ways in which the physical environment might promote cultural safety.
- * Staff and volunteers are proactive in identifying and mitigating physical and online risks.
- * Staff and volunteers access and use online environments in line with the organisation's Code of Conduct and relevant communication protocols.
- * Children and young people and their families are informed, in culturally appropriate ways, about the use of the organisation's technology and safety tools.
- * Third party contractors for the provision of facilities and services have appropriate measures in place to ensure the safety and wellbeing of children and young people.

Principle 9

Implementation of the national child safe principles is regularly reviewed and improved.

This principle emphasises that child safe organisations seek to continuously improve their delivery of child safe services and their operations. They also conduct reviews to ensure that organisational policies and procedures, including record keeping practices, are being implemented by staff and volunteers. The participation and involvement of staff, volunteers, children and young people, families and community mentors in these reviews will strengthen the organisation's child safeguarding capacities. This includes the importance of reporting on the finding of reviews, and sharing good practice and learnings on a regular basis. Regular reviews ensure that organisations address new challenges or concerns that arise.

Key action areas:

- 9.1 The organisation regularly reviews, evaluates and improves child safe practices.
- 9.2 Complaints, concerns and safety incidents are analysed to identify causes and systemic failures so as to inform continuous improvement.
- 9.3 The organisation reports on the findings of relevant reviews to staff and volunteers, community and families and children and young people.

Indicators that this principle is upheld:

- * The organisation seeks the participation of children and young people, parents and communities in its regular reviews of child safety and wellbeing policies, procedures and practices.
- * Child safety and wellbeing indicators are included in documentation used for reviews.
- * Review outcomes are considered and implemented to improve child safe practices.
- * Regular analysis of complaints demonstrates improvement in child safe practices.



Principle 10

Policies and procedures document how the organisation is safe for children and young people.

This principle outlines the importance of organisations having a clearly documented child safety and wellbeing policy. This will ensure that all stakeholders, including organisational staff and volunteers, children and young people and their families and carers, are aware of how the organisation is planning to meet its obligations to create an environment that is safe for children. Partner agencies or organisations funded to provide services to children and young people should demonstrate adherence to child safety and wellbeing policies and practices.

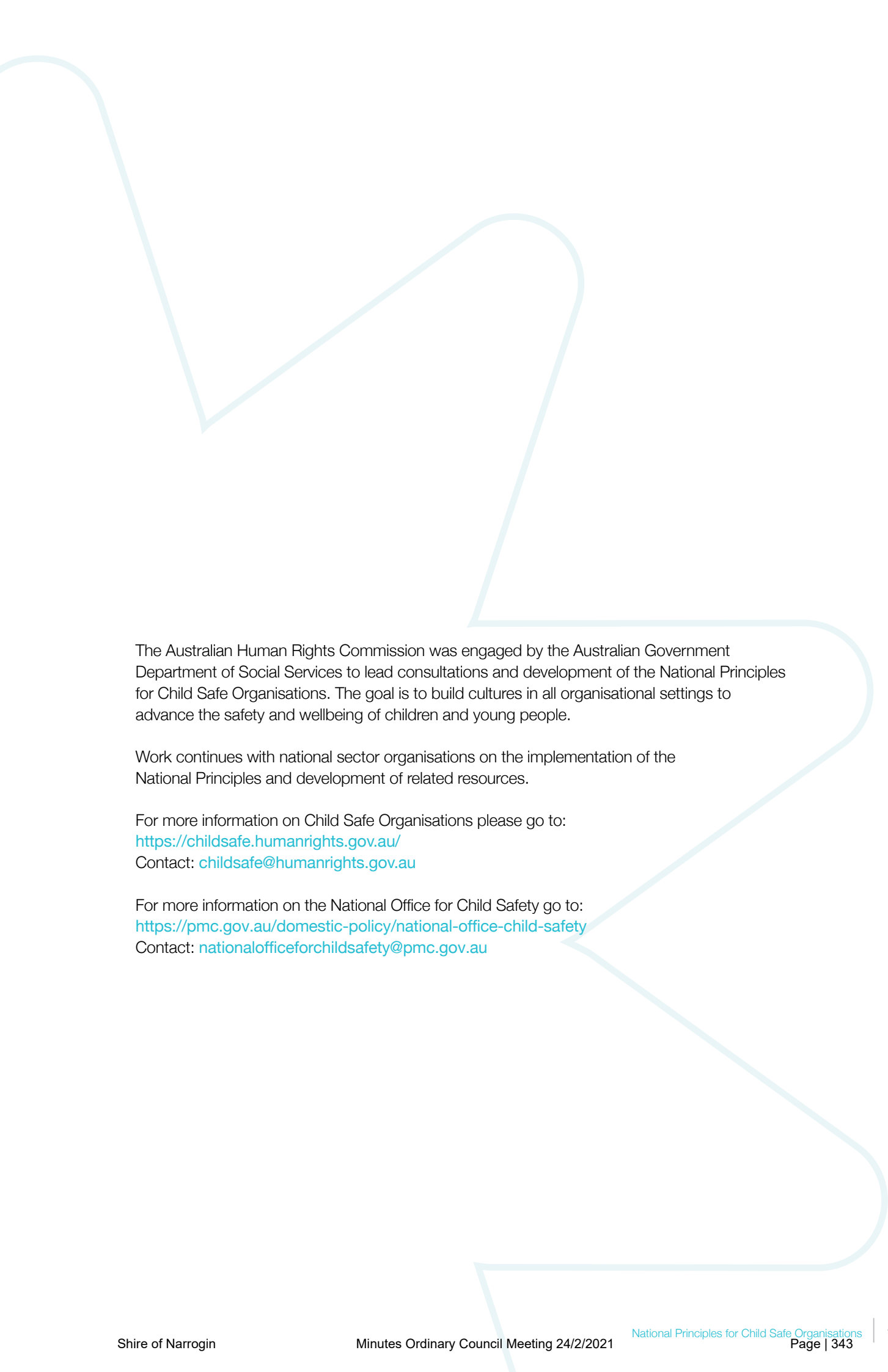
Documenting policies and procedures ensures consistent application of child safe practices across the organisation. It also enables organisations to examine, through review processes, adherence to child safety and wellbeing principles and practices.

Key action areas:

- 10.1 Policies and procedures address all national child safe principles.
- 10.2 Policies and procedures are documented and easy to understand.
- 10.3 Best practice models and stakeholder consultation informs the development of policies and procedures.
- 10.4 Leaders champion and model compliance with policies and procedures.
- 10.5 Staff and volunteers understand and implement policies and procedures.

Indicators that this principle is upheld:

- * The organisation's child safety and wellbeing policy is comprehensive and addresses all ten of these Principles.
- * The organisation's child safety and wellbeing policy and procedures are documented in a language and format that is easily understood and accessible to staff, volunteers, families and children and young people.
- * Audits of the organisation's policies and procedures provide evidence of how the organisation is child safe through its governance, leadership and culture.
- * Practice within the organisation is consistent across the board and compliant with child safe policies and procedures, including culturally safe work practices.
- * Interviews or surveys of children and young people, families and community members demonstrate confidence in and awareness of the organisation's policies and procedures on promoting a child safe culture.
- * Surveys of executive, staff and volunteers demonstrate high levels of understanding of policies, procedures and practice requirements of the organisation.



The Australian Human Rights Commission was engaged by the Australian Government Department of Social Services to lead consultations and development of the National Principles for Child Safe Organisations. The goal is to build cultures in all organisational settings to advance the safety and wellbeing of children and young people.

Work continues with national sector organisations on the implementation of the National Principles and development of related resources.

For more information on Child Safe Organisations please go to:

<https://childsafe.humanrights.gov.au/>

Contact: childsafe@humanrights.gov.au

For more information on the National Office for Child Safety go to:

<https://pmc.gov.au/domestic-policy/national-office-child-safety>

Contact: nationalofficeforchildsafety@pmc.gov.au

10.4.3 CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

File Reference	13.3.1
Disclosure of Interest	The Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	12 February 2021
Author	Dale Stewart – Chief Executive Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Guidelines on the Model Code of Conduct for Council Members, Committee Members and Candidates 2. Draft – Shire of Narrogin Code of Conduct for Council Members, Committee Members and Candidates 3. Complaint about alleged Breach Draft Template	

Summary

The Government has enacted new legislation requiring all local governments to adopt a new Code of Conduct for Council Members, Committee Members and Candidates for a local government election, and to deal with ancillary matters.

Background

The following regulations took effect on 3 February 2021, implementing the remaining parts of the Local Government Legislation Amendment Act 2019:

- Local Government (Administration) Amendment Regulations 2021
- Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021
- Local Government (Model Code of Conduct) Regulations 2021.

In regard to the Local Government (Model Code of Conduct) Regulations 2021, Local Governments are required to adopt a Code of Conduct for Council Members, Committee Members and Candidates within three (3) months of the Regulations taking effect.

To account for any breaches occurring on and from the first day that the Regulations take effect, Local Governments must authorise at least one person to receive complaints. This has to be done by the 24 February 2021.

Consultation

Nil

Statutory Environment

Sections of the Acts, Regulations and/or Local Laws that apply to this item include:

- Local Government Act 1995
- Local Government (Administration) Amendment Regulations 2021
- Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021
- Local Government (Model Code of Conduct) Regulations 2021.

Resources and further reading for local governments include:

- <https://www.dlgsc.wa.gov.au/local-government/strengthening-local-government/public-consultations/local-government-act-review/priority-reforms/model-code-of-conduct>
- https://www.dlgsc.wa.gov.au/docs/default-source/local-government/local-government-act-review/model-code-of-conduct-guidelines.pdf?sfvrsn=b507b9c3_0

Policy Implications

The Council's existing Code of Conduct, listed as Policy number 1.1, must be repealed, as the Act and Regulations now stipulates there are to be at least two separate Codes, one for Council Members, Committee Members and Candidates, and another for local government employees.

Financial Implications

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

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	4.	Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.1	An efficient and effective organisation
Strategy:	4.1.1	Continually improve operational efficiencies and provide effective services
Strategy:	4.1.2	Continue to enhance communication and transparency
Outcome:	4.2	An employer of choice
Strategy:	4.2.1	Provide a positive, desirable workplace

Comment/Conclusion

The Department of Local Government, Sport and Cultural Industries (DLGSC) has produced Guidelines on the Model Code of Conduct for Council Members, Committee Members and Candidates, which is an attachment to this item. It is expected that a Model Code will be developed in coming months to meet the three (3) month deadline and its adoption will be the subject of a separate consideration / approval by Council.

In the interim, the Model Code of Conduct has been recommended and appears to be satisfactory. The Chief Executive Officer has proposed replacing the word 'work' in clause 5 of the Model, with 'working' due to Elected Members and Committee Member not considered to be 'workers' or at 'work' from an employer / employee perspective.

The guidelines indicate that local governments must authorise at least one person to receive complaints regarding members and candidates. The Regulations state that the Local Government must, in writing, authorise one or more persons to receive complaints and withdrawals of complaints, but they do not specify who that person(s) will be. The Complaints Officer could be:

- President,
- Deputy President (especially for complaints about the President),
- Chief Executive Officer, or
- External Consultant

The DLGSC has also produced a template complaints form as the Regulations state that complaints are to be made in writing in a form approved by the Local Government. The DLGSC template form is another attachment to this item (Attachment 3).

It is a requirement to appoint a Complaints Officer by 24 February 2021.

For clarity, it is noted that there is still a requirement for a local government to have a Complaints Officer (section 5.120 of the Local Government Act 1995), to process allegations of 'Rules of Conduct' breaches, and these alleged breaches are still to be referred to the Local Government Standards Panel (refer Division 4 of the Model Code of Conduct). The position of Executive Manager Corporate & Community Services is currently designated by the Chief Executive Officer, as that officer.

In time, with the development of templates by industry or the Western Australian Local Government Association (WALGA), Local Governments can determine the most appropriate and effective process for dealing with complaints under Division 3 of the Code of Conduct and how they are prioritised and managed. Having such processes at the moment is not required by the law and nor considered critical.

