



ATTACHMENTS

Ordinary Council Meeting
19 May 2026



Contents – Attachments

Attachment 8.1A – Minutes – Ordinary Council Meeting 21 April 2026.....	3
Attachment 9.1A – Minutes – Plant and Works Committee Meeting.....	41
Attachment 9.2A – Minutes – GECZ Meeting	54
Attachment 9.3A – Minutes – Special Council Meeting	95
Attachment 9.4A – Minutes – CEACA Management Meeting	101
Attachment 13.1A – Delegations Register Review	106
Attachment 13.3A – Road Transport Contractual Chain Order	226
Attachment 13.3B – RTCCO Letter to Suppliers	234
Attachment 14.3A – Financial Statements for month ended 30 April 2026	237
Attachment 14.4A – Schedule of Accounts for month ended 30 April 2026	257
Attachment 14.4B – Credit Card Payments April 2026	261

ATTACHMENT 8.1A
Minutes – Ordinary Council Meeting
21 April 2026



MINUTES

Ordinary Council Meeting
21 April 2026

NOTICE OF MEETING

Dear Elected Members and Members of the Public,

In accordance with the provisions of Section 5.5 of the Local Government Act, you are hereby notified that the April Ordinary Council Meeting has been convened for:

Date: Tuesday 21 April 2026
At: Shire of Narembeen Council Chambers
1 Longhurst Street, Narembeen
Commencing: 5.00pm

Rebecca McCall
Chief Executive Officer

16 April 2026

DISCLAIMER

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Contents

1. Official Opening and Welcome	5
2. Record of Attendance / Apologies / Leave of Absence.....	5
3. Public Question Time	5
4. Disclosure of Interest	5
5. Application for Leave of Absence	5
6. Deputations/ Petitions/ Presentations/ Submissions	5
7. Delegates' Reports	5
7.1 Cr Cusack	5
7.2 Cr Bald	6
7.3 Cr Bray.....	6
7.4 Cr Currie	6
7.5 Cr Hardham.....	6
7.6 Cr Smoker.....	6
7.7 Cr Stirrat.....	6
8. Confirmation of Previous Meetings.....	6
8.1 Ordinary Council Meeting 17 March 2026	6
9. Minutes of Committee Meetings to be Received	7
9.1 Rural Water Council of WA 24 November 2025.....	7
9.2 Audit, Risk and Improvement Committee	7
10. Recommendations from Committee Meetings for Council Consideration	7
10.1 Audit and Risk Committee Meeting 21 April 2026, Item 6.2	7
11. Announcements by Presiding Member without Discussion.....	8
12. Matters for which the Meeting may be Closed.....	8
13. Officers Reports - Office of the Chief Executive Officer	9
13.1 Corporate Business Plan – Quarterly Monitoring Report – March 2026	9
13.2 Fire Response Plan	12
13.3 Mt Roe Dam Non-Potable Water Supply Agreement	14
13.4 ALGA National General Assembly Attendance and Advocacy Delegation	17
14. Officers Reports - Corporate Services	21
14.1 Change of Decision	21
14.2 Sale of Land for Unpaid Rates.....	25
14.3 Council Policy Review.....	29
14.4 Financial Statements for the Month Ended 31 March 2026.....	32
14.5 Schedule of Accounts for the Month Ended 31 March 2026.....	34
15. Officers Reports - Development and Regulatory Services	37
16. Officers Reports - Infrastructure Services	37

17. Officers Reports - Community Services..... 37

18. Elected Member Motions of which Previous Notice has been Given..... 37

19. Elected Member Motions Without Notice 37

20. New Business of an Urgent Nature Approved by the Presiding Person or Decision..... 37

21. Closure of Meeting..... 37

UNCONFIRMED

1. Official Opening and Welcome

The Presiding Person welcomed everyone and declared the meeting open at 5.01pm.

Attendees were notified that the meeting was being recorded in accordance with the Local Government (Administration) Regulation r14J.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr HA Cusack	President
Cr HJ Bald	Deputy President
Cr CD Bray	
Cr MJ Currie	
Cr AM Hardham	
Cr LR Smoker	
Cr SW Stirrat	

Staff:

Ms R McCall	Chief Executive Officer
Mr B Forbes	Executive Manager Corporate Services
Mr K Markham	Executive Manager Infrastructure Services

Member of Public:

Apologies:

3. Public Question Time

Nil

4. Disclosure of Interest

Nil

5. Application for Leave of Absence

Nil

6. Deputations/ Petitions/ Presentations/ Submissions

Nil

7. Delegates' Reports

7.1 Cr Cusack

Date	Meeting/Event
19.03.26	Community Wellbeing Strategic Plan Workshop
20.03.26	EMCS Special Meeting
27.03.26	WALGA Presidents Forum
30.03.26	Rural Health Alliance Meeting
20.04.26	CEACA Perth

7.2 Cr Bald

Date	Meeting/Event
18.03.26	Community Wellbeing Strategic Plan Workshop
16.04.26	CEO Catchup
21.04.26	Plant and Works Committee Meeting
21.04.26	ARIC Meeting

7.3 Cr Bray

Date	Meeting/Event

7.4 Cr Currie

Date	Meeting/Event

7.5 Cr Hardham

Date	Meeting/Event
	Community Benefit Fund Advisory Committee Meeting

7.6 Cr Smoker

Date	Meeting/Event

7.7 Cr Stirrat

Date	Meeting/Event

8. Confirmation of Previous Meetings

8.1 Ordinary Council Meeting 17 March 2026 Attachment 8.1A

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation / Council Resolution – 8.1

That the minutes of the Shire of Narembeen Ordinary Council Meeting held on Tuesday 17 March 2026, as presented, be confirmed as a true and correct record of proceedings.

MIN 8158/26

MOTION - Moved Cr. Hardham

Seconded Cr. Smoker

CARRIED 7 / 0

For: Cr Cusack, Cr Bald, Cr Bray, Cr Currie, Cr Hardham, Cr Smoker, Cr Stirrat. Against: Nil

9. Minutes of Committee Meetings to be Received

Item 9.1 – 9.2 were moved en bloc

9.1 Rural Water Council of WA 24 November 2025 Attachment 9.1A

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation / Council Resolution – 9.1

That the minutes of the Rural Water Council of WA Meeting held on Friday 24 November 2025, as presented, be received.

9.2 Audit, Risk and Improvement Committee Attachment 9.2A (late attachment)

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation / Council Resolution – 9.2

That the minutes of the Audit, Risk and Improvement Committee Meeting held on Tuesday 21 April 2026, as presented, be received.

MIN 8159/26 **MOTION** - Moved Cr. Bray Seconded Cr. Currie

CARRIED 7 / 0

For: Cr Cusack, Cr Bald, Cr Bray, Cr Currie, Cr Hardham, Cr Smoker, Cr Stirrat. Against: Nil

10. Recommendations from Committee Meetings for Council Consideration

10.1 Audit and Risk Committee Meeting 21 April 2026, Item 6.2 Attachment 9.3A (late attachment)

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation / Council Resolution – 10.1

That the Audit, Risk and Improvement Committee receives and recommends that Council formally adopt the updated Audit, Risk and Improvement Committee Terms of Reference, as attached.

MIN 8160/26 **MOTION** - Moved Cr. Hardham Seconded Cr. Currie

CARRIED 7 / 0

For: Cr Cusack, Cr Bald, Cr Bray, Cr Currie, Cr Hardham, Cr Smoker, Cr Stirrat. Against: Nil

11. Announcements by Presiding Member without Discussion

The Shire President offered her congratulations to the CEO, EMCS and staff on being recognised by the Office of the Auditor General as one of the 2025 best practice entities for financial reporting and controls.

12. Matters for which the Meeting may be Closed

Nil

UNCONFIRMED

13. Officers Reports - Office of the Chief Executive Officer

13.1 Corporate Business Plan – Quarterly Monitoring Report – March 2026

Date:	7 February 2026
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	CP/Planning/Corporate Business Plan/Progress Reports
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	13.1A IPR Quarterly Progress Report – March 2026

Purpose of Report

- Executive Decision Legislative Requirement

Summary

For Council to review and endorse the Corporate Business Plan (CBP) quarterly progress report for March 2026.

Background

The council, community, and administration each has a unique role and responsibilities for the development of effective and sustainable integrated plans for the local area and reporting on the progress of those plans. A successful integrated planning and reporting process will deliver a:

- Strategic Community Plan (SCP) that clearly links the community's aspirations with the council's vision and long-term strategy;
- Corporate Business Plan that integrates resourcing plans and specific council plans with the strategic community plan; and
- Clearly stated vision for the future viability of the local area.

The Integrated Planning and Reporting Framework:

- recognises that planning for a local government is holistic in nature and driven by the community;
- builds organisational and resource capability to meet community need;
- optimises success by understanding the integration and interdependencies between the components; and
- emphasises performance monitoring so that local governments can adapt and respond to changes in community needs and the business environment.

A strategic review is undertaken every two years, alternating between a minor review and a major review. The Shire of Narembeen's second major strategic review was carried out in 2022/2023 resulting in the adoption of the:

- Strategic Community Plan 2022-2032
- Corporate Business Plan 2022-2023 / 2025-2026

Comment

The CBP undergoes an annual review alongside the annual budget deliberations, with quarterly reports on operational progress. This process ensures that the Shire of Narembeen is actively working towards achieving and implementing its identified goals.

It is crucial for the Shire to assess and track the success of these initiatives to fulfill the aspirations and strategies outlined in the SCP. To this end, the organisation implements reporting mechanisms to ensure alignment of its operations and its commitments and priorities.

Progress reports are conducted quarterly using a traffic light system. These quarterly reports are formally presented to Council's Audit Risk and Improvement Committee - annual results will be communicated to the community through the end-of-year financial annual report as required by legislation.

The CBP – Quarterly Progress Review for March 2026 is presented to Council for its review.

Consultation

Nil

Statutory Implications

Local Government Act 1995 - Section 5.56

(1) A local government is to plan for the future of the district.....

Local Government (Administration) Regulations 1996 – Section 19DA

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to —
 - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
 - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
 - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- (4) A local government is to review the current corporate business plan for its district every year.
- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of.
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.*
- (7) A corporate business plan is to be, and is to remain, consistent with any relevant strategic community plan.

*by absolute majority.

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership

Objective: Well governed and efficiently managed Local Government

Strategy: 4.1 Forward planning and implementation of plans to achieve strategic priorities

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	Governance Framework
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

There are no financial implications to Council in relation to this item. Identified outcomes from the CBP are factored into the Council's Long Term Financial Plan.

