



## AGENDA

### ORDINARY COUNCIL MEETING

27 April 2022

#### NOTICE OF ORDINARY MEETING OF COUNCIL

Dear Elected Members & Community Members

Pursuant to resolution 1021.012 of 27 October 2021, an Ordinary Meeting of the Shire of Narrogin will be held on 27 April 2022 in the Shire of Narrogin Council Chambers, 89 Earl Street, Narrogin, commencing at 7:00 pm.

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

Dale Stewart  
Chief Executive Officer

### **Acknowledgement of Noongar People**

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

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

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



Shire of  
**Narrogin**  
*Love the life*

# STRATEGIC COMMUNITY PLAN 2017-27

**SNAPSHOT**

## VISION

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

## MISSION

Provide leadership, direction and opportunities for the community.

## KEY PRINCIPLES

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

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

## OUR VALUES

### Care with Trust & Teamwork

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

**Accountability** - We accept responsibility for our actions and outcomes

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

**Excellence** - We go the extra mile to deliver outstanding services

**Trust** - We share without fear of consequences

**Team Work** - We work together for a common goal

## ECONOMIC

### Support growth and progress, locally and regionally...

#### Growth in revenue opportunities

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

#### Increased Tourism

- Promote, develop tourism and maintain local attractions

#### An effective well maintained transport network

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

#### Agriculture opportunities maintained and developed

- Support development of agricultural services

## SOCIAL

### Provide community facilities and promote social interaction...

#### Provision of youth services

- Develop and implement a youth strategy

#### Build a healthier and safer community

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

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

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

#### Cultural and heritage diversity is recognised

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

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

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

## ENVIRONMENT

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

#### A preserved natural environment

- Conserve, enhance, promote and rehabilitate the natural environment

#### Effective waste services

- Support the provision of waste services

#### Efficient use of resources

- Increase resource usage efficiency

#### A well maintained built environment

- Improve and maintain built environment

## CIVIC

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

#### An efficient and effective organisation

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

#### An employer of choice

- Provide a positive, desirable workplace

## DISCLAIMER

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

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



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## **ORDINARY COUNCIL MEETING 27 APRIL 2022**

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### **1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS**

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

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

#### **Elected Members (Voting)**

Mr L Ballard – Shire President (Presiding Member)

Cr G Broad – Deputy Shire President

Cr R McNab

Cr M Fisher

Cr B Seale

Cr J Pomykala

Cr T Wiese

Cr T Alexander

Cr J Early

#### **Staff**

Mr D Stewart – Chief Executive Officer

Mr A Awang – Executive Manager Development & Regulatory Services

Mr T Evans – Executive Manager Technical & Rural Services

Mr M Furr – Executive Manager Corporate & Community Services

Ms V Ward – Executive Assistant

#### **Leave of Absence**

Nil

#### **Apologies**

#### **Absent**

#### **Visitors**

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

Name	Item No	Interest	Nature

**4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**5. PUBLIC QUESTION TIME**

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

The next Council meeting is scheduled for 25 May 2022.

**7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

7.1 Ordinary Council Meeting

**OFFICER'S RECOMMENDATION**

That the minutes of the Ordinary Council Meeting held on 23 March 2022 be confirmed as an accurate record of the proceedings.

**8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION**

**9. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS**

9.1 Presentation by the YMCA WA's Manager of the Narrogin Regional Leisure Centre.

## 10. MATTERS WHICH REQUIRE DECISIONS

### 10.1 DEVELOPMENT AND REGULATORY SERVICES

#### 10.1.1 AMALGAMATION OF BUSHFIRE BRIGADES

File Reference	9.8.5
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that require disclosure.
Applicant	Bush Fire Advisory Committee
Previous Item Numbers	Nil
Date	12 April 2022
Author	Wendy Russell – Executive Support Officer
Authorising Officer	Azhar Awang – Executive Manager Development &Regulatory Services
Attachments 1. Map showing the proposed amalgamated Brigades 2. Revised Policy 5.1 Bush Fire Brigades – Establishment	

#### Summary

The proposal is to consider and review the number of Bush Fire Brigades from ten (10) down to five (5) Brigades, so as to improve the Shire's and the Brigades', effectiveness, management and operation of the Brigades.

#### Background

This proposal was previously considered at the Bush Fire Advisory Committee (BFAC) held on 7 August 2018. At that meeting, the recommendation was considered and the recommendation was lost.

Following the Narrogin East Fire on 6 February 2022 there were some discussions between the Chief Bush Fire Control Officer (CBFCO), the Deputy Chief Bush Fire Control Officer's (DCBFCO's) and the Senior Ranger in regard to amalgamating the ten brigades down to five (5) or six (6).

A Steering Group consisting of Pip Porter (CBFCO), Stuart Moyses (DBFCO), Vern Gibson (DBFCO), Leigh Ballard (Shire President), Azhar Awang (EMDRS) and Guy Maley (Senior Ranger) met on Thursday 17 March 2022, and proposed the amalgamation of the following Brigades:

- Ockley and Part of Boundain;
- Nomans Lake and Part of Boundain;
- All of Highbury to become one;
- Minigin; and
- Narrogin South, Central and some of Narrogin Valley.

The Steering committee looked into reducing the brigades' numbers, but not losing any of the existing Fire Control Officer's (FCO's). The reduced number of brigades would have a number of benefits including:

- It will be easier to maintain a weather committee with less responsibility on some FCO's;
- Brigades will have more members to share the load during an incident;
- Each brigade will have more equipment and resources; and
- It will be easier to keep records and apply and gain eligibility and competitiveness for funding.

There were also a number of experienced FCO's retiring from their roles and some new volunteers are being appointed as FCO's, so it was an opportune time to review the brigade boundaries.

The proposal to amalgamate the brigades was subsequently discussed at the BFAC meeting held on 29 March 2022, where it was resolved:

*"That the Bush Fire Advisory Committee recommend to Council that the following Bush Fire Brigades be amalgamated as per Attachment 1 with the amendment of extending Normans Lake Brigade to Rushy Pool Road, prior to the 2022/23 fire season:*

- *Ockley and Part Boundain;*
- *Normans Lake and Part of Boundain and part of Narrogin Valley;*
- *Highbury to become one brigade;*
- *Minigin; and*
- *Narrogin South, Central and part of Narrogin Valley."*

## Consultation

Consultation was undertaken with the:

- Steering Committee;
- Brigade Captains;
- Bushfire Advisory Committee; and
- Chief Executive Officer.

## Statutory Environment

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

- Bush Fires Act 1954, Part IV, Division 2; and
- Bush Fire Brigades Local Law 2017.

## Policy Implications

### 5.1 Bush Fire Brigades – Establishment

Shire of Narrogin Policy 5.1 – Bush Fire Brigades – Establishment, identifies all of the Bushfire Brigade in the Shire of Narrogin and would need to be amended to reflect the new Brigades and their boundaries.

## Financial Implications

Any administrative expenditure is minor in nature and is wholly contained in the budget.

## 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:	2.3.2	Engage and support community groups and volunteers

## Comment/Conclusion

The BFAC were in agreement that the Shire of Narrogin amalgamate from ten (10) Brigades into five (5) Brigades.

Should Council agree with the BFAC recommendation to amalgamate and reduce the current brigades current ten (10) Brigades in five (5) Brigades, it is appropriate to amend the Shire's Policy 5.1 Bush Fire Brigades – Establishment, to reflect the proposed changes to the number of Brigades.

## Voting Requirements

Simple Majority

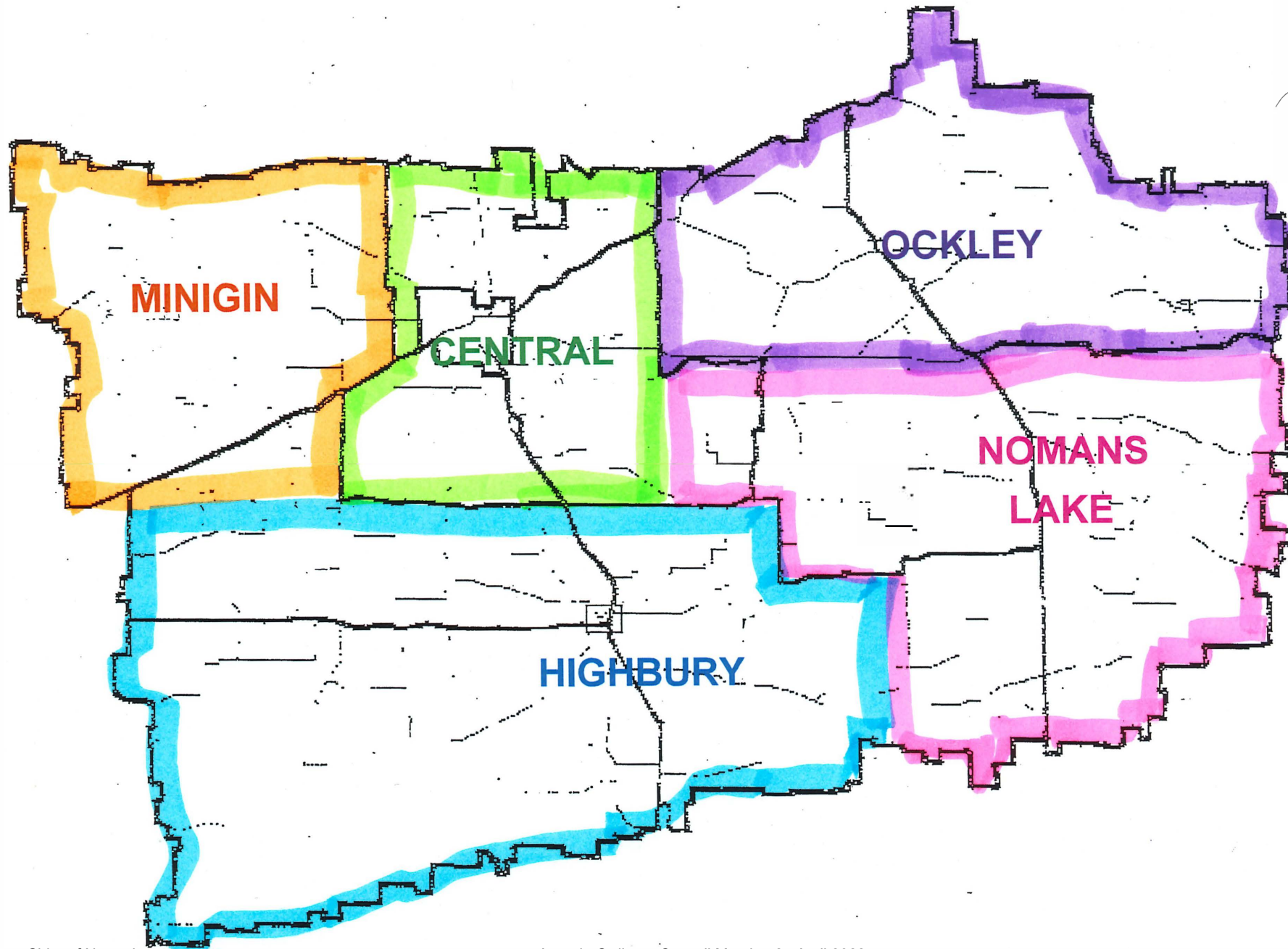
### OFFICERS' AND COMMITTEE RECOMMENDATION

That with respect to Shire of Narrogin Volunteer Bushfire Brigades, Council:

1. Approve the Amalgamation of the Shire of Narrogin Bushfire brigades as recommended by the Bushfire Advisory Committee (Attachment 1) with immediate effect;
2. Adopt the revised Policy 5.1 Bush Fire Brigades – Establishment (Attachment 2);
3. Request the Chief Executive Officer to amend the Register of Brigades required pursuant to regulation 41 of the Bush Fires Act 1954; and
4. Write to the Brigades and Department of Fire and Emergency Services advising them of the above outcome.

## PROPOSED BRIGADE AREAS

ATTACHMENT 1





## Section 5 - FIRE CONTROL

### 5.1 Bush Fire Brigades – Establishment

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**Statutory context** Bush Fires Act 1954 –  
- s.41 – establishment and maintenance of Brigades

**Corporate context** None

**History**

Adopted	13 September 2016
Last reviewed	24 July 2019
Last reviewed	7 June 2021
Updated	April 2022

#### Policy Statement

1. The following Council Policy Schedules are adopted, and form part of this Statement –  
5.1 – Volunteer Bush Fire Brigades areas
2. In accordance with the Bush Fires Act section 41(1) the following Bush Fire Brigades are established, and have the area as per Council Policy Schedule 5.1 Bush Fire Brigade areas –
  - Highbury
  - Minigin
  - Narrogin
  - Nomans Lake
  - Ockley

– End of Policy

#### Notes

Brigades are not incorporated organisations.

Narrogin townsite is the responsibility of the Narrogin Fire and Emergency Services Unit, and is managed by Department of Fire and Emergency Services.

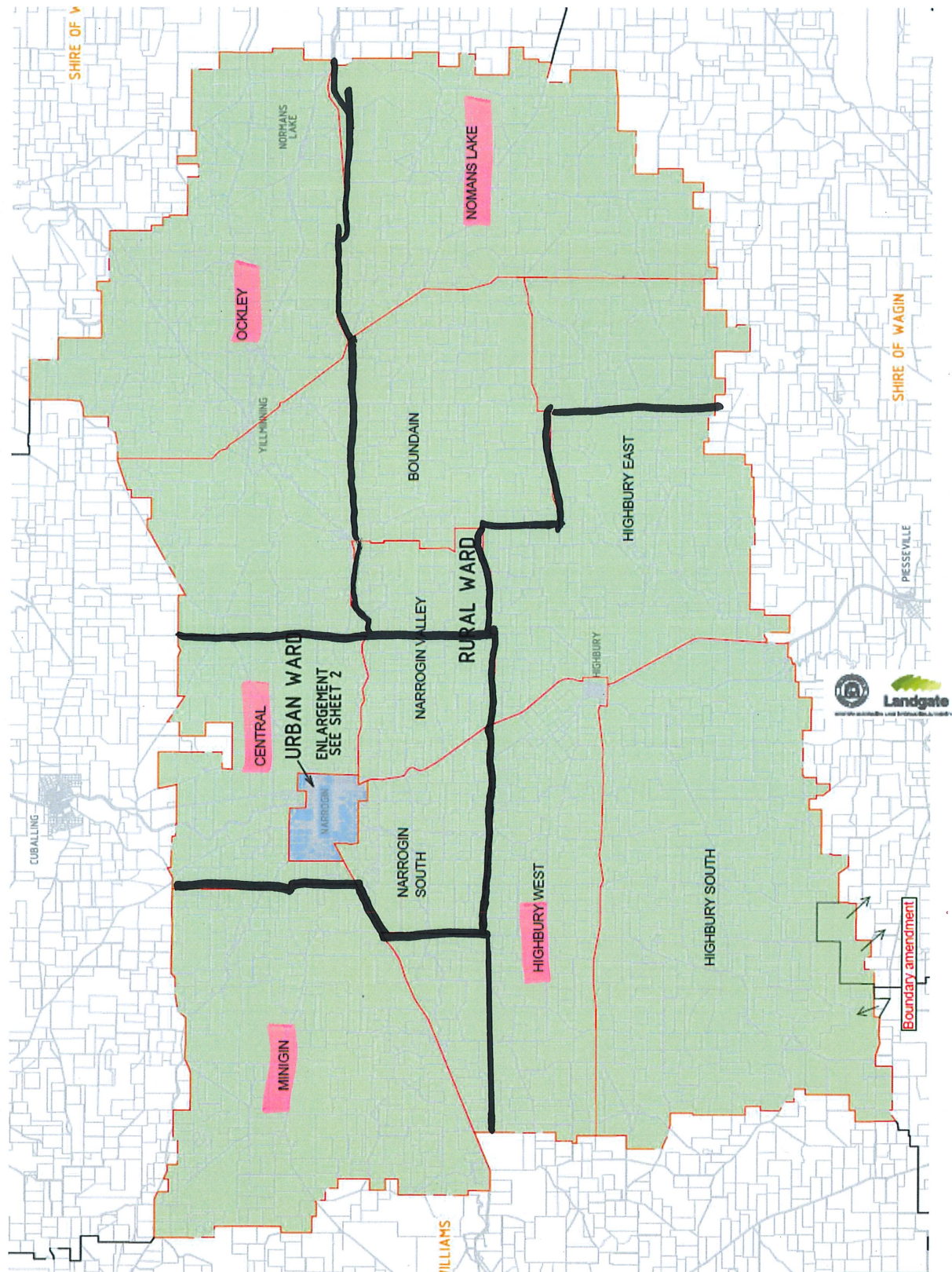
#### Policy Schedule 5.1 – Bush Fire Brigade areas

To be updated

– End of Schedule

**Policy Schedule 5.1 – Bush Fire Brigade areas**

As at 1 March 2017



– End of Schedule

### 10.1.2 BUSH FIRE ADVISORY COMMITTEE MEETING OUTCOMES

File Reference	9.1.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that require disclosure.
Applicant	Bush Fire Advisory Committee
Previous Item Numbers	Nil
Date	13 April 2022
Author	Wendy Russell – Executive Support Officer
Authorising Officer	Azhar Awang– Executive Manager Development and Regulatory Services
<b>Attachments</b> 1. List of Appointments Fire Control Officers for the Shire of Narrogin 2. Draft 2022/23 Fire Order 3. Minutes of the Bush Fire Advisory Committee Meeting held on 29 March 2022	

#### Summary

This report is presented to Council to consider the following recommendations at the recent Bush Fire Advisory Committee (BFAC) meeting held on 29 March 2022:

- Appointment of the Fire Control Officers (FCOs) within the Shire of Narrogin;
- Adoption of the Fire Control Order 2022/23; and
- Revised Policy 5.2 Bush Fire Brigades – Management.

#### Background

Under the Bush Fires Act 1954, a FCO has significant authority in a fire emergency, where they may assume responsibility of the situation, which will then override any volunteer on the ground including the Brigade Captain. A Brigade Captain is elected by the Brigade and is subject to Council approval, pursuant to Council Policy '5.2 Bush Fire Brigades – Management'. Their authority as Captain is limited to the Brigade area adopted by Council.

An FCO, including the Chief Bush Fire Control Officer (CBFCO) may have their authority superseded by a Department of Fire and Emergency Services Liaison Officer or a Department of Biodiversity, Conservation and Attractions', Parks and Wildlife Service Officer in certain situations.

As officers of the Shire, exercising statutory authority and powers on behalf of the Shire, there is an obligation on the Shire to consider the suitability of a person prior to appointment as an FCO. In this regard, the Shire should note the requirement of the Bush Fire Brigades Local Law that FCO's are to complete a FCO course or refresher at least once every five years, for their appointment to remain valid.

Pursuant to Section 33 of the Bush Fires Act 1954, owners or occupiers of land situated within the Shire of Narrogin are required by law to comply with the prescribed Fire Control Order. Land owners and occupiers are required to clear firebreaks and fuel free areas before 1 November each year and thereafter maintain them free of all flammable materials until 1 May.



The Work Health and Safety Act 2020 (Act) and Regulations came into effect on 30 March 2022. Due to the changes, a review of training requirements for FCO's and volunteers was considered and recommended at the BFAC meeting held on 29 March 2022. As a result of these recommendations some minor amendments are recommended to the Policy.

## Consultation

Consultation was undertaken with the following:

- Chief Executive Officer;
- Executive Manager Development and Regulatory Services; and
- Bush Fire Advisory Committee (BFAC).

## Statutory Environment

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

- Bush Fires Act 1954 Section 38, 39, 40 and 56 – Appointment of Bush Fire Control Officers;
- Work Health and Safety Act 2020 (Act) and Regulations; and
- Shire of Narrogin Bush Fire Brigades Local Law 2017.

## Policy Implications

Council Policy 5.2 Bush Fire Brigades – Management relates.

## Financial Implications

The administrative expenditure is wholly contained in the budget and is minor in nature.

## Strategic Implications

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

## Comment/Conclusion

At the BFAC meeting held on 29 March 2022, the Committee resolved to recommend to Council to rescind all previous appointments and to make the appointments of CBFCO, Deputy Chief Bush Fire Control Officer's (DCBFCO), FCO's and the Weather Committee as per Attachment 1. At that meeting, it was also recommended that the following Fire Control Officers be appointed as Dual FCO's for the following Shires:

Shire of Cuballing	- Guy Maley, Clayton Hardie, Keiran Quartermaine;
Shire of Wagin	- Stuart Moyses, Nathan Walker;
Shire of West Arthur	- Murray Saunders;
Shire of Wickepin	- Troy Smith; and
Shire of Williams	- Clayton Hardie, Murray Saunders, Russell Ashley.

Appointments of each FCO are linked to a Bush Fire Brigade (BFB), unless a FCO is appointed by an adjoining Shire to the area adjoining the common boundary. Unless specified, their authority extends throughout the whole of the district. It is proposed that this arrangement continue, without specific limitation.

A FCO is required to act within any restrictions or conditions placed on the role by the Shire. They cannot issue instructions to Shire employees to carry out works, nor do they have the authority to hire plant or contractors.

Nomination by an adjoining Shire does not mean automatic right to the role. Appointment becomes effective only on resolution of Council.

Under the Work Health and Safety Act 2020, for Volunteers and Volunteer Organisations, the Shire is responsible for all the volunteers within the Bush Fire Brigades. The Shire is required to ensure that all the FCOs and Bush Fire volunteers have undertaken the required training to allow them to perform the role safely.

Of the total 22 FCOs, based on the Department of Fire and Emergency Services training register, there are currently seven (7) FCOs who have not completed the required minimum recognised training, even though they may be extremely experienced in the role.

The following are extracts from the Shire's Bush Fire Brigades Local Law 2017, under section 3.6 referencing to Training for Bush Fire Control Officers and the Shire's Policy Manual section 5.2 – Bush Fire Brigade Management.

#### Bush Fire Brigades Local Law 2017

##### *"3.6 Training of bush fire control officers*

- (1) The local government is to supply each bush fire control officer and Captain with information and training materials which may be relevant to the performance of the bush fire brigade officers' functions, and any amendments made from time to time.*
- (2) Bush fire control officers are required to complete appropriate training as determined by the CEO, and which may include recognised prior learning, within 12 months of appointment, unless a course has been completed within the 4 years prior to appointment as a bush fire control officer.*
- (3) Bush fire control officers are required to complete appropriate training as determined by the CEO, and which may include recognition of prior learning, at least once every 5 years".*

#### Policy 5.2 Bush Fire Brigades - Management

##### *"7. Training*

###### *a) Required –*

- Fire Control Officers Course – FCOs to complete every 5 years in accordance with the requirements of the Bush Fire Brigades Local Law 2016 (sic).*

###### *b) Recommended –*

- Australian Interagency Incident Management System – CBFCO, DCBFCO, CEO, EMDRS, Ranger*
- Intro to Structural Firefighting / Structural Awareness – FCOs*
- Intro to Bush Fire Fighting – all volunteers*
- Fire Ground Plant Operations – selected Shire staff".*

At the BFAC meeting, the Committee recommended the following amendments to the training requirements:

1. All FCO's must as a minimum complete the FCO's course training within the first 12 months of being appointed and complete a refresher at least once every 10 years.
2. A sub-committee consisting of the Chief Bushfire Control Officer and the two (2) Deputy Chief Bushfire Control Officers, be authorised to assess Fire Control Officers competency with regards to the Rural Fire Awareness, Bushfire Safety Awareness, and Firefighting Skills and if satisfied, to recommend to the Shire's CEO that their previous experience be accepted as Recognised Prior Learning (RPL), although FCO's should be encouraged to complete the training.

The Committee also has recommended to adopt the attached 2022/2023 Fire Order without modifications.

### Voting Requirements

Simple Majority

#### **OFFICERS' & BUSH FIRE ADVISORY COMMITTEE'S RECOMMENDATION 1 OF 2**

That with respect to the appointment of Fire Control Officers for the Shire of Narrogin, Council:

1. Approve the appointment of the Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officers and Bush Fire Brigade Fire Control Officers as listed in Attachment 1.
2. Approve the nominations of the following persons as Dual Fire Control Officers for the following Shires:
  - Shire of Cuballing – Guy Maley, Clayton Hardie, Keiran Quartermaine;
  - Shire of Wagin – Stuart Moyses, Nathan Walker;
  - Shire of West Arthur – Murray Saunders;
  - Shire of Wickepin – Troy Smith; and
  - Shire of Williams – Clayton Hardie, Murray Saunders, Russell Ashley.
3. Approve the Fire Control Order for the 2022/23 year as presented in Attachment 2.
4. Rescind all other Bush Fires Act appointments not mentioned in Parts 1, 2 or 3 above.
5. Note the appointment of the Fire Weather Committee, as determined by the Chief Bush Fire Control Officer from time to time, pursuant to Council Policy.

#### **OFFICERS' & BUSH FIRE ADVISORY COMMITTEE'S RECOMMENDATION 2 OF 2**

That with respect to Bushfire Brigade Member Training requirements, Council approve the following amendment: to Policy 5.2 Bush Fire Brigades - Management, Clause 7, such that it reads as follows:

- a) All FCO's must as a minimum complete the FCO's course training within the first 12 months of being appointed and complete a refresher at least once every 10 years.

- b) A sub-committee consisting of the Chief Bushfire Control Officer and the two (2) Deputy Chief Bushfire Control Officers, be authorised to assess Fire Control Officers competency with regards to the Rural Fire Awareness, Bushfire Safety Awareness, and Firefighting Skills and if satisfied, to recommend to the Shire's CEO that their previous experience be accepted as Recognised Prior Learning (RPL), although FCO's should be encouraged to complete the training.

## 2022/2023 FIRE OFFICERS

	Name	
<b>Chief Bus Fire Control Officer</b>	Pip Porter	
<b>First Deputy CBFCO</b>	Vern Gibson	
<b>Second Deputy CBFCO</b>	Stuart Moyses	
<b>Base Radio Operator</b>	Guy Maley	
<b>Bush Fire Brigade</b>	<b>Brigade Rank</b>	<b>Fire Control Officer</b>
Highbury	Captain 1 <sup>st</sup> Lieutenant 2 <sup>nd</sup> Lieutenant 3 <sup>rd</sup> Lieutenant	Pip Porter Stuart Moyses Murray Saunders Leigh Ballard
Minigin	Captain 1 <sup>st</sup> Lieutenant 2 <sup>nd</sup> Lieutenant	Clayton Hardie Lewis Hardie Russell Ashley
Central	Captain 1 <sup>st</sup> Lieutenant 2 <sup>nd</sup> Lieutenant 3 <sup>rd</sup> Lieutenant	Vern Gibson Jon Rick Guy Maley Noel White
Nomans Lake	Captain 1 <sup>st</sup> Lieutenant 2 <sup>nd</sup> Lieutenant	Nathan Walker Daryl Kilpatrick Mark Hoysted
Ockley	Captain 1 <sup>st</sup> Lieutenant 2 <sup>nd</sup> Lieutenant	Kieran Quartermaine Troy Smith Braden Lange
<b>Weather Committee</b>		Alternative Member Keiran Quartermaine
Boudain	Mark Hoysted	
Highbury East	Pip Porter	Stuart Moyses
Highbury South	Murray Saunders	
Minigin	Clayton Hardie	Lewis Hardie
Central	Vern Gibson	
Nomans Lake	Nathan Walker	Daryl Kilpatrick
Ockley	Troy Smith	Braden Lange
<b>Dual Fire Control Officers</b>		
Cuballing	Guy Maley Clayton Hardie Keiran Quartermaine	
Wagin	Stuart Moyses Nathan Walker	
West Arthur	Murray Saunders	
Wickepin	Troy Smith	
Williams	Clayton Hardie Murray Saunders Russell Ashley	



## DEFINITIONS

**Authorised Officer:** An officer appointed as a Shire of Narrogin Fire Control Officer.

**Ban On The Movement Of All Vehicles:** includes machinery and the operation of internal combustion engines within the Shire or a part of the Shire and during a time as specified in a Notice or broadcast with the exception of the movement of vehicles and machinery on constructed gazetted roads, internal vehicle access and yards;

**Firebreak:** means a strip of land cleared to the specified width by ploughing, cultivating, scarifying, burning or otherwise clearing;

**Flammable Material:** includes bush (as defined in the Bushfires Act), timber, boxes, cartons, paper and like flammable materials, rubbish and also any combustible matter, but does not include green standing trees, or growing bushes and plants in gardens, or lawns;

**Harvest Ban:** applies on the operation of all grain harvesting machines including swathing, baling or slashing machines within the Shire or part of the Shire and during a time, as specified in a notice or broadcast;

**Harvesting:** includes grain harvesting, swathing, baling or slashing of stubble or hay in any crop;

**Internal Vehicle Access:** is defined as a trafficable surface, free of all flammable material, a minimum width of four metres, and with overhanging vegetation pruned back so as not to come into contact with parts of a vehicle;

**Mobile Fire Fighting Unit:** is defined as having a minimum water carrying capacity of four hundred (400) litres, fitted with a hose and pump capable of delivering water through an adjustable nozzle in the spray and jet configurations;

**Yard:** is defined as an area, greater than four metres wide, with a constructed, trafficable surface, free of all flammable material save live standing trees.

## DEFINITIONS

**Prohibited Burning:** This period commences on 1 November of each year until and including 1 March of the following year. This time may be amended, subject to prevailing seasonal conditions.

**Restricted Burning Time:** This period commences on 2 March until and including 1 May and recommences on 1 October until and including 31 October of any year. This time may be amended, subject to the prevailing seasonal conditions.

**Unrestricted Burning Time:** The time period each year where a permit to burn is not required, in areas zoned rural under the Shire of Narrogin Town Planning Scheme. This period commences on 2 May until and including 30 September. This time may be amended, subject to the prevailing seasonal conditions.

**Firebreak Time:** The time each year where fire hazard reduction works must be maintained as specified in this Fire Control Order. This period commences on 1 November each year until and including 1 May of the following year.

### Fire Control Enquiries

Phone: 08 9890 0900, 8.30 am – 5.00 pm  
email: [ranger@narrogin.wa.gov.au](mailto:ranger@narrogin.wa.gov.au)

### General Enquiries

Shire of Narrogin  
89 Earl St  
Narrogin WA 6312  
Phone: 9890 0900  
email: [enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au)  
Visit the Shire office between  
8.30 am – 4.30 pm, Monday to Friday



Shire of  
**Narrogin**

*Love the life*

# Fire Control Order

Effective for 2022-23



## FIRST AND FINAL NOTICE

Pursuant to the *Bush Fires Act 1954 section 33*, owners or occupiers of land situated within the Shire of Narrogin are required by law to comply with the prescribed Fire Control Order here within.

### 1. Land Zoned General Agriculture, Rural Smallholding & Rural Residential

#### 1.1. Firebreaks

(a) at least 2.5 metres wide shall be maintained inside and within 20 metres of the boundary of all land; and surrounding such other positions as is necessary to divide land in excess of 400 hectares into area not exceeding 400 hectares, each completely surrounded by a firebreak.

(b) at least 6 metres wide shall completely encircle all buildings and haystacks.

(c) fuel tanks, whether containing fuel or not, shall have the ground surface cleared to a distance of 6 metres from and encircling the tank/s of all flammable material.

1.2. Fire Fighting Equipment – Where the land owners total land holding is 100 hectares or greater a readily mobile operational fire fighting unit containing a minimum of 400 litres of water on standby and available for inspection is required during the period from 1 November to 1 May, inclusive.

1.3. Harvesting – A person shall not undertake or allow harvesting during the Prohibited Burning period unless–

(a) one hand held water filled fire extinguisher with a minimum capacity of 7.5 litres is filled in a readily accessible position on the machine, and

(b) a readily mobile fire fighting unit of a minimum of 400 litre capacity powered by an engine driven pump is in attendance in or adjacent to the entrance of the paddock being harvested.

1.4. Harvest bans and other bans – permitted activities

(a) Water carting for stock and domestic purposes provided it is accompanied by a mobile fire fighting unit, or alternatively, the water carting vehicle acts as the mobile fire fighting unit and meets minimum specifications.

(b) Checking of stock and water for stock, provided it is accompanied by a mobile fire fighting unit, or alternatively, the water carting vehicle acts as the mobile fire fighting unit and meets minimum specifications.

(c) All necessary travel to and from and within piggeries, sheep or cattle feed lots, provided this is undertaken with a mobile fire fighting unit in attendance.

(d) All necessary carting of livestock, provided that such a vehicle is accompanied by a mobile fire fighting unit.

(e) Essential service provider checking for telecommunications, power or utility water services, provided they are accompanied by a mobile firefighting unit.

(f) Activities which received specific exemptions from the Shire or the Chief Bush Fire Control Officer.

#### 1.5. Public Holidays

(a) A harvest ban and a ban on the movement of all vehicles and machinery and the operation of internal combustion engines is imposed on Christmas Day, Boxing Day and New Year's Day each year.

(b) All other activities or operations may only be undertaken during a ban on the movement of all vehicles and machinery and a ban on the operation of internal combustion engines after approval has been granted by the Shire. Approval has to be sought on an individual basis, and is subject to specified conditions. It should be noted that approval may not be granted.

### 2. All Other Land, Including Residential, Rural Townsite, Service Commercial, and Industrial

(a) Where the area of land is 4,000 m<sup>2</sup> in area or less – all flammable material on the land shall be reduced to a height of less than 10 cm.

(b) Where the area of land exceeds 4,000 m<sup>2</sup> in area –  
(i) firebreaks shall be maintained at least 2.5 metres wide immediately inside all external boundaries of the land and surrounding all buildings situated on the land; and

(ii) flammable material on the remainder of the land shall be reduced to a height of less than 10 cm.

(iii) A special control zone or other land not elsewhere specified in this Notice, shall comply with the higher level measures required by adjoining land unless varied under clause 5.2.

### 3. Open Air Fires

(a) Open air fires are permitted during the Restricted Burning period, subject to compliance with the provisions relating to Restricted Burning periods and Shire of Narrogin Local Laws eg. requiring a permit.

(b) Open air fires are not permitted at all during the Prohibited Burning period (including garden refuse).

(c) No fires in the open air are permitted on any day when the fire danger rating is "Very High" or above.

### 4. Properties with Fire Management Plans

All properties with approved fire management plans shall comply with the plan and or this notice whichever is the greater.

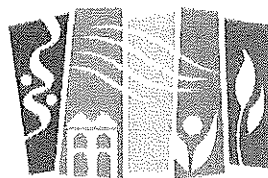
### 5. General

5.1. If the requirements of this Notice are carried out by burning, such burning must be in accordance with the relevant provisions of the Bush Fires Act. A permit to burn is required during the Restricted Burning periods from an Authorised Officer.

5.2. If it is considered to be impracticable for any reason to clear firebreaks or to remove flammable material from the land or any other provisions required by this notice you may apply to the Shire or its duly Authorised Officer not later than 1 October, for permission to provide firebreaks in alternative positions or to take alternative action to manage fire hazards on the land. If permission is not granted by the Shire or a duly authorised person, you shall comply with the requirements of this notice.

5.3. Penalties apply to persons who fail to comply with the requirements of this Notice.

5.4. A person who fails to comply with the notice is also liable, whether prosecuted or not to pay the cost of performing the work directed in this notice if it is not carried out by the owner or occupier by the date required by this notice.



Shire of  
**Narrogin**

## MINUTES

### BUSH FIRE ADVISORY COMMITTEE MEETING 29 March 2022

The Chief Executive Officer recommends the endorsement of these minutes at the next Meeting of the Bush Fire Advisory Committee.

Signed: .....

(CEO)

Date 6 April 2022

These minutes were confirmed at the Bush Fire Advisory Committee Meeting held on .....

Signed: .....

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

### **Acknowledgement of Noongar People**

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

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

Electronic copies of minutes and agendas are available  
for download from the Shire of Narrogin website [www.narrogin.wa.gov.au](http://www.narrogin.wa.gov.au)

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

## **DISCLAIMER**

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

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

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

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

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

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## **BUSH FIRE ADVISORY COMMITTEE MEETING AGENDA**

### **29 MARCH 2022**

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#### **1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS**

The Presiding Member, President Ballard, declared the meeting open at 3:13 pm.

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

##### **Elected Members Present**

Mr Leigh Ballard – Shire President (Presiding Member)

##### **CBFCO**

Pip Porter

##### **DCBFCO**

Vern Gibson

Stuart Moyses

##### **FCO's**

Alastair McDougall

Bill Warren

Daryl Kilpatrick

Jon Rick

Kieran Quartermaine

Mark Hoysted

Nathan Walker

Braden Lange

Troy Smith

##### **Staff**

Mr Dale Stewart – Chief Executive Officer

Mr Guy Maley – Senior Ranger

Mr Noel White – Ranger

Mrs Wendy Russell – Executive Support Officer

##### **Other**

Snr Sgt Shannon McGeown – Narrogin Police

Aaron Kain – DFES

Blake Halford - DFES

##### **Apologies**

Mr Azhar Awang – Executive Manager Development & Regulatory Services

Murray Saunders

Sven Anderson

### 3. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

#### OFFICER'S RECOMMENDATION AND COMMITTEE RESOLUTION

Moved: Kieran Quartermaine

Seconded: Guy Maley

That the minutes of the Bush Fire Advisory Committee Meeting held on 23 September 2021 be confirmed as an accurate record of proceedings.

**CARRIED**

### 4. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

### 5. MATTERS WHICH REQUIRE DISCUSSION

#### 5.1 AMALGAMATION OF BUSH FIRE BRIGADES

Attachment 1– map showing updated proposed amalgamated BFB's  
Attachment 1A– map showing updated proposed amalgamated BFB's

##### Summary

The proposal is to consider and review the number of Bush Fire Brigades from Ten (10) down to five (5) Brigades, so as to improve the management and operation of the Brigades during a Bush Fire event.

##### Background

This proposal was previously considered at the Bush Fire Advisory Committee (BFAC) held on 7 August 2018. The proposal was for the following Bush Fire Brigades to be amalgamated as follows:

- Ockely and Boudain;
- Normans Lake and Highbury East;
- Highbury South and Highbury West;
- Minigin and Central; and
- Narrogin Valley and Narrogin South.

At that meeting, the recommendation was considered, and recommendation was lost.

Prior to the upcoming BFAC meeting to be held at the Nomans Lake Hall on 29 March 2022, there has been some discussions between the Chief Bush Fire Control Officer (CBFCO) and the Deputy Chief Bush Fire Control Officer (DCBFCO) and Senior Ranger in regards to amalgamating the ten brigades down to five or six.

A Steering Group consisting of Pip Porter (CBFCO), Stuart Moyses (DBFCO), Vern Gibson (DBFCO), Leigh Ballard (Shire President), Azhar Awang (EMDRS) and Guy Maley (Senior Ranger) met on Thursday 17 March 2022, and proposed the amalgamation of the following Brigades:

- Ockley and Part of Boundain;
- Nomans Lake and Part of Boundain;
- All of Highbury to become one;
- Minigin; and
- Narrogin South, Central and some of Narrogin Valley.



The Steering committee looked into reducing the brigades' numbers, but not losing any of the existing Fire Control Officer's (FCO). It will be easier to maintain a weather committee with less responsibility on some FCO's.

We have been informed that some of the FCO's are retiring from their role as of the end of this fire season, and now is a good time to start to move forward into the future.

This is an opportunity to introduce new FCO's into the system that can be classed as a lookout for their areas and be able to report to the Captain of that brigade. With the reduce number of brigades as the result of the amalgamation with adjoining existing brigades, there is more available equipment for each brigade, such as Narrogin East and Ockley will become one brigade with two standpipe trailers. Furthermore, this allows the smaller brigades such as Narrogin South, that do not previously have access to equipment, can now access them to be used on the fire ground such as Normans Lake or Ockley brigades.

#### Consultation

- Steering Committee;
- Brigade Captains; and
- Chief Executive Officer.

#### Voting Requirements

Simple Majority

#### OFFICERS' RECOMMENDATION

That the Bush Fire Advisory Committee recommend to Council that the following Bush Fire Brigades be amalgamated as per Attachment 1, prior to the 2022/23 fire season:

- Ockley and Part Boundain;
- Normans Lake and Part of Boundain and part of Narrogin Valley;
- Highbury to become one brigade;
- Minigin; and
- Narrogin South, Central and part of Narrogin Valley.

#### COMMITTEE RESOLUTION

Moved: Pip Porter

Seconded: Stuart Moyses

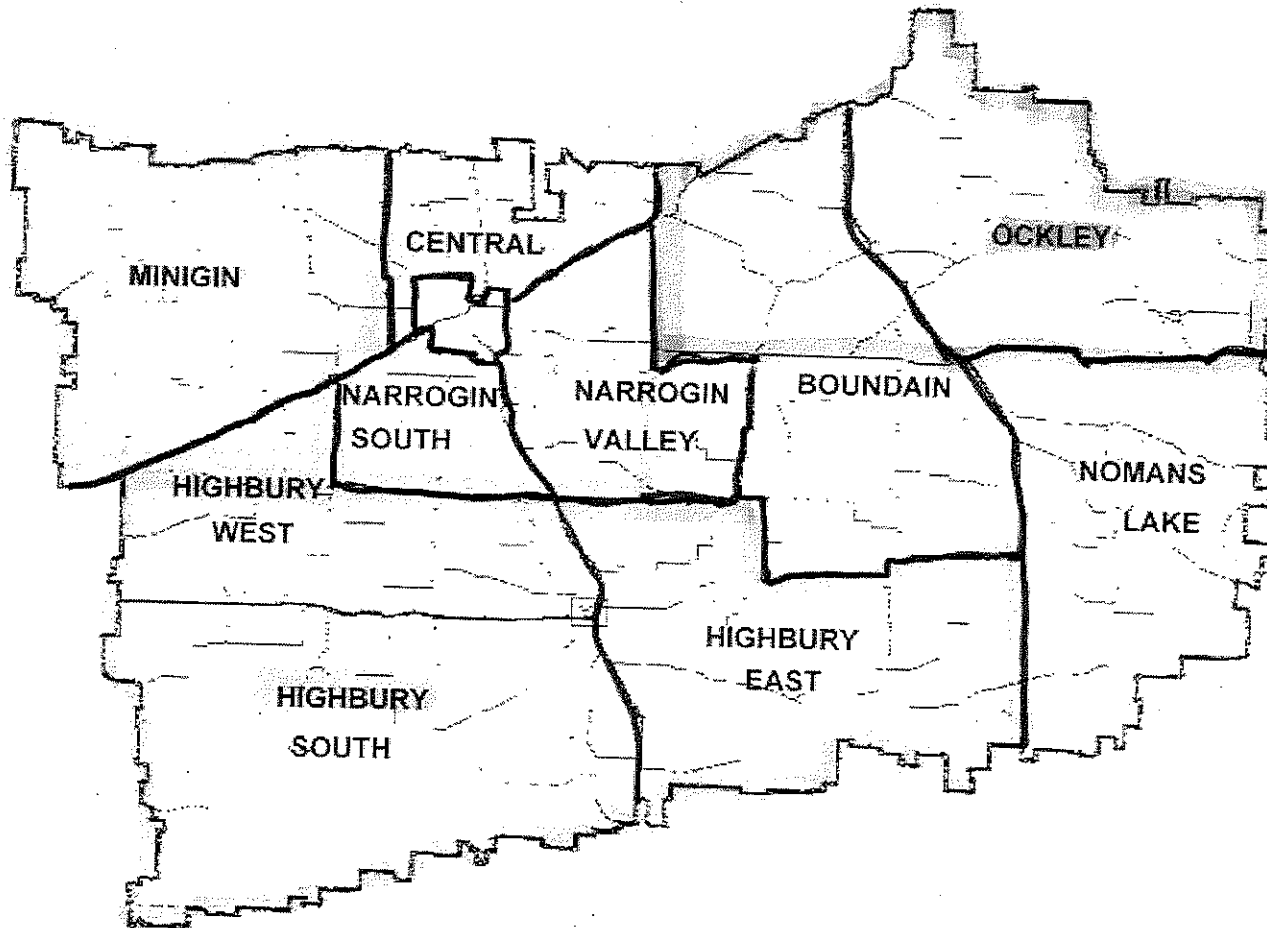
That the Bush Fire Advisory Committee recommend to Council that the following Bush Fire Brigades be amalgamated as per Attachment 1 with the amendment of extending Nomans Lake Brigade to Rushy Pool Road, prior to the 2022/23 fire season:

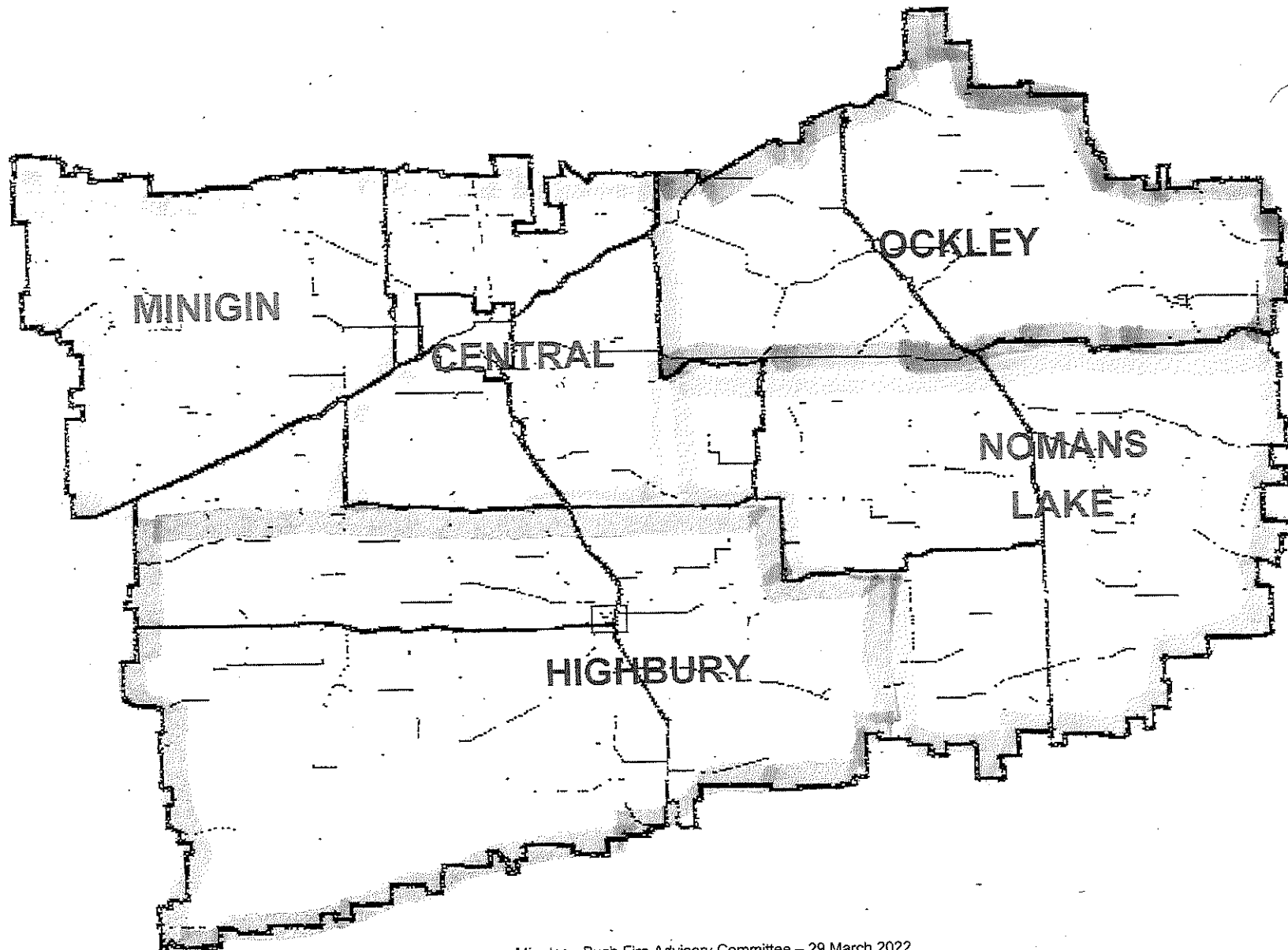
- Ockley and Part Boundain;
- Normans Lake and Part of Boundain and part of Narrogin Valley;
- Highbury to become one brigade;
- Minigin; and
- Narrogin South, Central and part of Narrogin Valley.

**CARRIED**

Proposed New Brigades

ATTACHMENT 1





## 5.2 ANNUAL APPOINTMENT OF FIRE OFFICERS

Attachment 2– List of current appointees

A list of the current CBFCO, DCBFCO, Weather Committee, FCO's ,Brigade Captains and Dual FCO's is required to be endorsed by Council annually prior to the fire season.

This list may be varied depending upon the outcome of the previous item.

### COMMITTEE RESOLUTION

Moved: Bill Warren

Seconded: Kieran Quartermaine

There be a recommendation to Council to appoint the following with all previous appointments being rescinded.

