



AGENDA

ORDINARY COUNCIL MEETING

23 August 2023

NOTICE OF ORDINARY MEETING OF COUNCIL

Dear Elected Members & Community Members

Pursuant to resolution 261022.009 of 26 October 2022, an Ordinary Meeting of the Shire of Narrogin will be held on 23 August 2023 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
for download from the Shire of Narrogin website www.narrogin.wa.gov.au**

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



Shire of
Narrogin
Love the life

STRATEGIC COMMUNITY PLAN

2017-27

SNAPSHOT

VISION

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

MISSION

Provide leadership, direction and opportunities for the community.

KEY PRINCIPLES

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

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

OUR VALUES

Care with Trust & Teamwork

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

Accountability - We accept responsibility for our actions and outcomes

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

Excellence - We go the extra mile to deliver outstanding services

Trust - We share without fear of consequences

Team Work - We work together for a common goal

ECONOMIC



Support growth and progress, locally and regionally...

Growth in revenue opportunities

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

Increased Tourism

- Promote, develop tourism and maintain local attractions

An effective well maintained transport network

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

Agriculture opportunities maintained and developed

- Support development of agricultural services

SOCIAL



Provide community facilities and promote social interaction...

Provision of youth services

- Develop and implement a youth strategy

Build a healthier and safer community

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

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

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

Cultural and heritage diversity is recognised

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

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

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

ENVIRONMENT



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

A preserved natural environment

- Conserve, enhance, promote and rehabilitate the natural environment

Effective waste services

- Support the provision of waste services

Efficient use of resources

- Increase resource usage efficiency

A well maintained built environment

- Improve and maintain built environment

CIVIC



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

An efficient and effective organisation

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

An employer of choice

- Provide a positive, desirable workplace

DISCLAIMER

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

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

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

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ORDINARY COUNCIL MEETING

23 AUGUST 2023

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 R McNab

Cr M Fisher

Cr B Seale

Cr J Pomykala

Cr T Alexander

Cr J Early

Staff

Mr D Stewart – Chief Executive Officer

Mr T Evans – Executive Manager Technical & Rural Services

Mr A Awang – Executive Manager Development & Regulatory Services

Mr M Furr – Executive Manager Corporate & Community Services

Ms V Ward – Executive Assistant

Leave of Absence

Cr G Broad – Deputy Shire President

Cr T Wiese

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 27 September 2023.

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 26 July 2023 be confirmed as an accurate record of the proceedings with the following amendment:

1. Resolution Number 260723.07 Part 3 GRV – Rural, replace “8.6640c” with “9.6959c”.

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

9. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS

10. MATTERS WHICH REQUIRE DECISIONS

10.1 DEVELOPMENT AND REGULATORY SERVICES

10.1.1 PROPOSED REPURPOSED ANCILLARY DWELLING (SEA CONTAINER) - LOT 82 (NO 5) YALE PLACE, NARROGIN

File Reference	A306700
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Irene Teh – Town Planner
Previous Item Numbers	Nil
Date	15 August 2023
Author	Kiralee Harris – Planning Assistant
Authorising Officer	Azhar Awang – Executive Manager Development and Regulatory Services
Attachments 1. Cover Letter 2. Site Plan with setbacks 3. Shipping Container Structure 4. Accompanying Photos 5. Schedule of Submissions	

Summary

The Council is presented with an Application for Planning Consent concerning a repurposed sea container as an ancillary dwelling having a total area of 14 square metres (6.06m x 2.35m) with a height of 2.44m to be located at 5 Yale Place, Narrogin. In accordance with the property's Residential zoning, adherence to both the State Planning Policy 7.3 Residential Design Codes 2021 Volume 1 and the Shire of Narrogin Local Planning Scheme No.3 (LPS3) is required. Given the repurposed nature of the dwelling and the variance from R-Codes Deemed to Comply, Council's approval is required.

Background

On 21 June 2023, the applicant submitted an uncertified Building Permit application. An initial review indicated that the submission initially aligned with the Residential Design Codes, which typically accommodate ancillary dwellings. However, upon conducting a more comprehensive examination of the proposed design, it became evident that planning approval was required.

This necessity arises from the distinctive nature of the intended repurposed shipping container structure. The design incorporates unique structural components and exterior cladding made of corrugated iron. These innovative elements deviate from conventional usage and diverge from the specific criteria outlined for "Ancillary Dwelling" within the framework of the State Planning Policy 7.3 Residential Design Codes 2021 Volume 1.

It's worth noting that despite the internal repurposing, the exterior of the structure retains visual characteristics associated with a shipping container.

To address these design attributes, it was communicated to the applicant that planning approval was necessary. Subsequently, a formal Planning Application was submitted on 15 July 2023. This approach was undertaken to ensure comprehensive evaluation in accordance with regulations and standards.

Decisions are influenced by the goal of incorporating inventive architectural elements while maintaining the uniformity of the residential setting and ensuring adherence to the regulations outlined in the Shire of Narrogin Local Planning Scheme No.3 (LPS3) and the R-Codes.

Consultation

Public Consultation:

Given the nature of the proposal, communication was extended to four neighbouring landowners through email, which was accompanied by an electronic letter (E-letter) containing the submitted plans. The recipients were kindly asked to share their input by Monday, 14 August 2023.

At the conclusion of the advertising period, the Shire received 1 submission from the public. A copy of the submission is attached as per Attachment 5.

Statutory Environment

- Shire of Narrogin Local Planning Scheme No. 3; and
- Planning and Development (Local Planning Schemes) Regulations 2015

Policy Implications

State Planning Policy 7.3 Residential Design Codes 2021 Volume 1

Financial Implications

An Application for Planning Consent Fee has been paid to the Shire of Narrogin.

Strategic Implications

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

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That the Council refuses the application, and the applicant either appeals to the State Administrative Tribunal or seeks a review of the refusal and/or conditions, resulting in applicant discontent and/or additional costs to the local government and applicant.	Likely (4)	Minor (2)	Medium (5-9)	Compliance Requirements	Accept Risk

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of eight (8) has been determined for this item. Any items with a risk rating over 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

Zoning

Lot 82 (No.5) Yale Street is zoned "Residential (R-12.5)" under the Shire of Narrogin Local Planning Schem No 3 (LPS 3). The subject property has a total area of 817m².

In line with the LPS3, specifically detailed in Part 4 of the General Development Requirements, the interpretation of the Residential Design Codes (R-Codes) is to be conducted alongside the State Planning Policy 7.3 Residential Design Codes 2021 Volume 1.

Following the application submission, a comprehensive assessment process is undertaken to evaluate the alignment between the proposed project and the R-Codes Volume 1, Ancillary Dwelling provisions.

The proposed repurposed ancillary dwelling accurately falls within the "Repurposed Dwelling" category definition, which is defined as:

"Means a building or structure not previously used as a single house, which has been repurposed for use as a dwelling."

The assigned use classification for the specific zoning context is "D." This classification is of significance as it places the proposal under the repurposed ancillary dwelling category within the "D" use classification. Under this classification, the use is not permitted unless the local government has exercised its discretion by granting development approval.

This defined framework is the basis for the evaluation of the proposal, ensuring adherence to policies and guidelines while upholding due diligence in development approval.

In summary, the evaluation of the proposed repurposed ancillary dwelling is conducted in accordance with the Local Planning Scheme, in conjunction with the R-Codes and the State Planning Policy 7.3 Residential Design Codes 2021 Volume 1. The proposal's classification as a "Repurposed Ancillary Dwelling" within the "D" use category shapes the assessment framework. This section emphasizes adherence to regulations and discretionary authority in the development approval process.

State Planning Policy 7.3 Residential Design Codes 2021 Volume 1

To assess its compliance, the Residential Design Codes 2021 compliance checklist was employed. The assessment results have been presented in the following table.

5.5.1 Ancillary dwellings

R-Codes Vol. 1 deemed to comply	Required	Proposed	Compliance
C1	Lot not less than 350m ²	Total Land area of lot is 817 m ²	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Maximum plot ratio area of 70m ²	Proposed 14m ² dwelling	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Parking provided in accordance with 5.3.3	3 Parking Bays	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Located behind the street setback line	4.5m setback from Hough Street;	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Compatible with the colour, roof pitch and materials of the single house on the same lot	External Cladding Grey Corrugated Iron	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Does not preclude single house from meeting open space and OLA requirements	providing 80% open space	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Compliance with the R-Codes with the exception of site area, street surveillance and outdoor living areas	n/a	<input type="checkbox"/> Yes <input type="checkbox"/> No

The only aspect of non-compliance in clause 5.5.1 with the proposed repurposed ancillary dwelling is in relation to requirement for the proposed ancillary dwelling to be compatible with the colour, roof pitch and materials of the single house on the same lot.

Clause 4.27 – Repurposed Dwelling:

The proposal has been subjected to an evaluation in accordance with LPS3 Clause 4.27 Second Hand & Repurposed Dwelling. It is classified as a Repurposed Ancillary Dwelling due to the

conversion of a shipping container into an additional dwelling space. This classification aligns with the characteristic attributes of repurposed structures. The modifications made to the structure's design and structural elements reinforce this classification.

Upon thorough assessment, it is evident that the proposal's external cladding does not conform to the prescribed standards, primarily due to the use of corrugated iron. This choice of cladding results in an external appearance reminiscent of a shipping container.

The proposed development, recognised for its identity as a repurposed shipping container structure, has undergone an evaluation as specified by clause 4.27 - Repurposed Dwellings within the LPS3. As outlined in LPS3, clause 4.27, the criteria for Second-Hand and Re-purposed Dwelling shall encompass the following:

- (a) be consistent with the character of the locality in which the development is proposed;
- (b) maintain the amenity of the locality in which the development is proposed; and
- (c) comply with any development standards of this Scheme or any R-Code standards applicable to the development as determined by the local government.

Clause 4.27.2 , further provide the following statement:

In considering the above, the local government will give particular consideration to the external appearance and materials used in the construction of the re-purposed dwelling or second-hand dwelling.

In considering the criteria as per clause 4.27 for the repurpose dwelling, the following assessment is provided:

(a) be consistent with the character of the locality in which the development is proposed – The existing dwelling is comprised of a brick and tile construction with a pitched roof. The proposed repurposed ancillary dwelling is a sea container re-cladded externally with grey corrugated metal sheeting and internally fitted as a self contained ancillary dwelling. It is considered that the proposed repurposed ancillary dwelling represent an outbuilding as opposed to the existing dwelling in terms of building materials, colour and character.

(b) maintain the amenity of the locality in which the development is proposed – the surrounding area is predominantly single storey residential, constructed of a mixed of brick and tiles, weatherboard and metal roofing with pitched roof and carport attached to the dwelling. It is acknowledge that the proposed site for the ancillary dwelling is well screened from existing vegetation and therefore will not be visible from the street frontage along Hough Street.

(c) comply with any development standards of this Scheme or any R-Code standards applicable to the development as determined by the local government – The proposal complies with the R Codes specifically clause 5.5.1 - Ancillary Dwelling in terms of lot size, plot ratio, parking provision and minimum setback requirement.

Based on the above consideration of clause 5.5.1 of the Residential Designs Codes and Clause 4.27 of the LPS 3, particularly in reference to the compatibility with the colour, roof pitch and materials of the single house on the same lot and consistent with the character of the locality in which the development is proposed, it is recommended that Council refuse to support the propose repurposed sea container as an Ancillary Dwelling.

However, should Council wish to support the proposed repurposed sea container as an Ancillary Dwelling, it is recommended that the applicant incorporate a pitched roof and a veranda to reflect the existing dwelling on the same lot.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to the application for a repurposed ancillary dwelling situated at Lot 82 (no.5) Yale Place, Narrogin, Council REFUSE the application for the following reasons:

1. That the application is not compatible with the colour, roof pitch and materials of the single house on the same lot as per clause 5.5.1 of the Residential Design Codes;
2. That the application is not consistent with the character of the locality in which the development is proposed due to its character of the locality in accordance with clause 4.27 of the Shire of Narrogin Local Planning Scheme No. 3; and
3. The application if approved may adversely impact the residential character of the locality.

Advice Note:

1. If the applicant and/or owner are aggrieved by this decision as a result of the conditions of approval or by a determination of refusal, there may be a right of review under the provisions of Part 14 of the Planning and Development Act 2005. A review must be lodged with the State Administrative Tribunal and must be lodged within 28 days of the decision.

Chief Executive Officer
Mr Dale Stewart
Shire of Narrogin

Attention: Kiralee Harris - Planning
Via email: enquiries@narrogin.wa.gov.au

Dear Kiralee

Planning Application – Repurposed Dwelling on Lot 82, No.5 Yale Place, Narrogin

Please find attached a planning application for a repurposed, ancillary dwelling at the abovementioned property.

The Proposal

The application seeks to place a 14m² ancillary dwelling behind an existing house on a spacious 817m² corner lot. The proposed dwelling is a creatively repurposed shipping container that has undergone extensive upgrades and modernisation to serve as a small, self-contained unit.

To ensure a seamless installation, the fully finished structure will be professionally transported and positioned on-site using a crane. This process is expected to be straightforward and efficient due to the unhindered site access. The property's advantageous location on a corner lot without overhead powerlines on the same side of the street, means a hassle-free crane operation.

By utilising this innovative approach to create an ancillary dwelling, we aim to provide a unique and sustainable living space that complements the existing house and adds value to the property. The repurposed shipping container, with its upgraded features and self-contained functionality, presents an excellent opportunity to optimise the available space on the corner lot while ensuring minimal disruption during the installation process.

Planning Framework

The subject site is zoned 'Residential' under the Shire of Narrogin (Shire) Local Planning Scheme No.3 (LPS 3) and coded R12.5 per the State Planning Policy 7.3 - Residential Design Codes Volume 1 (R-Codes).

Early consultation with the Shire's planners had examined the proposed structure, categorising it as a 'repurposed dwelling,' which falls under the 'discretionary use' classification

under LPS 3, necessitating development approval. The compliance requirements for a repurposed dwelling, as outlined in Clause 4.27 of LPS 3, have been reviewed and are demonstrated to be met in the following sections.

Local Scheme Provisions

As per Clause 4.27.2 of LPS 3, the Shire places importance on evaluating the external appearance and construction materials of the repurposed dwelling. In line with this, the dwelling makes ingenious use of a recycled shipping container, skillfully clad with a contemporary grey corrugated metal sheeting, resulting in an appealing aesthetic.

Furthermore, the property owner demonstrates a commitment to advocating for a circular economy by actively seeking to extend the useful life of construction materials and minimise the environmental impact of 'retired containers.' Through this environmentally conscious approach, the repurposed dwelling aligns with the principles of sustainability and responsible resource utilisation.

The proposal meets Clause 4.27 of LPS 3 in the following manner:

(a) be consistent with the character of the locality in which the development is proposed

The character of the locality near the development site is mainly characterised by single-storey buildings, exhibiting a consistent form and scale. The prevalent materials used in the area consist of brick, weatherboard, tiles, metal sheeting, and wood elements. The color palette typically features earthy or muted tones such as reds, browns, beiges, greys, whites, and soft greens. Roof designs in the vicinity range from pitched at varying degrees to flat. A similar grey corrugated material and profiles have been used in some of the nearby roofs (please see **Figure 1**).