Voting Requirements

Absolute Majority required for adoption of the Code of Conduct.

See over for Council's Resolution.

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0221.016

Moved: Cr Wiese

Seconded: Cr Seale

That with respect to the new Model Code of Conduct for Council Members, Committee Members and Candidates for a local government election, Council:

1. Repeal the existing Code of Conduct for Council Members, Committee Members and Employees listed as Policy 1.1.
2. Note that pursuant to section 5.51A of the Local Government Act 1995, the Chief Executive Officer will be preparing an interim Code of Conduct for all employees of the Shire, including the Chief Executive Officer, based on the repealed version, prior to any model being available from WALGA.
3. Pursuant to section 5.104 of the Local Government Act 1995, adopt the new Code of Conduct for Council Members, Committee Members and Candidates for local government elections for Narrogin, listed as Attachment 2, subject to the deletion of the word 'work' in clause 5 and replacement of it with the word 'working' and request the Chief Executive Officer to ensure all Elected Members and Committee Members are aware of its content.
4. Pursuant to the Local Government (Model Code of Conduct) Regulations 2021;
 - a. Clause 11 (2), adopt the form for lodging complaints, listed as Attachment 3;
 - b. Clause 11 (3), authorise 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.
5. Pursuant to sections 5.551A (3) and 5.104 (7) of the Local Government Act 1995, request the Chief Executive Officer to ensure that both of the updated / adopted Codes of Conduct are published on the Shire's official website, as soon as practical.

**CARRIED 9/0
BY ABSOLUTE MAJORITY**



LOCAL GOVERNMENT ACT REVIEW ►► DELIVERING FOR THE COMMUNITY

Guidelines on the Model Code of Conduct for Council Members, Committee Members and Candidates

February 2021

Contents

Model Code of Conduct	3
Introduction	3
Purpose.....	4
Adoption	5
Division 2 – General Principles	5
Division 3 – Behaviour	6
Complaints	7
Division 4 – Rules of Conduct.....	10

Model Code of Conduct

Introduction

Local government is vital for the delivery of key services and infrastructure in the community. Individuals who are, or seek to be, members of local councils and council committees are entrusted by their community to represent local views, make sound decisions, and utilise public funds effectively to deliver services and amenities for their community. As such, a high standard of professional and ethical conduct is expected of council members and committee members in local governments, as well as candidates in local government elections.

A review of the *Local Government Act 1995* (Act), including consultation with community and sector stakeholders, led to the implementation of priority reforms under the *Local Government Amendment Act 2019* (Amendment Act).

The Amendment Act was developed in response to stakeholder feedback that there was a need for governance reforms, including a Code of Conduct for council members, committee members and candidates that clearly reflects community expectations of behaviour and supports consistency between local governments in relation to the overall process for managing alleged breaches of that Code.

As a result, key reforms under the Amendment Act include the introduction of a Model Code of Conduct (Model Code) that must be adopted by local governments and applied to council members, committee members and candidates; as well as a separate Code of Conduct for Employees.

The Model Code replaces the previous statutory requirement for local governments to develop and implement an individual code of conduct for their council members, committee members and employees.

The *Model Code of Conduct Regulations 2021* (Regulations) have been developed to give effect to the Amendment Act, and provide for:

- overarching principles to guide behaviour;
- behaviours and complaints which are managed by local governments; and
- rules of conduct, contraventions of which are considered by the independent Local Government Standards Panel (Standards Panel) where appropriate.

Definitions

The Model Code defines key terms to aid understanding and compliance. Where a term is not defined in either the Regulations or the Act, then the generally accepted meaning of the term applies. Some additional guidance is provided as follows:

Candidate: an individual is considered a candidate when their nomination for election is accepted by a Returning Officer under section 4.49 of the Act. The Model Code applies to the individual from that point. Any alleged breach of the Model Code may only be addressed if and when the individual is elected as a council member.

Council member: references to ‘council member’ in the Regulations mean an individual who has been elected as a council member under the Act. The requirements of the Regulations also apply to a council member who is a committee member on a council committee.

Committee member: under the Regulations, a ‘committee member’ includes any council member, local government employee or unelected member of the community who has been engaged by the council to participate in a council committee.

Evidence: references to ‘evidence’ in the Regulations means the available facts or information indicating whether an allegation is true or valid. Local governments must use evidence provided by the complainant and by the person to whom the complaint relates, as well as other relevant information, to decide whether an alleged breach of the Model Code has occurred.

Local government(s): per the approach in the Act, references to ‘local government’ in the Regulations mean the body corporate that is the local governing body made up of the council, Chief Executive Officer (CEO) and administrative staff appointed and managed by the CEO.

Where a statutory function entails decision-making on governance matters, the council is responsible for making those decisions. This includes decisions on complaints regarding the conduct of council members, committee members and candidates, as set out in the Regulations.

Further guidance on certain terms in the Model Code is provided in these Guidelines.

Purpose

The purpose of the Model Code is to guide the decisions, actions and behaviours of members, both in council and on council committees, and of candidates running for election as a council member.

Members must comply with the provisions in the Model Code in fulfilling their role and responsibilities in council and on council committees, as set out in the Act.

An individual who has nominated as a candidate for election as a council member is also required to demonstrate professional and ethical behaviour during their election campaign. If elected, the individual must continue to comply with the Model Code in council and on council committees.

It is the individual responsibility of council members, committee members and candidates to become familiar with the Model Code, these Guidelines and any relevant policies of their local government, and to follow the Code at all times.

Where the behaviour of a council member, committee member or candidate does not comply with the Code, it is intended that the local council address the behaviour through education and other remedial actions that the council considers appropriate, rather than formal sanctions.

Where an individual does not comply with any action required by the council, then the council may determine that the matter is to be referred to the Standards Panel as an

alleged contravention of a rule of conduct. The Standards Panel has the authority to make binding decisions regarding allegations of minor misconduct.

Adoption

Section 5.104 of the Act requires that local governments adopt the Model Code as their Code of Conduct within three months of the Regulations coming into operation (by 3 May 2021). Note: The operational requirements of Division 3 require local governments to take certain initial actions within three weeks (by 24 February 2021).

In accordance with section 5.104(4), the Model Code applies until the local government adopts it as their Code. This means that the principles, behaviour requirements and rules of conduct of the Regulations apply to council members, committee members and candidates even if their local government has not yet adopted the Model Code.

While local governments may not amend Division 2 (Principles) or Division 4 (Rules of Conduct), additional behaviour requirements can be included in Division 3 (Behaviours) if deemed appropriate by the local government. Any additions must be consistent with the Model Code of Conduct (section 5.104(3) of the Act).

In preparing the Code for adoption, local governments are encouraged to review their existing Code and consider incorporating any additional behaviour requirements that are not represented in the Model Code. This may include specific dress standards or the appropriate use of technology.

To adopt the Code, a resolution passed by an absolute majority of the council is required. Once the Code is adopted, it must be published on the local government's official website (section 5.104(7)).

Division 2 – General Principles

This section of the Regulations set out the fundamental rules that council members, committee members and candidates are expected to adhere to, promote and support. Adhering to these rules will assist individuals to comply with the behaviours outlined in Division 3 and 4.

The principles outline the overarching approach that members and candidates should demonstrate in their role as public representatives, or potential public representatives. Individuals should consider all behaviours in light of these principles, including any behaviour and conduct that is not covered specifically in Division 3 and 4.

The principles are grouped into three key areas: Personal Integrity; Relationships with others and Accountability. Additional guidance on these areas is provided as follows:

Integrity and conflicts of interest

Members and candidates are generally active in their local area which may lead to a conflict between the public interests of the community and the personal interests of the individual, their family members and associates.

It is the individual responsibility of members and candidates to disclose any such conflicts and ensure that they are managed appropriately to comply with the Model Code and serve their community as expected by the local electors.

Individuals should also consider perceived and potential conflicts of interest. While an individual may be confident of the integrity of their actions, it is important to reflect on how their actions may appear to others, and/or how an action taken now could lead to a conflict of interest in future. If an interest is identified, the individual should disclose and manage this to avoid a conflict with the public interest.

Avoidance of reputational damage

Elected members and candidates may hold strong concerns in relation to actions, or a lack of action, by their local government on certain matters.

It is the individual responsibility of members to ensure that they comply with the Model Code by raising concerns in a respectful and constructive manner and working effectively with their colleagues for their community, as expected by the local electors.

During an election campaign, it is the individual responsibility of candidates to ensure that any concerns they raise regarding the current local government is based on accurate information and expressed in a respectful and constructive manner that demonstrates to local electors their suitability as a potential public representative.

Decision-making and accountability

Council and committee members regularly make decisions that impact on their local area. The community expects that members will make council and committee decisions based on information that is relevant and factually correct. This will vary according to the decision to be made and the information available to the council members and committee members at that time.

In general, individuals are responsible for ensuring their decisions are based on information that is accurate and pertinent to the matter at hand; and can be reasonably considered accurate and relevant by others.

As part of being accountable to their community, council members and committee members should accept responsibility for the decisions they make in the performance of their role.

Division 3 – Behaviour

This section of the Regulations sets the standards of behaviour which reflect the general principles outlined in Division 2.

It is the individual responsibility of members and candidates to demonstrate, promote and support professional and ethical behaviour as provided in the Model Code.

Complaints regarding alleged breaches of the Model Code in Division 3 are managed by the local council as the decision-making body of the local governments. The division also provides a process for responding to alleged breaches. The emphasis is on

education and development, rather than punitive sanctions, with the aim of establishing or restoring positive working relationships and avoiding further breaches.

Failure to comply with this Division may give rise to a complaint regarding the conduct of a council member, committee member or candidate, which may lead to the council making a formal finding of a breach and requiring remedial action by the individual.

A local government may wish to develop further guidance on dealing with complaints through the introduction of a complementary policy and/or procedure on complaints management to the extent it is not provided for in the Regulations. There are resources on effective complaints management available on the Ombudsman WA's website at www.ombudsman.wa.gov.au.

Complaints

Process for making a complaint

Clause 11 of the Regulations provides that a person can make a complaint alleging a breach of Division 2 within one month of the alleged breach occurring.

Local governments should ensure that making a complaint is a simple and accessible process so that any member of the local community can raise concerns about the conduct of council members, committee members and candidates.

Local governments should make it clear that it is important a complainant provides details in their complaint, with supporting information where feasible to do so, because the complaint will form part of the evidence considered by the council when deciding whether a breach of the Model Code has occurred.

Action required

Local governments must authorise at least one person to receive complaints regarding members and candidates. While the Regulations do not include specific requirements and a local government may decide that the complaints officer is appropriate, other options could include:

- President or Mayor,
- Deputy President or Mayor (especially for complaints about the President or Mayor),
- Chief Executive Officer, or
- External consultant

To account for any breaches occurring on the first day that the Regulations take effect, local governments must authorise at least one person within three weeks of the Regulations taking effect (by 24 February 2021).

The Regulations also provide that complaints are to be made in writing in a form approved by the local government.

Action required

Local governments must determine whether there will be a specific template for complaints and process for how they are to be lodged.

Local governments may choose to:

- establish a specific email address for conduct complaints
- provide a name/position to whom complaints should be addressed
- prepare a complaint form to allow the complainant.
- engaged an independent person to support the resolution of a complaint. Local governments may consider sharing the services of an independent person.

The Department has prepared a template form for complaints to assist local governments. The template is available on the department's website at www.dlgsc.wa.gov.au.

The authorised person(s) should acknowledge the receipt of every written complaint in a timely manner. As part of the acknowledgment process, the complainant should be provided information on how the complaint will be progressed and an expected timeframe for the matter to be finalised. This may include providing the complainant with a copy of the complaint policy where available.

Dealing with a complaint

The Regulations do not specify a timeframe by when complaints should be dealt with, however, a timeframe could be included in a local government's policy.

In the interests of procedural fairness, all complaints should be dealt with in a timely manner and allow all parties the opportunity to provide information regarding the alleged conduct.