<b>Chief Bush Fire Control Officer</b>	- Pip Porter
<b>First Deputy CBFCO</b>	- Vern Gibson
<b>Second Deputy CBFCO</b>	- Stuart Moyses
<b>Base Radio Operator</b>	- Guy Maley
<b>Bush Fire Brigade Fire Control Officer's:</b>	
Highbury	Captain Pip Porter
	1st Lieutenant Stuart Moyses
	2nd Lieutenant Murray Saunders
	3rd Lieutenant Leigh Ballard
Minigin	Captain Clayton Hardie
	1st Lieutenant Lewis Hardie
	2nd Lieutenant Russell Ashley
Central	Captain Vern Gibson
	1st Lieutenant Jon Rick
	2nd Lieutenant Guy Maley
	3rd Lieutenant Noel White
Nomans Lake	Captain Nathan Walker
	1st Lieutenant Daryl Kilpatrick
	2nd Lieutenant Mark Hoysted
Ockley	Captain Kieran Quartermaine
	1st Lieutenant Troy Smith
	2nd Lieutenant Braden Lange
<b>Weather Committee</b>	
Boundain	Mark Hoysted
Highbury East	Pip Porter
Highbury South	Murray Saunders
Minigin	Clayton Hardie
Central	Vern Gibson
Nomans Lake	Nathan Walker
Ockley	Troy Smith
	<b>Alternative Member</b>
	Keiran Quartermaine
	Stuart Moyses
	Lewis Hardie
	Daryl Kilpatrick
	Braden Lange
<b>Dual Fire Control Officers</b>	
Cuballing	Guy Maley
	Clayton Hardie
	Keiran Quartermaine
Wagin	Stuart Moyses
	Nathan Walker
West Arthur	Murray Saunders
Wickepin	Troy Smith
Williams	Clayton Hardie
	Murray Saunders
	Russell Ashley

**CARRIED**

		Name
Chief Bush Fire Control Officer		Pip Porter
First Deputy CBFCO		Vern Gibson
Second Deputy CBFCO		Stuart Moyses
Base Radio Operator		Alastair McDougall
Bush Fire Brigade	Brigade Rank	Fire Control Officers
Boundain	Captain	Mark Hoysted
Highbury East	Captain 1st Lieutenant	Pip Porter Bernie Rhodes
Highbury South	Captain 1st Lieutenant 2nd Lieutenant	Stuart Moyses Murray Saunders Bill Warren
Highbury West	Captain 1st Lieutenant	John Eckersley Russell Ashley
Minigin	Captain 1st Lieutenant 2nd Lieutenant	Barry Hardie Clayton Hardie Lewis Hardie
Narrogin Central	Captain 1st Lieutenant	Richard Chadwick (deceased) Cameron Hayes
Narrogin South	Captain 1st Lieutenant	Vern Gibson Jon Rick
Narrogin Valley	Captain	Keiran Quartermaine
Nomans Lake	Captain 1st Lieutenant	Nathan Walker Daryl Kilpatrick
Ockley	Captain 1st Lieutenant	Tim Shepherd Alastair McDougall
Shire of Narrogin Fire Control Officers		
Senior Ranger Ranger		Guy Maley Noel White
Weather Committee		Alternative member
Boundain	Mark Hoysted	Keiran Quartermaine
Highbury East	Pip Porter	Stuart Moyses
Highbury South	Murray Saunders	John Eckersley
Minigin	Clayton Hardie	Lewis Hardie
Narrogin Central	Richard Chadwick	Vern Gibson
Nomans Lake	Nathan Walker	Daryl Kilpatrick
Ockley	Alastair McDougall	Tim Shepherd
Dual Fire Control Officers		

<b>Shire</b>	<b>Fire Control Officers</b>
Cuballing	Richard Chadwick (Deceased) Barry Hardie Tim Shepherd
Wagin	Stuart Moyses Nathan Walker
West Arthur	Murray Saunders
Wickepin	Tim Shepherd Alastair McDougall
Williams	Barry Hardie Murray Saunders

### 5.3 TRAINING

There are currently seven (7) FCO's who have not completed the required training and 15 who have (including the Rangers). The following training is recommended for FCO's and Bushfire Volunteers to be facilitated by DFES.

- FCOs - ½ day
- Rural fire awareness – ½ day
- Bushfire Safety Awareness 1.5 days
- Firefighting Skills 1.5 days

DFES recommends that FCO's complete the Bushfire Safety and Fire Fighting Skills. This can be completed over a Friday evening Saturday and Sunday to get the suite completed.

#### OFFICERS' RECOMMENDATION

That the Bush Fire Advisory Committee recommend to Council that all FCO's must as a minimum complete the Bushfire Safety and Fire Fighting Skills and the FCO's Training within the next 12 months.

#### COMMITTEE RECOMMENDATION

Moved: Nathan Walker

Seconded: Kieran Quartermaine

That the Bush Fire Advisory Committee recommend to Council that with respect to Bushfire Brigade Member Training :

1. All FCO's must as a minimum complete the FCO's course training within the first 12 months of being appointed, and complete a refresher at least once every 10 years.
2. A sub-committee consisting of the Chief Bushfire Control Officer and the two (2) Deputy Chief Bushfire Control Officers, be authorised to assess Fire Control Officers competency with regards to the Rural Fire Awareness, Bushfire Safety Awareness, and Firefighting Skills and if satisfied, to recommend to the Shire's CEO that their previous experience be accepted as Recognised Prior Learning (RPL), although FCO's should be encouraged to complete the training.

**CARRIED**

#### Action

Administration to investigate what kind of training DFES can provide re a basic weather course and report back at the next BFAC meeting.

### 5.4 FIRE ORDER 22/23

Attachment 3 – 21/22 Fire Order

It has been noted that there is a perception of a discrepancy or interpretation between the information on the Shire's website regarding open fires and the information provided in the Annual Fire Order.

The Fire Order reads

**"3. Open Air Fires**

(a) Open air fires are permitted during the Restricted Burning period, subject to compliance with the provisions relating to Restricted Burning periods and Shire of Narrogin Local Laws eg. requiring a permit.

(b) Open air fires are not permitted at all during the Prohibited Burning period (including garden refuse).

(c) No fires in the open air are permitted on any day when the fire danger rating is "Very High" or above."

While the website provides the following information.

"Garden refuse, cooking, camping fires, etc are not permitted at all –

- during the Prohibited Burning period from 1 November to 1 March
- on days when the fire danger rating is "Very High" or above

Garden refuse, cooking, camp fires, etc MAY be permitted during the Restricted Burning period, if the fire danger is lower than "Very High" AND you have a permit from a Fire Control Officer AND you comply with any conditions listed on that permit which will include a minimum 3 metre clear firebreak around it."

It was recommended that the committee consider and nominate the preferred information.

After some discussion it was decided that the Committee was happy with the current Fire Order and no changes needed to be made and the current Fire Order recommended to Council.

## **5.5 BUSH FIRE MANAGEMENT PLAN (BMP) UPDATE**

CBFCO (Pip Porter) provided an update on the BMP.

- There has been a lot of mulching work completed;
- we are still waiting for some more fencing;
- the burn off has not been done;
- DPIRD will conduct burning in Foxes Lair;
- Narrogin Senior High School have thinned out bush as part of their fire mitigation plan;
- ARC infrastructure have been contacted re the state of the railway lines and they are aware of the work required to ensure they comply with the fire order.

## **6. GENERAL BUSINESS**

### **6.1 FCO DEBRIEF**

Attachment 4 – FCO debrief notes from the Narrogin East Fire

There was some general discussion about the fire, comments included:

- It was the worst day ever, because people panicked;
- It is important that we learn from this experience

A big thank you to:

- All of the fire volunteers who gave up their time on the day and into the following weeks;
- The other Shires who assisted;



## FIRST AND FINAL NOTICE

Pursuant to the *Bush Fires Act 1954 section 33*, owners or occupiers of land situated within the Shire of Narrogin are required by law to comply with the prescribed Fire Control Order here within.

### 1. Land Zoned General Agriculture, Rural Smallholding & Rural Residential

#### 1.1. Firebreaks

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(b) at least 6 metres wide shall completely encircle all buildings and haystacks.

(c) fuel tanks, whether containing fuel or not, shall have the ground surface cleared to a distance of 6 metres from and encircling the tank/s of all flammable material.

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(a) one hand held water filled fire extinguisher with a minimum capacity of 7.5 litres is filled in a readily accessible position on the machine, and

(b) a readily mobile fire fighting unit of a minimum of 400 litre capacity powered by an engine driven pump is in attendance in or adjacent to the entrance of the paddock being harvested.

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(b) Checking of stock and water for stock, provided it is accompanied by a mobile fire fighting unit, or alternatively, the water carting vehicle acts as the mobile fire fighting unit and meets minimum specifications.

(c) All necessary travel to and from and within piggeries, sheep or cattle feed lots, provided this is undertaken with a mobile fire fighting unit in attendance.

(d) All necessary carting of livestock, provided that such a vehicle is accompanied by a mobile fire fighting unit.

(e) Essential service provider checking for telecommunications, power or utility water services, provided they are accompanied by a mobile firefighting unit.

(f) Activities which received specific exemptions from the Shire or the Chief Bush Fire Control Officer.

#### 1.5. Public Holidays

(a) A harvest ban and a ban on the movement of all vehicles and machinery and the operation of internal combustion engines is imposed on Christmas Day, Boxing Day and New Year's Day each year.

(b) All other activities or operations may only be undertaken during a ban on the movement of all vehicles and machinery and a ban on the operation of internal combustion engines after approval has been granted by the Shire. Approval has to be sought on an individual basis, and is subject to specified conditions. It should be noted that approval may not be granted.

### 2. All Other Land, Including Residential, Rural Townsite, Service Commercial, and Industrial

(a) Where the area of land is 4,000 m<sup>2</sup> in area or less – all flammable material on the land shall be reduced to a height of less than 10 cm.

(b) Where the area of land exceeds 4,000 m<sup>2</sup> in area –  
(i) firebreaks shall be maintained at least 2.5 metres wide immediately inside all external boundaries of the land and surrounding all buildings situated on the land; and

(ii) flammable material on the remainder of the land shall be reduced to a height of less than 10 cm.

(iii) A special control zone or other land not elsewhere specified in this Notice, shall comply with the higher level measures required by adjoining land unless varied under clause 5.2.

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(b) Open air fires are not permitted at all during the Prohibited Burning period (including garden refuse).

(c) No fires in the open air are permitted on any day when the fire danger rating is "Very High" or above.

### 4. Properties with Fire Management Plans

All properties with approved fire management plans shall comply with the plan and or this notice whichever is the greater.

### 5. General

5.1. If the requirements of this Notice are carried out by burning, such burning must be in accordance with the relevant provisions of the Bush Fires Act. A permit to burn is required during the Restricted Burning periods from an Authorised Officer.

5.2. If it is considered to be impracticable for any reason to clear firebreaks or to remove flammable material from the land or any other provisions required by this notice you may apply to the Shire or its duly Authorised Officer not later than 1 October, for permission to provide firebreaks in alternative positions or to take alternative action to manage fire hazards on the land. If permission is not granted by the Shire or a duly authorised person, you shall comply with the requirements of this notice.

5.3. Penalties apply to persons who fail to comply with the requirements of this Notice.

5.4. A person who fails to comply with the notice is also liable, whether prosecuted or not to pay the cost of performing the work directed in this notice if it is not carried out by the owner or occupier by the date required by this notice.

## DEFINITIONS

**Authorised Officer:** An officer appointed as a Shire of Narrogin Fire Control Officer.

**Ban On The Movement Of All Vehicles:** includes machinery and the operation of internal combustion engines within the Shire or a part of the Shire and during a time as specified in a Notice or broadcast with the exception of the movement of vehicles and machinery on constructed gazetted roads, internal vehicle access and yards;

**Firebreak:** means a strip of land cleared to the specified width by ploughing, cultivating, scarifying, burning or otherwise clearing;

**Flammable Material:** includes bush (as defined in the Bushfires Act), timber, boxes, cartons, paper and like flammable materials, rubbish and also any combustible matter, but does not include green standing trees, or growing bushes and plants in gardens, or lawns;

**Harvest Ban:** applies on the operation of all grain harvesting machines including swathing, baling or slashing machines within the Shire or part of the Shire and during a time, as specified in a notice or broadcast;

**Harvesting:** includes grain harvesting, swathing, baling or slashing of stubble or hay in any crop;

**Internal Vehicle Access:** is defined as a trafficable surface, free of all flammable material, a minimum width of four metres, and with overhanging vegetation pruned back so as not to come into contact with parts of a vehicle;

**Mobile Fire Fighting Unit:** is defined as having a minimum water carrying capacity of four hundred (400) litres, fitted with a hose and pump capable of delivering water through an adjustable nozzle in the spray and jet configurations;

**Yard:** is defined as an area, greater than four metres wide, with a constructed, trafficable surface, free of all flammable material save live standing trees.

Shire of Narrogin

## DEFINITIONS

**Prohibited Burning:** This period commences on 1 November of each year until and including 1 March of the following year. This time may be amended, subject to prevailing seasonal conditions.

**Restricted Burning Time:** This period commences on 2 March until and including 1 May and recommences on 1 October until and including 31 October of any year. This time may be amended, subject to the prevailing seasonal conditions.

**Unrestricted Burning Time:** The time period each year where a permit to burn is not required, in areas zoned rural under the Shire of Narrogin Town Planning Scheme. This period commences on 2 May until and including 30 September. This time may be amended, subject to the prevailing seasonal conditions.

**Firebreak Time:** The time each year where fire hazard reduction works must be maintained as specified in this Fire Control Order. This period commences on 1 November each year until and including 1 May of the following year.

### Fire Control Enquiries

Phone: 08 9890 0900, 8.30 am – 5.00 pm  
email: [ranger@narrogin.wa.gov.au](mailto:ranger@narrogin.wa.gov.au)

### General Enquiries

Shire of Narrogin  
89 Earl St  
Narrogin WA 6312  
Phone: 9890 0900  
email: [enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au)  
Visit the Shire office between  
8.30 am – 4.30 pm, Monday to Friday



Shire of  
**Narrogin**

*Love the life*

## Fire Control Order

Effective for 2021-22



## **6.2 RETIRING FCO'S**

The following FCO's are retiring and were thanked for all of their work over a lot of years:

- Alastair McDougall;
- Bill Warren;
- Bernie Rhodes; and
- Tim Shepherd.

## **6.3 SAFETY ALERT**

There was a safety alert issued re the locking mechanism on Isuzu trucks. A copy was provided to all FCO's at the meeting.

## **6.4 Presentation**

Pip Porter, the Chief Bushfire Control Officer made a presentation to Alastair McDougall in appreciation for all of his work as the base radio operator.

## **7. CLOSURE OF MEETING**

There being no further business to discuss, the Presiding Member declared the meeting closed at 5:10 pm

### 10.1.3 APPLICATION FOR PLANNING CONSENT – GROUPED DWELLINGS AT LOT 23 (NO. 25) FOX STREET, NARROGIN

File Reference	A188000
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that require disclosure.
Applicant	Damian Mercuri
Previous Item Numbers	Nil
Date	19 April 2022
Author	David Johnston – Regional Planning Officer
Authorising Officer	Azhar Awang – Executive Manager Development and Regulatory Services
Attachments 1. Plans and Elevations	

#### Summary

Council is requested to consider the Application for Planning Consent for Grouped Dwellings at Lot 23 (No. 25) Fox Street, Narrogin.

#### Background

On 6 December 2021, the Shire of Narrogin received an Application for Planning Consent for the establishment of two dwellings (Grouped Dwellings) at Lot 23 (No. 25) Fox Street. The Application was submitted with plans that had a low level of detail, no height information and did not address many of the Residential Design Codes requirements. The applicant was informed and the application put on hold until revised plans could be submitted.

The Shire received new plans on 4 April 2022 which sought to address the issues of the first plans.

#### Consultation

As the proposal which is classed as ‘Grouped or Attached Housing’ is marked as an ‘AP’ use in the scheme, the proposal must be advertised in accordance with Clause 6.3 of the Former Town of Narrogin Town Planning No. 2 (FTPS2).

Clause 6.3 has been quoted in the comments section.

A site visit was undertaken by:

- Regional Planning Officer; and
- Regional Building Surveyor.

#### Statutory Environment

The following statutory documents relate to the proposal:

- Former Town of Narrogin – Town Planning Scheme No. 2
  - Clause 6.3 – Application for Special Approval

## Policy Implications

The following policy documents relate to the proposal:

- State Planning Policy 7.3 – Residential Design Codes (R-Codes) Volume 1

## Financial Implications

An Application for Planning Consent fee of \$672.00 was paid to the Shire of Narrogin on 6 December 2021.

## Strategic Implications

Shire of Narrogin Strategic Community Plan 2017 – 2027		
Objective:	3.	Environment Objective (Conserve, protect and enhance our natural and built environment)
Strategy:	1.1.2	Promote Narrogin and the Region
Outcome:	3.4	A well maintained built environment
Strategy:	3.4.1	Improve and maintain built environment

## Comment/Conclusion

### Zoning

Lot 23 (No. 25) Fox Street, Narrogin is zoned “Single Residential” under the FTPS2. The policy statement for the zoning states:

*“Primarily for single dwelling houses on separate lots.*

*Group or multiple housing would only be permitted at the discretion of Council, following consideration of the effect of a proposed development upon the neighbourhood. Permissible non-residential use would be subject to advertising. The development standards for Grouped or Attached housing are intended to achieve compatible development within single residential neighbourhoods.”*

The proposed grouped dwellings fall under the use class definition of ‘Grouped or Attached Housing’.

Such use is listed as an ‘AP’ use under the ‘Single Residential’ zone which means:

*“a use that is not permitted unless special approval is given by the Council after the proposal has been advertised in accordance with Clause 6.3 and it complies with –*

*(a) the relevant development standards contained in the Scheme; and*

*(b) all conditions (if any) imposed by the Council in granting planning consent to commence development.”*

Clause 6.3 – Application for Special Approval of the FTPS2 states as follows:

*“6.3.1 The Council shall in the case of an application for permission to carry on a use marked AP in the Development Table and may in the case of an application for permission to carry on a use marked PS in the Development Table or in any other case in which application is made for its approval give notice of the application in accordance with the provisions of this Clause.*

6.3.2 *Where the Council is required or decides to give notice of an application the Council shall cause:*

- (a) notice of the proposed use and development to be sent by post or delivered to the owners and occupiers of land within an area determined by the Council as likely to be affected by the granting of the application;*
- (b) notice of the proposed use and development to be published in a newspaper circulating in the Scheme Area and in the State of Western Australia stating that submissions may be made to the Council within 21 days from the publication thereof; and*
- (c) a sign displaying notice of the proposed use and development to be erected in a conspicuous position on the land for a period of 21 days from the date of publication of the notice referred to in paragraph (b) hereof.*

6.3.4 *If notices have been given, after the expiration of 21 days from the publication of the notice and after the expiration of 21 days from the posting or delivery of the notices to the owners and occupiers whichever is the later, the Council shall consider the application and decide whether to grant or refuse its special approval or to grant approval upon conditions.*

6.3.5 *A resolution to grant special approval must be passed by an absolute majority of the Council.”*

#### Residential Design Codes (R-Codes)

The proposal has been assessed against the R-Codes as per the R25 density code required by FTPS2 and found to be compliant in most areas.

Variations and non-compliance were found for the following:

- The visitor bay and vehicle turn point have been combined.
  - This variation only affects the rear dwelling and is unlikely to cause any major issues. Given there are only two dwellings in the development and the dwelling closest to the front has a separate driveway, the importance of the turn-around/visitors bay is low. Variation supported.
- Potential for overlooking.
  - Both proposed dwellings are elevated on the southern side of each building. This is due to the sloping nature of the lot. Each dwelling is elevated by 300mm which is within the allowable increase, however, screening may still be required. The affected property on the west side of the proposed grouped dwellings is also owned by the applicant and thus no consultation required for that lot. The dwelling on the northern side may be affected and thus consultation is required for this dwelling. Should there be no negative comments, it is still recommended that screening using shrubs or a hedge on the west and north side of the property be conditioned as tenancies of the dwellings could change over time.

It is recommended that the proposal be publicly advertised in accordance with Clause 6.3 which includes letters sent directly to neighbouring property owners.

## Voting Requirements

Part 1 of 2 – Simple Majority

Part 2 of 2 – Absolute Majority

### **OFFICERS' RECOMMENDATION – PART 1 OF 2**

That with respect to the Application for Planning Consent for grouped dwellings at Lot 23 (No. 25) Fox Street, Narrogin, the Shire publicly advertises the proposal for a period of 21 days in accordance with Clause 6.3 of the Former Town of Narrogin – Town Planning Scheme No. 2.

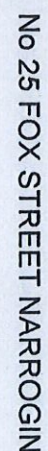
### **OFFICERS' RECOMMENDATION – PART 2 OF 2**

That with respect to the Application for Planning Consent for grouped dwellings at Lot 23 (No. 25) Fox Street, Narrogin, if there are no negative comments received at the close of advertising, Council approve the application 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 front setback area of each dwelling is to be landscaped and screening by way of shrubs, trees or a hedge are to be established on the western and northern sides of the lot. Landscaping and screening is to be maintained for no less than two years and is to the satisfaction of the Chief Executive Officer.
6. The building materials and colours used are to be of non-reflective and muted tones i.e., not zinalume.
7. The subject property is subject to a Bushfire Attack Level (BAL) assessment, which will be required to be undertaken prior to the issuing of a building permit.
8. All proposed cross overs are to be constructed, drained and maintained to the satisfaction of the Chief Executive Officer.
9. The external storage area shall be established to the satisfaction of the Chief Executive Officer prior to the occupation of the dwelling approved.
10. All earthworks associated with the development shall be wholly contained within the site to the satisfaction of the Chief Executive Officer.

11. Approval of the grouped dwellings is not to be used for justification for subdivision or strata titling of the land.

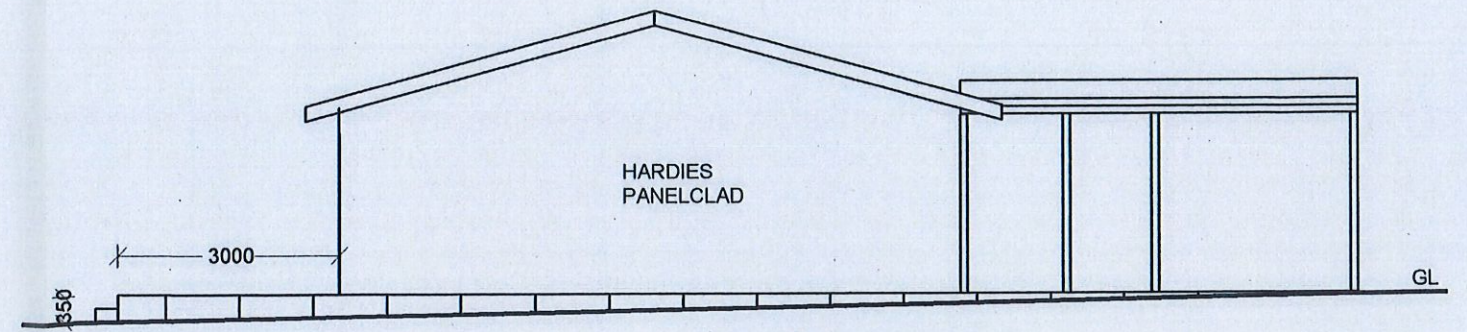




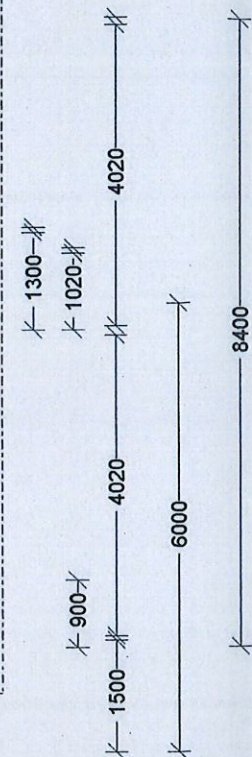
SITE PLAN	
SHEET 3	DRAWN 28th MARCH 2022

PLANS PRINTED: April 4, 2022





END ELEVATION UNIT 1  
SCALE 1:100



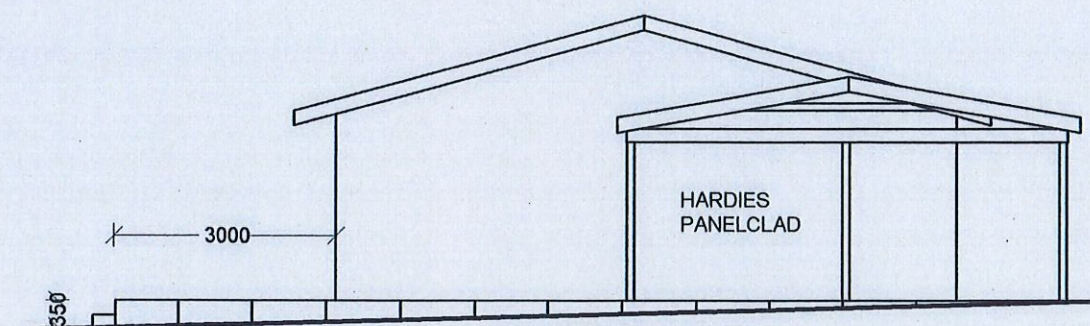
# NARROCIN

PLANS PRINTED: April 4, 2022 Page 46

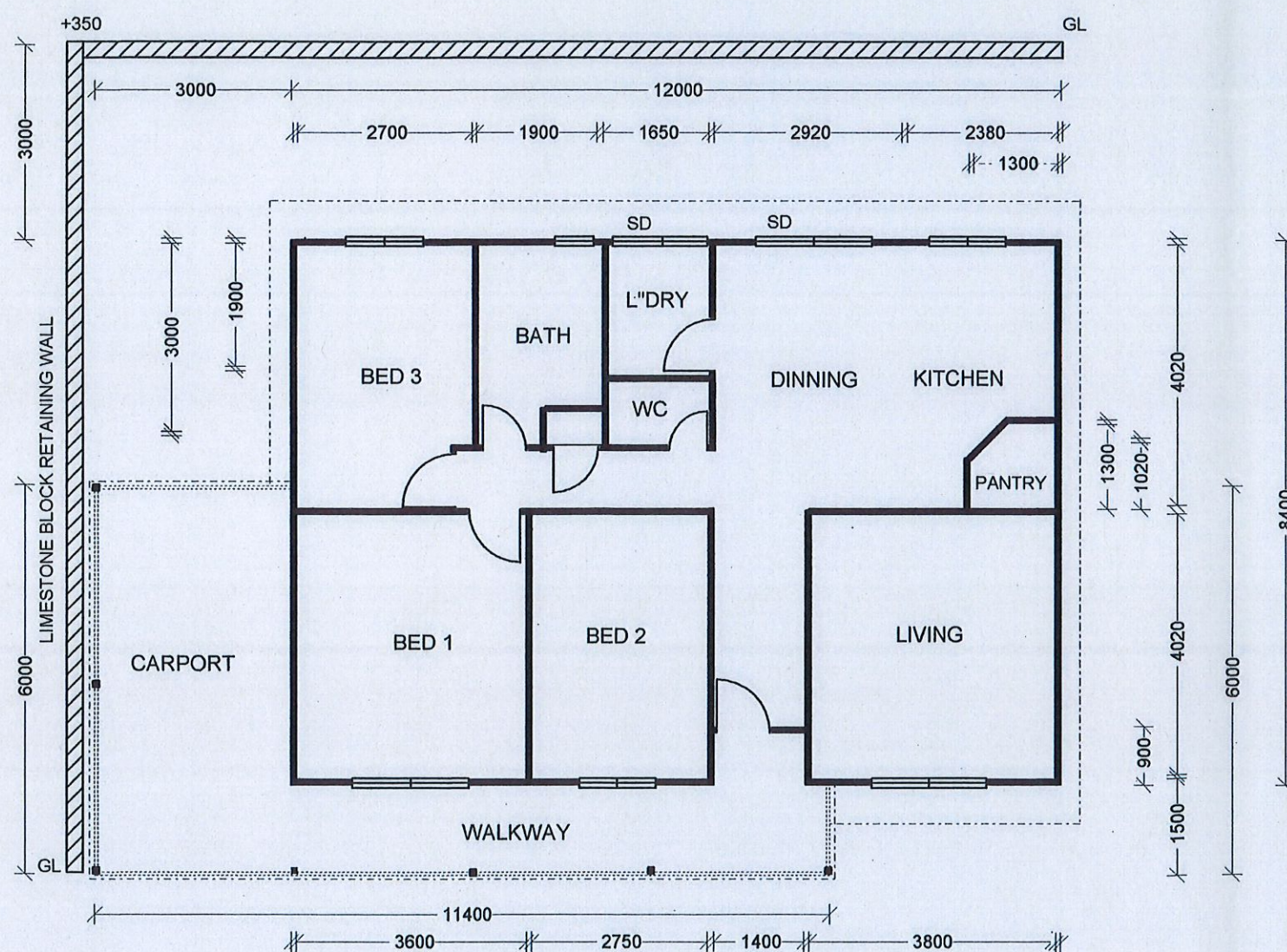




FRONT ELEVATION UNIT 2  
SCALE 1:100



END ELEVATION UNIT 2  
SCALE 1:100



FLOOR PLAN UNIT 2  
SCALE 1:100

BUILDER TO CHECK ALL DIMENSIONS AND LEVELS ON SITE  
THERE COULD BE A SLIGHT AMOUNT OF DISTORTION WHEN CONVERTING DRAWINGS TO PDF

THESE PLANS ARE FOR A DEVELOPMENT APPLICATION  
NOT FOR AN APPLICATION FOR A BUILDING LICENCE

Shire of Narrogin

PROPOSED UNITS FOR  
DAMIAN MERCURI ON  
No 25 FOX STREET NARROGIN

Agenda Ordinary Council Meeting 27 April 2022

PLANS DRAWN BY JOHN SEEBER  
Mobile 0428 514 024  
Email jaseeber@bigpond.com

PLAN AND ELEVATIONS UNIT 2

SHEET 2 DRAWN 29th MARCH 2022

PLANS PRINTED: April 4, 2022 Page 47



#### 10.1.4 PROPOSED SIGNAGE AT LOT 65 (NO. 114) FEDERAL STREET, NARROGIN

File Reference	A169300
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that require disclosure.
Applicant	Hon Steve Martin MLA
Previous Item Numbers	Nil
Date	20 April 2022
Author	David Johnston – Regional Planning Officer
Authorising Officer	Azhar Awang – Executive Manager Development and Regulatory Services
Attachments 1. Site Plan 2. Proposed Signage 3. Illustration of the Shire's preferred signage option	

#### Summary

Council is requested to consider an Application for Planning Consent for Signage at Lot 65 (No. 114) Federal Street, Narrogin.

#### Background

On 9 March 2022, the Shire of Narrogin received an Application for Planning Consent for signage at Lot 65 (No. 114) Federal Street, Narrogin. The applicant was informed that further information was required and that the proposed signage was oversize.

The applicant resubmitted the application on 29 March 2022, with the required information and maintained the signage dimensions previously proposed.

The proposal is for two signs each measuring 3m wide and 1.5m tall. They are joined on a right angle on a metal frame. The signs are proposed on ground level and fixed to the ground using the metal frame.

#### Consultation

A site visit was undertaken by the Regional Planning Officer on 28 March 2022.

#### Statutory Environment

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

- Former Town of Narrogin – Town Planning Scheme No. 2, Part V – Control of Advertisements

#### Policy Implications

The following policies relate to the proposal:

- Local Planning Policy D10 – Advertisement Design.

## Financial Implications

An Application for Planning Consent Fee of \$147.00 was paid to the Shire of Narrogin on 31 March 2022.

## Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective:	2.	Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.4	Cultural and heritage diversity is recognised
Strategy:	2.4.1	Maintain and enhance heritage assets
Objective:	3.	Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.4	A well maintained built environment
Strategy:	3.4.1	Improve and maintain built environment

## Comment/Conclusion

### Zoning

Lot 65 (No. 114) Federal Street, Narrogin is zoned 'Shops and Offices' under the Former Town Planning Scheme No 2 (FTPS2). The Policy Statement for the zoning states:

*"Primarily for Retail Shops and Offices. Other compatible uses may be permitted at the discretion of Council."*

In FTPS2, the signage being considered falls under the definition of "Advertisement". The definition of 'Advertisement' in Clause 1.8.4 is as follows:

*"means any word, letter, model, sign, placard, board, notice device or representation, whether illuminated or not, in the nature of, and employed wholly or partly for the purposes of, advertisement, announcement or direction, and includes any hoarding or similar structure used, or adapted for use, for the display of advertisements; and Advertising Sign shall be construed accordingly but does not include:*

- a) an advertising sign of less than 2m squared in area relating to the carrying out of building or similar work on land on which it is displayed, not being land which is normally used for those purposes;*
- b) an advertising sign of less than 2m squared in area announcing a local event of a religious, educational, cultural, political, social or recreational character not promoted or carried on for commercial purposes;*
- c) an advertising sign of less than 2m squared in area relating to the prospective sale or letting of the land or building on which it is displayed;*
- d) an advertising sign exhibited upon any land vested in or owned by the Minister for Railways which is directed only to persons upon or entering a railway station or platform or bus station; and*
- e) directional signs, street signs and other like signs erected by a public authority."*

The signage being considered is controlled under Part 5 of FTPS2. Part 5.1 to part 5.4 state as follows:

## **“5.1 POWER TO CONTROL ADVERTISEMENTS**

*5.1.1 For the purpose of this Scheme, the erection, placement and display of advertisements and the use of land or buildings for that purpose is development within the definition of the Act requiring, except as otherwise provided, the prior approval of the Council. Such planning approval is required in addition to any licence pursuant to Council's Signs and Hoarding and Bill Posting Bylaws.*

*5.1.2 Applications for Council's planning approval pursuant to this Part shall be submitted in accordance with the provisions of Clause 6.3 of the Scheme and shall be accompanied by a completed Additional Information Sheet in the form set out at Appendix V giving details of the advertisement(s) to be erected, placed or displayed on the land.*

## **5.2 EXISTING ADVERTISEMENTS**

*Advertisements which:*

- (a) were lawfully erected, placed or displayed prior to the approval of this Scheme; or*
- (b) may be erected, placed or displayed pursuant to a licence or other approval granted by the Council prior to the approval of this Scheme, hereinafter in this Part referred to as 'existing advertisements', may, except as otherwise provided, continue to be displayed or be erected and displayed in accordance with the licence or approval as appropriate.*

## **5.3 CONSIDERATION OF APPLICATIONS**

*Without limiting the generality of the matters which may be taken into account when making a decision upon an application for planning approval to erect, place or display an advertisement, Council shall examine each such application in the light of the objectives of the Scheme and with particular reference to the character and amenity of the locality within which it is to be displayed, including its historic or landscape significance and traffic safety, and the amenity of adjacent areas which may be affected.*

## **5.4 EXEMPTIONS FROM THE REQUIREMENT TO OBTAIN APPROVAL**

*Subject to the provisions of the Main Roads (Control of Signs) Regulations 1983 and notwithstanding the provisions of Clause 5.1, the prior approval of the Council is not required in respect of those advertisements listed in Appendix VII which for the purpose of this Part are referred to as 'exempted advertisements'. The exemptions listed in Appendix VII do not apply to places, buildings, conservation areas or landscape protection zones which are either:*

- (a) listed by the National Trust;*
- (b) listed on the Register of the National Estate;*
- (c) included in Local Authority Town Planning Schemes because of their heritage or landscape value.”*

The proposed signage requires a Planning assessment due to the local heritage listing of Lot 65 (No. 114) Federal Street, Narrogin. The site was included in the Shire of Narrogin's Local Heritage Survey 2019, due to it being a good representative example of interwar bungalow architecture.

Additionally, it is important to note that the Signs and Hoarding and Bill Posting Bylaws referred to, have been repealed.

#### Local Planning Policy D10 – Advertisement Design

Under Local Planning Policy D10, the proposed sign is classed as a commercial sign. Being impacted by heritage and being a freestanding sign, the following parts relate:

##### *“Heritage Buildings*

*Heritage Buildings as Identified in the Town of Narrogin Town Planning Scheme 2, signs which extend the height of a building, dominate the building or screen parts of the building are not appropriate. Signs should be located on the gable end, parapet, verandah or awning edge or end, or above and below windows and generally, should not be fixed to windows.”*

The three-metre width of the sign and 1.5m height is likely to screen lower parts of the heritage building from a main view point, being the intersection of Federal and Falcon Streets. This is detrimental to the heritage value of the site, particularly as the site is listed for its architectural significance. There is no material impact on the building as the sign is freestanding. It was the officer’s preference that smaller signs be attached to the balustrades of the building where they would be well framed by the posts and railings (as shown in Attachment 3), however the applicant insisted on the proposed freestanding signs.

##### *“Physical Characteristics*

*Style and colour are not restricted; however, they should be consistent with the building style and period, to the satisfaction of Council. Where possible, externally illuminated signs should be used. Flashing, pulsating or rotating signs are not appropriate. Internally illuminated and neon signs may only be permitted at the discretion of Council where the proposed sign refers to the Business Name only.”*

##### *Freestanding Signs*

*Where approved by Council, freestanding or sandwich board signs shall be of routed wood construction, consistent with the Heritage concept and shall be of a style and colour, which promotes this theme.”*

The proposed sign is a blue freestanding metal sign which is not consistent with the building style and period. The sign is not illuminated and contains details of the business, a logo, slogan and photograph of Hon Steve Martin MLA. There will be two identical signs in the ‘L-shape’ freestanding sign with one sign angled towards the intersection of Federal and Falcon Streets facing south-east and the other towards Federal Street facing north-east.

#### Sign Height and Bulk

The proposed sign with its large surface area of 9m<sup>2</sup> when counting both sign faces is likely to cause visual intrusion at the human level with its large surface area appearing bulky and screening the heritage building from views from the intersection and footpath.

The location of the sign on the ground and in the front setback is not unlike a front fence. In residential zoned areas, the residential design codes permit fences to a height of 1.2m with height allowable to 1.5m only where a fence is permeable above 1.2m. This is to ensure sight lines between dwellings and the street are not blocked.

Although the proposal is not located in the residential zone, the same planning principles should apply. Limiting the signs’ height to 1.2m will ensure that sight lines between the street and the heritage

building are not blocked. Lowering the height to 1.2m prevents the sign from being too garish and lessens the impact on views of the heritage building.

Based on the above assessment, it is considered that the proposed signage is likely to detrimentally impact the heritage of 114 Federal Street due to the bulk of the structure at ground level and inconsistency with building style and period. It is also considered that there is a lack of justification for the increased size of the sign. A reduction in the height of the sign would address the main issues around bulk, height and sightlines.

It is therefore recommended that Council approve the Application for Planning Consent with conditions to reduce the height to a maximum of 1.2m.

### Voting Requirements

Simple Majority

#### **OFFICERS' RECOMMENDATION**

That with respect to the Application for Planning Consent for signage at Lot 65 (No. 114) Federal Street, Narrogin, Council approve the application subject to the following conditions:

1. The signage is to be no taller than 1.2m (metres).
2. 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.
3. 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.
4. 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.
5. The sign is to be well maintained to the satisfaction of the Chief Executive Officer at all times.



Locate V5



Find address or place







**HON STEVE**  
**MARTIN MLC**  
MEMBER FOR THE AGRICULTURAL REGION

*Standing up for  
Regional WA*







## 10.2 TECHNICAL AND RURAL SERVICES

### 10.2.1 NEW COUNCIL POLICY - FUNDING CONTRIBUTION - APPLICATION FOR ADVANCEMENT OF SEALING OF SHIRE GRAVEL ROADS

File Reference	28.2.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that require disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	25 March 2022
Author	Torre Evans – Executive Manager Technical & Rural Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	1. Draft Policy - Funding Contribution – Application for Advancement of Sealing of Shire Gravel Roads

#### Summary

Council is requested to consider adopting the following draft policy – Funding Contribution – Application for Advancement of Sealing of Shire Gravel Roads, as per Attachment 1.

#### Background

There is no current policy in place that guides staff or potential applicants on this process should an application be received. The policy, if adopted, would serve to give staff and applicants clear guidance on facilitating applications for the sealing of sections of Shire gravel roads, that may be applied for from time to time.

Once such application has been received from a rural landowner, so it is prudent to have in place a Council Policy that allows staff to facilitate and deal with this and future applications consistently.

#### Consultation

Consultation has occurred with:

- Chief Executive Officer
- Manager of Operations
- Road Reference Group
- An applicant, who was advised that a policy would need to be drafted and presented to the Road Reference Group, in the first instance, then recommended to Council from the Road Reference Group if agreed upon, prior to any further conversation being entered into with the applicant.

The Road Reference Group were presented with this Draft Policy for comment via an Email meeting process. A minor amendment was made to the draft policy which is included as presented in Attachment 1.



## Statutory Environment

The Local Government Act 1995, section 6.8 relates, in respect to out of budget expenditure.

## Policy Implications

No current policy exists that allows and guides staff to deal with an application, should one be received, hence this policy being presented to Council for consideration.

## Financial Implications

This policy identifies that an applicant would need to fund 50% of any successful application for sectional gravel road sealing. If an application was approved by the Chief Executive Officer, then the Shire would need to fund the remaining 50% of the cost to seal that section of road. The 50% Shire contribution to partially seal the Shire's asset would need to be considered by Council in the annual Budget or at mid-year Budget review and it is thought that such Shire funding would be drawn from Municipal funding.

To give Council an idea of the average cost to seal a 300m section of gravel road (as identified in the attached draft policy) would be dependent on site specific details, environmental factors and material and labour costs of the day. At present, to seal a 300m section of gravel road to an acceptable standard (see attached policy for acceptable standard), would be estimated by the Manager Operations, at around \$34,000. This would then require the applicant and the Shire to contribute 50% of this cost each at \$17,000.

Ongoing maintenance costs of this section of new road seal and adjoining gravel road would be by the Shire and would be contained within future annual Budgets.

## Strategic Implications

The following Strategic Implications are considered to relate:

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 draft policy as presented at Attachment 1, was initiated by the author in consultation with the Chief Executive Officer following an enquiry from a rural Shire rate payer. The Chief Executive gave guidance to the author, drawing on past experience from other previous Shire tenures, where a policy of this nature was facilitated and implemented due to occasional community demand.

Should Council adopt this policy, as with other policies, it would guide staff and potential applicants in traversing an adopted process giving clear direction inclusive of financial and Budget requirements as part of an application process.

The author does not envisage that there would be an overwhelming initial demand for this service, however, thinks it prudent and professional to have a recognised process in place that gives clear direction.

## Voting Requirements

Simple Majority

### **OFFICERS' RECOMMENDATION**

That with respect to Council Policy: Funding Contribution – Application for Advancement of Sealing of Shire Gravel Roads, Council is requested to adopt the policy as presented at Attachment 1.

## 1.1 Funding Contribution – Application for Advancement of Sealing of Shire Gravel Roads

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<b>Statutory context</b>	Local Government Act 1995
<b>Corporate context</b>	Asset Management Plan - Road Program 2021-2031 Road Network Analysis and Forward Works Program (May 2016) (Talis) Roads 2030 - Regional Strategies for Significant Local Government Roads (2013) (MRWA) (Wheatbelt South)
<b>History</b>	Adopted dd mmmm yyyy

### Policy Statement

This Policy is to be used by staff to facilitate applications received from landowners or businesses, outside of the townsite (rural), who request a section of the Shire's gravel road network to be sealed, generally for the purpose of dust suppression but not limited too.

Applications maybe made from applicants who are landowners or businesses in the Shire of Narrogin who wish to advance (bring forward) the bitumen sealing program from where it currently may/ may not lie in the Council's adopted Road Improvement Programs.

### Background

Occasionally in rural areas of the Shire, landowners have dwellings or businesses have office developments in close proximity to a gravel road within the Shire, that experiences inconvenience or nuisances such as dust falling onto their dwelling or other, as a result of traffic driving past on the gravel road adjacent.

Applicants are to make application in writing to the Chief Executive Officer to have a section of gravel road sealed. All project specific details are to be in the application inclusive of:

- Name of landowner/applicant/business;
- Address of the dwelling or business property to which the seal applies;
- Description of the seal request i.e., what is the applicant applying for, length, location, width, etc;
- A simple diagram of road seal in relation to the dwelling; and
- Other details as requested by the Chief Executive Officer.

The Bitumen Seal will be a 2-coat bitumen seal using 14/7mm aggregate however the Manager of Operations will assess each application and advise the applicant of the best seal rate to use taking into consideration site specific conditions.

Applicants will be required to fund 50% of the full cost to seal the gravel road section applied for, to the standard of Main Roads WA Supplement to Austroads Guild to Road Design for that category/hierarchy of road. The Shire will not make a profit on an application and will only charge the applicant 50% of the actual cost to seal the section of road applied for (i.e. using internal rates and not using Private Works rates). The Shire will furnish the applicant an estimate of the total cost prior to proceeding with any application and if the applicant is in agreeance and Shire matching funding is available, then the project will proceed, whereby the applicant will be invoiced prior to commencement of the project. The works will not proceed unless:

1. A budget exists for the project (this may require a budget amendment) and;
2. Applicants Payment has been received in full.

Works are to be scheduled to optimise mobilisation of staff, plant and availability of materials and bituminous product. Any estimates provided by Shire Staff are only valid for 6 months and works will not take priority over Shire Budgeted and previously scheduled works. Resource implications must be taken into account.

In the event works cannot proceed for any reason within 6 months of the estimate being issued, then the Shire will revise the estimate in consultation with the applicant. If the applicant is in agreeance with the revised estimate, then this estimate will be valid for a further 6 months from date of issue.

For dust suppression sealing, for example, in front of a dwelling or business, a minimum sealed length of road of 300m is considered necessary to be effective, being 150m either side of the dwelling on the road. Please note that the Shire does not warrant that this will be the case. Prevailing winds, vehicle volumes, type of adjoining pavement material all impact upon this.

Officers will make reference to the current Forward Road Programs of the day to see if the particular road being applied for is included within it. If the road is included in the road program, then this will be advised to the applicant who can decide if they still wish to proceed with their application or wait for the road to be sealed as per the program (which may be amend from time to time by the Council).

Each application will be assessed on a case-by-case scenario and approved by the Chief Executive Officer as being compliant with this Policy.

The Shire's matching 50% funding toward any approved application will be dependent on available funds within the Annual Budget. If there is no specific Budget allowance for an approved application, then officers will need to submit a Budget request form that will be considered in the annual Budget process among other competing projects or Budget Review process.

## **Procedures**

No current procedures relate.

## **Forms and Templates**

No current forms or templates relate.

*– End of Policy*

## **Notes**



### 10.2.2 LANDCARE PROJECT FUNDING APPLICATIONS

File Reference	15.1.2
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that require disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	12 April 2022
Author	Sharon Bell – Acting Manager Community Leisure & Culture
Authorising Officer	Torre Evans – Executive Manager Technical and Rural Services
<b>Attachments</b> 1. Landcare Project Funding Application – Mr A Borthwick	

#### Summary

Applications were invited from residents within the Shire of Narrogin, to apply for Shire Landcare Project Funding for the purpose of purchasing native vegetation to rehabilitate degraded land within the Shire.

One application has been received by the Administration for Landcare Project Funding. The author is requesting the Council to consider the Community Chest Grants Reference Group's (Reference Group) recommendation that it be approved for funding.

#### Background

Funding is available for up to 50% of the total spend on native plants, up to a maximum of \$5,000, where the applicant demonstrates dollar for dollar spending on native plants for the nominated project.

Applications are assessed using the Assessment and Eligibility Criteria below:

##### What will be funded

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

##### What will not be funded

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

##### Eligibility

- Organisations and individuals are eligible to apply for funding.

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

#### Assessment Criteria

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

#### Comment

The Administration received one application for Landcare Project Funding from Mr A Borthwick – 1733 Yilliminning Rd, Bourdain, WA 6312.

Mr Borthwick has requested Landcare Project funding for the amount of \$1,625, which is 50% of \$3,250 total costs for native plants.

This is a continuation of the Applicant's project of tree and shrub planting on low lying and salt affected land. They aim to restore as much land as possible to prevent further degradation.

The project will stop further salt encroachment and bare areas getting bigger. The plants tolerate saline water, therefore aerating the soil, reduce the water table and allow other plant species and animal life to perpetuate.

The total project cost is estimated at \$4,450, with the Applicant contributing \$1,625 in cash and \$1,200 in-kind.

Supporting documentation is provided by the Applicant in Attachment 1.

#### Consultation

1.14 Community Engagement Policy relates and has been complied with.

Consultation has also occurred with the following:

- Community Chest Grants Reference Group;
- Executive Manager Technical and Rural Services; and
- Applicant Mr A Borthwick.

### Statutory Environment

There are no known relevant statutory implications.

### Policy Implications

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

### Financial Implications

There remains in the 2021/22 Budget an amount of \$21,738.36 for Environmental Landcare Community Projects. If Council approved the application then there would be a balance of \$20,113.36 in the 2021/2022 Landcare Project Funding grants.

### Strategic Implications

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

### Voting Requirements

Simple Majority

#### OFFICERS' AND REFERENCE GROUP'S RECOMMENDATION

That with respect to the Landcare Project Fund application for Mr A Borthwick, the Council approve the application subject to the following conditions:

1. The Applicant is to acquit the grant by 30 September 2022 and provide the Administration with copies of paid invoices for native vegetation planted related to the project;
2. Submit a tax invoice (plus GST if applicable) for the amount of the approved grant being 50% of the total spend to purchase native vegetation, up to a maximum of \$1,625 (whichever is the lesser);
3. Provide photographs and a brief report of the completed project; and
4. Upon satisfying the above conditions, the Shire will reimburse to the Applicant the amount of the approved granted funds.

11.6.4

IFM 222 6582

ATTACHMENT 1

# LANDCARE PROJECT FUND APPLICATION FORM (FTRS004)



Shire of  
**Narrogin**  
*Love the life*

89 Earl Street  
PO Box 1145  
Narrogin WA 6312

(08) 9890 0900

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

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

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

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

## 1. APPLICANT DETAILS

Name of Applicant

ANDREW BORTHWICK

Property Address

1733 YILLIMINING ROAD  
BOUNDARY WA 6312.

Phone

[REDACTED]

Mobile

[REDACTED]

Email

[REDACTED]

Do you have an ABN?

☒ Yes ☐ No

ABN

14 415 967 455

Are you registered for GST?

☒ Yes ☐ No

## 2. PREVIOUS LANDCARE PROJECT FUNDING.

Have you received Landcare Project funding previously?

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

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

2020 FUNDS FOR SIMILAR PROJECT FROM
SHIRE OF NARROGIN.

## 3. PROJECT DETAILS

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

\$1625
--------

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

LOC NO 4830/4899
------------------

Are you the owner of the property?

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

If No, who is the owner?

--

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

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

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

CONTINUE planting trees & shrubs on
low lying & SALT affected land, restore
as much land as possible to prevent
further degradation.



How will your project benefit the land and environment?

To stop further SALT encroachment And bare areas getting bigger. These trees & shrubs Tollerate saline water, therefor in time airate the soil, reduce the water table and allow other plant species And animal life to perpetuate.

Estimated project start date.

JUNE 2022 .

Estimated project completion date.

OCTOBER 2022 .