Figure 1 – Existing dwellings nearby to the proposed development along Hough Street

The choice of a greyish metal cladding for the exterior of the repurposed dwelling was made to harmonise with the existing structures on-site and the neighboring properties. As depicted in **Figure 2**, the current sheds and buildings on the same site, as well as the adjoining neighbour's lot, also shares a grey metal exterior. The boundary hardie-fencing also has the same grey shade.



Figure 2 – Existing grey metal sheds on the subject site and neighbour’s property contains a large, visible grey metal workshop to the right

In addition to aesthetic considerations, another compelling reason for opting for a lighter colour like grey is its lower solar absorptance compared to darker shades. This choice will help in reducing temperatures inside the dwelling, contributing to its overall energy efficiency. By reflecting more sunlight rather than absorbing it, the dwelling will be better equipped to maintain a comfortable and cooler environment, aligning with sustainable and energy-conscious principles.

(b) maintain the amenity of the locality in which the development is proposed

The proposed development's area of influence mainly encompasses the nearby dwellings adjacent to and across the road along Hough Street (please see **Figure 3**). Given that the proposed dwelling occupies just 14m² and features a flat roof profile, its impact on the locality's amenity is minimal to negligible.

By keeping the structure compact and incorporating a flat roof design, the development seamlessly integrates into the surroundings, ensuring that neighboring properties' privacy and comfort remain undisturbed. This thoughtful approach aims to maintain the overall harmony and appeal of the area while offering a valuable addition to the community.

The location of the proposed dwelling has been carefully chosen to ensure minimal impact on neighboring properties. It is intended to occupy the south-east corner of the lot, facing Hough Street, even though it will not be visible from the street.

Due to the level differences, with the site being approximately 0.3m to 0.5m lower than the street, and the presence of a 1.8m high boundary fence, along with tall shrubs and vegetation lining the boundary, the structure will be effectively screened from the view of passersby on the street (please see **Figure 4**).

This thoughtful positioning and natural screening not only respect the privacy of neighboring properties but also contribute to a visually appealing streetscape, ensuring the seamless integration of the proposed dwelling into the existing environment. The design takes-into-

account the local topography and existing features, creating a harmonious setting that enhances the overall aesthetic value of the area.



Figure 3 – Proposed location of the repurposed dwelling (highlighted in red) and evidence of grey corrugated metal roofs in the area of influence



Figure 4 – Illustration of the proposed dwelling's non-visibility (in red) from street view.

(c) comply with any development standards of this Scheme or any R-Code standards applicable to the development as determined by the local government

The repurposed dwelling is classified as an 'ancillary dwelling', distinct from the primary main dwelling. As per the R-Codes, an 'ancillary dwelling' is described as a 'self-contained dwelling located on the same lot as a single house, which may be attached to, integrated with, or detached from the single house.'

It is essential to note that residential development within the framework of LPS 3 is to align with the R-Codes (Clause 4.8 and Table 3). Moreover, no provisions in LPS 3 alter or amend the R-Codes (Clause 4.2). The R-Codes guidelines remain fully applicable and serve as the basis for evaluating and regulating residential development within this context. Thus, adherence to these standards ensures consistency and conformity in the development process while promoting well-planned and harmonious communities.

R-Codes Assessment

In terms of compliance, the proposal successfully satisfies the R-Codes, specifically Clause 5.5.1 Ancillary Dwellings, in the following manner:

- the lot size exceeds the minimum requirement of 350m², with the subject lot size being 817m²;
- the proposed plot ratio area of 14m² remains well within the maximum allowable limit of 70m²;
- parking provision aligns with Clause 5.3.3.3, C3.1, with three car bays provided as per Location B requirements;
- the proposed dwelling is situated behind the street setback line, maintaining a 4.5m setback from Hough Street; and
- the presence of the proposed dwelling does not impede the single house from meeting open space and outdoor living area requirements. It well exceeds the minimum 55% open space requirement, providing 80% open space.

Considerable thought has been given to ensure that the design and materials of the ancillary dwelling harmonise with the main house on the same lot. As per the R-Codes explanatory guidelines, it is essential to note that this does not imply an exact replication of the main dwelling.

In alignment with this objective, the selection of grey metal sheeting for the ancillary dwelling has been chosen to match design and materials already on-site and the neighbouring properties. This choice is further reinforced by the grey metal elements in the window frames, external doors, and security screens of the main dwelling, creating a cohesive visual theme.

Additionally, the decision to opt for a flat roof profile for the ancillary dwelling complements the design of the existing patio on the main house (please see **Figure 5**). This not only enhances the overall aesthetics but also minimises the visibility of the ancillary dwelling from the street, ensuring a seamless integration with the surrounding environment.

Furthermore, to further enhance the coherence of the design, the ancillary dwelling will be surrounded by a wooden deck, similar to the materials used in the patio of the main house. This thoughtful selection of materials ensures that the ancillary dwelling and the main house visually align and create a sense of unity within the property.



Figure 5 – Similar roof profile and materials already evident on the main house

Conclusion

Overall, the proposal for the repurposed dwelling has shown a commendable level of compliance with the required planning standards, affirming its suitability and alignment with the orderly and proper planning of the locality. By carefully selecting the location, utilising appropriate materials and considering the impact on neighboring properties, the development exhibits a thoughtful and conscientious approach to its integration into the community.

Should the Shire have any further queries or require additional information regarding the above, please do not hesitate to contact the undersigned at 0421 997193.

We remain readily available to address any concerns or provide clarification to ensure a smooth and efficient evaluation process. We appreciate the opportunity to contribute to the development's responsible and sustainable implementation and look forward to your valuable feedback.

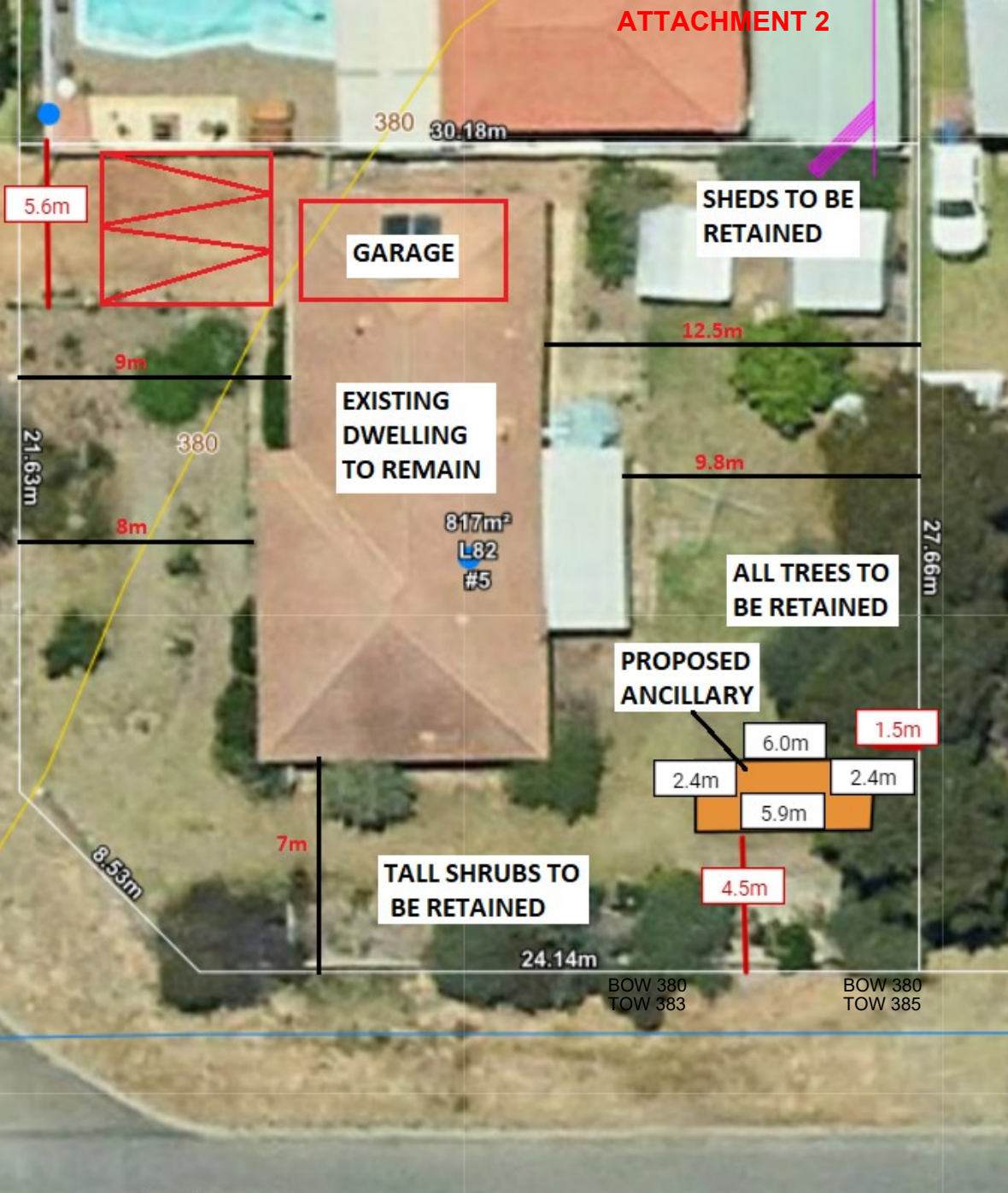
Yours faithfully

Irene Teh

Applicant / Town Planner



Yale Pl



PROPOSED ANCILLARY DWELLING
LOT 82 (5) YALE PLACE
NARROGIN WA 6312

LOT AREA: 817m²
R-CODING: R12.5

OPEN SPACE REQUIREMENTS
MINIMUM 55% (80% PROVIDED)
 Existing house size - 124m²
 Existing 3mx3m sheds - total 18m²
 Proposed ancillary size - 15m²
TOTAL COVERAGE: 157m²

PARKING REQUIREMENTS
MINIMUM 3 BAYS (3 PROVIDED)

SETBACK TO THE SECONDARY STREET
MINIMUM 2M (4.5M PROVIDED)

SETBACK TO REAR BOUNDARY
(Wall with no major openings with a height of 3m or less)
MINIMUM 1M (1.5M PROVIDED)

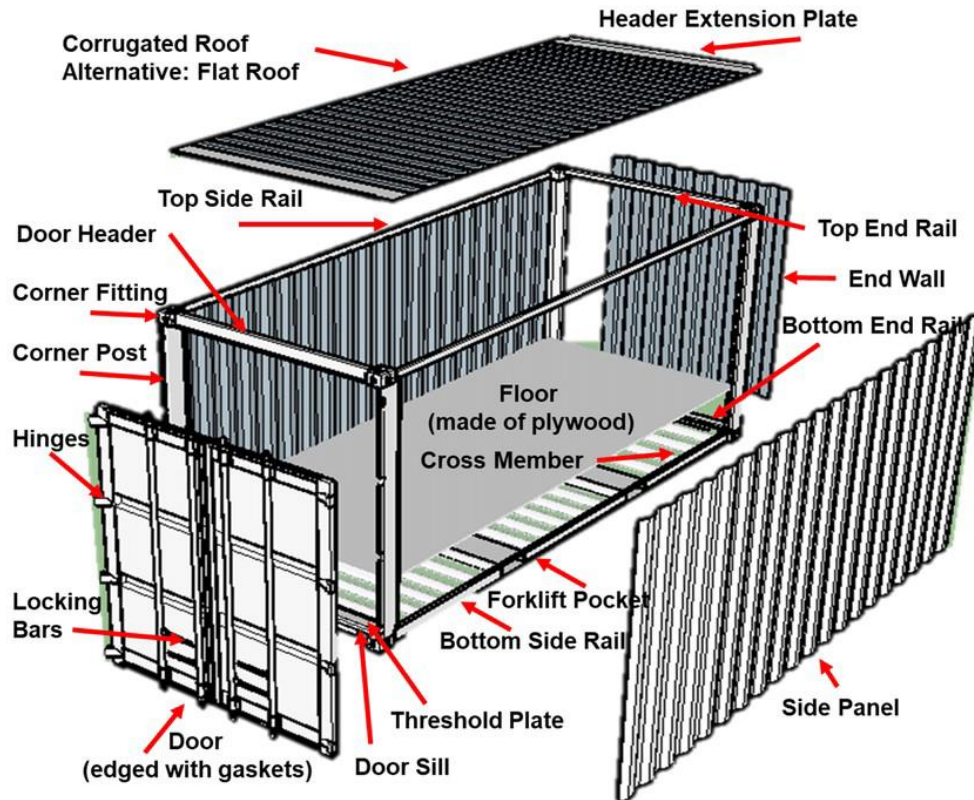
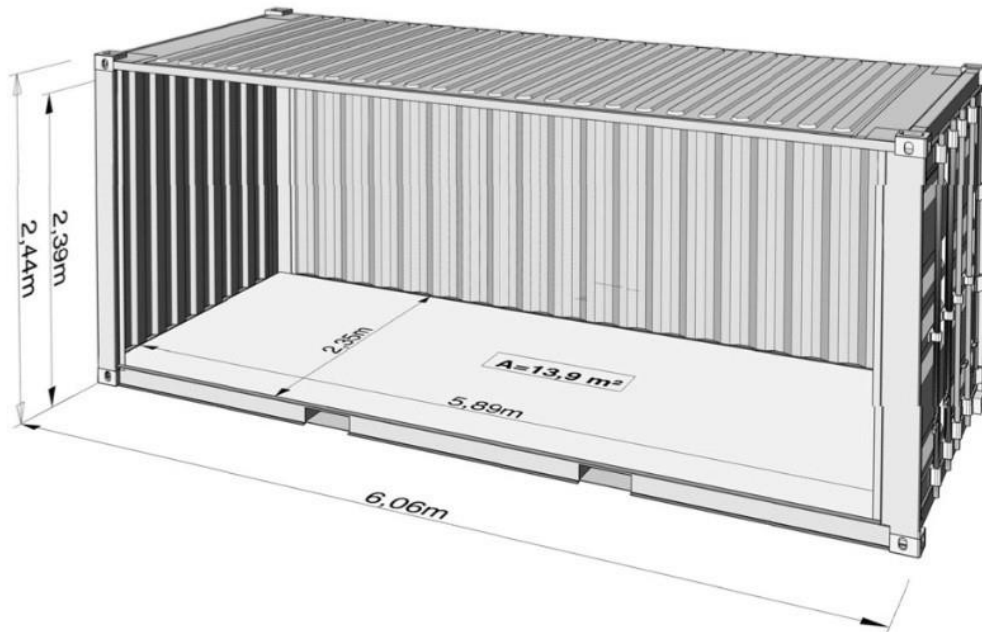
Hough St

BOW 380
TOW 383

BOW 380
TOW 385

Proposed Ancillary at 5 Yale Place, Narrogin
Shipping Container Diagram and Materials

6-metre (20-foot) containers



**PHOTOS OF THE PROPOSED ANCILLARY DWELLING
LOT 82 (NO.5) YALE PLACE, NARROGIN**



Photo 1 – Front Elevation



Photo 2 – Rear and Left Side Elevation



Photo 3 – Right Side Elevation



Photo 4 – Kitchenette



Photo 5 – Living / Bedroom



Photo 6 – Bathroom



Photo 7 – Shower



Photo 8 – Proposed location to place the ancillary dwelling



Photo 9 – Similar ancillary dwelling showcased on The Block

Submissions	Comments	Applicants Response	Officers comment
Public 1	<p>We have no problems with the granny flat our concern is how many people would be taking residence in the house and flat Also, can you tell us if the property will be sold or rented out.</p>	<p>Many thanks for the opportunity to respond to the neighbours' comments.</p> <p>Both the main house and proposed ancillary dwelling will not be occupied by more than six people on a permanent basis as permitted by the Rcodes definition (extract attached).</p> <p>As I used to work at the Department of Communities helping with the delivery of social and affordable housing, I wish to advise that the subject of tenancy is not a valid planning consideration. However, I can honestly say that we're currently unsure and would like to keep our options open.</p> <p>I hope the above is sufficient. I'll be happy to provide any further information the Shire requires.</p>	<p>The Residential Design Codes define a "Dwelling" as a building or portion of a building being used, adapted, or designed or intended to be used for the purpose of human habitation on a permanent basis by a single person, a single family, or no more than six persons who do not comprise a single family. The ancillary dwelling can reasonably accommodate a maximum of two people.</p> <p>The Health Local Law makes reference to "overcrowding" and "calculated sufficient space" for a dwelling, to ensure that the dwelling is fit for habitation and satisfy the minimum health requirements.</p>

10.2 TECHNICAL AND RURAL SERVICES

10.2.1 TEN YEAR STREET TREE PLANTING PROGRAM 2023-2033

File Reference	28.2.5
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	25 July 2023
Author	Torre Evans – Executive Manager Technical & Rural Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	1. Shire of Narrogin Ten Year Street Tree Planting Program 2023-2033

Summary

Council is requested to consider the adoption of a 10 Year Street Tree Planting Program from 2023 to 2033, aiming to enhance Narrogin’s urban environment, promote community well-being, and foster sustainable urban development. This program will yield numerous environmental, social, and economic benefits, making Narrogin a more resilient, attractive, and liveable community for residents and visitors alike.