Voting Requirements

Simple Majority

Absolute Majority

Officers Recommendation / Council Resolution – Item 13.1

That Council receives the Corporate Business Plan Quarterly Monitoring Report – March 2026 as presented in Attachment 13.1A.

MIN 8161/26

MOTION - Moved Cr. Stirrat

Seconded Cr. Hardham

CARRIED 7 / 0

For: Cr Cusack, Cr Bald, Cr Bray, Cr Currie, Cr Hardham, Cr Smoker, Cr Stirrat. Against: Nil

13.2 Fire Response Plan

Date:	25 March 2026
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	EMERGENCY SERVICES/ PLANNING / Fire Response Plan
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	13.2A Fire Response Plan

Purpose of Report

- Executive Decision Legislative Requirement

Summary

For Council to adopt the Fire Response Plan.

Background

The Fire Response Plan has been developed to enhance the Shire of Narembreen's preparedness, response, and recovery capability for major fire events, in accordance with the Local Emergency Management Arrangements (LEMA) and the Local Emergency Management Committee (LEMC) framework. Fire presents an ongoing risk to community safety, critical infrastructure, livestock, and continuity of essential services.

An initial draft of the Plan was presented to the LEMC in June 2025 and the Bush Fire Advisory Committee in July 2025. The final draft was reviewed by the Bush Fire Advisory Committee in February 2026 following meeting delays. The Plan incorporates committee feedback and provides fire-specific guidance within the Shire's broader emergency management framework.

Comment

The Fire Response Plan supports the Shire's role under LEMA by establishing a clear and coordinated approach to fire preparedness, incident management, and recovery. It focuses on community safety, operational continuity, and effective coordination with DFES, Volunteer Fire and Emergency Services, Bush Fire Brigade, and other key stakeholders.

Adoption of the Plan formalises fire-specific response measures, strengthens communication and resource coordination, and supports a structured recovery process, thereby improving the Shire's overall capacity to manage fire emergencies.

Consultation

Local Emergency Management Committee
Bushfire Advisory Committee / Volunteer Bushfire Brigade

Statutory Implications

Nil

Policy Implications

Bush Fire Brigade Framework
Local Emergency Management Arrangements

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership
Objective: Well governed and efficiently managed Local Government
Strategy: 4.1 Forward planning and implementation of plans to achieve strategic priorities

Asset Management Plan

Long Term Financial Plan

Risk Implications

Risk Profiling Theme	Inadequate Engagement Practices
Risk Category	Reputational
Consequence Description	Substantiated, low impact, low news items
Consequence Rating	Minor (2)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (4)
Key Controls in Place	Communication Engagement Plan
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Nil

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation / Council Resolution – Item 13.2

That Council adopts the Fire Response Plan, as attached.

MIN 8162/26

MOTION - Moved Cr. Bray

Seconded Cr. Bald

CARRIED 7 / 0

For: Cr Cusack, Cr Bald, Cr Bray, Cr Currie, Cr Hardham, Cr Smoker, Cr Stirrat. Against: Nil

13.3 Mt Roe Dam Non-Potable Water Supply Agreement

Date:	1 April 2026
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	WATER SUPPLY / STANDPIPES / Mt Roe
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	13.3A Non-Potable Water Supply – Mt Roe Dam Standpipe

Purpose of Report

Executive Decision Legislative Requirement

Summary

Council is requested to consider and approve a Non-Potable Water Supply Agreement with the Water Corporation for the continued supply of non-potable water from Mount Roe Dam via the Yeomans Road standpipe.

Background

Access to non-potable water from Mount Roe Dam has been subject to operational, compliance and governance issues over recent years. Discussions with the Water Corporation during 2025 resulted in the preparation of a formal agreement to clarify roles, responsibilities and conditions of access. The proposed agreement now requires Council approval.

Comment

The Mt Roe Dam is critical water access facility for agricultural producers in the eastern parts of the Shire of Narembreen who do not have access to scheme water. There is approximately 20 farming operations that rely on the dam for essential activities, including stock watering and agricultural stock spraying.

Continued, regulated access to this non-potable water course is therefore important to support ongoing agricultural productivity and resilience within the Shire.

The proposed agreement establishes a contractual framework governing the supply of non-potable water by the Water Corporation to the Shire. The agreement confirms the water is non-potable and must not be used for human or animal consumption. Supply is subject to dam levels and is not guaranteed. Charges are based on metered usage at a base rate of 595.6 cents per kilolitre, as amended from time to time. The Shire assumes responsibility for site security, signage, downstream infrastructure and compliance, with liability transferring beyond the delivery point.

Once the Water Supply Agreement is executed, the existing standpipe will be removed as the infrastructure has reached the end of its serviceable life and is no longer compliant with current standards.

In partnership with the Department of Water and Environmental Regulation (DWER), the Shire will facilitate the installation of new compliant infrastructure consisting of a camlock outlet system and swipe card access. The capital cost of the new infrastructure will be fully funded by DWER. Ongoing operations, maintenance and asset management responsibilities for the standpipe infrastructure will be the responsibility of the Shire.

The agreement also confirms that all water supplied is non-potable and must not be used for human or animal consumption. Supply is subject to dam levels and is not guaranteed.

Consultation

Cr Scott Stirrat, Mt Walker Farmer Representative
Mr Peter Cowan, Mt Walker Farmer Representative
Water Corporation

Statutory Implications

Council approval is required under the *Local Government Act 1995 (WA)* as the agreement imposes ongoing financial and operational obligations. The agreement is made pursuant to the *Water Services Act 2012 (WA)* and associated regulations.

Policy Implications

Executive Policy – Execution of Documents and Use of the Common Seal

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership
Objective: Well governed and efficiently managed Local Government
Strategy: 4.1 Forward planning and implementation of plans to achieve strategic priorities

Asset Management Plan

The new standpipe infrastructure will become a Shire-managed asset. The Shire will be responsible for ongoing maintenance, operation and lifecycle management of the infrastructure once installed.

Long Term Financial Plan

While the capital cost of the new infrastructure is externally funded, the Shire will incur ongoing operational and maintenance costs over the life of the agreement. These ongoing costs will need to be reflected in future budget estimates and long-term financial planning assumptions.

Risk Implications

Risk Profiling Theme	Business and Community Disruption
Risk Category	Service Interruption
Consequence Description	Indeterminate prolonged interruption of services - non-performance >1 month
Consequence Rating	Minor (2)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (4)
Key Controls in Place	Communication Engagement Plan

Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

There are no capital costs to the Shire associated with the replacement of the standpipe infrastructure. Financial implications are limited to ongoing operational and maintenance expenses, as well as applicable fees, charges, and water usage costs based on consumption. The Shire will also be responsible for the minimal cost associated with establishing the new connection from the meter, which can be accommodated within existing operational budget. Water usage charges will be offset by applicable Shire fees and charges. All costs will be managed within current budget allocations, subject to demand.

Voting Requirements

- Simple Majority Absolute Majority

Officers Recommendation / Council Resolution – Item 13.3

That Council:

1. approve the Non-Potable Water Supply Agreement with the Water Corporation until 30 November 2030, with an option to extend for a further five years, and
2. authorise the Shire President and Chief Executive Officer to execute the agreement on behalf of the Shire including affixing the common seal.

MIN 8163/26

MOTION - Moved Cr. Bray

Seconded Cr. Smoker

CARRIED 7 / 0

For: Cr Cusack, Cr Bald, Cr Bray, Cr Currie, Cr Hardham, Cr Smoker, Cr Stirrat. Against: Nil

13.4 ALGA National General Assembly Attendance and Advocacy Delegation

Date:	14 April 2026
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	GOVERNANCE / CONFERENCES
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

- Executive Decision Legislative Requirement

Summary

Council is requested to consider approval for the Shire President and Chief Executive Officer to attend the 2026 Australian Local Government Association (ALGA) National General Assembly (NGA) in Canberra.

Attendance will support Council's current advocacy priorities, including rural health funding, key worker housing, and provide an opportunity to participate in a coordinated regional delegation.

Background

The Australian Local Government Association (ALGA) National General Assembly (NGA) is the peak annual event for local government in Australia, bringing together councils, federal representatives, ministers, and policy advisors. The 2026 NGA will be held in Canberra from 23–25 June, aligning with parliamentary sitting periods and providing a key opportunity for direct engagement with Commonwealth decision-makers.

The Shire of Narembreen is a founding member of the Local Government Rural Health Funding Alliance, which continues to advocate for a sustainable, federally funded model to support GP services in rural communities. The Alliance has progressed coordinated national advocacy, including previous engagement in Canberra and the development of a Federal Budget submission. Recent discussions have reinforced the importance of maintaining a strong, unified presence in Canberra to progress this agenda.

In parallel, the Shire is a contributing member of the Roe Regional Organisation of Councils (RoeROC), which is advancing a regionally coordinated key worker housing initiative. This project responds to critical workforce shortages across the region and is being positioned as a scalable, place-based solution aligned with national housing and workforce priorities. Advocacy for RoeROC's key worker housing project has already commenced through regional collaboration and targeted engagement with State and Federal stakeholders.

The NGA presents a strategic opportunity to align these advocacy efforts, enabling Council to participate in a coordinated regional delegation that integrates both rural health funding reform and the RoeROC key worker housing initiative. Attendance will support continued momentum from

previous Canberra engagement and maximise access to federal ministers and advisors during a concentrated period of national local government representation.

Comment

While it is not confirmed whether the Shire of Narembeen has previously attended the ALGA NGA, current strategic priorities present a strong case for attendance in 2026. Attendance would deliver the following benefits:

Advocacy:

- Opportunity to reinforce the Rural Health Funding Alliance position directly with federal ministers and advisors.
- Progress advocacy for key worker housing, with a strengthened regional project as a priority initiative addressing critical workforce shortages across the region. Participation as part of a coordinated delegation will enable a unified and more compelling regional narrative, demonstrating both the scale of need and the collective commitment of member councils.
- Leverage the delegation to advocate for federal recognition and support of the RoeROC key worker housing project as a scalable, regionally-led solution aligned with national housing and workforce priorities.
- Build on outcomes from the previous Canberra advocacy trip (November 2025 – ALGA Housing Forum), ensuring continuity of messaging and maintaining momentum with key federal stakeholders.

Regional Collaboration:

- A united delegation approach is being coordinated through the Rural Health Alliance, with agreement at the last Alliance meeting to pursue a stronger collective presence.
- Participation alongside neighbouring councils, will strengthen the impact of advocacy efforts and present a cohesive regional position. This approach is particularly important in advancing the RoeROC key worker housing project, where a multi-council commitment demonstrates both regional scale and readiness for partnerships with the Commonwealth.
- The delegation provides an opportunity to align messaging, coordinate meetings, and maximise influence through a shared advocacy platform, ensuring the RoeROC project is positioned as a priority for federal consideration.