#### 4. PROJECT BUDGET

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

Example Budget

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

\*Income and \*Expenditure amounts must be equal

**Detailed Project Budget**

<b>INCOME</b>		<b>EXPENDITURE</b> (please attach copies of receipts for cash expenditure)	
Amount of approved Landcare Project Funds	\$1625	Materials: Purchase of Australian Native vegetation (ie trees and shrubs)	\$3250
Applicant's cash contribution	\$1625		
Applicants in-kind contribution (please list items)	\$1200	Applicants in-kind expenditure (please list items)	\$1200
Other income	\$	Other expenditure	\$
<b>Total *Income</b>	<b>\$4450</b>	<b>Total *Expenditure</b>	<b>\$4450</b>

*\*Total Income and Expenditure should be equal*

**Declaration by applicant**

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

**Print Name**

ANDREW BORTHWICK

**Signature**

Andrew Borthwick

**Date**

27. 2. 2022

## 10.3 CORPORATE AND COMMUNITY SERVICES

### 10.3.1 SCHEDULE OF ACCOUNTS PAID – MARCH 2022

File Reference	12.1.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that require disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	19 April 2022
Author	Breanna Dorrington – Trainee Finance Officer
Authorising Officer	Alex Mulenga – Acting Executive Manager Corporate & Community Services
Attachments	
1. Schedule of Accounts Paid – March 2022.	

#### Summary

Council is requested to note the payments as presented in the Schedule of Accounts Paid – March 2022.

#### 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 2022/2022 Annual Budget, or resulting from a Council resolution.



## Strategic Implications

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

## Comment/Conclusion

The Schedule of Accounts Paid – March 2022 is presented to Council for notation. Below is a summary of activity.

<i>March 2022 Payments</i>		
<i>Payment Type</i>	<i>\$</i>	<i>%</i>
Cheque	927.3	0.06
EFT (incl Payroll)	727,056.12	71.35
Direct Debit	422,544.92	28.24
Credit Card	5,303.17	0.35
Trust	0.00	0.00
Total Payments	1,496,160.92	100.00

<i>Local Spending</i>	<i>\$</i>	<i>%</i>
Local Suppliers	159,675.64	10.67
Payroll	340,329.41	22.75
Total	500,005.05	33.42

## Voting Requirements

Simple Majority

### OFFICERS' RECOMMENDATION

That, with respect to the Schedule of Accounts Paid for March 2022, Council note the Report as presented.

## Cheque Payments

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
1	705	10/03/2022	Shire Of Narrogin - Petty Cash-admin			522.30	L	F
2	INV NHC MAR 2022	09/03/2022	Shire Of Narrogin - Petty Cash-admin	NHC PETTY CASH RECOUPE - December 2021 - Feburay 2022	522.30			
3	706	29/03/2022	Shire Of Narrogin - Petty Cash-admin			405.00	L	F
4	INV CATS MARCH 2022	28/03/2022	Shire Of Narrogin - Petty Cash-admin	AGEDOTHER - CATS DRIVER MEALS - Petty Cash Recoupe March 2022	405.00			
				Cheque Total \$		927.30		

## EFT Payments

	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
5	EFT18218	01/03/2022	Narrogin Hire & Reticulation			306.85	L	
6	INV 32819	07/01/2022	Narrogin Hire & Reticulation	OTHCUL - Christmas Lights	33.00			
7	INV 32866	12/01/2022	Narrogin Hire & Reticulation	MEMORIAL PARK MAINTENANCE - Retic Materials	231.20			
8	INV 32895	01/02/2022	Narrogin Hire & Reticulation	MACKIE PARK MAINTENANCE - Retic Materieals	15.00			
9	INV 33073	10/02/2022	Narrogin Hire & Reticulation	LIONS PARK MAINTENANCE Retic Materials	27.65			
10	EFT18219	01/03/2022	Best Office Systems			788.00	L	
11	INV 598921	22/02/2022	Best Office Systems	ADMIN - Printing & Stationery - Toner	788.00			
12	EFT18220	01/03/2022	Narrogin Packaging			108.00	L	F
13	INV 72866	23/02/2022	Narrogin Packaging	CHCP - General Office Expenses - Disinfecting Wipes	108.00			
14	EFT18221	01/03/2022	Narrogin Fruit Market			216.80	L	
15	INV 8202202233	23/02/2022	Narrogin Fruit Market	MEMBERS CIVIC FUNCTIONS - Catering Recovery Committe Lunch	113.00			
16	INV 82022202231	23/02/2022	Narrogin Fruit Market	MEMBERS CIVIC FUNCTION - Fruit Platter Community Debried - Nomans Lake	103.80			
17	EFT18222	01/03/2022	Water Corporation			1,484.58		
18	INV 9010739547	15/02/2022	Water Corporation	LYDEKER DEPOT BUILDING OPERATIONS - Water Usage (10/12/2021 - 14/02/2022)	1,484.58			
19	EFT18223	01/03/2022	Kleenheat Gas			23.30		

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
20	INV 2723727	10/02/2022	Kleenheat Gas	ADMIN OFFICE BUILDING OPERATIONS - Electricity Usage 1/01/22 to 31/01/22	23.30			
21	EFT18224	01/03/2022	Landgate			108.80		
22	INV 1160474	01/02/2022	Landgate	RATES - Valuation Expenses - Certificate of Title x3	108.80			
23	EFT18225	01/03/2022	Narrogin Guardian Pharmacy			59.80	L	F
24	INV 1057076	24/02/2022	Narrogin Guardian Pharmacy	CHSP - Occupational Health & Safety - Protective Mask	59.80			
25	EFT18226	01/03/2022	Ryan Charles Francisco			3,960.00	L	F
26	INV B139	23/02/2022	Ryan Charles Francisco	RAILWAY STATION RESTORATION COVID recovery project - Tile 3 toilets and shower recess	3,960.00			
27	EFT18227	01/03/2022	Farmworks Narrogin Pty Ltd			1,432.20	L	
28	INV 90458	25/02/2022	Farmworks Narrogin Pty Ltd	VERGE MAINTENANCE Black PVC Chainwire	1,432.20			
29	EFT18228	01/03/2022	Integrated ICT			3,540.09		
30	INV 20571	31/01/2022	Integrated ICT	ADMIN INFORMATION SYSTEMS - Exclaimer Cloud License	187.22			
31	INV 20634	31/01/2022	Integrated ICT	ADMIN INFORMATION SYSTEMS - Monthly Preventative Maintenance	651.20			
32	INV 20573	31/01/2022	Integrated ICT	ADMIN INFORMATION SYSTEMS - VEEAM cLOUD IICENSE	935.62			
33	INV 20572	31/01/2022	Integrated ICT	ADMIN IFORMATION SYSTEMS Microsoft 365	1,766.05			
34	EFT18229	03/03/2022	Narrogin Hire & Reticulation			41.58	L	
35	INV 00033169	21/02/2022	Narrogin Hire & Reticulation	PARKS & GARDENS MAINTENANCE - Retic & Coupling	41.58			
36	EFT18230	03/03/2022	Synergy			609.37		
37	INV 2085453319	16/02/2022	Synergy	FAIRWAY DEPOT BUILDING OPERATIONS - Electricity Usage 11/12/21 - 14/02/22	139.66			
38	INV 2005467623	17/02/2022	Synergy	ROADM- STREET LIGHING MAINTENANCE/OPERATIONS - Electricity Usage 11/12/21 - 14/02/22	469.71			
39	EFT18231	03/03/2022	Great Southern Fuels			20,468.44		
40	INV B39707-D2095699	17/02/2022	Great Southern Fuels	POC - FUELS AND OILS - 12,000lt Diesel	20,468.44			
41	EFT18232	03/03/2022	Narrogin Fruit Market			90.45	L	
42	INV 0008202202232	23/02/2022	Narrogin Fruit Market	OTHFUL - AUSTRALIA DAY - Catering for Australia Day & Honourary Advisory Committee Meeting	90.45			
43	EFT18233	03/03/2022	Water Corporation			3,372.59		

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
44	INV LX5SW	01/03/2022	Water Corporation	VARIOUS DEPARTMENTS - Water Usage December 2021 - February 2022	3,372.59			
45	EFT18234	03/03/2022	Wa Country Health Service			1,564.20		F
46	INV 597598	23/02/2022	Wa Country Health Service	CHSP MEALS ON WHEELS CATERING CONTRACT - Meals on Wheels Meal Supply for January 2022	1,564.20			
47	EFT18235	03/03/2022	Air Response			125.00	L	F
48	INV 1488.13A	26/11/2021	Air Response	CHCP - OFFICE EQUIPMENT MTCE GEN - Service Air Conditioners	125.00			
49	EFT18236	03/03/2022	Goodyear Dunlop Tyres Pty Ltd (Beaurepaires)			1,546.70	L	
50	INV 6412451487	17/02/2022	Goodyear Dunlop Tyres Pty Ltd (Beaurepaires)	NO3 2020 NISSAN UD TIP TRUCK - 2x Steering Tyres & Tyre Recycling	1,281.78			
51	INV 6412451486	17/02/2022	Goodyear Dunlop Tyres Pty Ltd (Beaurepaires)	VARIOUS VEHICLES - New Tyres, Puncture Repair & Tyre Recycling	264.92			
52	EFT18237	03/03/2022	Toll Transport Pty Ltd			11.01		
53	INV 0526-T740710	06/02/2022	Toll Transport Pty Ltd	LYDEKER DEPOT BUILDING OPERATIONS - Freight 28/01/2022	11.01			
54	EFT18238	03/03/2022	YMCA WA			240.00	L	
55	INV SI-A011096	21/02/2022	YMCA WA	ADMIN - OCCUPATIONAL HEALTH & SAFETY - 3 Month Gym Membership (R. Ockerse)	240.00			
56	EFT18239	03/03/2022	Narrogen Guardian Pharmacy			29.95	L	F
57	INV 1056757	23/02/2022	Narrogen Guardian Pharmacy	CHCP - OCCUPATIONAL HEALTH & SAFETY - 2 x COVID 19 Rap Tests	29.95			
58	EFT18240	03/03/2022	Farmworks Narrogen Pty Ltd			350.00	L	F
59	INV 91500	23/02/2022	Farmworks Narrogen Pty Ltd	CHCP - GENERAL OFFICE EXPENSES - Chemical & Wool Pickup Boards	350.00			
60	EFT18241	03/03/2022	Transport Parts WA			532.40		
61	INV SIN22249	16/02/2022	Transport Parts WA	NO2731 FOUR AXLE SIDE TIPPER TRAILER - 4x Rocker Boxes, 4x Pin Equalizer & 8x Bush Equaliser	532.40			
62	EFT18242	03/03/2022	The Wilson Trading Trust			2,200.00	L	
63	INV 000339	17/02/2022	The Wilson Trading Trust	NARROGIN-HARRISMITH ROAD RENEWAL (RRG) - Additional 2000m3 of Gravel	2,200.00			
64	EFT18243	08/03/2022	Department Of Human Services			464.41		
65	INV DEDUCTION	28/02/2022	Department Of Human Services	Payroll deductions	464.41			
66	EFT18244	08/03/2022	Australian Services Union Western Australian Branc			25.90		
67	INV DEDUCTION	28/02/2022	Australian Services Union Western Australian Br	Payroll deductions	25.90			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
68	EFT18245	11/03/2022	Narrogin Hire & Reticulation			42.75	L	
69	INV 00032415	20/12/2021	Narrogin Hire & Reticulation	PARKS & GARDENS MAINTENACE - Retic & Coupling	42.75			
70	EFT18246	11/03/2022	Best Office Systems			85.00	L	F
71	INV 599374	01/03/2022	Best Office Systems	CHCP - GENERAL OFFICE EXPENSES - Refill Staple Cartridges on Printer	85.00			
72	EFT18247	11/03/2022	Narrogin Packaging			518.95	L	PF
73	INV 00072787	17/02/2022	Narrogin Packaging	POC - EXPENDABLE TOOLS/CONSUMABLES - Pallet Wrap	30.50			
74	INV 00072880	22/02/2022	Narrogin Packaging	CHCP - GENERAL OFFICE EXPENSES - Bin Liners and Towels	124.75			
75	INV 00072909	26/02/2022	Narrogin Packaging	VARIOUS PUBLIC TOILETS - Cleaning Supplies	363.70			
76	EFT18248	11/03/2022	Great Southern Fuels			241.60		
77	INV 19009357	15/02/2022	Great Southern Fuels	00NGN 2018 NISSAN NAVARA - 20L Engine Oil	241.60			
78	EFT18249	11/03/2022	Narrogin Fruit Market			676.50	L	
79	INV 0008202202097	09/02/2022	Narrogin Fruit Market	FIRE PREVENTION/BURNING/CONTROLL - Narrogin East Fire - Catering Lunches and Drinks 6/2/22	676.50			
80	EFT18250	11/03/2022	Water Corporation			689.75		
81	INV V92FP	09/03/2022	Water Corporation	VARIOUS BUILDINGS - Water Charges & Service Fee	689.75			
82	EFT18251	11/03/2022	Parry's Narrogin			254.10	L	
83	INV 62814	11/01/2022	Parry's Narrogin	PWO - WORKS - PROTECTIVE CLOTHING - Work Pants (S. Sandilands)	67.15			
84	INV 63057	19/01/2022	Parry's Narrogin	PWO - WORKS - PROTECTIVE CLOTHING - Safety Boots (P. Lindley)	186.95			
85	EFT18252	11/03/2022	Susan Farrell			120.00	L	
86	INV 068	22/02/2022	Susan Farrell	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Various Range of Laundry	120.00			
87	EFT18253	11/03/2022	Westrac Pty Ltd			34.95		
88	INV PI 6702942	16/02/2022	Westrac Pty Ltd	NO4141 2010 CATERPILLAR 432E BACKHOE LOADER - Hydraulic Hose Assembly	34.95			
89	EFT18254	11/03/2022	Narrogin Meals On Wheels			345.00	L	F
90	INV 101371	03/03/2022	Narrogin Meals On Wheels	CHSP - MEALS ON WHEELS COMMITTEE - Meals on Wheels Delivery for February 2022	345.00			
91	EFT18255	11/03/2022	Allans Bobcat And Truck Hire			484.00	L	F

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
92	INV 00001536	11/02/2022	Allans Bobcat And Truck Hire	CEMETERY GRAVE DIGGING - Grave Dig x2 (Riley & Hiller)	484.00			
93	EFT18256	11/03/2022	RJ Smith Engineering			6,000.00	L	
94	INV 1577	25/02/2022	RJ Smith Engineering	NO2731 FOUR AXLE SIDE TIPPER TRAILER - Repair to Side Tip Trailer - Weld and Strengthen all Cracks, Chai	6,000.00			
95	EFT18257	11/03/2022	Octave Holdings Pty Ltd T/A Narrogin Toyota			515.63	L	
96	INV PI23049933	11/01/2022	Octave Holdings Pty Ltd T/A Narrogin Toyota	SMALL PLANT - New Heads For Brushcutters	146.74			
97	INV JC24032891	28/02/2022	Octave Holdings Pty Ltd T/A Narrogin Toyota	NGN10179 2018 TOYOTA HIACE - 50,000KM Service	368.89			
98	EFT18258	11/03/2022	T Quip			14.40		
99	INV 108098	16/02/2022	T Quip	1GPJ543 2018 TORO MOWER 7210 - x4 Pin-Clevis	14.40			
100	EFT18259	11/03/2022	New Security Installations Pty Ltd			915.20		
101	INV 00014443	11/10/2021	New Security Installations Pty Ltd	ADMIN OFFIC BUILDING OPERATIONS - Alarm Monitoring 28/11/21 - 27/11/22	915.20			
102	EFT18260	11/03/2022	Narrogin Chamber Of Commerce			285.00	L	
103	INV 00004039	01/03/2022	Narrogin Chamber Of Commerce	MEMBERS - SUBSCRIPTIONS & PUBLICATIONS - Annual Membership Renewal 2022 - 2023	285.00			
104	EFT18261	11/03/2022	Signs Plus			21.00		
105	INV 00170416	17/01/2022	Signs Plus	ADMIN PRINTING & STATIONERY GEN - Badge (Cr T.Wiese) & Postage	21.00			
106	EFT18262	11/03/2022	Lr Sims & Co			300.00	L	
107	INV 000003566	28/02/2022	Lr Sims & Co	TIP MAINTENANACE- Erection of New Signage	300.00			
108	EFT18263	11/03/2022	Marketforce Pty Ltd			239.01		
109	INV 42723	24/02/2022	Marketforce Pty Ltd	ADMIN - ADVERTISING - Disposition of Property (39-45 Federal Street)	239.01			
110	EFT18264	11/03/2022	Easifleet			2,227.87		
111	INV 02032022	02/03/2022	Easifleet	NOVATED LEASES - Employee Expenses	2,227.87			
112	EFT18265	11/03/2022	Cemeteries & Crematoria Association Of Western Aus			85.00		
113	INV 020322	02/03/2022	Cemeteries & Crematoria Association Of Wester	ADMIN - TRAINING & DEVELOPMENT - Registration for W. Russell for CCAWA Seminar 31/03/22 - 01/04/2	85.00			
114	EFT18266	11/03/2022	Rylan Pty Ltd			9,951.15		
115	INV 2362	29/11/2021	Rylan Pty Ltd	KERB MAINTENANCE - Annual Kerb Program	9,951.15			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
116	EFT18267	11/03/2022	Conway Highbury Pty Ltd			420.75		
117	INV 636	28/02/2022	Conway Highbury Pty Ltd	OTHGOV - OTHER CONSULTANCY - STATUTORY - Consultancy for Provision of Governance Services January	420.75			
118	EFT18268	11/03/2022	Bill & Ben Hot Bread Shop			67.50	L	
119	INV 37	12/02/2022	Bill & Ben Hot Bread Shop	FIRE PREVENTION/BURNING/CONTROL - Narrogin East Fire - Bread Rolls for Debrief/Thanks BBQ 12/2/21	67.50			
120	EFT18269	11/03/2022	United Security Enforcement Corporation			158.40		F
121	INV 00012606	28/02/2022	United Security Enforcement Corporation	CHCP - SECURITY SYSTEM - Alarm Response	158.40			
122	EFT18270	11/03/2022	Cutting Edges			317.92		
123	INV 3320461	25/02/2022	Cutting Edges	1EVP731 2015 CAT SKID STEER LOADER - 1x Cutting Edge	317.92			
124	EFT18271	11/03/2022	Autosmart WA Southwest			289.08		
125	INV 6236-1915	22/02/2022	Autosmart WA Southwest	ROADM - WORKSHOP/DEPOT EXPENSED EQUIPMENT - Various Workshop Equipment	289.08			
126	EFT18272	11/03/2022	Komatsu Australia Pty Ltd			213.25		
127	INV 002666313	18/02/2022	Komatsu Australia Pty Ltd	1EYN610 KOMATSU WA380-6 WHEEL LOADER - Supply 1x Mirror	213.25			
128	EFT18273	11/03/2022	Downer Edi Works Pty Ltd			175,075.96		
129	INV 3012808	24/02/2022	Downer Edi Works Pty Ltd	VARIOUS ROADS - Primer Seal & Reseal	175,075.96			
130	EFT18274	11/03/2022	Narrogin Auto Centre			332.93	L	
131	INV 309400	23/02/2022	Narrogin Auto Centre	1NO 2018 NISSAN NAVARA - Service Filters for 130,000km Service	332.93			
132	EFT18275	11/03/2022	Win Television WA Pty Ltd T/A WIN Television Network			873.40		
133	INV 1253658-1	28/02/2022	Win Television WA Pty Ltd T/A WIN Television N TOUR - PUBLIC RELATIONS & AREA PROMOTION - Advertising Fees 06/02/2022 - 28/02/2022		873.40			
134	EFT18276	11/03/2022	Farmworks Narrogin Pty Ltd			365.99	L	
135	INV 91341	16/02/2022	Farmworks Narrogin Pty Ltd	LYDEKER DEPOT BUILDING MAINTENANCE - 2x Tomcat Red Blocks	365.99			
136	EFT18277	11/03/2022	Kulker Carpentry And Construction			2,907.30	L	
137	INV IV00000000616	22/02/2022	Kulker Carpentry And Construction	RAILWAY STATION RESTORATION COVID RECOVERY PROJECT - Supply Scotia, Quad, and Weather Boards &	2,137.30			
138	INV IV00000000615	22/02/2022	Kulker Carpentry And Construction	RAILWAY STATION RESTORATION COVID RECOVERY PROJECT - Install Remaining Timbers to Platform	770.00			
139	EFT18278	11/03/2022	Earl Street Physiotherapy			77.00	L	F

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
140	INV 0027988	01/03/2022	Earl Street Physiotherapy	CHCP - CLIENT PURCHASES - Standard Physiotherapy Consultation (Client L. Burges)	77.00			
141	EFT18279	11/03/2022	Surgical House Pty Ltd			722.70		F
142	INV SQ17817	28/02/2022	Surgical House Pty Ltd	CHSP - OCCUPATIONAL HEALTH & SAFETY - 10x Face Mask Box of 20	722.70			
143	EFT18280	11/03/2022	Melbourne Barbeque Centre			8,767.00		
144	INV A9963	14/02/2022	Melbourne Barbeque Centre	ELECTRIC BBQ FOR HIGHBURY NEAR TENNIS COURTS - Double Cabinet Kingsize BBQ & Delivery	8,767.00			
145	EFT18281	11/03/2022	ASSA ABLOY Australia Pty Limited			539.75		
146	INV IN02170560	25/02/2022	ASSA ABLOY Australia Pty Limited	VARIOUS DEPARTMENTS - Replace Locks to Suit Master Key	539.75			
147	EFT18282	11/03/2022	Narrogin Auto Electrics			751.24	L	
148	INV 262234	11/01/2022	Narrogin Auto Electrics	NO2768 2013 SEWELL TB2000E ROAD SWEEPER - Battery & Alternator	594.67			
149	INV 262229	17/01/2022	Narrogin Auto Electrics	NO2 2009 NISSAN UD TIP TRUCK - Fix Lights	127.50			
150	INV 262227	31/01/2022	Narrogin Auto Electrics	NO03 2021 ISUZU D-MAX - 7 Pin Metal Trailer Plug	29.07			
151	EFT18283	11/03/2022	Integrated ICT			396.00		
152	INV 19764	30/11/2021	Integrated ICT	ADMIN - INFORMATION SYSTEMS - MC NBN Prem 100/40	198.00			
153	INV 20919	28/02/2022	Integrated ICT	ADMIN - INFORMATION SYSTEMS - MC NBN Internet Prem 100/40	198.00			
154	EFT18284	11/03/2022	McPest Pest Control			847.00	L	
155	INV 01741	25/02/2022	McPest Pest Control	BRIDGE MAINTENANCE - GENERAL - Termite Inspections & Report of Shire Bridges	847.00			
156	EFT18285	11/03/2022	Elders Real Estate PTY LTD			350.00	L	
157	INV EMTRS RENT 11/2/22	08/02/2022	Elders Real Estate PTY LTD	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 11/03/2022	350.00			
158	EFT18286	11/03/2022	Stiles Electrical & Communication Services PTY LTD			114,128.41		
159	INV 8297	28/02/2022	Stiles Electrical & Communication Services PTY L	LED LIGHTING UPPER GREAT SOUTHERN HOCKEY ASSOCIATION - Hockey Field Flood Lighting Upgrade	114,128.41			
160	EFT18287	11/03/2022	Hanson Construction Materials			1,868.19	L	
161	INV 73846639	20/02/2022	Hanson Construction Materials	ROAD MAINTENCE GENERAL EXPENSES - 28.81T Basalt	1,868.19			
162	Pay 14	16/03/2022	Payroll		148,730.74	148730.74		
163	EFT18288	17/03/2022	Department Of Human Services			520.01		



	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
164	INV DEDUCTION	14/03/2022	Department Of Human Services	Payroll deductions	520.01			
165	EFT18289	17/03/2022	Australian Services Union Western Australian Branc			25.90		
166	INV DEDUCTION	14/03/2022	Australian Services Union Western Australian Br	Payroll deductions	25.90			
167	EFT18290	21/03/2022	Coles			497.45		
168	INV 180	28/02/2022	Coles	VARIOUS DEPATMENTS - Coles February 2022	497.45			
169	EFT18291	21/03/2022	Narrogin Packaging			304.75	L	F
170	INV 00072944	01/03/2022	Narrogin Packaging	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - General Materials	304.75			
171	EFT18292	21/03/2022	Australia Post			1,010.82		
172	INV 1011332363	03/03/2022	Australia Post	VARIOUS DEPARTMENTS - Postal Charges February 2022	1,010.82			
173	EFT18293	21/03/2022	Great Southern Fuels			6,352.66		
174	INV FEB 2022	28/02/2022	Great Southern Fuels	VARIOUS DEPARTMENTS - Fuel Card Charges 2022	6,349.91			
175	INV 15007096	28/02/2022	Great Southern Fuels	NO209 ISUZU FTS139/260 FIRE UNIT - New Fuel Card	2.75			
176	EFT18294	21/03/2022	Makit Narrogin Hardware			890.90	L	
177	INV 114242	31/01/2022	Makit Narrogin Hardware	VARIOUS DEPARTMENTS - General Materials	890.90			
178	EFT18295	21/03/2022	Hancocks Home Hardware			24.00	L	
179	INV 393765	04/03/2022	Hancocks Home Hardware	NOMANS LAKE HALL BUILDING MAINTENANCE - 1x Key Cut for Entrance	24.00			
180	EFT18296	21/03/2022	Landgate			260.80		
181	INV 372792	24/02/2022	Landgate	RATES - VALUATION EXPENSES - Gross Rental Valuation	70.40			
182	INV 1168474	01/03/2022	Landgate	RATES - VALUATION EXPENSES - Copy of Certificate Title	190.40			
183	EFT18297	21/03/2022	Westrac Pty Ltd			1,103.41		
184	INV PI6744016	28/02/2022	Westrac Pty Ltd	1EVP731 2015 CAT SKID STEER LOADER (WORKS) - 1x Actuator	1,103.41			
185	EFT18298	21/03/2022	Narrogin Agricultural Repairs			121.00	L	
186	INV 264859	09/03/2022	Narrogin Agricultural Repairs	SMALL PLANT - HOMECARE - Servicing & Maintenance for Lawn Mower	121.00			
187	EFT18299	21/03/2022	Great Southern Waste Disposal			40,754.92		

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
188	INV IV00000001930	02/03/2022	Great Southern Waste Disposal	BIN COLLECTION VARIOUS LOCATIONS - February 2022	40,754.92			
189	EFT18300	21/03/2022	RJ Smith Engineering			85.00	L	
190	INV 1812	09/03/2022	RJ Smith Engineering	LIB - GENERAL OFFICE EXPENSES - Water for Public Consumption	85.00			
191	EFT18301	21/03/2022	Public Transport Authority			295.09		
192	INV 280222	28/02/2022	Public Transport Authority	TRANSWA - AGENT LIABILITY - TransWA Ticket Sales February 2022	295.09			
193	EFT18302	21/03/2022	Country Paint Supplies			506.60	L	F
194	INV 4899000691	03/03/2022	Country Paint Supplies	RAILWAY STATION RESTORATION COVID RECOVERY PROJECT - Anchorbond	32.60			
195	INV 4801002447	03/03/2022	Country Paint Supplies	RAILWAY STATION RESTORATION COVID RECOVERY PROJECT - Oil Stain, Level Crete, Rollers & Paint Brush	474.00			
196	EFT18303	21/03/2022	Goodyear Dunlop Tyres Pty Ltd (Beaurepaires)			33.51	L	
197	INV 6412476536	04/03/2022	Goodyear Dunlop Tyres Pty Ltd (Beaurepaires)	NO01 2019 HOLDEN COLORADO - Puncture Repair	33.51			
198	EFT18304	21/03/2022	Toll Transport Pty Ltd			107.28		
199	INV 0527-T740710	13/02/2022	Toll Transport Pty Ltd	VARIOUS DEPARTMENTS - Freight Charges February 2022	22.02			
200	INV 0528-T740710	20/02/2022	Toll Transport Pty Ltd	VARIOUS DEPARTMENTS - Freight Charges February 2022	85.26			
201	EFT18305	21/03/2022	Shire Of Narrogin			97.06	L	
202	INV 280222	28/02/2022	Shire Of Narrogin	TRANSWA - AGENT LIABILITY - Commission February 2022 Ticket Sales	97.06			
203	EFT18306	21/03/2022	New Security Installations Pty Ltd			1,559.36		
204	INV 00014488	01/03/2022	New Security Installations Pty Ltd	TOWN HALL (FEDERAL ST) BUILDING OPERATIONS - Maintenance to Hall Security System	1,559.36			
205	EFT18307	21/03/2022	Peerless Jal Pty Ltd			79.62		
206	INV SI302852	01/03/2022	Peerless Jal Pty Ltd	MEMORIAL PARK TOILETS MAINTENANCE - SL Floor Cleaner	79.62			
207	EFT18308	21/03/2022	John Parry Medical Centre			126.00	L	F
208	INV 429866	03/03/2022	John Parry Medical Centre	CHSP - RECRUITMENT - Pre Employment Medical (L. Twiselton)	126.00			
209	EFT18309	21/03/2022	The Workwear Group Pty Ltd			417.60		
210	INV 13754809	28/01/2022	The Workwear Group Pty Ltd	TOUR - PUBLIC RELATIONS & AREA PROMOTION - Shire Branded Polo Shirts for New Elected Members and	417.60			
211	EFT18310	21/03/2022	YMCA WA			63,364.28	L	

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
212	INV SI-A011070	31/01/2022	YMCA WA	NRLC - CONTRACT MANAGEMENT EXPENSES - Deficit Funding January 2022	31,597.64			
213	INV SI-A011095	21/02/2022	YMCA WA	ADMIN - OCCUPATIONAL HEALTH & SAFETY - 3 Months Gym Membership (H. Dale)	169.00			
214	INV SI-A011123	28/02/2022	YMCA WA	NRLC - CONTRACT MANAGEMENT EXPENSE - Deficit Funding February 2022	31,597.64			
215	EFT18311	21/03/2022	BKS Electrical Pty Ltd			231.00	L	
216	INV 3023	01/03/2022	BKS Electrical Pty Ltd	POC - EXPENDABLE TOOLS/CONSUMABLES - 5x Gate Fob for Depot	231.00			
217	EFT18312	21/03/2022	Narrogin Tyre Service			396.00	L	
218	INV 16289	23/02/2022	Narrogin Tyre Service	NGN13292 GRAFFITI RESPONSE TRAILER (WORKS) - 4x New Tyres	396.00			
219	EFT18313	21/03/2022	Regional Communication Solutions			200.00	L	
220	INV 1562	02/03/2022	Regional Communication Solutions	OTHER PURCHASES FOR CV19 RESPONSE - 10 x AC/DC Power Adapter for Working from Home Environment	200.00			
221	EFT18314	21/03/2022	Telair Pty Ltd			1,501.86		
222	INV TA10781-032	28/02/2022	Telair Pty Ltd	VARIOUS DEPARTMENTS - Telair Telephone Charges February 2022	1,501.86			
223	EFT18315	21/03/2022	Altura Learning Australia Pty Ltd			1,844.79		F
224	INV BD0003891	02/03/2022	Altura Learning Australia Pty Ltd	CHCP - INFORMATION SYSTEMS - Altura Learning Membership & License 2021-2022	1,844.79			
225	EFT18316	21/03/2022	BMR Mechanical Pty Ltd			65.00		
226	INV INV-1047	11/03/2022	BMR Mechanical Pty Ltd	990NGN 2015 MITSUBISHI FUSO ROSA (HOMECARE) - Investigate Dash Light Error & Resolve	65.00			
227	EFT18317	21/03/2022	Earl Street Physiotherapy			77.00	L	F
228	INV 0028210	09/03/2022	Earl Street Physiotherapy	CHCP - CLIENT PURCHASES - Standard Physiotherapy Appointment (Client L. Burges)	77.00			
229	EFT18318	21/03/2022	Epic Fire Solutions T/As MCG Fire Services			17,074.04		
230	INV 1940	01/03/2022	Epic Fire Solutions T/As MCG Fire Services	TOWN HALL FIRE PANEL REPLACEMENT - Install Fire Alarm & Fire System Panel	17,074.04			
231	EFT18319	21/03/2022	Narrogin Auto Electrics			60.00	L	
232	INV 262422	23/02/2022	Narrogin Auto Electrics	NGN802 2018 MITSUBISHI TRITON (GARDENER) - Install & Re-Install Light	60.00			
233	EFT18320	21/03/2022	Integrated ICT			1,953.27		
234	INV 21101	28/02/2022	Integrated ICT	ADMIN - INFORMATION SYSTEMS - 75x M365 Exclaimer Signatures	187.22			
235	INV 21102	28/02/2022	Integrated ICT	ADMIN - INFORMATION SYSTEMS - M365 Licenses for Emails 30x Premium, 25x Standard, 21x Basic & 49x	1,766.05			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
236	EFT18321	21/03/2022	Phillip David Kirkpatrick			230.29	L	
237	INV A257400	24/02/2022	Phillip David Kirkpatrick	Rates refund for assessment A257400 15 KIPLING STREET NARROGIN WA 6312	230.29			
238	EFT18322	21/03/2022	Sukanya Roopchand			122.00	L	
239	INV 080322	08/03/2022	Sukanya Roopchand	PWO - EMTRS - RECRUITMENT - Reimbursement for Pre-Employment Medical (S. Roopchand)	80.00			
240	INV 932022	09/03/2022	Sukanya Roopchand	PWO - EMTRS - RECRUITMENT - Reimbursement for Police Clearance (S. Roopchand)	42.00			
241	EFT18323	24/03/2022	Narrogin Hire & Reticulation			300.00	L	
242	INV 00033407	10/03/2022	Narrogin Hire & Reticulation	COM AMEN - BUILDING (CAPITAL) - CBD ABLUTION UPGRADES - Portable Toilets For Upgrade	300.00			
243	EFT18324	24/03/2022	Great Southern Fuels			2.75		
244	INV 15007154	10/03/2022	Great Southern Fuels	032NGN MAZDA CX3 MAXX SPORT - New Distributor Card	2.75			
245	EFT18325	24/03/2022	Kleenheat Gas			9,252.77		
246	INV FEB 2022	14/03/2022	Kleenheat Gas	NRLC - UTILITY - ELECTRICITY - Electricity usage 1/2/22 - 28/02/22	9,252.77			
247	EFT18326	24/03/2022	Halanson Earthmoving			275.00	L	
248	INV 1722	15/03/2022	Halanson Earthmoving	2017 VOLVO EC220DL EXCAVATOR - Float Excavator From Caravan Park to Depot	275.00			
249	EFT18327	24/03/2022	Hancocks Home Hardware			85.50	L	
250	INV 394396	11/03/2022	Hancocks Home Hardware	SMITH ST PUBLIC TOILETS (COLES CARPARK) MAINTENANCE - 3x New Rubbish Bins	85.50			
251	EFT18328	24/03/2022	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust			198.00	L	
252	INV IV00000001617	22/02/2022	Narrogin Earthmoving & Concrete Pty Ltd Atf Th CARAVAN PARK - RENEWAL DEVELOPMENT - 10m3 Sand		198.00			
253	EFT18329	24/03/2022	Walga			8,030.00		
254	INV I3091961	03/03/2022	Walga	OTHER PURCHASES FOR CV19 RESPONSE - x1000 RATS Tests	8,030.00			
255	EFT18330	24/03/2022	Susan Farrell			50.00	L	
256	INV 070	08/03/2022	Susan Farrell	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Laundry Services	50.00			
257	EFT18331	24/03/2022	Narrogin Betta Home Living			179.00	L	F
258	INV 25710052143	09/03/2022	Narrogin Betta Home Living	CHCP - GENERAL OFFICE EXPENSES - Breville Fast Slow Pressure Cooker	179.00			
259	EFT18332	24/03/2022	Narrogin Glass & Quick Fit Windscreens			665.05	L	

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
260	INV 00057713	02/03/2022	Narrogin Glass & Quick Fit Windscreens	1EYN610 KOMATSU WA380-6 WHEEL LOADER (WORKS) - Supply & Fit New Windscreen	665.05			
261	EFT18333	24/03/2022	RJ Smith Engineering			80.00	L	
262	INV 1907	10/03/2022	RJ Smith Engineering	NO4 2010 NISSAN UD TIP TRUCK AUTO - Supply New Gasket For Water Pump	80.00			
263	EFT18334	24/03/2022	Goodyear Dunlop Tyres Pty Ltd (Beaurepaires)			4,000.48	L	
264	INV 6412460965	23/02/2022	Goodyear Dunlop Tyres Pty Ltd (Beaurepaires)	NO1 2018 NISSAN UD TIP TRUCK (WORKS) - Fit 2x Steer Tyres To Rims, Tyre Recycle/Disposal	70.40			
265	INV 6412471543	02/03/2022	Goodyear Dunlop Tyres Pty Ltd (Beaurepaires)	NO2731 FOUR AXLE SIDE TIPPER TRAILER (WORKS) - 8x Trailer Tyres	3,930.08			
266	EFT18335	24/03/2022	Toll Transport Pty Ltd			22.02		
267	INV 0529-T740710	27/02/2022	Toll Transport Pty Ltd	LYDEKER DEPOT BUILDING MAINTENANCE - Freight Charges 14/2/22 - 17/2/22	22.02			
268	EFT18336	24/03/2022	Narrogin Gasworx			307.04	L	
269	INV 53960	24/02/2022	Narrogin Gasworx	NO1225 KOMATSU FG25T-12 FORKLIFT (WORKS) - Supply Only 2x 15Kg Gas Bottles	153.52			
270	INV 53960	24/02/2022	Narrogin Gasworx	NO1225 KOMATSU FG25T-12 FORKLIFT - 2x 15Kg Gas Bottles	153.52			
271	EFT18337	24/03/2022	Derbahl Pty Ltd			240.00		
272	INV 00001352	11/03/2022	Derbahl Pty Ltd	COM AMEN - BUILDING (CAPITAL) - CBD ABLUTION UPGRADES - Pumping Portable Toilets 2x Smith St Site	240.00			
273	EFT18338	24/03/2022	New Security Installations Pty Ltd			915.20		
274	INV 00014913	05/03/2022	New Security Installations Pty Ltd	LIBRARY BUILDING OPERATIONS GPRS - Alarm Monitoring	915.20			
275	EFT18339	24/03/2022	Narrogin Chamber Of Commerce			650.00	L	
276	INV 00004062	02/03/2022	Narrogin Chamber Of Commerce	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Employee Innovation & Recognition Awar	300.00			
277	INV 00004064	10/03/2022	Narrogin Chamber Of Commerce	MEMBERS - CIVIC FUNCTIONS, REFRESHMENT & RECEPTIONS - Gratuity Payment 2x	350.00			
278	EFT18340	24/03/2022	Melchiorre Plumbing & Gas			104.50	L	
279	INV 868	03/03/2022	Melchiorre Plumbing & Gas	THOMAS HOGG OVAL MAINTENANCE/OPERATIONS - Fix Shower in Toilet Block	104.50			
280	EFT18341	24/03/2022	Belvedere Nursery			64.95	L	
281	INV I0000001915	24/02/2022	Belvedere Nursery	STREET TREE MAINTENANCE - 1x Pair Pruning Shears	64.95			
282	EFT18342	24/03/2022	Narrogin Pumps Solar And Spraying			286.00	L	F
283	INV 00040447	24/02/2022	Narrogin Pumps Solar And Spraying	CEMETERY UPGRADE - 150m Roll of Ag Pipe	286.00			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
284	EFT18343	24/03/2022	The Workwear Group Pty Ltd			747.50		
285	INV 13798052	09/02/2022	The Workwear Group Pty Ltd	OTHER PURCHASES FOR CV19 RESPONSE - 50x Face Masks Packs of 5	747.50			
286	EFT18344	24/03/2022	Easifleet			2,227.87		
287	INV 15032022	15/03/2022	Easifleet	NOVATED LEASES - Employee Expenses	2,227.87			
288	EFT18345	24/03/2022	Carroll And Richardson Flagworld Pty Ltd			49.50		
289	INV 111883	22/02/2022	Carroll And Richardson Flagworld Pty Ltd	OTHCUL - FESTIVAL & EVENTS - 3x Flagtrax Key & Postage	49.50			
290	EFT18346	24/03/2022	Truck Centre (WA) Pty Ltd			1,759.21		
291	INV 1669585	24/02/2022	Truck Centre (WA) Pty Ltd	NO1 2018 NISSAN UD TIP TRUCK (WORKS) - Supply Service Filters	1,759.21			
292	EFT18347	24/03/2022	Narrogin Bowling Club			272.00	L	
293	INV 8032022	08/03/2022	Narrogin Bowling Club	ADMIN - TRAINING & DEVELOPMENT - Nominations & Green Fees 2022	272.00			
294	EFT18348	24/03/2022	Narrogin Tyre Service			1,098.00	L	
295	INV 100058	08/03/2022	Narrogin Tyre Service	NGN830 2017 FUSO FIGHTER 8T TIP TRUCK - Puncture Repair Kit	44.00			
296	INV 100054	08/03/2022	Narrogin Tyre Service	NO2260 1994 THREE AXLE DOG TRAILER - Supply & Fit Float Tyres & Tubes	1,054.00			
297	EFT18349	24/03/2022	Narrogin & Districts Plumbing Service			558.25	L	
298	INV INV0772	06/03/2022	Narrogin & Districts Plumbing Service	STANDPIPE MAINTENANCE/OPERATIONS - Repair Bent Standpipe	558.25			
299	EFT18350	24/03/2022	Narrogin Auto Electrics			386.00	L	
300	INV 262421	25/02/2022	Narrogin Auto Electrics	NO4929 2015 HAMM 3520HT STEEL VIBE ROLLER - Supply Heavy Duty Battery	386.00			
301	EFT18351	24/03/2022	Integrated ICT			651.20		
302	INV 21051	28/02/2022	Integrated ICT	ADMIN - INFORMATION SYSTEMS - ConnectWise IT License & Preventive Server Maintenance	651.20			
303	EFT18352	24/03/2022	Lite n' Easy Pty Ltd			134.50		F
304	INV 6201291	08/03/2022	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite N Easy For Client (H. McMullan)	134.50			
305	EFT18353	24/03/2022	Bitumen Distributors Pty Ltd			10,780.00		
306	INV 0000293	11/03/2022	Bitumen Distributors Pty Ltd	ROAD MAINTENANCE GENERAL EXPENSES - 10,000L Emulsion Delivered	10,780.00			
307	EFT18354	24/03/2022	Hanson Construction Materials			1,897.37	L	

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
308	INV 73869333	06/03/2022	Hanson Construction Materials	ROAD MAINTENANCE GENERAL EXPENSES - 30t Basalt Delivered	1,897.37			
309	EFT18355	24/03/2022	Office Line			1,307.90		
310	INV 78669	10/03/2022	Office Line	TOWN HALL (FEDERAL ST) BUILDING OPERATIONS - Replacement Chair Trolley & Delivery	1,307.90			



	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
311	EFT18356	24/03/2022	TSN Group PTY LTD Trading AS Cap Kings			1,963.50		
312	INV TNCC19327	17/03/2022	TSN Group PTY LTD Trading AS Cap Kings	MEMBERS - ADVERTISING & PROMOTIONS - 100x Shire of Narrogin Caps & Delivery	1,963.50			
313	EFT18357	24/03/2022	CL & CM Pethybridge			159.37		
314	INV A340237	16/03/2022	CL & CM Pethybridge	Rates refund for assessment A340237 Lot 7715 Narrogin Valley Road BOUNDAIN 6312	159.37			
315	EFT18358	24/03/2022	Dale Garrett			712.68	L	
316	INV A290500	18/03/2022	Dale Garrett	Rates refund for assessment A290500 20 NORTHWOOD STREET NARROGIN WA 6312	712.68			
317	EFT18359	30/03/2022	Narrogin Hire & Reticulation			4,731.26	L	PF
318	INV 00030832	01/08/2021	Narrogin Hire & Reticulation	CHCP HOME MAINTENANCE OTHER EXPENSES - Hire of Box Trailer 4x Days	440.00			
319	INV 00033238	18/02/2022	Narrogin Hire & Reticulation	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Retic	1,158.46			
320	INV 00033205	22/02/2022	Narrogin Hire & Reticulation	CARAVAN PARK - RENEWAL DEVELOPMENT - Retic	2,051.90			
321	INV 00033219	23/02/2022	Narrogin Hire & Reticulation	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Retic	2.30			
322	INV 00033272	25/02/2022	Narrogin Hire & Reticulation	COM AMEN - BUILDING (CAPITAL) - CBD ABLUTION - Hire of Portable Toilets For Smith St Upgrade	600.00			
323	INV 0003365	02/03/2022	Narrogin Hire & Reticulation	GNARJOIN PARK MAINTENANCE/OPERATIONS - Retic	6.50			
324	INV 00033398	02/03/2022	Narrogin Hire & Reticulation	ANZAC WAR MEMORIAL REPAIR & RESTORATION - 6 Week Hire 6x Accrow Prop	396.00			
325	INV 00033459	16/03/2022	Narrogin Hire & Reticulation	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Retic	76.10			
326	EFT18360	30/03/2022	Synergy			12,897.10		
327	INV 2061463886	04/03/2022	Synergy	ROADM - STREET LIGHTING MAINTENANCE/OPERATIONS - Electricity Usage 25/01/22 - 24/02/22	12,180.53			
328	INV 2045478948	21/03/2022	Synergy	JOHN HIGGINS COMMUNITY COMPLEX BUILDING OPERATIONS - Electricity Usage 15/2/22 - 15/3/22	716.57			
329	EFT18361	30/03/2022	Great Southern Fuels			25,000.57		
330	INV D2099341	17/03/2022	Great Southern Fuels	POC - FUELS AND OILS - 12,000lts Diesel Delivered	25,000.57			
331	EFT18362	30/03/2022	Narrogin Fruit Market			1,272.45	L	
332	INV 00032022022410	24/02/2022	Narrogin Fruit Market	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Council Meeting 23/2/22	450.00			
333	INV 0008202203076	07/03/2022	Narrogin Fruit Market	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Councillor Bus Tour 3/3/22	202.45			
334	INV 0008202203091	09/03/2022	Narrogin Fruit Market	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Catering MBS 9/3/22	420.00			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
335	INV 0008202203132	13/03/2022	Narrogin Fruit Market	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Community Chest Fund Reference Group	79.00			
336	INV 0008202203161	16/03/2022	Narrogin Fruit Market	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Light Lunch for Recovery Meeting 15/3/20	121.00			
337	EFT18363	30/03/2022	Water Corporation			1,960.35		
338	INV LCSXF	22/03/2022	Water Corporation	VARIOUS BUILDINGS - Water Usage 24/11/21 - 4/2/22	1,960.35			
339	EFT18364	30/03/2022	Narrogin Electrical Appliance Testing			319.00	L	
340	INV 757	07/03/2022	Narrogin Electrical Appliance Testing	ADMIN OFFICE BUILDING MAINTENANCE - Testing and Tagging Electrical Appliances 5/3/2022	319.00			
341	EFT18365	30/03/2022	Kleenheat Gas			1,898.98		PF
342	INV FEB 22	14/03/2022	Kleenheat Gas	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Electricity Usage 01/02/2022 - 28/02/2022	1,305.97			
343	INV MAR 2022	14/03/2022	Kleenheat Gas	ADMIN OFFICE BUILDING OPERATIONS - Electricity Usage 1/2/22 - 28/2/22	593.01			
344	EFT18366	30/03/2022	Halanson Earthmoving			9,212.50	L	
345	INV 1721	15/03/2022	Halanson Earthmoving	FIRE PREVENTION/BURNING/CONTROL - Yilliminning Road Side Clearing After Yilliminning East Fire	9,212.50			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
346	EFT18367	30/03/2022	Hancocks Home Hardware			86.30	L	F
347	INV 385460	14/03/2022	Hancocks Home Hardware	CHSP - GENERAL OFFICE EXPENSES - Mop Bucket, Power Cord & Fertiliser	86.30			
348	EFT18368	30/03/2022	Narrogin Newsagency			11.13	L	
349	INV 294365	02/02/2022	Narrogin Newsagency	VARIOUS DEPARTMENTS - Printing & Stationery - January Order 2022	8.35			
350	INV 294556	10/02/2022	Narrogin Newsagency	VARIOUS DEPARTMENTS - Printing & Stationery - January Order 2022	2.78			
351	EFT18369	30/03/2022	Narrogin Liquor Barons			215.96	L	
352	INV 202838	17/03/2022	Narrogin Liquor Barons	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Council Refreshments	215.96			
353	EFT18370	30/03/2022	Narrogin Betta Home Living			204.00	L	
354	INV 25710052664	16/03/2022	Narrogin Betta Home Living	LIB - GENERAL OFFICE EXPENSES - Office Chair	204.00			
355	EFT18371	30/03/2022	Mechanical & Diesel Services			572.00	L	
356	INV V0214	31/03/2021	Mechanical & Diesel Services	990NGN 2015 MITSUBISHI FUSO ROSA - Service 64,569Kms	572.00			
357	EFT18372	30/03/2022	Narrogin Glass & Quick Fit Windscreens			2,005.07	L	
358	INV 00057516	21/01/2022	Narrogin Glass & Quick Fit Windscreens	NGN417 2020 (RANGER) MAZDA BT-50 4X4 - Supply & Fit Windscreen	520.62			
359	INV 00057517	21/01/2022	Narrogin Glass & Quick Fit Windscreens	NO05 - ISUZU D MAX CREW CAB UTE (SENIOR RANGER) - Supply & Fit Windscreen	1,484.45			
360	EFT18373	30/03/2022	RJ Smith Engineering			106.70	L	