Clause 12 of the Regulations outlines the process for dealing with complaints regarding the conduct of elected members and candidates. The Model Code leaves it open to local governments to determine the most appropriate and effective process for how this is undertaken. Options could include:

- The President/Mayor or Deputy consider all complaints
- Delegation of complaints to the CEO to prepare a report for the council
- Appointment of an independent/external consultant to review complaints and provide a report to the council
- Establish a committee to review complaints and report to the council. The committee may include independent members.

Local governments should consider how they are going to respond to complaints, and whether complaints are going to be addressed based on seriousness or impact of the allegation or on the order in which complaints are received.

Action required

Local governments must determine who will be considering complaints received and how complaints will be prioritised and managed.

Clause 12(2) of the Regulations require that the person to whom the complaint relates is given a reasonable opportunity to be heard. This should include providing a copy of the complaint to that person in a timely manner and allowing them an opportunity to respond to the allegations in writing. The information provided by that person will assist the local government in forming a view as to whether a breach has occurred.

Making a finding

Clause 12(1) requires the local council to consider whether the alleged matter which is the subject of a complaint, did occur and make a finding on whether the matter constituted a breach of the Code of Conduct.

The local council should use the same approach as the Standards Panel in their deliberations and decision-making; that is, based on the complaint and other evidence received by the council, the council must be satisfied that, on the balance of probabilities, it is more likely than not that a breach occurred.

Information provided by the complainant and information provided by the person to whom the complaint relates will assist the council to make a finding.

Action Plans

Clause 12(4) provides that if the local council makes a finding that a breach of the Code of Conduct did occur, the council may determine that no further action is required; or that an action plan must be prepared and implemented.

An action plan should be designed to provide the member with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives.

The action plan does not need to be complex. The plan should outline:

- the behaviour(s) of concern;
- the actions to be taken to address the behaviour(s);
- who is responsible for the actions; and
- an agreed timeframe for the actions to be completed.

An action plan should not include measures that are intended to be a punishment, and instead should focus on mechanisms to encourage positive behaviour and prevent negative behaviour from occurring again in future.

The Code requires that in preparing the action plan, consultation must be undertaken with the elected member to whom the plan relates. This is designed to provide the member with the opportunity to be involved in matters such as the timing of meetings or training. Note: some members may not be willing to engage with the opportunity to participate in the process.

The council or a delegated person should monitor the actions and timeframes set out in the action plan. This is important because if the member does not comply with the

action/s within the agreed timeframe, then under the Regulations it is considered a contravention of a rule of conduct.

Dismissal of complaints

While local governments are required to consider all complaints, they can be dismissed if:

- the behaviour occurred at a council or committee meeting and the behaviour was dealt with at that meeting (clause 13), or
- the complaint is withdrawn (clause 14).

Clause 13 allows a complaint to be dismissed if the behaviour occurred at a council or committee meeting, and that behaviour was addressed at the time. This could have been by the presiding member, or remedial action was taken in accordance with the local government's standing orders or local law.

Where agreement cannot be reached

Circumstances may arise when a local council cannot agree on the resolution of a complaint or whether the complaint can be dismissed under clause 13.

In these situations, the local government may decide to engage an independent person to review the complaint and make recommendations on appropriate actions.

Withdrawal of a complaint

Clause 14 provides the option for a complaint to be withdrawn before it is considered by the council.

Local governments may elect to include in their complaints policy the option for mediation between the complainant and the member. Mediation may resolve any specific issues before the council is required to make a finding and may lead to the complainant withdrawing the complaint. Clause 14 requires a withdrawal to be made in writing and provided to the person(s) authorised to receive complaints.

Division 4 – Rules of Conduct

Contraventions of rules of conduct are matters that:

- negatively affect the honest or impartial performance of an elected member;
- involve a breach of trust placed in the elected member; or
- involve the misuse of information or material.

Division 4 sets out rules of conduct for elected members and candidates that relate to the principles in Division 2 and the behaviours in Division 3. This Division also introduces a new rule of conduct to address situations where an elected member does not undertake the actions required by the local council following a breach of the Model Code. A contravention of this rule of conduct is considered a minor breach, as defined in the Act.

The process for complaints under Division 4 is outlined in the Act. Complaints in the first instance are directed to the complaints officer at the local government. The Act provides that the complaints officer is the CEO or another officer with delegated responsibility.

A council may decide to refer an alleged contravention of Division 4 to the independent Standards Panel in accordance with the Act. As the Panel does not have investigative powers, decisions are made based on the information received by the Panel from the local government. The Standards Panel must be satisfied that, on the balance of probabilities, it is more likely than not that a breach has occurred for the Standards Panel to make a finding of breach.

Where the Standards Panel makes a finding against an elected member or candidate, sanctions will be imposed in accordance with the Part 5 Division 9 of the Act.

Nothing in this Division removes the obligations placed upon council members and employees (including the CEO) of the local government under the *Corruption, Crime and Misconduct Act 2003*.

Further information on the Standards Panel process is available on the Department's website.

Further information

The aim of the Model Code of Conduct is to foster a high standard of professional and ethical conduct by council members and candidates, and to support consistency across local governments in relation to their response to complaints regarding conduct.

Local governments are encouraged to seek guidance and advice on specific matters whenever necessary. For queries, please contact: actreview@dlgsc.wa.gov.au

Code of Conduct for Council Members, Committee Members and Candidates



Division 1 — Preliminary provisions

1. Citation

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

2. Terms used

(1) In this code —

Act means the *Local Government Act 1995*;

candidate means a candidate for election as a council member;

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

publish includes to publish on a social media platform.

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

Division 2 — General principles

3. Overview of Division

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

4. Personal integrity

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

- (a) act with reasonable care and diligence; and
- (b) act with honesty and integrity; and
- (c) act lawfully; and
- (d) identify and appropriately manage any conflict of interest; and
- (e) avoid damage to the reputation of the local government.

(2) A council member or committee member should —

- (a) act in accordance with the trust placed in council members and committee members; and
- (b) participate in decision-making in an honest, fair, impartial and timely manner; and
- (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
- (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationship with others

- (1) A council member, committee member or candidate should —
 - (a) treat others with respect, courtesy and fairness; and
 - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive 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.

Division 3 — Behaviour

7. Overview of Division

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

- (1) A council member, committee member or candidate —
 - (a) must ensure that their use of social media and other forms of communication complies with this code; and
 - (b) must only publish material that is factually correct.
- (2) A council member or committee member —
 - (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
 - (b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

10. Council or committee meetings

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

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
 - (a) in writing in the form approved by the local government; and
 - (b) to a person authorised under subclause (3); and
 - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

12. Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
 - (a) take no further action; or
 - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
 - (a) engage in mediation;
 - (b) undertake counselling;
 - (c) undertake training;

- (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
 - (a) its finding and the reasons for its finding; and
 - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

13. Dismissal of complaint

- (1) The local government must dismiss a complaint if it is satisfied that —
 - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
 - (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
 - (a) in writing; and
 - (b) given to a person authorised under clause 11(3).

15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

Division 4 — Rules of conduct

Notes for this Division:

- 1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
- 2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

- (1) In this clause —

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

resources of a local government includes —

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

18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office —
- (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
 - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

19. Prohibition against involvement in administration

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

- (1) In this clause —
- local government employee** means a person —
- (a) employed by a local government under section 5.36(1) of the Act; or
 - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not —
- (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
 - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
 - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
- (a) make a statement that a local government employee is incompetent or dishonest; or
 - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

21. Disclosure of information

- (1) In this clause —
- closed meeting** means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;
- confidential document** means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;
- document** includes a part of a document;
- non-confidential document** means a document that is not a confidential document.
- (2) A council member must not disclose information that the council member —
- derived from a confidential document; or
 - 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 —
- at a closed meeting; or
 - to the extent specified by the council and subject to such other conditions as the council determines; or
 - that is already in the public domain; or
 - to an officer of the Department; or
 - to the Minister; or
 - to a legal practitioner for the purpose of obtaining legal advice; or
 - if the disclosure is required or permitted by law.

22. Disclosure of interests

- (1) In this clause —
- interest** —
- means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
 - 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 —
- in a written notice given to the CEO before the meeting; or
 - 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 —
- that they had an interest in the matter; or
 - 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 —
- 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.

=====

COMPLAINT ABOUT ALLEGED BREACH (FCEO0049)



89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

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

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

Complaint About Alleged Breach Form - Code of conduct for council members, committee members and candidates

Schedule 1, Division 3 of the Local Government (Model Code of Conduct) Regulations 2021

- Note: A complaint about an alleged breach must be made:
- (a) in writing in the form approved by the local government;
 - (b) to an authorised person;
 - (c) within one month after the occurrence of the alleged breach.

Name of person who is making the complaint:
Name: _____ <div style="display: flex; justify-content: space-around;"><u>Given Name(s)</u><u>Family Name</u></div>

Contact details of person making the complaint:
Address: _____
Email: _____
Contact number: _____

Name of the local government concerned:
Shire of Narrogin

Name of council member, committee member, candidate alleged to have committed the breach:

State the full details of the alleged breach. Attach any supporting evidence to your complaint form.

Date of alleged breach:
_____ / _____ / 20_____

COMPLAINT ABOUT ALLEGED BREACH

(TBC - FCCS0049)

SIGNED:

Complainant's signature:

Date of signing: _____ / _____ / 20_____

Received by Authorised Officer:

Authorised Officer's Name:

Authorised Officer's Signature:

Date received: _____ / _____ / 20_____

NOTE TO PERSON MAKING THE COMPLAINT:

This form should be completed, dated and signed by the person making a complaint of an alleged breach of the Code of Conduct. The complaint is to be specific about the alleged breach and include the relevant section/subsection of the alleged breach.

The complaint must be made to the authorised officer within one month after the occurrence of the alleged breach.

Signed complaint form is to be forwarded to: CEO Shire of Narrogin
enquiries@narrogin.wa.gov.au

The CEO noted his financial and impartiality interest in the following matter.

10.4.4 MODEL STANDARDS FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION

File Reference	13.5.4
Disclosure of Interest	The Author declares both an Impartiality and Financial Interest that requires disclosure as the officer is potentially impacted by adoption or variation of the standards.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	12 February 2021
Author	Dale Stewart – Chief Executive Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	<ol style="list-style-type: none"> Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination Local Government (Administration) Amendment Regulations 2021 – Explanatory Notes Draft Shire of Narrogin CEO Recruitment and Selection, Performance Review and Termination Standards.

Summary

The government has enacted new legislation requiring all local governments to adopt mandatory minimum standards that cover the recruitment, selection, performance review and early termination of local government Chief Executive Officers.

The Local Government (Administration) Amendment Regulations 2021 (CEO Standards Regulations) bring into effect section 22 of the Amendment Act.

The Model CEO Standards provide a framework for local governments to select a CEO, review their performance and terminate their contract of employment early, in accordance with the principles of merit, probity, fairness, equity and transparency.

Background

The following regulations took effect on 3 February 2021, implementing the remaining parts of the Local Government Legislation Amendment Act 2019:

- Local Government (Administration) Amendment Regulations 2021;
- Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021; and
- Local Government (Model Code of Conduct) Regulations 2021.

Key features of the regulations relating to recruitment, selection, performance review and early termination of local government Chief Executive Officers include the requirements to:

- establish a selection panel comprised of council members and at least one independent person to conduct the recruitment and selection process for the position of CEO;

- establish a performance review process by agreement between the local government and the CEO; and
- conduct a recruitment and selection process where an incumbent CEO has held the position for a period of ten or more consecutive years on expiry of the CEO's contract.

In addition, requirements for advertising vacant CEO positions have been updated to align with amendments to state-wide public notice provisions.

Local governments will be required to prepare and adopt the Model Standards within three months of these regulations coming into effect (by 3 May 2021). Until such time as a local government adopts the Model Standards (with or without minor permitted variations), the regulations apply.