Professional Development and Networking:

- Engagement with national policy discussions impacting rural and regional local governments.
- Networking with peer councils, federal agencies, and peak bodies.

Strategic Alignment:

- Supports Council's broader advocacy objectives and strengthens visibility at a national level.
- Enables targeted meetings with ministers and policy advisors (to be arranged should attendance be approved).

Although Rural Health Alliance and RoeROC key worker housing planning has included separate Canberra engagement, the NGA provides a complementary opportunity to maximise access to decision-makers during a concentrated period of national local government representation.

Consultation

Shire President

Local Government Rural Health Funding Alliance Meeting – 30 March 2026

RoeROC Executive Meeting – 9 April 2026

Statutory Implications

There are no direct statutory implications associated with this report. Attendance aligns with Council's role in advocacy and representation under the *Local Government Act 1995*.

Policy Implications

Council Policy 1.2 – Councillors, and CEO Attendance at Events

Strategic Implications

Strategic Community Plan

Strategic Priority:	4. Civic Leadership
Objective:	Well governed and efficiently managed Local Government
Strategy:	4.1 Forward planning and implementation of plans to achieve strategic priorities

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Inadequate Engagement Practices
Risk Category	Reputational
Consequence Description	Substantiated, low impact, low news items
Consequence Rating	Minor (2)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (4)
Key Controls in Place	Council Policy 1.2; Communication Engagement Plan
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Attendance at the 2026 NGA will exceed annual budget.

Costs are higher than initially anticipated due to:

- Late registration (discounted accommodation allocations exhausted)
- Increased airfares, potentially influenced by current fuel supply disruptions

Indicative costs include:

Accommodation	\$300 per night / per room (indicative)	\$3,000
Flights	\$2,200 per person (indicative)	\$4,400
Transfers	\$150 per person (indicative)	\$300
Assembly Registration	\$999 per person	\$1,998
Regional Forum Registration	\$555 per person	\$1,110
Welcome Reception	\$55 per person	\$110

General Assembly Dinner	\$245 per person	\$490
		\$11,408

Final costs will be confirmed at the time of booking.

Voting Requirements

- Simple Majority Absolute Majority

Officers Recommendation / Council Resolution – Item 13.4

That Council approves the attendance of the Shire President and Chief Executive Officer at the 2026 ALGA National General Assembly in Canberra in accordance with Council Policy 1.2 – Councillors, and CEO Attendance at Events.

MIN 8164/26 **MOTION** - Moved Cr. Stirrat Seconded Cr. Currie

CARRIED 7 / 0

For: Cr Cusack, Cr Bald, Cr Bray, Cr Currie, Cr Hardham, Cr Smoker, Cr Stirrat. Against: Nil

It is noted that the Shire President will personally cover the cost of her flights.

14. Officers Reports - Corporate Services

14.1 Change of Decision

Date:	7 January 2026
Location:	Not Applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	Nil
Previous Meeting Reference	MIN 7420/22
Disclosure of Interest:	Nil
Attachments:	14.1A Flying Minute 14.1B Statement of Legal and Financial Consequences 14.1C April 2022 OCM minutes

Purpose of Report

- Executive Decision Legislative Requirement

Summary

For Council to revoke its past decision from April 2022 to “Direct the CEO to commence the process to return the land to the Crown” for A5294 – a small parcel of land which, according to Shire records, is held by a deceased estate with no known Trustee or next of kin contact information.

Background

At its Ordinary Council Meeting on 19 April 2022 Council made the above resolution, recorded as minute number “MIN 7420/22”.

Due to other strategic concerns for management, and a period of intensive change management, this resolution has not been acted on until very recently.

Upon commencing investigations to return the land to the Crown, two things were noted:

1. the process is more complex than simply taking possession of the land
2. the undeveloped land could be an asset to the Shire.

Due to the Shire seeing no financial return on the land either way, it has been determined to be more beneficial for Council to instead resolve to cause the land to be transferred to itself.

Comment

As actions have already been taken to implement Council’s past decision, no change to the resolution made be made without complying with:

- Regulation 10 of the Local Government (Administration) Regulations 1996, and
- Part 16 of the Shire of Narembeen Standing Orders Local Law 2020.

In accordance with Regulation 10 of the Local Government (Administration) Regulations 1996, advance support of the motion to change the resolution was sought from Councillors on 13 April 2026. Regulations prescribe that at least one third of Councillors must support the motion. Support was received from Cr Hardham, Cr Bald and Cr Currie.

It is noted that the mover of this item must be one of the Councillors that provided their written support in favour of changing the resolution to comply.

Consistent with clause 16.2(2) of the Shire of Narembreen Standing Orders Local Law 2020, the request was accompanied by a “written statement of the legal and financial consequences” for Council’s consideration, a copy of which is attached.

Consultation

Council - March discussion forum
Chief Executive Officer
Lyn Fogg, Senior Governance Specialist WALGA

Statutory Implications

Local Government (Administration) Regulations 1996 – Regulation 10

- (1) If a decision has been made at a council or a committee meeting, any motion to revoke or change the decision must be supported —
 - a. in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or
 - b. in any other case, by at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.
- (1A) Notice of a motion to revoke or change a decision referred to in subregulation (1) is to be signed by members of the council or committee numbering at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.
- (2) If a decision is made at a council or committee meeting, any decision to revoke or change the decision must be made by an absolute majority.
- (3) This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.

Shire of Narembreen Standing Orders Local Law 2020 – Part 16

- (1) Subject to subclause (2), the Council or a committee is not to consider a motion to revoke or change a decision—
 - (a) where, at the time the motion is moved or notice is given, any action has been taken under clause 16.3 to implement the decision; or
 - (b) where the decision is procedural in its form or effect.
- (2) The Council or a committee may consider a motion to revoke or change a decision of the kind described in subclause (1)(a) if the motion is accompanied by a written statement of the legal and financial consequences of carrying the motion.

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership
Objective: Well governed and efficiently managed Local Government
Strategy: 4.1 Forward planning and implementation of plans to achieve strategic priorities

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Moderate (3)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (4)
Key Controls in Place	Governance Framework; Regulation 10
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

The officer's recommendation to change Council's prior resolution does not directly incur any costs.

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation / Council Resolution – Item 14.1

That Council:

1. Change resolution MIN 7420/22 made on 19 April 2022 from:

“That Council:

1. Approve the debt of \$1851.91 plus any interest accrued since 11 April 2022 to be written off against assessment A5294, and
2. Direct the CEO to commence the process to return the land to the Crown.”

To:

“That Council:

1. Approve the debt of \$1851.91 plus any interest accrued since 11 April 2022 to be written off against assessment A5294, and

2. *Direct the CEO to commence the process to seize the land and cause it to be transferred to the Shire of Narembeen.*"

2. Notes that sufficient support (one third of Councillors) to change the resolution was received via flying agenda issued 13 April 2026, in compliance with Regulation 10 of the Local Government (Administration) Regulations 1996.
3. Receives and accepts the attached statement of legal and financial consequences regarding the above change of resolution, in compliance with clause 16.2(2) of the *Shire of Narembeen Standing Orders Local Law 2020*.

MIN 8165/26

MOTION - Moved Cr. Bald

Seconded Cr. Hardham

CARRIED 7 / 0

For: Cr Cusack, Cr Bald, Cr Bray, Cr Currie, Cr Hardham, Cr Smoker, Cr Stirrat. Against: Nil

14.2 Sale of Land for Unpaid Rates

Date:	7 January 2026
Location:	Not Applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	Nil
Previous Meeting Reference	MIN 7420/22
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

- Executive Decision Legislative Requirement

Summary

For Council to authorise the seizure and sale of land for the recovery of unpaid rates and service charges for assessment A1249 - 11 Wakeman Street, Narembeen.

Background

The ratepayer for the above property has historically been in arrears, though they worked with Shire staff to pay off their assessment under various arrangements that satisfied past debt recovery policy/procedures, such as they were at the time. There were also significant amounts of intervention by charitable groups and leniency by past Shire staff, resulting in collection action commencing, being stayed and then recommencing.

In recent history, the ratepayer was listed as a pensioner, making minor and regular contributions that would pay off the arrears over the long-term. When communication and repayments ceased in late 2024, collection action was held off at the time due to the ratepayer's pensioner status. Subsequently, advice was received from Water Corporation on 31 October 2025 that the ratepayer was deceased, so collection action commenced again. However, due to an inability by the debt collectors and Shire staff to contact the Trustee of the estate, next of kin or the other owner, these efforts have not produced results.

Comment

To date no party has been forthcoming as the Trustee, nor has the other owner of the property been contactable or made any contact themselves – stalling any progression on collecting the overdue rates. Accordingly, it is not in Council's best interests to delay exercising its rights under the *Local Government Act 1995* to sell the property to recover the overdue amounts.

In accordance with Council's debt management policy, the officer's recommendation seeks Council's authorisation to commence proceedings to seize and sell the land to recover the overdue rates, as opposed to the other options available under the *Local Government Act 1995* (lease, hold or dispose to the Crown).

Below are the details of the assessment's outstanding balance as at the time of writing, note that interest will continue to accrue:

Rates	3,851.21
Collection fees	2,558.55
Rubbish charges	1,205.10
ESL	330.91
Interest (estimated)	1,176.36
Total	\$9,122.13

Consultation

Chief Executive Officer
Senior Finance Officer

Statutory Implications

Local Government Act 1995

6.56. Rates or service charges recoverable in court

- (1) If a rate or service charge remains unpaid after it becomes due and payable, the local government may recover it, as well as the costs of proceedings, if any, for that recovery, in a court of competent jurisdiction.
- (2) Rates or service charges due by the same person to the local government may be included in one writ, summons, or other process.

6.64. Actions to be taken

- (1) If any rates or service charges which are due to a local government in respect of any rateable land have been unpaid for at least 3 years the local government may, in accordance with the appropriate provisions of this Subdivision take possession of the land and hold the land as against a person having an estate or interest in the land and —
 - (a) from time to time lease the land; or
 - (b) sell the land; or
 - (c) cause the land to be transferred to the Crown; or
 - (d) cause the land to be transferred to itself.
- (2) On taking possession of any land under this section, the local government is to give to the owner of the land such notification as is prescribed and then to affix on a conspicuous part of the land a notice, in the form or substantially in the form prescribed.
- (3) Where payment of rates or service charges imposed in respect of any land is in arrears the local government has an interest in the land in respect of which it may lodge a caveat to preclude dealings in respect of the land and may withdraw caveats so lodged by it.