Background

The Shire of Narrogin recognises the vital role of street trees in improving the quality of life for its residents and the broader community. The 10 Year Street Tree Planting Program is a strategic initiative aimed at addressing environmental concerns, mitigating the urban heat island effect, and enhancing the aesthetic appeal of our streets and public spaces. It will involve planting a substantial number of trees on street verges within the Shire, aligning with our commitment to sustainability and environmental responsibility.

Over the past five (5) preceding years, Council has generously included funding for the purchase and planting of street trees on the Shire’s entry roads. This initiative was discussed and requested by the Townscape Advisory Committee (TAC) and supported by the Administration. The Executive Manager Technical & Rural Services (EMTRS) thought it prudent to continue with street tree planting within the Townsites and conducted an audit of street trees on verges in Narrogin that were missing due to death, disease, structurally unsafe, unsuitable, invasive root systems or other criteria that required the removal of the tree.

Species of trees were selected as per Council Policy 13.3 Street Trees and as contained within Street Tree Planning: Selections and Recommendations Guide 2018. Streets that were not listed in the Recommendations Guide were inspected with the trees present being identified and listed to keep a consistent approach to species being planted and to produce a boulevard effect on the street. Streets with missing trees under power lines that were not listed in the Recommended Guide, were listed for low growing trees that would not grow into power lines hence incur future pruning costs, for example *Callistemon viminalis*.

Consultation

Consultation was entered into with:

- Executive Leadership Team;
- Manager of Operations; and
- Technical Officer

This report and the 10 year tree planting program, was also presented to the Townscape Advisory Committee (TAC) at its 1 August meeting, for comment and support. The TAC was happy with the report and program and recommended it be presented to Council for adoption.

Statutory Environment

The proposed 10 Year Street Tree Planting Program aligns with existing local, state, and national environmental regulations and urban planning guidelines. Compliance with relevant laws and regulations will be ensured throughout the program's implementation.

It is worth noting that there has been significant media attention for tree planning programs regarding the revised Aboriginal Cultural and Heritage (ACH) Act. The Shire of Narrogin has at this time 10 registered ACH sites within its boundaries. There are no such sites on any streets within the Townsite of Narrogin hence the planting of trees on verges will be in compliance of the Act.

Postscript: It is noted that this legislation has been referenced in media releases by the State Government of Western Australia that it is proposed to be repealed shortly.

Policy Implications

Council Policy 13.3 Street Trees relates as does Street Tree Planning: Selections and Recommendations Guide 2018.

Financial Implications

The program's annual budget over the next 10 years of between \$15,000 to \$20,000 will cover the costs associated with tree procurement, labour for planting and associated materials such as tree stakes, tree tie and root director boxes where required. The financial investment is a prudent allocation of funds, considering the substantial long-term benefits the program will yield in terms of environmental preservation, improved property values, and enhanced community satisfaction.

This funding will need to be considered by Council annually and within the Long-Term Financial Plan.

Strategic Implications

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

Strategy:	1.2.1	Promote, develop tourism and maintain local attractions
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

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Council resolves to adopt this street tree planting program and is unable to honour the financial obligations within its annual budgets.	Unlikely (2)	Minor (2)	Low (1-4)	Asset Sustainability	Manage by continuing to fund the allocation contained within the 2023/24 Adopted Budget and Long Term Financial Plan.

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives: occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of four (4) has been determined for this item. Any items with a risk rating over 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

The adoption of a street tree planting program by a Council can bring about numerous benefits for the community and the environment. Some of the key advantages include:

1. Environmental Benefits: Street trees play a crucial role in improving the environment. They act as natural air purifiers, absorbing carbon dioxide and other pollutants, thereby reducing air

pollution and mitigating the effects of climate change. Trees also help in reducing the urban heat island effect, creating a more pleasant and cooler urban environment.

2. **Improved Air Quality:** Street trees filter harmful pollutants from the air, improving air quality and creating a healthier living environment for residents.
3. **Enhanced Aesthetic Appeal:** Trees lining the streets enhance the overall beauty and aesthetics of the urban landscape, making the community more visually appealing and attractive to residents and visitors alike.
4. **Noise Reduction:** Trees can act as natural sound barriers, absorbing and deflecting sound, thereby reducing noise pollution from traffic and other urban activities.
5. **Increased Property Values:** Well-maintained and tree-lined streets have been shown to increase property values in the surrounding area. This can have positive economic implications for homeowners and the local real estate market.
6. **Community Well-being:** Street trees contribute to the well-being and mental health of residents. Access to green spaces and natural environments has been linked to reduced stress and improved overall quality of life.
7. **Improved Walkability:** Tree-lined streets often encourage walking and cycling, promoting physical activity and a healthier lifestyle for residents.
8. **Stormwater Management:** Trees help manage stormwater runoff by absorbing and slowing down rainwater, reducing the strain on stormwater drainage systems and preventing flooding.
9. **Wildlife Habitat:** Street trees can provide habitats for birds and other urban wildlife, promoting biodiversity and ecological balance.
10. **Social Cohesion:** Trees can act as gathering places for the community, encouraging social interactions and strengthening community bonds.
11. **Sustainability and Climate Resilience:** A street tree planting program aligns with sustainability goals and demonstrates a commitment to building climate-resilient communities.
12. **Educational Opportunities:** Trees can serve as educational tools, offering opportunities for community members to learn about local flora, ecosystems, and environmental conservation.

Overall, adopting a street tree planting program demonstrates Council's commitment to environmental stewardship, community well-being, and sustainable urban development, making the area a more attractive and liveable place for everyone.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to the Shire of Narrogin Ten Year Street Tree Planting Program 2023-2033, Council:

1. Adopt the program as presented at Attachment 1; and
2. Consider funding the program in the Annual Budget process and Long Term Financial Plan, as contained in Attachment 1, against other projects and Council priorities.



10 YEAR STREET TREE PROGRAM
2023-2033



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PREAMBLE

In recent years, the importance of urban green spaces and their positive impact on the quality of life for residents has gained widespread recognition. One notable aspect of urban greening is the planting of street trees, a practice that offers numerous benefits to both the environment and the community. In the case of the Shire of Narrogin, the recognition of these benefits has led to their unwavering support for street tree planting initiatives throughout the urban town environment.

First and foremost, street tree planting plays a pivotal role in enhancing the aesthetic appeal of urban areas and streets. The presence of trees lining the streets not only adds beauty and charm to the surroundings but also creates a sense of identity and pride within the community. The visual transformation brought about by the lush green canopy of street trees uplifts the overall ambiance of the town, making it more inviting for residents and visitors alike.

Beyond aesthetics, street trees contribute significantly to improving the local environment. They act as natural air filters, absorbing pollutants such as carbon dioxide, sulphur dioxide, and nitrogen dioxide, thus reducing air pollution levels. By intercepting and capturing airborne particles, street trees mitigate the adverse effects of urbanisation, improving air quality and promoting healthier living conditions. Furthermore, these trees also provide shade, reducing the urban heat island effect and helping to combat the rising temperatures associated with urban areas.

In addition to their environmental impact, street trees offer a range of social and economic benefits. They create a welcoming and comfortable pedestrian environment, encouraging walking and cycling, which in turn promotes physical activity and reduces reliance on motorised transportation. The shade provided by street trees not only enhances the comfort of pedestrians but also helps cool buildings, reducing the energy consumption required for air conditioning. Moreover, well-designed, and well-maintained street tree plantings can increase property values and attract businesses, positively influencing the economic vitality of the town.

Recognising the multitude of advantages associated with street tree planting, the Shire has taken proactive steps to support and promote such initiatives. Through collaboration with local residents, businesses, and community organisations, the Council has developed comprehensive urban greening strategies and implemented tree planting programs. These efforts have resulted in the steady growth of the town's urban forest, enriching the local landscape, and reinforcing the commitment to sustainable development.

In conclusion, street tree planting in an urban town environment offers a range of benefits that go beyond mere visual enhancement. The Shire of Narrogin recognises the profound positive impact of street trees on the environment, community well-being, and economic vitality. By actively supporting and encouraging street tree planting initiatives, the Council aims to create a greener, healthier, and more vibrant town for its residents, ensuring a sustainable and prosperous future for Narrogin.

INTRODUCTION

The base price unit costs for individual trees in 2022-23 was determined by considering the suppliers who participated and succeeded in the RFQ process for procuring different species of trees over the last 2 years.

PURPOSE

The Street Tree Planting Program aims to invest in the Shire's environmental conservation as defined as a key objective within the Strategic Community Plan 2017 – 2027.

Outcome 3.1 A preserved natural environment

3.1.1 Conserve, enhance, promote and rehabilitate the natural environment.

Through the implementation of this street tree planting program, the Shire's focus is to ensure there is at least one tree in front of every residence within the townsites. Exclusions being traffic sight line obstructions, bus stops, etc. An audit was undertaken by officers within the townsites of missing verge trees in front of residences which identified tree species, the number of trees required and the estimated cost to purchase and plant the trees over a staged annual approach.

Watering and maintenance of these trees will be contained in future operational budgets. It is worth noting that the water required to water juvenile trees will be taken from the Shire's storm water catchment dam near May Street and there will be no requirement to use scheme water.

DESCRIPTION

Planting of trees will occur between April and August every year. Following are some of the advantages of having this program in place:

1. It will align with the Shire's greening initiatives and Strategic Community Plan.
2. Allow for cover on our footpaths hence leading to cooler streets in summer.
3. Promoting general community health and wellbeing by reducing carbon emissions.
4. Improve the aesthetics of the town.
5. Inform Budgeting processes both annual and long term.

Trees will be selected from the Street Tree Planting Guide 2018 to ensure consistency.

This program identified to have streets with missing verge trees, planted with new trees over the course of 10 years and will align with the Shire's strategic direction and Annual Budgeting and Long Term Financial Planning processes.

The base price unit costs for individual trees in 2022-23 was determined by considering the suppliers who participated and succeeded in the RFQ process for procuring different species of trees over the last 2 years.

While certain suppliers offered lower prices, they did not have all the required tree species in stock, resulting in the need to source some species from other suppliers. For tree species that were not purchased in the last 2 years, an approximate cost was included, based on research conducted via the internet or phone conversations with suppliers.

Note: Local Narrogin nurseries were invited to quote on every occasion.

A 3% Consumer Price Index (CPI) increase on the base price, has been calculated over the span of 10 years within this program.

OTHER TREE PLANTING

This street tree planting program should not limit other tree planting opportunities that are current and present from time to time.

Such tree planting activities are currently funded within other operational accounts.

Other tree planting activities include but are not limited to:

- Request a Street Tree (advertised on the Shire website);
- Tree planting in parks;
- National Tree Planting Day (partnering with local Schools); and
- Landcare Project Grant funding – for Shire rural property owners outside of the townsite. Funded annually from Reserves.