Local governments that have a CEO recruitment process currently underway, or are about to commence a CEO recruitment process, are encouraged to contact the department to discuss compliance with the new Standards.

Consultation

Nil

Statutory Environment

Sections of the Acts, Regulations and/or Local Laws that apply to this item include:

- Local Government Act 1995, Section 5.39B;
- Local Government (Administration) Amendment Regulations 2021; and
- Local Government (Administration) Regulations 1996.

5.39B, States:

“Adoption of model standards

(1) In this section —

model standards means the model standards prescribed under section 5.39A(1).

(2) Within 3 months after the day on which regulations prescribing the model standards come into operation, a local government must prepare and adopt standards to be observed by the local government that incorporate the model standards.*

** Absolute majority required.*

(3) Within 3 months after the day on which regulations amending the model standards come into operation, the local government must amend the adopted standards to incorporate the amendments made to the model standards.*

** Absolute majority required.*

(4) A local government may include in the adopted standards provisions that are in addition to the model standards, but any additional provisions are of no effect to the extent that they are inconsistent with the model standards.

(5) The model standards are taken to be a local government's adopted standards until the local government adopts standards under this section.

(6) The CEO must publish an up-to-date version of the adopted standards on the local government's official website.

(7) Regulations may provide for —

(a) the monitoring of compliance with adopted standards; and

(b) the way in which contraventions of adopted standards are to be dealt with”.

Resources and further reading for local governments include:

- Attachment 1 https://www.dlgsc.wa.gov.au/docs/default-source/local-government/local-government-act-review/ceo-standards-and-guidelines.pdf?sfvrsn=706437d2_0
- Attachment 2 https://www.dlgsc.wa.gov.au/docs/default-source/local-government/local-government-act-review/ceo-model-standards-explanatory-notes.pdf?sfvrsn=f0e031d0_3

Policy Implications

There are no current policies of the Council that conflict, however it is noted that Policy 8.10 Recruitment and Selection, exists for other employees, and is not inconsistent with this proposed new policy.

Financial Implications

The adoption of the model standard – which is required by law, with only minor variations permitted, and only to the extent that it is not inconsistent, will, in all probability, add to the cost of recruitment of a Chief Executive Officer. This by virtue of the additional administrative requirements of a consultant, if a consultant is utilised, as well as the need for an external person (in addition to the consultant) to be on the recruitment panel – which may require remuneration. Typically, prior to these legislative changes, the recruitment of a Chief Executive Officer, for a band 3 local government, and utilising a consultant (who must be licensed) costs anywhere from \$15,000 to \$35,000, plus advertising.

It is not known what additional cost might be incurred with the adoption of the ‘minimum’ standard, however it conceivably will certainly add administrative time, due to the additional legislated components and recording requirements.

One might argue that ‘gone are the days’ that a local government can recruit, or certainly terminate, a Chief Executive Officer without a consultant, with these new regulatory measures.

It will almost certainly add time, as any variations (no matter how seemingly insignificant or minor) to the proposed contract to be offered, have to be previously permitted / agreed by resolution of the Council.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	4.	Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.1	An efficient and effective organisation
Strategy:	4.1.1	Continually improve operational efficiencies and provide effective services
Strategy:	4.1.2	Continue to enhance communication and transparency
Outcome:	4.2	An employer of choice
Strategy:	4.2.1	Provide a positive, desirable workplace

Comment/Conclusion

The Department of Local Government, Sport and Cultural Industries (DLGSC) has produced Guidelines on the Standards, which is Attachment 1 to this item.

If the local government doesn't adopt the model standards, they are taken to be the Shire's Standards.

The Chief Executive Officer is of the opinion that they are satisfactory to be adopted without modification, (provided at Attachment 3), however the Council is at liberty to adjust them, as long as they are not inconsistent with the default standards in the regulations.

There is a requirement to adopt a set of Standards by 3 May 2021.

The current Chief Executive Officer's contract doesn't expire until 30 May 2023 and on this new legislative change, is only renewable for up to one more 5 year term, if both parties are agreeable, before the Council is legally bound to advertise the position in accordance with the adopted standards of the day.

In the opinion of the author, the current process for review of the current Chief Executive Officer's performance is consistent with the model requirements.

In the opinion of the author, the proposed process for early termination of a Chief Executive Officer's contract of employment appears fair and reasonable.

Voting Requirements

Absolute Majority required for adoption of the Standards.

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0221.017

Moved: Cr Seale Seconded: Cr Fisher

That with respect to the new mandatory minimum standards that cover the recruitment, selection, performance review and early termination of local government Chief Executive Officers, Council:

1. Pursuant to section 5.39B (2) of the Local Government Act 1995, adopt the new Model Standards for Chief Executive Officer Recruitment, Performance and Termination as detailed in Attachment 3.
2. Pursuant to section 5.39B (6) of the Local Government Act 1995, request the Chief Executive Officer to ensure that the adopted Standards are published on the Shire's official website, as soon as practical.

**CARRIED 9/0
BY ABSOLUTE MAJORITY**



LOCAL GOVERNMENT ACT REVIEW ►► DELIVERING FOR THE COMMUNITY

Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination

***Local Government (Administration) Amendment
Regulations 2021***

February 2021

Contents

Preface	1
Part 1 – Recruitment and Selection	2
Principles.....	2
Recruitment and Selection Standard	2
Recruitment and Selection Standard continued	3
Guidelines	3
Recruitment and selection process	3
Advertising.....	4
Selection panel and independent person	4
Independent human resources consultant.....	5
Council’s responsibilities	6
Creating Diversity.....	6
Due Diligence.....	7
Selection	8
Employment contract	9
Appointment.....	9
Confidentiality	10
CEO induction.....	10
Principles.....	11
Performance Review Standard	11
Guidelines	11
Employment contract and performance agreement.....	11
Performance Criteria.....	12
Performance review panel.....	13
Independent consultant.....	13
Assessing performance.....	13
Addressing performance issues	14
Confidentiality	15
Part 3 – Termination	16
Principles.....	16
Termination Standard	16
Guidelines	16
Reason for termination.....	16
Opportunity to improve and mediation.....	18
Termination report.....	18

Confidentiality 18
Disclaimer 18

Preface

The *Local Government Legislation Amendment Act 2019* includes a requirement for model standards covering the recruitment and selection, performance review and termination of employment of local government Chief Executive Officers (CEOs). These reforms are intended to ensure best practice and greater consistency in these processes between local governments.

The accompanying guidelines outline the recommended practice for local governments in undertaking these processes. These guidelines will assist local governments in meeting the model standards prescribed in the *Local Government (Administration) Amendment Regulations 2021*.

The standards and guidelines have been developed by the Department of Local Government, Sport and Cultural Industries (Department), in consultation with representatives from the Public Sector Commission, the Ombudsman, the Western Australian Local Government Association (WALGA) and Local Government Professionals WA (LGPro). The Department gratefully acknowledges the participation and contribution of these representatives.

The Department notes that the content of these guidelines does not necessarily reflect the views or policies of the organisations or individuals that have been consulted.

Part 1 – Recruitment and Selection

One of the fundamental roles of the council is the employment of the local government's CEO. The CEO is responsible for implementing the council's strategic vision and leading the local government administration.

Principles

A local government must select a CEO in accordance with the principles of merit, equity and transparency. A local government must not exercise nepotism, bias or patronage in exercising its powers. Additionally, a local government must not unlawfully discriminate against applicants. Section 5.40 of the *Local Government Act 1995 (Act)* lists a number of general principles of employment that apply to local governments.

Recruitment and Selection Standard

The minimum standard for recruitment and selection will be met if:

- S1.1** The council has identified and agreed to the qualifications and selection criteria necessary to effectively undertake the role and duties of the CEO within that particular local government context.
- S1.2** The council has approved, by absolute majority, the Job Description Form (JDF) which clearly outlines the qualifications, selection criteria and responsibilities of the position. The JDF is made available to all applicants.
- S1.3** The local government has established a selection panel to conduct the recruitment and selection process. The panel must include at least one independent person who is not a current elected member, human resources consultant, or staff member of the local government.
- S1.4** The local government attracts applicants through a transparent, open and competitive process (this is not necessary for vacancies of less than one year). The local government must advertise a vacancy for the position of CEO in the manner prescribed.
- S1.5** The local government has assessed the knowledge, experience, qualifications and skills of all applicants against the selection criteria.
- S1.6** The local government has verified the recommended applicant's work history, qualifications, referees and claims made in their job application.
- S1.7** The appointment is merit-based, with the successful applicant assessed as clearly demonstrating how their knowledge, skills and experience meet the selection criteria.

Recruitment and Selection Standard cont.

- S1.8** The appointment is made impartially and free from nepotism, bias or unlawful discrimination.
- S1.9** The council has endorsed by absolute majority the final appointment.
- S1.10** The council has approved the employment contract by absolute majority.
- S1.11** The local government re-advertises the CEO position and undertakes a recruitment and selection process after each instance where a person has occupied the position for ten (10) consecutive years.

Guidelines

Recruitment and selection process

The council of the local government should act collectively throughout the recruitment and selection process. To uphold the integrity of the process, the council must resist any attempt to influence the outcome through canvassing or lobbying.

The local government should carefully consider the role of the CEO. This includes the CEO's legislated powers and functions and their role as the head of the administrative arm of the local government. In determining the selection criteria for the position of CEO, it will be important for a local government to consider the needs of the community and the specific skills and experience that will be required of the CEO in that particular local government. The competencies the council looks for in its CEO should reflect the council's strategic community plan.

Once the essential skills and experience which form the selection criteria for the position have been established, the local government must set out the selection criteria (essential and desirable) and the responsibilities of the position in a Job Description Form (JDF). If emphasis is placed on certain selection criteria, this should be highlighted in the JDF so that applicants are aware of this. For example, some level of project management experience will usually be an important criterion, but if the local government is undertaking a major development such as a new recreation centre, added emphasis may need to be given to this criterion.

The JDF must be approved by an absolute majority of the council.

Advertising

The local government should ensure that applicants are clearly informed about the application process, such as the application requirements, the closing date for applications and how applications are to be submitted. It is essential that this process is transparent and that each step in the process is documented. Associated records must be kept in a manner consistent with the *State Records Act 2000* (WA).

It is a requirement that a local government is to give Statewide public notice if the position of CEO becomes vacant. Statewide public notice must contain:

- details of the remuneration and benefits offered;
- details of the place where applications are to be submitted;
- the date and time applications close;
- the duration of the proposed contract;
- a web address where the JDF can be accessed;
- contact details for a person who can provide further information; and
- any other relevant information.

In order to attract the best possible pool of applicants for the position of CEO, it is recommended that local governments use a diverse range of advertising methods, mediums and platforms (in addition to the advertising requirement under section 5.36(4) of the Act). For example:

- advertising on the local government's website;
- posting on online jobs boards (e.g. SEEK);
- sharing the advertisement via professional networks; and
- undertaking an executive search.

A local government must publicly advertise the CEO position if the same person has remained in the job for 10 consecutive years. This requirement does not prevent the incumbent CEO from being employed for another term, provided they are selected in accordance with the standards for recruitment and selection.

Selection panel and independent person

Local governments are required to establish a selection panel to conduct and facilitate the recruitment and selection process. The selection panel should be made up of elected members (the number of which is determined by the council) and must include at least one independent person. The independent person cannot be a current elected member, human resources consultant, or staff member of the local government. Examples of who the independent person could be include:

- former elected members or staff members of the local government;
- former or current elected members (such as a Mayor or Shire President) or staff members of *another* local government;
- a prominent or highly regarded member of the community; or
- a person with experience in the recruitment of CEOs and senior executives.

The panel are responsible for assessing applicants and making a recommendation to council regarding the most suitable applicant or applicants. The essence of the role of an independent panel member is to bring an impartial perspective to the process and reduce any perception of bias or nepotism.