6.68. Exercise of power to sell land

- (1) Subject to subsection (2), a local government is not to exercise its power under section 6.64(1)(b) (in this Subdivision and Schedule 6.3 referred to as the **power of sale**) in relation to any land unless, within the period of 3 years prior to the exercise of the power of sale, the local government has at least once attempted under section 6.56 to recover money due to it.
- (2) A local government is not required to attempt under section 6.56 to recover money due to it before exercising the power of sale where the local government —
 - (a) has a reasonable belief that the cost of the proceedings under that section will equal or exceed the value of the land; or

- (b) having made reasonable efforts to locate the owner of the property is unable to do so.
- (3) A local government is to ensure that a decision to exercise a power of sale without having, within the period of 3 years prior to the exercise of the power of sale, attempted under section 6.56 to recover the money due to it and the reasons for the decision are recorded in the minutes of the meeting at which the decision was made.

Policy Implications

3.10 – Debt Management

“... If any rates remain outstanding for a period of 3 years then, actions will be taken against the land to recover the debt in accordance with *Local Government Act 1995, Part 6, Section 6 – Actions against land where rates or service charges unpaid* with a general preference to seize the land for sale in accordance with *Section 6.68.*”

Strategic Implications

Strategic Community Plan

Strategic Priority:	4. Civic Leadership
Objective:	Well governed and efficiently managed Local Government
Strategy:	4.1 Forward planning and implementation of plans to achieve strategic priorities

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Financial Impact
Consequence Description	\$1,001 - \$10,000
Consequence Rating	Minor (2)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (2)
Key Controls in Place	Governance Framework and Policies
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Costs incurred for the recovery of rates are themselves rates, per section 6.56 of the *Local Government Act 1995*, as quoted above, therefore any costs incurred will be recovered from any eventual sale proceeds.

Although the property is in relatively poor condition, given the broader economic environment it is all but guaranteed, should there be a buyer, that Council will recover all unpaid rates in addition to the disposal costs that will need to be incurred.

Voting Requirements

Simple Majority

Absolute Majority

Officers Recommendation / Council Resolution – Item 14.2

That Council authorise the Chief Executive Officer to commence further collection action and undertake all necessary steps to affect the seizure and eventual disposal of 11 Wakeman Street, Naremben for the recovery of unpaid rates in accordance with sections 6.64 and 6.68 of the *Local Government Act 1995*.

MIN 8166/26

MOTION - Moved Cr. Hardham

Seconded Cr. Bray

CARRIED 7 / 0

For: Cr Cusack, Cr Bald, Cr Bray, Cr Currie, Cr Hardham, Cr Smoker, Cr Stirrat. Against: Nil

14.3 Council Policy Review

Date:	7 April 2026
Location:	Nil
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Kathryn Conopo, Executive Governance Officer
File Reference	CORPORATE MANAGEMENT\POLICY\Policy Register
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	14.3A Policy for Review

Purpose of Report

- Executive Decision Legislative Requirement

Summary

For Council to review the attached policy amendment.

Background

The Council has a significant number of policies covering a range of issues which require periodical review.

Comment

The following policies have been reviewed by management and Council. Comments regarding the nature of any changes is provided relative to each policy.

Policy	Summary of Changes
Human Resource Management	The section relating to recognition of Staff Milestones was removed in error. This version re-introduces the option to recognise staff for their loyalty and service to the Shire.

Consultation

Chief Executive Officer
Executive Manager Corporate Services

Statutory Implications

Local Government Act 1995

Section 2.7 Role of council

- (1) The council —
(a) governs the local government's affairs; and

- (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
 - (a) oversee the allocation of the local government's finances and resources; and
 - (b) determine the local government's policies.

[Section 2.7 amended: No. 17 of 2009 s. 4.]

Section 5.41 Functions of CEO

The CEO's functions are to —

- a) advise the council in relation to the functions of a local government under this Act and other written laws; and
- b) ensure that advice and information is available to the council so that informed decisions can be made; and
- c) cause council decisions to be implemented; and
- d) manage the day-to-day operations of the local government; and
- e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and
- f) speak on behalf of the local government if the mayor or president agrees; and
- g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and
- h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and
- i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

Policy Implications

Council has Adopted Strategic Policy Framework which guides the format, content, nature and review date for each policy. The Strategic Policy Framework also differentiates between Council Policies, Executive Policies and Procedures/Manuals.

It is considered good corporate governance to review policies as they fall due and to consider if any new policies should be added in line with legislative changes.

Strategic Implications

Strategic Community Plan

Strategic Priority:	4. Civic Leadership
Objective:	Well governed and efficiently managed Local Government
Strategy:	4.2 Compliant and resourced Local Government

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	Governance Calendar, Financial Management Framework and Legislation
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Recognition of Staff Milestones is incorporated into the Annual Budget.

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation / Council Resolution – Item 14.3

That Council adopt the revised Human Resources policy, as attached.

MIN 8167/26 **MOTION** - Moved Cr. Bald Seconded Cr. Hardham

CARRIED 7 / 0

For: Cr Cusack, Cr Bald, Cr Bray, Cr Currie, Cr Hardham, Cr Smoker, Cr Stirrat. Against: Nil

14.4 Financial Statements for the Month Ended 31 March 2026

Date:	9 February 2026
Location:	Not applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	FINANCIAL MANAGEMENT\ACCOUNTING\End of month
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	14.4A Shire of Narembeen - Financial statements for month ended 31 March 2026

Purpose of Report

- Executive Decision Legislative Requirement

Summary

For Council to review and the financial statements for the months ended 31 March 2026.

Background

The monthly financial reports are presented in accordance with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.

Comment

Council's closing funding surplus for the month ended 31 March 2026 is \$2,952,523 with cash on hand of \$8,670,122 including \$5,343,774 of restricted reserves.

Consultation

Nil

Statutory Implications

Local Government Act 1995, Section 6.4

Regulation 34(1) of the Local Government (Financial Management) Regulations 1996 requires a local government to prepare each month a statement of financial activity.

Regulation 34(2) requires the statement of financial activity to report on the sources and applications of funds, as set out in the annual budget.

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership
Objective: Well governed and efficiently managed Local Government
Strategy: 4.2 Compliant and resourced Local Government

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	Governance Calendar, Financial Management Framework and Legislation
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Nil

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation / Council Resolution – Item 14.4

That Council receive the monthly financial statements for the month 31 March 2026.

MIN 8168/26

MOTION - Moved Cr. Hardham

Seconded Cr. Bray

CARRIED 7 / 0

For: Cr Cusack, Cr Bald, Cr Bray, Cr Currie, Cr Hardham, Cr Smoker, Cr Stirrat. Against: Nil

14.5 Schedule of Accounts for the Month Ended 31 March 2026

Date:	10 March 2026
Location:	Not applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	FINANCIAL MANAGEMENT\ACCOUNTING\End of month
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	14.5A Schedule of accounts paid – March 2026 14.5B Credit Card Payment list – February 2026 14.5C Credit Card Payment List – March 2026

Purpose of Report

- Executive Decision Legislative Requirement

Summary

For Council to receive the list of payments made by the Shire of Narembeen for the month ended 31 March 2026.

Background

The Shire's schedule of accounts paid is to be provided to Council each month, pursuant to the requirements of Regulation 13 of *Local Government (Financial Management) Regulations 1996*.

Comment

Per the attached schedule, total payments from Municipal funds for the month ended 31 March 2026 were \$889,622.61

Total expenditure incurred on corporate cards for the same period was \$9,668.39.

It should be noted that due to monthly billing timings, that \$6,263.43 of charges incurred on corporate cards for the month ended 28 February 2026 was debited from Council's municipal funds in March 2026.

Consultation

Nil

Statutory Implications

Local Government (Financial Management) Regulations 1996

Regulation 13

1. If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared;
 - a. The payee's name;
 - b. The amount of the payment;
 - c. The date of the payments; and
 - d. Sufficient information to identify the transaction.
3. A list prepared under sub regulation (1) or (2) is to be –
 - a. Presented to the council at the next ordinary meeting of council after the list is prepared; and
 - b. Recorded in the minutes of that meeting.

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership
 Objective: Well governed and efficiently managed Local Government
 Strategy: 4.2 Compliant and resourced Local Government

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	Governance Calendar, Financial Management Framework and Legislation
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Nil

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation / Council Resolution – Item 14.5

That Council receive and endorse the schedule of accounts paid for the month ended 31 March 2026, as attached.

MIN 8169/26

MOTION - Moved Cr. Smoker

Seconded Cr. Stirrat

CARRIED 7 / 0

For: Cr Cusack, Cr Bald, Cr Bray, Cr Currie, Cr Hardham, Cr Smoker, Cr Stirrat. Against: Nil

UNCONFIRMED

15. Officers Reports - Development and Regulatory Services

Nil

16. Officers Reports - Infrastructure Services

Nil

17. Officers Reports - Community Services

Nil

18. Elected Member Motions of which Previous Notice has been Given

Nil

19. Elected Member Motions Without Notice

Nil

20. New Business of an Urgent Nature Approved by the Presiding Person or Decision

Nil

21. Closure of Meeting

The next meeting will be held on Tuesday 19 May 2026 commencing at 5.00pm.

There being no further business, the chair declared the meeting closed at 5.30pm

ATTACHMENT 9.1A
Minutes – Plant and Works Committee
Meeting 21 April 2026



MINUTES

Plant and Works Committee Workshop
21 April 2026





NOTICE OF MEETING

Dear Committee Members,

In accordance with the provisions of Section 5.5 of the Local Government Act, you are hereby notified that the Plant and Works Committee Meeting has been convened for:

Date: Tuesday 21 April 2026
At: Shire Council Chambers
1 Longhurst Street, Narembeen
Commencing: 12.30pm

Rebecca McCall
Chief Executive Officer

16 April 2026

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Narembeen for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Narembeen disclaims any liability for any loss whatsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's and or legal entity's own risk.