STREET TREE PROGRAM - SUMMARY

	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033
Total Number of Trees	121	115	106	93	86	85	81	98	91	94
Total costs - Supply and Delivery	\$10,040	\$9,814	\$9,479	\$8,323	\$8,152	\$8,104	\$8,123	\$10,079	\$9,688	\$10,251
Total costs - Labour + Materials (Tree stakes, ties etc)	\$8,794	\$8,594	\$8,321	\$7,276	\$7,155	\$7,089	\$7,127	\$8,874	\$8,501	\$8,988
Financial Year Totals	\$18,835	\$18,409	\$17,801	\$15,600	\$15,307	\$15,193	\$15,250	\$18,953	\$18,189	\$19,240

FINANCIAL YEAR 2023 - 2024

Street Name	Direction	Intersecting Street	Species	Number Required	Unit cost	Total Cost	Delivery	Labour cost/tree	Total Labour	Total costs	Comments
Felspar Street	North Side	Federal Street to Narrakine Road	Callistemon Viminalis/KPS	26	\$72	\$1,875	\$268	\$72	\$1,875	\$4,017	
Felspar Street	South Side	Federal Street to Glyde Street	Prunus Nigra	20	\$67	\$1,339	\$206	\$67	\$1,339	\$2,884	Note: No planting alongside the Lewis St bush block. Match in with existing planting.
Furnival Street	North Side	Federal Street to Narrakine Road	Callistemon viminalis	17	\$72	\$1,226	\$175	\$72	\$1,226	\$2,627	
Furnival Street	South Side	Federal Street to Narrakine Road	Eucalyptus Nicholi	21	\$82	\$1,730	\$216	\$82	\$1,730	\$3,677	
Homer Street	North Side	Heath St to Havelock St	Callistemon Viminalis	3	\$72	\$216	\$31	\$72	\$216	\$464	
Homer Street	South Side	Butler St to Gray St	Eucalyptus Leucoxydon	2	\$62	\$124	\$21	\$62	\$124	\$268	
Floreath Street	East Side	Falcon St to Moss St	Callistemon Viminalis/KPS	8	\$72	\$577	\$82	\$72	\$577	\$1,236	
Floreath Street	West Side	Falcon St to Moss St	Eucalyptus Leucoxydon	6	\$62	\$371	\$62	\$62	\$371	\$803	
Dale Street	West Side (powerlines)	Kipling St to Fox St	Callistemon Viminalis	6	\$72	\$433	\$62	\$72	\$433	\$927	
Dale Street	East Side	Kipling St to Fox St	Callistemon Viminalis	2	\$72	\$144	\$21	\$72	\$144	\$309	
Halo Street	North Side	Argust St to Harper St	Jacaranda Mimosifolia	4	\$74	\$297	\$41	\$74	\$297	\$634	
Halo Street	South Side	Alongside park	Pinus Radiata	6	\$77	\$464	\$62	\$77	\$464	\$989	
Totals				121		\$8,794	\$1,246		\$8,794	\$18,835	

FINANCIAL YEAR 2024 - 2025											
Street Name	Direction	Intersecting Street	Species	Number Required	Unit cost	Total Cost	Delivery	Labour cost/tree	Total Labour	Total costs	Comments
Forrest Street	North Side (powerlines)	Federal Street to Narrakine Road	Prunus Nigra	19	\$69	\$1,310	\$202	\$69	\$1,310	\$2,822	
Forrest Street	South Side	Federal St St to Glyde St	Melaleuca Linearifolia	9	\$80	\$716	\$95	\$80	\$716	\$1,528	
Forrest Street	South Side	Glyde Street to Floreat Street	Eucalyptus Leucoxydon	5	\$64	\$318	\$53	\$64	\$318	\$690	
Forrest Street	South Side	Floreat St to Narrakine Rd	Eucalyptus Leucoxydon	8	\$64	\$509	\$85	\$64	\$509	\$1,103	
Ensign Street	North Side	Federal St to Floyed St	Eucalyptus Nicholi	22	\$85	\$1,867	\$233	\$85	\$1,867	\$3,968	
Ensign Street	South Side	Federal St to Floyed St	Callistemon Viminalis	20	\$74	\$1,485	\$212	\$74	\$1,485	\$3,183	
Earl Street	East Side	Felspar St to Park St	Ulmus Parviflora	2	\$80	\$159	\$21	\$80	\$159	\$339	
Earl Street	East Side	Council offices to Fortune St	Prunus Nigra	3	\$69	\$207	\$32	\$69	\$207	\$446	
Earl Street	West Side	Felspar St to Park St	Callistemon Viminalis	7	\$74	\$520	\$74	\$74	\$520	\$1,114	
Earl Street	West Side	Council offices to Fortune St	Prunus Nigra	0	\$69	\$0	\$0	\$69	\$0	\$0	
Hale Street	East Side (powerlines)	Herald St to Homer St	Callistemon Viminalis	4	\$74	\$297	\$42	\$74	\$297	\$637	
Hale Street	West Side	Herald St to Homer St	Jacaranda Mimosofolia	2	\$76	\$153	\$21	\$76	\$153	\$327	
Heath Street	East Side (powerlines)	Homer St to Doney St	Callistemon Viminalis	8	\$74	\$594	\$85	\$74	\$594	\$1,273	
Heath Street	West Side	Homer St to Doney St	Jacaranda Mimosofolia	6	\$76	\$458	\$64	\$76	\$458	\$980	
Totals				115		\$8,594	\$1,220		\$8,594	\$18,409	

FINANCIAL YEAR 2025 - 2026											
Street Name	Direction	Intersecting Street	Species	Number Required	Unit cost	Total Cost	Delivery	Labour cost/tree	Total Labour	Total costs	Comments
Lock Street	North Side	Daglish St to Lefroy St	Callistemon Viminalis/KPS	22	\$76	\$1,683	\$240	\$76	\$1,683	\$3,606	
Lock Street	South Side	Daglish St to Lefroy St	Ulmus Parviflora	24	\$82	\$1,967	\$262	\$82	\$1,967	\$4,196	
Northwood Street	North Side	Fox St to Gordon St	Jacaranda Mimosofolia	11	\$79	\$865	\$120	\$79	\$865	\$1,851	
Northwood Street	South Side	Fox St to Gordon St	Callistemon Viminalis/KPS	9	\$76	\$688	\$98	\$76	\$688	\$1,475	
Doney Street	North Side	Hartoge St to Gray St	Callistemon Viminalis	10	\$76	\$765	\$109	\$76	\$765	\$1,639	
Doney Street	South Side	Hartoge St to Gray St	Jacaranda Mimosofolia	14	\$79	\$1,101	\$153	\$79	\$1,101	\$2,356	
Hartoge Street	East Side	Hansard St to Doney St	Ulmus Parviflora	5	\$82	\$410	\$55	\$82	\$410	\$874	
Gordon Street	East Side (powerlines)	Doney St to Chipper St	Callistemon Viminalis	6	\$76	\$459	\$66	\$76	\$459	\$983	
Gordon Street	East Side (powerlines)	Chippet St to Grant St	Callistemon Viminalis	5	\$76	\$382	\$55	\$76	\$382	\$820	
Totals				106		\$8,321	\$1,158		\$8,321	\$17,801	

FINANCIAL YEAR 2026 - 2027											
Street Name	Direction	Intersecting Street	Species	Number Required	Unit cost	Total Cost	Delivery	Labour cost/tree	Total Labour	Total costs	Comments
Fox Street	North Side	Bunbury St to Garfield St	Ulmus Parviflora	15	\$84	\$1,266	\$169	\$84	\$1,266	\$2,701	
Fox Street	South Side	Bunbury St to Garfield St	Callistemon Viminalis/KPS	13	\$79	\$1,024	\$146	\$79	\$1,024	\$2,195	
Hough Street	North Side	Narrakine Rd to Short St	Eucalyptus Leucoxydon	14	\$68	\$945	\$158	\$68	\$945	\$2,048	
Hough Street	South Side	Narrakine Rd to Short St	Callistemon Viminalis/KPS	15	\$79	\$1,182	\$169	\$79	\$1,182	\$2,532	
Glyde Street	East Side	Fortune St to Forrest St	Jacaranda Mimosofolia	5	\$81	\$405	\$56	\$81	\$405	\$867	
Glyde Street	East Side	Felspar St to Moss St	Jacaranda Mimosofolia	3	\$81	\$243	\$34	\$81	\$243	\$520	
Glyde Street	East Side	Williams Rd to Clayton Rd	Jacaranda Mimosofolia	2	\$81	\$162	\$23	\$81	\$162	\$347	
Glyde Street	West Side	Fortune St to Forrest St	Callistemon Viminalis/KPS	13	\$79	\$1,024	\$146	\$79	\$1,024	\$2,195	
Glyde Street	West Side	Felspar St to Moss St	Callistemon Viminalis/KPS	3	\$79	\$236	\$34	\$79	\$236	\$506	
Glyde Street	West Side	Williams Rd to Clayton Rd	Callistemon Viminalis/KPS	10	\$79	\$788	\$113	\$79	\$788	\$1,688	
Totals				93		\$7,276	\$1,047		\$7,276	\$15,600	

FINANCIAL YEAR 2027 - 2028											
Street Name	Direction	Intersecting Street	Species	Number Required	Unit cost	Total Cost	Delivery	Labour cost/tree	Total Labour	Total costs	Comments
Falcon Street	North Side	Federal St to Floreat St	Jacaranda Mimosofolia	5	\$83	\$417	\$58	\$83	\$417	\$893	
Falcon Street	South Side	Federal St to Floreat St	Callistemon Viminalis/KPS	8	\$81	\$649	\$93	\$81	\$649	\$1,391	
Grant Street	North Side	Gordon St to Gray St	Melaleuca leucadendra	11	\$93	\$1,020	\$128	\$93	\$1,020	\$2,168	
Grant Street	South Side	Gordon St to Gray St	Callistemon Viminalis	13	\$81	\$1,055	\$151	\$81	\$1,055	\$2,261	
Argus Street	East Side	Doney St to Palmer St	Callistemon Viminalis	24	\$81	\$1,948	\$278	\$81	\$1,948	\$4,173	
Argus Street	West Side	Doney St to Palmer St	Tipuana	4	\$85	\$339	\$46	\$85	\$339	\$723	
Butler Street	East Side	Doney St to Herald St	Ulmus Parviflora	4	\$87	\$348	\$46	\$87	\$348	\$742	
Butler Street	West Side	Doney St to Herald St	Callistemon Viminalis/KPS	17	\$81	\$1,380	\$197	\$81	\$1,380	\$2,956	
Totals				86		\$7,155	\$997		\$7,155	\$15,307	

FINANCIAL YEAR 2028 - 2029											
Street Name	Direction	Intersecting Street	Species	Number Required	Unit cost	Total Cost	Delivery	Labour cost/tree	Total Labour	Total costs	Comments
Hansard Street	North Side	Hartoge St to Gray St	Callistemon Viminalis	11	\$84	\$919	\$131	\$84	\$919	\$1,970	
Hansard Street	South Side	Hartoge St to Gray St	Jacaranda Mimosofolia	7	\$86	\$602	\$84	\$86	\$602	\$1,287	
Johnston Street	East Side	Falcon St to Clayton Rd	Callistemon Viminalis/KPS	20	\$84	\$1,672	\$239	\$84	\$1,672	\$3,582	
Johnston Street	West Side	Falcon St to Clayton Rd	Eucalyptus Leucoxydon	8	\$72	\$573	\$96	\$72	\$573	\$1,242	
Havelock Street	East Side	Doney St to Lavator St	Jacaranda Mimosofolia	14	\$86	\$1,204	\$167	\$86	\$1,204	\$2,574	
Havelock Street	West Side	Doney St to Lavator St	Callistemon Viminalis/KPS	19	\$84	\$1,588	\$227	\$84	\$1,588	\$3,403	
Daglish Street	East Side	Williams Road to Lock Street	Ulmus Parviflora	2	\$90	\$179	\$24	\$90	\$179	\$382	
Daglish Street	East Side	Lock St to Ensign St	Ulmus Parviflora	0	\$90	\$0	\$0	\$90	\$0	\$0	
Daglish Street	East Side	Ensign St to Clayton Rd	Ulmus Parviflora	3	\$90	\$269	\$36	\$90	\$269	\$573	
Daglish Street	West Side	Williams Road to Lock Street	Callistemon Viminalis/KPS	1	\$84	\$84	\$12	\$84	\$84	\$179	
Daglish Street	West Side	Lock St to Ensign St	Callistemon Viminalis/KPS	0	\$84	\$0	\$0	\$84	\$0	\$0	
Daglish Street	West Side	Ensign St to Clayton Rd	Callistemon Viminalis/KPS	0	\$84	\$0	\$0	\$84	\$0	\$0	
Totals				85		\$7,089	\$1,015		\$7,089	\$15,193	

FINANCIAL YEAR 2029 - 2030											
Street Name	Direction	Intersecting Street	Species	Number Required	Unit cost	Total Cost	Delivery	Labour cost/tree	Total Labour	Total costs	Comments
Fortune Street	North Side	Side of court house	Ulmus Parviflora	8	\$92	\$738	\$98	\$92	\$738	\$1,574	Evenly spaced
Smith Street	North Side & South Side	Either side of the street	Prunus Nigra	5	\$80	\$400	\$61	\$80	\$400	\$861	
Fathom Street	North Side	Glyde St to Johnston St	Jacaranda Mimosofolia	5	\$89	\$443	\$61	\$89	\$443	\$947	Evenly spaced
Fathom Street	South Side	Glyde St to Johnston St	Ulmus Parviflora	5	\$92	\$461	\$61	\$92	\$461	\$984	
Fathom Street	South Side	Earl St to Glyde St	Melaleuca Linearifolia	2	\$92	\$184	\$25	\$92	\$184	\$394	
Park Street	North Side	Federal St to Earl St	Jacaranda Mimosofolia	8	\$89	\$708	\$98	\$89	\$708	\$1,515	
Park Street	South Side	Federal St to Earl St	Jacaranda Mimosofolia	12	\$89	\$1,063	\$148	\$89	\$1,063	\$2,273	
Pitt Street	West Side	Forrest St to Felspar St	Callistemon Viminalis	9	\$86	\$775	\$111	\$86	\$775	\$1,660	
Sydney Hall Way	All directions (circular)		Callistemon Viminalis	10	\$86	\$861	\$123	\$86	\$861	\$1,845	
Sydney Hall Way	All directions (circular)		Ulmus Parviflora	5	\$92	\$461	\$61	\$92	\$461	\$984	
Hughes Street	East/ West Sides	Ensign St to Lock St	Callistemon Viminalis	12	\$86	\$1,033	\$148	\$86	\$1,033	\$2,214	
Totals				81		\$7,127	\$996		\$7,127	\$15,250	

FINANCIAL YEAR 2030 - 2031											
Street Name	Direction	Intersecting Street	Species	Number Required	Unit cost	Total Cost	Delivery	Labour cost/tree	Total Labour	Total costs	Comments
Narrakine Road	East Side	Felspar St to Furnival St	Ulmus Parviflora	8	\$95	\$760	\$98	\$95	\$760	\$1,619	
Narrakine Road	East Side	Williams Rd to Lock St	Callistemon Viminalis	23	\$89	\$2,039	\$283	\$89	\$2,039	\$4,362	
Narrakine Road	West Side (powerlines)	Williams Rd to Lock St	Callistemon Viminalis	6	\$89	\$532	\$74	\$89	\$532	\$1,138	
Jersey Street	North Side (powerlines)	Lock St to Ensign Park	Callistemon Viminalis	8	\$89	\$709	\$98	\$89	\$709	\$1,517	
Jersey Street	South Side	Lock St to Ensign Park	Callistemon Viminalis	1	\$89	\$89	\$12	\$89	\$89	\$190	
Watt Street	North Side	Johnston St to Daghish St	Callistemon Viminalis	2	\$89	\$177	\$25	\$89	\$177	\$379	
Watt Street	South Side (powerlines)	Johnston St to Daghish St	Callistemon Viminalis	5	\$89	\$443	\$61	\$89	\$443	\$948	
Floyed Street	East Side	Clayton Rd to Lock St	Ulmus Parviflora	9	\$95	\$855	\$111	\$95	\$855	\$1,821	
Floyed Street	West Side (powerlines)	Clayton Rd to Lock St	Melaleuca Linearifolia	7	\$95	\$665	\$86	\$95	\$665	\$1,416	
Clark Street	East Side	Clayton Rd to Ashworth Cresc	Ulmus Parviflora	3	\$95	\$285	\$37	\$95	\$285	\$607	
Clark Street	West Side (powerlines)	Clayton Rd to Ashworth Cresc	Callistemon Viminalis	11	\$89	\$975	\$135	\$89	\$975	\$2,086	
Ashworth Crescent	North Side	Lefroy St to Clark St	Ulmus Parviflora	2	\$95	\$190	\$25	\$95	\$190	\$405	
Ashworth Crescent	South Side	Lefroy St to Clark St	Callistemon Viminalis	13	\$89	\$1,153	\$160	\$89	\$1,153	\$2,465	
Totals				98		\$8,874	\$1,205		\$8,874	\$18,953	