It is essential that prior to a person's appointment to a selection panel they are informed of the duties and responsibilities of their role and that of the panel. It is recommended that local governments develop a policy or terms of reference to facilitate this process that incorporate the standards for recruitment at Division 2 of the *Local Government (Administration) Amendment Regulations (No.2) 2020*. A policy should include important information that outlines:

- The primary functions of the panel;
- Roles and responsibilities panel members;
- Composition of the panel;
- Duration of term;
- Desirable criteria for appointment to the panel;
- A requirement that panel members sign a confidentially agreement and agree to the duties and responsibilities of their role; and
- Any other information the local government deems necessary for the panel to effectively carry out their role.

Independent human resources consultant

A local government should seek independent advice from a human resources consultant where the council lacks the capacity or expertise to facilitate the recruitment and selection process (or any aspect of it). A member of the human resources team within a local government must not be involved in the recruitment of a new CEO.

The consultant should not be associated with the local government or any of its council members. The consultant can be an independent human resources professional, recruitment consultant, or recruitment agency.

An independent human resources consultant can provide advice to the selection panel on how to conduct the recruitment process, or a local government may engage a consultant to support it in undertaking certain aspects of the recruitment process, such as one or more of the following:

- development or review of the JDF;
- development of selection criteria;
- development of assessment methods in relation to the selection criteria;
- drafting of the advertisement;
- executive search;
- preliminary assessment of the applications;
- shortlisting;
- drafting questions for interview;
- coordinating interviews;
- preparing the selection summary assessment and recommendation;

- arranging for an integrity check and/or police clearance; and
- assisting the council in preparing the employment contract.

The consultant is not to be directly involved in determining which applicant should be recommended for the position, their role is not one of decision-maker.

It is recommended that rigorous checks be conducted on any independent consultants before they are engaged to ensure they have the necessary skills and experience to effectively assist the council. Local government recruitment experience may be beneficial but is not a requirement.

The independent human resources consultant must be able to validate their experience in senior executive recruitment and appointments. It is important to note that if the local government uses a consultant or agency to assist in finding applicants, they will require an employment agent licence under the *Employment Agents Act 1976* (WA).

A good independent human resources consultant will bring expertise, an objective perspective and additional human resources to what is a complex and time-consuming process. Given the time and effort involved in finding a competent CEO, and the cost of recruiting an unsuitable CEO, there can be a good business case for spending money on a human resources consultant.

If a decision is made to engage an independent human resources consultant, it is imperative that the council maintains a high level of involvement in the process and enters into a formal agreement (contract) with them. In order to manage the contract efficiently, and ensure an effective outcome, regular contact with the consultant is required during the recruitment process. As with any contractor engagement, the local government must ensure their procurement and tender processes comply with the Act and the procurement policy of the local government.

Council's responsibilities

A human resources consultant cannot undertake the tasks for which the council is solely responsible. An independent consultant cannot and should not be asked to:

- Conduct interviews: This should be done by the selection panel. However, council may decide to interview applicants recommended by the selection panel. A consultant can provide support with interviews, providing advice on the recruitment and selection process and writing up recommendations. The consultant may also arrange referee reports and checks of applicants.
- Make the decision about who to appoint to the position of CEO: Only the council can make this decision, drawing upon advice from the selection panel.
- Negotiate the terms and conditions of employment: Noting that the consultant should be able to provide advice on remuneration constraints and other terms and conditions.

Creating Diversity

In order to ensure all applicants are given an equal opportunity for success, selection methods need to be consistent and objective. In a structured interview, each applicant should have the opportunity to answer the same primary questions with follow-up questions used to illicit further detail or clarification. Behavioural-based interview

questions are objective and gauge the applicants' suitability, reducing biases in assessment (see examples below).

Basing a selection decision on the results of a number of selection methods can help to reduce procedural shortcomings and ensure the best applicant is chosen. Psychometric, ability and aptitude testing are considered to be valid, reliable and objective. While applicants with extensive experience and reputable education may appear to be more qualified, an objective assessment of each person's ability and personal traits can help to provide a clearer picture of the applicant.

Where possible, it is recommended that local governments ensure diversity on the selection panel. This may be achieved by ensuring gender, ethnicity, age and experiential diversity is represented on the panel. Diversity is also a consideration when selecting an independent person for the selection panel, particularly where there is a lack of diversity on the council. A diverse selection panel will assist in making quality decisions regarding suitable applicants.

Individuals are often unaware of biases they may have. For this reason, it is helpful for the selection panel to undertake training about unconscious biases. Awareness of unconscious biases assists individuals in preventing those biases from interfering in their decision making. For example, if there are considerable discrepancies in the assessment scores between two panel members, discussion will be required to ensure bias has not influenced these scores. Allowing team members to acknowledge and recognise prejudices is essential to managing those biases. The following biases should be addressed:

- "Similar-to-me" effect - if interviewers share the same characteristics with the applicants or view those characteristics positively, they are more likely to score them highly;
- "Halo" effect – interviewers may let one quality (such as race, gender, looks, accent, experience, etc.) positively or negatively affect the assessment of the applicant's other characteristics.

Due Diligence

It is essential that the local government ensures that the necessary due diligence is undertaken to verify an applicant's qualifications, experience and demonstrated performance. This includes:

- verifying an applicant's qualifications such as university degrees and training certificates;
- verifying the applicant's claims (in relation to the applicant's character, details of work experience, skills and performance) by contacting the applicant's referees. Referee reports should be in writing in the form of a written report, or recorded and verified by the referee;
- requesting that an applicant obtains a national police clearance as part of the application process; and
- ensuring no conflicts of interests arise by looking to outside interests such as board membership and secondary employment.

A council may wish to contact a person who is not listed as an applicant's referee,

such as a previous employer. This may be useful in obtaining further information regarding an applicant's character and work experience, and verifying related claims. The applicant should be advised of this and be able to provide written comments to the council.

A search of social media and whether an applicant has an online presence may also assist in identifying potential issues. For example, an applicant may have expressed views which are in conflict with the local government's values. This should be made clear in the application information. To ensure the integrity of the recruitment process, a council must act collectively when performing due diligence.

Selection

Once the application period closes, the selection panel, or consultant on behalf of the selection panel, must assess applications and identify a shortlist of applicants to be interviewed.

In shortlisting applicants for the interview phase, the selection panel should consider the transferable skills of applicants and how these would be of value in the role of CEO. The selection panel should not overlook applicants who do not have experience working in the local government sector.

It is important that the assessment process is consistent for all applicants. For example, each applicant is asked the same interview questions which are related to the selection criteria and each are provided with the same information and undertake the same assessments.

Elected members should declare any previous association with an applicant or any potential conflict of interest at the time of shortlisting if they are part of the selection panel. Similarly, if the interviews involve the full council, the elected member should make an appropriate declaration before the interviews commence. If the potential conflict of interest is significant or a member's relationship with an applicant may result in claims of nepotism, patronage or bias, the council may need to consider whether to exclude the elected member from the process. The decision should be documented and recorded for future reference.

Selecting an applicant should be based on merit; that is, choosing an applicant that is best suited to the requirements of the position and the needs of the local government. This involves the consideration and assessment of applicants' skills, knowledge, qualifications and experience against the selection criteria required for the role. As part of the selection process, a council may consider it appropriate for each of the preferred candidates to do a presentation to council.

The appointment decision by the council should be based on the assessment of all measures used, including:

- assessment technique(s) used (e.g. interview performance);
- quality of application;
- referee reports;
- verification and sighting of formal qualifications and other claims provided by the applicant; and
- other vetting assessments used (e.g. police checks, integrity checks, etc.).

Employment contract

In preparing the CEO's employment contract, the council must ensure the contract includes the necessary provisions required under section 5.39 of the Act and associated regulations.

Section 5.39 of the Act provides that a CEO's employment contract must not be for a term exceeding five years. The term of a contract for an acting or temporary position cannot exceed one year.

Further, the employment contract is of no effect unless it contains:

- the expiry date of the contract;
- the performance review criteria; and
- as prescribed under regulation 18B of the Administration Regulations, the maximum amount of money (or a method of calculating such an amount) to which the CEO is to be entitled if the contract is terminated before the expiry date. The amount is not to exceed whichever is the lesser of:
 - the value of one year's remuneration under the contract; or
 - the value of the remuneration that the CEO would have been entitled to, had the contract not been terminated.

It is recommended that the council seeks independent legal advice to ensure that the contract is lawful and able to be enforced. In particular, advice should be sought if there is any doubt as to the meaning of the provisions of the contract.

Councils should be aware that CEO remuneration is determined by the Salaries and Allowances Tribunal and the remuneration package may not fall outside the band applicable to the particular local government.

The CEO's employment contract should clearly outline grounds for termination and the termination process in accordance with the standards in regulations.

The council of the local government must approve, by absolute majority, the employment contract and the person they appoint as CEO.

Appointment

A decision to make an offer of employment to a preferred applicant must be made by an absolute majority of council. If the preferred applicant accepts the offer and the proposed terms of the contract without negotiation, there is no further requirement for council to endorse the applicant and the contract. However, if there is a process of negotiation to finalise the terms and conditions of the contract, council is required to endorse the appointment and approve the CEO's employment contract by absolute majority. In both instances, the employment contract must be signed by all parties.

The council should notify both the successful individual and the remaining unsuccessful applicants as soon as possible before publicly announcing the CEO appointment.

The successful applicant should not commence duties with the local government as CEO until the employment contract has been signed.

The unsuccessful applicants (including those not interviewed) should be notified of the outcome of their application. It is recommended that the local government creates a template letter for unsuccessful applicants that can be easily personalised with the applicants' details and sent out quickly.

The council should keep a record of their assessment of the unsuccessful applicant(s) and provide the unsuccessful applicant(s) with the opportunity to receive feedback on their application, or interview performance if they were granted an interview. Should an unsuccessful applicant request feedback, it is recommended that a member of the selection panel provides this. If a recruitment consultant is used, they may undertake this task.

Confidentiality

The local government should ensure that all information produced or obtained during the recruitment and selection process is kept confidential. This includes applicants' personal details, assessment details, the selection report and outcome of the process. This ensures privacy requirements are met and maintains the integrity of the process. It is recommended that selection panel members and councillors sign a confidentiality agreement to ensure that they are aware of their obligations.

CEO induction

Local governments should ensure that they provide the CEO with all of the necessary information on the local government's processes, policies, procedures and systems at the commencement of the CEO's employment.

New CEOs are eligible to participate in the Local Government CEO Support Program which is a joint initiative of the Department and LG Pro to provide mentoring and general support to those appointed to the position of CEO in a local government for the first time. The program runs for six to nine months from the time a CEO is appointed and involves the CEO being matched with a mentor that best meets their needs.

The program provides the CEO with an opportunity (through meetings and on-going correspondence) to discuss a wide range of issues with their appointed mentor in the strictest confidence. The program is aimed at addressing the individual needs of the CEO. Examples of issues that may be covered include the following:

- Role of the CEO
- Governance
- Strategic and long-term planning
- Legislative framework
- Relationships and dealing with council members
- Risk management
- Resource management
- Managing the business of Council
- Family considerations

Part 2 – Performance Review

Principles

The standards regarding CEO performance review are based on the principles of fairness, integrity and impartiality.

Performance Review Standards

The minimum standard for performance review will be met if:

- S2.1** Performance criteria is specific, relevant, measurable, achievable and time-based.
- S2.2** The performance criteria and the performance process are recorded in a written document, negotiated with and agreed upon by the CEO and council.
- S2.3** The CEO is informed about how their performance will be assessed and managed and the results of their performance assessment.
- S2.4** The collection of evidence regarding performance outcomes is thorough and comprehensive.
- S2.5** Assessment is made free from bias and based on the CEO's achievements against documented performance criteria, and decisions and actions are impartial and transparent.
- S2.6** The council has endorsed the performance review assessment by absolute majority.

Guidelines

Section 5.38 of the Act provides that, for a CEO who is employed for a term of more than one year, the performance of a CEO is to be reviewed formally at least once in every year of their employment.