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

Contents

1. Official Opening and Welcome	4
2. Record of Attendance / Apologies / Leave of Absence	4
3. Disclosure of Interest	4
4. Confirmation of Previous Meeting	4
4.1 Plant and Works Committee Meeting 10 February 2026	4
5. Matters for Which the Meeting may be Closed	5
5.1 Close the meeting to the Public	5
5.2 Pricing - RFT 2026-01 Supply and Delivery of One Smooth Drum Vibratory Roller.....	5
5.3 Re-open the meeting to the Public.....	7
6. Officer Reports.....	8
6.1 RFT 2026-01 – Supply and Delivery of One Smooth Drum Vibratory Roller.....	8
7 Other Business	11
7.1 Five Year Road Program	11
7.2 Draft 10 Year Plant Replacement Program	12
8 Closure of Meeting.....	12

1. Official Opening and Welcome

The Presiding Person welcomed everyone and opened the meeting at 12.31pm.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr CD Bray	
Cr MJ Currie	
Cr SW Stirrat	
Cr HJ Bald	Proxy
Cr LR Smoker	

Staff:

Ms R McCall	Chief Executive Officer
Mr K Markham	Executive Manager Infrastructure Services
Mr B Forbes	Executive Manager Corporate Services
Ms K Conopo	Executive Governance Officer

Apologies:

3. Disclosure of Interest

Nil

4. Confirmation of Previous Meeting

4.1 Plant and Works Committee Meeting 10 February 2026

Attachment 4.1A

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation / Committee Resolution – Item 4.1

That the minutes of the Shire of Narembeen Plant and Works Committee Meeting held on Tuesday 10 February 2026, as presented, be confirmed as a true and correct record of proceedings.

MIN 8150/26

MOTION - Moved Cr. Stirrat

Seconded Cr. Bray

CARRIED 5 / 0

5. Matters for Which the Meeting may be Closed

5.1 Close the meeting to the Public

Statutory Implications

Local Government Act 1995

- 4) Despite subsection (1), if any of the following information is to be dealt with at a meeting, the council or committee may close the meeting to members of the public to the extent necessary to ensure that the information is dealt with at the meeting on a confidential basis —

(c) information contained in a tender received by the local government for a contract to the extent that the information —

- (i) is a tendered price; or
(ii) a tendered methodology for calculating a price;

Voting Requirements

- Simple Majority Absolute Majority

Officer Recommendation / Committee Resolution – Item 5.1

That the Committee close the meeting to public, under Section 5.23(4)(c)(i) of the *Local Government Act 1995*, so that it can receive pricing information contained in a tender submission.

MIN 8151/26

MOTION - Moved Cr. Bald

Seconded Cr. Bray

CARRIED 5 / 0

The meeting was closed to the public at 12.32pm

The public recording was ceased and the confidential recording was commenced

5.2 Pricing - RFT 2026-01 Supply and Delivery of One Smooth Drum Vibratory Roller

Date:	16 April 2026
Location:	Not applicable
Responsible Officer:	Ken Markham, Executive Manager Infrastructure Services
Author:	Ken Markham, Executive Manager Infrastructure Services
File Reference	CORPORATE MANAGEMENT\TENDERING\2026/01 – Supply and Delivery of One Smooth Drum Vibratory Roller
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	5.1A Pricing Spreadsheet (Confidential)

Purpose of Report

- Executive Decision Legislative Requirement

Summary

For the Committee to receive the pricing information contained in the submissions for RFT 2026/01 – Supply and Delivery of One Smooth Drum Vibratory Roller.

Voting Requirements

- Simple Majority Absolute Majority

Officers Recommendation / Committee Resolution – Item 5.2

That the Committee notes the pricing information from the responses to RFT 2026/01 – Supply and Delivery of One Smooth Drum Vibratory Roller.

MIN 8152/26

MOTION - Moved Cr. Bray

Seconded Cr. Stirrat

CARRIED 5 / 0

5.3 Re-open the meeting to the Public

Statutory Implications

Local Government Act 1995

- (8) If a decision is made to close a meeting to members of the public under subsection (2), (3) or (4), the following must be recorded in the minutes of the meeting —
- (a) the decision;
 - (b) the subsection under which the decision is made and, if that subsection is subsection (2) or (4), the paragraph of that subsection under which the decision is made;
 - (c) if the provision recorded under paragraph (b) is subsection (2)(c) or (4)(g) — the applicable regulation (including any applicable subregulation or paragraph);
 - (d) if the provision recorded under paragraph (b) is subsection (2)(d) or (4)(h) — a statement that a direction was given under section 5.23AA(1) or (2) (as the case requires);
 - (e) an explanation of how the matter or information to which the decision relates falls within the scope of the provision recorded under paragraph (b);
 - (f) a summary of the steps taken to ensure that the closure to members of the public is for no longer than required or authorised under the provision recorded under paragraph (b);
 - (g) any prescribed information

Voting Requirements

- Simple Majority Absolute Majority

Officer Recommendation / Committee Resolution – Item 5.3

That the Committee re-open the meeting to public.

MIN 8153/26

MOTION - Moved Cr. Bald

Seconded Cr. Bray

CARRIED 5 / 0

The meeting was reopened to the public at 12.36

The confidential recording was ceased, and the public recording was recommenced

The a summary of the steps taken to minimise the length of time that the meeting was closed to the public, is provided, that being: the pricing information from the submissions was extracted and provided to the Committee as a Confidential Attachment, to be received separately. Discussion on the evaluation of the submissions is provided for in public item 6.1.

6. Officer Reports

6.1 RFT 2026-01 – Supply and Delivery of One Smooth Drum Vibratory Roller

Date:	16 April 2026
Location:	Not applicable
Responsible Officer:	Ken Markham, Executive Manager Infrastructure Services
Author:	Ken Markham, Executive Manager Infrastructure Services
File Reference	CORPORATE MANAGEMENT\TENDERING\2026\2026-01 - Supply and Delivery of One Smooth Drum Vibratory Roller
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	6.1A Submission Evaluation Spreadsheet

Purpose of Report

Executive Decision Legislative Requirement

Summary

This agenda report is seeking the Plant and Works Committee endorsement of the officer's recommendation for the purchase of one new steel drum vibrating roller.

Background

Council's 2025-26 Budget has provision for the replacement of the existing 2012 CAT steel drum vibrating roller as per the 10-year plant replacement program.

The procurement process was run through WALGA's eQuote system for the purchase of the steel drum vibrating roller with five (5) suppliers invited to provide quotes. They were:

- Westrac Pty Ltd
- Conplant Pty Ltd
- Tutt Bryant Equipment
- Wirtgen Australia Pty Ltd
- McIntosh & Son

Conplant declined to submit pricing due to not being able to meet the specifications required.

Received quotes were assessed against weighted criteria which included the following:

- Price
- Availability of machine
- Warranties
- Service & Backup

The scoring had Westrac Pty Ltd slightly ahead of Tutt Bryant Equipment, with McIntosh & Son third and Wirtgen Australia Pty Ltd fourth.

The price received from Westrac Pty Ltd was higher than Tutt Bryant Equipment and also higher than Council's budget.

Comment

The disposal of Council's existing roller will be through public auction. This may happen before end of financial year, so long as the new roller arrives before then, otherwise the disposal will need to be accounted for in the 2026-27 budget.

Westrac Pty Ltd provided a delivery timeframe of 5 weeks subject to prior sale. If the machine that is currently available was to be sold prior there is a potential 5 month waiting period.

If that is the case, then it is suggested that the submission by Tutt Bryant Equipment for the Bomag be accepted as they were the second preference.

Consultation

Plant Mechanic
Chief Executive Officer

Statutory Implications

Section 3.57 of the *Local Government Act 1995* is applicable:

3.57 Tenders for providing goods and services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods and services.
- (2) Regulations may make provision about tenders.

Division 2 of the Local Government (Functions and General) 1996 is application for the conduct of the tender process.

- (2) Tenders do not have to be publicly invited according to the requirements of this Division if:
 - (b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program – indent required.

Policy Implications

Council Policy – Procurement Framework

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership
Objective: Well governed and efficiently managed Local Government
Strategy: 4.2 Compliant and resourced Local Government

Asset Management Plan

10-Year Plant Replacement Program

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	Financial Management Framework and Legislation
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

The 2025-26 Budget allocation for the roller is \$200,000, net of GST.

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation / Committee Resolution – Item 6.1

That the Plant and Works Committee notes the CEO's preferred submission to obtain (1) steel drum vibratory roller is from Westrac Pty Ltd for the quoted CAT CS16- XZ, noting that this submission specified a 5-week delivery timeframe.

If Westrac Pty Ltd cannot deliver the machine within the specified 5-week timeframe, then the CEO intends to accept the submission by Tutt Bryant Equipment for the Bomag BW216D-5SL.

MIN 8154/26

MOTION - Moved Cr. Stirrat

Seconded Cr. Bald

CARRIED 5 / 0

7 Other Business

7.1 Five Year Road Program

Attachment 7.1A is the proposed five-year road program, covering both construction and maintenance. It included several additions and amendments based on issues and concerns identified in the past 12 months with several roads.

The following roads have been costed and added:

- Dayman Road – Gravel 1.5km - \$56,000
- Calzoni Road – Gravel 4.25km- \$150,000
- Sth Kuminin East Road – Gravel 9.49km - \$340,000
- Mt Walker Road – Gravel shoulders - \$135,000

Sth Kuminin East Road has been costed at gravelling between the end of the bitumen and Cavanagh Road, a total of 9.49km.

- To gravel from end of bitumen to Roger Road, a total of 2.95km, the cost would be \$105,000.
- To gravel between the end of the bitumen and Coshes Road, a total of 4.76km, the cost would be \$170,000.

Calzoni Road has been costed to gravel from the end of the bitumen to Church Road. It is suggested that between 4 and 5 kilometres per year be undertaken to gravel the worst sections

Mt Walker Road gravelling of the shoulders is to complete the work between Naremben South Road and Mt Arrowsmith Road that was undertaken in 2024/25.

Dayman Road proposal is to gravel from the Kondinin Naremben Road intersection to Bows Road intersection and stabilise. This sections of road continually fails due to the amount of traffic and the low quality of material.

To accommodate the additional projects into the proposed budget, the following road projects have been deferred to future years:

- Mt Walker North Road - gravelling
- Soldiers Road - reconstruction and seal widen

With a relatively heavy works program for 2026/27, it is recommended that some projects be tendered out. Projects that could be considered are the South Kuminin East / Kondinin Naremben Road intersection (funded by WSNF) and the works on Mt Arrowsmith Road.

At this stage with budgeting, an allowance has been made for the volatility and uncertainty of fuel prices. There may be further impacts on the projects, which could require the need to reduce scope or increase budgets.

The program considers the following funding sources:

- Black Spot
- Municipal (discretionary)
- Regional Road Group (5- year plan reviewed yearly)
- Roads 2 Recovery (discretionary)
- WSNF

DISCUSSION

The Committee discussed the proposed road program, including the potential addition of two further projects:

- Resheeting of Coverley Road from Dixon Road to Wogarl CBH bin. A length of 5.5km
- Resheeting of Cavanagh Road between South Kuminin East road and Hedges Road East, total of 6.2km. Potentially leaving out middle East- West section, of approximately 1km.

It was agreed that the Committee will reconvene to consider the full list of proposed projects once cost estimates for the additional two projects have been prepared for the May Council meeting. The CEO will arrange a Teams option for this meeting.