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
361	INV 00017075	12/11/2021	RJ Smith Engineering	LIB - GENERAL OFFICE EXPENSES - Water for Public Consumption	85.00			
362	INV 1928	15/03/2022	RJ Smith Engineering	NGN802 2018 MITSUBISHI TRITON - 7 Pin Trailer Plug	21.70			
363	EFT18374	30/03/2022	PFD Food Services Pty Ltd			240.30		F
364	INV LB719100	10/03/2022	PFD Food Services Pty Ltd	CARAVAN PARK TRANSPORTABLE RESIDENCE BUILDING - Coffee & Soap For Units	240.30			
365	EFT18375	30/03/2022	Octave Holdings Pty Ltd T/A Narrogin Toyota			5,563.08	L	
366	INV PL23050183	03/02/2022	Octave Holdings Pty Ltd T/A Narrogin Toyota	SMALL PLANT - New Blower	825.00			
367	INV RI21100496	25/02/2022	Octave Holdings Pty Ltd T/A Narrogin Toyota	REPLACEMENT FOR CADDY NGN1155 - Purchase of New Carolla & Disposal of Caddy	4,259.45			
368	INV JC24033018	02/03/2022	Octave Holdings Pty Ltd T/A Narrogin Toyota	NGN417 2020 (RANGER) MAZDA BT-50 4X4 - 30,000Kms Service	478.63			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
369	EFT18376	30/03/2022	Country Paint Supplies			368.20	L	F
370	INV 4801002730	17/03/2022	Country Paint Supplies	RAILWAY STATION RESTORATION COVID RECOVERY PROJECT - Oil Stain & Roller Sleeves	368.20			
371	EFT18377	30/03/2022	Toll Transport Pty Ltd			1,695.01		
372	INV 0461-T740710	08/09/2020	Toll Transport Pty Ltd	VARIOUS DEPARTMENTS - Freight Charges 3/8/20 - 7/8/20	1,657.83			
373	INV 0530-T740710	06/03/2022	Toll Transport Pty Ltd	LYDEKER DEPOT BULIDING MAINTENANCE - Freight Charges 25/2/22 - 28/2/22	37.18			
374	EFT18378	30/03/2022	Narrogin Gasworx			1,430.00	L	PF
375	INV 53276	27/01/2022	Narrogin Gasworx	PARKS & GARDENS MAINTENANCE - 1x Gas Bottle Railway Dam	30.00			
376	INV 53796	17/02/2022	Narrogin Gasworx	PARKS & GARDENS MAINTENANCE - 1x Gas Bottle For Railway Dam	30.00			
377	INV 53806	18/02/2022	Narrogin Gasworx	CHCP - CLIENT PURCHASES - Indoor Walker & Seat Walker (Client R. Van Goor)	984.00			
378	INV 54528	21/03/2022	Narrogin Gasworx	CHCP - CLIENT PURCHASES - Commode & Toilet Frame (Client H. McMullan)	386.00			
379	EFT18379	30/03/2022	Local Government Professionals Australia Wa			960.00		
380	INV 32304	11/03/2022	Local Government Professionals Australia Wa	ADMIN - TRAINING & DEVELOPMENT - Report Writing for Local Government	960.00			
381	EFT18380	30/03/2022	Initial Hygiene (Cannon)			2,512.10		
382	INV 97323208	15/03/2022	Initial Hygiene (Cannon)	VARIOUS DEPARTMENTS - Sanitary Unit Services 04/04/2022 - 03/04/2023	2,364.33			
383	INV 97316231	15/03/2022	Initial Hygiene (Cannon)	GNARJOIN PARK PUBLIC TOILETS MAINTENANCE - Sanitary Unit Services 20/04/2022 - 19/04/2022	147.77			
384	EFT18381	30/03/2022	John Parry Medical Centre			126.00	L	F
385	INV 429623	01/03/2022	John Parry Medical Centre	CHSP - RECRUITMENT - Pre-Employment Medical (Z. St James)	126.00			
386	EFT18382	30/03/2022	T Yuen Construction			751.19	L	
387	INV 5780	16/03/2022	T Yuen Construction	NRLC - INFRASTRUCTURE OTHER (CAPITAL-OUTSIDE) - Repair of Corroded Roof Sheeting to Swim Club	751.19			
388	EFT18383	30/03/2022	Melchiorre Plumbing & Gas			4,568.19	L	F
389	INV 840	03/03/2022	Melchiorre Plumbing & Gas	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Level & Lay Poly Line	3,998.50			
390	INV 917	16/03/2022	Melchiorre Plumbing & Gas	CARAVAN PARK - RENEWAL DEVELOPMENT - Fix Water and Sewer	569.69			
391	EFT18384	30/03/2022	Earl Street Surgery			220.00	L	

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
392	INV 232736LHAMIL	15/12/2021	Earl Street Surgery	PWO - WORKS - RECRUITMENT - Pre- Employment Medical (R. Titko)	220.00			
393	EFT18385	30/03/2022	West Australian Newspapers Limited			307.20		
394	INV 1028037520220228	28/02/2022	West Australian Newspapers Limited	PUBLIC NOTICES - Narrogin Observer 10/02/2022	307.20			
395	EFT18386	30/03/2022	Narrogin Pumps Solar And Spraying			438.66	L	
396	INV 00040605	02/03/2022	Narrogin Pumps Solar And Spraying	NO4 2010 NISSAN UD TIP TRUCK AUTO - 3" Cam Locks Male & Female	52.20			
397	INV 00040582	02/03/2022	Narrogin Pumps Solar And Spraying	NO2737 1998 FIRE UNIT TANDEM AXLE TRAILER (NGN VALLEY) - 3" Camlock	65.89			
398	INV 00040919	15/03/2022	Narrogin Pumps Solar And Spraying	LYDEKER DEPOT BUILDING MAINTENANCE - Parts for Water Tank	320.57			
399	EFT18387	30/03/2022	AMPAC Debt Recovery Pty Ltd			14,294.18		
400	INV 82452	28/02/2022	AMPAC Debt Recovery Pty Ltd	RATES - DEBT COLLECTION EXPENSES - Debt Recovery February 2022	14,294.18			
401	EFT18388	30/03/2022	YMCA WA			285.00	L	
402	INV SI-A011139	11/03/2022	YMCA WA	ADMIN - OCCUPATIONAL HEALTH & SAFETY - 3 Month Gym Membership (A. Lazenby)	285.00			
403	EFT18389	30/03/2022	Ross Storey			1,800.00	L	
404	INV 70	15/03/2022	Ross Storey	WALK CYCLE & MOUNTAIN BIKE TRAILS PROJECTS - Artwork For Gnarojin Park Panels	1,500.00			
405	INV 150322	15/03/2022	Ross Storey	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Welcome to Country	300.00			
406	EFT18390	30/03/2022	Noel Barrett White			83.00	L	
407	INV 170322	17/03/2022	Noel Barrett White	ANIMAL - ANIMAL DESTRUCTION - Firearm Licence	83.00			
408	EFT18391	30/03/2022	Narrogin Guardian Pharmacy			171.24	L	
409	INV 1059877	10/03/2022	Narrogin Guardian Pharmacy	LIB - OCCUPATIONAL HEALTH & SAFETY - Update & Replenish First Aid Kit	171.24			
410	EFT18392	30/03/2022	M & V Ranieri Building Contractors			2,156.00	L	F
411	INV 251	08/03/2022	M & V Ranieri Building Contractors	RAILWAY STATION RESTORATION COVID RECOVERY PROJECT - Earthworks for New Ramp	2,156.00			
412	EFT18393	30/03/2022	Jcb Construction Equipment Australia			1,091.24		
413	INV J1R131015P	08/03/2022	Jcb Construction Equipment Australia	2019 JCB 5CX BACKHOE LOADER (WORKS) - Kit-Hyd Operations, Adapter & Freight	1,091.24			
414	EFT18394	30/03/2022	Corsign (WA) Pty Ltd			1,680.80	L	
415	INV 00064362	17/03/2022	Corsign (WA) Pty Ltd	SIGNS & TRAFFIC CONTROL EXPENSES - Yellow Sign Posts & Green Children Crossing Signs	1,680.80			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
416	EFT18395	30/03/2022	Narrogin Tyre Service			88.00	L	
417	INV 100056	08/03/2022	Narrogin Tyre Service	1EVP731 2015 CAT SKID STEER LOADER (WORKS) - Repair Puncture	88.00			
418	EFT18396	30/03/2022	Narrogin Skip Bin Service			192.50	L	
419	INV INV-1307	28/02/2022	Narrogin Skip Bin Service	LYDEKER DEPOT BUILDING MAINTENANCE - Skip Bin Pick-Up 02/22	192.50			
420	EFT18397	30/03/2022	Downer Edi Works Pty Ltd			149,380.63		
421	INV 6012948	12/03/2022	Downer Edi Works Pty Ltd	VARIOUS DEPARTMENTS - Resealing of Roads	149,380.63			
422	EFT18398	30/03/2022	Cjd Equipment Pty Ltd			295.21		
423	INV 002393558	21/03/2022	Cjd Equipment Pty Ltd	2017 VOLVO EC220DL EXCAVATOR - Service Filter Kit 750Hr	295.21			
424	EFT18399	30/03/2022	Playmaster Pty Ltd			2,871.00		
425	INV INV-1283	22/03/2022	Playmaster Pty Ltd	NOMANS LAKE HALL BUILDING MAINTENANCE - Replacement Birds Nest Swing Basket & Fittings Plus Deliv	2,871.00			
426	EFT18400	30/03/2022	Wild & Waste Free			30.00	L	
427	INV 0090	07/03/2022	Wild & Waste Free	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - New Business Welcome Hamper	30.00			
428	EFT18401	30/03/2022	Office Of The Auditor General			4,472.60		
429	INV INV-0111	08/03/2022	Office Of The Auditor General	OTHGOV - AUDIT FEES - Fees For Certification of Local Roads & Community Infrastructure Program Year En	2,118.60			
430	INV INV-0116	08/03/2022	Office Of The Auditor General	OTHGOV - AUDIT FEES - Fee for Certification of Roads to Recovery Year Ending 30/06/2021	2,354.00			
431	EFT18402	30/03/2022	Victoria Anderson			71.30	L	
432	INV 110322	11/03/2022	Victoria Anderson	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Coles Purchase for Morning Tea	71.30			
433	EFT18403	30/03/2022	Narrogin Podiatry			71.50	L	F
434	INV 91965	22/03/2022	Narrogin Podiatry	CHCP - CLIENT PURCHASES - Standard Podiatry Appointment (Client P. Hoggard)	71.50			
435	EFT18404	30/03/2022	Alexander Mulenga			99.00		
436	INV 2332022	23/03/2022	Alexander Mulenga	HSP - GENERAL OFFICE EXPENSES - Police Clearance Reimbursement	99.00			
437	EFT18405	30/03/2022	Epic Fire Solutions T/As MCG Fire Services			9,092.05		
438	INV INV-1949	08/03/2022	Epic Fire Solutions T/As MCG Fire Services	VARIOUS DEPARTMENTS - 6 Monthly Fire Services Inspection	8,069.05			
439	INV INV-1960	16/03/2022	Epic Fire Solutions T/As MCG Fire Services	NRLC GROUNDS MAINTENANCE - Supply & Install 2x Hose Reels	1,023.00			



	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
440	EFT18406	30/03/2022	Narrogin Auto Electrics			56.00	L	
441	INV 262231	24/01/2022	Narrogin Auto Electrics	NO2706 FOUR AXLE SIDE TIPPER TRAILER - 7Pin Metal Trailer Plug	56.00			
442	EFT18407	30/03/2022	Integrated ICT			769.12		
443	INV 21100	28/02/2022	Integrated ICT	ADMIN - INFORMATION SYSTEMS - Veeam Cloud Licence, Teir 3 Storage & Cloud Storage	769.12			
444	EFT18408	30/03/2022	Richard Ockerse			252.50	L	
445	INV 180322	18/03/2022	Richard Ockerse	ADMIN - RECRUITMENT - Reimbursement - 50% of Removal Costs (Per Employment Contract)	500.00			
446	INV TAX180322	18/03/2022	Richard Ockerse	Withholding tax on invoice 180322	-247.50			
447	EFT18409	30/03/2022	Bindoon Mobile Recovery Campaign Inc			800.00		
448	INV 23032022	23/03/2022	Bindoon Mobile Recovery Campaign Inc	OTHCUL - COMMUNITY CHEST - Community Chest Fund	800.00			
449	EFT18410	30/03/2022	Ground Up Building & Construction			1,897.00		F
450	INV 00280	16/03/2022	Ground Up Building & Construction	RAILWAY STATION RESTORATION COVID RECOVERY PROJECT - Fit Out Train Station	1,897.00			
451	EFT18411	30/03/2022	AMG Pump Rentals			6,655.00		
452	INV 0704	22/02/2022	AMG Pump Rentals	CLAYTON OVAL MAINTENANCE/OPERATIONS - Hire & Demob of Hire Pump	6,655.00			
453	EFT18412	30/03/2022	Malcom Thompson Pumps			1,170.40		
454	INV SLI21115736	16/03/2022	Malcom Thompson Pumps	HARDIE PARK - MAINTENANCE/OPERATIONS - Site Visit for Installation of Pump	1,170.40			
455	EFT18413	30/03/2022	PPE Tech PTY LTD			949.95		
456	INV 70751	25/01/2022	PPE Tech PTY LTD	OTHER PURCHASES FOR CV19 RESPONSE- 600x Face Masks	949.95			
457	EFT18414	30/03/2022	Western Stabilisers Enterprises			62,132.40		
458	INV 00000730	11/03/2022	Western Stabilisers Enterprises	NARROGIN-HARRISMITH ROAD - RENEWAL (LOCAL) (RRG) - Stabilise 10800m2 of Pavement	62,132.40			
459	EFT18415	30/03/2022	Grant Eden John & Abigail Elphick			844.08	L	
460	INV A245800	14/03/2022	Grant Eden John & Abigail Elphick	Rates refund for assessment A245800 56 HOUGH STREET NARROGIN WA 6312	844.08			
461	EFT18416	30/03/2022	Flight Plan Digital T/A Live Life Alarms			1,581.00		
462	INV 121214	17/03/2022	Flight Plan Digital T/A Live Life Alarms	CHCP -CLIENT PURCHASES - Mobile Personal Alarm For Client (R Van Goor)	527.00			
463	INV 121212	17/03/2022	Flight Plan Digital T/A Live Life Alarms	CHCP -CLIENT PURCHASES - Mobile Personal Alarm For Client (D Flynn)	527.00			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
464	INV 121218	17/03/2022	Flight Plan Digital T/A Live Life Alarms	CHCP -CLIENT PURCHASES - Mobile Personal Alarm For Client (G Nicholas)	527.00			
465	EFT18417	30/03/2022	Bernadette G. Cardinez			663.36	L	
466	INV A263500	14/03/2022	Bernadette G. Cardinez	Rates refund for assessment A263500 10 LEWIS STREET NARROGIN WA 6312	663.36			
467	EFT18418	30/03/2022	Sandtye PTY LTD			2,787.00	L	F
468	INV 1113532	08/03/2022	Sandtye PTY LTD	CHCP -CLIENT PURCHASES - Samsung Washing Machine & Dryer Delivered For Client (E Chaplin)	2,787.00			
469	EFT18419	30/03/2022	Sandra Finn			132.00	L	
470	INV 271845PS	01/02/2022	Sandra Finn	LIB - OCCUPATIONAL HEALTH & SAFETY - Pre-employment Medical (S Finn)	132.00			
471	EFT18420	30/03/2022	Narrogin Freightlines			176.00	L	F
472	INV 9380	19/03/2022	Narrogin Freightlines	CHCP - CLIENT PURCHASES - Transportation of Bed (Client H. McMullans)	176.00			
473	Pay 15	30/03/2022	Payroll		191,598.67			
						191598.67		
					<b>EFT Total \$</b>	<b>1,067,385.53</b>		

#### Direct Debits

474	DD7408.1	02/03/2022	Aaron Joseph Cook			2,245.54	L	
475	INV CEO FEB 22	28/02/2022	Aaron Joseph Cook	CEO STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent February 2022	2,245.54			
476	DD7409.1	02/03/2022	Department of Transport			5,039.95		
477	INV T1 21/22	02/03/2022	Department of Transport	EOD DOT 020322	5,039.95			
478	DD7422.1	04/03/2022	Department of Transport			8,220.45		
479	INV T1 21/22	04/03/2022	Department of Transport	EOD DOT 040322	8,220.45			
480	DD7423.1	03/03/2022	Department of Transport			19,395.80		
481	INV T1 21/22	03/03/2022	Department of Transport	EOD DOT 030322	19,395.80			
482	DD7424.1	01/03/2022	Department of Transport			10,463.40		
483	INV T1 21/22	01/03/2022	Department of Transport	EOD DOT 010322	10,463.40			
484	DD7425.1	08/03/2022	Keenan & Tania Wenning			1,386.67	L	
485	INV EMDRS RENT MARCH 2022	03/03/2022	Keenan & Tania Wenning	EMDRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent March 2022	1,386.67			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
486	DD7429.1	10/03/2022	Department of Transport			12,807.55		
487	INV T1 21/22	10/03/2022	Department of Transport	EOD DOT 100322	12,807.55			
488	DD7430.1	08/03/2022	Easifleet			924.70		
489	INV 154680	07/02/2022	Easifleet	FIRE - MOTOR VEHICLE EXPENSES - Lease of Holden Colorado (NGN12398) for Bushfire Risk Planning Co-or	924.70			
490	DD7431.1	09/03/2022	Sandwai Pty Ltd			1,071.40		F
491	INV IV0002609	01/03/2022	Sandwai Pty Ltd	CHSP - INFORMATION SYSTEM - Monthly Charges Februry 2021	1,071.40			
492	DD7434.1	09/03/2022	Department of Transport			13,037.55		
493	INV T1 21/22	09/03/2022	Department of Transport	EOD DOT 090322	13,037.55			
494	DD7435.1	08/03/2022	Department of Transport			12,542.70		
495	INV T1 21/22	08/03/2022	Department of Transport	EOD DOT 080322	12,542.70			
496	DD7439.1	04/03/2022	Elders Real Estate PTY LTD			350.00	L	
497	INV EMTRS RENT 4/3/22	04/03/2022	Elders Real Estate PTY LTD	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 04/03/22	350.00			
498	DD7448.1	14/03/2022	Department of Transport			5,241.25		
499	INV T1 21/22	14/03/2022	Department of Transport	EOD DOT 140322	5,241.25			
500	DD7449.1	11/03/2022	Department of Transport			12,192.15		
501	INV T1 21/22	11/03/2022	Department of Transport	EOD DOT 110322	12,192.15			
502	DD7451.1	14/03/2022	Aware Super			14,190.78		
503	INV SUPER	14/03/2022	Aware Super	Superannuation contributions	12,118.71			
504	INV DEDUCTION	14/03/2022	Aware Super	Payroll deductions	260.00			
505	INV DEDUCTION	14/03/2022	Aware Super	Payroll deductions	150.00			
506	INV DEDUCTION	14/03/2022	Aware Super	Payroll deductions	185.12			
507	INV DEDUCTION	14/03/2022	Aware Super	Payroll deductions	350.00			
508	INV DEDUCTION	14/03/2022	Aware Super	Payroll deductions	716.33			
509	INV DEDUCTION	14/03/2022	Aware Super	Payroll deductions	410.62			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
510	DD7451.2	14/03/2022	Lgia Super			1,009.68		
511	INV SUPER	14/03/2022	Lgia Super	Superannuation contributions	519.28			
512	INV DEDUCTION	14/03/2022	Lgia Super	Payroll deductions	300.00			
513	INV DEDUCTION	14/03/2022	Lgia Super	Payroll deductions	190.40			
514	DD7451.3	14/03/2022	Rest Superannuation			196.22		
515	INV SUPER	14/03/2022	Rest Superannuation	Superannuation contributions	196.22			
516	DD7451.4	14/03/2022	Essential Super			215.23		
517	INV SUPER	14/03/2022	Essential Super	Superannuation contributions	215.23			
518	DD7451.5	14/03/2022	Mercer Super Trust			159.21		
519	INV SUPER	14/03/2022	Mercer Super Trust	Superannuation contributions	159.21			
520	DD7451.6	14/03/2022	Colonial First State			1,552.87		
521	INV SUPER	14/03/2022	Colonial First State	Superannuation contributions	1,368.16			
522	INV DEDUCTION	14/03/2022	Colonial First State		184.71			
523	DD7451.7	14/03/2022	Bt Super For Life	Payroll deductions		821.46		
524	INV SUPER	14/03/2022	Bt Super For Life		709.81			
525	INV DEDUCTION	14/03/2022	Bt Super For Life	Payroll deductions	111.65			
526	DD7451.8	14/03/2022	Care Super			461.16		
527	INV SUPER	14/03/2022	Care Super	Superannuation contributions	407.31			
528	INV DEDUCTION	14/03/2022	Care Super	Payroll deductions	53.85			
529	DD7451.9	14/03/2022	MyNorth Super			263.89		
530	INV SUPER	14/03/2022	MyNorth Super	Superannuation contributions	263.89			
531	DD7461.1	15/03/2022	Department of Transport			10,048.25		
532	INV T1 21/22	15/03/2022	Department of Transport	EOD DOT 150322	10,048.25			
533	DD7473.1	16/03/2022	Department of Transport			8,804.10		

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
534	INV T1 21/22	16/03/2022	Department of Transport	EOD DOT 160322	8,804.10			
535	DD7476.1	21/03/2022	Elders Real Estate PTY LTD			350.00	L	
536	INV EMTRS RENT 180322	18/03/2022	Elders Real Estate PTY LTD	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES- Rent Week Ending 18/03/22	350.00			
537	DD7481.1	21/03/2022	Department of Transport			3,352.05		
538	INV T1 21/22	21/03/2022	Department of Transport	EOD DOT 210322	3,352.05			
539	DD7484.1	18/03/2022	Department of Transport			11,045.40		
540	INV T1 21/22	18/03/2022	Department of Transport	EOD DOT 180322	11,045.40			
541	DD7485.1	17/03/2022	Department of Transport			18,309.65		
542	INV T1 21/22	17/03/2022	Department of Transport	EOD DOT 170322	18,309.65			
543	DD7490.1	23/03/2022	Department of Transport			8,789.20		
544	INV T1 21/22	23/03/2022	Department of Transport	EOD DOT 230322	8,789.20			
545	DD7491.1	22/03/2022	Department of Transport			10,184.05		
546	INV T1 21/22	22/03/2022	Department of Transport	EOD DOT 220322	10,184.05			
547	DD7493.1	18/03/2022	WA Treasury Corporation			5,199.59		
548	INV 121B	18/03/2022	WA Treasury Corporation	Loan No. 121B Interest payment - Repayment of NLC Loan	5,199.59			
549	DD7496.1	24/03/2022	Department of Transport			4,843.20		
550	INV T1 21/22	24/03/2022	Department of Transport	EOD DOT 240322	4,843.20			
551	DD7503.1	28/03/2022	Elders Real Estate PTY LTD			350.00	L	
552	INV EMTRS RENT 25/3/22	28/03/2022	Elders Real Estate PTY LTD	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 25/3/22	350.00			
553	DD7505.1	25/03/2022	Department of Transport			21,410.15		
554	INV T1 21/22	25/03/2022	Department of Transport	EOD DOT 250322	21,410.15			
555	DD7515.1	28/03/2022	Telstra			1,922.99		
556	INV K753999480-0	12/03/2022	Telstra	VARIOUS DEPARTMENTS - Mobile Charges February 2022	1,922.99			
557	DD7515.2	31/03/2022	Elgas			5,308.13		
558	INV 0360917191	17/03/2022	Elgas	NRLC - UTILITY - GAS - Gas Supplied 3996.0L	5,308.13			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
559	DD7516.1	29/03/2022	Department of Transport			5,084.50		
560	INV T1 21/22	29/03/2022	Department of Transport	EOD DOT 290322	5,084.50			
561	DD7517.1	28/03/2022	Department of Transport			19,245.10		
562	INV T1 21/22	28/03/2022	Department of Transport	EOD DOT 280322	19,245.10			
563	DD7523.1	11/03/2022	Elders Real Estate PTY LTD			350.00	L	
564	INV EMTRS RENT 11/3/22	11/03/2022	Elders Real Estate PTY LTD	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 11/03/2022	350.00			
565	DD7524.1	14/03/2022	Sheriffs Office Perth			238.50		
566	INV 29052522	14/03/2022	Sheriffs Office Perth	OLOPS - FINES AND ENFORCEMENT REGISTER - FER10588815 - D6744	79.50			
567	INV 29052525	14/03/2022	Sheriffs Office Perth	OLOPS - FINES AND ENFORCEMENT REGISTER - FER10588816 - D6745	79.50			
568	INV 29052528	14/03/2022	Sheriffs Office Perth	OLOPS - FINES AND ENFORCEMENT REGISTER - FER105888226 - D6746	79.50			
569	DD7525.1	28/03/2022	Easifleet			924.70		
570	INV 155788	28/03/2022	Easifleet	FIRE - MOTOR VEHICLE EXPENSES - Lease of Holden Colorado (NGN12398) for Bushfire Risk Planning Co-or	924.70			
571	DD7526.1	28/03/2022	Aware Super			16,755.91		
572	INV SUPER	28/03/2022	Aware Super	Superannuation contributions	14,075.55			
573	INV DEDUCTION	28/03/2022	Aware Super	Payroll deductions	260.00			
574	INV DEDUCTION	28/03/2022	Aware Super	Payroll deductions	150.00			
575	INV DEDUCTION	28/03/2022	Aware Super	Payroll deductions	191.12			
576	INV DEDUCTION	28/03/2022	Aware Super	Payroll deductions	354.88			
577	INV DEDUCTION	28/03/2022	Aware Super	Payroll deductions	1,313.75			
578	INV DEDUCTION	28/03/2022	Aware Super	Payroll deductions	410.61			
579	DD7526.2	28/03/2022	Lgia Super			1,009.68		
580	INV SUPER	28/03/2022	Lgia Super	Superannuation contributions	519.28			
581	INV DEDUCTION	28/03/2022	Lgia Super	Payroll deductions	300.00			
582	INV DEDUCTION	28/03/2022	Lgia Super	Payroll deductions	190.40			
583	DD7526.3	28/03/2022	Rest Superannuation			213.30		
584	INV SUPER	28/03/2022	Rest Superannuation	Superannuation contributions	213.30			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
585	DD7526.4	28/03/2022	Essential Super			215.23		
586	INV SUPER	28/03/2022	Essential Super	Superannuation contributions	215.23			
587	DD7526.5	28/03/2022	Mercer Super Trust			143.07		
588	INV SUPER	28/03/2022	Mercer Super Trust	Superannuation contributions	143.07			
589	DD7526.6	28/03/2022	Colonial First State			1,527.16		
590	INV SUPER	28/03/2022	Colonial First State	Superannuation contributions	1,339.72			
591	INV DEDUCTION	28/03/2022	Colonial First State	Payroll deductions	187.44			
592	DD7526.7	28/03/2022	Bt Super For Life			814.52		
593	INV SUPER	28/03/2022	Bt Super For Life	Superannuation contributions	702.87			
594	INV DEDUCTION	28/03/2022	Bt Super For Life	Payroll deductions	111.65			
595	DD7526.8	28/03/2022	Care Super			225.57		
596	INV SUPER	28/03/2022	Care Super	Superannuation contributions	205.38			
597	INV DEDUCTION	28/03/2022	Care Super	Payroll deductions	20.19			
598	DD7526.9	28/03/2022	MyNorth Super			267.20		
599	INV SUPER	28/03/2022	MyNorth Super	Superannuation contributions	267.20			
600	DD7529.1	30/03/2022	Aaron Joseph Cook			2,245.54	L	
601	INV CEO MAR 22	30/03/2022	Aaron Joseph Cook	CEO STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent March 2022	2,245.54			
602	DD7530.1	30/03/2022	Department of Transport			25,228.35		
603	INV T1 21/22	30/03/2022	Department of Transport	EOD DOT 300322	25,228.35			
604	DD7539.1	31/03/2022	Department of Transport			18,556.95		
605	INV T1 21/22	31/03/2022	Department of Transport	EOD DOT 310322	18,556.95			
606	DD7560.1	31/03/2022	Australian Taxation Office			83,575.00		
607	INV BASMARCH22	31/03/2022	Australian Taxation Office	BAS March 2022	83,575.00			
608	DD7451.10	14/03/2022	Hesta Superannuation			1,336.95		
609	INV SUPER	14/03/2022	Hesta Superannuation	Superannuation contributions	1,166.95			
610	INV DEDUCTION	14/03/2022	Hesta Superannuation	Payroll deductions	170.00			



	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
611	DD7451.11	14/03/2022	Bt Superwrap			458.72		
612	INV DEDUCTION	14/03/2022	Bt Superwrap	Payroll deductions	114.93			
613	INV SUPER	14/03/2022	Bt Superwrap	Superannuation contributions	343.79			
614	DD7451.12	14/03/2022	Spirit Super			415.88		
615	INV DEDUCTION	14/03/2022	Spirit Super	Payroll deductions	103.97			
616	INV SUPER	14/03/2022	Spirit Super	Superannuation contributions	311.91			
617	DD7451.13	14/03/2022	Australiansuper			2,723.71		
618	INV DEDUCTION	14/03/2022	Australiansuper	Payroll deductions	111.49			
619	INV DEDUCTION	14/03/2022	Australiansuper	Payroll deductions	637.00			
620	INV SUPER	14/03/2022	Australiansuper	Superannuation contributions	1,975.22			
621	DD7451.14	14/03/2022	Mlc Masterkey			249.35		
622	INV SUPER	14/03/2022	Mlc Masterkey	Superannuation contributions	249.35			
623	DD7451.15	14/03/2022	Bt Super For Life			195.37		
624	INV SUPER	14/03/2022	Bt Super For Life	Superannuation contributions	195.37			
625	DD7451.16	14/03/2022	Cbus Super Fund			252.38		
626	INV SUPER	14/03/2022	Cbus Super Fund	Superannuation contributions	252.38			
627	DD7451.17	14/03/2022	Prime Super			608.17		
628	INV SUPER	14/03/2022	Prime Super	Superannuation contributions	608.17			
629	DD7526.10	28/03/2022	Hesta Superannuation			1,053.83		
630	INV SUPER	28/03/2022	Hesta Superannuation	Superannuation contributions	883.83			
631	INV DEDUCTION	28/03/2022	Hesta Superannuation	Payroll deductions	170.00			
632	DD7526.11	28/03/2022	Bt Superwrap			443.01		
633	INV DEDUCTION	28/03/2022	Bt Superwrap	Payroll deductions	114.93			
634	INV SUPER	28/03/2022	Bt Superwrap	Superannuation contributions	328.08			
635	DD7526.12	28/03/2022	Spirit Super			411.79		
636	INV DEDUCTION	28/03/2022	Spirit Super	Payroll deductions	102.95			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
637	INV SUPER	28/03/2022	Spirit Super	Superannuation contributions	308.84			
638	DD7526.13	28/03/2022	Australiansuper			2,740.87		
639	INV DEDUCTION	28/03/2022	Australiansuper	Payroll deductions	111.49			
640	INV DEDUCTION	28/03/2022	Australiansuper	Payroll deductions	637.00			
641	INV SUPER	28/03/2022	Australiansuper	Superannuation contributions	1,992.38			
642	DD7526.14	28/03/2022	Mlc Masterkey			249.35		
643	INV SUPER	28/03/2022	Mlc Masterkey	Superannuation contributions	249.35			
644	DD7526.15	28/03/2022	Bt Super For Life			177.59		
645	INV SUPER	28/03/2022	Bt Super For Life	Superannuation contributions	177.59			
646	DD7526.16	28/03/2022	Cbus Super Fund			293.14		
647	INV SUPER	28/03/2022	Cbus Super Fund	Superannuation contributions	293.14			
648	DD7526.17	28/03/2022	Prime Super			608.16		
649	INV SUPER	28/03/2022	Prime Super	Superannuation contributions	608.16			
Direct Debit Total \$					422,544.92			

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				
650	DD7483.1	25/03/2022	General Credit Card Purchases			5,303.17	PF
650	INV WLBFEB0122	28/02/2022	General Credit Card Purchases	CHSP - INFORMATION SYSTEMS - Xero Monthly Subscription	54.00		
650	INV FLFEB0922	24/02/2022	General Credit Card Purchases	NGN802 2018 MITSUBISHI TRITON - Department of Transport - New Vehicle Licence Toyota Hilux	181.45		
650	INV FLFEB1022	28/02/2022	General Credit Card Purchases	ADMIN - TRAINING & DEVELOPMENT - Quest Innaloo - DOT Training Accomodation (A. Lazenby)	901.08		
650	INV DSFEB0122	31/01/2022	General Credit Card Purchases	ADMIN - INFORMATION SYSTEMS - Adobe Subscription	145.19		
650	INV DSFEB0222	01/02/2022	General Credit Card Purchases	ADMIN OFFICE BUILDING MAINTENANCE - Filters for drinking water units x6	1,002.00		
650	INV DSFEB0322	07/02/2022	General Credit Card Purchases	ADMIN - TRAVEL & ACCOMMODATION - Parking for event	7.07		
650	INV DSFEB0422	07/02/2022	General Credit Card Purchases	ADMIN - TRAVEL & ACCOMMODATION - Wotif - Accommodation at DoubleTree by Hilton	155.00		
650	INV DSFEB0522	08/02/2022	General Credit Card Purchases	FIRE PREVENTION/BURNING/CONTROL - SMS Top-up	357.50		
650	INV DSFEB0622	14/02/2022	General Credit Card Purchases	FIRE PREVENTION/BURNING/CONTROL - Wholesale SMS - Monthly Charges	17.60		
650	INV DSFEB0722	14/02/2022	General Credit Card Purchases	ADMIN - SUBSCRIPTIONS AND MEMBERSHIPS - AICD Membership (D. Stewart)	825.00		
650	INV DSFEB0822	15/02/2022	General Credit Card Purchases	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Fire Relief - Food Supplies	68.52		
650	INV FLFEB0122	31/01/2022	General Credit Card Purchases	ADMIN - ADVERTISING - Survey Monkey - Annual Subscription	312.00		
650	INV DSFEB0922	22/02/2022	General Credit Card Purchases	CHSP - RECRUITMENT - SEEK - Enrolled Nurse Job Advert	302.50		
650	INV DSFEB1022	25/02/2022	General Credit Card Purchases	NGN11555 2016 VOLKSWAGEN CADDY - Plate Change to 1HNV907 & New Vehicle Licence Toyota Carolla	220.80		
650	INV DSFEB1122	28/02/2022	General Credit Card Purchases	ADMIN - TRAINING & DEVELOPMENT - Moray & Agnew - "MOU's Demystified" Training (D. Stewart)	55.00		
650	INV FEBFEES2022	31/01/2022	General Credit Card Purchases	INVEST - BANK FEES AND CHARGES (INC GST) - Credit Card February Interest	9.36		
650	INV FLFEB0222	01/02/2022	General Credit Card Purchases	NGN15581 MAZDA BT50 UTE 2017 - Department of Transport - Plate Change to 1HKA039	30.50		
650	INV FLFEB0322	01/02/2022	General Credit Card Purchases	NGN15581 MAZDA BT50 UTE 2017 - Department of Transport - New Vehicle Licence Isuzu DMAX	192.50		
650	INV FLFEB0422	07/02/2022	General Credit Card Purchases	1NGN 2019 TOYOTA PRADO - Department of Transport - Plate Change to 1HKA045	30.50		
650	INV FLFEB0522	07/02/2022	General Credit Card Purchases	INFORMATION SYSTEMS - Power Networx - Greeting Messages Admin & Homecare February 2022	151.80		
650	INV FLFEB0622	08/02/2022	General Credit Card Purchases	1NGN 2019 TOYOTA PRADO - Department of Transport - New Vehicle Licence Toyota Prado	210.90		

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
650	INV FLFEB0722	23/02/2022	General Credit Card Purchases	NGN802 2018 MITSUBISHI TRITON - Department of Transport - Plate Change to 1HKA036	30.50			
650	INV FLFEB0822	24/02/2022	General Credit Card Purchases	NO686 1991 CATERPILLAR 12G GRADER - Department of Transport - Plate Remake	42.40			
Trust Total					\$5,303.17			

Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
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ABBREVIATIONS		Cheque Total (Less TD)	\$927.30	0.06%
PF	Partially Funded	Term Deposits (TD)		
I		EFT Total*	\$727,056.12	48.42%
F	Funded	Payroll Total*	\$340,329.41	22.67%
L	Local Supplier	Direct Debit Total	\$422,544.92	28.14%
R	Recoverable	Credit Card Total	\$5,303.17	0.35%
		Trust Total	\$5,303.17	0.35%
			<b>\$1,501,464.09</b>	100.00%
		Total (Less Term Deposits)	<b>\$1,501,464.09</b>	
	* Please note Payroll totals			
		Local Suppliers	\$159,675.64	10.63%
		Employees	\$340,329.41	22.67%
		Combined Total	<b>\$500,005.05</b>	33.30%



### 10.3.2 MONTHLY FINANCIAL REPORTS – MARCH 2022

File Reference	12.8.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that require disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	13 March 2022
Author	Manisha Barthakur – Senior Finance Officer- Strategic
Authorising Officer	Alex Mulenga – Manager Corporate Services
Attachments	
1. Monthly Financial Report for the period ended 31 March 2022.	

#### 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 March 2022 Monthly Financial Reports.

#### Consultation

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

#### Statutory Environment

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

#### Policy Implications

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

#### Financial Implications

All expenditure has been approved via adoption of the 2021/22 Annual Budget or resulting from a Council resolution.

## Strategic Implications

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

## Comment/Conclusion

The March 2022 Monthly Financial Report is presented for review.

## Voting Requirements

Simple Majority.

### OFFICERS' RECOMMENDATION

That, with respect to the Monthly Financial Reports for March 2022, Council note the Reports as presented.

# MONTHLY FINANCIAL REPORT

(Containing the Statement of Financial Activity)

## FOR THE PERIOD ENDED 31 MARCH 2022

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

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**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MARCH 2022**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Adopted Annual Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>FOR THE PERIOD ENDED 31 MARCH 2022</b>								
		\$	\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)		2,394,166	1,981,854	1,981,854	1,981,854	(0)	(21%)	
<b>Revenue from operating activities</b>								
General Purpose Funding - Rates		5,117,093	5,117,093	5,117,093	5,117,093	0	0%	
General Purpose Funding - Other		1,406,907	1,326,843	1,000,322	1,071,345	71,023	7%	
Governance		5,060	1,855	1,830	15,901	14,071	769%	
Law, Order and Public Safety		353,275	359,348	337,616	237,186	(100,430)	(30%)	▼
Health		19,950	24,750	18,563	22,423	3,860	21%	
Education and Welfare		2,034,745	2,037,495	1,526,174	1,788,336	262,162	17%	▲
Housing		8,363	8,363	6,180	6,974	794	13%	
Community Amenities		1,133,155	1,144,319	1,036,171	1,052,798	16,628	2%	
Recreation and Culture		66,916	80,544	63,955	57,462	(6,493)	-10.2%	
Transport		284,138	289,563	218,760	251,961	33,201	15%	▲
Economic Services		365,849	368,199	276,176	262,829	(13,347)	(5%)	
Other Property and Services		161,900	174,950	114,125	79,181	(34,944)	(30.62%)	▼
		<b>10,957,351</b>	<b>10,933,323</b>	<b>9,716,963</b>	<b>9,963,489</b>	<b>246,526</b>	<b>2%</b>	
<b>Expenditure from operating activities</b>								
General Purpose Funding		(322,483)	(327,953)	(247,501)	(197,478)	50,023	20%	▲
Governance		(696,880)	(623,071)	(470,533)	(355,064)	115,469	25%	▲
Law, Order and Public Safety		(969,585)	(1,010,906)	(765,579)	(690,664)	74,915	10%	
Health		(303,363)	(275,970)	(208,963)	(215,088)	(6,126)	(3%)	
Education and Welfare		(1,571,411)	(1,571,411)	(1,202,638)	(1,362,510)	(159,872)	(13%)	▼
Housing		(35,823)	(43,430)	(34,279)	(23,223)	11,056	32%	
Community Amenities		(1,540,165)	(1,448,077)	(1,085,628)	(1,027,868)	57,760	5%	
Recreation and Culture		(3,213,503)	(3,091,226)	(2,326,349)	(2,129,800)	196,549	8%	
Transport		(3,869,121)	(3,613,042)	(2,721,884)	(2,249,754)	472,130	17%	▲
Economic Services		(832,006)	(752,385)	(567,279)	(485,754)	81,525	14%	
Other Property and Services		(148,509)	(135,932)	(114,843)	(297,148)	(182,304)	(158.74%)	▲
		<b>(13,502,848)</b>	<b>(12,893,404)</b>	<b>(9,745,475)</b>	<b>(9,034,350)</b>	<b>711,125</b>		
<b>Operating activities excluded from budget</b>								
Add back Depreciation		3,274,599	2,943,677	2,207,754	1,954,102	(253,652)	(11%)	▼
Adjust (Profit)/Loss on Asset Disposal	12	108,822	106,841	110,716	(1,981)	(112,698)	(102%)	▼
Adjust Employee Benefits Provision (Non-Current)		180	174	0	0	0		
Adjust Deferred Pensioner Rates (Non-Current)		0	0	0	0	0		
Movement in Leave Reserve (Added Back)		0	0	0	102	102	100%	
Adjust Rounding		0	0	0	0	0		
<b>Amount attributable to operating activities</b>		<b>3,232,269</b>	<b>3,072,464</b>	<b>4,271,812</b>	<b>4,863,215</b>	<b>591,403</b>		
<b>Investing Activities</b>								
Non-Operating Grants, Subsidies and Contributions		1,731,740	3,433,803	1,564,707	886,289	(678,418)	(43%)	▼
Purchase of Investments		0	0	0	0	0		
Land Held for Resale	11	0	0	0	0	0		
Land and Buildings	11	(2,526,000)	(2,605,999)	(1,537,999)	(521,104)	1,016,895	66%	▲
Plant and Equipment	11	(1,402,000)	(2,429,100)	(802,086)	(306,595)	495,491	62%	▲
Furniture and Equipment	11	(68,000)	(68,000)	(11,000)	(11,439)	(439)	100%	
Infrastructure Assets - Roads	11	(2,056,540)	(1,740,640)	(1,740,640)	(1,218,153)	522,487	100%	▲
Infrastructure Assets - Footpaths	11	(58,000)	(58,000)	(58,000)	0	58,000	100%	▲
Infrastructure Assets - Road Drainage	11	(30,000)	(30,000)	(30,000)	0	30,000	100%	▲
Infrastructure Assets - Parks and Gardens	11	(225,000)	(339,800)	(229,436)	(34,576)	194,861	100%	▲
Infrastructure Assets - Aerodromes	11	(99,554)	(99,554)	(99,554)	(14,638)	84,916	100%	▲
Infrastructure Assets - Other	11	(732,650)	(841,791)	(683,147)	(180,882)	502,265	74%	▲
Infrastructure Assets- Bridges	12	0	(588,000)	0	0	0		
Proceeds from Disposal of Assets	12	407,000	407,000	407,000	203,618	(203,382)	(50%)	▲
Proceeds from Sale of Investments		0	0	0	0	0	100%	
<b>Amount attributable to investing activities</b>		<b>(5,059,004)</b>	<b>(4,960,081)</b>	<b>(3,220,155)</b>	<b>(1,197,479)</b>	<b>2,022,676</b>		
<b>Financing Activities</b>								
Proceeds from New Debentures	13	500,000	500,000	500,000	0	(500,000)	100%	▼
Proceeds from Advances		0	0	0	0	0		
Repayment of Debentures	13	(206,412)	(206,412)	(121,426)	(103,824)	17,602	17%	▲
Self-Supporting Loan Principal		0	0	0	0	0		
Transfer from Reserves	10	4,170,391	4,230,764	366,237	0	(366,237)	(100%)	▼
Advances to Community Groups		0	0	0	0	0		
Transfer to Reserves	10	(2,637,245)	(2,636,735)	(1,350)	0	1,350	100%	
<b>Amount attributable to financing activities</b>		<b>1,826,734</b>	<b>1,887,617</b>	<b>743,461</b>	<b>(103,824)</b>	<b>(847,285)</b>		
<b>Net Capital</b>		<b>(0)</b>	<b>(0)</b>	<b>1,795,118</b>	<b>3,561,912</b>	<b>1,766,794</b>		
<b>Total Net Operating + Capital</b>		<b>(0)</b>	<b>(0)</b>	<b>1,795,118</b>	<b>3,561,912</b>	<b>1,766,794</b>		
<b>Closing Funding Surplus(Deficit)</b>	3	<b>(0)</b>	<b>(0)</b>	<b>1,795,118</b>	<b>3,561,912</b>	<b>1,766,794</b>		

**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 MARCH 2022

## 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
	\$	%			
<b>Revenue from operating activities</b>					
Law, Order and Public Safety	(100,430)	(30%)	▼	Timing	Timing of mitigation officer grant (\$92k) from DFES. The last quarter has yet to be received.
Education and Welfare	262,162	17%	▲	Timing	Variance due to increased business activity in the CHSP programme.
Transport	33,201	15%	▲	Timing	Variance due to receipt of direct road operational grant from MRWA earlier than envisaged in budget (\$154k).
Other Property and Services	(34,944)	(31%)	▼	Timing	Timing of private works income.
<b>Expenditure from operating activities</b>					
General Purpose Funding	50,023	20%	▲	Timing	Variance mainly due to timing of debt collection expenses.
Governance	115,469	25%	▲	Timing	Variance due to timing of expenditure in audit fees (\$40k), consultancy (\$10k), valuation fees (\$15k), and Elected Members sitting fees(\$30k)
Transport	472,130	17%	▲	Timing	Variance due to timing of maintenance expenditure on roads,
Economic Services	81,525	14%	▲	Timing	Variance mainly due to timing of operations and maintenance in tourism & area promotion (\$40k) and building maintenance costs (\$39k).
Other Property and Services	(182,304)	(159%)	▲	Timing	Variance mainly due to timing of admin overheads (\$150k), and plant operating costs(\$45k) allocations.
<b>Investing Activities</b>					
Non-operating Grants, Subsidies and Contributions	(678,418)	(43%)	▼	Timing	Variance due to timing of NRLC grants by (\$165k), heritage grants (\$74k), DWER (\$150k) and Roads to Recovery grants (89k), tourism grant of (60k) and other contributions of (\$135k).
Proceeds from Disposal of Assets	(203,382)	(50%)	▼	Timing	Variance due to timing of programmed plant disposals.
Capital Acquisitions	2,904,476	56%	▲	Timing	Timing of capital projects in Land and buildings(\$1.07m); plant purchases (497k) affected by global shortages; Council funded road works(387k) and other infrastructure particularly Southern Hockey association LED lighting(\$168k), and Stormwater Catchment Dam(\$169k).
<b>Financing Activities</b>					
Proceeds from New Debentures	(500,000)	100%	▼	Permanent	Loan associated with staff housing. Application for loan in progress.
Transfer from Reserves	(366,237)	(100%)	▼	Timing	Timing of transfers to take place at year end. Rephasing of budget required.
Repayment of Debentures	17,602	17%	▲	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.



## MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 31 MARCH 2022

## 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 inconsistent 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.