FINANCIAL YEAR 2031 - 2032											
Street Name	Direction	Intersecting Street	Species	Number Required	Unit cost	Total Cost	Delivery	Labour cost/tree	Total Labour	Total costs	Comments
Andrews Street	North Side (powerlines)	Clark St to Floyed St	Callistemon Viminalis	13	\$91	\$1,187	\$170	\$91	\$1,187	\$2,544	
Andrews Street	South Side	Clark St to Floyed St	Ulmus Parviflora	1	\$98	\$98	\$13	\$98	\$98	\$209	
Lefroy Street	East Side (powerlines)	Clayton Rd to George St	Callistemon Viminalis	6	\$91	\$548	\$78	\$91	\$548	\$1,174	
Quigley Street	South Side (powerlines)	Narrakine Road to May St	Ulmus Parviflora	3	\$98	\$294	\$39	\$98	\$294	\$626	
Fairway Street	East Side	Adjoining Goods shed fencing to After	Cape Lilac/Melia Azedaract	7	\$91	\$639	\$91	\$91	\$639	\$1,370	
Garfield Street	East Side (powerlines)	Kipling St to Bannister St	Callistemon Viminalis	3	\$91	\$274	\$39	\$91	\$274	\$587	
Garfield Street	West Side	Kipling St to Bannister St	Ulmus Parviflora	9	\$98	\$881	\$117	\$98	\$881	\$1,879	
Bannister Street	South Side (powerlines)	Garfield St to Bunbury St	Callistemon Viminalis	28	\$91	\$2,557	\$365	\$91	\$2,557	\$5,480	
Roe Street	East Side	Kelhhier Park	Eucalyptus Nicholi	8	\$104	\$835	\$104	\$104	\$835	\$1,774	
Roe Street	East Side	Kelhhier Park to Bannister St	Callistemon Viminalis	4	\$91	\$365	\$52	\$91	\$365	\$783	
Roe Street	West Side (powerlines)	Kipling St to Bannister St	Callistemon Viminalis	9	\$91	\$822	\$117	\$91	\$822	\$1,761	
Totals				91		\$8,501	\$1,187		\$8,501	\$18,189	

FINANCIAL YEAR 2032 - 2033

Street Name	Direction	Intersecting Street	Species	Number Required	Unit cost	Total Cost	Delivery	Labour cost/tree	Total Labour	Total costs	Comments
Hillman Street	East Side	Kipling St to Fox St	Callistemon Viminalis	3	\$94	\$282	\$40	\$94	\$282	\$605	
Hillman Street	West Side (powerlines)	Kipling St to Fox St	Callistemon Viminalis	1	\$94	\$94	\$13	\$94	\$94	\$202	
Gray Street	East Side (powerlines)	Kipling St to Homer St	Callistemon Viminalis	12	\$94	\$1,129	\$161	\$94	\$1,129	\$2,419	
Gray Street	West Side	Kipling St to Homer St	Jacaranda Mimosofolia	5	\$97	\$484	\$67	\$97	\$484	\$1,035	
Burns Street	East Side	Doney St to Kipling St	Jacaranda Mimosofolia	7	\$97	\$677	\$94	\$97	\$677	\$1,449	
Burns Street	West Side	Doney St to Kipling St	Jacaranda Mimosofolia	7	\$97	\$677	\$94	\$97	\$677	\$1,449	
Moore Street	East Side (powerlines)	Doney St to Kipling St	Callistemon Viminalis	7	\$94	\$659	\$94	\$94	\$659	\$1,411	
Moore Street	West Side	Doney St to Kipling St	Jacaranda Mimosofolia	6	\$97	\$581	\$81	\$97	\$581	\$1,242	
Horace Street	North Side	Harper St to Havelock St	Jacaranda Mimosofolia	3	\$97	\$290	\$40	\$97	\$290	\$621	
Horace Street	South Side (powerlines)	Harper St to Havelock St	Callistemon Viminalis	4	\$94	\$376	\$54	\$94	\$376	\$806	
Horace Street	North Side/ South Side	Havelock St to Hale St	Jacaranda Mimosofolia	16	\$97	\$1,548	\$215	\$97	\$1,548	\$3,311	
Harper Street	East Side (powerlines)	Herald St to Homer St	Callistemon Viminalis	13	\$94	\$1,223	\$175	\$94	\$1,223	\$2,621	
Harper Street	West Side	Herald St to Homer St	Jacaranda Mimosofolia	10	\$97	\$968	\$134	\$97	\$968	\$2,070	
Totals				94		\$8,988	\$1,263		\$8,988	\$19,240	

10.3 CORPORATE AND COMMUNITY SERVICES

10.3.1 SCHEDULE OF ACCOUNTS PAID – JULY 2023

File Reference	12.1.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	11 July 2023
Author	Angel Mickle – Trainee Finance Officer
Authorising Officer	Mark Furr – Executive Manager Corporate & Community Services
Attachments	1. Schedule of Accounts Paid – July 2023 (under separate cover)

Summary

Council is requested to note the payments as presented in the Schedule of Accounts Paid for July 2023.

Background

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

Consultation

Consultation has been undertaken with the Manager Corporate Services.

Statutory Environment

Local Government Act 1995, Section 6.8 (2)(b) and Local Government (Financial Management) Regulations 1996, clauses 13 and 13A relates. It is noted that with the including of Clause 13A, the Administration has for the first time, as required by the new regulation, also included payments made for transaction (store and fuel) cards.

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 2023/24 Annual Budget or resulting from a Council resolution.

Strategic Implications

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

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Failure to present a detailed listing of payments in the prescribed form would result in non-compliance with the Local Government (Financial Management) Regulations 1996, clause 13, which may result in a qualified audit.	Rare (1)	Minor (2)	Low (1-4)	Compliance Requirements	Accept Officer Recommendation

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; work health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of two (2) has been determined for this item. Any items with a risk rating of 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

The Schedule of Accounts Paid for July 2023 is presented to Council for notation and in accordance with the Local Government Regulations Amendment Regulations 2023. Below is a summary of activity.

<i>July 2023 Payments</i>		
Payment Type	\$	%
Cheque	19,841.10	1.82
EFT (incl Payroll)	896,421.38	82.08
Direct Debit	160,426.89	14.69
Credit Card	7,701.43	0.71
Trust	0.00	0.00
Coles Card	1,050.32	0.10
Fuel Card	6,703.59	0.60
Total Payments	1,092,144.71	100.00

<i>Regional Payments</i>	\$	%
Non-Local/Statutory	527,963.62	48.34
Local Suppliers	56,254.81	5.15
Payroll	507,926.28	46.51
Total	1,092,144.71	100.00

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to the Schedule of Accounts Paid for July 2023, Council note the Report as presented.

Cheque Payments

	Date	# Days to Paid	Payee	Description	Invoice Amount	Payment Total	Type	Funding
1	729	03/07/2023	Dept of Transport			19,841.10		
2	INV B0668	03/07/2023	Dept of Transport	PLANTS Vehicle Licence Fees 2023/24	19,841.10			
					Cheque Total \$	19,841.10		

EFT Payments

	Date	# Days to Paid	Payee	Description	Invoice Amount	Payment Total	Type	Funding
3	EFT21231	03/07/2023	Narrogin Art Group Inc			1,262.50	L	
4	INV 4ELL0623	06/06/2023	27	Narrogin Art Group Inc	OTHCUL - COMMUNITY CHEST - Community Chest Fund Round 2 2022/23	1,262.50		
5	PAY 1	3/07/2023		PAYROLL	PAYROLL 1 - 03/07/2023	178,852.69		
6	EFT21232	05/07/2023	Best Office Systems			1,179.54	L	
7	INV 618575	27/06/2023	8	Best Office Systems	TOUR - VISITORS CENTRE BUILDING OPERATIONS - Photocopier Charges June 2023	167.54		
8	INV 618793	30/06/2023	5	Best Office Systems	LIB - GENERAL OFFICE EXPENSES - Laminator & WIFI Public Use Printer	1,012.00		
9	EFT21233	05/07/2023	Synergy			160.60		
10	INV 2013871048	23/06/2023	12	Synergy	COMMUNITY GARDEN MAINTENANCE/OPERATIONS - Electricity Charges 19/04/2023 - 19/06/2023	160.60		
11	EFT21234	05/07/2023	Narrogin Packaging			71.35	L	
12	INV 00081189	28/06/2023	7	Narrogin Packaging	LIBRARY BUILDING MAINTENANCE - Facial Tissues Bulk Order	71.35		
13	EFT21235	05/07/2023	Landgate			2,710.90		
14	INV 385299	26/06/2023	9	Landgate	RATES - VALUATION EXPENSES - Rural UV Interim Valuation	88.70		
15	INV 1296474	03/07/2023	2	Landgate	PROPERTY TITLES & VALUATION EXPENSES - Certificate of Titles, Surveys & Land Act Documents	169.20		
16	INV 1296474	03/07/2023	2	Landgate	ADMIN - INFORMATION SYSTEMS - SLIP Subscription Services Annual Renewal	2,453.00		
17	EFT21236	05/07/2023	It Vision			71,265.37		
18	INV 38551	01/07/2023	4	It Vision	ADMIN - INFORMATION SYSTEMS - Renewal of Synergy Soft Universal Licences 01/07/2023 - 30/06/2024	71,265.37		
19	EFT21237	05/07/2023	State Emergency Service			3,957.64		
20	INV 014	28/06/2023	7	State Emergency Service	ESL - SES SUBSIDY EXPENDITURE - Reimbursement of Funds	3,957.64		

	Date	# Days to Paid	Payee	Description	Invoice Amount	Payment Total	Type	Funding
21	EFT21238	05/07/2023		AMPAC Debt Recovery Pty Ltd		6,817.00		PR
22	INV 97746	30/06/2023	5	AMPAC Debt Recovery Pty Ltd	ADMIN - DEBT COLLECTION EXPENSES - Legal Charges June 2023	399.84		
23	INV 97745	30/06/2023	5	AMPAC Debt Recovery Pty Ltd	RATES - DEBT COLLECTION EXPENSES - Legal Fees June 2023	6,417.16		
24	EFT21239	05/07/2023		Thinkproject Australia Pty Ltd		11,995.94		
25	INV RSL-19796	01/07/2023	4	Thinkproject Australia Pty Ltd	PWO - INFORMATION SYSTEMS - RAAM Transport Asset Annual Subscription	11,995.94		
26	EFT21240	05/07/2023		Planning Institute Of Australia Ltd		693.00		
27	INV 156420	29/06/2023	6	Planning Institute Of Australia Ltd	PLAN - SUBSCRIPTION & MEMBERSHIPS - Membership Renewal	693.00		
28	EFT21241	05/07/2023		Elgas		52.80		
29	INV 1610954062	03/07/2023	2	Elgas	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - 45.0Kg Gas Cylinder Supplied	52.80		
30	EFT21242	05/07/2023		CRISP Wireless		1,606.90	L	
31	INV 202301000672	01/07/2023	4	CRISP Wireless	ADMIN - INFORMATION SYSTEMS - Monthly Internet Charges July 2023	658.90		
32	INV 202301001057	01/07/2023	4	CRISP Wireless	TOUR- VISITORS CENTRE BUILDING OPERATIONS - Monthly Internet Charges July 2023	948.00		
33	EFT21243	05/07/2023		PC Harley Family Trust (Narrogin Newsagency)		93.57	L	
34	INV SN00 1606 3006 2023	30/06/2023	5	PC Harley Family Trust (Narrogin Newsagency)	LIB - PRINTING & STATIONERY - Newspaper Deliveries June 2023	93.57		
35	EFT21244	05/07/2023		M & V Ranieri Building Contractors		514.64	L	
36	INV INV-0053	15/03/2023	112	M & V Ranieri Building Contractors	13 HOUGH ST MAINTENANCE - Repair & Replace Gate	514.64		
37	EFT21246	10/07/2023		Synergy		12,586.01		
38	INV 2065854238	03/07/2023	7	Synergy	ROADM - STREET LIGHTING MAINTENANCE/OPERATIONS - Electricity Charges 25/05/2023 - 24/06/2023	12,586.01		
39	EFT21247	10/07/2023		Narrogin Packaging		380.50	L	PF

	Date	# Days to Paid	Payee	Description	Invoice Amount	Payment Total	Type	Funding
40	INV 00081243	01/07/2023	9	Narrogin Packaging	VARIOUS PUBLIC TOILETS - Toilet Supplies	380.50		
41	EFT21249	10/07/2023		Water Corporation			807.17	PR
42	INV 0111	04/07/2023	6	Water Corporation	TOWN HALL (FEDERAL ST) BUILDING OPERATIONS - Water Charges 01/07/2023 - 31/08/2023	241.81		
43	INV 0134	04/07/2023	6	Water Corporation	39 FEDERAL ST BUILDING OPERATIONS - Water Charges 01/07/2023 - 31/08/2023	241.81		
44	INV 0136	04/07/2023	6	Water Corporation	CAFE - 45 FEDERAL ST BUILDING OPERATIONS - Water Charges 01/07/2023 - 31/08/2023	323.55		
45	EFT21250	10/07/2023		Hancocks Home Hardware			143.90	L
46	INV 443403	05/07/2023	5	Hancocks Home Hardware	HIGHBURY HALL BUILDING MAINTENANCE - Key Cut & Toilet Indicator Lock	143.90		
47	EFT21251	10/07/2023		Narrogin Agricultural Repairs			70.00	L
48	INV 267494	06/07/2023	4	Narrogin Agricultural Repairs	SMALL PLANT - HOMECARE - Whipper Snipper Head	70.00		F
49	EFT21252	10/07/2023		Narrogin Meals On Wheels			303.00	L
50	INV JUN-23	30/06/2023	10	Narrogin Meals On Wheels	CHSP MEALS ON WHEELS COMMITTEE - June 2023	303.00		F
51	EFT21253	10/07/2023		Great Southern Waste Disposal			49,809.40	
52	INV IV00000002553	06/07/2023	4	Great Southern Waste Disposal	VARIOUS DEPARTMENTS - Bin Collection Charges June 2023	49,809.40		
53	EFT21254	10/07/2023		Octave Holdings Pty Ltd T/A Narrogin Toyota			1,358.82	L
54	INV P123057268	10/05/2023	61	Octave Holdings Pty Ltd T/A Narrogin Toyota	SMALL PLANT - 10 Clam Packs & 1 Harness Shoulder	705.87		
55	INV P123057501	24/05/2023	47	Octave Holdings Pty Ltd T/A Narrogin Toyota	00NGN TOYOTA HILUX 4X4 2.4L DSL DUAL CAB - Service Filters	182.16		
56	INV JC24038520	14/06/2023	26	Octave Holdings Pty Ltd T/A Narrogin Toyota	NGN847 MAZDA CX-5 AUTO MAXX SPORT - Remove & Replace Battery	470.79		
57	EFT21255	10/07/2023		Country Paint Supplies			63.80	L
58	INV 480032	27/06/2023	13	Country Paint Supplies	STANDPIPE MAINTENANCE/OPERATIONS - Red Oxide Primer For Lock Boxes	63.80		
59	EFT21256	10/07/2023		Farmers Centre (Narrogin) Pty Ltd			149.91	L