In addition to this minimum requirement, it is recommended that the council engages in regular discussions with the CEO regarding their performance against the performance criteria, including progress and ways that the CEO can be supported. Any changes to the CEO's performance agreement such as changes to the performance criteria should also be discussed, and agreed to, between the council and the CEO, as the matter arises.

Employment contract and performance agreement

Section 5.39, of the Act requires the employment contract to specify the performance criteria for the purpose of reviewing the CEO's performance. This will include ongoing permanent performance criteria. A local government may wish to have a separate additional document called a "performance agreement" which includes the

performance review criteria in the employment contract, additional criteria (e.g. the performance indicators in relation to specific projects) and how the criteria will be assessed. The performance agreement should be negotiated and agreed upon by the CEO and the council. The performance agreement may also set out the CEO's professional development goals and outline a plan to achieve these goals.

Performance Criteria

Setting the performance criteria is an important step. One of the CEO's key responsibilities is to oversee the implementation of council's strategic direction, and so it is important to align the CEO's performance criteria to the goals contained in the council's Strategic Community Plan and Corporate Business Plan. Accordingly, as these plans are updated, the CEO's performance criteria should be updated to reflect the changes.

In leading the administrative arm of a local government, the CEO is responsible for undertaking core tasks, the achievement of which will contribute to the effectiveness of the council. It is important that the outcomes associated with these tasks are measurable and clearly defined. These could be in relation to:

- service delivery targets from the council's Strategic Community Plan;
- budget compliance;
- organisational capability;
- operational and project management;
- financial performance and asset management;
- timeliness and accuracy of information and advice to councillors;
- implementation of council resolutions;
- management of organisational risks;
- leadership (including conduct and behaviour) and human resource management; and
- stakeholder management and satisfaction.

Performance criteria should focus on the priorities of the council and, if appropriate, can be assigned priority weighting in percentages. The council and CEO should set goals related to target outcomes for future achievement in the performance criteria. Goals should be specific, measurable, achievable, relevant and time-based.

Following the determination of the performance criteria and goals, the council will need to determine how to measure the outcomes of each criteria. It is important to relate performance indicators to the selection criteria used in selecting the CEO. For example, if the CEO has been selected due to their financial experience and ability to improve the local government's finances, indicators regarding improved revenue and reduced expenses are obvious starting points.

Considering the context within which the local government is operating is important. For example, if a significant financial event occurs, such as a downturn in the economy, financial performance indicators will likely need to be adjusted. It is important that such contextual factors are given appropriate weighting and that goals are flexible to allow regular adjustment. Adjustments may be initiated by either the CEO or the council. Councils need to be realistic in terms of their expectations of a CEO's performance and provide appropriate resources and support to facilitate the

achievement of performance criteria.

Performance review panel

It is recommended that the council delegates the CEO performance review to a panel (e.g. comprising certain council members and an independent observer). The panel has a duty to gather as much evidence as possible upon which to base their assessments. The role of the review panel includes developing the performance agreement in the first instance, conducting the performance review and reporting on the findings and recommendations of the review to council. It is also recommended that council develop a policy to guide the performance review process. A policy might include the composition of the panel, primary functions, the role and appointment of an independent consultant, and the responsibilities of review panel members.

Independent consultant

If a council lacks the resources and expertise to meet the expected standard of performance review, the council should engage an external facilitator to assist with the process of performance appraisal and the development of the performance agreement. The local government should ensure that the consultant has experience in performance review and, if possible, experience in local government or dealing with the performance review of senior executives. The consultant should not have any interest in, or relationship with, the council or the CEO.

With guidance from the performance review panel, a consultant can facilitate the following tasks:

- setting performance criteria;
- preparing the performance agreement;
- collecting performance evidence;
- writing the performance appraisal report;
- facilitating meetings between the performance review panel;
- assisting with the provision of feedback to the CEO;
- formulating plans to support improvement (if necessary); and
- providing an objective view regarding any performance management-related matters between the concerned parties.

Assessing performance

It is a requirement of the regulations that the process by which the CEO's performance will be reviewed is documented and agreed to by both parties. Council and the CEO must also agree on any performance criteria that is in addition to what is specified in the CEO's contract of employment. The option to include additional criteria for performance review purposes by agreement provides a degree of flexibility for both parties in response to changing circumstances and priorities.

It is essential that CEO performance is measured in an objective manner against the performance criteria alone. It is important that reviews are impartial and not skewed by personal relationships between the review panel and the CEO. Close personal relationships between the panel members and the CEO can be just as problematic as extremely poor relationships. Evidence of CEO performance may come from an array of sources, many of which the CEO themselves can and should provide to the

council as part of regular reporting. These sources include:

- achievement of key business outcomes;
- interactions with the council and progress that has been made towards implementing the council's strategic vision;
- audit and risk committee reports;
- workforce metrics (e.g. the average time to fill vacancies, retention rate, information about why people leave the organisation and staff absence rate);
- incident reports (e.g. results of occupational health and safety assessments, the number and nature of occupational health and safety incident reports, and the number and nature of staff grievances);
- organisational survey results;
- relationships (e.g. with relevant organisations, stakeholder groups, and professional networks); and
- insights from key stakeholders (this could be done by way of a survey to obtain stakeholder input).

It is important that, in addition to looking at the achievement of key performance indicators (KPIs), the council considers the following:

- How the CEO has achieved the outcomes. In particular, whether or not their methods are acceptable and sustainable.
- The extent to which current performance is contingent upon current circumstances. Has the CEO demonstrated skills and behaviours to address and manage changes in circumstances which have affected his or her performance? (for example, the impact of COVID-19.)
- What the CEO has done to ensure the wellbeing of staff and to maintain trust in the local government.

The council should consider the attention the CEO has given to ensuring equal employment opportunity, occupational health and safety, privacy, managing potential conflicts of interest, and complying with procurement process requirements.

Addressing performance issues

Once the CEO's performance has been assessed, it is essential that any areas requiring attention or improvement are identified, discussed with the CEO and a plan is agreed and put in place to address these. The plan should outline the actions to be taken, who is responsible for the actions and an agreed timeframe.

The performance review panel must decide on an appropriate course of action that will address the performance issue. This may include professional development courses, training, counselling, mediation, mentoring or developing new work routines to ensure specific areas are not neglected. The performance review panel should then arrange for regular discussion and ongoing feedback on the identified performance issues, ensuring improvements are being made.

It is important to keep in mind that a local government falling short of its goals is not always attributable to the CEO. External factors may have resulted in initial performance expectations becoming unrealistic. Failure to meet performance criteria does not necessarily mean the CEO has performed poorly and, for this reason,

performance and outcome should be considered separately. Where ongoing issues have been identified, the council will need to take a constructive approach and seek to develop the CEO's competency in that area.

While there are obligations on the council to manage the CEO in regard to their performance, when it extends into potential wrongdoing (misconduct), the council should be referring the matter to the Public Sector Commission or Corruption and Crime Commission. This provides an independent process to follow and ensures probity, natural justice and oversight of allegations.

Confidentiality

The council must ensure that accurate and comprehensive records of the performance management process are created. Any information produced must be kept confidential.

Part 3 – Termination

Principles

The standards for the termination of a local government CEO's employment (other than for reasons such as voluntary resignation or retirement) are based on the principles of fairness and transparency. Procedural fairness is a principle of common law regarding the proper and fair procedure that should apply when a decision is made that may adversely impact upon a person's rights or interests.

Termination Standards

The minimum standards for the termination of a CEO's contract will be met if:

- S3.1** Decisions are based on assessment of the CEO's performance as measured against the documented performance criteria in the CEO's contract.
- S3.2** Performance issues have been identified as part a performance review (conducted within the preceding 12 months) and the CEO has been informed of the issues. The council has given the CEO a reasonable opportunity to improve and implement a plan to remedy the performance issues, but the CEO has not subsequently remedied these issues to the satisfaction of the local government.
- S3.3** The principle of procedural fairness is applied. The CEO is informed of their rights, entitlements and responsibilities in the termination process. This includes the CEO being provided with notice of any allegations against them, given a reasonable opportunity to respond to those allegations or decisions affecting them, and their response is genuinely considered.
- S3.4** Decisions are impartial and transparent.
- S3.5** The council of the local government has endorsed the termination by absolute majority.
- S3.6** The required notice of termination (which outlines the reasons for termination) is provided in writing.

Guidelines

Reasons for termination

The early termination of a CEO's employment may end due to:

- poor performance;
- misconduct; or
- non-performance or repudiation of contract terms.

There is a difference between poor performance and serious misconduct. Poor performance is defined as an employee not meeting the required performance criteria or demonstrating unacceptable conduct and behaviour at work, it includes:

- not carrying out their work to the required standard or not doing their job at all;
- not following workplace policies, rules or procedures;
- unacceptable conduct and behaviour at work;
- disruptive or negative behaviour at work;
- not meeting the performance criteria set out in the employment contract and/or performance agreement unless these are outside the CEO's control;
- not complying with an agreed plan to address performance issues;
- failing to comply with the provisions of the *Local Government Act 1995* and other relevant legislation;
- failing to follow council endorsed policies.

Serious misconduct can include when an employee:

- causes serious and imminent risk to the health and safety of another person or to the reputation or revenue of the local government; or
- behaves unlawfully or corruptly; or
- deliberately behaves in a way that's inconsistent with continuing their employment.

Examples of serious misconduct can include:

- matters arising under section 4(a), (b) and (c) of the *Corruption, Crime and Misconduct Act 2003*;
- theft;
- fraud;
- assault;
- falsification of records;
- being under the influence of drugs or alcohol at work; or
- refusing to carry out appropriate and lawful resolutions of council.

Misconduct is also defined in section 4 of the *Corruption, Crime and Misconduct Act 2003* (WA). Under this Act, misconduct can be either serious or minor and the obligation to notify the Public Sector Commission (PSC) or the Corruption and Crime Commission (CCC) is paramount.

Termination on the basis of misconduct is covered by employment law. A local government should seek independent legal, employment or industrial relations advice prior to a termination. A council should also seek independent advice during the termination process including advice on the relevant employment legislation affecting CEO employment and the application of that legislation to their specific circumstances. This will ensure that a council complies with employment law during the entire termination process.

A local government is required to endorse the decision to terminate a CEO's employment by way of an absolute majority decision. A local government must certify that the termination was in accordance with the adopted standards in regulations.

Opportunity to improve and mediation

If a CEO is deemed to have been performing poorly, the council must be transparent and inform the CEO of this. It is important that the CEO is given an opportunity to remedy the issues within a reasonable timeframe as agreed between the CEO and the council. The council should clearly outline the areas in need of improvement, and with the CEO's input, determine a plan to address any issues. If a plan for improvement is put in place and the CEO's performance remains poor, then termination may be necessary. If a local government decides to terminate the employment of the CEO it must have conducted a performance review in the previous 12 months in accordance with section 5.38 of the Act.

Where the concerns or issues relate to problematic working relationships or dysfunctional behaviour, it is recommended that a council engages an independent accredited mediator to conduct a mediation between the parties. A mediation session may be useful in assisting parties to understand and address issues before the situation escalates to a breakdown in the working relationship (which affects the ability of the CEO to effectively perform their duties) and the subsequent termination of the CEO's employment.

Termination report

The council should prepare a termination report which outlines the reasons for termination, the opportunities and assistance provided to the CEO to remedy any issues, and an explanation of the CEO's failure to do so. Council must provide prior opportunities and support to the CEO to assist them in remedying the issues which form the basis of the termination. It is a requirement of the regulations that council must provide written notice to the CEO outlining the reasons for their decision to terminate. In addition, council must certify that the termination of the CEO's employment was carried out in accordance with the standards set out in regulations.

Confidentiality

Local governments should ensure that the termination process is kept confidential. The CEO is to be informed of their rights and entitlements. Notice of termination of employment is required to be given in writing. Where possible, the news of termination of employment should also be delivered in person. The CEO should be provided with a letter outlining the reasons for, and date of, the termination of their employment.

Before making any public announcements on the termination of the CEO, a council should ensure that the entire termination process is complete, including that the CEO has been informed in writing of the termination.