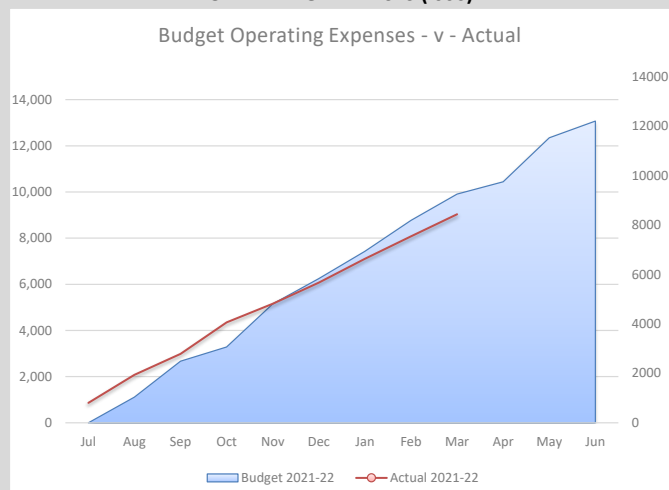
#### ROUNDING OFF FIGURES

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

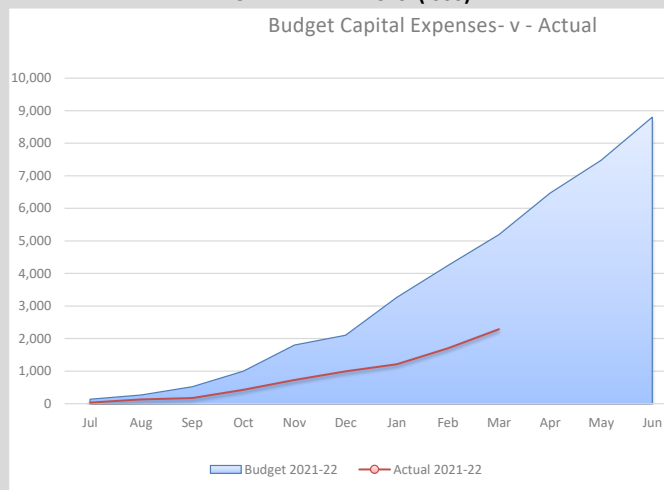
**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 MARCH 2022**

**MONTHLY SUMMARY INFORMATION  
GRAPHS**

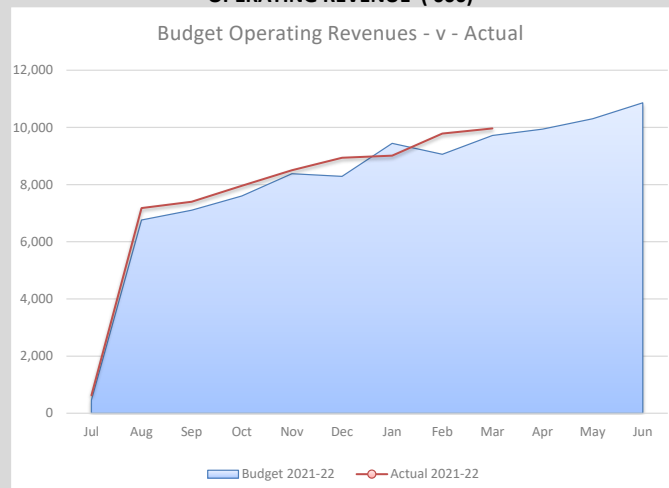
**OPERATING EXPENSES ('000)**



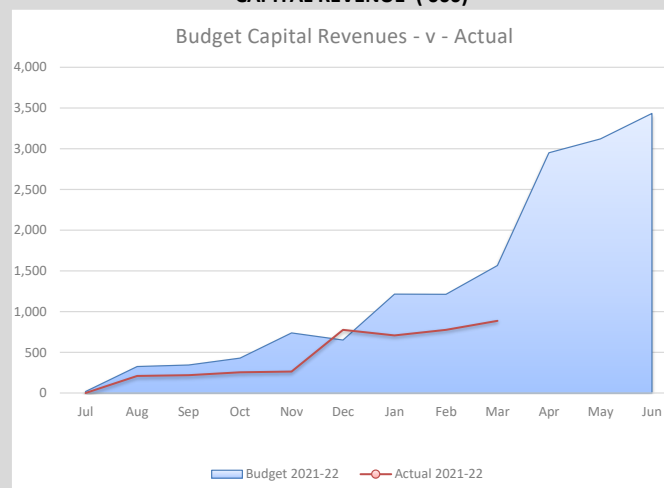
**CAPITAL EXPENSES ('000)**



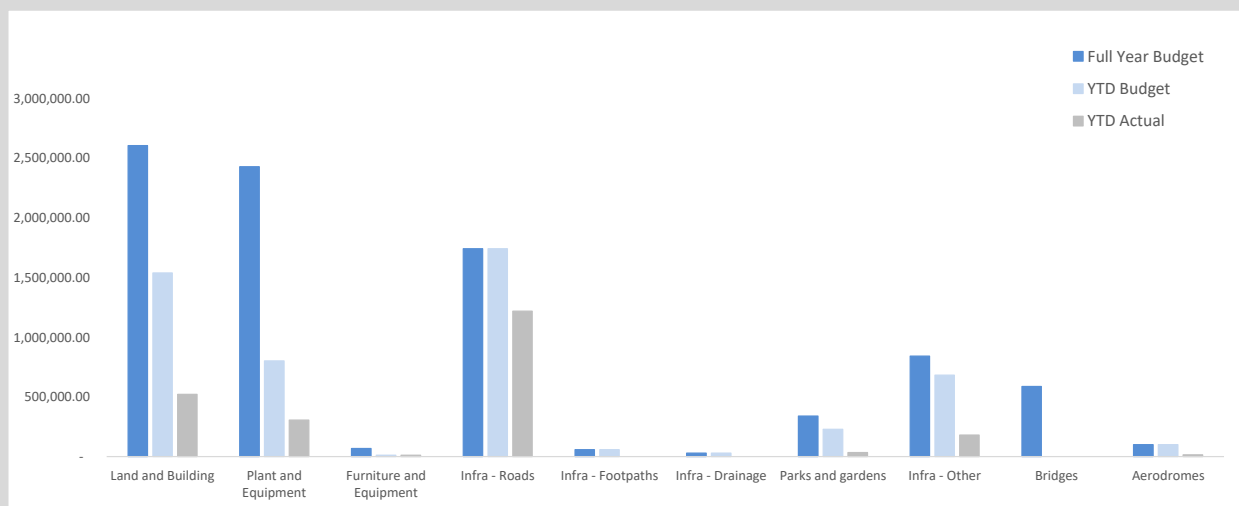
**OPERATING REVENUE ('000)**



**CAPITAL REVENUE ('000)**



**CAPITAL EXPENSES BY ACTIVITY**



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

## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MARCH 2022

## NET CURRENT ASSETS

### SIGNIFICANT ACCOUNTING POLICIES

#### CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the 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.

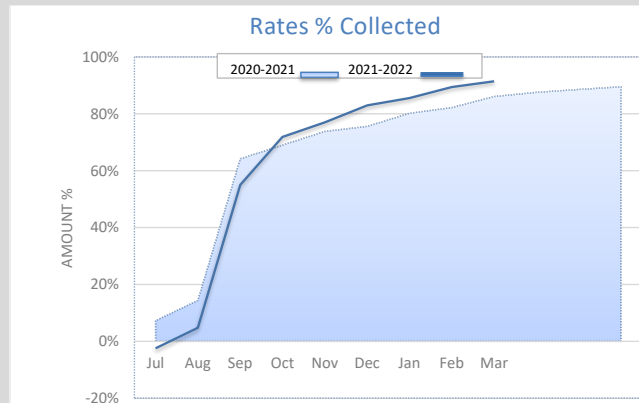
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2022**

**OPERATING ACTIVITIES  
RECEIVABLES**

Rates Receivable	30 Jun 21	31 Mar 22	Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$		\$	\$	\$	\$	\$
<b>Opening Arrears Previous Years</b>	<b>495,899</b>	<b>476,999</b>	Receivables - General	153,714	92,944	8,080	57,013	311,750
Levied this year	3,175,827	3,238,638	Percentage	49%	30%	3%	18%	
Movement in Excess Rates	0	0						
Domestic Refuse Collection Charges	476,713	493,309						
Domestic Services (Additional)	3,164	3,807						
Commercial Collection Charge	0	45,561						
Commercial Collection Charge (Additional)	43,178	45,298						
Total Rates and Rubbish (YTD)	5,452,101	5,710,922	<b>Balance per Trial Balance</b>					
Less Collections to date	(5,471,001)	(5,257,040)	Rates Pensioner Rebate Claims					10,970
<b>Net Rates Collectable</b>	<b>476,999</b>	<b>930,881</b>	GST Input					-
% Collected	89.52%	92.05%	Provision For Doubtful Debts					(75,000)
			<b>Total Receivables General Outstanding</b>					<b>247,719.82</b>
			<b>Amounts shown above include GST (where applicable)</b>					
Pensioner Deferred Rates		(180,497)						
Pensioner Deferred ESL		(8,464)						
<b>Total Rates and Rubbish, ESL, Excess Rates</b>		<b>741,921</b>						

**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**

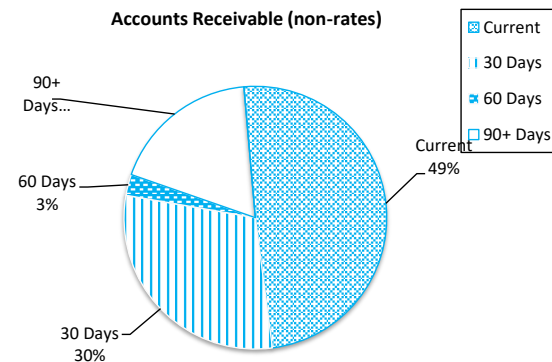
**92%**

**Rates Due**

**\$741,921**

**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**

**\$247,720**

**Over 30 Days**

**51%**

**Over 90 Days**

**18%**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2022**

**OPERATING ACTIVITIES  
ADJUSTED NET CURRENT ASSETS**

**FOR THE PERIOD ENDED 31 MARCH 2022**

**Current Assets**

Cash Unrestricted	
Cash Restricted - Reserves	
Cash Restricted - Bonds/Deposits	
Receivables - Rates and Rubbish, ESL, Excess Rates	
Receivables - Other	
Inventories	

**Less: Current Liabilities**

Payables	
Loan Liability	
Provisions	

**Net Current Asset Position**

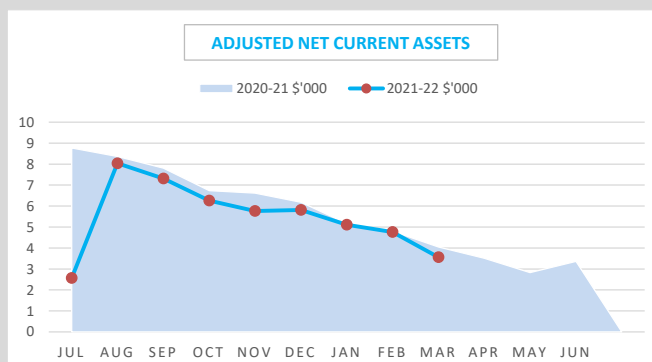
Less: Cash Restricted	
Add Back: Component of Leave Liability not Required to be funded	
Add Back: Current Loan Liability	
Adjustment for Trust Transactions Within Muni	

**Net Current Funding Position**

Last Years Closing	This Time Last Year	Year to Date Actual
30 Jun 2021	31 Mar 2021	31 Mar 2022
\$	\$	\$
2,941,108	3,780,691	3,115,033
4,677,042	4,083,830	4,678,403
30,003	26,996	33,339
288,039	582,081	741,921
96,492	168,085	247,720
9,960	22,142	31,372
8,042,643	8,663,826	8,847,788
(961,258)	53,125	(215,319)
(197,212)	(64,975)	(93,388)
(783,461)	(711,328)	(749,986)
(1,941,931)	(723,178)	(1,058,693)
6,100,712	7,940,649	7,789,095
(4,677,042)	(4,083,830)	(4,678,403)
360,972	360,583	361,089
197,212	64,975	93,388
0	(11,341)	(3,256)
1,981,854	4,271,035	3,561,912

**SIGNIFICANT ACCOUNTING POLICIES**

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



**KEY INFORMATION**

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

**Year YTD Actual**

**Surplus(Deficit)**

**\$3.56 M**

**This Time Last Year**

**Surplus(Deficit)**

**\$4.27 M**



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2022**

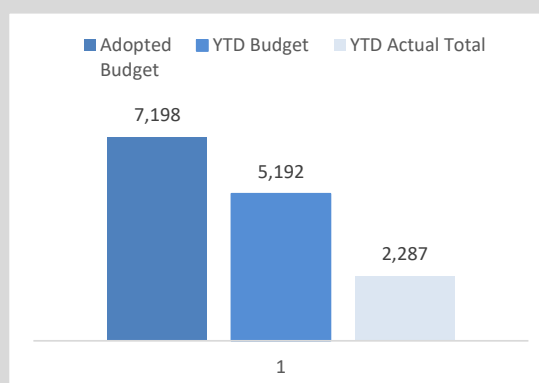
**INVESTING ACTIVITIES  
CAPITAL ACQUISITIONS**

Capital Acquisitions	Adopted Budget	Current Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$	\$
Land and Buildings	2,526,000	2,605,999	1,537,999	521,104	1,016,895
Plant & Equipment	1,402,000	2,429,100	802,086	306,595	496,723
Furniture & Equipment	68,000	68,000	11,000	11,439	(439)
Roads	2,056,540	1,740,640	1,740,640	1,218,153	522,487
Footpaths	58,000	58,000	58,000	0	58,000
Road Drainage	30,000	30,000	30,000	0	30,000
Infrastructure- Bridges	0	588,000	0	0	0
Other Infrastructure	732,650	841,791	683,147	180,882	502,265
Parks and Gardens	225,000	339,800	229,436	34,576	194,861
Aerodromes	99,554	99,554	99,554	14,638	84,916
<b>Capital Expenditure Totals</b>	<b>7,197,744</b>	<b>8,800,884</b>	<b>5,191,862</b>	<b>2,287,387</b>	<b>2,905,708</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**



Acquisitions	Current Annual Budget	Current Budget	YTD Actual	% Spent
	<b>\$7.2 M</b>	<b>\$8.8 M</b>	<b>\$2.29 M</b>	<b>26%</b>

To be read in conjunction with Strategic Projects Tracker

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2022

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	Current Budget	YTD Budget	YTD Actual	YTD Variance Under(Over)
				\$	\$	\$	\$	\$
<b>Capital Expenditure</b>								
<b>Land and Buildings</b>								
1%	Hacc-Jessie house	4080360	BC052	900,000	900,000	450,000	5,100	444,900
1%	Staff Housing	4090150	BC100	500,000	580,000	0	5,000	(5,000)
0%	Town Hall (Federal St) Building Capital	4110160	BC156	30,000	30,000	22,500	0	22,500
83%	Town Hall (Federal St) Fire Panel replacement	4110160	BC155	25,000	25,000	25,000	20,696	4,304
90%	Town Hall Parapet Wall concrete Capping	4110160	BC180	20,000	20,000	20,000	18,000	2,000
0%	NRLC Building Cap-Architectural Planning Study Concept Plan	4110260	BC165	20,000	20,000	10,000	0	10,000
81%	Heritage- Laptop Upgrade for heritage Court House Museum	4110650	PE061	2,000	2,000	1,500	1,627	(127)
2%	ANZAC war memorial repair & restoration	4110660	BC203	50,000	50,000	50,000	960	49,040
0%	Fitout of Railway Station Building	4110660	BC207	50,000	50,000	50,000	0	50,000
2%	Museum Restoration as per conservation Report	4110660	BC201	60,000	60,000	60,000	1,100	58,900
70%	COM AMEN - Building (Capital) - CBD Ablution Upgrades	4100850	BC267	110,000	110,000	110,000	76,981	33,019
0%	NRLC Building Capital 2018-19	4110260	BC161	40,000	40,000	20,000	0	20,000
7%	Library - Stage 2	4110560	IO080B	20,000	20,000	20,000	1,370	18,630
65%	Railway Station Resortation COVID recovery project	4110660	BC202	389,000	389,000	389,000	251,769	137,231
43%	Caravan Park- Renewal Development including reseal	4130260	BC237	310,000	309,999	309,999	134,076	175,923
100%	Visitor Information Bay Upgrade (Williams Road)	4130260	IO094	0	0	0	4,425	(4,425)
				<b>2,526,000</b>	<b>2,605,999</b>	<b>1,537,999</b>	<b>521,104</b>	<b>1,016,895</b>
<b>Plant and Equipment</b>								
0%	Acquisition of Incident Control Vehicle	4050255	PA950	0	881,900	0	0	0
0%	Acquisition of General Rescue Utility	4050255	PA951	0	110,200	0	0	0
100%	Lifting Ramp NO05	4050355	PE057	0	5,000	3,753	4,985	
35%	CHCP- new Mitsubishi Outlander P10	4080455	PA010B	38,000	38,000	38,000	13,305	24,695
14%	CHCP- new Toyota Camry P15	4080455	PA015B	28,000	28,000	28,000	3,872	24,128
89%	CHCP- new fleet vehicle	4080455	PA071A	25,000	25,000	25,000	22,281	2,719
0%	NGN219 CATS Vehicle 2021	4080750	PA014H	25,000	25,000	25,000	0	25,000
82%	NGN00 EMDRS Vehicle 2021(1)	4100655	PA002L	55,000	55,000	55,000	45,292	9,708
0%	NRLC-Manual Pool Vacuum	4110255	PE071	5,000	5,000	5,000	0	5,000
0%	NRLC-Capital Emergency Repairs eg - Pool Filters-YMCA	4110255	PE072	96,000	96,000	64,000	0	64,000
0%	NRLC-Capital Emergency Repairs eg - Pool Liner-YMCA	4110255	PE073	80,000	80,000	53,333	0	53,333
0%	NRLC-Capital Emergency Repairs eg - Boiler-YMCA	4110255	PE074	75,000	75,000	50,000	0	50,000
0%	ONO EMTRS Vehicle 2021 (1)	4120350	PA700L	55,000	55,000	55,000	0	55,000
0%	Multi Tyre Roller (p8517)	4120350	PA8517	170,000	170,000	0	0	0
0%	Flocon (p8215) Roadsealing - Trade old Flocon and purchase new	4120350	PA8215	350,000	350,000	0	0	0
0%	Toro Lawn Mower (p59)	4120350	PA059A	35,000	35,000	35,000	0	35,000
99%	Leading Hand Parks 4*4 vehicle (p21)	4120350	PA021B	35,000	35,000	35,000	34,654	346
98%	MO Vehicle (p967)	4120350	PA967H	55,000	55,000	55,000	53,879	1,121
0%	Construction Foreman 4x4 Vehicle (p8164)	4120350	PA8164B	45,000	45,000	45,000	0	45,000
0%	Maintenance Foreman 4x4 Vehicle (p26)	4120350	PA026C	45,000	45,000	45,000	0	45,000
0%	Parks Utility (p17)	4120350	PA017B	30,000	30,000	30,000	0	30,000
74%	Building Surveyor Vehicle (p6)	4130350	PA006C	30,000	30,000	30,000	22,291	7,709
84%	CEO Vehicle (p1)	4140585	PA001K	70,000	70,000	70,000	59,062	10,938
83%	ONgn Emccs Vehicle 2019(2)	4140585	PA005K	55,000	55,000	55,000	45,496	9,504
				<b>1,402,000</b>	<b>2,429,100</b>	<b>802,086</b>	<b>306,595</b>	<b>496,723</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2022

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	Current Budget	YTD Budget	YTD Actual	YTD Variance Under(Over)
<b>Furniture and Equipment</b>								
100%	Governance Furniture & Equipment Replacements	4040250	FE028	0	0	0	81	(81)
103%	Admin Building CCTV	4040250	FE035	11,000	11,000	11,000	11,359	(359)
0%	Altus HR system	4140580	FE101	57,000	57,000	0	0	0
				<b>68,000</b>	<b>68,000</b>	<b>11,000</b>	<b>11,439</b>	<b>(439)</b>
<b>Infrastructure - Roads</b>								
100%	Wagin-Wickepin Road - Renewal (Local)	4120165	IR207	0	0	0	205	(205)
73%	Wandering Road - Stabilise Defects	4120165	IR332	92,996	92,996	92,996	68,339	24,657
100%	Leak St - New Seal over gravel	4120165	IR108	22,574	0	0	0	0
100%	Chipper St - New Seal over gravel	4120165	IR106	21,410	0	0	0	0
5%	Quigley st- New Seal over gravel	4120165	IR088	22,950	22,950	22,950	1,065	21,885
100%	Narrogin Valley Rd - New Seal over gravel	4120165	IR212	139,916	0	0	0	0
89%	Chomley Rd - Gravel re sheet	4120165	IR213	75,658	75,658	75,658	67,315	8,343
0%	Spriggs Rd - Gravel re sheet	4120165	IR258	99,498	99,498	99,498	0	99,498
0%	Cannell Rd - Gravel re sheet	4120165	IR336	161,230	161,230	161,230	610	160,620
30%	Booth St - Gravel re sheet	4120165	IR065	25,060	25,060	25,060	7,531	17,529
0%	Marrumucking Rd - Gravel re sheet	4120165	IR261	100,648	100,648	100,648	207	100,441
102%	Congelin Narrogin Rd	4120166	R2R202	30,395	30,395	30,395	30,878	(483)
196%	Florence Ave	4120166	R2R110	4,245	4,245	4,245	8,309	(4,064)
223%	Goldsmith St	4120166	R2R053	3,520	3,520	3,520	7,845	(4,325)
23%	Lavator St	4120166	R2R283	60,245	60,245	60,245	13,691	46,554
95%	Normans Lake Siding Rd Renewal (R2R)	4120166	R2R255	65,125	65,125	65,125	62,074	3,051
73%	Narrogin-Harrismith Road - Renewal (Local) (R2R)	4120166	R2R331	44,720	44,720	44,720	32,739	11,981
109%	Ried Rd Renewal (R2R)	4120166	R2R333	48,845	48,845	48,845	53,131	(4,286)
168%	Sagar St	4120166	R2R086	4,195	4,195	4,195	7,068	(2,873)
61%	Scadden St	4120166	R2R070	21,355	21,355	21,355	13,127	8,228
73%	Tarwonga Rd	4120166	R2R204	35,845	35,845	35,845	26,052	9,793
239%	Tuhoy St	4120166	R2R127	2,355	2,355	2,355	5,630	(3,275)
301%	Wald St	4120166	R2R113	3,255	3,255	3,255	9,798	(6,543)
0%	Earl St	4120166	R2R002B	51,000	51,000	51,000	0	51,000
112%	Wagin-Wickepin Road - Renewal (Rural) (RRG)	4120167	RRG207	550,899	550,899	550,899	614,453	(63,554)
79%	Narrogin Harrismith - Stabilise defects	4120167	RRG331	236,601	236,601	236,601	188,085	48,516
100%	Tarwonga Road Black Spot	4120167	RBS204	132,000	0	0	0	0
				<b>2,056,540</b>	<b>1,740,640</b>	<b>1,740,640</b>	<b>1,218,153</b>	<b>522,487</b>
<b>Infrastructure - Footpaths</b>								
0%	Ensign St Footpath	4120175	IF003	50,000	50,000	50,000	0	50,000
0%	Concrete Paths For Wilbur Park	4120175	IF053	8,000	8,000	8,000	0	8,000
				<b>58,000</b>	<b>58,000</b>	<b>58,000</b>	<b>0</b>	<b>58,000</b>
<b>Infrastructure - Drainage</b>								
0%	Drainage Easement Falcon St	4120180	ID000	30,000	30,000	30,000	0	30,000
				<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>0</b>	<b>30,000</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2022

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	Current Budget	YTD Budget	YTD Actual	YTD Variance Under(Over)	
						30,000	0	30,000	
		<b>Infrastructure - Bridges</b>							
0%		Tarwonga Rd Bridge 4551	4120181	IB204	0	192,000	0	0	0
0%		Whinbin Rock Rd Bridge 3125	4120181	IB205	0	396,000	0	0	0
				0	588,000	0	0	0	0
		<b>Infrastructure - Other</b>							
100%		TWIS Dams	4100350	IO078	51,500	55,910	41,931	55,910	(13,979)
11%		Cemetery Upgrade	4100860	IO026	138,960	138,960	138,960	15,875	123,085
25%		LED Lighting Upper Great Southern Hockey Association	4110265	IO164	330,000	409,000	272,668	103,753	168,915
0%		May St Stormwater Catchment Dam	4110365	IO180	169,190	169,190	169,190	0	169,190
0%		Public Arts projects identified by Townscape committee	4110860	IO113	25,000	25,000	16,667	0	16,667
58%		Projects NEXIS (Capital)	4100860	IO150	8,000	8,000	8,000	4,607	3,393
0%		Acquisition of Fast Fill Trailer	4050155	PA952	0	7,000	7,000	0	7,000
0%		Narrogin Central BFB 120,000L Water Tank	4050165	IO134	0	8,919	8,919	0	8,919
0%		Nomans Lake BFB 110,000L Water Tank	4050165	IO135	0	9,812	9,812	0	9,812
0%		Water Pump For Depot Tanks - 3 Phase/ 3inch Transfer Pump	4120466	PE081	10,000	10,000	10,000	0	10,000
100%		Caravan Park Resealing, Line Marking	4130265	IO081	0	0	0	0	0
				732,650	841,791	683,147	180,882	502,265	
		<b>Infrastructure - Parks &amp; Gardens</b>							
91%		Electric BBQ For Highbury near Tennis Courts	4110360	IO124	10,000	10,000	10,000	9,082	918
0%		Parks Naming Project	4110360	IO128	15,000	15,000	0	0	0
13%		Walk Cycle & Mountain Bike Trails Projects	4110360	IO129	200,000	200,300	133,558	25,494	108,065
				225,000	339,800	229,436	34,576	194,861	
		<b>Infrastructure - Aerodromes</b>							
17%		RADS Grant Narrogin Airport Patient Transfer Apron	4120460	BC220	69,554	69,554	69,554	11,637	57,917
10%		Narrogin airport-Patient transfer facility	4120460	BC221	30,000	30,000	30,000	3,001	26,999
				99,554	99,554	99,554	14,638	84,916	
		<b>Grand Total</b>			<b>7,197,744</b>	<b>8,800,884</b>	<b>5,191,862</b>	<b>2,287,387</b>	<b>2,905,708</b>

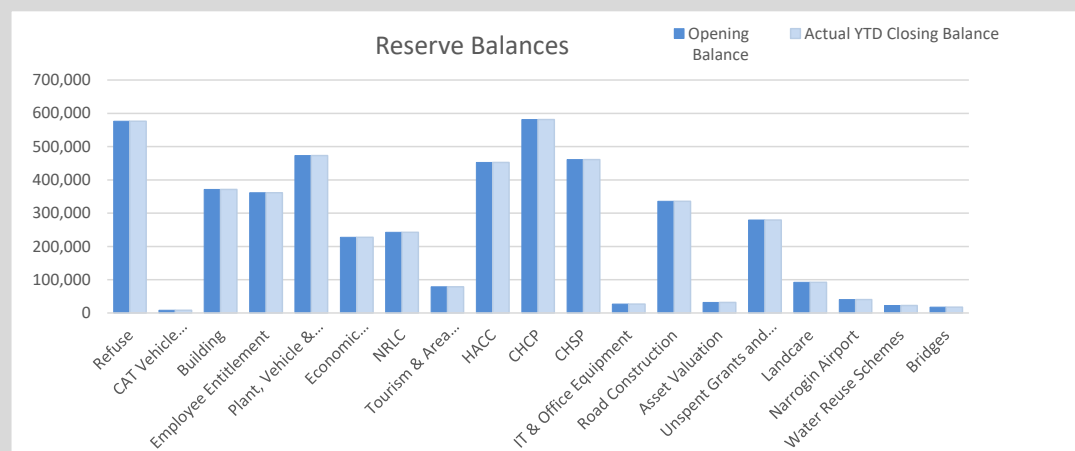
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2022**

**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	575,868	280	164	39,017	0	23,848	0	591,037	576,032
CAT Vehicle Replacement	8,492	0	3	8,000	0	10,000	0	6,492	8,496
Building	371,259	180	158	180	0	276,000	0	95,439	371,417
Employee Entitlement	360,972	180	117	180	0	0	0	361,152	361,089
Plant, Vehicle & Equipment	472,848	230	133	425,230	0	677,000	0	221,078	472,980
Economic Development	227,267	110	77	110	0	200,000	0	27,377	227,344
NRLC	242,045	120	96	100,120	0	328,662	0	13,503	242,141
Tourism & Area Promotion	78,606	30	27	30	0	0	0	78,636	78,633
HACC	452,086	134	159	134	0	448,243	0	3,977	452,245
CHCP	581,385	280	70	759,634	0	994,907	0	346,112	581,455
CHSP	460,965	230	105	1,223,070	0	873,384	0	810,651	461,070
IT & Office Equipment	26,396	10	32	10	0	20,000	0	6,406	26,428
Road Construction	335,365	160	107	160	0	0	0	335,525	335,472
Asset Valuation	31,879	10	11	10	0	0	0	31,889	31,889
Unspent Grants and Contributions	279,296	280	62	280	0	279,146	0	430	279,358
Landcare	92,469	40	32	40	0	25,000	0	67,509	92,501
Narrogin Airport	40,198	20	0	15,000	10	0	0	55,198	40,208
Water Reuse Schemes	22,145	0	0	17,520	0	35,000	0	4,665	22,145
Bridges	17,500	10	0	48,010	0	39,574	0	25,936	17,500
	<b>4,677,041</b>	<b>2,304</b>	<b>1,352</b>	<b>2,636,735</b>	<b>10</b>	<b>4,230,764</b>	<b>0</b>	<b>3,083,012</b>	<b>4,678,403</b>

**KEY INFORMATION**



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2022**

**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
22/09/2021	PA950	Acquisition of Incident Control Vehicle	0921.006	Capital Expenditure			(881,900)	(881,900)
22/09/2021	PA951	Acquisition of General Rescue Utility	0921.006	Capital Expenditure			(110,200)	(992,100)
22/09/2021	3050202	ESL - SES Capital Grant GEN	0921.006	Capital Income		992,100		0
22/09/2021	PA952	Acquisition of Fast Fill Trailer	0921.006	Capital Expenditure			(7,000)	(7,000)
22/09/2021	IO134	Narrogin Central BFB 120,000L Water Tank	0921.006	Capital Expenditure			(8,919)	(15,919)
22/09/2021	IO135	Nomans Lake BFB 110,000L Water Tank	0921.006	Capital Expenditure			(9,812)	(25,731)
22/09/2021	5050152	FIRE - Grants GEN	0921.006	Capital Income		25,731		0
22/09/2021	IB205	Whinbin Rock Rd Bridge 3125	0921.006	Capital Expenditure			(192,000)	(192,000)
22/09/2021	IB204	Tarwonga Rd Bridge 4551	0921.006	Capital Expenditure			(396,000)	(588,000)
22/09/2021	3120112	ROADC - Other Grants - Roads/Streets GEN	0921.006	Capital Income		588,000		0
24/11/2021	IO164	LED Lighting Upper Great Southern Hockey Association	1124.01	Capital Expenditure			(79,000)	(79,000)
24/11/2021	3110230	NRLC - Contributions & Donations GEN	1124.01	Capital Income		39,500		(39,500)
24/11/2021	5110253	NRLC - Transfers from Reserve GEN	1124.01	Capital Income		39,500		0
15/12/2021	BC100	Staff Housing Building (Capital)	1215.008	Capital Expenditure			(80,000)	(80,000)
15/12/2021	5090160	STF HOUSE - Transfer from Reserves	1215.008	Capital Income		80,000		0
23/03/2022		Opening deficit	0323.011	Opening Surplus(Deficit)			(412,313)	(412,313)
23/03/2022	2030301	INVEST - Bank Fees and Charges (Exc GST)	0323.011	Operating Expenses			(5,470)	(417,783)
23/03/2022	2040107	MEMBERS - Members Conference/Training Expenses	0323.011	Operating Expenses			(7,000)	(424,783)
23/03/2022	2040111	MEMBERS - Communications Allowance	0323.011	Operating Expenses		500		(424,283)
23/03/2022	2040112	MEMBERS - Election Expenses	0323.011	Operating Expenses		2,000		(422,283)
23/03/2022	2040113	MEMBERS - Subscriptions & Publications	0323.011	Operating Expenses		3,000		(419,283)
23/03/2022	2040114	MEMBERS - Members - Insurance	0323.011	Operating Expenses		5,278		(414,005)
23/03/2022	2040127	MEMBERS - Civic Functions, Refreshments & Receptions	0323.011	Operating Expenses			(8,000)	(422,005)
23/03/2022	2040127	MEMBERS - Civic Functions, Refreshments & Receptions	0323.011	Operating Expenses		8,500		(413,505)
23/03/2022	2040199	MEMBERS - Administration Allocated	0323.011	Operating Expenses		12,000		(401,505)
23/03/2022	2040210	OTHGOV - Audit Fees	0323.011	Operating Expenses			(5,000)	(406,505)
23/03/2022	2040215	OTHGOV - Insurance	0323.011	Operating Expenses		1,971		(404,534)
23/03/2022	2040216	OTHGOV - Legal Expenses	0323.011	Operating Expenses		1,000		(403,534)
23/03/2022	2040222	OTHGOV - Other Consultancy - Statutory	0323.011	Operating Expenses		15,000		(388,534)
23/03/2022	2040226	OTHGOV - Valuation Expenses	0323.011	Operating Expenses		3,100		(385,434)
23/03/2022	2040292	OTHGOV - Depreciation	0323.011	Operating Expenses				(385,434)
23/03/2022	2050100	FIRE - Salaries & Wages	0323.011	Operating Expenses		12,299		(373,136)
23/03/2022	2050101	FIRE- Superannuation	0323.011	Operating Expenses		806		(372,330)
23/03/2022	2050102	FIRE- Workers Comp Insurance	0323.011	Operating Expenses			(352)	(372,681)
23/03/2022	2050106	FIRE- Other Employee Costs	0323.011	Operating Expenses			(250)	(372,931)
23/03/2022	2050107	FIRE - Motor Vehicle Expenses	0323.011	Operating Expenses		14,839		(358,093)
23/03/2022	W001	Fire Prevention/Burning/Control	0323.011	Operating Expenses			(12,406)	(370,499)
23/03/2022	W001	Fire Prevention/Burning/Control	0323.011	Operating Expenses			(20,000)	(390,499)
23/03/2022	W001	Fire Prevention/Burning/Control	0323.011	Operating Expenses			(2,000)	(392,499)
23/03/2022	2050112	FIRE - Expensed Minor Asset Purchases	0323.011	Operating Expenses		1,000		(391,499)
23/03/2022	2050113	FIRE - ESL Payable on Shire Buildings	0323.011	Operating Expenses		1,500		(389,999)
23/03/2022	2050114	FIRE - Insurance	0323.011	Operating Expenses			(1,233)	(391,232)
23/03/2022	2050192	FIRE - Depreciation	0323.011	Operating Expenses				(391,232)
23/03/2022	2050211	ESL - BFB Plant and Equipment Maintenance	0323.011	Operating Expenses			(34,740)	(425,972)
23/03/2022	2050214	ESL - Insurance Expenses	0323.011	Operating Expenses		8,949		(417,023)
23/03/2022	2050300	ANIMAL - Salaries & Wages	0323.011	Operating Expenses		2,176		(414,848)
23/03/2022	2050301	ANIMAL - Superannuation	0323.011	Operating Expenses		3,862		(410,986)
23/03/2022	2050302	ANIMAL - Workers Comp Insurance	0323.011	Operating Expenses			(1,548)	(412,534)
23/03/2022	2050303	ANIMAL - Allowances	0323.011	Operating Expenses		115		(412,418)
23/03/2022	BO030	Animal Pound Operations	0323.011	Operating Expenses			(13)	(412,431)
23/03/2022	2050315	ANIMAL - Insurance (Other Than Buildings)	0323.011	Operating Expenses			(676)	(413,107)
23/03/2022	2050392	ANIMAL - Depreciation	0323.011	Operating Expenses				(413,107)
23/03/2022	2050402	OLOPS - Workers Comp Insurance	0323.011	Operating Expenses			(275)	(413,382)
23/03/2022	2050410	OLOPS - Insurance	0323.011	Operating Expenses		5,575		(407,807)
23/03/2022	2050492	OLOPS - Depreciation	0323.011	Operating Expenses				(407,807)
23/03/2022	2070300	HEALTH - Salaries & Wages	0323.011	Operating Expenses		29,960		(377,847)



Date	GL / Job Number	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
23/03/2022	2070301	HEALTH - Superannuation	0323.011	Operating Expenses		3,630		(374,217)
23/03/2022	2070302	HEALTH - Workers Comp Insurance	0323.011	Operating Expenses			(642)	(374,859)
23/03/2022	2070304	HEALTH - Training & Development	0323.011	Operating Expenses		2,000		(372,859)
23/03/2022	2070312	HEALTH - Insurance Expenses	0323.011	Operating Expenses			(1,425)	(374,284)
23/03/2022	2070314	HEALTH - Motor Vehicle Expenses	0323.011	Operating Expenses		1,900		(372,384)
23/03/2022	CV0002	Other Purchases for CV19 Reponse	0323.011	Operating Expenses			(8,030)	(380,414)
23/03/2022	BO110	13 Hough St - Operations	0323.011	Operating Expenses		36		(380,378)
23/03/2022	BM110	13 Hough St - Maintenance	0323.011	Operating Expenses			(4,620)	(384,998)
23/03/2022	2090192	STF HOUSE - Depreciation	0323.011	Operating Expenses				(384,998)
23/03/2022	2100100	SAN - Waste Collection	0323.011	Operating Expenses		24,300		(360,698)
23/03/2022	2100101	SAN - Waste Disposal	0323.011	Operating Expenses		26,750		(333,948)
23/03/2022	2100102	SAN - Waste Recycling	0323.011	Operating Expenses		49,050		(284,898)
23/03/2022	BO120	Waste Facilities Building Operations	0323.011	Operating Expenses			(813)	(285,711)
23/03/2022	W010	Tip Maintenance	0323.011	Operating Expenses			(19,000)	(304,711)
23/03/2022	2100107	SAN - Insurance (Other Than Buildings)	0323.011	Operating Expenses		3,441		(301,269)
23/03/2022	2100109	SAN - Training & Development	0323.011	Operating Expenses			(1,900)	(303,169)
23/03/2022	2100192	SAN - Depreciation	0323.011	Operating Expenses				(303,169)
23/03/2022	2100200	SANOTH - Waste Collection	0323.011	Operating Expenses			(5,500)	(308,669)
23/03/2022	2100201	SANOTH - Waste Disposal	0323.011	Operating Expenses		25,000		(283,669)
23/03/2022	2100201	SANOTH - Waste Disposal	0323.011	Operating Expenses			(2,000)	(285,669)
23/03/2022	2100292	SANOTH - Depreciation	0323.011	Operating Expenses				(285,669)
23/03/2022	W030	Stormwater Drainage Maintenance	0323.011	Operating Expenses		679		(284,991)
23/03/2022	2100501	ENVIRO - Landcare Community Projects	0323.011	Operating Expenses		25,000		(259,991)
23/03/2022	2100501	ENVIRO - Landcare Community Projects	0323.011	Operating Expenses			(25,000)	(284,991)
23/03/2022	2100600	PLAN - Salaries & Wages	0323.011	Operating Expenses		5,156		(279,835)
23/03/2022	2100602	PLAN - Workers Comp Insurance	0323.011	Operating Expenses			(522)	(280,357)
23/03/2022	2100612	PLAN - Insurance	0323.011	Operating Expenses			(260)	(280,617)
23/03/2022	W040	Cemetery Maintenance/Operations	0323.011	Operating Expenses			(2,269)	(282,886)
23/03/2022	W041	Cemetery Grave Digging	0323.011	Operating Expenses		800		(282,086)
23/03/2022	BO130	Mackie Park Public Toilets and Office Operations	0323.011	Operating Expenses		300		(281,786)
23/03/2022	BO130	Mackie Park Public Toilets and Office Operations	0323.011	Operating Expenses			(86)	(281,871)
23/03/2022	BO131	Gnarojin Park Public Toilets Operations	0323.011	Operating Expenses			(39)	(281,911)
23/03/2022	BO132	Smith St Public Toilets (Coles Carpark) Operations	0323.011	Operating Expenses		500		(281,411)
23/03/2022	BO132	Smith St Public Toilets (Coles Carpark) Operations	0323.011	Operating Expenses			(15)	(281,426)
23/03/2022	BO133	Harris St Public Toilets (Museum) Operations	0323.011	Operating Expenses		1,700		(279,726)
23/03/2022	BO133	Harris St Public Toilets (Museum) Operations	0323.011	Operating Expenses			(7)	(279,733)
23/03/2022	BO134	Lions Park Public Toilets Operations	0323.011	Operating Expenses		2,500		(277,233)
23/03/2022	BO134	Lions Park Public Toilets Operations	0323.011	Operating Expenses			(11)	(277,243)
23/03/2022	BO137	Cemetery Public Toilets Operations	0323.011	Operating Expenses		14		(277,230)
23/03/2022	BO138	Highbury Public Toilets Operations	0323.011	Operating Expenses			(200)	(277,430)
23/03/2022	BO138	Highbury Public Toilets Operations	0323.011	Operating Expenses			(27)	(277,457)
23/03/2022	BO264	Memorial Park Toilets Operations	0323.011	Operating Expenses		1,000		(276,457)
23/03/2022	BM138	Highbury Public Toilets Maintenance	0323.011	Operating Expenses			(200)	(276,657)
23/03/2022	BM140	Thomas Hogg Oval Toilets / Ablutions Maintenance	0323.011	Operating Expenses			(2,250)	(278,907)
23/03/2022	2100892	COM AMEN - Depreciation	0323.011	Operating Expenses				(278,907)
23/03/2022	2100899	COM AMEN - Administration Allocated	0323.011	Operating Expenses		501		(278,405)
23/03/2022	BO150	Town Hall (Federal St) Building Operations	0323.011	Operating Expenses			(446)	(278,851)
23/03/2022	BO151	Railway Institute Hall & Office Building Operations	0323.011	Operating Expenses			(440)	(279,291)
23/03/2022	BO152	John Higgins Community Complex Building Operations	0323.011	Operating Expenses			(373)	(279,664)
23/03/2022	BO153	Highbury Hall Building Operations	0323.011	Operating Expenses			(180)	(279,843)
23/03/2022	BO154	Nomans Lake Hall Building Operations	0323.011	Operating Expenses			(39)	(279,882)
23/03/2022	BM150	Town Hall (Federal St) Building Maintenance	0323.011	Operating Expenses			(200)	(280,082)
23/03/2022	BM152	John Higgins Community Complex Building Maintenance	0323.011	Operating Expenses		200		(279,882)
23/03/2022	2110197	HALLS - Community Services Allocated	0323.011	Operating Expenses		9,761		(270,121)
23/03/2022	2110199	HALLS - Administration Allocated	0323.011	Operating Expenses		500		(269,621)
23/03/2022	2110242	NRLC - Utility - Gas	0323.011	Operating Expenses			(15,000)	(284,621)
23/03/2022	2110245	NRLC - Insurance	0323.011	Operating Expenses			(502)	(285,123)
23/03/2022	2110292	NRLC - Depreciation	0323.011	Operating Expenses				(285,123)
23/03/2022	2110297	NRLC - Community Services Allocated	0323.011	Operating Expenses		5,644		(279,479)

Date	GL / Job Number	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
23/03/2022	PG	Parks & Gardens Maintenance	0323.011	Operating Expenses		2,000		(277,479)
23/03/2022	W060	Memorial Park Maintenance/Operations	0323.011	Operating Expenses		7,000		(270,479)
23/03/2022	W061	Lions Park Maintenance/Operations	0323.011	Operating Expenses		900		(269,579)
23/03/2022	W062	Mackie Park Maintenance/Operations	0323.011	Operating Expenses		100		(269,479)
23/03/2022	W063	Gnarojin Park Maintenance/Operations	0323.011	Operating Expenses		351		(269,128)
23/03/2022	W110	Community Garden Maintenance/Operations	0323.011	Operating Expenses		38		(269,089)
23/03/2022	2110306	REC - Playground Equipment & Furniture Mtce	0323.011	Operating Expenses			(1,227)	(270,316)
23/03/2022	2110312	REC - Insurance Premiums	0323.011	Operating Expenses		5,800		(264,516)
23/03/2022	2110392	REC - Depreciation	0323.011	Operating Expenses				(264,516)
23/03/2022	2110397	REC - Community Services Allocated	0323.011	Operating Expenses		12,169		(252,348)
23/03/2022	2110399	REC - Administration Allocated	0323.011	Operating Expenses		300		(252,048)
23/03/2022	2110500	LIB - Salaries & Wages	0323.011	Operating Expenses		10,000		(242,048)
23/03/2022	2110502	LIB - Workers Comp Insurance	0323.011	Operating Expenses			(617)	(242,665)
23/03/2022	2110503	LIB - Allowances	0323.011	Operating Expenses			(600)	(243,265)
23/03/2022	2110514	LIB - Subscriptions & Memberships	0323.011	Operating Expenses			(6,523)	(249,788)
23/03/2022	BO190	Library Building Operations	0323.011	Operating Expenses			(2,371)	(252,160)
23/03/2022	BM190	Library Building Maintenance	0323.011	Operating Expenses			(1,973)	(254,132)
23/03/2022	BM190	Library Building Maintenance	0323.011	Operating Expenses			(80)	(254,212)
23/03/2022	2110592	LIB - Depreciation	0323.011	Operating Expenses				(254,212)
23/03/2022	2110599	LIB - Administration Allocated	0323.011	Operating Expenses		500		(253,712)
23/03/2022	BO201	Museum Building Operations	0323.011	Operating Expenses			(195)	(253,907)
23/03/2022	BM201	Museum Building Maintenance	0323.011	Operating Expenses			(2,950)	(256,857)
23/03/2022	W130	Railway Bridge Maintenance/Operations	0323.011	Operating Expenses			(549)	(257,406)
23/03/2022	W131	Railway Loco and Rolling Stock Maintenance/Operations	0323.011	Operating Expenses			(3)	(257,410)
23/03/2022	2110692	HERITAGE - Depreciation	0323.011	Operating Expenses				(257,410)
23/03/2022	2110800	OTHCUL - Indigenous Cultural Events	0323.011	Operating Expenses		2,000		(255,410)
23/03/2022	2110801	OTHCUL - Australia Day	0323.011	Operating Expenses		1,500		(253,910)
23/03/2022	2110802	OTHCUL - Christmas Lights	0323.011	Operating Expenses		6,191		(247,719)
23/03/2022	2110804	OTHCUL - Naidoc	0323.011	Operating Expenses			(260)	(247,978)
23/03/2022	2110805	OTHCUL - Festival & Events	0323.011	Operating Expenses		2,559		(245,419)
23/03/2022	2110810	OTHCUL - Community Chest	0323.011	Operating Expenses		5,000		(240,419)
23/03/2022	2110811	OTHCUL - Insurance	0323.011	Operating Expenses		4,341		(236,078)
23/03/2022	2110815	OTHCUL - Rev Heads	0323.011	Operating Expenses			(4,733)	(240,811)
23/03/2022	2110817	OTHCUL - Narrogin Show	0323.011	Operating Expenses			(7,028)	(247,839)
23/03/2022	2110821	OTHCUL - Event/Festival Matching Funding	0323.011	Operating Expenses		15,000		(232,839)
23/03/2022	2110830	OTHCUL - Artwork Collection	0323.011	Operating Expenses			(2,000)	(234,839)
23/03/2022	2110897	OTHCUL - Community Services Allocated	0323.011	Operating Expenses		4,443		(230,396)
23/03/2022	RMGEN	Road Maintenance General Expenses	0323.011	Operating Expenses			(9,833)	(240,229)
23/03/2022	SWEEP	Street Sweeping	0323.011	Operating Expenses			(400)	(240,629)
23/03/2022	2120209	ROADM - Litter Control	0323.011	Operating Expenses			(1,430)	(242,059)
23/03/2022	TREES	Street Tree Maintenance	0323.011	Operating Expenses		11,174		(230,885)
23/03/2022	2120211	ROADM - Consultants	0323.011	Operating Expenses		5,000		(225,885)
23/03/2022	BO210	Fairway Depot Building Operations	0323.011	Operating Expenses		679		(225,207)
23/03/2022	BO211	Lydeker Depot Building Operations	0323.011	Operating Expenses			(287)	(225,493)
23/03/2022	2120220	ROADM - Disaster Recovery Funding Arrangements (DRFAWA)	0323.011	Operating Expenses			(4,293)	(229,786)
23/03/2022	2120292	ROADM - Depreciation	0323.011	Operating Expenses				(229,786)
23/03/2022	2120492	AERO - Depreciation	0323.011	Operating Expenses				(229,786)
23/03/2022	2120502	LICENSING - Workers Comp Insurance	0323.011	Operating Expenses			(179)	(229,965)
23/03/2022	2120599	LICENSING - Administration Allocated	0323.011	Operating Expenses		14,864		(215,101)
23/03/2022	2130190	RURAL - Insurance Premiums	0323.011	Operating Expenses		2,639		(212,462)
23/03/2022	2130197	RURAL - Community Services Allocated	0323.011	Operating Expenses			(3,500)	(215,962)
23/03/2022	W150	Caravan Park General Maintenance/Operations	0323.011	Operating Expenses		5,000		(210,962)
23/03/2022	BO230	Caravan Park Ablution Block (NEW) Building Operations	0323.011	Operating Expenses		1,242		(209,720)
23/03/2022	2130292	TOUR - Depreciation	0323.011	Operating Expenses				(209,720)
23/03/2022	2130297	TOUR - Community Services Allocated	0323.011	Operating Expenses		10,200		(199,520)
23/03/2022	2130299	TOUR - Administration Allocated	0323.011	Operating Expenses		350		(199,170)
23/03/2022	2130300	BUILD - Salaries & Wages	0323.011	Operating Expenses		44,192		(154,978)
23/03/2022	2130301	BUILD - Superannuation	0323.011	Operating Expenses		2,140		(152,838)
23/03/2022	2130302	BUILD - Workers Comp Insurance	0323.011	Operating Expenses			(426)	(153,264)