	Date	# Days to Paid	Payee	Description	Invoice Amount	Payment Total	Type	Funding
60	INV 88668	03/07/2023	7	Farmers Centre (Narrogin) Pty Ltd	2019 JCB 5CX BACKHOE LOADER - Hydraulic Hose & Fittings	149.91		
61	EFT21257	10/07/2023		YMCA WA			35,609.46	
62	INV SI-A011743	30/06/2023	10	YMCA WA	NRLC - CONTRACT MANAGEMENT EXPENSE - Deficit Funding June 2023	35,359.46		
63	INV SI-A012041	03/07/2023	7	YMCA WA	ADMIN - OCCUPATIONAL HEALTH & SAFETY - 3 Month Full Centre Membership	250.00		
64	EFT21258	10/07/2023		Rylan Pty Ltd			5,731.88	
65	INV 2476	28/06/2023	12	Rylan Pty Ltd	PARK STREET WIDENING - 161m Kerbing & Concrete Supply	5,731.88		
66	EFT21259	10/07/2023		Corsign (WA) Pty Ltd			134.20	PF, G
67	INV 00076844	03/07/2023	7	Corsign (WA) Pty Ltd	WALK CYCLE & MOUNTAIN BIKE TRAILS PROJECTS - 4 Custom Dog Restraint & Clean Up Signs	134.20		
68	EFT21260	10/07/2023		Narrogin Tyrepower			348.50	L
69	INV 105090	30/06/2023	10	Narrogin Tyrepower	NO4834 2014 HINO 300 SERIES CREW CAB - Dispose, Supply & Fit Tyre	348.50		
70	EFT21261	10/07/2023		Telair Pty Ltd			1,436.90	
71	INV TA10781-048	30/06/2023	10	Telair Pty Ltd	VARIOUS DEPARTMENTS - Telephone Charges June 2023	1,436.90		
72	EFT21262	10/07/2023		Elgas			332.75	
73	INV 0369229329	03/07/2023	7	Elgas	NRLC UTILITY - GAS - 7,500.0L Tank LPG	332.75		
74	EFT21263	10/07/2023		OneMusic Australia			185.96	
75	INV 369740	05/07/2023	5	OneMusic Australia	VARIOUS DEPARTMENTS - Music Licences 01/07/2023 - 30/09/2023	185.96		
76	EFT21264	10/07/2023		Integrated ICT			1,994.74	
77	INV 27548	26/06/2023	14	Integrated ICT	ADMIN - INFORMATION SYSTEMS - Exclaimer Signature Cloud	203.50		
78	INV 27549	26/06/2023	14	Integrated ICT	ADMIN - INFORMATION SYSTEMS - Microsoft Office 365 Licences	1,791.24		
79	EFT21265	10/07/2023		Lite n' Easy Pty Ltd			476.59	F
80	INV 6994186	04/07/2023	6	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	87.68		
81	INV 6974284	04/07/2023	6	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	95.38		
82	INV 6993769	04/07/2023	6	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	187.68		
83	INV 6993886	04/07/2023	6	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	105.85		

	Date	# Days to Paid	Payee	Description	Invoice Amount	Payment Total	Type	Funding
84	EFT21266	10/07/2023	Narrogin Fruit Trading Pty Ltd			79.50	L	
85	INV 000C2023070322	03/07/2023	7	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order	5.25		
86	INV 000C2023070449	04/07/2023	6	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order	74.25		
87	EFT21267	10/07/2023	PC Harley Family Trust (Narrogin Newsagency)			2,658.80	L	PF
88	INV SN00 1596 3006 2023	30/06/2023	10	PC Harley Family Trust (Narrogin Newsagency)	ADMIN - PRINTING & STATIONERY - Stationery Order June 2023	2,414.40		
89	INV SN00 1363 3006 2023	30/06/2023	10	PC Harley Family Trust (Narrogin Newsagency)	ADMIN - PRINTING & STATIONERY - Stationery Order June 2023	213.60		
90	INV SN00 1564 3006 2023	30/06/2023	10	PC Harley Family Trust (Narrogin Newsagency)	CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Newspapers For Jessie House	30.80		
91	EFT21268	10/07/2023	Team Global Express Pty Ltd			22.48		
92	INV 0590-T740710	03/07/2023	7	Team Global Express Pty Ltd	SIGNS & TRAFFIC CONTROL EXPENSES - Freight Charges	22.48		
93	EFT21269	13/07/2023	Best Office Systems			129.00	L	
94	INV 618919	06/07/2023	7	Best Office Systems	LIB - GENERAL OFFICE EXPENSES - Office Shredder	129.00		
95	EFT21270	13/07/2023	Australia Post			571.72		PF
96	INV 1012534082	03/07/2023	10	Australia Post	ADMIN & CHSP - Postage Charges June 2023	571.72		
97	EFT21271	13/07/2023	L Ballard			11,666.00	L	
98	INV JUNE 2023	30/06/2023	13	L Ballard	MEMBERS - MEMBERS SITTING FEES - 01/04/2023 - 30/06/2023	11,666.00		
99	EFT21272	13/07/2023	S Farrell			50.00	L	
100	INV 026	29/06/2023	14	S Farrell	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Washing of Tea Towels/Tablecloths June 2023	50.00		
101	EFT21273	13/07/2023	RJ Smith Engineering			85.00	L	
102	INV 11732	10/05/2023	64	RJ Smith Engineering	LIB - GENERAL OFFICE EXPENSES - 15L Water Bottles For Public Consumption	85.00		
103	EFT21274	13/07/2023	Wa Country Health Service			9,738.30		F
104	INV 629435	11/07/2023	2	Wa Country Health Service	CHSP MEALS ON WHEELS CATERING CONTRACT - December 2022	1,931.60		
105	INV 629438	11/07/2023	2	Wa Country Health Service	CHSP MEALS ON WHEELS CATERING CONTRACT - January 2023	1,647.80		
106	INV 629441	11/07/2023	2	Wa Country Health Service	CHSP MEALS ON WHEELS CATERING CONTRACT - February 2023	1,556.50		

	Date	# Days to Paid	Payee	Description	Invoice Amount	Payment Total	Type	Funding
107	INV 629450	11/07/2023	2	Wa Country Health Service	CHSP MEALS ON WHEELS CATERING CONTRACT - March 2023	1,802.90		
108	INV 629453	11/07/2023	2	Wa Country Health Service	CHSP MEALS ON WHEELS CATERING CONTRACT - April 2023	1,403.60		
109	INV 629459	11/07/2023	2	Wa Country Health Service	CHSP MEALS ON WHEELS CATERING CONTRACT - May 2023	1,395.90		
110	EFT21275	13/07/2023		Local Government Professionals Australia Wa			110.00	
111	INV 36695	10/07/2023	3	Local Government Professionals Australia Wa	ADMIN - TRAINING & DEVELOPMENT - Introduction to Local Government 1 Person Enrolment	110.00		
112	EFT21276	13/07/2023		T Quip			179.25	
113	INV 120964	06/07/2023	7	T Quip	NO52 2018 TORO MOWER 7210 - Replacement Filters	179.25		
114	EFT21277	13/07/2023		Farmers Centre (Narrogin) Pty Ltd			93.30	L
115	INV 88483	13/06/2023	30	Farmers Centre (Narrogin) Pty Ltd	2019 JCB 5CX BACKHOE LOADER - Supply Hydraulic Hose & 2 Female Fittings	93.30		
116	EFT21278	13/07/2023		Marketforce Pty Ltd			1,024.67	
117	INV 48312	26/06/2023	17	Marketforce Pty Ltd	MEMBERS - ADVERTISING & PROMOTIONS - Form 4 Unpaid Rates Public Notice Narrogin Observer	546.66		
118	INV 48310	26/06/2023	17	Marketforce Pty Ltd	ADMIN - ADVERTISING - Publication of Differential Rates 2023/24 Narrogin Observer	277.46		
119	INV 48311	28/06/2023	15	Marketforce Pty Ltd	ADMIN - ADVERTISING - Publication of Fees & Charges 2023/24 Narrogin Observer	200.55		
120	EFT21279	13/07/2023		Department of Mines, Industry Regulation and Safety			231.60	
121	INV 10072023	10/07/2023	3	Department of Mines, Industry Regulation and Safety	BSL LEVY - PAYMENTS - May to June 2023	231.60		
122	EFT21280	13/07/2023		State Emergency Service			1,846.00	
123	INV 016	30/06/2023	13	State Emergency Service	ESL - SES SUBSIDY EXPENDITURE - Reimbursement of Funds	1,846.00		
124	EFT21281	13/07/2023		Building and Construction Industry Training Fund			2,381.43	
125	INV 10072023	10/07/2023	3	Building and Construction Industry Training Fund	BCITF LEVY - TRUST PAYMENTS - CTF Payments 01/07/2022 - 30/06/2023	2,381.43		
126	EFT21282	13/07/2023		Allworks Civil			400.00	
127	INV 00177	11/07/2023	2	Allworks Civil	SIGNS & TRAFFIC CONTROL EXPENSES - Line Marking on Williams Road	400.00		
128	EFT21283	13/07/2023		M Fisher			2,471.00	L
129	INV JUNE 2023	30/06/2023	13	M Fisher	MEMBERS - MEMBERS SITTING FEES - 01/04/2023 - 30/06/2023	2,471.00		

	Date	# Days to Paid	Payee	Description	Invoice Amount	Payment Total	Type	Funding
130	EFT21284	13/07/2023		BKS Electrical Pty Ltd		456.50	L	
131	INV 3715	10/07/2023	3	BKS Electrical Pty Ltd	ADMIN OFFICE BUILDING MAINTENANCE - Replace Electronic Door Lock in Kitchen Entrance	456.50		
132	EFT21285	13/07/2023		Griffin Valuation Advisory		21,890.00		
133	INV 2164	06/07/2023	7	Griffin Valuation Advisory	OTHGOV VALUATION EXPENSES - Land, Building & Other Infrastructure Valuation	21,890.00		
134	EFT21286	13/07/2023		T Wiese		2,471.00	L	
135	INV JUNE 2023	30/06/2023	13	T Wiese	MEMBERS - MEMBERS SITTING FEES - 01/04/2023 - 30/06/2023	2,471.00		
136	EFT21287	13/07/2023		B Seale		2,471.00	L	
137	INV JUNE 2023	30/06/2023	13	B Seale	MEMBERS - MEMBERS SITTING FEES - 01/04/2023 - 30/06/2023	2,471.00		
138	EFT21288	13/07/2023		Corsign (WA) Pty Ltd		1,423.40		
139	INV 00073723	04/07/2023	9	Corsign (WA) Pty Ltd	SIGNS & TRAFFIC CONTROL EXPENSES - Regulatory Signs	1,423.40		
140	EFT21289	13/07/2023		Narrogin Tyrepower		38.50	L	
141	INV 105513	11/07/2023	2	Narrogin Tyrepower	NO4846 2014 HINO 300 SERIES 3T TIPPER - Repair & Refit Tyre	38.50		
142	EFT21290	13/07/2023		Win Television WA Pty Ltd T/A WIN Television Network		1,100.00		
143	INV 1600826-1	30/06/2023	13	Win Television WA Pty Ltd T/A WIN Television Network	TOUR - PUBLIC RELATIONS & AREA PROMOTION - TV Commercials June 2023	1,100.00		
144	EFT21291	13/07/2023		G Broad		3,977.25	L	
145	INV JUNE 2023	30/06/2023	13	G Broad	MEMBERS - MEMBERS SITTING FEES - 01/04/2023 - 30/06/2023	3,977.25		
146	EFT21292	13/07/2023		J Early		2,471.00	L	
147	INV JUNE 2023	30/06/2023	13	J Early	MEMBERS - MEMBERS SITTING FEES - 01/04/2023 - 30/06/2023	2,471.00		
148	EFT21293	13/07/2023		Edwards Isuzu Ute		277.84	L	
149	INV 30529	10/07/2023	3	Edwards Isuzu Ute	NO591 2021 ISUZU D-MAX - Supply Service Filters	277.84		
150	EFT21294	13/07/2023		R McNab		2,471.00	L	
151	INV JUNE 2023	30/06/2023	13	R McNab	MEMBERS - MEMBERS SITTING FEES - 01/04/2023 - 30/06/2023	2,471.00		
152	EFT21295	13/07/2023		J Pomykala		2,471.00	L	

	Date	# Days to Paid	Payee	Description	Invoice Amount	Payment Total	Type	Funding
153	INV JUNE 2023	30/06/2023	13	J Pomykala	MEMBERS - MEMBERS SITTING FEES - 01/04/2023 - 30/06/2023	2,471.00		
154	EFT21296	13/07/2023		T Alexander			2,546.00	L
155	INV JUNE 2023	30/06/2023	13	T Alexander	MEMBERS - MEMBERS SITTING FEES - 01/04/2023 - 30/06/2023	2,546.00		
156	EFT21297	13/07/2023		Narrogin Fruit Trading Pty Ltd			872.86	L
157	INV INV-0358	30/06/2023	13	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Catering For June Council Meeting	576.68		
158	INV INV-0359	05/07/2023	8	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Minister's Visit Catering	296.18		
159	EFT21298	13/07/2023		Prime Television (Southern) Pty Limited			1,500.40	
160	INV 471070	30/06/2023	13	Prime Television (Southern) Pty Limited	MEMBERS - ADVERTISING & PROMOTIONS - TV Commercials June 2023	1,500.40		
161	EFT21299	13/07/2023		Team Global Express Pty Ltd			46.65	
162	INV 0591-T740710	09/07/2023	4	Team Global Express Pty Ltd	VARIOUS DEPARTMENTS - Freight Charges	46.65		
163	EFT21300	13/07/2023		Smarter Tourism Technology Pty Ltd			6,517.50	
164	INV INV-1005	07/07/2023	6	Smarter Tourism Technology Pty Ltd	FITOUT OF RAILWAY STATION BUILDING - Digital Kiosk For NDVC	6,517.50		
165	EFT21301	14/07/2023		Department Of Human Services			337.69	
166	INV 34	05/07/2023	9	Department Of Human Services	Payroll Deductions/Contributions	121.97		
167	INV 34	05/07/2023	9	Department Of Human Services	Payroll Deductions/Contributions	83.06		
168	INV 34	05/07/2023	9	Department Of Human Services	Payroll Deductions/Contributions	132.66		
169	EFT21302	14/07/2023		Australian Services Union Western Australian Branc			25.90	
170	INV 34	05/07/2023	9	Australian Services Union Western Australian Branc	Payroll Deductions/Contributions	25.90		
171	PAY 2	17/07/2023		PAYROLL	PAYROLL 2 - 17/07/2023	186,203.50		
172	EFT21303	18/07/2023		Narrogin Chamber Of Commerce			150.00	L
173	INV 00004410	11/07/2023	7	Narrogin Chamber Of Commerce	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Staff Gratuity Gift Certificate	150.00		
174	EFT21304	18/07/2023		Raeco			318.45	
175	INV 588401	11/07/2023	7	Raeco	LIB - GENERAL OFFICE EXPENSES - Book Repair Contact Rolls	318.45		
176	EFT21305	18/07/2023		Itvision User Group Inc			770.00	