7.2 Draft 10 Year Plant Replacement Program

Attachment 7.2A provides an updated plant replacement program, including current hours/ odometer readings, projected costs, and proposed acquisitions for consideration.

One inclusion to the proposed program that will have an impact is for a six (6) wheeler with a two (2) way tipping body. Initial enquiries put the purchase price at up to \$400,000. Introducing this vehicle to the fleet will provide greater flexibility during period when MC operators are not available. In addition, some jobs require a smaller vehicle due to access constraints. The Shire currently has a drop-in water tank and pump that can be utilised for roadworks and other projects.

To even out expenditure and following discussions with the Plant Mechanic, the replacement of the 2012 Bruce Rock side tipper, Rego NB5876 has been deferred by a further year. The side tipper has no major structural cracking, and the undercarriage is in reasonable condition.

DISCUSSION

The Committee discussed the proposed plant replacements for 2027, and the value in keeping versus replacing the current community buses. The replacement program is to include:

- *Replacement year for the community bus- 2030/31*
- *Retention of existing community bus Toyota Coaster Rego NB8000 until it is no longer roadworthy, noting that its ongoing value to the community outweighs its potential sale value*
- *Consideration to be given to procuring a smaller (mini) community bus*
- *Budget price for a new community bus with options:*
 - *Standard 18 seater plus driver- \$128,000*
 - *18 seater plus driver with disability step and handrail only-\$141,000*
 - *14 seater plus driver with wheelchair lift- \$173,000*
 - *12 seater commuter bus- \$78,000*

There were no concerns raised, therefore the data will now be included in the Long-Term Financial Plan.

8 Closure of Meeting

Details of the next meeting will be advised.

There being no further business, the Chair declared the meeting closed at 1.37pm.

ATTACHMENT 9.2A
Minutes – Great Eastern Country Zone
Meeting 23 April 2026

Great Eastern Country Zone Minutes 23 April 2026

**Hosted by the Shire of Cunderdin
Commenced at 9:30am**

ZONE STRATEGIC PRIORITIES

The following items are the Zone's priority issues, as resolved at the February 2024 Zone meeting:

- Regional Health Services to include:
 - Hospitals
 - Aged Care
 - Future of Nurse Practitioner Service
- St John Ambulance Service – Impact on Volunteers and the provision of the service generally.
- Regional Subsidiaries
- Transport – Road Network
- Telecommunications
- Education
- Review of GROH Housing and Regional Housing issues
- Waste Management
- Agricultural Land Use

TABLE OF CONTENTS

1.	OPENING, ATTENDANCE AND APOLOGIES.....	5
1.1.	Opening	5
1.2.	Attendance	5
1.3.	Apologies	7
2.	ACKNOWLEDGEMENT OF COUNTRY	7
3.	DECLARATIONS OF INTEREST.....	8
4.	ANNOUNCEMENTS	8
5.	LOCAL GOVERNMENT 'VIRTUAL HOST'	8
6.	GUEST SPEAKERS	8
6.1.	Speakers for the April Zone Meeting	8
6.1.1.	Local Government Inspector.....	8
6.1.2.	Main Roads Western Australia	8
6.1.3.	Telstra.....	9
7.	MEMBERS OF PARLIAMENT	9
8.	AGENCY REPORTS	9
8.1.	Department of Local Government, Industry Regulation and Safety	9
8.2.	Wheatbelt Development Commission	9
8.3.	Water Corporation.....	10
8.4.	District Emergency Management Committee	10
9.	MINUTES.....	10
9.1.	Confirmation of Minutes from the Great Eastern Country Zone Meeting held on 12 February 2026	10
9.2.	Business Arising from the Minutes of the Great Eastern Country Zone Meeting held on 12 February 2026.....	10
9.2.1.	Update on Correspondence	10
9.3.	Minutes of the Great Eastern Country Zone Executive Committee Meeting held on 24 March 2026.....	11
9.4.	Business Arising from the Great Eastern Country Executive Committee Meeting held on 24 march 2026	11
9.4.1.	Proposed Amendments to the Zone Constitution	11
9.4.2.	Rural and Regional Mental Health Support	13
10.	ZONE BUSINESS	14
10.1.	Review of Zone Priorities	14
10.2.	Delegation Workshop	15
10.3.	Zone Conference Update	15
10.4.	2026-27 Zone Budget – Initial Consideration	16
10.5.	Consultation on Draft Climate Change Advocacy Position.....	18
11.	ZONE REPORTS	20
11.1.	Chair Report.....	20
11.2.	Wheatbelt District Emergency Management Committee (DEMC)	20
11.3.	WALGA RoadWise.....	21
12.	WALGA STATE COUNCIL EXECUTIVE REPORTS	21
12.1.	WALGA President's Report	21
12.2.	State Councillor Report	21
12.3.	Status Report.....	21
13.	WALGA STATE COUNCIL AGENDA	24
13.1.	Protecting Council Member and Employee Privacy Advocacy Position – State Council Agenda Item 8.1.....	24
13.2.	Water Management Advocacy Position – State Council Agenda Item 8.2.....	31

13.3. Off Roads Vehicles Advocacy Position – State Council Agenda Item 8.3.....35
13.4. Homelessness Advocacy Position – State Council Agenda Item 8.4..... 37
13.5. Other State Council Agenda Items..... 40
14. EMERGING ISSUES 40
15. NEXT MEETING..... 40
16. CLOSURE 40

1. OPENING, ATTENDANCE AND APOLOGIES

1.1. OPENING

The Chair opened the meeting at 9:32am.

Note: A special arrangement to provide delegates with an option to attend virtually was made available in the Notice of Meeting due to current instability in local fuel availability.

Tracking of attendance is necessary to ensure a Special Majority for item 9.4.1.

This arrangement is expected to be a temporary measure.

1.2. ATTENDANCE

Note: (e) indicates electronic attendance.

MEMBERS	2 Voting Delegates from each Member Council
Shire of Bruce Rock	President Cr Ramesh Rajagopalan Cr Stephen Strange Mr Mark Furr, Chief Executive Officer, non-voting
Shire of Cunderdin	President Cr Alison Harris Cr Jo Fulwood, observer Mr Stuart Hoble, Chief Executive Officer, non-voting
Shire of Dowerin	President Cr Darrel Hudson Deputy President, Cr Robert Trepp, deputy voting delegate Mrs Manisha Barthakur, Chief Executive Officer, non-voting
Shire of Kellerberrin	Cr Emily Ryan Mr Raymond Griffiths, Chief Executive Officer, voting delegate (e)
Shire of Kondinin	Cr Toni Smeed (e)
Shire of Koorda	Mr Zac Donovan, Chief Executive Officer, deputy voting delegate
Shire of Merredin	President Cr Donna Crook (e) Mr Craig Watts, Chief Executive Officer, deputy delegate (e)
Shire of Mount Marshall	President Cr Tony Sachse
Shire of Mukinbudin	President Cr Gary Shadbolt (e) Ms Tanika McLennan, A/Chief Executive Officer, non-voting (e)

Shire of Narembeen	President Cr Holly Cusack Deputy President, Cr Hannah Bald Ms Rebecca McCall, Chief Executive Officer, deputy voting delegate
Shire of Nungarin	President Cr Pippa de Lacy Mr David Nayda, Chief Executive Officer, non-voting
Shire of Tammin	President Cr Charmaine Thomson <i>(e)</i> Deputy President, Cr Tanya Nicholls Mr Andrew Malone, Chief Executive Officer, non-voting
Shire of Trayning	President Cr Melanie Brown Mr Peter Naylor, Chief Executive Officer, non-voting
Shire of Westonia	President Cr Mark Crees Ms Jasmine Geier, A/Chief Executive Officer
Shire of Wyalkatchem	President Cr Christy Petchell Mr Tom Kettle, Chief Executive Officer, non-voting
Shire of Yilgarn	President Cr Bryan Close Cr Donna Newbury Mr Peter Clarke, A/Chief Executive Officer, non-voting

GUESTS

WALGA State Council	Deputy President of WALGA, President Chris Antonio
Local Government Inspectorate	Mr Tony Brown, Local Government Inspector Mr Kenneth Dobson, General Manager Investigations and Complaints
Main Roads WA	Ms Belinda Stopic, General Manager of Regional Operations Mr Mohammad Siddiqui, Regional Manager Wheatbelt Mr Matin Lodge, Main Roads Consultant Ms Liz Davis, Stakeholder Engagement Manager
Water Corporation	Ms Rebecca Bowler, Manager Customer & Stakeholder – Goldfields & Agricultural Region Ms Sandy Power, Senior Advisor – Customer & Stakeholder
Wheatbelt Development Commission	Ms Renee Manning, A/Chief Executive Officer
Telstra	Ms Eva Colic, Regional Engagement Manager Mr Kevin Donnellan, Regional Network Advisor

WALGA

Mr Sam McLeod, Manager Commercial Services
Ms Habiba Farrag, State Council Governance Officer
Ms Conor Macgill, Senior Policy Advisor Waste Management
Ms Tracey Peacock, Road Safety Advisor (*e*)

1.3. APOLOGIES

MEMBERS

Shire of Dowerin	Cr Ashley Jones
Shire of Kondinin	Deputy President, Cr Beverley Gangell Mr Bruce Wright, Chief Executive Officer, non-voting
Shire of Koorda	President Cr Jannah Stratford Deputy President, Cr Gary Greaves
Shire of Mt Marshall	Deputy President, Cr Nicholas Gillett Mr Ben McKay, Chief Executive Officer, non-voting
Shire of Nungarin	Cr Gary Coumbe
Shire of Westonia	Deputy President, Cr Ross Della Bosca
Shire of Wyalkatchem	Deputy President, Cr Mischa Stratford

GUESTS

CBH Group	Ms Kellie Todman, Manager Governance and Industry Relations Ms Emma Haak, Planning and Approvals Lead
Regional Development Australia WA	Mr Josh Pomykala, Director Regional Development
Wheatbelt District Emergency Management Committee	Ms Shelby Robinson, District Emergency Management Advisor

MEMBERS OF PARLIAMENT

Mr Lachlan Hunter MLA, Member for Central Wheatbelt
Mr Peter Rundle MLA, Member for Roe
Hon Melissa Price MP, Member for Durack
Mr Rick Wilson MP, Member for O'Connor
Hon Steve Martin MLC

2. ACKNOWLEDGEMENT OF COUNTRY

We, the Great Eastern Country Zone of WALGA acknowledge the continuing connection of Aboriginal people to Country, culture and community, and pay our respects to Elders past and present.