Date	GL / Job Number	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
23/03/2022	2130306	BUILD - Recruitment	0323.011	Operating Expenses			(400)	(153,664)
23/03/2022	2130316	BUILD - Insurance	0323.011	Operating Expenses		519		(153,145)
23/03/2022	2130319	BUILD - Contract Building Surveyor	0323.011	Operating Expenses		10,000		(143,145)
23/03/2022	2130391	BUILD - Loss on Disposal of Assets	0323.011	Operating Expenses				(143,145)
23/03/2022	2130399	BUILD - Administration Allocated	0323.011	Operating Expenses		250		(142,895)
23/03/2022	2130605	ECONOM - Travel & Accommodation GEN	0323.011	Operating Expenses		4,000		(138,895)
23/03/2022	2130611	ECONOM - Insurance Other Than Buildings	0323.011	Operating Expenses		2,639		(136,256)
23/03/2022	2130615	ECONOM - Facade Upgrade	0323.011	Operating Expenses		5,000		(131,256)
23/03/2022	2130692	ECONOM - Depreciation	0323.011	Operating Expenses				(131,256)
23/03/2022	2130697	ECONOM - Community Services Allocated	0323.011	Operating Expenses		7,524		(123,732)
23/03/2022	PW999	Private Works - Budget Purposes Only	0323.011	Operating Expenses		2,000		(121,732)
23/03/2022	PWGEN	Private Works Small Jobs	0323.011	Operating Expenses		14,224		(107,508)
23/03/2022	PW21104	PW21104 - Barry Silver Truck Hire and Gravel purchase	0323.011	Operating Expenses			(461)	(107,969)
23/03/2022	PW21105	PW21105 - Water Corp- Traffic Control	0323.011	Operating Expenses			(1,478)	(109,447)
23/03/2022	PW21106	PW21106 - Narrogin Agri School 1.5Hours Steel vibe roller	0323.011	Operating Expenses			(338)	(109,785)
23/03/2022	PW21107	PW21107 - Trench Repairs Water Corp.	0323.011	Operating Expenses			(351)	(110,136)
23/03/2022	PW21108	Sealing Trench for Doug Allan	0323.011	Operating Expenses			(949)	(111,085)
23/03/2022	2140202	PWO - EMTRS - Workers Compensation	0323.011	Operating Expenses		2,095		(108,991)
23/03/2022	2140205	PWO - EMTRS - Occupational Health & Safety	0323.011	Operating Expenses			(660)	(109,651)
23/03/2022	2140206	PWO - EMTRS - Recruitment	0323.011	Operating Expenses			(1,080)	(110,731)
23/03/2022	2140215	PWO - WORKS - Wages Administration Hours	0323.011	Operating Expenses		25,200		(85,531)
23/03/2022	2140215	PWO - WORKS - Wages Administration Hours	0323.011	Operating Expenses			(1,200)	(86,731)
23/03/2022	2140216	PWO - WORKS - Superannuation	0323.011	Operating Expenses		3,600		(83,131)
23/03/2022	2140220	PWO - WORKS - Long Service Leave	0323.011	Operating Expenses			(15,800)	(98,930)
23/03/2022	W160	WORKS - Training & Development	0323.011	Operating Expenses		8,113		(90,817)
23/03/2022	W160	WORKS - Training & Development	0323.011	Operating Expenses			(300)	(91,117)
23/03/2022	2140228	PWO - WORKS - Workers Compensation Insurance	0323.011	Operating Expenses		6,725		(84,393)
23/03/2022	2140230	PWO - Insurances (Except Workers Comp)	0323.011	Operating Expenses			(13,149)	(97,542)
23/03/2022	2140232	PWO - Information Systems	0323.011	Operating Expenses			(160)	(97,702)
23/03/2022	2140234	PWO - Expensed Minor Asset Purchases	0323.011	Operating Expenses		1,000		(96,702)
23/03/2022	2140292	PWO - Depreciation	0323.011	Operating Expenses				(96,702)
23/03/2022	2140293	PWO - Less - Allocated to Works (PWO's)	0323.011	Operating Expenses			(15,477)	(112,179)
23/03/2022	2140301	POC - Parts & Repairs	0323.011	Operating Expenses			(1,518)	(113,697)
23/03/2022	2140307	POC - Insurance	0323.011	Operating Expenses			(16)	(113,712)
23/03/2022	2140394	POC - LESS Plant Operation Costs Allocated to Works	0323.011	Operating Expenses			(29,467)	(143,179)
23/03/2022	2140492	POC - Depreciation	0323.011	Operating Expenses				(143,179)
23/03/2022	2140500	ADMIN - Salaries & Wages	0323.011	Operating Expenses		36,411		(106,768)
23/03/2022	2140500	ADMIN - Salaries & Wages	0323.011	Operating Expenses			(1,185)	(107,953)
23/03/2022	2140501	ADMIN - Superannuation	0323.011	Operating Expenses		3,435		(104,518)
23/03/2022	2140502	ADMIN - Workers Compensation	0323.011	Operating Expenses			(3,840)	(108,357)
23/03/2022	2140504	ADMIN - Training & Development	0323.011	Operating Expenses		8,000		(100,357)
23/03/2022	2140505	ADMIN - Occupational Health & Safety	0323.011	Operating Expenses		2,567		(97,790)
23/03/2022	2140506	ADMIN - Recruitment	0323.011	Operating Expenses		2,500		(95,290)
23/03/2022	BO261	History Hall Building Operations	0323.011	Operating Expenses			(879)	(96,168)
23/03/2022	BM260	Admin Office Building Maintenance	0323.011	Operating Expenses			(120)	(96,288)
23/03/2022	2140517	ADMIN - Insurances (Other than Bld and W/Comp)	0323.011	Operating Expenses			(22,625)	(118,913)
23/03/2022	2140592	ADMIN - Depreciation	0323.011	Operating Expenses				(118,913)
23/03/2022	2140599	ADMIN - Administration Overheads Recovered	0323.011	Operating Expenses			(29,793)	(148,706)
23/03/2022	2140600	COMMUNITY - Salaries & Wages	0323.011	Operating Expenses		43,778		(104,929)
23/03/2022	2140601	COMMUNITY - Superannuation	0323.011	Operating Expenses		5,000		(99,929)
23/03/2022	2140602	COMMUNITY - Workers Compensation	0323.011	Operating Expenses			(459)	(100,388)
23/03/2022	2140615	COMMUNITY - Insurances (Other than Bld and W/Comp)	0323.011	Operating Expenses			(2,080)	(102,468)
23/03/2022	2140699	COMMUNITY - Community Services Overheads Recovered	0323.011	Operating Expenses			(46,239)	(148,707)
23/03/2022	2140700	SAL - Gross Salary and Wages	0323.011	Operating Expenses		68,187		(80,520)
23/03/2022	2140701	SAL - Less Salaries & Wages Allocated	0323.011	Operating Expenses			(68,187)	(148,707)
23/03/2022	2140703	SAL - Workers Compensation Expense	0323.011	Operating Expenses		12,930		(135,777)
23/03/2022	3030110	RATES - Interim Rates Levied - GRV	0323.011	Operating Revenue		4,445		(131,332)
23/03/2022	3030115	RATES - Back Rates Levied - GRV	0323.011	Operating Revenue			(906)	(132,237)
23/03/2022	3030120	RATES - Ex-Gratia Rates (CBH, etc.)	0323.011	Operating Revenue		1,372		(130,865)
23/03/2022	3030129	RATES - Account Enquiry Charges	0323.011	Operating Revenue		2,070		(128,795)

Date	GL / Job Number	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
23/03/2022	3030200	GENGRANT - Financial Assistance Grant - General	0323.011	Operating Revenue			(88,584)	(217,379)
23/03/2022	3030201	GENGRANT - Financial Assistance Grant - Roads	0323.011	Operating Revenue		5,598		(211,781)
23/03/2022	3030400	GENFUND - Commissions	0323.011	Operating Revenue			(4,060)	(215,841)
23/03/2022	3040299	Suspense Holding for Electronic Bank Deposits	0323.011	Operating Revenue			(3,205)	(219,046)
23/03/2022	3050100	FIRE - Fines and Penalties	0323.011	Operating Revenue		273		(218,772)
23/03/2022	3050305	ANIMAL - Other Fees & Charges	0323.011	Operating Revenue		5,800		(212,972)
23/03/2022	3070610	HEALTH - Covid-Other Income	0323.011	Operating Revenue		4,800		(208,172)
23/03/2022	3080120	PRE-SCHOOL - Other Income	0323.011	Operating Revenue		2,750		(205,422)
23/03/2022	3100100	SAN - Domestic Refuse Collection Charges	0323.011	Operating Revenue		979		(204,443)
23/03/2022	3100101	SAN - Domestic Services (Additional)	0323.011	Operating Revenue		469		(203,974)
23/03/2022	3100103	SAN - Reimbursements	0323.011	Operating Revenue			(3,000)	(206,974)
23/03/2022	3100105	SAN - Domestic Recycling Service	0323.011	Operating Revenue		94		(206,881)
23/03/2022	3100202	SANOTH - Commercial Tipping Charge	0323.011	Operating Revenue		19,922		(186,959)
23/03/2022	3100606	PLAN - Planning Officer Regional Support Income	0323.011	Operating Revenue			(11,500)	(198,459)
23/03/2022	3100806	COM AMEN - Cemetery Fees (Burial) Ex GST	0323.011	Operating Revenue		3,000		(195,459)
23/03/2022	3100807	COM AMEN - Cemetery Fees (Niche Wall & Rose Garden) Ex GST	0323.011	Operating Revenue		1,200		(194,259)
23/03/2022	3110305	REC - Reimbursements - Other Recreation	0323.011	Operating Revenue		13,430		(180,829)
23/03/2022	3110501	LIB - Fines & Penalties	0323.011	Operating Revenue		198		(180,630)
23/03/2022	3120102	ROADC - Black Spot Grant	0323.011	Operating Revenue			(88,000)	(268,630)
23/03/2022	3120500	LICENSING - Transport Licensing Commission	0323.011	Operating Revenue		5,425		(263,205)
23/03/2022	3130202	TOUR - Reimbursements (Inc GST)	0323.011	Operating Revenue		1,500		(261,705)
23/03/2022	3130605	ECONOM - TransWA Commission	0323.011	Operating Revenue		450		(261,255)
23/03/2022	3130606	ECONOM - Other Income	0323.011	Operating Revenue		400		(260,855)
23/03/2022	3140201	PWO - Other Reimbursements	0323.011	Operating Revenue		50		(260,805)
23/03/2022	3140300	POC - Fuel Tax Credits Grant Scheme	0323.011	Operating Revenue		6,000		(254,805)
23/03/2022	3140505	ADMIN - Reimbursements	0323.011	Operating Revenue		7,000		(247,805)
23/03/2022	4030350	INVEST - Transfer Interest To Reserve	0323.011	Capital Expenses		510		(247,295)
23/03/2022	PE057	Lifting Ramp - NO05	0323.011	Capital Expenses			(5,000)	(252,295)
23/03/2022	IO078	TWIS Dams	0323.011	Capital Expenses			(4,410)	(256,705)
23/03/2022	PE161	NRLC - Plant & Equipment Other (Capital)	0323.011	Capital Expenses			(30,000)	(286,705)
23/03/2022	IO127	Narrogin Tennis Courts Resurfacing	0323.011	Capital Expenses			(114,500)	(401,205)
23/03/2022	IO129	Walk Cycle & Mountain Bike Trails Projects	0323.011	Capital Expenses			(300)	(401,505)
23/03/2022	IR108	Leake St - New Seal over gravel (upgrade)	0323.011	Capital Expenses		22,574		(378,931)
23/03/2022	IR106	Chipper St -New Seal over gravel	0323.011	Capital Expenses		21,410		(357,521)
23/03/2022	IR212	Narrogin Valley Road - Renewal (Rural)	0323.011	Capital Expenses		139,916		(217,605)
23/03/2022	RBS204	Tarwonga Rd (2021/22)	0323.011	Capital Expenses		132,000		(85,605)
23/03/2022	5050153	FIRE Transfer from Reserves to Muni	0323.011	Capital Revenue		186,646		101,041
23/03/2022	5100850	COM AMEN - Transfer from Reserve	0323.011	Capital Revenue			(97,272)	3,769
23/03/2022	5110254	REC - Other Income Contributions Reimb (Capital) GEN	0323.011	Capital Revenue		76,323		80,092
23/03/2022	5110353	REC - Transfers From Reserve	0323.011	Capital Revenue		38,162		118,254
23/03/2022	5120353	PLANT - Insurance Proceeds from Plant Damage	0323.011	Capital Revenue		68,409		186,663
23/03/2022	5130150	TOUR - Transfer From Reserve	0323.011	Capital Revenue			(186,663)	(0)
					0	3,315,166	(3,315,166)	(0)

## Shire of Narrogin

### Strategic Projects 2021/22

**For the Period Ended 31 March 2022**

Project Progress		
Complete	4	
On Track	3	
Off Track	2	
In Trouble	1	

								1/07/2021				31/03/2022									
Item #	Account Number	GL / Job	Project Description	Cap/Op Code	Project Type	Completed Projects Budget Value	Completed Projects Expe <sup>m</sup> nditure	2021/22 Original Budget	2021/22 Current Budget	Outstanding Purchase Orders	2021/22 YTD Actual	Total Committed Expenditure	Responsible Officer			1st Quarter Jul- Sep	2nd Quarter Oct - Dec	3rd Quarter Jan - Mar	4th Quarter Apr - Jul	Comment	
			Governance			0	0														
			Members of Council																		
1	4040250	FE035	Admin Building CCTV	4	553	11000	11359	11,000	11,000	-	11,359	11,359	EMCCS	4	●					Complete	
2	4040250	FE028	Governance Furniture & Equipment Replacements	4	553	0	81	(0)	(0)	-	81	81	Dale Stewart	4	●					MAYORS PARLOUR	
			Law, Order, Public Safety																		
1	4050255	PA950	Acquisition of Incident Control Vehicle	4	555	0	0	-	881,900	-	-	-	Azhar Awang	3	●					Not Started, On Track	
2	4050255	PA951	Acquisition of General Rescue Utility	4	555	0	0	-	110,200	-	-	-	Azhar Awang	3	●					Not Started, On Track	
3	4050255	PA952	Acquisition of Fast Fill Trailer	4	555	0	0	-	7,000	-	-	-	Azhar Awang	3	●					Built but no completed	
4	4050355	PE057	Lifting Ramp - NO05	4	555	0	4985	-	-	-	4,985	4,985	Azhar Awang	4	●					Complete	
5	4050165	IO134	Narrogin Central BFB 120,000L Water Tank	4	565	0	0	-	8,919	9,434	9,434	9,434	Azhar Awang	3	●					Matreials Arrived	
6	4050165	IO135	Nomans Lake BFB 110,000L Water Tank	4	565	0	0	-	9,812	8,186	-	8,186	Azhar Awang	3	●					Waiting on arrival & installation	
			Education & Welfare			0	0	-													
			Home and Community Care (HACC)																		
1	4080360	BC052	Relocation of Home & Community Care	4	551	0	0	900,000	900,000	26,355	5,100	31,455	EMCCS	1	●					Discussions to occur in order to develop a plan	
			Commonwealth Home Care Packages (CHCP)																		
1	4080455	PA010B	Trade NGN847 Mitsubishi Outlander (P10)	4	555	38000	13305	38,000	38,000	-	13,305	13,305	EMCCS	4	●					Complete	
2	4080455	PA015B	Replacement for Caddy NGN1155 (P15)	4	555	0	0	28,000	28,000	-	3,872	3,872	EMCCS	3	●					Complete - paid 31/03/2021	
3	4050355	PA014H	NGN219 CATS Vehicle 2021	4	555	0	0	25,000	25,000	26,081	-	26,081	EMCCS	2	●					Off track - Purchase Order issued October 2021	
4	4080455	PA071A	Purchase new Fleet vehicle (CHCP)	4	555	25000	22281	25,000	25,000	-	22,281	22,281	EMCCS	4	●					Complete	
			Housing			0	0	-													
1	4090150	BC100	Staff Housing Building (Capital)	4	551	0	0	500,000	580,000	580,200	5,000	585,200	Dale Stewart	3	●					Settlement Date 29/04/2022	
			Community Amenities			0	0	-													
			Other Community Amenities																		
1	4100850	BC267	Smith Street Ablution Upgrade	4	551	110000	114195	110,000	110,000	37,213	76,981	114,195	Azhar Awang	4	●					Completed as per schedule	
2	4100350	IO078	TWIS Dams	4	565	51500	55910	51,500	55,910	-	55,910	55,910	Torre Evans	4	●					Complete	
			Cemetery																		
1	4100860	IO026	Cemetery Upgrade	4	565	0	0	138,960	138,960	6,094	15,875	21,969	Torre Evans	3	●					Started - On Track	
			Recreation & Culture																		
			Public Halls, Civic Centres																		
			BC156	Town Hall (Federal St) Building Capital		0	0	30,000	30,000	-	-	-	Azhar Awang	3	●						
			4110160	BC155	Town Hall Fire Panel Replacement	4	551	0	0	25,000	25,000	-	20,696	20,696	Azhar Awang	3	●				
2	4110160	BC180	Parapet Wall Concrete Capping Town Hall	4	551	20000	18000	20,000	20,000	-	18,000	18,000	Azhar Awang	4	●					Completed	
3	4110160	BC150	Town Hall Stage Rigging	4	551	30000	0	30,000	30,000	-	-	-	Azhar Awang	4	●					Completed	
			Narrogin Regional Leisure Centre																		
1	4110260	BC165	Architectural Planning Study Concept Plan NRLC	4	551	0	0	20,000	20,000	-	-	-	Azhar Awang/Dale Stewart	3	●					Not Started - RFQ being drafted	
2	4110260	BC161	NRLC Building Capital 2018-19	4	551	0	0	40,000	40,000	-	-	-	Azhar Awang/Dale Stewart	3	●					Quotes Received	
3	4110255	PE071	Manual Pool Vacuum	4	555	0	0	5,000	5,000	-	-	-	Azhar Awang	3	●					With YMCA Management - On Track, to be oncharged	
4	4110255	PE072	Capital Emergency Reparis eg - Pool Filters-YMCA	4	555	0	0	96,000	96,000	-	-	-	Azhar Awang	3	●					Not Started - only when required	
5	4110255	PE073	Capital Emergency Reparis eg - Pool Liner-YMCA	4	555	0	0	80,000	80,000	-	-	-	Azhar Awang	3	●					Not Started - only when required	
6	4110255	PE074	Capital Emergency Reparis eg - Boiler-YMCA	4	555	0	0	75,000	75,000	-	-	-	Azhar Awang	3	●					Not Started - only when required	
7	4110255	PE161	NRLC - Plant & Equipment Other (Capital)	4	555	0	0	0	30,000	4,545	1,478	6,023	Azhar Awang	3	●					Emergency Equipment	
8	4110265	IO164	LED Lighting Upper Great Southern Hockey Association	4	565	0	0	330,000	409,000	-	103,753	103,753	Dale Stewart	3	●					Tender awarded - Project LET - construction commenced. Expected to be completed by end of April 2022.	
			Other Recreation & Sport																		
	4110360	IO127	Narrogin Tennis Courts Resurfacing	4	563	0	121671	0	114,500	121,671	-	121,671	Torre Evans	4	●					Complete	
2	4110360	IO128	Parks Naming Project	4	563	0	0	15,000	15,000	-	-	-	Torre Evans	3	●					Materials Ordered	
3	4110360	IO129	Walk Cycle & Mountain Bike Trails Projects	4	551	0	0	200,000	200,300	-	25,494	25,494	Azhar Awang	3	●					Funds received, MLC to action plan. Signage prepared. Upgrades to Trails - next budget; RFQ for signage installation	
4	4110365	IO180	May St Stormwater Catchment Dam	4	565	0	0	169,190	169,190	160,900	-	160,900	Torre Evans	3	●					95% Complete	
5	4110365	IO018	Railway Dam	4	565	0	0	(0)	(0)	-	55	55	Torre Evans	3	●					Gas Bottles	
			Libraries			0	0	-													
1	4110560	IO080B	Library Expansion Project Planning	4	551	0	0	20,000	20,000	18,500	1,370	19,870	EMCCS	3	●					Seeking an Architect - On Track	
			Heritage			0	0														
1	4110660	BC203	ANZAC War memorial repair & restoration	4	551	0	0	50,000	50,000	-	960	960	Azhar Awang	3	●					Structural report received - Refurbishment to commence in April	
2	4110650	PE061	Heritage - Laptop Upgrade for Heritage Court House Museum	4	551	2000	1627	2,000	2,000	-	1,627	1,627	Azhar Awang	4	●					Complete	
3	4110660	BC207	Fitout of Railway Station Building	4	551	0	0	50,000	50,000	-	-	-	Dale Stewart	1	●					Trades are delaying progress. Expected to be completed by end of May 2022.	
4	4110660	BC201	Museum Restoration as per conservation Report	4	551	0	0	60,000	60,000	-	1,100	1,100	Azhar Awang	3	●					Structural report received – RFQ to commence	
5	4110600	BC202	Railway Station Restoration Covid Recovery Project	4	551	0	0	389,000	389,000	31,986	251,769	283,755	Dale Stewart	3	●					Trades are delaying progress	
			Other Culture																		
1	4110860	IO150	Projects Nexis	4	565	0	0	8,000	8,000	-	4,607	4,607	Azhar Awang	3	●					Lighting Completed.	
	4130260	IO094	Visitor Information Bay Upgrade (Williams Road)	4	551	0	4778	0	0	354	4,425	4,778	Azhar Awang	4	●						
2	4110860	IO113	Public Art Projects identified by Townscape Committee	4	565	0	0	25,000	25,000	-	-	-	Torre Evans	3	●					Procurement done, PO to be issued	
			Transport																		
			Road to Recovery Funded Road Works- All Re-Seals																		



									1/07/2021				31/03/2022								
Item #	Account Number	GL / Job	Project Description	Cap/Op Code	Project Type	Completed Projects Budget Value	Completed Projects Expe <sup>m</sup> nditure	2021/22 Original Budget	2021/22 Current Budget	Outstanding Purchase Orders	2021/22 YTD Actual	Total Committed Expenditure	Responsible Officer			1st Quarter Jul- Sep	2nd Quarter Oct - Dec	3rd Quarter Jan - Mar	4th Quarter Apr - Jul	Comment	
1	4120166	R2R202	Congelin Narrogin Rd- SLK 8.1 - 7.1	4	557	30395	33844	30,395	30,395	2,966	30,878	33,844	Torre Evans	4	●					Complete	
2	4120166	R2R110	Florence Ave- SLK 0 - 0.18	4	557	4245	8309	4,245	4,245	-	8,309	8,309	Torre Evans	4	●					Complete	
3	4120166	R2R053	Goldsmith St- SLK 0 - 0.12	4	557	3520	7845	3,520	3,520	-	7,845	7,845	Torre Evans	4	●					Complete	
4	4120166	R2R283	Lavator St- SLK 0 - 2.44	4	557	60245	23991	60,245	60,245	10,300	13,691	23,991	Torre Evans	4	●					Complete	
5	4120166	R2R331	Narrogin Harrismith Rd- SLK 21.2 - 19.7	4	557	44720	58145	44,720	44,720	25,406	32,739	58,145	Torre Evans	4	●					Complete	
6	4120166	R2R255	Nomans Lake Siding- SLK 0 - 6.12	4	557	65125	68229	65,125	65,125	6,155	62,074	68,229	Torre Evans	4	●					Complete	
7	4120166	R2R333	Ried Rd- SLK 0 - 3.99	4	557	48845	53131	48,845	48,845	-	53,131	53,131	Torre Evans	4	●					Complete	
8	4120166	R2R086	Sagar St- SLK 0.1 - 0.84	4	557	4195	7673	4,195	4,195	605	7,068	7,673	Torre Evans	4	●					Complete	
9	4120166	R2R070	Scadden St- SLK 0 - 0.54	4	557	21355	16076	21,355	21,355	2,949	13,127	16,076	Torre Evans	4	●					Complete	
10	4120166	R2R204	Tarwonga Rd- SLK 0.04 - 1.04	4	557	35845	37760	35,845	35,845	11,708	26,052	37,760	Torre Evans	4	●					Complete	
11	4120166	R2R127	Tuohy St- SLK 0 - 0.1	4	557	2355	6764	2,355	2,355	1,135	5,630	6,764	Torre Evans	4	●					Complete	
12	4120166	R2R113	Wald St- SLK 0 - 0	4	557	3255	9798	3,255	3,255	-	9,798	9,798	Torre Evans	4	●					Complete	
13	4120166	R2R002B	Earl St	4	557	51000	0	51,000	51,000	-	-	-	Torre Evans	4	●					Complete	
<b>Regional Road Group Works</b>																					
1	4120167	RRG207	Wagin-Wickepin Road - Renewal (Rural) (RRG)	4	557	550899	614453	550,899	550,899	-	614,453	614,453	Torre Evans	4	●					Complete	
2	4120167	RRG331	Narrogin-Harrismith Road - Renewal (Local) (RRG)	4	557	236601	188085	236,601	236,601	-	188,085	188,085	Torre Evans	4	●					Complete	
<b>Muni Funded Roadworks</b>																					
1	4120165	IR332	Wandering Road - Stabilise Defects (Renewal)	4	557	92996	80194	92,996	92,996	11,854	68,339	80,194	Torre Evans	4	●					Complete	
4	4120166	IR108	Leake St - New Seal over gravel (upgrade)	4	557	0	0	22,574	-	-	-	-	Torre Evans	3	●						
		IR106	Chipper St -New Seal over gravel			0	0	21,410	-	-	-	Torre Evans									
		IR088	Quigley st- New Seal over gravel (Upgrade)			0	0	22,950	22,950	14,314	1,065	15,379	Torre Evans							Not Started, On Track	
		IR212	Narrogin Valley Road - Renewal (Rural)			0	0	139,916	-	49,464	-	49,464	Torre Evans								
6	4120166	IR213	Chomley Road - Renewal (Rural)	4	557	0	0	75,658	75,658	-	67,315	67,315	Torre Evans	1	●					Off Track 2022/23 Budget	
7	4120166	IR258	Spriggs Rd -Gravel re sheet (Renewal)	4	557	0	0	99,498	99,498	-	-	-	Torre Evans	3	●					Not Started, On Track	
8	4120166	IR336	Cannell Road - Renewal (Rural)	4	557	0	0	161,230	161,230	-	610	610	Torre Evans	3	●					Not Started, On Track	
9	4120166	IR065	Booth St - Gravel re sheet (Renewal)	4	557	0	0	25,060	25,060	-	7,531	7,531	Torre Evans	3	●					Not Started, On Track	
10	4120166	IR261	Marrumucking Rd - Gravel re sheet (Renewal)	4	557	0	0	100,648	100,648	-	207	207	Torre Evans	3	●					Not Started, On Track	
11	4120165	IR207	Wagin-Wickepin Road - Renewal (Local)	4	557	0	0	-	-	-	205	205	Torre Evans	3	●					PAYROLL	
<b>Black Spot programme</b>																					
1	4120155	Tarwonga Rd Black spot	4	557	0	0	132,000	-	-	-	-	-	Torre Evans	2	●					Project didn't start, budget ammended	
		<b>Other Transport Capital Projects</b>																			
		Water Pump For Depot Tanks - 3 Phase/ 3inch Transfer Pump			0	0	10,000	10,000	-	-	-	Torre Evans								RFQ	
		<b>Drainage Construction</b>																			
1	4120180	ID000	Drainage Easement Falcon St	4	561	0	0	30,000	30,000	-	-	-	Azhar Awang/Torre Evans	3	●					Draft Agreement Prepared - Deferred budget	
<b>Footpath Construction</b>																					
1	4120175	IF003	Ensign St Footpath Construction	4	559	0	0	50,000	50,000	-	-	-	Torre Evans	3	●					RFQ awarded - works to commence mid April	
2	4120175	IF053	Concrete Paths For Wilbur Park	4	559	8000	0	8,000	8,000	-	-	-	Torre Evans	4	●					Complete	
<b>Infrastructure Bridges</b>																					
1	4120181	IB204	Tarwonga Rd Bridge 4551	4	569	0	0	-	192,000	-	-	-	Torre Evans	3	●					Not Started, On Track - MRWA funded & to complete work	
2	4120181	IB205	Whinbin Rock Rd Bridge 3125	4	569	0	0	-	396,000	-	-	-	Torre Evans	3	●					Not Started, On Track - MRWA funded & to complete work	
<b>Plant Replacement Purchases</b>																					
1	4120350	PA8517	Multi Tyre Roller (p8517)	4	555	170000	183849	170,000	170,000	183,849	-	183,849	Torre Evans	4	●					Delivered, not paid	
2	4120350	PA8215	Flocon (p8215) Roadsealing - Trade old Flocon and purchase new	4	555	0	0	350,000	350,000	349,881	-	349,881	Torre Evans	3	●					Purchase Order issued	
3	4120350		Jet Patcher (p8218)- Straight disposal	4	555	0	0	-	-	-	-	-	Torre Evans	3	●					Not Started - awaiting delivery of Flocon	
4	4120350	PA059A	NGN677 Toro Mower 2018 (WORKS) (PE041)	4	555	35000	37300	35,000	35,000	37,300	-	37,300	Torre Evans	4	●					Completed	
5	4120350	PA001K	CEO Vehicle (p1)	4	555	70000	59062	70,000	70,000	-	59,062	59,062	Torre Evans	4	●					Completed	
6	4120350	PA021B	Leading Hand Parks 4*4 vehicle (p21)	4	555	35000	34654	35,000	35,000	-	34,654	34,654	Torre Evans	4	●					Completed	
7	4120350	PA002L	NGN00 EMDRS Vehicle 2021(1)	4	555	55000	45292	55,000	55,000	-	45,292	45,292	Torre Evans	4	●					Completed	
8	4120350	PA700L	ONO EMTRS Vehicle 2021 (1)	4	555	0	0	55,000	55,000	46,253	-	46,253	Torre Evans	3	●					Purchase Order issued - expected delivery in October	
9	4120350	PA006C	Purchase Building Surveyor vehicle (P6)	4	555	30000	22291	30,000	30,000	-	22,291	22,291	Torre Evans	4	●					Completed	
10	4120350	PA967H	MO Vehicle (p967)	4	555	55000	53879	55,000	55,000	-	53,879	53,879	Torre Evans	4	●					Completed	
11	4120350	PA8164B	Construction Foreman 4x4 Vehicle (p8164)	4	555	45000	909	45,000	45,000	909	-	909	Torre Evans	4	●					Completed - Paid April	
12	4120350	PA026C	Maintenance Foreman 4x4 Vehicle (P26)	4	555	0	0	45,000	45,000	46,668	-	46,668	Torre Evans	3	●					Purchase Order issued, no delivery	
13	4120350	PA017B	Parks Utility (P17)	4	555	10000	21379	10,000	15,000	-	21,379	21,379	Torre Evans	4	●					Completed - Paid April	
14	4120350	PA005K	ONGN EMCCS Vehicle 2021(1)	4	555	55000	33882	55,000	55,000	-	33,882	33,882	Torre Evans	4	●					Complete	
<b>Aerodromes</b>																					
1	4120460	BC220	Aerodrome Building (Capital)	4	551	0	0	69,554	69,554	-	11,637	11,637	Torre Evans	3	●					95% Complete	
2	4120460	BC221	Narrogin airport-Patient transfer facility	4	551	0	0	30,000	30,000	31,888	3,001	34,889	Torre Evans	3	●					St John Ambulance (on hold for) - holding money	
<b>Economic Services</b>																					
<b>Tourism &amp; Area Promotion</b>																					
1	4130260	BC237	Caravan Park - Renewal Development	4	551	0	0	310,000	309,999	19,906	134,076	153,982	Torre Evans	3	●					In progress	
<b>Other Property &amp; Services</b>																					
<b>Administration Overheads</b>																					
1	4140580	FE101	Purchase of Altus HR system	4	553	0	0	57,000	57,000	56,489	-	56,489	EMCCS	3	●					On Track	

89											
TOTAL PROJECTS											
		2111096	2074985	7,197,744	8,800,884	1,941,517	2,287,387	4,228,904			
Capital Projects		cap		7,197,744	8,770,884		2,287,387	4,179,440			
Operational Projects		op		-	-		-	-			
				7,197,744	8,770,884		2,287,387	4,179,440			



### 10.3.3 CONTIGUOUS RATING – RATEPAYER OBJECTION TO COUNCIL POLICY 3.14 APPLIED TO A155200 – 52 FAIRWAY STREET

File Reference	A155200
Disclosure of Interest	Neither the Author nor the Authorising Officer has any Impartiality, Financial or Proximity Interests that require disclosure.
Applicants	Albinas and Grace Timleris
Previous Item Numbers	Item 10.4.1, 26 May 2021, Res. 0521.009
Date	11 April 2022
Author	Thomas Baldwin – Rates Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
<b>Attachments</b> 1. Ratepayer letter of objection 2. Shire of Narrogin Policy: Rating – Contiguous Land Use 3. Aerial photograph of the assessment with annotation	

#### Summary

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

#### Background

At its meeting on 26 May 2021, Council resolved to adopt the (updated) policy 3.14 *Rating – Contiguous Land Use*.

Following a recent review of properties in the Shire's rate book, assessment A155200 (52 Fairway Street) was identified as comprising three (3) contiguously rated land parcels within the townsite and therefore potentially subject to Policy 3.14. This assessment was not captured in the initial review of affected properties when the policy was first adopted and therefore the ratepayers had not hitherto been advised of the policy nor have separate valuations of the land parcels been sought from the Valuer General (Landgate).

The Administration wrote to the affected landowners, detailing the policy, how it would affect their property and notifying them of their right to object to the Shire's decision. The landowners had 30 days to object in writing to the Shire. The Administration received a letter dated 19 March 2022 from the applicants, detailing their objections to the policy. One of the applicants also met with the Chief Executive Officer (CEO) to discuss the policy. Afterwards the Shire's Rates Officer and Regional Planning Officer attended the property on 7 April 2022 to verify the statements in that letter and to provide a recommendation to the CEO.

From a procedural point of view the CEO and Administration, having given notice of their intention to apply the policy as adopted by Council, now advise Council that the ratepayers have exercised their right of objection to that decision and therefore seek Council's determination on whether the policy is applicable to this property. The information gleaned during the site visit conducted by Shire officers should assist Council in making this decision.

## Consultation

Consultation has been undertaken with the following:

- The applicants;
- Regional Planning Officer; and
- Chief Executive Officer.

## 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); and
- 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 objection by the affected ratepayers has arisen due to the Shire's policy 3.14, Rating – Contiguous Land Use, adopted in its current version by Council on 26 May 2021.

## Financial Implications

If a property moves from its current status of contiguously rated (three lots on one rate 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 2021/2022 financial year, is \$1,133 per annum.

Should Council resolve to separately rate only one land parcel, so that the applicants in future receive two rates' notices, rather than one, it would result in an additional \$1,133 rates income per annum, based on the current minimum rate.

Should the Council resolve for the Administration to request separate valuations from Landgate for all three lots, it would result in \$2,266.00 per annum increase of rates income each financial year.

It (a decision to separately rate one or two parcels) may also have the potential benefit of a 'flow on' effect of creating more residential land zoned placed onto '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
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### Comment/Conclusion

The applicants made several statements in their letter, which the Shire officers attempted to validate, or refute, during their visit to the property.

Statement	Officer's Comment
Lots are contiguous, in common ownership and are fenced and utilised as one property.	<p>The three lots are contiguous and in common ownership.</p> <p>Fencing does bound the property as a whole. Internal fences do not follow lot boundaries, e.g., one fence transverses lots 4 and 5 north to south approximately halfway across the lots. Another fence appears to bound the garden and driveway which are on lots 3 &amp; 4.</p>
The land in lots 4 & 5 is maintained to the same standard as lot 3 with garden and vegetation extending over all the lots.	<p>Lot 3 contains the house. A developed garden is situated across the boundary of lots 3 &amp; 4.</p> <p>The boundary between lot 3 and lot 4 is very close to the edge of the house. A paved driveway is situated across this boundary (to the east of the aforementioned garden).</p> <p>Lot 5 is not maintained to the same standard; trees are overgrown and there is no grass or cultivated vegetation.</p>
There is an easement for drainage on the northern boundary of lot 3, which inhibits entry to the lot and necessitates providing vehicular access to the lot only via lot 4.	<p>Unable to confirm details of easement without further research, but in any case, it would not affect the rating situation.</p> <p>Vehicular access specifically <i>to the rear</i> of the lot may only be possible via adjoining lot but is not a planning requirement. Likewise, this point does not affect the rating situation.</p>
That they are not holding the land for speculation and that the situation of the property within the buffer distance of the concrete plant creates noise and dust issues inhibiting their use of the land for other purposes.	<p>The Administration does not comment on their future intentions with the land. In any case this is not the primary focus of the rating policy.</p> <p>Noise and dust issues do not pertain to rates nor to ability to sell lots individually.</p>

According to policy 3.14, in order to continue with contiguous rating, several requirements must be met. The lots must be contiguous AND commonly owned AND clearly used, fenced and occupied and appearing as one clear activity. There is no dispute as to the first two points, whereas 'appearing as one clear activity' is difficult to apply to lot 5.

Secondly, buildings must be built across the boundary AND/OR the adjoining land be part of an approved development OR used as a manicured garden or tennis court. There is no fixed building across any of the internal boundary lines. There is a fenced garden developed across the boundary of lots 3 & 4.

Finally, the policy notes that adjoining owners' vacant residential land in a town site will generally not be supported for contiguous rating, unless extenuating circumstances prevail. With reference to the both the garden and paved driveway developed across the lot 3/4 boundary, the Administration believes contiguous rating is justified by the circumstances presented. The Administration does not believe the same justification exists for lot 5 as this may be separately sold with comparative ease at any time.

The next step for the Administration is to request a separate valuation from Landgate for lot 5.

The applicants may, if they wish to avoid non-contiguous rating for this property, apply to the Department of Planning, Lands and Heritage for an amalgamation of the titles, and they should be advised of this possibility in any case.

### Voting Requirements

Simple Majority

#### **OFFICERS' RECOMMENDATION**

That, with respect to Contiguous Land Use objection received for the property A155200 – 52 Fairway Street, comprising lots 3, 4 and 5, Council:

1. Endorse the Officer's comments and dismiss the ratepayer objections for lot 5, based on the evidence presented that it does not comply with the Shire's Policy 3.14 Rating – Contiguous Land Use.
2. Endorse the Officers' comments and uphold the objection for lots 3 & 4, based on the evidence presented that they comply with the Shire's Policy 3.14 Rating – Contiguous Land Use.
3. Write to the applicants advising of the outcome and the option to lodge an application for amalgamation.
4. Authorise the Chief Executive Officer to:
  - a. Request the Valuer General (Landgate) to provide separate valuations for each of the affected properties (2 in total); and
  - b. Separately rate the affected properties based on the valuations received by the Valuer General for each property (2 in total).

Dale / Thomas  
A155200 / IFM 222 6974

PO Box 552  
NARROGIN WA 6312

Mr Dale Stewart  
Chief Executive Officer  
Shire of Narrogin  
89 Earl Street  
NARROGIN WA 6312

19 March 2022

Dear Dale,

**Re A155200 - POLICY 3.14 RATING - CONTIGUOUS LAND USE**

We refer to your letter of the 8 March 2022 indicating that you wish to remove the current contiguous rating status on our property, comprising Lots 3, 4 & 5 (52, 54 & 56) Fairway Street, Narrogin.

We believe there is good reason for the Council Policy 3.14 Rating – Contiguous Land Use to continue to apply to our property and the status quo remain.

The following points are provided in support of our position:

- Our lots are contiguous, in common ownership and are fenced and utilised as one property.
- The land contained in Lots 4 & 5 (54 & 56) Fairway Street is maintained to the same standard as Lot 3 (52) Fairway Street with the garden and vegetation extending over all the lots.
- There are constraints with the full utilisation of Lot 3 (52) Fairway Street as it has an easement on the northern boundary for the sewer and it supports the town's drainage from Federal Street to Fairway Street. This inhibits entry to this lot, and we have had to provide vehicle access via Lot 4 (54) Fairway Street.
- The presumption of Council's Policy is that contiguous rating encourages the practice of holding land for speculation. This cannot be said to be the case for our property. We are located opposite a concrete batching plant and within the buffer distance, as detailed in the Environmental Protection Authority's guidance for separation distances between industrial and sensitive land uses. The impacts of noise and dust that we endure significantly inhibits the use of our land for other purposes.

Contiguous rating has applied to our property for many years. The Valuer General's Office confirmed to us during a visit in 2000 that contiguous rating would continue if we did not change the way we used the property. No change in usage has occurred since that time.

We respectfully request that contiguous rating continue to apply to our property.

Yours sincerely,



Alby Timleris



Grace Timleris

*permitted to  
access to  
visit day  
prior*



### 3.14 Rating – Contiguous Land Use

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<b>Statutory context</b>	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)	
<b>Corporate context</b>	Delegation 3.5 – Rates Record, Extensions and Objections	
<b>History</b>	Adopted	22 September 2020
	Amended	26 May 2021

#### Policy Statement

Contiguous rating, also known as group rating, is the rating of multiple land titles on one rates notice. This method can occur within the Shire, provided the following criteria is met on the land upon which this policy may apply.

#### 1. Unimproved Value

Where the land valuation is Unimproved Value (UV), the following criteria shall be met for the eligibility of contiguous rating:

- 1.1. The land (lots or locations) is contiguous (share a common border) and in common ownership and;
- 1.2. The land is used and occupied as one holding; and
- 1.3. The common use and contiguity of the land is likely to continue into the future (eg the relevant portion(s) are not marketed for sale); and
- 1.4. The land parcels, although possibly separated by a road or waterway (such as a river, stream, creek etc.), would otherwise be adjoining.

The Council's policy position is that land outside of townsites utilised for genuine farming enterprise should be contiguously rated, to assist in minimising the cost of production, minimise the unplanned breakdown or disaggregation of farmland and to maximise the opportunities for that land to continue to be aggregated for productive agricultural pursuits and purposes.

#### 2. Gross Rental Value

The Council's policy position is that land in townsites should not normally be contiguously rated, as to do so encourages the practice of holding land for speculation. This pushes prices up and inhibits the use of land designated for industrial, commercial or residential development being utilised for those purposes.

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

- 1.1. The land (lots or locations) is:
  - 1.1.1. contiguous (sharing a common border), and
  - 1.1.2. in common ownership, and
  - 1.1.3. clearly used, fenced, and occupied, and appears as one clear activity or business

and either or both of the following also applies:
- 1.2. Buildings have (due to a past error) been built across the lot boundaries, and/or
- 1.3. The adjoining land is part of an approved development or used as a tennis court or manicured garden.



Adjoining owners' vacant residential, rural residential or rural zoned land in a town site will generally not be supported for contiguous rating, unless extenuating circumstances prevail.

#### Definitions

A 'manicured garden' is "a garden that has been significantly developed and continues to be well maintained with, for example, infrastructure, reticulation, paths or fixed seating; is generally lawned or heavily planted with flowering plants or planted shrubs or trees; and clearly incorporated into the occupation of the adjoining lot used for residential purposes without fencing between the common holdings; and viewed from the streetscape as attractive and functioning and being enjoyed as one occupation across the boundary."

A 'Building' is a permanent fixed structure that is not capable of being easily demolished.

An 'approved development' is defined as being in accordance with a Development Application approved pursuant to the former Shire of Narrogin Town Planning Scheme No. 2 or former Town of Narrogin Town Planning Scheme No. 2.

If the required criteria are met, the Shire will write to Landgate (The Valuer General) to request the contiguous rating of the affected titles on behalf of the owner.

Where the Chief Executive Officer determines that land does not meet the criteria for contiguous rating, the landowner will be given a right of appeal to the Council.

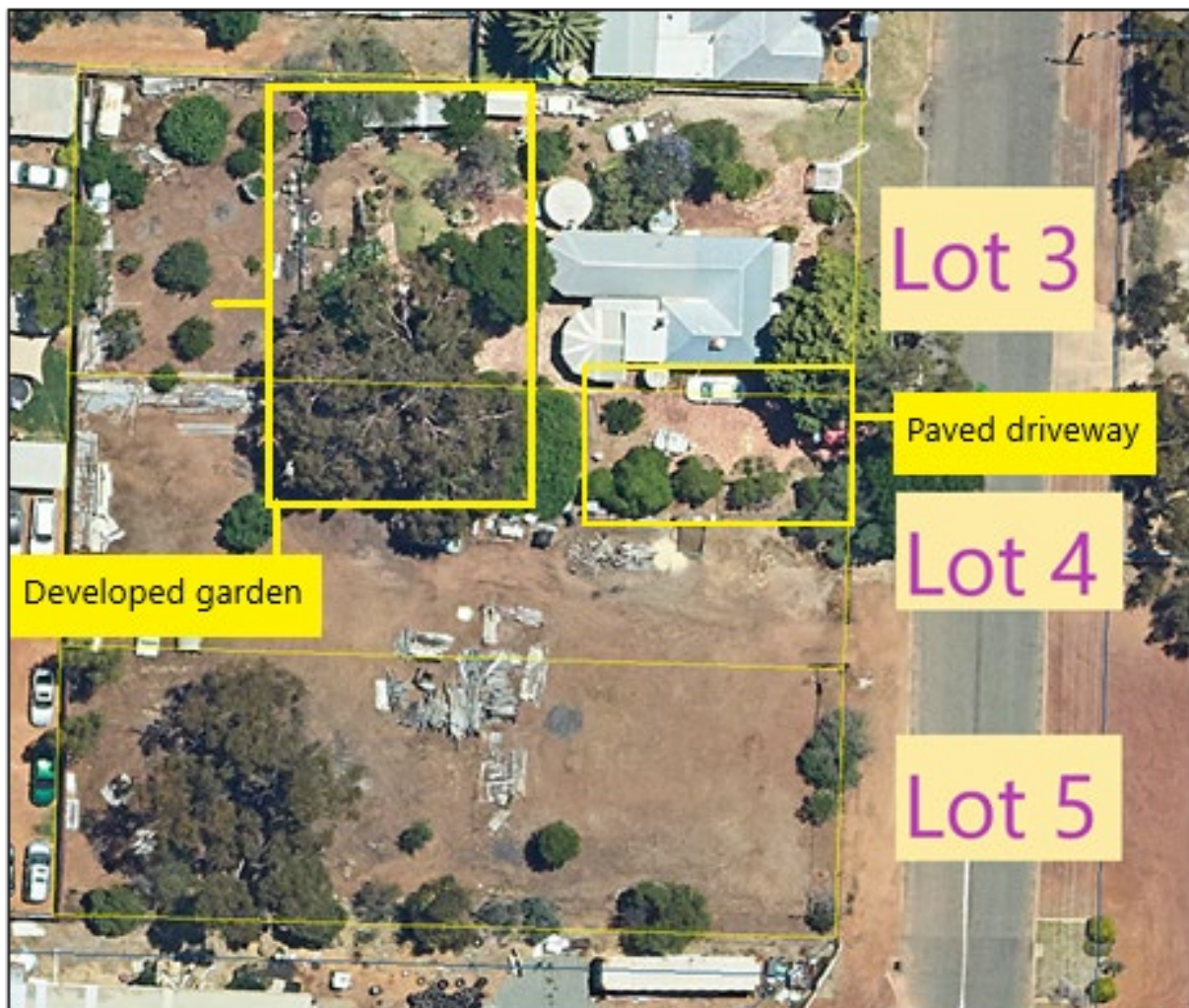
*– End of Policy*

#### Notes

An example of contiguous rating on land rated UV is a farming property which comprise a number of lots/locations that are under common ownership and used contiguously as one large holding and farming operation.

Properties in a Townsite approved for contiguous rating will be recorded on the Property Assessment in the Rate Book and reviewed for continuing conformity with this Policy on at least a 5 yearly basis.

Aerial view of A155200 – 52 Fairway Street



## 10.4 OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 10.4.1 ANNUAL REVIEW OF DELEGATIONS

File Reference	13.5.6
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that require disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	31 March 2022
Author	Niel Mitchell – Governance Consultant
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Delegations Register – Review 2022	

#### Summary

That the Council is requested to consider the review of the Delegations Register, previously endorsed by Council, which must be reviewed at least every 12 months, and consider any other delegations desired or required.

#### Background

The Delegations Register records all matters delegated to the Chief Executive Officer (CEO and others as provided for in a range of legislation).

There remain no delegations of power or duties to committees.

The Local Government Act 1995 requires an annual review of delegations and that all delegations must be in writing.

#### Consultation

Consultation has occurred with the following:

- Chief Executive Officer;
- Executive Managers; and
- Governance Officer.

#### Statutory Environment

Local Government Act 1995 –

- 5.42 – delegation of powers and discharge of duties to the CEO by absolute majority decision;
- 5.43 – limits on delegations to CEO; and
- 5.44 – CEO may delegate to other employees in writing.

Bush Fires Act 1954 –

- 18(10) – delegation to vary prohibited burning periods to President and Chief Bush Fire Control Officer jointly; and

- 18 – delegation of powers to CEO, sub-delegation by CEO not permitted.

### Policy Implications

There are no changes recommended to Council's Policies that relate to the review.

### Financial Implications

There are no financial implications in the delegations emanating to the review that did not exist prior to the review.

### Strategic Implications

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 review is now complete with minimal changes suggested.

Delegations are the standing power of the persons occupying the specified positions to exercise powers on behalf of Council, and are required to have a legislative basis and be consistent with legislation. The legislative power to make the delegation and sub delegations is recorded in the Register. Similar provisions to the Local Government Act are contained in other legislation.

Only one direct delegation is made to persons other than the CEO, being variation of prohibited burning periods, which the Bush Fires Act requires be made to the Shire President and Chief Bush Fire Control Officer jointly.

Accordingly, the section titled Delegation from Council to CEO or Delegation from Council to President and Chief Bushfire Control Officer containing the functions, condition and sub-delegations permitted, is the specific matters being resolved by Council. The balance of the document is administrative in nature providing the legislative heads of power, and any sub-delegations made at the discretion of the CEO, subject to the primary delegation made.

Delegations of power to CEO proposed to be adopted or amended are –

#### 1.1 Appointment of authorised persons

To amend for –

- recent adoption of the Health Local Law 2022,

- repeal of the Health Model A Series Bylaws of the former Shire (1974) and former Town (1966), and
- repeal of the Signs, Hoardings and Billposting Bylaw 1986.

## 6.2 Health Local Law 2022

New delegation of power, consistent with delegations for other local laws, for the Local Law published in the Government Gazette on 5 April 2022, and coming into effect on 20 April 2022.

6.1, 10.3, 10.4 minor delegation text changes relating to the proposed new Local Planning Scheme

Changes to Delegations by the CEO to employees is only included for the information of elected members. They are included in the Register for administrative efficiency, and is within the sole discretion of the CEO, subject to any limits or conditions that may be resolved by the Council.

Administrative changes were made to a number of delegations to update referencing to legislation. These do not require resolution of Council is merely being amended for ease of reference.

Delegations of power to the CEO may be made, amended or deleted at any time, by absolute majority resolution of Council.

## Voting Requirements

Absolute Majority

### OFFICERS' RECOMMENDATION

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

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

# REGISTER OF DELEGATIONS

REVIEW – ~~26 MAY 2021~~ 27 APRIL 2022



## History Summary

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

## PREFACE

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

Delegations are over-ridden by –

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

Delegations override –

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

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

The Local Government Act requires –

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

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

Within the Delegations Register is a detailed outline of –

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

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

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7.1 Cemetery Local Law 2016

## Section 8 - Personnel

8.1 Designated senior employee – Vacancy

8.2 Long service leave

## Section 9 - Occupational Safety & Health

## Section 10 - Building / Development

10.1 Control of building matters

10.2 Illegal development

10.3 Control of planning matters

10.4 Applications for subdivision and amalgamations

10.5 Fencing Local Law 2016

## Section 11 - Public Facilities

11.1 Liquor Control Act

11.2 Discount/waiver/subsidy of facility hire fees

11.3 Public Places and Local Government Property Local Law 2016

## Section 12 - Transport (renamed)

12.1 Reserves under control of the local government

12.2 Things to be done on land not local government property

12.3 Works on land outside the district

12.4 Materials from land not under local government control

12.5 Notices requiring certain things to be done

12.6 Notice of local government works

12.7 Private works/infrastructure on, over or under public land

12.8 Events on roads

12.9 Temporary road closures

12.10 Restricted Access Vehicles on Shire Roads

12.11 Gates across roads / thoroughfares

## Section 13 - Natural Resource Management

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

13.2 Native flora and fauna

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

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

Former Section 16 – Unclassified (transferred to Section 12)

Former Section 17 – Building and Development (deleted)

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

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

## SUMMARY

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

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

### Statutory context

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This Delegations Register has been prepared in accordance with –

Local Government Act 1995:

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

- Separate document as differing provisions apply

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

s.5.18 – Register of delegations to committees

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

s.5.43 – Limits on delegations to CEO

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

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

Local Government (Administration) Regulations 1996 –

r.19 – Record to be kept by delegates

Other legislation includes, but is not limited to –

Building Act 2011

Bushfires Act 1954

Cat Act

Dog Act 1976

Food Act 2008

Health ([Miscellaneous Provisions](#)) Act 1911

[Public Health Act 2016](#)

Local Government (Miscellaneous Provisions) Act 1960

Planning and Development Act 2005

Local Government Local Laws, currently adopted –

Cat Local Law 2016 ([amended](#))

Cemetery Local Law 2016 ([amended](#))

Dog Local Law 2016 ([amended](#))

Fencing Local Law 2016

~~Health Model “A” Series By-laws (Shire 1974, Town 1966, both amended)~~

[Health Local Law 2022](#)

Meeting Procedures Local Law 2016 ([amended](#))

Parking Local Law 2016 ([amended](#))

Public Places and Local Government Property Local Law 2016 ([amended](#))

~~Signs, Hoardings and Bill Posting By-Law 1986~~

Local Planning Scheme

Revised Local Planning Scheme for the merged Shire of Narrogin is nearing completion

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

Local Government Act 1995 –



#### **5.42. Delegation of some powers and duties to CEO**

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

*\* Absolute majority required.*

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

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

Council expects the CEO to apply the provisions of the Local Government Act s.5.44 and other legislation to delegate powers and duties to other employees, including s.5.44(3) powers and duties which have been delegated to the CEO under s5.42.