	Date	# Days to Paid	Payee	Description	Invoice Amount	Payment Total	Type	Funding
177	INV 00000918	10/07/2023	8	Itvision User Group Inc	ADMIN - SUBSCRIPTIONS AND MEMBERSHIPS - Subscription For 2023/24 Financial Year	770.00		
178	EFT21306	18/07/2023		YMCA WA		5,769.50		
179	INV SI-A012057	11/07/2023	7	YMCA WA	NRLC POOL FILTERS - Repair of Pool Heat Exchanger	5,769.50		
180	EFT21307	18/07/2023		Easifleet		2,369.54		
181	INV 19072023	19/07/2023	1	Easifleet	NOVATED LEASES - Employee Expenses 19/07/2023	2,369.54		
182	EFT21308	18/07/2023		Narrogin Auto Centre		384.53	L	
183	INV 323115	21/06/2023	27	Narrogin Auto Centre	002NGN 2022 MITSUBISHI ECLIPSE HYBRID - 15,000km Service	384.53		
184	EFT21309	18/07/2023		Elgas		10,961.87		
185	INV 0360832098	05/07/2023	13	Elgas	NRLC UTILITY - GAS - 7,700.0L Gas Supplied	10,961.87		
186	EFT21310	18/07/2023		D&L Studio Pty Ltd T/A Metal Artwork Badges		120.89		
187	INV 20333	13/07/2023	5	D&L Studio Pty Ltd T/A Metal Artwork Badges	ADMIN - PRINTING & STATIONERY - 10 Name Badges	120.89		
188	EFT21311	18/07/2023		Narrogin Fruit Trading Pty Ltd		141.17	L	
189	INV 000C2023071013	10/07/2023	8	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order	82.02		
190	INV 000D2023071764	17/07/2023	1	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order	59.15		
191	EFT21312	18/07/2023		P Searle		136.41	L	
192	INV 10072023	10/07/2023	8	P Searle	ADMIN - TRAINING & DEVELOPMENT - Meal Reimbursement DOT Training	136.41		
193	EFT21313	21/07/2023		Synergy		15,666.89		
194	INV 2061857322	12/07/2023	9	Synergy	ROADM - STREET LIGHTING MAINTENANCE/OPERATIONS - Electricity Charges 14/06/2023 - 11/07/2023	14,652.44		
195	INV 2061857323	12/07/2023	9	Synergy	ADMIN OFFICE BUILDING OPERATIONS - Electricity Charges 14/06/2023 - 11/07/2023	1,014.45		
196	EFT21314	21/07/2023		Narrogin Packaging		190.00	L	PF
197	INV 00081462	15/07/2023	6	Narrogin Packaging	VARIOUS PUBLIC TOILETS - Toilet Supplies	190.00		
198	EFT21315	21/07/2023		Public Transport Authority		456.83		
199	INV 30062023	30/06/2023	21	Public Transport Authority	TRANSWA - AGENT LIABILITY - Ticket Sales June 2023	456.83		

	Date	# Days to Paid	Payee	Description	Invoice Amount	Payment Total	Type	Funding
200	EFT21316	21/07/2023		Shire Of Narrogin		76.39	L	
201	INV 30062023	30/06/2023	21	Shire Of Narrogin	TRANSWA - AGENT LIABILITY - Ticket Sale Commission June 2023	76.39		
202	EFT21317	21/07/2023		Fegan Building Surveying		605.00	L	
203	INV 1016	17/07/2023	4	Fegan Building Surveying	BUILD - CONTRACT BUILDING CONTROL SERVICES - Building Application Issue of Permit	605.00		
204	EFT21318	21/07/2023		Easifleet		30,000.00		
205	INV 1402243	11/07/2023	10	Easifleet	DEVELOPMENT AND REGULATORY SERVICES POOL VEHICLE - Purchase of New Vehicle (Currently Leased)	30,000.00		
206	EFT21319	21/07/2023		AFGRI Equipment Australia Pty Ltd		1,732.21		
207	INV 2739516	18/07/2023	3	AFGRI Equipment Australia Pty Ltd	NO4871 2014 JOHN DEERE 670G GRADER w/ TOP CON - Travel & Part Replacement Costs	1,732.21		
208	EFT21320	21/07/2023		Jcb Construction Equipment Australia		501.38		
209	INV J1R144052P	13/07/2023	8	Jcb Construction Equipment Australia	2019 JCB SCX BACKHOE LOADER - Supply Service Filters	501.38		
210	EFT21321	21/07/2023		Industrial Automation		1,437.70		
211	INV SINV15265	18/07/2023	3	Industrial Automation	STANDPIPE MAINTENANCE/OPERATIONS - Annual Support & Cloud Server Fees	1,437.70		
212	EFT21322	21/07/2023		Edwards Isuzu Ute		426.50	L	
213	INV R52071	21/06/2023	30	Edwards Isuzu Ute	0NO ISUZU MUX 4X4 LSM 2022 - 30,000Km Service	426.50		
214	EFT21323	21/07/2023		CRISP Wireless		658.90	L	
215	INV 202301001273	14/07/2023	7	CRISP Wireless	ADMIN - INFORMATION SYSTEMS - Monthly Internet Charges	658.90		
216	EFT21324	21/07/2023		T Scaddan		912.31	L	
217	INV A245600	20/07/2023	1	T Scaddan	Rates refund for assessment A245600 52 HOUGH STREET NARROGIN WA 6312	912.31		
218	EFT21325	21/07/2023		Wild & Waste Free		99.40		
219	INV INV-0329	22/06/2023	29	Wild & Waste Free	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - 2 New Business Welcome Packs	99.40		
220	EFT21326	27/07/2023		Department Of Human Services		319.41		
221	INV 36	19/07/2023	8	Department Of Human Services	Payroll Deductions/Contributions	121.97		
222	INV 36	19/07/2023	8	Department Of Human Services	Payroll Deductions/Contributions	83.06		

	Date	# Days to Paid	Payee	Description	Invoice Amount	Payment Total	Type	Funding
223	INV 36	19/07/2023	8	Department Of Human Services	Payroll Deductions/Contributions	114.38		
224	EFT21327	27/07/2023		Australian Services Union Western Australian Branc		26.50		
225	INV 36	19/07/2023	8	Australian Services Union Western Australian Branc	Payroll Deductions/Contributions	26.50		
226	EFT21328	28/07/2023		Narrogin Packaging		120.00	L	PF
227	INV 00081463	17/07/2023	11	Narrogin Packaging	XC CLASS TRAIN MURAL PROJECT - Hire of Scaffold For Painting	120.00		
228	EFT21329	28/07/2023		Narrogin Nursery Cafe & Gallery		74.95	L	
229	INV 00003237	31/05/2023	58	Narrogin Nursery Cafe & Gallery	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Farewell Gift	74.95		
230	EFT21330	28/07/2023		Narrogin Bearing Service		49.95	L	
231	INV IN208997	17/07/2023	11	Narrogin Bearing Service	NO15066 2013 TIPPER TRAILER (GARDENER) - Replacement Brake Handle	49.95		
232	EFT21331	28/07/2023		RJ Smith Engineering		263.40	L	
233	INV DI10248	18/07/2023	10	RJ Smith Engineering	GNAROJIN PARK MAINTENANCE/OPERATIONS - 4x Swing Bracket	263.40		
234	EFT21332	28/07/2023		Country Paint Supplies		110.00	L	
235	INV 4801012800	14/07/2023	14	Country Paint Supplies	SIGNS & TRAFFIC CONTROL EXPENSES - Rust Proof Paint 4L	110.00		
236	EFT21333	28/07/2023		Narrogin Chamber Of Commerce		100.00	L	
237	INV 00004411	20/07/2023	8	Narrogin Chamber Of Commerce	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Staff Gratuity Certificate 5x \$20	100.00		
238	EFT21334	28/07/2023		Elgas		8,730.00		
239	INV 0360810913	12/07/2023	16	Elgas	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - 6,180.0L Gas Supplied	8,730.00		
240	EFT21335	28/07/2023		Earl Street Physiotherapy		85.00	L	F
241	INV 0038987	20/07/2023	8	Earl Street Physiotherapy	CHCP - CLIENT PURCHASES - Standard Physio Consultation	85.00		
242	EFT21336	28/07/2023		Lite n' Easy Pty Ltd		558.59		F
243	INV 6963454	11/07/2023	17	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	108.65		
244	INV 6984580	11/07/2023	17	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	95.38		
245	INV 7004162	11/07/2023	17	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	66.72		

	Date	# Days to Paid	Payee	Description	Invoice Amount	Payment Total	Type	Funding
246	INV 7013956	18/07/2023	10	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	94.28		
247	INV 7006766	18/07/2023	10	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	98.18		
248	INV 6994669	18/07/2023	10	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	95.38		
249	EFT21337	28/07/2023		Narrogin Fruit Trading Pty Ltd			55.60	L
250	INV 000C2023071724	17/07/2023	11	Narrogin Fruit Trading Pty Ltd	PWO - GENERAL OFFICE EXPENSES - Weekly Depot Order	55.60		
251	EFT21338	28/07/2023		Reagan James Spanswick			2,707.05	L
252	INV 0024	24/07/2023	4	Reagan James Spanswick	TOWN HALL (FEDERAL ST) BUILDING MAINTENANCE - Safe Timber Work & Install Emergency Manhole	434.50		
253	INV 0025	24/07/2023	4	Reagan James Spanswick	GNAROJIN PARK PUBLIC TOILETS MAINTENANCE - Repairs to Roof & Skylight	165.00		
254	INV 0026	24/07/2023	4	Reagan James Spanswick	ADMIN OFFICE BUILDING MAINTENANCE - Temporary Legs to Side Counter	165.00		
255	INV 0029	24/07/2023	4	Reagan James Spanswick	TOWN HALL OFFICE #3 REFURBISHMENT - Re-Paint, Fix Coat Hooks & Install Quarter Round	1,067.00		
256	INV 0028	24/07/2023	4	Reagan James Spanswick	ADMIN OFFICE BUILDING MAINTENANCE - Replacement of Door & Lock	875.55		
257	PAY 3	31/07/2023		PAYROLL	PAYROLL 3 - 31/07/2023	142,870.09		

Date	# Days to Paid	Payee	Description	Invoice Amount	Payment Total	Type	Funding
				EFT Total \$	896,421.38		

Direct Debits

	Date	# Days to Paid	Payee	Description	Invoice Amount	Payment Total	Type	Funding
258	DD8918.1	03/07/2023	Narrogin Art Group Inc			1,237.50	L	
259	INV TAX4ELL0623	03/07/2023	Narrogin Art Group Inc	OTHCUL - COMMUNITY CHEST - Amendment to Tax Withholding Error	1,237.50			
260	DD8924.1	03/07/2023	Keenan & Tania Wenning			1,386.67	L	
261	INV EMDRS RENT 03/07/2023	03/07/2023	Keenan & Tania Wenning	EMDRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent & Internet 03/07/2023	1,386.67			
262	DD8946.1	06/07/2023	Elders Real Estate Pty Ltd			360.00	L	
263	INV 06072023	06/07/2023	Elders Real Estate Pty Ltd	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 06/07/2023	360.00			
264	DD8958.1	17/07/2023	Telstra			1,716.53		
265	INV K574814121-3	01/07/2023	16 Telstra	VARIOUS DEPARTMENTS - Telephone Charges June 2023	1,716.53			
266	DD8959.1	13/07/2023	Elders Real Estate Pty Ltd			360.00	L	
267	INV EMTRS RENT 13072023	13/07/2023	Elders Real Estate Pty Ltd	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 13/07/2023	360.00			
268	DD8963.1	14/07/2023	Australian Taxation Office			48,754.00		
269	INV PAYGPPE03.07.2023	14/07/2023	Australian Taxation Office	PAYG JULY - PPE 03/07/2023	48,754.00			
270	DD8964.1	17/07/2023	Sandwai Pty Ltd			1,038.40		
271	INV 17072023	17/07/2023	Sandwai Pty Ltd	CHSP - INFORMATION SYSTEMS - Monthly Charges June 2023	1,038.40			
272	DD8974.1	20/07/2023	Elders Real Estate Pty Ltd			360.00	L	
273	INV EMTRS RENT 200723	20/07/2023	Elders Real Estate Pty Ltd	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 20/07/2023	360.00			

	Date	# Days to Paid	Payee	Description	Invoice Amount	Payment Total	Type	Funding
274	DD8980.1	27/07/2023	Australian Taxation Office			54,532.00		
275	INV PAYGPPE17.07.2023	27/07/2023	Australian Taxation Office	PAYG July - PPE 17/07/2023	54,532.00			
276	DD9012.1	27/07/2023	Beam			50,681.79		
277	INV PPE03/07/2023	27/07/2023	Beam	SUPERANNUATION CONTRIBUTION - Pay Run 34 PPE 03/07/2023	26,660.36			
278	INV PPE17/07/2023	27/07/2023	Beam	SUPERANNUATION CONTRIBUTION - Pay Run 36 - PPE 17/07/2023	24,021.43			
Direct Debit Total \$					160,426.89			

Credit Card Purchases

	Date	# Days to Paid	Payee	Description	Invoice Amount	Payment Total	Type	Funding
280	DD8987.1	24/07/2023	National Australia Bank			7,701.43		PF
281	INV MFMAY0123	31/05/2023	54	National Australia Bank	ADMIN - TRAINING & DEVELOPMENT - Parking	40.00		
282	INV PRJUN0223	13/06/2023	41	National Australia Bank	CHCP - SUBSCRIPTIONS & MEMBERSHIPS - Annual CV Checks 2023	626.40		
283	INV PRJUN0323	21/06/2023	33	National Australia Bank	CHCP - SUBSCRIPTIONS & MEMBERSHIPS - Annual CV Check 2023	49.50		
284	INV PRJUN0423	29/06/2023	25	National Australia Bank	ADMIN - TRAINING & DEVELOPMENT - Accomodation x2 Nights	386.79		
285	INV DSJUN0123	09/06/2023	45	National Australia Bank	MEMBERS CONFERENCE/TRAINING EXPENSES - Conference Accomodation x4 Nights	1,180.00		
286	INV DSJUN0223	09/06/2023	45	National Australia Bank	MEMBERS CONFERENCE/TRAINING EXPENSES - Conference Accomodation x4 Nights	1,180.00		
287	INV DSJUN1323	16/06/2023	38	National Australia Bank	MEMBERS CONFERENCE/TRAINING EXPENSES - Transport Costs	18.11		
288	INV DSJUN1423	19/06/2023	35	National Australia Bank	MEMBERS CONFERENCE/TRAINING EXPENSES - Transport Costs	37.12		
289	INV DSJUN1223	16/06/2023	38	National Australia Bank	MEMBERS CONFERENCE/TRAINING EXPENSES - Transport Costs	19.48		
290	INV DSJUN0923	15/06/2023	39	National Australia Bank	MEMBERS CONFERENCE/TRAINING EXPENSES - Transport Costs	26.30		
291	INV DSJUN0823	15/06/2023	39	National Australia Bank	MEMBERS CONFERENCE/TRAINING EXPENSES - Transport Costs	32.08		
292	INV MFJUN0223	08/06/2023	46	National Australia Bank	TRAINING & DEVELOPMENT - Planning Seminar	85.00		
293	INV DSJUN0323	13/06/2023	41	National Australia Bank	MEMBERS CONFERENCE/TRAINING EXPENSES - Transport Costs	73.24		
294	INV DSJUN0423	13/06/2023	41	National Australia Bank	ADMIN - RECRUITMENT - Building Surveyor Job Advertisement	302.50		
295	INV DSJUN0623	14/06/2023	40	National Australia Bank	MEMBERS CONFERENCE/TRAINING EXPENSES - Conference	55.25		