Disclaimer

It is outside the scope of these guidelines to provide legal advice, and local governments should seek their own legal advice where necessary. Guidance as to legal requirements and compliance in relation to the termination of employment is provided by the Fair Work Commission at www.fwc.gov.au, the Fair Work Ombudsman at www.fairwork.gov.au and the Western Australian Industrial Relations Commission at www.wairc.wa.gov.au.

LOCAL GOVERNMENT (ADMINISTRATION) AMENDMENT REGULATIONS 2021 – EXPLANATORY NOTES

CEO Standards Explanatory Notes

Section in Amendment Act	Explanation
<p><i>Local Government Legislation Amendment Act 2019.</i> Section 22 – Sections 5.39A, 5.39B & 5.39C.</p>	<p>The <i>Local Government (Administration) Amendment Regulations 2021</i> brings into effect Section 22 of the <i>Local Government Legislation Amendment Act 2019</i> (the Amendment Act).</p> <p>5.39A - Model standards for CEO recruitment, performance and termination. 5.39B - Adoption of Model Standards 5.39C - Policy for temporary employment or appointment of CEO.</p>

	Regulation	Explanation
1	Citation	This provision sets out the citation title of the instrument.
2	Commencement	These regulations come into effect as follows – <ul style="list-style-type: none"> • Regulations 1 & 2 – on the day on which they are published in the <i>Gazette</i> (2 February 2021); • The rest of the regulations – on the day on which the <i>Local Government Legislation Amendment Act 2019</i> section 22 comes into effect (3 February 2021).
3	Regulations amended	These regulations amend the <i>Local Government (Administration) Regulations 1996</i> (Administration Regulations).

	Regulation	Explanation
4	<p>Regulation 18A amended</p> <p>Regulation 18A – Vacancy in position of CEO or senior employee to be advertised (Act s.5.36(4) and 5.37(3)).</p>	<p>Regulation 18A(1) is being amended to align with the new State-wide public notice provisions. If the position of CEO, or of a senior employee, becomes vacant the local government must give State-wide public notice of the position in accordance with the requirements of the Local Government Act (sections 5.36(4) and 5.37(3)).</p> <p>Regulation 18A(2)(da) provides that the State-wide public notice must include a website address where the job description form (JDF) for the position can be accessed.</p>
5	<p>Regulation 18C and 18D deleted</p> <p>Regulation 18C – Selection and appointment process for CEOs</p> <p>Regulation 18D – Performance review of CEO, local government’s duties as to</p>	<p>Regulation 18C is repealed. The prescribed model standards for CEO recruitment and appointment outlined at Schedule 2 (Clauses 3-14) of the <i>Local Government (Administration) Amendment Regulations 2021</i> replace 18C.</p> <p>Local governments are required to determine the selection criteria for the position of CEO prior to a recruitment process being undertaken. The local government must approve by a resolution of an absolute majority of council, a job description form which sets out the duties and responsibilities of the position (5(2)(a)) and details the selection criteria (5(2)(b)).</p> <p>A position vacancy must be advertised in accordance with 5.36(4) of the <i>Local Government Act</i> and 18A of the <i>Local Government (Administration) Regulations 1996</i>. A JDF form must also be made available on the local government’s official website.</p> <p>As part of the process of selection, a panel must be established to conduct the recruitment and selection for appointment to CEO. The selection panel must be</p>

	Regulation	Explanation
		<p>made up of council members and at least one independent person who is not a current councillor, human resources consultant, or employee of the local government. The independent person should have experience in the recruitment and selection of CEO's and / or senior executives. It is the role of the selection panel to recommend one or more suitable applicants to the position of CEO based on the selection criteria outlined in the JDF.</p> <p>A final decision to make an offer of appointment to the position of CEO must be made by an absolute majority of council. The resolution must also approve the proposed terms of the contract.</p> <p>Regulation 18D is repealed. The prescribed model standards for performance review outlined at Division 3 of the of the <i>Local Government (Administration) Amendment Regulations 2021</i> (clauses 15-19) replace 18D.</p> <p>Local governments are required to review the performance of a CEO annually in accordance with section 5.38 of the Act. Division 3 sets out the process for performance review, including establishing the performance criteria upon which to base the review and the requirement to endorse the performance review assessment by absolute majority on its completion.</p> <p>The CEO must be notified of the results of the performance review, including any issues identified in relation to the performance of the CEO, and how the local government proposes to address and manage those issues.</p>
6	Regulations 18FA to 18FC inserted	<p>Regulation 18FA sets out the model standards for local governments in relation to the recruitment, performance review and termination of employment of a local government CEO.</p>

	Regulation	Explanation
	<p>Regulation 18FA – Prescribed model standards for CEO recruitment, performance and termination (Act s.5.39A(1)).</p> <p>Regulation 18FB – Certification of compliance with adopted standards for CEO recruitment (Act s.5.39B(7))</p> <p>Regulation 18FC – Certification of compliance with adopted standards for CEO termination (Act s.5.39B(7)).</p>	<p>Regulation 18FB requires local governments to certify that they have complied with the adopted standards under section 5.39B(7)(a) of the Act. 18FB applies in relation to the recruitment and appointment of a local government CEO. As soon as practicable after a person is employed as CEO, the local government (council), must by resolution of an absolute majority, certify the appointment was made in accordance with the adopted standards.</p> <p>A copy of the resolution to appoint the CEO must be provided to the Department of Local Government, Sport and Cultural Industries (DLGSC) within 14 days of the resolution being passed.</p> <p>Regulation 18FC requires a local government to certify that they have complied with the adopted the standards under section 5.39B(7)(a) of the Act. 18FC applies in relation to the termination of a CEO’s employment contract.</p> <p>If a local government makes the decision to terminate the employment of the CEO, they must certify that the termination was carried out in accordance with the adopted standards for termination by a resolution of an absolute majority. A copy of the resolution must be provided to DLGSC within 14 days of the resolution being passed.</p>
7	Schedule 2 inserted – Model Standards for CEO recruitment, performance and termination	Schedule 2 inserts the model standards for CEO recruitment, performance and termination of employment.
	Division 1 – Preliminary provisions	

	Regulation	Explanation
1.	Citation	<p>New section 5.39B of the Amendment Act requires local governments to adopt the Model Standards within three months of these Regulations coming into operation. The Model Standards, as drafted, provide a template for local governments to adopt the Standards as their own by inserting their local government name.</p> <p>In accordance with section 5.39B, local governments can include additional provisions provided they are consistent with the model standards.</p> <p>To adopt the standards, a resolution needs to be passed by an absolute majority. Once the standards are adopted, it must be published on the local government's website.</p>
2.	Terms used	<p>This clause defines <i>Act, additional performance criteria, applicant, contract of employment, contractual performance criteria, job description form, local government, selection criteria</i> and <i>selection panel</i>. All other terms used have the same meaning as in the Act unless the contrary intention appears.</p>
Division 2 – Standards for recruitment of CEO's		
3.	Overview of Division	<p>Clause 3 sets out the standards to be observed by the local government in relation to the recruitment of CEOs.</p>
4.	Application of Division	<p>Regulation 18C of the <i>Local Government (Administration) Regulations 1996</i> is repealed. Instead, clause 4 applies in relation to Division 2 - the recruitment and selection process for a local government CEO.</p>

	Regulation	Explanation
		<p>Division 2 does not apply in the event that the position of CEO is to be filled by a person in a prescribed class or in relation to the renewal of the CEO's contract, unless the CEO has been employed for a period of 10 or more consecutive years and a period of 10 or more years has elapsed since a selection and recruitment process was carried out.</p> <p>For the purposes of 5.36(5)(a), a person in a prescribed class includes a person who is and will continue to be employed by another local government and is contracted for a period of less than five years, or the person will be acting in the position of CEO for a period of less than one year.</p>
5.	<p>Determination of selection criteria and approval of job description form</p>	<p>Clause 5 deals with determining the selection criteria for the position of CEO. It is a requirement that the local government base the selection criteria on the necessary skills, knowledge, experience and qualifications necessary to effectively perform the role and responsibilities associated with the position.</p> <p>The local government must approve (by absolute majority) a job description form (JDF) that sets out the duties and responsibilities of the position and the selection criteria.</p>
6.	<p>Advertising requirements</p>	<p>Clause 6 deals with advertising the position of CEO where the position becomes vacant or the incumbent has held the position for 10 or more consecutive years. It is a requirement of the Local Government Act (s 5.36(4)) that upon the position of CEO becoming vacant, it must be advertised in a manner prescribed. Regulation 18A of the <i>Local Government (Administration) Regulations 1996</i> sets out the requirements for State-wide advertising.</p>

	Regulation	Explanation
7.	Job description form to be made available by local government	<p>Clause 7 requires a local government to provide a copy of the JDF to a person upon request. The local government must either provide the web address where the JDF can be downloaded, or alternatively if the person is unable to access the website, email a copy, or send a hard copy in the post.</p>
8.	Establishment of selection panel for employment of CEO	<p>Clause 8 requires a local government to establish a selection panel to conduct the selection and recruitment process for appointment of a person to the position of CEO.</p> <p>The selection panel must be comprised of council members and at least one independent person. The independent person (or persons) must not be:</p> <ul style="list-style-type: none"> • a councillor; • a human resources consultant; or • an employee of the local government; <p>It is recommended that an independent person have relevant experience in the recruitment and selection of CEO's and / or senior executives. It is the role of the selection panel to recommend one or more suitable applicants to the position of CEO based on the selection criteria outlined in the JDF.</p> <p>It is at the discretion of the local government to determine the number of people on the selection panel.</p>
9.	Recommendation by selection panel	<p>It is the role of the selection panel to recommend a preferred applicant, or applicants, for appointment to the position of CEO. Clause 9 requires an assessment to be made of each applicant's ability to perform the role of CEO</p>

	Regulation	Explanation
		<p>based on their knowledge, experience, qualifications and skills as measured against the selection criteria outlined in the JDF.</p> <p>The selection panel is required to provide a summary of assessment of each applicant, along with the panel's recommendation as to which applicant, or applicants, are suitable to be employed in the position of CEO.</p> <p>If the selection panel considers none of the applicants suitable for appointment, they must recommend to the local government that a new recruitment and selection process be carried out. The selection panel may also recommend changes be made to the duties and responsibilities of the position, or the selection criteria.</p> <p>The selection panel must act in an impartial and transparent manner and in accordance with the principles set out in section 5.40 of the Act.</p> <p>The selection panel is responsible for ensuring that any applicant, or applicants, they recommend for appointment have demonstrated they meet the selection criteria and have had their qualifications verified. The selection panel must exercise due diligence in verifying referees, work history, skills and any other claims made by the applicant.</p> <p>The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel.</p>
10.	Application of clause 5 where new process carried out	<p>If the selection panel finds that none of the applicants are suitable to be appointed to the position of CEO, they must advise the local government in accordance with 9(3)(a).</p>

	Regulation	Explanation
		<p>Clause 10 requires the recruitment and selection process to be undertaken again if the selection panel advises the local government it considers none of the applicants to be suitable for appointment to the position of CEO.</p> <p>Unless the selection panel recommends changes be made to the duties and responsibilities of the position, or the selection criteria, clause 5 does not apply. In this instance, the original JDF previously approved by the local government (under clause 5) is the JDF form for the purposes of the new recruitment and selection process.</p>
11.	Offer of employment in position of CEO	<p>Clause 11 requires the decision to make an offer of employment to an applicant to the position of CEO is made by an absolute majority of council.</p> <p>The council must approve making the offer of employment to the preferred applicant and the proposed terms of the contract to be entered into.</p>
12.	Variations to proposed terms of contract of employment	<p>Clause 12 applies where the contract terms of the CEO's employment are amended from the original contract offer as a result of negotiations between the successful applicant and the local government.</p> <p>It is a requirement that council approve the terms of the negotiated contract by an absolute majority decision.</p>
13.	Recruitment to be undertaken on expiry of certain CEO contracts	<p>Clause 13 applies if a local government CEO has held the position for a period of 10 or more consecutive years upon expiry of the CEO's contract. Regulation</p>