### **Corporate context**

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

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

The order of priority for compliance is –

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

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

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

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

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

## Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Making, amending and revoking delegations

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

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

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

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

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

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

## **Use of delegations**

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

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

## **Record of use of delegations**

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

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

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

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

## **Review of delegations**

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

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

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

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

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

## **Primary delegation**

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

## **Secondary delegation by CEO**

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

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

The delegation by the CEO is to be –

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

SUMMARY OF DELEGATIONS as at 26 May 2021		Council to:			CEO to:						
		SP	CBF CO	CEO	EM CCS	EM DRS	EM TRS	MCS	EHO	MO	BS
1.1	Appointment of authorised persons			F	Not Permitted						
1.2	Acting CEO – Appointment			F	Not Permitted						
2.1	Common Seal – Execution of documents			F	Not Permitted						
2.3	Confidential records – Inspection			F	F						
3.1	Tenders – power to set specs, criteria, call, accept, vary			F	R	R	R				
3.2	Contracts – Variations			F	R	R	R				
3.3	Disp. of property & impounded, confisc. or uncoll. goods			F	R	R	R				
3.4	Disposing of land – leases, rentals etc			F							
3.5	Rates record, extensions and objections			F	F						
3.6	Sundry and rate debtors – Recovery and agreements			F	F						
3.7	Write off of sundry and rate debts			F	F						
3.9	Municipal Fund & Trust Fund – Payments from Bank Accs			F	R	R	R	R			
3.10	Investments			F	R	R	R	R			
3.11	Donations – Financial and In-kind Works / Services			F	Not Permitted						
3.12	Ex-Gratia Payments			F	Not Permitted						
4.1	Disposal of sick or injured animals			F	F	F	F				
4.2	Cat Act 2011			F	F	F					
4.3	Cats Local Law 2016			F	F	F					
4.4	Dog Act 1976			F	F	F					
4.5	Dogs Local Law 2016			F	F	F					
4.6	Impounding of vehicles and goods			F	F	F	F				
4.7	Impounding of cattle etc			F	F	F	F				
4.8	Parking Local Law 2016			F		F					
5.1	Issue of burning permits – CEO			F	Not Permitted						
5.3	Restricted burning periods – Variations			F	Not Permitted						
5.4	Prohibited burning periods – Variations	Jointly		Not Permitted							
6.1	Control of environmental health matters			F		F			R		
6.4	Control of food matters			F	Not Permitted						
6.5	Waste Local Law			F	F	F					
7.1	Cemetery Local Law 2016			F		F					
8.1	Designated senior employee – Vacancy			F	Not Permitted						
8.2	Long service leave			F	R						
10.1	Control of building matters			F		F					F
10.2	Illegal development			F		F					
10.3	Control of planning matters			F		F					
10.4	Applications for subdivision and amalgamations			F		F					
10.5	Fencing Local Law 2016			F		F					
11.1	Liquor Control Act			F		F					
11.2	Discount/waiver/subsidy of facility hire fees			F	F						
11.3	Public Places and Local Government Property Local Law			F	F	F	F				
12.1	Reserves under control of the local government			F	F	F	F				
12.2	Things to be done on land not local government property			F	F	F	F			R	
12.3	Works on land outside the district			F	F		F			R	
12.4	Materials from land not under local government control			F	F		F			R	
12.5	Notices requiring certain things to be done			F	F	F	F				
12.6	Notice of local government works			F	F	F	F				
12.7	Private works/infrastructure on, over or under public land			F			F				
12.8	Events on roads			F	F	F	F				
12.9	Temporary road closures			F	F	F	F			F	
12.10	Restricted Access Vehicles on Shire Roads			F			R				
13.1	Control of Vehicles (Off-road Areas) Act 1978			F	F	F	F				
13.2	Native flora and fauna			F			F				
		F=Full Delegation R=Restricted Delegation									

## Section 1 - Council / Governance

### 1.1 Appointment of authorised persons

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#### Statutory context

Local Government Act 1995 –

s.3.18 – local government to administer its local laws and perform its required functions under the Act

s.9.10 – Appointment of authorised persons

Criminal Procedure Act 2004 –

s.6 – Regulations to provide for the appointment of authorised persons to issue infringement notices and specified persons permitted to withdraw or extend time to pay infringement notices

**Corporate context**                None

#### History

Last Reviewed                26 May 2021

Amended                      26 May 2021

Reviewed and amended 27 April 2022

Delegation from Council to CEO
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#### Functions to be performed

##### 1. Legislation

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

- a) Local Government Act 1995, excluding –
  - s.5.37(1) – determination that an employee or class of employee is or is not designated; and
  - s.5.37(1) – appointment or termination of a person to a designated position without Council's consent
- b) Local Government (Miscellaneous Provisions) Act 1960
- c) Health (Miscellaneous Provisions) Act 1911
- d) Building Act 2011
- e) Bush Fires Act 1954
- f) Cat Act 2008
- g) Cemeteries Act 1986
- h) Dog Act 1976
- i) Environmental Protection Act & Regulations 1986
- j) Food Act 2008
- k) Litter Act 1979
- l) Planning and Development Act 2005
- m) Control of Vehicles (Off-road Areas) Act 1978
- n) Caravan Parks & Camping Grounds Act 1995
- o) Public Health Act 2016

##### 2. Local Laws

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

- a) Bush Fire Brigades Local Law 2017,
- b) Cats Local Law 2016;
- c) Cemetery Local Law 2016,
- d) Dogs Local Law 2016,
- e) Extractive Industries Local Law 2017,
- f) Fencing Local Law 2016,



- g) Public Places and Local Government Property Local Law 2016;
- h) Parking Local Law 2016
- i) ~~Health Model "A" series Bylaws, adopted 1966, (former Town of Narrogin) Local Law 2022~~  
~~Stables Bylaw 1978, Part of former Town Model A, now repealed~~  
~~Mobile Rubbish Carts Bylaw 1989. Part of former Shire Model A, now repealed~~
- j) ~~Health Model "A" series Bylaws, adopted 1974, (former Shire of Narrogin) Deleted~~
- k) ~~Signs, Hoardings and Billposting Bylaw 1986, Deleted~~
- l) Waste Local Law 2019

### 3. Planning

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

- a) Local Planning ~~Schemes~~ Scheme;
- b) Local Planning Policy.

### 4. Infringement Notices

The CEO is delegated power to appoint employees and other persons as appropriate or necessary with the power to issue infringement notices for the purposes of the *Criminal Procedure Act 2004* s.6(b) in accordance with the Local Government Act 1995 s.9.10, subject to –

- a) the power to withdraw any infringement notice or to extend the time to pay an infringement notice is restricted to the CEO as the person specified for this function, and may not be sub-delegated,
- b) where the infringement notice is issued by the CEO, a request to withdraw any infringement notice or extend the time to pay an infringement notice is to be referred to Council.

### **Conditions on use of delegation**

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

### **Sub-delegation permitted to**

Not permitted

<b>Delegation by CEO to other employees</b>
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Not permitted

<b>References</b>
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<b>Formal record of use</b>	Authorised person's certificate of authorisation File copy of authorisation
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<b>File number</b>	Personnel file Relevant subject file
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## Notes

No delegated power for –

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

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

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

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

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

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

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

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

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

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

Shire of Narrogin Local Planning Scheme No.3 is expected to be published in the Government Gazette in July 2022. Statutory references will change accordingly.

## 1.2 Acting CEO – Appointment

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### Statutory context

### Corporate context

### History

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

## Section 2 - Administration / Organisation

### 2.1 Common Seal – Execution of documents

#### Statutory context

Local Government Act 1995 –

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

Local Government (Functions & General) Regulations 1996 –

- r.34 – Common seal, unauthorised use of

#### Corporate context

Policy Manual –

- 1.11 – Common Seal

#### History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

#### Delegation from Council to CEO

##### Functions to be performed

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

##### Conditions on use of delegation

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

##### Sub-delegation permitted to

Not permitted under the Local Government Act section 9.49A.

#### Delegation by CEO to other employees

Not permitted

#### References

**Formal record of use** File copy of document executed  
Common Seal – Register of Use

Relevant subject file

**File number**                      Various according to subject

**Notes**

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

## **2.2 Destruction of Records (Deleted)**

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## 2.3 Confidential records – Inspection

### Statutory context

Local Government Act 1995 –

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

Administration Regulations 1996 –

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

Rules of Conduct Regulations 2007 –

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

### Corporate context

Shire of Narrogin Record Keeping Plan

### History

Last Reviewed 26 May 2021  
Reviewed 27 April 2022

### Delegation from Council to CEO

#### Functions to be performed

1. The CEO is delegated power to make available information determined by Council or the CEO to be confidential, and not available for public inspection.

#### Conditions on use of delegation

1. Prior to making a decision, the CEO is to determine –
  - (a) whether or not the information should remain confidential or public inspection permitted;
  - (b) the extent of information that may be released.
2. The CEO is to use discretion in exercising this delegation, taking note that –
  - (a) there is no compulsion to release confidential information,
  - (b) some information is required to remain confidential.

#### Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services

### Delegation by CEO to other employees

To –

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

### References

**Formal record of use** File copy of written request and decision by CEO

**File number** 16.3.1 / 16.3.2

## Notes

Examples of information that is required to remain confidential includes –

- (a) employee details, conditions, negotiations etc
- (b) supplier's bank information;
- (c) details required by legislation to be omitted from electoral roll;
- (d) information regarding debts owed to the Shire

CEO may consider some information to remain confidential, due to –

- (a) commercial in confidence;
- (b) potential for misuse;
- (c) insufficient reasons/justification to access the information.

Note – refusal of access does not prevent application being made under the Freedom of Information Act.

## Section 3 - Financial Management

### 3.1 Tenders – power to set specifications, criteria, call, accept, vary

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#### Statutory context

Local Government Act 1995 –

- s.3.57– Tenders for providing goods or services
- s.3.58 – Disposing of property
- s.5.43(b) – Limits on delegation to accept tenders

Local Government (Functions and General) Regulations 1996 –

Part 4 – provision of goods and services

Division 1 – Purchasing policies for local government

- r.11A – requirement for a purchasing policy
- r.11 – when tenders have to be publicly invited and exemptions from inviting

Division 2 – Tenders for providing goods and services, specifically –

- r.14(2a) – criteria for deciding on tender to be determined in writing prior
- r.14(4) – information to be disclosed, specifications, own tender to be determined prior
- r.14(5) – vary information disclosed subject to all being informed
- r.20 – Minor variation of requirements before entry into contract
- r.23 – Rejecting and accepting expressions of interest

Division 3 – Panels of pre-qualified suppliers, specifically –

- r.24AD(2a) – requirements to join panel of pre-qualified suppliers

Part 4A – Regional Price Preference

Part 6 - Miscellaneous

- s.30 (3) – exempt disposition of property

#### Corporate context

Delegation Register –

- 3.8 – Municipal Fund – Incurring expenditure

Policy Manual –

- 3.1 – Purchasing
- 3.2 – Local Price Preference

#### History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

Delegation from Council to CEO
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#### Functions to be performed

1. The CEO is delegated power, subject to prior budget provision having been made or to give effect to a Council decision, to –
  - (a) prepare and finalise specifications for calling all tenders, expressions of interest and panels for pre-qualified suppliers in accordance with Budget provision and at the appropriate time;
  - (b) determine the criteria for assessment of all tenders, expressions of interest and panels for pre-qualified suppliers;
  - (c) invite all tenders, expressions of interest and applications for panels of pre-qualified suppliers; or
  - (d) approve a minor variation to a tender prior to acceptance, provided the intentions and purposes of the tender are not substantially altered, and where the effect on the total contract is a –
    - (i) reduction;
    - (ii) increase in cost to a cumulative total of \$25,000 ex GST or 5% whichever is the greater, where the adjusted total remuneration remains within Budget provision; or
    - (iii) reasonable and unforeseen increase in duration of the contract.

### Conditions on use of delegation

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

### Sub-delegation permitted to

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

Delegation by CEO to other employees
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To –

**a) Executive Manager Corporate & Community Services**

To set specifications and criteria, and to call within Corporate & Community Services division

**b) Executive Manager Technical & Rural Services**

To set specifications and criteria, and to call within Technical & Rural Services division

**c) Executive Manager Development & Regulatory Services**

To set specifications and criteria, and to call within Development & Regulatory Services division

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

**File number**              1.2.1

**Notes:**

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

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

## 3.2 Contracts – Variations

### Statutory context

Local Government (Functions and General) Regulations 1996 –

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

### Corporate context

Policy Manual –

- 3.1 - Purchasing

### History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

### Delegation from Council to CEO

#### Functions to be performed

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

#### Conditions on use of delegation

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

#### Sub-delegation permitted

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

### Delegation by CEO to other employees

To –

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

### References

<b>Formal record of use</b>	File copy of approved variation
<b>File number</b>	Various according to subject matter

### Notes

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

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#### Statutory context

Local Government Act 1995 –

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

Local Government (Functions and General) Regulations 1996 –

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

**Corporate context**                      None

#### History

Last Reviewed                      26 May 2021

Reviewed                              27 April 2022

Delegation from Council to CEO
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#### Function/s to be performed

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

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

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

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

#### Conditions on use of delegation

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

(c) And price offered is paid.

**Sub-delegation permitted to**

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

Delegation by CEO to other employees
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To –

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

References
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**Formal record of use**      Acceptance of offer on disposal file

**File number**                      23.4.1

**Notes**

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



### 3.4 Disposing of land – leases, rentals etc

#### Statutory context

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

Residential Tenancies Act 1987

Caravan Parks and Camping Grounds Act 1985

Commercial Tenancy (Retail Shops) Agreements Act 1985

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

**Corporate context**                None

#### History

Last Reviewed                26 May 2021

Amended                      26 May 2021

Reviewed                      27 April 2022

#### Delegation from Council to CEO

##### Functions to be performed

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

##### Conditions on use of delegation

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

##### Sub-delegation permitted to

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

#### Delegation by CEO to other employees

To –  
Nil

#### References

**Formal record of use**        File copy of notice

**File number**                5.1.5

#### Notes

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

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

### 3.5 Rates record, extensions and objections

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#### Statutory context

Local Government Act 1995 –

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

**Corporate context**                None

#### History

Last Reviewed                    26 May 2021

Reviewed                        27 April 2022

Delegation from Council to CEO
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#### Functions to be performed

1. The CEO is delegated power to –
  - a) amend rate records for the past five years preceding the current year,
  - b) refund of rates overpaid following an adjustment to the rate record if requested,
  - c) extend the time for making the objection for such period as the CEO thinks fit, on application by a person proposing to make an objection to the rate record
  - d) consider any objection to the rate record and may either disallow it or allow it, wholly or in part.

#### Conditions on use of delegation

None

#### Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services

Delegation by CEO to other employees
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To –

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

In full

References
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**Formal record of use**            File copy of rates notice, payment, agreement or determination

**File number**                    25.3.1  
Property / Assessment file

#### Notes

### 3.6 Sundry and rate debtors – Recovery and agreements

#### Statutory context

Local Government Act 1995 –

- s.6.49 – Agreement as to payment of rates and service charges
- s.6.56 (1) – recovery of rates by complaint or action
- s.6.60 (2) – recovery of rates by requiring payment of rent to Shire

**Corporate context**                None

#### History

Last Reviewed                      26 May 2021

Reviewed                              27 April 2022

#### Delegation from Council to CEO

##### Functions to be performed

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

##### Conditions on use of delegation

None

##### Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services

#### Delegation by CEO to other employees

To –

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

In full

#### References

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

**File number**                              12.7.1 / 25.5.2 / Property file

#### Notes

### 3.7 Write off of sundry and rate debts

#### Statutory context

Local Government Act 1995 –

s.5.95 – information that is required to remain confidential

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

Local Government (Financial Management) Regulations 1996 –

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

**Corporate context** None

#### History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

#### Delegation from Council to CEO

#### Functions to be performed

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

#### Conditions on use of delegation

None

#### Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services

#### Delegation by CEO to other employees

To –

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

In full

#### References

#### Formal record of use

Listing of debts written off to be signed by CEO

Report to Council via monthly briefing papers of the number of debts and total amount only

Value of rates and service charges written off to be included in the annual report

#### File number

12.7.1

**Notes**

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

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

### **3.8 Municipal Fund – Incurring expenditure (Deleted)**

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### 3.9 Municipal Fund and Trust Fund – Payments from Bank Accounts

#### Statutory context

Local Government Act 1995 –

s.6.8 – expenditure from Municipal Fund

s.6.8(1)(c) – Payment in an emergency

Local Government (Financial Management) Regulations 1996 –

r.5 – CEO's duties as to financial management

r.11 – Payments, procedures for making etc

r.12 – Payments from municipal fund or trust fund, restrictions on making

r.13 – Duties of CEO

Local Government (Audit) Regulations

r.16 – CEO to review certain systems and procedures

**Corporate context** None

#### History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

#### Delegation from Council to CEO

#### Functions to be performed

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

#### Conditions on use of delegation

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

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

#### Sub-delegation permitted to

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

Delegation by CEO to other employees
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To –

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

References
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<b>Formal record of use</b>	Copy of approval, authorisation, payment of invoice etc. with financial transaction Monthly report to Council Meeting
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<b>File number</b>	Not applicable
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**Notes**

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

### 3.10 Investments

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#### Statutory context

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

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

#### Corporate context

Policy Manual –  
3.7 – Investments

#### History

Last Reviewed 26 May 2021  
Reviewed 27 April 2022

#### Delegation from Council to CEO

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##### Functions to be performed

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

##### Conditions on use of delegation

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

##### Sub-delegation permitted to

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

#### Delegation by CEO to other employees

---

##### To –

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

#### References

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

**File number** 12.3.2

**Notes**

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

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

#### Statutory context

Local Government Act 1995

#### Corporate context

Delegations Register –

11.2 – Discount/waiver/subsidy of facility hire fees

Annual Budget

#### History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

#### Delegation from Council to CEO

##### Functions to be performed

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

##### Conditions on use of delegation

###### 1. Financial

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

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

- a) the amount does not exceed \$300 ex GST in any financial year; and
- b) the recipient is a community group, sporting club or non-profit organisation; or
- c) the recipient is based locally, or the purpose has particular benefit or application to the district.

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

- a) businesses,
- b) individuals;
- c) recipients of funding from the “Community Chest” annual Budget allocation.

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

###### 2. In-kind works and services

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

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

##### Sub-delegation permitted to

Not permitted

#### Delegation by CEO to other employees

Not permitted

#### References

**Formal record of use** Office copy of approval / authorisation

**File reference** 2.10.1

#### Notes

### 3.12 Ex-Gratia Payments

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#### Statutory context

Local Government Act 1995

#### Corporate context

Policy Manual –

3.4 – Ex-gratia payments

#### History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

#### Delegation from Council to CEO

##### Functions to be performed

1. The CEO is delegated power to determine ex-gratia payment claims made on the Shire if the claim –
  - a) complies with the conditions stipulated in Council Policy 3.4 – Ex-Gratia Payments,
  - b) is less than the relevant insurance policy excess.

##### Conditions on use of delegations

1. Should the claim be declined by the CEO, the matter is to be referred to Council if requested by the claimant.

##### Sub-delegation permitted to

Not permitted

#### Delegation by CEO to other employees

Not permitted

#### References

**Formal record of use** Office copy of letters on subject file

**File reference** 2.10.1

#### Notes

## Section 4 - Order / public safety

### 4.1 Disposal of sick or injured animals

**Statutory context** Local Government Act 1995 –  
s.3.47A – Sick or injured animals, disposal of

**Corporate context** None

#### History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

#### Delegation from Council to CEO

##### Functions to be performed

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

##### Conditions on use of delegation

None

##### Sub-delegation permitted to

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

#### Delegation by CEO to other employees

To –

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

#### References

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

**File number** 19.1.3

#### Notes



## 4.2 Cat Act 2011

**Statutory context** Cat Act 2011 –  
s.44 – Council may delegate to CEO  
s.45 – CEO may delegate to any employee  
s.70 – dealing with objections – to be by Council  
s.73(1) – Prosecutions under the Act  
Local Government Act 1995 –  
s.9.10 – Appointment of authorised persons

**Corporate context** None

### History

Last Reviewed 26 May 2021

Amended 26 May 2021

Reviewed 27 April 2022

### Delegation from Council to CEO

#### Functions to be performed

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

#### Conditions on use of delegation

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

#### Sub-delegation permitted to

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

### Delegation by CEO to other employees

To –

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

### References

**Formal record of use** File copy of notice, approval etc.

**File number** 19.7.5

## **Notes**

The Act (e.g. s.63, s.64, s.65) restricts some matters to CEO.

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

### 4.3 Cats Local Law 2016

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#### Statutory context

Cats Act 2011

- s.44 – Council may delegate to CEO
- s.45 – CEO may delegate to any employee
- s.73(2) – Prosecutions under a local law

Local Government Act 1995 –

- s.9.6 – Dealing with objection – to be by council

Shire of Narrogin Cats Local Law 2016

**Corporate context**                      None

#### History

Last Reviewed                      26 May 2021

Reviewed                              27 April 2022

Delegation from Council to CEO
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#### Functions to be performed

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

#### Conditions on use of delegation

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

#### Sub-delegation permitted to

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

Delegation by CEO to other employees
--------------------------------------

To –

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

## References

**Formal record of use**      File copy of approval of discretionary use

**File number**                19.7.5

### Notes

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

## 4.4 Dog Act 1976

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### Statutory context

Dog Act 1976 –

- s.10AA – delegations must be to CEO, who may delegate functions
- s.11 – appointment of dog registration officer
- s.11A – appointment of authorised person to perform functions under Act
- s.33F – dealing with objections (dangerous dogs)
- s.44(2)(b) – enforcement proceedings by an authorised person

Local Government Act 1995 –

- s.9.10 – Appointment of authorised persons

**Corporate context**                None

### History

Last Reviewed                      26 May 2021

Reviewed                              27 April 2022

Delegation from Council to CEO
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### Functions to be performed

1. The CEO is delegated power to exercise all discretionary matters in the Dog Act 1976, including –
  - (a) granting, refusal, cancellation and setting conditions of approval to conduct activities;
  - (b) issue of all notices and infringements etc;
  - (c) extending the time period within which infringement notices may be paid.
  - (d) withdrawal of an infringement notice issued by an authorised person, following consideration of any submissions of special circumstances relating to it received from the authorised person, the notice recipient or other persons;
  - (e) carrying out of works in default of a duly served notice
  - (f) authorising officers to undertake receipting, impounding and enforcement activities including the issuing of infringements, licences and renewals.

### Conditions on use of delegation

1. The delegation excludes –
  - (a) determination of any fee or charge
  - (b) dealing with an objection.
2. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
  - (a) is of such severity that the action is appropriate or
  - (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.
3. The CEO may waive the registration fee for a maximum of 12 months where a dog is rescued from impoundment by a new owner.

### Sub-delegation permitted to

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

Delegation by CEO to other employees
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To –

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

References
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**Formal record of use**      File copy of notice

**File number**                      19.7.4

**Notes**

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

## 4.5 Dogs Local Law 2016

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### Statutory context

Dogs Act 2016 –

- s.10AA – delegations must be to CEO, who may delegate functions
- s.11A – appointment of authorised person to perform functions under Act
- s.44(2)(b) – enforcement proceedings by an authorised person

Local Government Act 1995 –

- s.9.6 – Dealing with objection – to be by council

Shire of Narrogin Dogs Local Law 2016 –

- cl.4.15 – dealing with objections – to be by Council

**Corporate context**                      None

### History

Last Reviewed                      26 May 2021

Reviewed                              27 April 2022

### Delegation from Council to CEO

#### Functions to be performed

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

#### Conditions on use of delegation

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

#### Sub-delegation permitted to

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

### Delegation by CEO to other employees

To –

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



References
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**Formal record of use**      File copy of approval of discretionary use

**File number**                19.7.4

**Notes**

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

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

## 4.6 Impounding of vehicles and goods

### Statutory context

Local Government Act 1995 –

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

s.3.37 to s.3.48

**Corporate context** None

### History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

### Delegation from Council to CEO

#### Functions to be performed

1. The CEO is delegated power to remove and impound goods from a public place if –
  - (a) the goods or vehicle present a hazard to public safety;
  - (b) the goods or vehicle obstruct the lawful use of any place;
  - (c) the goods or vehicle have been, or appear to have been abandoned.
2. The CEO is delegated power to take all appropriate action that may be necessary to recover the costs of impounding vehicles and goods.

#### Conditions on use of delegation

None

#### Sub-delegation permitted to

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

### Delegation by CEO to other employees

To –

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

### References

**Formal record of use** File copy of notice

**File number** 19.4.2

### Notes

Disposal of impounded vehicles or goods is covered by Delegation 3.2

## 4.7 Impounding of cattle etc

### Statutory context

Local Government (Miscellaneous Provisions) Act 1960 –

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

**Corporate context**                None

### History

Last Reviewed                    26 May 2021

Reviewed                        27 April 2022

### Delegation from Council to CEO

#### Functions to be performed

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

#### Conditions on use of delegation

None

#### Sub-delegation permitted to

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

### Delegation by CEO to other employees

To –

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

### References

**Formal record of use**            Impounding register

**File number**                    19.1.3

## Notes

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

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

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

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

## 4.8 Parking Local Law 2016

**Statutory context** Shire of Narrogin Parking Local Law 2016

**Corporate context** None

### History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

### Delegation from Council to CEO

#### Functions to be performed

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

#### Conditions on use of delegation

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

#### Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services

### Delegation by CEO to other employees

To –

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

### References

**Formal record of use** File copy of approval of discretionary use

**File number** 19.7.3

### Notes

## Section 5 - Fire Control

### 5.1 Issue of burning permits – CEO

---

#### Statutory context

##### Bush Fires Act 1954 –

###### s.18 – Restricted burning times

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

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

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

s.48(1) – power to delegate to CEO

s.48(3) – no power of sub-delegation

##### Bush Fire Regulations 1954 –

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

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

r.15A – BFCO to comply with directions of local government

r.15B – Permit holder to comply with permit conditions

r.15C – Local Government may prohibit burning on certain days

r.16 – CEO or specifically authorised person may permit burning of clover in prohibited period

r.17 – permit required to burn clover

r.18 – 7 days' notice of clover burn required, under specified restrictions

r.19A – duties of clover burning permit holder

r.20 – local government may prohibit issue of clover burn permits

r.21A – permit holder may be required to advertise clover burn

r.21B – FCO may postpone clover burn

Shire of Narrogin Public Places and Local Government Property Local Law 2016  
activities on land under Council management and control including roads

**Corporate context**                      None

#### History

Last Reviewed                      26 May 2021

Reviewed                              27 April 2022

Delegation from Council to CEO
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#### Functions to be performed

1. The CEO is delegated power to issue, vary or prohibit burning permits in accordance with Bush Fires Act s.18 and Bush Fires Regulations r.15(1).
2. The CEO is delegated power, in consultation with the Chief Bush Fire Control Officer and the issuing FCO is possible, to review or vary the conditions of a permit issued, or issue a permit if refused.

3. The CEO is delegated power to issue, vary or prohibit permits to burn clover in accordance with Bush Fires Act s.18 and Bush Fires Regulations r.16.
4. The CEO is delegated power to approve applications to burn a road verge vested in the care, control and management of the Shire, in accordance with the Bush Fires Act 1954 s.18(9), subject to the applicant obtaining the approval of the Dept of Parks and Wildlife.
5. The CEO is delegated power, in consultation with the Chief Bush Fire Control Officer, to issue instructions, restrictions or conditions relating to burning permits to apply generally throughout the Shire.

**Conditions on use of delegation**

None

**Sub-delegation permitted to**

Not permitted

<b>Delegation by CEO to other employees</b>
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Not permitted

<b>References</b>
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**Formal record of use**      Duplicate copy of permit issued

**File number**                      Not applicable

**Notes**

The Act s.16(6)(a) stipulates

*...obtained a permit in writing to burn the bush from a bush fire control officer of the local government in whose district the land upon which the bush proposed to be burnt is situated, or from the chief executive officer ...*

Refer also Delegation 5.4.

Issue of burning permits may be done by an authorised person – see ~~Delegations-Delegation~~ 1.1 ~~and 19.1~~.



## **5.2 Fire Fighting – Emergency Plant Hire (Deleted)**

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### 5.3 Restricted burning periods – Variations

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#### Statutory context

Bush Fires Act, 1954 –

- s.18(5) – power to vary restricted burning time
- s.18(5B) – time may not be varied by more than 14 days
- s.18(5C) – compliance requirements as per s.17(8),(9),(10),(11)
- s.48(1) – power to delegate to CEO
- s.48(3) – no power of sub-delegation

**Corporate context**                      None

#### History

Last Reviewed                      26 May 2021

Reviewed                              27 April 2022

Delegation from Council to CEO
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#### Functions to be performed

1. The CEO is delegated power under the Bush Fires Act 1954 s.18(5) to vary restricted burning periods,

#### Conditions on use of delegation

1. Prior to advertising the variation, the CEO is to consult with –
  - the Dept of Parks and Wildlife in accordance with s.18(5), and
  - the Chief BFCO if available, or Deputy Chief BFCO if Chief BFCO is unavailable.

#### Sub-delegation permitted to

Not permitted

Delegation by CEO to other employees
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Not permitted

References
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**Formal record of use**                      File copy of variations approved

**File number**                              9.2.1

**Notes**

## 5.4 Prohibited burning periods – Variations

### Statutory context

Bush Fires Act, 1954 –

- s.17(7) – power to vary prohibited burning time
- s.17(7B) – time may not be varied by more than 14 days
- s.17(8) – requirements to give various notice, and Minister may rescind or modify the variation
- s.17(9) – publication requirements
- s.17(10) – local government may delegate to President and Chief BFCO jointly
- s.17(11) – Local government may rescind delegation or vary any delegated decision

**Corporate context**                None

### History

Last Reviewed                      26 May 2021

Reviewed                            27 April 2022

### Delegation from Council to President and Chief Bushfire Control Officer jointly

#### Functions to be performed

1. The Shire President and Chief Fire Control Officer are delegated power to jointly exercise the powers of Council under the Bush Fires Act 1954 s.17 (7), (8), (10) – prohibited burning periods.

#### Conditions on use of delegation

1. Should the Shire President be unavailable or hold joint office as Chief BFCO, the Deputy Shire President is deemed to be Acting Shire President in relation to this matter.
2. If the Chief BFCO is unavailable, the Deputy Chief BFCO is deemed to be Acting Chief BFCO.
3. The CEO is to be advised in order that public notification may be arranged.

#### Sub-delegation permitted to

Not permitted

### Delegation by President and CBFCO to other officers

Not permitted

### References

**Formal record of use**            Written advice to CEO

**File number**                      9.2.1

### Notes

## Section 6 - Environmental Health / Food

### 6.1 Control of environmental health matters

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#### Statutory context

Public Health Act 2016

- s.4(2) – authorised officer
- s.21 – power to delegate to CEO
- s.24 – authorised person must be qualified
- s.25 – authorised person must have acceptable qualifications or be an EHO

Health (Miscellaneous Provisions) Act 1911 –

- s.344(2) – regulations or local laws may be made so as to delegate or confer a discretionary authority to specified persons or class of person

*Government Gazette* 24 Jan 2017 – Designation of Health Authorised Officers

**Corporate context**                None

#### History

Last Reviewed                      26 May 2021

Reviewed and amended 27 April 2022

Delegation from Council to CEO
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#### Functions to be performed

1. The CEO is delegated power to exercise and discharge all or any of the powers and functions of the local government with regard to the Public Health Act 2016 and Regulations.
2. The CEO is delegated power to exercise and discharge all or any of the powers and functions of the local government with regard to the Health (Miscellaneous Provisions) Act 1911 and Regulations, including but not limited to –
  - (a) Part IV Sanitary Provisions,
  - (b) Part V Dwellings;
  - (c) Part VI Public Buildings;
  - (d) Part VII Nuisances and Offensive Trades;
  - (e) Part IX Infectious Diseases;
  - (f) Part XV Miscellaneous Provisions;
  - (g) Regulations made under the above parts of the Health (Miscellaneous Provisions) Act 1911, and in particular the Health (Treatment of Sewage and Disposal of Liquid Waste) Regulations 1974
  - (h) authorising officers to undertake enforcement activities such as the issuing of infringements.

#### Conditions on use of delegation

1. Where approvals are required, compliance with the Public Health Act and Regulations, Health (Miscellaneous Provisions) Act and Regulations, the Building Code of Australia, the Local Planning ~~Schemes~~-Scheme and Local Planning Policies is mandatory.
2. Any application not complying is to be refused, unless there is a discretion, in which case it is to be referred to Council for decision.
3. The delegation excludes –
  - (a) determination of any fee or charge;
  - (b) dealing with an objection,
4. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
  - (a) is of such severity that the action is appropriate or
  - (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.
5. Any prosecution proposed is to be referred to Council for decision to proceed.

**Sub-delegation permitted to**

- a) Executive Manager Development & Regulatory Services
- b) Environmental Health Officers

Delegation by CEO to other employees
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To –

- a) **Executive Manager Development & Regulatory Services**  
In full
- b) **Environmental Health Officers**  
Restricted, as specified in Delegation Conditions

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

**File number**                11.1.1

**Notes**

It should be noted that in some instances the EHO may be required to act without reference to Council or CEO, and regardless of Council's or CEO's wishes.

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

The Public Health Act 2016 –

21. Enforcement agency may delegate

- (1) A power or duty conferred or imposed on an enforcement agency may be delegated —
  - (a) if the enforcement agency is the Chief Health Officer, in accordance with section 9; or
  - (b) if the enforcement agency is a local government, to —
    - (i) the chief executive officer of the local government; or
    - (ii) an authorised officer designated by the local government;

The effect of the delegation is that the CEO is to cause various actions to be taken by an authorised person.

Authorised person must be either –

- a) an EHO in the employ of the Shire at the time of the Public Health Act 2016 coming into force, or
- b) hold an appropriate qualification as published in the Government Gazette of 24 January 2017.

Shire of Narrogin Local Planning Scheme No.3 is expected to be published in the Government Gazette in July 2022. Statutory references will change accordingly.

## 6.2 Health Local Law ~~2017-2022~~ – authorised person

Appointment under Model A Series

~~Adoption of this Delegation is deferred until after publication of the Health Local Law in the Government Gazette.~~

### Statutory context

Shire of Narrogin Health Local Law 2022

Corporate context                None

### History

Adopted                                27 April 2022

## Delegation from Council to CEO

### Functions to be performed

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

### Conditions on use of delegation

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

### Sub-delegation permitted to

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

## Delegation by CEO to other employees

### To –

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

## References

Formal record of use        File copy of approval of discretionary use

**File number**

**Notes**

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





## 6.4 Control of food matters

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### Statutory context

Food Act 2008 –

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

Food Regulations 2009 –

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

Public Health Act 2016

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

*Government Gazette* 24 Jan 2017 – Designation of Health Authorised Officers

**Corporate context**                      None

### History

Last Reviewed                      26 May 2021

Reviewed                              27 April 2022

Delegation from Council to CEO
--------------------------------

### Functions to be performed

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

### Conditions on use of delegation

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

### Sub-delegation permitted to

Not permitted

Delegation by CEO to other employees
--------------------------------------

Not permitted

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

**File number**                19.6.4 / 24.3.1 / 24.3.2 / Property file

**Notes**

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

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

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

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

## 6.5 Waste Local Law 2019

**Statutory context** Shire of Narrogin Waste Local Law 2019

**Corporate context** None

### History

Adopted 25 February 2020

Reviewed 26 May 2021

Reviewed 27 April 2022

### Delegation from Council to CEO

#### Functions to be performed

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

#### Conditions on use of delegation

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

#### Sub-delegation permitted to

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

#### Sub-delegation permitted to

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

### Delegation by CEO to other employees

To –

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

### References

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

**File number**

## **Notes**

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

## Section 7 - Community Services

### 7.1 Cemetery Local Law 2016

**Statutory context** Cemetery Local Law 2016

**Corporate context** None

#### History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

#### Delegation from Council to CEO

##### Functions to be performed

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

##### Conditions on use of delegation

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

##### Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services

#### Delegation by CEO to other employees

To –

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

#### References

**Formal record of use** File copy of approval of grant of right of burial, pre-need certificate, notice etc  
Duplicate copy of infringement etc

**File number** 24.7.1

#### Notes

## Section 8 - Personnel

Applying to all matters in relation to personnel and employment –

Local Government Act 1995 –

### **s.5.41 Functions of CEO**

The CEO's functions are to –

....

(a) manage the day to day operations of the local government; and

....

(g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and

....

~~Local Government (Rules of Conduct) Regulations 2007 –~~

### ~~**r.10 – Relations with local government employees**~~

~~(1) A person who is a council member must not –~~

~~(a) direct or attempt to direct a person who is a local government employee to do or not to do anything in the person's 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 person who is a local government employee in the person's capacity as a local government employee.~~

~~....~~

Policy 1.1 – Code of Conduct

(Adopted in accordance with the Local Government (Model Code of Conduct) Regulations 2021)

Schedule 1.1 –

### **20. Relationship with local government employees**

(1) In this clause –

**local government employee** means a person –

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

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

(2) A council member or candidate must not –

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

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

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

....

For clarification regarding appointment, management and direction of employees –

Employee class	Council involvement	Elected member / Committee involvement	CEO involvement
CEO	<u>Required.</u> May delegate selection and interview to a Committee. Appointment must be by Council resolution.	<u>Permitted</u> – to interview and recommend to Council. <u>Prohibited</u> – to appoint, manage or direct.	As directed by Council, usually limited to process, research and reporting on an applicant.
Designated staff LG Act s.3.57	<u>Required</u> – to consent to appointment or dismissal. <u>Permitted</u> – Interview & recommendation can be done by CEO alone or with elected member input. <u>Prohibited</u> – management or direction.	<u>Permitted</u> – to interview and recommend to Council. <u>Prohibited</u> – to appoint, manage or direct.	<u>Required</u> to initiate / consent to appointment or dismissal.  <u>Statutory function</u> – to manage and direct.



EHO	<u>If designated senior officer</u> – as above, otherwise – <u>In all cases</u> – qualification must comply with Public Health Act 2016 s.17.		
Other staff (non-designated)	<u>Prohibited</u> – Involvement in appointment, management or direction.	<u>Prohibited</u> – involvement in appointment, management or direction.	<u>Statutory function</u> – to appoint, manage, direct etc.

## 8.1 Designated senior employee – Vacancy

**Statutory context** Local Government Act 1995 –  
s.5.37 (3) – advertising of designated senior positions

**Corporate context** None

### History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

### Delegation from Council to CEO

#### Functions to be performed

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

#### Conditions on use of delegation

None

#### Sub-delegation permitted to

Not permitted

### Delegation by CEO to other employees

Not permitted

### References

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

**File number** Personnel file

#### Notes

This delegation does not extend to –

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

Information Package for a vacancy to include –

- remuneration range;
- other benefits available;
- selection criteria or key position requirements
- closing date and application submission requirements
- any additional information appropriate.

## 8.2 Long service leave

### Statutory context

Local Government Act 1995 –

s.5.48 – Long service leave benefits for employees

Local Government (Long Service Leave Regulations)

r.6A – long service leave on half pay

r.6B – long service leave on double pay

r.7 – taking of long service leave

r.8(2) – Payment for or in lieu of leave

**Corporate context** None

### History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

### Delegation from Council to CEO

#### Functions to be performed

1. The CEO is delegated power to approve –
  - (a) applications for long service leave at half pay;
  - (b) applications for long service leave at double pay;
  - (c) appropriate period or period for taking of long service leave;
  - (d) on application of the employee, to defer taking of long service leave beyond 6 months of becoming entitled subject, subject to the employee's agreement to –
    - (i) deferral being for not more than 2 years, and
    - (ii) rate of pay shall not exceed that applicable to the employee at the end of 6 months of becoming entitled.

#### Conditions on use of delegation

1. On application, the CEO is to advise the employee that deferral of long service leave beyond six months of becoming due may be approved however when the leave is taken it will be paid at the hourly rate earned by the employee at the anniversary of the 10<sup>th</sup> year plus six months.
2. Applications that are to be referred to Council –
  - (a) deferment of long service leave for more than 2 years;
  - (b) request for payment at a rate greater than the rate applicable at 6 months after becoming entitled;
  - (c) payment at the higher rate, where long service leave has been deferred at the request of the CEO.

#### Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services

### Delegation by CEO to other employees

To –

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

### References

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

**File number** Personnel file

### Notes

## Section 9 - Occupational Safety & Health

This section is currently empty

## Section 10 - Building / Development

### 10.1 Control of building matters

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#### Statutory context

Local Government Act 1995 –

s.5.36 – Local government employees

Building Act 2011 –

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

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

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

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

Building Regulations 2012

Building Services (Registration) Act 2011

s.17 – registration of building service practitioners

Building Services (Registration) Regulations 2011 –

r.4 – prescribed levels for building surveying

Part 3A – Building surveyors

#### Corporate context

Delegations Register –

1.1 Appointment of Authorised Persons

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

#### History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

Delegation from Council to CEO
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#### Functions to be performed

1. The CEO is delegated power to determine matters under the *Building Act 2011* including but not limited to
  - (a) sections 18, 20, 22, 23, 24 – Building permits
  - (b) sections 21, 22, 23, 24 – Demolition permits
  - (c) section 27 – Conditions for building permit or demolition permit
  - (d) section 32 – Duration of building permit or demolition permit
  - (e) sections 58, 59, 60 – occupancy permit
  - (f) section 62 – conditions of occupancy permit
  - (g) section 65 – duration of occupancy permit
  - (h) sections 110, 111, 112 – Issue of notices and building orders
  - (i) section 117 – Revocation of building orders
  - (j) section 118 – giving effect to building order if non-compliance
  - (k) section 131 – inspection and copies of building records
- 1A. The CEO is delegated power to determine matters under the *Building Regulations 2012* including but not limited to –
  - (a) regulation 51 – approvals for variations to private swimming pool barrier fencing
  - (b) regulation 61 – approval of battery powered smoke alarms

2. The CEO only is permitted to withdraw or extend time to pay an infringement in accordance with Delegation 1.1 clause 4.

### Conditions on use of delegation

1. The delegation excludes –
  - (a) determination of matter requiring a registered building surveyor
2. The CEO is to be consulted prior to use of any sub-delegation in relation to Functions clause 1 items (b), (h), (i) and (j).
3. A building permit may be issued if –
  - (a) a valid Certificate of Design Compliance is presented;
  - (b) compliance with requirements for bush fire prone areas;
  - (c) all buildings where permitted in accordance with the Building Act 2011 and
  - (d) the information required by the Regulations is provided.
4. A building permit is not to be issued unless payment has been received for –
  - (a) the assessed building permit fees
  - (b) Building Services Levy
  - (c) Building and Construction Industry Training Fund levy, or production of evidence of payment or exemption where applicable
5. The following matters are to be referred to Council for decision –
  - (a) s.192 – Dangerous Buildings
  - (b) s.193 – Removal of Neglected Building
6. The CEO only is permitted to withdraw or extend time to pay an infringement in accordance with Delegation 1.1 clause 4.
7. Any prosecution proposed is to be referred to Council for decision to proceed.

### Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services
- b) Building Surveyor

### Delegation by CEO to other employees

To –

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

### References

<b>Formal record of use</b>	Report to Council via monthly briefing papers – Functions clause 1 items (a), (b), (h), (i) File copy of permit, notice etc issued
<b>File number</b>	Property file

### Notes

Building permits are separate from Local Planning ~~Schemes~~ Scheme functions, but are governed by them.

Any authorised person can issue a permit or notice etc – certifications can only be issued by a Registered Building Surveyor

For the purposes of this delegation, a Registered Building Surveyor under contract is considered to be an employee.

The Building Act 2011 requires response –

- within 10 days of lodgment, if a valid CDC is presented, as all assessment and preparation is done prior to lodgment in order to obtain the CDC, accordingly there is no reason that the CEO and other appropriate persons cannot be authorised to approve applications.
- for Class 1 and 10 buildings only, within 25 days of lodgment if a valid CDC is not presented, and the local government is required to source/provide the CDC.

With the Building Act 2011, the functions separated are –

- (a) Issue of permits, notices etc –
  - o does not require a registered person (Registered Building Surveyor), since the Certificate of Design Compliance has to be signed by a registered person
  - o the decision is on the basis of whether all the requirements of CDC have been met, and any appropriate person can do that if authorised
  - o delegation to issue permits can be made under this amended delegation
- (b) Building inspection and certification of plans still requires a registered person –
  - o who is registered as per the Act and Regulations and holding appropriate qualifications
  - o to provide a building certification service

Shire of Narrogin Local Planning Scheme No.3 is expected to be published in the Government Gazette in July 2022. Statutory references will change accordingly.

## 10.2 Illegal development

### Statutory context

Local Government Act 1995 –

s.5.42(1)(b) – Delegation to CEO of powers under the Planning and Development Act 2005 s.214(2), (3) and (5)

Planning and Development Act 2005 –

s.214 – development in contravention of planning scheme or interim development order

(2) – power to order stop work

(3) – power to remove, alter etc and restore land to original condition

(5) – if delay interferes with scheme operation, power to order work to be undertaken

Town of Narrogin Town Planning Scheme No. 2 –

Part VI – Planning Consent

Shire of Narrogin Town Planning Scheme No. 2 –

Part 6 – Use and Development of Land

### Corporate context

Shire of Narrogin Local Planning Policies

### History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

### Delegation from Council to CEO

#### Functions to be performed

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

#### Conditions on use of delegation

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

#### Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services

### Delegation by CEO to other employees

To –

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

In full

### References

#### Formal record of use

Report to Council via monthly briefing papers

File copy of notice

#### File number

Property file

#### Notes

Shire of Narrogin Local Planning Scheme No.3 is expected to be published in the Government Gazette in July 2022. Statutory references will change accordingly.



## 10.3 Control of planning matters

### Statutory context

Planning and Development Act 2005 –

Part 5 – Local planning schemes

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

s.72 – Local government may prepare or adopt scheme

s.73 – Provisions of a local planning scheme

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

Town of Narrogin Town Planning Scheme No. 2 –

Part VI – Planning Consent

Shire of Narrogin Town Planning Scheme No. 2 –

Part 6 – Use and Development of Land

### Corporate context

Shire of Narrogin Local Planning Policies

### History

Last Reviewed 26 May 2021

Reviewed and amended 27 April 2022

### Delegation from Council to CEO

#### Functions to be performed

1. The CEO is delegated power to administer all planning matters or functions for the Shire of Narrogin, subject to compliance with –
  - a) Planning and Development Act,
  - b) Planning Regulations,
  - c) Residential R Codes
  - d) Local Planning ~~Schemes~~Scheme, and
  - e) Local Planning Policies.
2. The CEO is delegated power to respond to –
  - a) any appeal against a discretionary decision of the local government in accordance with the local government's decision on the matter to which the appeal or request for reconsideration relates,
  - b) Development Assessment Panel requirements.

#### Conditions on use of delegation

1. Any proposal that is not compliant, where discretionary approval by the local government may be considered, is to be referred to Council for decision.
2. Any proposal requiring a decision but which has been refused is to be notified to Council for information.
3. Where a planning approval is not complied with, the CEO may commence prosecution without reference to Council.

#### Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services

### Delegation by CEO to other employees

To –

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

In full

## References

**Formal record of use**      Office copy of notice

**File reference**              Property file

## Notes

Shire of Narrogin Local Planning Scheme No.3 is expected to be published in the Government Gazette in July 2022. Statutory references will change accordingly.

## 10.4 Applications for subdivision and amalgamations

### Statutory context

Planning and Development Act 2005 –

s.4 – Subdivision includes amalgamation

s.135 – subdivision (and amalgamation) not permitted without WA Planning Commission approval

s.138(2) – Commission to have due regard to local planning scheme

s.142 – Commission to seek local government's comments, objections, recommendations

Town of Narrogin Town Planning Scheme No. 2 –

Shire of Narrogin Town Planning Scheme No. 2 –

### Corporate context

Shire of Narrogin Local Planning Policies

### History

Last Reviewed 26 May 2021

Reviewed and amended 27 April 2022

### Delegation from Council to CEO

#### Functions to be performed

1. The CEO is delegated power in respect to an application received from the *Western Australian Planning Commission (WAPC)* to subdivide, re-subdivide or amalgamate land contained within the local government and to recommend to the WAPC –
  - (a) No objection to the granting of approval of an application to amalgamate or subdivide involving five (5) lots or less (including lots forming part of any strata-title scheme), unless prior planning consent has been granted to a co-ordinated development over the land;
  - (b) No objection to the granting of approval of an application to rationalise or reconfigure existing allotments where there is no net increase in lots created, and the new lot sizes will conform with the relevant requirements of the local planning ~~schemes~~scheme and their policies, and policies adopted in accordance with the Planning and Development Act s.26 relating to State planning policies; and
  - (c) the imposition of relevant conditions on any approval proposed to be granted by the WAPC, considered necessary to secure the objectives of the local planning ~~schemes~~scheme, and any land use plan or strategy adopted by Council;
2. The CEO is delegated power to certify to the WAPC compliance with conditions imposed on an approval to subdivide, re-subdivide or amalgamate land have been completed to the satisfaction of the Shire.

#### Conditions on use of delegation

1. Standard conditions of subdivision approval as endorsed by the WA Planning Commission are to be used where possible.

#### Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services

### Delegation by CEO to other employees

To –

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

In full

### References

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

**File number** 18.6.4

**Notes**

Refer Planning Policy.