	Date	# Days to Paid	Payee	Description	Invoice Amount	Payment Total	Type	Funding
296	INV DSJUN0723	14/06/2023	40	National Australia Bank	MEMBERS CONFERENCE/TRAINING EXPENSES	154.91		
297	INV DSJUN1123	15/06/2023	39	National Australia Bank	MEMBERS CONFERENCE/TRAINING EXPENSES	86.06		
298	INV DSJUN0523	14/06/2023	40	National Australia Bank	MEMBERS CONFERENCE/TRAINING EXPENSES	26.33		
299	INV DSJUN1023	15/06/2023	39	National Australia Bank	FIRE PREVENTION/BURNING/CONTROL - Monthly Charges for SMS May 2023	17.60		
300	INV DSJUN1523	19/06/2023	35	National Australia Bank	MEMBERS CONFERENCE/TRAINING EXPENSES - ALGA Confrence	24.46		
301	INV DSJUN1623	19/06/2023	35	National Australia Bank	MEMBERS CONFERENCE/TRAINING EXPENSES - Conference	68.00		
302	INV DSJUN1723	19/06/2023	35	National Australia Bank	MEMBERS CONFERENCE/TRAINING EXPENSES - Conference	170.00		
303	INV MFJUN0323	16/06/2023	38	National Australia Bank	OTHCUL - ARTWORK COLLECTION - x100 Picture Hangers + Shipping	70.39		
304	INV DSJUN1823	19/06/2023	35	National Australia Bank	ADMIN - TRAINING & DEVELOPMENT - ALGA Conference Parking	119.33		
305	INV DSJUN1923	20/06/2023	34	National Australia Bank	ADVERTISING - Library Services Coordinator Job Advertisement	357.50		
306	INV DSJUN2023	20/06/2023	34	National Australia Bank	ADMIN - ADVERTISING - CSO Part-Time Job Advertisement	357.50		
307	INV DSJUN2123	20/06/2023	34	National Australia Bank	ADMIN - ADVERTISING - CEDC Job Advertisement	324.50		
308	INV 2140504	26/06/2023	28	National Australia Bank	ADMIN - TRAINING & DEVELOPMENT - Parking	18.17		
309	INV FEESJULY23	16/06/2023	38	National Australia Bank	INVEST - BANK FEES AND CHARGES (INC GST) - NAB Internatrional Transaction Fee	2.11		
310	INV MFJUN0423	16/06/2023	38	National Australia Bank	VARIOUS DEPARTMENTS - Greeting Messages Monthly Charge May 2023	151.80		
311	INV MFJUN0523	19/06/2023	35	National Australia Bank	WORKS - TRAINING & DEVELOPMENT - High Risk Work Licence	44.00		
312	INV MFJUN0623	19/06/2023	35	National Australia Bank	WORKS - TRAINING & DEVELOPMENT - High Risk Work Licence	44.00		

	Date	# Days to Paid	Payee	Description	Invoice Amount	Payment Total	Type	Funding
313	INV MFJUN0723	27/06/2023	27	National Australia Bank	ADMIN - TRAINING & DEVELOPMENT - Tourism Industry Workshop + 12 Month Membership	209.00		
314	INV MFJUN0823	28/06/2023	26	National Australia Bank	ADMIN - TRAINING & DEVELOPMENT - Accomodation x1 night	164.00		
315	INV PRJUN0123	12/06/2023	42	National Australia Bank	ADMIN - TRAINING & DEVELOPMENT - Workshop Registration	1,180.00		
Credit Card Total \$						7,701.43		

Fuel Card Purchases

	Date	# Days to Paid	Payee	Description	Invoice Amount	Payment Total	Type	Funding
316	EFT21248	10/07/2023		Great Southern Fuels		6,703.59		
317	INV 010723	01/07/2023	9	Great Southern Fuels	002NGN 2022 MITSUBISHI ECLIPSE HYBRID - Fuel Charges June 2023	392.10		
318				009NGN TOYOTA COROLLA HATCH 2020 - Fuel Charges June 2023	60.01			
319				032NGN MG HS PLUS EXCITE WAGON - Fuel Charges June 2023	525.20			
320				0NGN ISUZU MUX LSM 4X4 - Fuel Charges June 2023	685.46			
321				0NO ISUZU MUX 4X4 LSM 2022 - Fuel Charges June 2023	464.79			
322				1NGN TOYOTA PRADO GXL DSL WAGON - Fuel Charges June 2023	565.51			
323				1NO 2022 TOYOTA HILUX 4X4 2.4L DSL DUAL CAB - Fuel Charges June 2023	105.62			
324				990NGN 2015 MITSUBISHI FUSO ROSA - Fuel Charges June 2023	249.94			
325				NGN00 2021 TOYOTA KLUGER GX AWD PET WAGON - Fuel Charges June 2023	521.88			
326				NGN10179 2018 TOYOTA HIACE - Fuel Charges June 2023	63.00			
327				NGN11555 2022 TOYOTA COROLLA - Fuel Charges June 2023	153.49			
328				NGN15333 2014 MAZDA BT-50 - Fuel Charges June 2023	289.67			
329				NGN2 TOYOTA COROLLA HATCH 2.0L PET CVT ASCENT SPORT - Fuel Charges June 2023	165.43			
330				NGN219 2022 NISSAN X-TRAIL - Fuel Charges June 2023	691.88			
331				NGN417 2020 MAZDA BT-50 4X4- Fuel Charges June 2023	362.60			
332				NGN839 2019 TOYOTA CORROLA CVT ASCENT - Fuel Charges June 2023	100.76			
333				NGN847 MAZDA CX-5 AUTO MAXX SPORT - Fuel Charges June 2023	318.09			

	Date	# Days to Paid	Payee	Description	Invoice Amount	Payment Total	Type	Funding
334				NO01 TOYOTA HILUX 4X4 2.8L DSL D/C - Fuel Charges June 2023	159.08			
335				NO05 ISUZU D MAX CREW CAB UTE - Fuel Charges June 2023	401.90			
336				SMALL PLANT - Fuel Charges June 2023	38.21			
337				NGN12398 MOTOR VEHICLE EXPENSES - Fuel Charges June 2023	97.01			
338				NGN227 2021 TOYOTA COROLA - Fuel Charges June 2023	109.54			
339				NGN182 TOYOTA HILUX 4X2 WORKMATE UTILITY - Fuel Charges June 2023	182.42			
Fuel Card Total					\$ 6,703.59			

Coles Card Purchases

	Date	# Days to Paid	Payee	Description	Invoice Amount	Payment Total	Type	Funding
340	EFT21245	10/07/2023	Coles			1,050.32	L	
341	INV 196	01/07/2023	9	Coles	ADMIN - Coles Account June 2023	135.05		
342				CHSP #1 - Coles Account June 2023	208.98			
344				CHSP #2 - Coles Account June 2023	706.29			
Coles Card Total					\$ 1,050.32			

ABBREVIATIONS		Cheque Total (Less TD)	\$19,841.10	1.82%
PF	Partially Funded	Term Deposits (TD)		
I	Insurance	EFT Total*	\$388,495.10	35.57%
F	Funded	Payroll Total*	\$507,926.28	46.51%
L	Local Supplier	Direct Debit Total	\$160,426.89	14.69%
R	Recoverable	Credit Card Total	\$7,701.43	0.71%
PR	Partially Recoverable	Trust Total		
G	Grant	Coles Card Total	\$1,050.32	0.10%
		Fuel Cards Total	\$6,703.59	0.61%
			\$1,092,144.71	99.29%

	Date	# Days to Paid	Payee	Description	Invoice Amount	Payment Total	Type	Funding
					Total (Less Term Deposits)	<u>\$1,092,144.71</u>		
* Please note Payroll totals								
					Local Suppliers	\$56,254.81	5.15%	
					Employees	\$507,926.28	46.51%	
					Combined Total	\$564,181.09	51.66%	

10.3.2 MONTHLY FINANCIAL REPORTS – JULY 2023

File Reference	12.8.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	15 August 2023
Author	Mark Furr - Executive Manager Corporate & Community Services
Authorising Officer	Dale Stewart - Chief Executive Officer
Attachments	1. Monthly Financial Reports for July 2023

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

Nil

Consultation

Consultation has been undertaken with the Chief Executive Officer and Manager Corporate 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 2023/24 Annual Budget or resulting from a Council resolution.

Council is requested to review the July 2023 Monthly Financial Report, noting that Council is advised of the following matters:

- Creditors - A total of 257 invoices were paid in July 2023, of which 86% were paid within 30 days. Average days for invoices to be paid in July was 11 days in comparison to 18 days in June.
- Debtors - 90-day debtors totals \$44,110 against two (2) debtors of which \$44k of this total is owed by the Upper Great Southern Hockey Association and is attributed to an agreed long term debt with the Hockey Club in accordance with a Deed of Agreement.
- Capital Projects –There is no Capital Projects Tracker attachment for July as budget was adopted on the 26 July 2023; this attachment will be provided for the August Ordinary Council Meeting.

- Rates – The process of uploading adopted rates modelling for 2023/24 has been completed and appropriate due diligence undertaken to ensure a balanced rates billing process was achieved. Ratepayers will have received their rate notice for 2023/24 and the Finance Team are already assisting with enquiries.
- Investments – The Shire has invested funds into two (2) different banking institutions, and in accordance with Council Policy. A total of \$6M has been invested into term deposit accounts. The payment in full of Federal Assisted Grants for 2023/24 has enabled the Shire to invest significantly more than previous as opposed to receiving quarterly instalments throughout the year. This will enable optimum interest to be earned for the Shire over the next 11 months as well as advanced expenditure on procurement on high value construction contracts that would have not been made possible without the advance payment. Further investments will be undertaken in coming months as rates income is received.

Strategic Implications

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

Risk Implications

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

Risk Matrix

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

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

Comment/Conclusion

The July 2023 Monthly Financial Report is presented for review.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to the Monthly Financial Reports for July 2023, Council note the Reports as presented.

10.3.3 REVIEW OF OPERATING HOURS – R.W. (BOB) FARR MEMORIAL LIBRARY

File Reference	A317600
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	15 August 2023
Author	Mark Furr – Executive Manager Corporate & Community Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	Nil

Summary

This report outlines a review of library services' contractual obligations to the State Library Services following a recent restructure to Corporate and Community Services. Currently, the R.W. (Bob) Farr Memorial Library operates for 46 hours per week. The minimum contractual requirement expected by State Library Services is 40 hours per week.

Background

The restructure to Corporate and Community Services prompted a review of the library services' contractual obligations to the State Library Services. Currently, the Library operates for 46 hours per week, with two (2) staff members on duty during all shifts. However, analysis of attendance during Thursday evenings and Saturday mornings has led to the consideration of adjusting the opening times to align with demand and optimise resource allocation. It is proposed to alter the operating times on Thursdays to be 9am – 5pm (Currently 9am-8pm), thus reducing the overall hours by three (3) per week.

Library staff have actively monitored attendance during Thursday evening and Saturday morning sessions to assess their popularity and viability. The consultation process included tracking patronage to determine whether the additional hours beyond the contractual obligations were justified by demand from the Narrogin and surrounding communities. Whilst there was an average patronage of approximately 12 patrons over the course of a five (5) week period for the Saturday, the Thursday evening sessions attracted no more than one (1) patron per session.

Consultation

The Executive Manager Corporate and Community Services has consulted with the following:

- State Library of Western Australia;
- Executive Leadership Team; and
- Library Staff.

The Executive Manager Corporate and Community Services has considered the Council's Community Engagement Policy and believes that engagement with impacted Library Users is not required, due to extremely low patronage monitored over a 5 week duration.

Statutory Environment

The proposed adjustments to library opening times aim to optimise operational efficiency and resource allocation while meeting the contractual obligations outlined in the State Library Services agreement. The recommendation aligns with the adopted budget for the 2023/24 financial year.

Policy Implications

The Council's Community Engagement Policy has been considered in relation to this item.

Financial Implications

Library Services costs for the upcoming year is budgeted at \$431,000. Staff salaries and wages account for 68% of this cost. Adjusting the Thursday opening hours would lead to an annual saving of \$8,564 in Municipal funds. These financial considerations underscore the importance of aligning services with demand and cost-effectiveness.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective:	3.	Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.3	Efficient use of resources
Strategy:	3.3.1	Increase resource usage efficiency
Objective:	4.	Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.1	An efficient and effective organisation
Strategy:	4.1.1	Continually improve operational efficiencies and provide effective services

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Members of the community complain about the reduction of service hours on a Thursday.	Unlikely (2)	Insignificant (1)	Low (1-4)	Engagement Practices	Accept Officer Recommendation

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of two (2) has been determined for this item. Any items with a risk rating over 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

The proposed adjustments in library opening times addresses the need to align services with demand, while ensuring responsible financial management. These changes reflect a balanced approach that takes into account both community patronage and cost considerations.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to the review of the opening hours for the R.W. (Bob) Farr Memorial Library, Council, change the opening hours from 46 to 43 hours per week and cease opening on Thursday evenings, whilst still maintaining the Library's contractual obligations with the State Library Service, such that the opening hours are as follows:

- Monday to Friday 9am – 5pm
- Saturday 9am – 12pm

OFFICERS' RECOMMENDATION

That in accordance with Section 5.23 (2) (c) and (e) of the Local Government Act 1995 the meeting is closed to members of the public.

10.3.4 CONTRACT WITH THE YMCA WA TO MANAGE THE NARROGIN REGIONAL LEISURE CENTRE

File Reference	20.1.3
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Item 10.3.7, 24 May 2023, Resolution No 240523.09
Date	15 August 2023
Author	Mark Furr - Executive Manager Corporate & Community Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	Nil

10.4 OFFICE OF THE CHIEF EXECUTIVE OFFICER

10.4.1 SALE OF PROPERTY SURPLUS TO REQUIREMENTS – 48 NORTHWOOD STREET OR 95 LOCK STREET, NARROGIN

File Reference	A289500, A270700, A109900
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Private buyer (undisclosed)
Previous Item Numbers	Nil
Date	14 August 2023
Author	Dale Stewart – Chief Executive Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	<ol style="list-style-type: none">1. Property Valuation Report 48 Northwood St (Confidential – Separate Cover)2. Property Valuation Report 95 Lock St (Confidential – Separate Cover)3. Property Valuation Report 19 Barron St (Confidential – Separate Cover)

OFFICERS' RECOMMENDATION

That the meeting be re-opened to the public.

- 11. ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
- 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 261022.009 of 26 October 2022, reminded Councillors of the next Ordinary Meeting of the Council, scheduled for 7.00 pm on Wednesday 27 September 2023, at this same venue.



Shire of
Narrogin
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