3. DECLARATIONS OF INTEREST

Elected Members must declare to the Chairman any potential conflict of interest they have in a matter before the Zone as soon as they become aware of it. Councillors and deputies may be directly or indirectly associated with some recommendations of the Zone and State Council. If you are affected by these recommendations, please excuse yourself from the meeting and do not participate in deliberations.

4. ANNOUNCEMENTS

Nil.

5. LOCAL GOVERNMENT 'VIRTUAL HOST'

A Zone member Local Government is invited to make a short (10 minutes) presentation on what is occurring in their Local Government.

The Shire of Cunderdin made a presentation at this meeting.

The June meeting will be hosted in a hybrid format, with delegates welcome to attend at WALGA's office in West Leederville, or virtually via MS Teams. There will be no member host for that meeting.

The Shire of Bruce Rock will host the August meeting and is invited to make a host presentation.

6. GUEST SPEAKERS

Guest Speaker Protocols

- *The main speaker or keynote address to the Zone will be generally 30 minutes with 15 minutes for questions*
- *Other guest speakers will have a time limit of 20 minutes with 10 minutes for questions.*

6.1. SPEAKERS FOR THE APRIL ZONE MEETING

6.1.1. LOCAL GOVERNMENT INSPECTOR

Tony Brown, Local Government Inspector, provided a briefing on the commencement of the Local Government Inspectorate as well as his priorities for 2026.

Noted

6.1.2. MAIN ROADS WESTERN AUSTRALIA

Belinda Stopic, General Manager of Regional Operations, provided a briefing in response to the Zone's letter to the Hon Rita Saffioti MLA (Deputy Premier and Minister for Transport) regarding Great Eastern Highway. Mr Mohammad Siddiqui, Regional Manager Wheatbelt and Mr Matin Lodge, Main Roads Consultant, both provided supporting presentations and supporting input.

Noted

6.1.3. TELSTRA

Eva Colic, Telstra Regional Engagement Manager and Mr Kevin Donnellan, Regional Network Advisor, provided an update on mobile network upgrades, co-investment programs, satellite to mobile and network resilience and ATU Program.

Noted

Cr Donna Crook left the meeting at 11:34am and did not return.

7. MEMBERS OF PARLIAMENT

Members of Parliament Protocols

Any Members of Federal and State Government in attendance are invited to provide a brief update on matters relevant to the Zone. Members of Parliament are invited to make a brief (approx. 5-10 minute) address, with equivalent time left for questions from delegates wherever possible.

Any Members of Federal and State Government in attendance are invited to provide a brief update on matters relevant to the Zone.

Noted

8. AGENCY REPORTS

Agency Reports Protocols

The Zone appreciates and prefers written updates (circulated with the agenda) wherever possible. Agency representatives are invited to make brief (5 minute) remarks if the speaker wishes to provide context or a further update on a specific matter.

The Zone appreciates if time can be left for questions, typically for around 10 minutes. Briefings on a significant policy proposal or contentious topic are to be dealt with by the agency representative attending as a Guest or Keynote Speaker (item 6).

8.1. DEPARTMENT OF LOCAL GOVERNMENT, INDUSTRY REGULATION AND SAFETY

The Department of Local Government, Industry Regulation and Safety report was attached to the Agenda for the Zone.

Noted

8.2. WHEATBELT DEVELOPMENT COMMISSION

Renee Manning, A/Chief Executive Officer

Renee Manning provided a brief update to the Zone.

Noted

8.3. WATER CORPORATION

Rebecca Bowler, Manager Customer and Stakeholder

A brief presentation was provided to the Zone.

Noted

8.4. DISTRICT EMERGENCY MANAGEMENT COMMITTEE

Shelby Robinson, District Emergency Management Advisor

Shelby Robinson was an apology for this meeting.

Noted

9. MINUTES

9.1. CONFIRMATION OF MINUTES FROM THE GREAT EASTERN COUNTRY ZONE MEETING HELD ON 12 FEBRUARY 2026

The Minutes of the Great Eastern Country Zone meeting held on 12 February 2026 were previously circulated to Member Councils.

RECOMMENDATION

Moved: Shire of Cunderdin

Seconded: Shire of Yilgarn

That the Minutes of the meeting of the Great Eastern Country Zone held on 12 February 2026 be confirmed as a true and accurate record of the proceedings.

CARRIED

9.2. BUSINESS ARISING FROM THE MINUTES OF THE GREAT EASTERN COUNTRY ZONE MEETING HELD ON 12 FEBRUARY 2026

9.2.1. UPDATE ON CORRESPONDENCE

Since the 12 February Great Eastern Country Zone meeting, the Zone has received the following correspondence.

- Response from the Deputy Premier was received on 2 April 2026 in reply to the Letter on the Wheatbelt Secondary Freight Network (provided with the agenda).
- Response from the Office of the Deputy Premier was received on 16 April 2026 in reply to the Letter regarding the Great Eastern Highway (provided with the agenda).

- No response has been received to the Office of the Hon Sabine Winton MLA in relation to attending an upcoming Zone meeting.
- A letter was sent to President Karen Chappel AM JP to thank her for her service as WALGA President.
- An update on responses received relating to the Delegation was provided separately.

Noted

9.3. MINUTES OF THE GREAT EASTERN COUNTRY ZONE EXECUTIVE COMMITTEE MEETING HELD ON 24 MARCH 2026

The Minutes of the Great Eastern Country Zone Executive Committee meeting held on 24 March 2026 were provided as an attachment.

RECOMMENDATION

Moved: Shire of Nungarin
Seconded: Shire of Cunderdin

That the Minutes of the Great Eastern Country Zone Executive Committee meeting held on 24 March 2026 be received.

CARRIED

9.4. BUSINESS ARISING FROM THE GREAT EASTERN COUNTRY ZONE EXECUTIVE COMMITTEE MEETING HELD ON 24 MARCH 2026

9.4.1. PROPOSED AMENDMENTS TO THE ZONE CONSTITUTION

ATTACHMENTS

1. Constitution with proposed amendments (clean formatting as adopted)

An outline of proposed updates to the Zone Constitution were provided to the Zone at the 12 February 2026 meeting, requesting any feedback or comments to be provided to the Zone Executive Officer by Monday, 9 March 2026.

No feedback was received and no changes have been made to the documents presented at the February meeting.

As proposed at the 12 February 2026 meeting, the Zone Constitution is proposed to be updated with the following amendments summarised below:

Section	Nature of Proposed Change
1. Name	- Added short form name of "Great Eastern Country Zone".
2. Interpretation	- Removed redundant references.
3. Objects	(No change)

Section	Nature of Proposed Change
4. Membership	<ul style="list-style-type: none"> - Added reference to Members typically being able to appoint two delegates, unless otherwise determined by the Zone.
5. Change of Membership Status	<ul style="list-style-type: none"> - Removed redundant reference to withdrawal of membership from WALGA (this is more appropriately in the WALGA Constitution)
6. Meetings – Ordinary and Special	<ul style="list-style-type: none"> - Added “typically” before “held in person”, to allow for occasional meetings held virtually or using a hybrid format (e.g. Perth meeting) if necessary. - Removed reference to a specific day of the week for meetings - Added new section on quorum to provide for meeting to reduce ambiguity. This is based on the Zone’s Standing Orders. - Removed specific reference to “Meeting Procedures”, replaced with “any rules and practices of the Zone as adopted from time to time”. In practice, meeting procedures can still be adopted/used as required. A copy of the current Meeting Procedures is attached to this item.
7. Zone President/Chair	<ul style="list-style-type: none"> - Added “Chair” as alternative term, given this term is now generally favoured. - Minor change to express that President/Chair is to have duties which are similar to those of a President of a Local Government.
8. Deputy President	<ul style="list-style-type: none"> - Added “Deputy Chair” alternative language as for Zone Chair
9. Representative to State Council and	<ul style="list-style-type: none"> - Election of State Councillors and Deputy State Council is dealt with under Clause 16 of WALGA’s Constitution. Therefore, these clauses are proposed to be amended to simply reference WALGA’s Constitution but retain reference to State Councillor to report State Council meeting outcomes back to the Zone.
10. Deputy Representative to State Council	
11. Executive Officer	<ul style="list-style-type: none"> - Simplified language that Zone and Zone’s Executive Committee may make decisions which the Executive Officer is to progress or implement.
12. Zone Executive Committee	<ul style="list-style-type: none"> - Simplified that Executive Committee can consist of delegates as the Zone determines (as occurred at the last election) - Added reference to Executive Committee engaging with the Executive Officer on the implementation of the Zone’s decisions, actions, or initiatives - Added that Executive Committee can determine its procedures.
15. Zone Decision-Making	<ul style="list-style-type: none"> - Reworded previous clause about authority for the Zone being ultimately through decisions at Zone meetings.
16. Election Procedure	<ul style="list-style-type: none"> - Minor rewording to references to holding elections in accordance with the Zone’s practices, “having regard to the general principles of the Local Government Act” to avoid need to apply prescriptive details in Act (e.g. preferential vote count procedures, backfilling, etc.).
17. Vacating of Office	(No change)
17 Finances	<ul style="list-style-type: none"> - Added general clause about Zone may utilise funds for any purpose in best interests of the members of the Zone
19. Subscriptions	(No change)
20 Banking	<ul style="list-style-type: none"> - Reworded to generally require Executive Office to establish and maintain a banking facility to account for the Zone’s finances (rather than requiring an individual account).

Section	Nature of Proposed Change
	- Reworded that payments are only to be made as duly authorised and reported in accordance with the Zone or Executive Committee's requirements
21. Constitutional Disputes	(No change)
22. Dissolution	(No change)
23 Amendments to the Constitution (Generally)	- Provided for the Executive Officer to fix typographical errors in the Constitution, but is to notify Zone after doing so. - Fixed clause numbering - Repagination (appears as intended if "Tracked Changes" is not displayed) - Updated fonts and graphic to match WALGA meeting papers style - Deleted "Register of Powers, Authorities, Discretions and Duties" at appendix

At its last meeting, the Zone's Executive Committee resolved to recommend that the Zone adopt these amendments.

RECOMMENDATION

Moved: Shire of Cunderdin
Seconded: Shire of Wyalkatchem

That the Great Eastern Country Zone endorse the proposed changes to the Great Eastern Country Zone's Constitution.

CARRIED BY SPECIAL MAJORITY (UNANIMOUSLY)

9.4.2. RURAL AND REGIONAL MENTAL HEALTH SUPPORT

The current challenges and uncertainty with fuel supply are causing additional pressures on members of the Wheatbelt community.

During any economic crisis or uncertainty, members of the community experience direct impacts on their mental health.

A range of resources are available to assist with challenges that occur from economic uncertainty. Proactively facilitating awareness and access to services can help to prevent or reduce the severity of the wellbeing impacts of an external crisis.