Shire of Narrogin Local Planning Scheme No.3 is expected to be published in the Government Gazette in July 2022. Statutory references will change accordingly.

## 10.5 Fencing Local Law 2016

### Statutory context

Fencing Local Law 2016

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

Town of Narrogin Town Planning Scheme No. 2 –  
Part VI – Planning Consent

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

**Corporate context** None

### History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

Delegation from Council to CEO

### Functions to be performed

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

### Conditions on use of delegation

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

### Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

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

In full

References

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

**File number** Property file

### Notes

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

Shire of Narrogin Local Planning Scheme No.3 is expected to be published in the Government Gazette in July 2022. Statutory references will change accordingly.

## Section 11 - Public Facilities

### 11.1 Liquor Control Act

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#### Statutory context

Liquor Control Act 1988 –

- s.39 – Certificate of local government of compliance with laws
- s.40 – Certificate of planning authority of compliance with planning laws
- s.156 – Local governments, functions of

Town of Narrogin Town Planning Scheme No. 2 –  
Part VI – Planning Consent

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

#### Corporate context

Shire of Narrogin Local Planning Policies

#### History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

#### Delegation from Council to CEO

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#### Functions to be performed

The CEO is delegated power to –

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

#### Conditions on use of delegation

None

#### Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services

#### Delegation by CEO to other employees

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To –

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

In full

#### References

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**Formal record of use** File copy of notice

**File number** 3.2.3

#### Notes

Shire of Narrogin Local Planning Scheme No.3 is expected to be published in the Government Gazette in July 2022. Statutory references will change accordingly.

## 11.2 Discount/waiver/subsidy of facility hire fees

### Statutory context

Local Government Act 1995 –

s.6.12(1)(b) – Power to defer, grant discounts etc

### Corporate context

Delegations Register –

3.11 – Donations – Financial and In-Kind Works and Services

### History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

### Delegation from Council to CEO

#### Functions to be performed

1. The CEO is delegated power to approve reduction in fees and charges of local government owned facilities, subject to –
  - a) the request is from a local community, charitable or not-for-profit organisation;
  - b) the event is for the specific benefit of the local community;
  - c) each request of the organisation does not exceed \$500 ex GST;
  - d) cleaning cost of the venue hire is not to be discounted.

#### Conditions on use of delegation

None

#### Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services

### Delegation by CEO to other employees

To –

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

### References

**Formal record of use** Copy of approval of written request

**File number** 12.15.3

### Notes



## 11.3 Public Places and Local Government Property Local Law 2016

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### Statutory context

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

### Corporate context

None

### History

Last reviewed 26 May 2021

Reviewed 27 April 2022

Delegation from Council to CEO
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### Functions to be performed

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

### Conditions on use of delegation

1. The delegation excludes the following clauses of the Public Places and Local Government Property Local Law 2016 –
  - cl.1.5 – setting of any fee or charge
  - cl.2.1 – making of a Determination;
  - cl.2.6 – amending or revoking a Determination;
  - cl.4.1 – Activities requiring a licence on local government property for the following –
    - (c) erect a structure for amusement in excess of 28 days;
    - (m) erect a building or refuelling site;
    - (o) erect or install a structure for water, power, sewer, communication, television or similar service;
  - cl.6.9 – giving notice of crossover in unsafe location;
  - cl.11.1 – dealing with an objection;
2. On written application made under cl.3.3, the CEO may give permission to hirers of premises or land under the control and management of the local government to consume and sell liquor on the premises or land, under such conditions and in such areas as considered appropriate.
3. Every permit issued for consumption/sale of alcohol is to be advised to Narrogin Police.
4. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
  - (a) is of such severity that the action is appropriate or
  - (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

### Sub-delegation permitted to

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

## Delegation by CEO to other employees

To –

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

## References

**Formal record of use**      File copy of hire, approval, notice, etc  
File copy of advice of decision to applicant, developer etc  
Duplicate copy of infringement etc

**File number**              Property file  
Facility hire record, diary, receipt etc  
Local government property file

## Notes

Refer Delegation 11.2 – Discount/waiver/subsidy of facility hire fees

Refer Delegation 13.2 – Native flora and Fauna

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

Former Section 12 – Tourism replaced

## Section 12 - Transport (renamed)

### 12.1 Reserves under control of the local government

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#### Statutory context

Local Government Act 1995 –

s.3.54(1) – Reserves under control of a Local Government

Land Administration Act 1997

#### Corporate context

Policy Manual –

12.1 – Standard Crossovers

12.2 – Roads – Developer Conditions

12.3 – Roads – Access to Lots / Locations without Road Frontage

12.4 – Road Reserves – Stormwater Discharge

#### History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

#### Delegation from Council to CEO

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#### Functions to be performed

1. The CEO is delegated power to do anything on land vested or under the control and management of Council
  - a) subject to prior budget provision having been made, or
  - b) to give effect to a Council decision.

#### Conditions on use of delegation

None

#### Sub-delegation permitted to

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

#### Delegation by CEO to other employees

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To –

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

#### References

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**Formal record of use** File copy of decision on written application

**File number** 21.4.2

#### Notes

## 12.2 Things to be done on land not local government property

### Statutory context

Local Government Act 1995 –

s.3.24 – Authorising person under this subdivision

s.3.27 – Particular things local government can do on land that is not local government property

s.3.33 – Entry under warrant

s.3.34(2) – Entry in an emergency

Sch.3.2 – Particular things local governments can do on land even though it is not local government property

**Corporate context**                      None

### History

Last Reviewed                      26 May 2021

Reviewed                              27 April 2022

### Delegation from Council to CEO

#### Function to be performed

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

#### Conditions on use of delegation

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

#### Sub-delegation permitted to

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

### Delegation by CEO to other employees

To –

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

## References

**Formal record of use**      File copy of notice

**File number**                  Property file

### Notes

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

## 12.3 Works on land outside the district

### Statutory context

Local Government Act 1995 –

s.3.20 – performing function outside the district

s.3.21 – duties when performing functions

s.3.22 - compensation

**Corporate context**                None

### History

Last Reviewed                      26 May 2021

Reviewed                              27 April 2022

### Delegation from Council to CEO

#### Functions to be performed

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

#### Conditions on use of delegation

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

#### Sub-delegation permitted to

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

### Delegation by CEO to other employees

To –

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

### References

**Formal record of use**            File copy of agreement, consent etc

**File number**                      28.4.2

### Notes

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

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

## 12.4 Materials from land not under local government control

### Statutory context

Local Government Act 1995 –

s.3.21 – Duties when performing functions

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

**Corporate context**                None

### History

Last Reviewed                    26 May 2021

Reviewed                        27 April 2022

### Delegation from Council to CEO

#### Functions to be performed

1. The CEO is delegated power to negotiate with land owners and/or occupiers for access to materials required for local government functions, principally –
  - a) extraction of gravel, sand or other materials from land;
  - b) water, etc.
2. The CEO is delegated power to apply to the Department of Environmental Regulation for permits to clear vegetation as applicable.

#### Conditions on use of delegation

1. The agreement reached with the land owner/occupier is to –
  - a) state a specific duration, that it is indefinite or otherwise provide for termination;
  - b) provide for mutually agreed compensation;
  - c) specify rehabilitation responsibilities if appropriate;
  - d) within the budget provision.

#### Sub-delegation permitted to

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

### Delegation by CEO to other employees

To –

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

### References

**Formal record of use**            Written agreement with land owner/occupier

**File number**                    28.4.2  
Property file where the land is within the district

### Notes

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

Until such time as agreement is signed, or compulsory notice of acquisition is given under the Act, employees should not access the materials.



## 12.5 Notices requiring certain things to be done

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### Statutory context

Local Government Act 1995 –

- s.3.24 – Authorising person under this subdivision
- s.3.25(1) – Notices requiring certain things to be done by owner or occupier of land
- s.3.26(2) – Additional powers when notice is given
- s.3.33 – Entry under warrant
- s.3.34(2) – Entry in an emergency
- s.9.60 – Regulations that operate as local laws
- Sch.3.1 – Powers under notices to owners or occupiers of land
- Sch.9.1(6) – dangerous excavations in or near public thoroughfare
- Sch.9.1(7) – Matters for which regulations under s.9.60 may be made

Local Government (Uniform Local Provisions) Regulations 1996 –

- r.11 – dangerous excavation in or near public thoroughfare
- 13 – Requirement to construct or repair crossing

**Corporate context**                      None

### History

Last Reviewed                      26 May 2021

Reviewed                              27 April 2022

### Delegation from Council to CEO

#### Function/s to be performed

1. The CEO is delegated power to issue notices requiring certain things to be done by the owner or occupier of land.
2. The CEO is delegated power to take any necessary action to achieve the purpose for which the notice was given in the event of non-compliance of the notice recipient.
3. The CEO is delegated power to seek a warrant for entry to carry out the works of a notice where the owner or occupier of land has not complied with the notice in the time specified.

#### Conditions on use of delegation

1. Any prosecution proposed resulting from non-compliance with a notice is to be referred to Council for decision to proceed.

#### Sub-delegation permitted to

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

### Delegation by CEO to other employees

To –

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

## References

**Formal record of use**      File copy of notice

**File number**                Property file

### **Notes**

Under LG Act s.9.6(1) an objection to a notice must be dealt with by Council and cannot be delegated.

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

## 12.6 Notice of local government works

### Statutory context

Local Government Act 1995 –

s.3.51(3) – notice to adjoining owners affected by works

**Corporate context**                None

### History

Last Reviewed                    26 May 2021

Reviewed                        27 April 2022

### Delegation from Council to CEO

#### Functions to be performed

1. The CEO is delegated power to give the required public notice and individual notice to landowners and occupiers adjoining proposed works to –
  - a) fix or alter the levels, or the alignment of a public thoroughfare, or
  - b) drain water from a public thoroughfare or public place onto adjoining land

#### Conditions on use of delegation

None

#### Sub-delegation permitted to

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

### Delegation by CEO to other employees

To –

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

### References

**Formal record of use**            File copy of notice

**File number**                    Advertisement records – 16.2.2 / 16.2.4  
Property file

### Notes

## 12.7 Private works/infrastructure on, over or under public land

### Statutory context

Local Government Act 1995 –

s.3.37 – Contraventions that can lead to impounding

s.9.60 – Regulations that operate as local laws

Sch.9.1(8) – Private works/infrastructure on, over, or under public places

Sch.9.2(5) – gates across public thoroughfares

Local Government (Uniform Local Provisions) Regulations 1996 –

r.9 – gates across a public thoroughfare

r.17 – Private works on, over, or under public places

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

activities on land under local government management and control including roads

**Corporate context**                      None

### History

Last Reviewed                      26 May 2021

Reviewed                              27 April 2022

### Delegation from Council to CEO

#### Functions to be performed

1. The CEO is delegated power to approve private works/infrastructure on, over or under public places.

#### Conditions on use of delegation

1. The exercise of this delegation is subject to –
  - (a) written application being made;
  - (b) the applicant accepts all liability for every part and aspect of the works/infrastructure;
  - (c) impose conditions, such as –
    - building permit, structural engineering certification, environmental assessment etc, where appropriate;
    - any damage or interference to public assets to be made good to the satisfaction of CEO (roadway, fence, other structure etc)
    - traffic management plan to be approved
  - (d) where deemed appropriate, an insurance certificate indemnifying the Shire while works are underway, or for any structure, is to be provided;
  - (e) estimated value of works does not exceed \$25,000 ex GST.
2. The CEO may enter into an agreement with the applicant to carry out the works/infrastructure as a private works.
3. Any prosecution proposed for non-compliance is to be referred to Council for decision to proceed.

#### Sub-delegation permitted to

- a) Executive Manager Technical & Rural Services

### Delegation by CEO to other employees

To –

- a) **Executive Manager Technical & Rural Services**

In full

## References

**Formal record of use** Report to Council via monthly briefing papers if significant infrastructure  
File copy of written approval

**File number** Property file of applicant  
Copy on road/reserve/local government property file

### Notes

Local Government (Uniform Local Provisions) Regulations 1996 –

r.17 – Private works on, over, or under public places

(4) – approval of local government required

(5) – conditions may be imposed

(6) – mandatory conditions – no permanent impairment of public use, public safety to be ensured, damaged to be fully repaired

(7) – penalty for non-compliance is \$5,000 and \$500 daily

(8) – person constructing is responsible for maintenance, and must insure structure, specifically indemnifying the local government against any claim

(9) – unauthorised constructions, or contravention of approval/conditions can lead to impounding

If insurance indemnity is required, a certificate is to be provided to the Shire annually. It is to be a condition of approval, that a lapse of insurance means automatic withdrawal of approval, and removal of the previously insured structure is required within 14 days.

This delegation includes minor works on the road such as –

- drilling for soil testing;
- pressure or gravity pipe from a water tank or windmill to a stock trough;
- farm drainage.

## 12.8 Events on roads

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### Statutory context

Road Traffic Act 1974 –

- s.81C(2) – Making order for road closure for event
- s.81D – Road closure, how effected by local government

Road Traffic (Administration) Act 2008 –

- s.139(2) – Temporary suspension of road law

Road Traffic (Events on Roads) Regulations 1991 –

- r.4 – local government approval and payment of fee required
- r.9 – Erection of barriers, signs and other equipment

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

activities on land under local government management and control including roads

**Corporate context**                      None

### History

Last Reviewed                      26 May 2021

Reviewed                              27 April 2022

### Delegation from Council to CEO

#### Functions to be performed

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

#### Conditions on use of delegation

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

#### Sub-delegation permitted to

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

### Delegation by CEO to other employees

To –

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

## References

**Formal record of use**      File copy of decision on written application

**File number**                28.7.1

### Notes

See Road Traffic (Administration) Act –

135. Protection from liability for wrongdoing

(1) An action in tort does not lie against a person for anything that the person has done, in good faith, in the performance or purported performance of a function under a road law.

(3) A local government is also relieved of any liability that it might otherwise have had for another person having done anything as described in subsection (1) in relation to a function of a local government under section 11, 139 or 141.

141. Closure of roads

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

See Events on Roads Regulations –

9. Erection of barriers, signs and other equipment

(1) A road closure ordered by the Commissioner of Police under Part VA of the Act shall be effected by the erection and maintenance by the local government for the district within which the road concerned is situated of —

(a) barriers, being free standing posts and rails, or other barriers which are substantial and uniform in construction;

(b) signs, being substantial and uniform in design, with the words "Road Closed" or similar, clearly printed in black letters upon a reflective background; and

(c) such other equipment as the local government considers is reasonably necessary to effect the road closure.

(2) The costs of erecting, maintaining and removing barriers, signs and other equipment to effect a road closure are payable to the local government by the person or body who applied for the order for that road closure.

(3) A local government may waive the payment of all or any of the costs referred to in subregulation (2).

(4) Any costs payable to a local government under subregulation (2) may be recovered as a debt due to that local government in a court of competent jurisdiction.

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

## 12.9 Temporary road closures

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### Statutory context

Local Government Act 1995 –

s.3.50 – closing to vehicles

s.3.50A – closure for repairs or maintenance

Road Traffic Act 1974

s.81D – how a road is to be closed

s.92 – power to close unsafe roads

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

cl.5.2 – no entry to closed local government property

cl.6.13 – no driving on closed thoroughfare

**Corporate context**                      None

### History

Last reviewed                      26 May 2021

Reviewed                              27 April 2022

Delegation from Council to CEO
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### Functions to be performed

1. The CEO is delegated power to –

- a) temporarily close a thoroughfare or a portion of a street for a period not exceeding 28 days (without providing local public notice) if of the opinion –
  - a thoroughfare is likely to be damaged by the passage of traffic generally or traffic of any particular class;
  - that the thoroughfare is unsafe for use.
- b) temporarily close a road or portion of a road for repairs and maintenance;
- c) temporarily close a thoroughfare for a period in excess of 28 days by providing local public notice.

### Conditions on use of delegation

1. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
  - a) is of such severity that the action is appropriate or
  - b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

### Sub-delegation permitted to

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

Delegation by CEO to other employees
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To –

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



References
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**Formal record of use**      File copy of public notice, instruction to staff etc

**File number**                28.7.1

**Notes**

## 12.10 Restricted Access Vehicles on Shire Roads

### Statutory context

Local Government Act 1995

Land Administration Act 1997 –

s.56(2) – road reserves under the control of the local government

Public Works Act 1902 –

s.86(2) – Governor may declare roads to be under the control of the local government

Road Traffic (Vehicle Standards) Regulations 2002

Public Places and Local Government Property Local Law 2016

### Corporate context

Policy Manual –

12.12 Restricted Access Vehicles on Shire Roads

### History

Last Reviewed 26 May 2021

Reviewed 27 April 2022

### Delegation from Council to CEO

#### Functions to be performed

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

#### Conditions on use of delegation

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

#### Sub-delegation permitted to

- a) Executive Manager Technical & Rural Services

### Delegation by CEO to other employees

To –

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

### References

**Formal record of use** File copy of decision on written application

**File number** 3.2.2

## Notes

## 12.11 Gates across roads / thoroughfares

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### Statutory context

Local Government Act 1995

Schedule 9.1 cl.5 – Governor may make regulations concerning gates across public thoroughfares

Schedule 9.3 cl.38 – gates across thoroughfares in cities or towns

Local Government (Uniform Local Provisions) 1996

r.9 – Permission to have gate across public thoroughfare

r.9(8) – Register of Gates

Environmental Protection Act 1986

s.3(1) – definition of “native vegetation” includes dead vegetation

s.51A – definitions of “clearing” and “clearing principles”

Sch.5 – Principles for clearing native vegetation

Environmental Protection (Clearing of Native Vegetation) Regulations 2004

r.5 – Prescribed clearing s.51C

Sch.2 – Clearing for maintenance in existing transport corridors

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

activities on land under local government management and control including roads

### Corporate context

Delegation Register –

13.2 – Native flora and fauna

Policy Manual –

12.7 – Private works / infrastructure on, over or under public land

13.1 – Road reserves – clearing

### History

Adopted 26 May 2021

Reviewed 27 April 2022

Delegation from Council to CEO
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### Functions to be performed

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

### Conditions on use of delegation

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

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

**Sub-delegation permitted to**

- a) Executive Manager Technical & Rural Services

Delegation by CEO to other employees
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To –

- a) Executive Manager Technical & Rural Services**

In full, excluding Conditions clause 7.

References
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**Formal record of use**

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

**File number****Notes**

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

## Section 13 - Natural Resource Management

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

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#### Statutory context

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

s.5(1) – Duty of local government to administer and enforce the Act

s.38(3) – appointment of authorised persons

Local Government Act 1995 –

s.9.10 – Appointment of authorised persons

**Corporate context**                      None

#### History

Last Reviewed                      26 May 2021

Amended                              26 May 2021

Reviewed                              27 April 2022

#### Delegation from Council to CEO

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#### Functions to be performed

1. The CEO is delegated power to exercise all discretionary matters in the Control of Vehicles (Off-road Areas) Act 1978, including –
  - a) granting, refusal, cancellation and setting conditions of approval to conduct activities;
  - b) issue of all notices and infringements etc.
  - c) extending the time period within which infringement notices may be paid.
  - d) withdrawal of an infringement notice issued by an authorised person, following consideration of any submissions of special circumstances relating to it received from the authorised person, the notice recipient or other persons;
  - e) carrying out of works in default of a duly served notice;
  - f) authorising officers to undertake enforcement activities such as the issuing of infringements.

#### Conditions on use of delegation

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

#### Sub-delegation permitted to

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

#### Delegation by CEO to other employees

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To –

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

## References

**Formal record of use**      File copy of notice

**File reference**              19.6.5

**Notes**



## 13.2 Native flora and fauna

### Statutory context

Environmental Protection Act 1986 –

s.51C – Unauthorised clearing of native vegetation

Wildlife Conservation Act 1950 –

s.14 – Protection of fauna

s.23C – Licences to take protected flora

s.23D – Taking and sales of protected flora on private land

Wildlife Conservation Regulations 1970

Public Places and Local Government Property Local Law 2016 –

cl.4.4(2) – Written authority of local government required to remove, damage, interfere with any flora on local government property

**Corporate context**                      None

### History

Last Reviewed                      26 May 2021

Reviewed                              27 April 2022

### Delegation from Council to CEO

#### Functions to be performed

1. The CEO is delegated power to approve a request for permission to pick wildflowers and / or collect seed on lands under Council's control, under the following conditions –
  - (a) written application is to be made;
  - (b) it is for their own domestic or hobby use;
  - (c) permission is given for a period not exceeding one week;
  - (d) the area of picking and/or collection is strictly limited;
  - (e) not more than one collector is permitted in any one location;
  - (f) a maximum of 10% of seed only to be taken in any one area.

#### Conditions on use of delegation

1. All applications for commercial picking of wildflowers or collection of seed are to be referred to Council for consideration, and required details include –
  - (a) collector's credentials and purpose (collector includes the permit holder and up to 2 assistants),
  - (b) duration of approval, if any,
  - (c) the area of picking and/or collection
  - (d) not more than one collector being permitted in any one location
  - (e) a maximum of 25% of seed only to be taken in any one area
2. All applications for the collection of animals, reptiles, amphibians and birds from lands under Council's control, are to be referred to Council for consideration.
3. All applications to collect flora or fauna are to provide the following information at minimum –
  - (a) collector's credentials, including any person acting on the collector's behalf
  - (b) purpose of collection – domestic, hobby, display, educational, commercial
  - (c) flora/fauna to be collected – rarity, locality, need for preservation etc
  - (d) locality of collection – ease of access, likelihood of general public-knowledge or access
  - (e) period or duration sought
4. Where Council has previously permitted an application, the CEO may issue permission in subsequent consecutive years under identical terms and conditions, without further reference to Council.
5. The following statement is to be included in every approval by the CEO –

*The approval of the Department of Parks and Wildlife is mandatory, and Shire permission is invalid without the Department's written consent accompanying Shire approval.*

**Sub-delegation permitted to**

- a) Executive Manager Technical & Rural Services

Delegation by CEO to other employees
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To –

- a) **Executive Manager Technical & Rural Services**

In full

References
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**Formal record of use**      File copy of notice of approval

**File number**                      11.3.1

**Notes**

Dept of Biodiversity, Conservation and Attractions –

- may issue a permit for a maximum of one year;
- is to be provided a copy of every approved application.

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

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

Former Section 16 – Unclassified (transferred to Section 12)

Former Section 17 – Building and Development (deleted)

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

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

#### 10.4.2 CROPPING RIGHTS - PORTION OF SHIRE LAND AT PART LOT 8 CLAYTON ROAD AND LOT 205 MOKINE ROAD, NARROGIN

File Reference	A340183 and A47
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that require disclosure.
Applicant	Mr Vern Gibson Narrogin Hawks Football Club (Inc.)
Previous Item Numbers	Nil
Date	19 April 2022
Author	Dale Stewart – Chief Executive Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	1. Submission letter from V Gibson

#### Summary

Council is asked to consider granting approval to Mr Vern Gibson to the rights for cropping for part of Lot 205 Mokine Road and the Narrogin Hawks Football Club (Inc.) with respect to portion of Lot 8 Clayton Road.

#### Background

In March 2022 the Shire of Narrogin advertised, calling for expressions of interest to the rights to crop portions of the two parcels of land, located at Lot 8 Clayton Road (Part of the Lot) and Lot 205 Mokine Road. The advertising period closed on 11 April 2022. Mr Gibson as an adjoining landowner (to Mokine Road) was the sole Expression of Interest (EOI) received for that lot. The advert offered the rights for cropping for the cropping seasons 2023 and 2024, however Mr Gibson has requested an additional year.

The Narrogin Hawks Football Club (Inc.) have also requested 2 or 3 years with respect to portion of Lot 8 Clayton Road (part of the Airport land).

Both are freehold lots held in fee simple by the Shire of Narrogin.

#### Comment

The rights to crop that has been proposed, is for both parcels of land, each of which is currently utilised by the Narrogin Hawks Football Club (the Club) for the same purpose.

During the periods of the former and continuing current rights, the Club has cleaned up both blocks to make them more suitable for cropping pursuits, by removing most rocks, trees stumps and improving the soil. As a result, they were able to produce crops to provide the Club, with a crop of barley or oats from the Mokine Road block and hay bales from the Clayton Road block. With funds generated from the cropping program, they were able to pay players from the metropolitan area to make up team numbers who are relied upon to make up for declining club member as well as pay for overheads and future potential upgrades or extensions to the clubrooms and facilities.

It is proposed to award Mr Gibson the cropping rights for the Mokine Road parcel of land and the Narrogin Hawks Football Club (Inc.) both for 3 years as requested.

The rights also include the ability for Council to reduce the land leased for other permanent uses as required for the betterment of the Shire (if required). Examples include if the Gliding Club wish to expand and to ensure that industrial land development on the Mokine Road industrial could also be facilitated without the issue of compensation of loss of land or income being paid to the beneficiary under the cropping rights.

The Hawks is a not for profit community / sporting group and all funds received will be utilised to either assist in running the club, or upgrade community sporting facilities, on Shire land. As such, it is proposed to not require a return on investment of any sort and that the Shire of Narrogin be recognised as contributing or being a sponsor to their fundraising.

It is noted that a portion of the Mokine Road land is currently still being utilised by a person who has horses on the land (and has for many years). The Shire seeks an annual letter of acknowledgement from this individual.

### Consultation

The Chief Executive Officer has consulted with the following:

- Mr Vern Gibson; and
- Narrogin Hawks Football Club.

### Statutory Environment

The Local Government Act 1995, Section 3.58 Disposing of property and Local Government (Functions and General) Regulations 1996, Part 6 Section 30, relates.

Dispositions of property (rights for cropping for example) to not for profit community or sporting groups (whether incorporated or not) are excluded from the requirements of the Act to advertise or the need to seek a valuation.

Dispositions of property (license for cropping) to other prospective individuals or businesses is also exempt under the section if:

A disposition of land is an exempt disposition if —

(a) the land is disposed of to an owner of adjoining land (in

this paragraph called the transferee) and —

(i) its market value is less than \$5 000; and

(ii) the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee; or

- it is the leasing of land for a period of less than 2 years during all or any of which time the lease does not give the lessee the exclusive use of the land.

In summary the Administration's view is that Mr Gibson, as an adjoining (farmer) landowner/lessee is the only likely beneficiary and that the value, per annum, to the Shire, is well less than \$5,000 for the 2 or 3 year period combined. Indeed, the benefit to the Shire is the licensee is required to maintain fences, firebreaks and reducing fire hazards (etc) would otherwise be an annual cost to the Shire. A 3 years' approval is therefore legally permissible however if the Council wished to limit to 2 years that would probably be acceptable to Mr Gibson.

It is noted that the proposed transfer is via a license (for grazing /cropping), not a lease, also ensuring compliance with the non-exclusive use provisions.

### Policy Implications

Nil

### Financial Implications

There are no known meaningful financial implications relative to this matter in excess of officer time in establishing the rights agreement, the cost of the advertisement, and minor administrative costs.

### Strategic Implications

The utilisation of both parcels of land will enable one community group to facilitate fund raising through the generous contributions of several families and all funds raised by the Hawks is planned on being spent on attraction of players to Narrogin and maintenance and improvements to club facilities.

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	2.	Social Objective (To provide community facilities and promote social interaction)
Strategy:	2.3.2	Engage and support community groups and volunteers

### Voting Requirements

Simple Majority

#### OFFICERS' RECOMMENDATION

That with respect to Expression of Interest (EOI) to cropping rights on Shire land on portions of Lot 8 Clayton Road and Lot 205 Mokine Road Narrogin, Council:

1. Agree that the values of both portions of land are deemed to be less than \$5,000 for the duration of proposed licenses;
2. Authorise the Chief Executive Officer entering into a non-exclusive use license agreement with Mr Vern Gibson for a period of three years ending calendar year 2025; and
3. Authorise the Chief Executive Officer entering into a non-exclusive use license agreement with the Narrogin Hawks Football Club (Inc.) for a period of three years ending calendar year 2025.

**ATTACHMENT 1**  
**Shire of Narrogin**  
**RECEIVED**  
Directed to Dale  
**23 MAR 2022**  
Ref No ICR 2226837  
Property File A47  
Subject File \_\_\_\_\_  
Ref \_\_\_\_\_

22/03/2022

To , Dale Stewart ,

C E O Narrogin Shire ,

I wish to express my interest in the lease arrangement for the land located at 205 Mokine Rd, called (Windy Ridge).

I am happy to take on good farming practise of maintaining the fences and ensuring the fire breaks are timely sprayed and accessible and functional.

It would be a better suiting agreement to structure the lease for a three year period if possible; this would allow the third year to recover some of the expenses incurred with the weed management from the first two years.

Should the shire require any further correspondence or should there be any further negotiating required , please contact me on Mobil [REDACTED].

Yours Sincerely V GIBSON.

*V. Gibson*



## Expressions of Interest – Community Cropping

The Shire of Narrogin is calling for expressions of interest from sporting or community groups who may wish to lease the following locations for cropping purposes or farming pursuits to raise money for their or indeed another community group or charitable fundraising activity.

The locations are:

- Part Lot 8 Clayton Road approx 12 hectares (on the western side of the Narrogin Airport).
- Lot 205 Mokine Road approx 47 hectares (immediately to the south of Narrogin's Industrial Area).

Any interested group can express an interest for one or both parcels of land and the lease is for a period of up to two years commencing in time for preparation of the 2023 cropping season. Expressions of Interest will be received up to 4.00pm on 11 April 2022.

It must be noted that if the Shire requires a section of the leased area to be developed during this lease period, this requirement will be communicated with the Lessee and timing of the handover back to the Shire negotiated, to ensure minimal impact.

Maps outlining the land offered for lease have been uploaded on the Shire's website accompanying this advertisement. Should anyone require further information, please contact the undersigned.

The canvassing of Elected Members or Shire staff, at any time, in respect of this expression of interest will disqualify an applicant.

Dale Stewart  
**Chief Executive Officer**  
Shire of Narrogin  
PO Box 1145 Narrogin WA 6312  
[enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au)  
[www.narrogin.wa.gov.au](http://www.narrogin.wa.gov.au)



### 10.4.3 NARROGIN REGIONAL LEISURE CENTRE ANNUAL BUDGET APPROVAL

File Reference	20.1.3
Disclosure of Interest	The Author/Authorising Officer has no Impartiality, Financial or Proximity Interests that require disclosure.
Applicant	YMCA WA
Previous Item Numbers	10.4.1 April 2021
Date	19 April 2022
Author	Dale Stewart – Chief Executive Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
<b>Attachments</b> 1. Power Point Presentation - Narrogin Regional Leisure Centre 2. FY 22/23 NRLC Budget Consideration.	

#### Summary

The Council is required to advise the YMCA of whether it is prepared to accept the proposed deficit budget for the contract with respect to management of the Narrogin Regional Leisure Centre (NRLC) for the financial year to 30 Jun 2023, and also to note the likely agreed deficit for the financial year ending 30 June 2022.

#### Background

Council entered into a management contract with the YMCA in 2014 for a 5 year period with a 5 year option at the Council's discretion (June 2014). This contract was extended in June 2019 for another 5 year term to 30 June 2024.

Council approved a Budget Deficit for the Financial Year 2020/21 as an actuals 'open book' Budget with a worst case scenario of \$464,000 (plus GST) and there being no profit share if the actuals are better than the worst case scenario, with any savings on this sum to be retained by the Shire of Narrogin. The Pre-Covid Budget to be submitted was to be \$313,418.

Council approved a Deficit budget for the 2021/2022 financial of \$344,702.

The YMCA have submitted a budget deficit for the 2022/2023 financial year of \$385,740. It is proposed to increase the fees and charges for the Narrogin Regional Leisure Centre slightly (see attachment 2). It should be noted that this matter will be dealt with separately by the Council as part of its considerations of fees and charges for the 2022/2023 financial year.

#### Consultation

The following consultation has occurred:

- Senior management of the YMCA WA; and
- Executive Manager Development & Regulatory Services.

## Statutory Environment

There are no relevant statutory matters that relate, other than those contained within the contract.

## Policy Implications

There are no relevant Council Policies that relate.

## Financial Implications

Rationale for the reasons for the request are outlined in Attachments 1 and 2. This rationale and the conclusions reached are supported by the Administration.

## 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

## Comment/Conclusion

### Deficit Budget 2022/2023 Financial Year

The YMCA has provided a Deficit Budget inclusive of Management Fee for the next financial year of \$385,740. This proposed increase in the budget deficit is due to increase in staffing costs (Additional 2 days of admin support) and increase in the cost of pool chemicals.

The Administration supports this request, noting that it is due primarily to an increase in aquatic education and surveillance, as well as normal cost inflation factors.

## Voting Requirements

Simple Majority

### **OFFICERS' RECOMMENDATION**

That with respect to Management Fees and Deficit Budget for the Narrogin Regional Leisure Centre, Council approve the Budget Subsidy for the Financial Year 2022/23 as \$385,740 (plus GST).

# Narroginal Regional Leisure Centre Budget 2022/23 Brendan Firman – NRLC Centre Manager

# 2021 / 2022 Forecasted Performance

- Agreed budget deficit in 2021/22 was (\$344,702).
- Current finance performance has the NRLC performing at budget, considering challenging operational circumstances and expected to be at budget in June 22.
- Revenue is forecasted to be approximately 2.8% or (\$13,817k as at 01 Apr 22), better than budget.
- COVID management and planning is assured, and the Centre has been able to navigate challenging staffing matters whilst ensuring staffing ratios and maintaining safety is the first consideration on a daily basis.
- The current financial performance is encouraging as the Aquatics sector is experiencing significant deficit in qualified Duty Management and Lifeguards to staff pools, this has been exacerbated by COVID and staff requiring to isolate due to close contact protocols.
- NRLC has incurred unbudgeted contractor staffing costs to date for aquatic staffing of \$16,525.
- Other additional staff costs for community events total \$5,018.62

# Membership and Participation Trends

- The Centre has been busy throughout the current year, school sports and aquatic school curriculum contribute to a bustling and thriving centre.
- Participation and memberships have been overall encouraging in 2021/2022 with most activities exceeding budgeted participation.
- In December 2021 58% (178) of memberships were female clients and 42% male clients(129)
- In the same period the NRLC have witnessed 109 membership cancellations.
  - 54.86% canceled due to moving away.
  - 4.59% cancelled due to medical reasons.
  - 9.26% cancelled due to upgrading memberships.



# Membership and Participation Trends

- Health Club membership has increased by 5%, from 296 to 310 (APRIL 22).
- Facility bookings and hirings are up by 6.5% to date, a positive variant of \$8,844.
- Recreation Swim Participation has increased by 5.4% to 4,893 year to date.
- This growth in participation is supported by a 53% increase in creche utilisation or an extra 390 children to date.
- A budgeted total of 84 sports teams to date is 7% below budgeted totals with current total at 78 teams' year to date.
- Group Fitness participation is 35% below budgeted participation at 11,880 to date.
- Children's Term Programs are 3% below budgeted participation at 293 to date.
- This data is supported in the table extracts provided in the presentation.

# Membership and Participation Data 2021/22

Rec Swim - Casual Entries									
	Budget 2021/22	Actual 2021/22	Variance	Adult Budget	Adult Actual	Variance	Child/Child Conc Budget	Child/Child Conc Actual	Variance
Jul	415	559	144	180	170	-10	235	389	154
Aug	420	479	59	180	204	24	240	275	35
Sep	581	579	-2	201	188	-13	380	388	8
Oct	981	792	-189	250	248	-2	731	544	-187
Nov	955	997	42	280	378	98	675	619	-56
Dec	1120	1148	28	340	364	24	780	784	4
Jan	1110	1556	446	391	498	107	719	1058	339
Feb	800	821	21	340	307	-33	460	514	54
<b>TOTAL</b>	<b>6382</b>	<b>6931</b>	<b>549</b>	<b>2162</b>	<b>2357</b>	<b>195</b>	<b>4220</b>	<b>4571</b>	<b>351</b>

Health Club Participation						
	Membership No Budget 2021/22	Active Membership No Actual 2021/22	Variance	Participation Budget	Participation Actual	Casual
Jul	285	302	17	2,957	3269	117
Aug	288	293	5	2,869	3172	113
Sep	292	294	2	2,890	3183	83
Oct	299	302	3	2,977	3269	125
Nov	306	314	8	3,156	1461	100
Dec	306	279	-27	3,121	3020	74
Jan	302	307	5	3,094	3323	126
Feb	302	310	8	3,134	3356	80
<b>TOTAL</b>	<b>2380</b>	<b>2401</b>	<b>21</b>	<b>24,198</b>	<b>24053</b>	<b>818</b>

Facility Bookings			
	Budget - \$ Value Bookings 21/22	Actual - \$ Value Bookings 21/22	Variance
Jul	\$29,382	\$26,954	\$2,428
Aug	\$12,332	\$13,246	\$914
Sep	\$7,569	\$10,147	\$2,578
Oct	\$18,764	\$19,494	\$730
Nov	\$10,327	\$17,965	\$7,638
Dec	\$7,223	\$16,921	\$9,698
Jan	\$10,146	\$10,208	\$62
Feb	\$14,918	\$12,697	-\$2,221
<b>TOTAL</b>	<b>\$110,661</b>	<b>\$127,632</b>	<b>\$21,827</b>

Creche				
	Budget 2021/22	Actual 2021/22	Variance	Casual
Jul	110	65	-45	3
Aug	66	60	-6	37
Sep	63	191	128	34
Oct	126	145	19	28
Nov	88	190	102	38
Dec	48	169	121	32
Jan	108	168	60	15
Feb	120	131	11	23
<b>TOTAL</b>	<b>729</b>	<b>1119</b>	<b>390</b>	<b>210</b>

Stadium			
	TOTAL No Teams Budget	TOTAL No Teams Actual	Variance
Jul	0	0	0
Aug	0	0	0
Sep	0	0	0
Oct	14	12	-2
Nov	14	12	-2
Dec	14	12	-2
Jan	0	0	0
Feb	14	14	0
Mar	14	14	0
Apr	14	14	0
May	0	0	0
Jun	0	0	0
<b>TOTAL</b>	<b>84</b>	<b>78</b>	<b>-6</b>

Term Programs				
	CTP No of Enrolments Budget 21/22	CTP Participation Budget 20/21	CTP Participation Actual 21/22	CTP Participation Variance
Jul	0	36	0	-36
Aug	0	66	49	-17
Sep	0	54	49	-5
Oct	0	45	70	25
Nov	0	66	33	-33
Dec	0	36	62	26
Jan	0	0	30	30
<b>TOTAL</b>	<b>0</b>	<b>303</b>	<b>293</b>	<b>-10</b>

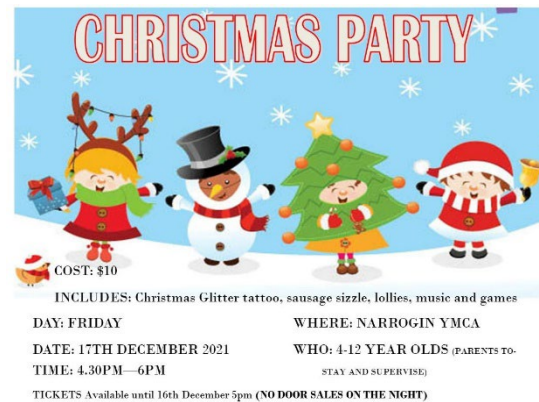
Group Fitness			
	Budget 2021/22	Actual 2021/22	Variance
Jul	712	644	-68
Aug	712	706	-6
Sep	692	713	21
Oct	712	687	-25
Nov	692	510	-182
Dec	323	373	50
Jan	323	149	-174
Feb	646	693	47
<b>TOTAL</b>	<b>4812</b>	<b>4475</b>	<b>-337</b>



# Centre Programs & Events in 2021/22



Shire of Narrogin



# Centre Programs & Events in 2021/22



Narrogin Regional Leisure Centre  
**Creche School Holiday Activities** Running from 9-12 in Creche

**WEEK ONE**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
PUBLIC HOLIDAY	Chocolate Truffles Slime	Playdough Fairy Bread Shapes	Pikelets Scavenger Craft	Popstick Superheroes Choc Coated Strawberries

**WEEK TWO**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Ice Cream Sandwiches Slime	Bees For The Narrogin Show Entry	Muffin Pizza Decorate Pet Rocks	Rice Cakes Smiley Faces Egg Carton Animal	Sushi Glow Sticks

\*Terms and conditions apply. See brochure for details.  
NARROGIN REGIONAL LEISURE CENTRE  
50 Clayton Road, Narrogin, WA 6312  
P: (08) 9882 2651 E: narrogin@ymcawa.org.au  
© YMCA Narrogin Regional Leisure Centre ymcannarrogin

## HALLOWEEN MOVIE NIGHT

**ALL WELCOME**  
Come and join us at YMCA Narrogin  
**SATURDAY 30TH OCTOBER**  
**6:30pm**



Popcorn And Fairy Floss Available

\*Terms and conditions apply. See brochure for details.  
NARROGIN REGIONAL LEISURE CENTRE  
50 Clayton Road, Narrogin, WA 6312  
P: (08) 9882 2651 E: narrogin@ymcawa.org.au  
W: www.ymcawa.org.au #narroginrecreationcentre





# Centre Deliverables for 2022/23

## *NRLC operational focus:*

- Increasing Centre participation, events and activities in 2022/23.
- Converting sub memberships (Quarterly, Aquatic only, Gym only, Group Fitness only), to full and annual membership.
- Closer engagement and partnership with senior community to optimise opportunities for senior community at NRLC in 2022/23.
- Competent and assured COVID management ensuring centre accessibility and function is maintained.
- Development of a NRLC recruitment and workforce strategy to prevent staff shortages.
- Traineeships for local young people and course qualification incentives to offset aquatic staffing shortages.

# Centre Deliverables for 2022/23

## *NRLC operational focus:*

- Maintenance and management of plant and assets.
- Reduction in utility costs, KPI's of 3% reduction in water usage and 5% reduction in electricity costs.
  - These targets are on track for 2021/22.
- Successful grant applications to benefit community and NRLC service provision
- Aboriginal Swim School.

# 2022/2023 Budget

- Budget for 2022/2023 is presented at (\$385,740); this is in comparison to (\$344,702) in 2021/22.
  - A variant of \$41,037 from the previous year.
- Income for 2022/23 is budgeted at \$687,385.
  - This is an 4% increase in revenue from the previous year.
- Expenses for 2022/23 is budgeted at \$1,073,125.
  - This is a 7% increase in expenditure than was budgeted in 2021/22.

# Budget Trends 2016- 2023

Budget Year	2016/17	2017/18	2018/19	2019/20	2020/21*	2021/22	2022/23
Income	\$594,256	\$619,902	\$526,930	\$668,595	\$851,538	\$658,816	\$687,385
Expense	\$897,829	\$948,933	\$1,083,402	\$982,519	\$1,164,956	1,003,518	\$1,073,125
Deficit***	\$303,547	\$329,031	\$556,471	\$313,923	\$313,418	\$344,702	\$385,740
% Deficit	33%	34%	51%****	\$32%	27%	34%	36%

# 2022/23 Budget - Income

The Centre is busy and thriving; memberships are increasing as well as casual participation.

## **Headlines:**

- Income for 2022/23 is budgeted at \$687,385 . This is an 4% increase in revenue from the previous year's budget.
- Fees have increased on average by 3%\*.
- Membership revenue is expected to increase by a further 12%, (\$21k), in 2022/23.
- Group Fitness revenue is expected to decrease by 28%, (\$13k), in 2022/23\*.
- Sports Competitions expected to increase revenue by 19%, (\$2.5k), in 2022/23.
- Recreational Swimming income will increase by 7% (\$8k), in comparison to 21/222 budget and in line with current trends.
- Aquatic education expected to increase by 9% (\$4k), in 2022/23.
- In total, income is expected to increase by 4%, (\$28k), against 2021/22 budget.

# 2022/23 Budget - Expenses

A busier Centre in 2022/23 requires appropriate staffing levels and safeguarding to actively supervise our community.

## Headlines:

- Expenses for 2022/23 is budgeted at \$1,073,125; this is a 7% (\$69k), increase in expenditure than was budgeted in 2021/22.
- Staff costs increasing by 6% or (\$43k) compared to 2021/2022.
- Total staff costs \$713,517 compared to \$670,921 budgeted in 2021/22
  - 66.5% of costs in 2022/23 compared to 67.5% of costs in 2021/22
  - Additional 2 days of Admin support from 1 day to 3 days per week to manage centre administration, memberships, finance and day to day function.
  - 3% CPI increase on wages.
  - 0.5% additional Superannuation cost.
  - Increased costs to staff the pool with Duty Managers on a Sunday
- Pool chemicals cost increased by \$10k to maintain water quality, now requiring double the amount due to increased usage.
- Management fee increased by 7% or \$7,800 to \$120,100 compared to \$112,300 in 21/22. This figure is based on 12.6% of expenditure.



# Capital Expenditure

- Asset management is a critical factor in ensuring there are no exorbitant out of budget expenses throughout any financial year.
- The YMCA utilise an asset register that annotates, maintains and allocates risk associated with age of asset and serviceability.
- This is in order to proactively manage the assets and inform the Shire of potential capital spend requirements.
- The following items have been identified for consideration for 2022/23:
  - Plumbing upgrades in NRLC changing rooms (\$5k)
  - LED lighting in Squash Court passageway and Pool area (\$5k)
  - LED lighting for stadium courts (\$16k)

# Capital Expenditure

Plant identified in last years budget process that was approaching end of life expectancy continues to operate satisfactorily.

Therefore, the same narrative exists for the 2022/23 budget process; provision for replacement should be given to the following items associated with the pool as they are approaching, or at their life expectancy. They remain serviceable and may continue to operate in 2022/23:

- Pool Filters, approximately \$96k to replace.
- Pool Liner, approximately \$80k to replace.
- Boiler, approximately \$75k to replace.

# Cost to the Rate Payers in 2022/23

There are 2,800 rate payers in the Shire of Narrogin.

The Centre is deficit funded and therefore the cost to the rate payer is as follows:

- In 2016/17, the actual deficit to the budget was \$303k and equated to a cost of \$108.21 per annum or \$2.08 per week.
- In 2020/21, the agreed deficit budget of \$313k equated to a cost of \$111.78 per annum or \$2.15 per week.
- In 2021/22, the agreed deficit budget of \$344k equated to a cost of \$122.86 per annum or \$2.36 per week.
- In 2022/23, it is requested that the cost to the rate payer will be \$137.76 per annum or \$2.65 per week.
- In 2022/23, this is an increase of \$14.09 per annum or 29c per week.
  - In comparison to seven years ago in 2016/17, this is an increase of \$29.55 or 57c per week.

## Operational Budget 2022/23

Income	22/23 Budget	21/22 Budget
Café & Vending Income	\$ 54,557	\$ 49,620
Creche Income	\$ 5,127	\$ 7,364
Group Fitness Income	\$ 33,228	\$ 46,070
Membership Income	\$ 201,980	\$ 181,120
YMCA Sports Competition Income	\$ 16,193	\$ 13,636
Facility Rental	\$ 196,449	\$ 194,230
Swimming Lessons Income	\$ 54,648	\$ 50,332
Child Term Program	\$ 4,105	\$ 3,207
Swimming Pool Entry Income	\$ 121,099	\$ 113,236
<b>Total Income</b>	<b>\$ 687,385</b>	<b>\$ 658,816</b>
Expense		
Café Expense	\$ 27,278	\$ 24,810
Creche Expense	\$ 30,124	\$ 23,125
Health & Fitness Wage Expense + Equipment	\$ 1,810	\$ 1,704
Group Fitness Wage Expense	\$ 53,813	\$ 49,717
Insurances Expense	\$ 8,280	\$ 4,561
Marketing Expense	\$ 3,000	\$ 5,900
Sports Comp Expense	\$ 5,960	\$ 5,800
Term Programs Expense	\$ 3,267	\$ 2,457
Swimming Lesson Wage Expense	\$ 51,467	\$ 56,736
Administration Expense		
Bank Charges Expense	\$ 3,708	\$ 2,399
Telephone / Internet	\$ 14,832	\$ 14,760
Computer Maintenance	\$ 3,621	\$ 3,604
Postage & Courier Expense	\$ 618	\$ 2,829
Printing & Stationery Expense	\$ 5,562	\$ 5,535
Licenses and Subscriptions	\$ 29,870	\$ 24,908
Links Hosting and Web Maint	\$ -	\$ -
YMCA Management Fees Expense	\$ 120,100	\$ 112,300
Staff Training/travel/recruit	\$ 9,547	\$ 8,926
Uniforms	\$ 630	\$ 627
Staff Amenities	\$ 124	\$ 123
Entertainment	\$ 464	\$ 461
Wages	\$ 27,398	\$ 12,541
Operations Expense		
Maintenance Expense	\$ 63,124	\$ 62,244
Security Expense	\$ 7,169	\$ 7,134
Waste Disposal Expense	\$ 3,090	\$ 2,583
Cleaning Wages	\$ 25,593	\$ 31,918
Cleaning Consumables	\$ 5,686	\$ 5,658
Pool Chemicals	\$ 19,776	\$ 9,840
First Aid and Safety	\$ 927	\$ 923
Equipment Lease	\$ 20,196	\$ 28,861
Minor Equipment Purchases	\$ 4,326	\$ 4,785
Lifeguard Wage Expense	\$ 167,797	\$ 122,632
Customer Service Wage Expense	\$ 79,978	\$ 61,846
Duty Management Wage Expense	\$ 175,233	\$ 174,724
Management Wage Expense	\$ 98,756	\$ 126,549
<b>Total Expense</b>	<b>\$ 1,073,125</b>	<b>\$ 1,003,518</b>
<b>Net Operating Result</b>	<b>\$ (385,740)</b>	<b>\$ (344,702)</b>

**11. ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**12. NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING**

**13. CLOSURE OF MEETING**

There being no further business to discuss, the Presiding Member declared the meeting closed at \_\_\_\_ pm and pursuant to resolution 1021.012 of 27 October 2021, reminded Councillors of the next Ordinary Meeting of the Council, scheduled for 7.00 pm on Wednesday 25 May 2022, at this same venue.



89 Earl Street, Narrogin  
**Correspondence to:**  
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**W** [www.narrogin.wa.gov.au](http://www.narrogin.wa.gov.au)