	Regulation	Explanation
		<p>13 also applies if a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position has occurred and the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.</p> <p>Subclause 13(2)(a)(ii) is drafted to allow for the possibility that a CEO who has, for example, held office for 10 years and has their contract renewed for another 5-year term following the recruitment and selection process. In this instance, clause 13(2)(a)(ii) will operate to ensure that another 10 years can pass before another recruitment process is required. In the absence of clause 13(2)(a)(ii), when the renewed term came to an end, the CEO would have held the position for 15 consecutive years and clause 13(2)(a)(i) would operate to require a new process be undertaken.</p> <p>The local government must carry out the recruitment and selection process before expiry of the incumbent CEO's contract.</p> <p>The incumbent CEO may have their contract of employment renewed upon expiry if they are selected in accordance with the recruitment and selection process at subclause (3).</p>
14.	Confidentiality of information	<p>Clause 14 requires confidentiality to be observed by the local government as part of the process of recruitment and selection. Information obtained as part of this process must only be used for, or in connection with, recruitment and selection.</p>

	Regulation	Explanation
	Division 3 – Standards for review of performance of CEOs	
15.	Overview of Division	<p>Regulation 18D is repealed. Division 3 effectively deals with the requirement to consider the performance review of the CEO in accordance with section 5.38 of the Act.</p> <p>Division 3 sets out the standards to be observed by the local government in relation to the review of the performance of the CEO.</p>
16.	Performance review process to be agreed between local government and CEO	<p>Clause 16 requires the local government and the CEO to agree on the process for performance review and any performance criteria that are additional to those specified in the contract. For example, the local government and the CEO may wish to include additional performance criteria after 1 or 2 years into a contract term as circumstances and priorities change.</p> <p>The process for performance review must be consistent with clauses 17 (Carrying out a performance review), 18 (Endorsement of the performance review) and 19 (CEO to be notified of the results of the performance review).</p> <p>The process for performance review and the selection criteria upon which the review will be based must be set out in a written document.</p>
17.	Carrying out a performance review	<p>Clause 17 deals with how a review of a CEO's performance must be carried out.</p>

	Regulation	Explanation
		A performance review must be carried out in an impartial and transparent manner. It must also be comprehensive, and evidence based. The CEO's performance must be measured against the performance criteria as specified in the CEO's contract and any other performance criteria as agreed to and set out in the documented process for performance review.
18.	Endorsement of performance review by local government	Clause 18 requires that a performance review is endorsed by an absolute majority of council upon completion.
19.	CEO to be notified of results of performance review	<p>Clause 19(a) requires a local government to notify the CEO of the results of the performance review in writing. If the review identifies any performance issues, the local government must outline how it proposes to address and manage those issues.</p> <p>The local government must notify the CEO of the results of the performance review after it has been endorsed by an absolute majority of council.</p>
	Division 4 – Standards for termination of employment of CEO's	
20.	Overview of Division	Clause 20 sets out the standards to be observed by the local government in relation to the termination of employment of a CEO.
21.	General principles applying to any termination	Clause 21 outlines the general principles that must apply to any termination of a CEO's employment contract. Decisions relating to termination of employment must be made in an impartial and transparent manner.

	Regulation	Explanation
		<p>A CEO must be afforded procedural fairness in relation to the process for termination of employment, this includes:</p> <ul style="list-style-type: none"> a) being informed of their rights, entitlements and responsibilities; b) notification of any allegations against the CEO; c) being given a reasonable opportunity to respond to the allegations; d) and genuinely considering any response provided by the CEO to the allegations.
22.	<p>Additional principles applying to termination for performance-related reasons</p>	<p>Clause 22(1) applies if the local government proposes to terminate the employment of a CEO based on the CEO's work-related performance.</p> <p>Subclauses 22(2)(a)-(d) and 22(3) require that a CEO's employment must not be terminated unless the local government has:</p> <ul style="list-style-type: none"> • previously identified any issues with the CEO's performance as part of the performance review process; • informed the CEO of the performance issues; • given the CEO reasonable opportunity to address and implement a plan to remedy the performance issues; • determined that the CEO has not remedied the performance issues to the satisfaction of the local government; and • 22(3) reviewed the performance of the CEO within the preceding 12 months in accordance with 5.38(1) of the Local Government Act.
23.	<p>Decision to terminate</p>	<p>Clause 23 requires that a decision to terminate the employment of a CEO must be made by an absolute majority of council.</p>

	Regulation	Explanation
24.	Notice of termination of employment	Clause 24 requires that a local government must provide notice in writing of the decision to terminate the employment of a CEO. Written notice must include the local government's reasons for 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.

The CEO noted his financial and impartiality interest in the following matter and the financial interests declared of the Executive Managers.

10.4.5 ADOPTION OF POLICY ON APPOINTING AN ACTING CHIEF EXECUTIVE OFFICER

File Reference	13.5.4
Disclosure of Interest	The Author declares both an Impartiality and Financial Interest that requires disclosure as the officer is potentially impacted by adoption or variation of the policy.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	12 February 2021
Author	Dale Stewart – Chief Executive Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	

Summary

The government has enacted new legislation requiring all local governments to adopt a policy that covers the process to be followed by the local government in relation to the following:

- a) the employment of a person in the position of CEO for a term not exceeding 1 year;
- b) the appointment of an employee to act in the position of CEO for a term not exceeding 1 year.

The Local Government (Administration) Amendment Regulations 2021 (CEO Standards Regulations) bring into effect section 5.39C of the Local Government Act 1995.

Background

The following regulations took effect on 3 February 2021, implementing the remaining parts of the Local Government Legislation Amendment Act 2019:

- Local Government (Administration) Amendment Regulations 2021;
- Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021; and
- Local Government (Model Code of Conduct) Regulations 2021.

Consultation

Nil

Statutory Environment

Sections of the Acts, Regulations and/or Local Laws that apply to this item include:

- Local Government Act 1995, Section 5.39C and 5.36 (2); and
- Local Government (Administration) Amendment Regulations 2021.

Section 5.39C states:

“5.39C. Policy for temporary employment or appointment of CEO

(1) A local government must prepare and adopt* a policy that sets out the process to be followed by the local government in relation to the following —

(a) the employment of a person in the position of CEO for a term not exceeding 1 year;

(b) the appointment of an employee to act in the position of CEO for a term not exceeding 1 year.

* Absolute majority required.

(2) A local government may amend* the policy.

* Absolute majority required.

(3) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

(4) The CEO must publish an up-to-date version of the policy on the local government's official website".

No regulations have been promulgated to give guidance on this matter at the current time, and the Administration is not aware of any proposed.

Further, it has been long held that section 5.36(2) also relates to the position of Acting Chief Executive Officers. This section states:

"A person is not to be employed in the position of CEO unless the council —

(a) believes that the person is suitably qualified for the position; and

(b) is satisfied with the provisions of the proposed employment contract".*

Resources and further reading for local governments include:

- Government Gazette 2 February 2021

[https://www.slp.wa.gov.au/gazette/gazette.nsf/searchgazette/5581E008F93777D94825866F00094CAD/\\$file/Gq023.pdf](https://www.slp.wa.gov.au/gazette/gazette.nsf/searchgazette/5581E008F93777D94825866F00094CAD/$file/Gq023.pdf)

Policy Implications

Local governments are required to adopt such a policy within a reasonable, but expeditious period of time.

WALGA has advised that it is developing a model policy, however as this Council has had an accepted process for many years, the Chief Executive Officer is of the opinion that a minor modification to the current process would suffice, from an immediate compliance perspective. The model can be reviewed once it becomes available.

In its guidance on the subject, the Department of Local Government, Sport and Cultural Industries (DLGSC) notes:

"Where the role of CEO is not fulfilled for a significant period, this leads to increased risk to the operations and governance of the local government. Therefore, local governments are required to develop and implement a policy that outlines the arrangements to temporarily replace a CEO for any period less than twelve months, for example, when a CEO is on planned or unplanned leave. The policy must include the decision-maker(s) for appointing an acting CEO.

As an example, the policy may include employee position titles, specifying that the Council considers a person holding these positions to be suitably qualified and experienced for the position of CEO. In addition, the policy should also include a methodology for the CEO to appoint an Acting CEO from the

listed positions for a period of absence of up to four weeks; however any decision regarding the appointment of an Acting CEO for any period exceeding four weeks must be made by the council.

The policy must be made available on the local government's official website".

The Shire currently has guidance on the matter via existing Council Policy 2.1 Senior Employees – Designation as follows:

"Policy Statement

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

- a) Executive Manager, Corporate and Community Service*
- b) Executive Manager, Development and Regulatory Services*
- c) Executive Manager, Technical and Rural Services."*

And existing Delegation 1.2 Acting CEO – Appointment as follows:

"1. The CEO is delegated power to appoint an employee designated under the Local Government Act 1995 s.5.37 as Acting CEO when the CEO is on periods of leave, up to a maximum period of 20 working days.

2. In the case of the unavailability of the CEO due to emergency, the EMCCS is automatically appointed as Acting CEO for up to 2 weeks from commencement, and continuation is then subject to confirmation by Council."

The recommended solution to bring the Council's existing Policy and Delegation into compliance with the new requirement is to repeal the delegation and adopt an amended policy as follows:

Amend the current Policy 2.1 Senior Employees – Designation to read as follows:

2.1 Senior Employees and Acting Chief Executive Officer appointments

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

- a) Executive Manager, Corporate and Community Service;*
- b) Executive Manager, Development and Regulatory Services; and*
- c) Executive Manager, Technical and Rural Services.*

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

- 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".

Financial Implications

As the proposed policy mirrors the current practice / delegation, there are no financial implications (different to the current practice / process).

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	4.	Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.1	An efficient and effective organisation
Strategy:	4.1.1	Continually improve operational efficiencies and provide effective services
Strategy:	4.1.2	Continue to enhance communication and transparency
Outcome:	4.2	An employer of choice
Strategy:	4.2.1	Provide a positive, desirable workplace

Comment/Conclusion

The DLGSC has not produced any regulations that stipulate the form or content of the required policy.

There is an expectation that the Council should adopt such a policy within a reasonable timeframe (no set date has been enshrined in legislation).

In the opinion of the author, the current process for appointing an Acting Chief Executive Officer is mostly consistent with the new requirements, however it does need to be referenced in 'Policy', rather than being solely referenced in a delegation, as currently occurs. Minor other small administrative changes have been proposed as detailed above.

Voting Requirements

Absolute Majority is required for adoption or amendment of an Acting Chief Executive Officer Policy.

See over for Council's Resolution.

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0221.018

Moved: Cr Seale

Seconded: Cr Broad

That with respect to the new mandatory policy that covers the appointment of local government Chief Executive Officers on terms less than one year (including those in an Acting capacity), Council:

1. Pursuant to section 5.39C (1) of the Local Government Act 1995, adopt the Policy for Appointing an Acting Chief Executive Officer as follows:

Current Policy 2.1 Senior Employees – Designation to read as follows:

2.1 Senior Employees and Acting Chief Executive Officer Appointments

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

- a) Executive Manager, Corporate and Community Service;*
- b) Executive Manager, Development and Regulatory Services; and*
- c) Executive Manager, Technical and Rural Services.*

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

- 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, on that Officer's salary, 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.

2. Repeal Delegation 1.2 Acting CEO – Appointment as it is replaced by the above Policy.
3. Pursuant to section 5.39C (4) of the Local Government Act 1995, request the Chief Executive Officer to ensure that the adopted Policy is published on the Shire's official website, as soon as practical.

**CARRIED 9/0
BY ABSOLUTE MAJORITY**

11. ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12. NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING

Nil

13. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at 9:26 pm and pursuant to resolution 1020.012 of 27 October 2020, reminded Councillors of the next Ordinary Meeting of the Council, scheduled for 7.00 pm on Wednesday, 24 March 2021, at this same venue.



Shire of
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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