The Mental Health Commission can provide information about regional suicide prevention. The Commission contracts this work to local organisations and services.

Other services which may be available are provided below.

- [Wheatbelt Mental Health Services \(WACHS\)](#)
- [DPIRD Regional finance and counselling support](#)
- [National Centre for Farmer Health – WA Support Hub](#)
- [Rural Aid Counselling Service](#)

- [Men's Health & Wellbeing WA – Bloke's Book 2025](#)
- [Financial Counsellors Assoc WA – Service Directory](#)

The following organisations may also have regional services:

- [Holyoake: Free Alcohol, Drug & Mental Health Support In WA](#)
- [Hope Community Services Western Australia | We Are Here to Help](#)
- [Access Financial Independence and Financial Security | Anglicare WA](#)

Additionally, [Richmind WA](#) offers Mental Health First Aid Training.

The Zone could consider potential specific initiatives (such as a session at the Zone Conference) on support for mental health and wellbeing in the context of economic volatility and uncertainty.

Member Local Governments are welcome to suggest any initiatives they may already be undertaking or could lead to support all Zone members navigate this challenging period.

Noted

10. ZONE BUSINESS

10.1. REVIEW OF ZONE PRIORITIES

A survey was emailed to all Zone Delegates in late 2025 regarding Zone priorities. 17 responses were received, and an overview of the results is attached (Attachment 9).

The results largely support the current priorities, but it is suggested to slightly reorder and reword the priorities. The Executive Committee requested 'Energy' be added to the Zone priority related to transport, and for that Energy, Transport and Road Network priority to be moved to point number 2. The table below outlines the proposed update.

Current Order	Proposed Order
<ul style="list-style-type: none"> • Regional Health Services to include: <ul style="list-style-type: none"> ○ Hospitals ○ Aged Care ○ Future of Nurse Practitioner Service • St John Ambulance Service – Impact on Volunteers and the provision of the service generally. • Regional Subsidiaries • Transport – Road Network • Telecommunications • Education • Review of GROH Housing and Regional Housing issues • Waste Management • Agricultural Land Use 	<ul style="list-style-type: none"> • Regional Health Services to include: <ul style="list-style-type: none"> ○ Hospitals ○ Aged Care ○ Future of Nurse Practitioner Service • Energy, Transport and Road Network (up) • Regional Housing and GROH (up) • Telecommunications (up) • Agricultural Land Use (up) • St John Ambulance Service • Education • Waste Management • Regional Subsidiaries

RECOMMENDATION

Moved: Shire of Westonia

Seconded: Shire of Trayning

That the Great Eastern Country Zone endorse the updated Zone Priorities.

CARRIED

10.2. DELEGATION WORKSHOP

Following the Delegation Workshop on 23 February 2026, letters have been drafted and sent to the identified key priority stakeholders for the June Delegation.

A progress update was provided at the meeting.

The Zone discussed the aims, opportunities, and costs of the delegation, with reference to the work undertaken since June 2025 on the proposal.

Noted

10.3. ZONE CONFERENCE UPDATE

The Zone's Executive Committee is keen to initiate early planning for the 2027 Conference. At the 12 February 2026 Zone meeting, the Zone resolved to:

1. Open Expressions of Interest for Local Governments to host the 2027 Zone Conference;
2. Open Expressions of Interest for Zone Delegates to serve on the 2027 Zone Conference Planning Committee; and
3. That general comment is invited on potential 2027 Zone Conference themes, topics, and speakers.

No submissions were received from Zone members on proposed venues, themes, or nominations for involvement on a Conference Planning Committee.

The Executive Committee endorsed the following planning assumptions at the March meeting (these may be subject to change):

1. The Executive Committee will be responsible for overseeing the Conference.
2. The working date for the Conference be **Thursday, 11 March 2027**.
3. WALGA is to approach the **Shire of Cunderdin** as a **potential host** and report back to the Zone.

4. WALGA is to seek quotations from well-known MCs to assist with programming and structure much earlier in the planning process. Under this delivery model, the MC is to lead on developing the event programme, and WALGA will organise all supporting logistics in conjunction with the host Local Government. The quotations from the MC would then inform the Zone's budget.
5. The **working theme is "Growing the Wheatbelt in a Changing World"** – encompassing topics such as agronomic/economic/impacts of global politics; economic development (particularly ag-related); maintaining and supporting population centres; and mental health in the Wheatbelt.
6. Assume a welcome breakfast and informal sundowner (a one day programme).

Zone delegates suggested that mental health could be included as a session for the Conference, with potential to explore associated supporting/grant funding.

Noted

10.4. 2026-27 ZONE BUDGET – INITIAL CONSIDERATION

Current financial figures for 2025-26 indicates that there will be another underspend against the endorsed budget, and another resulting surplus. The Zone continues to maintain very substantial reserves (in excess of \$200,000) and does not incur substantial operating expenses.

In 2025-26, there have been opportunities for additional advocacy activities that were not contemplated in the original budget, and the Zone separately resolved to authorise additional expenditure to send a representative to recent meetings in Canberra.

The Zone's Executive Committee considered potential approaches to the 2026-27 draft budget, and has expressed a strong view towards maintaining strong reserves to provide flexibility for the future. While a waiver of subscriptions was considered, this risks the line item being inadvertently omitted from member's budgets for the subsequent year.

The Zone continues to explore a range of potential initiatives that could benefit all Zone members - especially where there may be opportunities to effectively engage with the State, Commonwealth Government, and private sector stakeholders to represent the interests of all members. The current working list of initiatives is as follows:

1. Perth Delegation (being delivered)
2. In-person training (delivered)
3. Subsidy for Local Government Convention attendance (not progressed)
4. A potential "Investment Prospectus" of items across the Zone to support seeking one-off Commonwealth and State funding commitments
5. Canberra/ALGA Delegation
6. Expanded 2027 Conference (external speakers etc. – being delivered)
7. Other professional development opportunities

8. Potential future shared grant-writing resource or initiative (to maximise future grant revenue)
9. Potential future study on borrowing against Local Government owned freehold land (e.g. to enable new housing)
10. Potential future study on maximising the reactivation/use of freight rail
11. Potential future initiatives related to primary healthcare in the regions
12. One-off Zone responses to crisis or emergency situations.

Some of the Zone's recent initiatives (such as providing a subsidy for online training every second year) have been somewhat complex and administratively time-consuming.

Due to the range of potential initiatives, it is therefore proposed to move towards a more high-level working budget, with broad allocations for different types of activities. Accordingly, the proposed elements of the 2026-27 budget proposed by the Secretariat are:

- Discontinue the e-learning subscription grant (administered every second year to Members who claim it). If the Zone wants to return funds to members, a direct one-off payment, recurring annual transfer, or reduction in subscription fees would be easier for members and WALGA to administer.
- Adjust (+5%) and round up honoraria paid to the Zone Chair (\$600 p.a.), State Councillor (\$500 p.a.), and Executive Committee members (\$300 p.a. each), to a total cost of \$2,300.
- Provide a larger working budget for the Zone Convention to provide for professional help in developing the programme and potential travel for keynote speakers. A quotation has informed this estimate.

If the Zone is agreeable, the resulting 2026-27 Zone's budget presented for approval in June would be broadly as below. Input and comment are welcome.

	BUDGET 2026-27	Comments for budget
Income	\$	
General Subscriptions (16@ \$1,500)	24,000	<i>16 members x \$1500 each - unchanged</i>
Interest income	9,000	<i>4.5% interest on 200k TD</i>
Total Income	33,000	
Expenses		
Zone Expenses - Audit fees	1,890	<i>5% increase in audit fees of \$1800</i>
Zone Expenses - Ordinary Meetings	12,000	<i>Catering for zone meetings and provision for travel expenses – there has been some recent increase in catering costs</i>
Zone Initiatives - Advocacy	20,000	<i>General allowance for engagement initiatives</i>
Zone Initiative - Face to face training in the Zone	\$Nil	<i>One-off initiative delivered in 2025-26.</i>
Zone Initiatives - Conference	40,000	<i>Held every 2nd year - this estimate assumes a professional facilitator assists to develop programme, recruit speakers, etc.</i>

Zone Initiative - Rebate	\$Nil	<i>Propose to discontinue the specific training rebate (propose to replace with simple direct/default rebate to all members if the Zone wishes to return funds to members)</i>
Zone Representative - Honoraria	2,300	<i>5% increase assumed from prior year</i>
Total Expenses	76,190	
Profit / Loss	(\$43,190)	
Cash Reserves		
Opening Balance	209,092	
Movement	(\$43,190)	<i>It is considered very unlikely that all budget allocations would be fully expended</i>
Closing Balance	165,902	<i>Therefore, this projection is considered unlikely.</i>

Noted

10.5. CONSULTATION ON DRAFT CLIMATE CHANGE ADVOCACY POSITION

By Rebecca Brown, Policy Manager Environment and Waste

EXECUTIVE SUMMARY

- WALGA is undertaking sector consultation on a revised draft Climate Change Advocacy Position.
- This draft position was developed following initial consultation, consideration by State Council in March 2025 and feedback from the Environment Policy Team of State Council.
- WALGA is seeking **Council endorsed feedback by 1 May 2026**.

POLICY IMPLICATIONS

WALGA's 2018 Climate Change [Policy Statement](#) and Advocacy Position state:

Local Government acknowledges:

- 1. The science is clear: Climate change is occurring and greenhouse gas emissions from human activities are the dominant cause.*
- 2. Climate change threatens human societies and the Earth's ecosystems.*
- 3. Urgent action is required to reduce emissions, and to adapt to the impacts from climate change that are now unavoidable.*
- 4. A failure to adequately address this climate change emergency places an unacceptable burden on future generations.*

Local Government is committed to addressing climate change.

Local Government is calling for:

- 1. Strong climate change action, leadership and coordination at all levels of government.*
- 2. Effective and adequately funded Commonwealth and State Government climate change policies and programs.*

The draft Advocacy Position in the Consultation Paper is:

1. *Local Government acknowledges the risks associated with, and is committed to, addressing climate change.*
2. *WALGA calls on the Australian and Western Australian Governments to provide:*
 - a. *the necessary climate leadership, coordination and action to ensure an orderly transition to achieve emission reduction targets and address the impacts of climate change*
 - b. *dedicated funding, guidance and practical support to assist Local Governments to undertake emissions reduction and adaptation actions.*

ATTACHMENT

- The WALGA Climate Change Advocacy Position Consultation Paper is available [online](#).

BACKGROUND

Climate change, and related legislation, policy and action, have implications for many aspects of Local Governments' operations and services. More frequent and severe droughts, heatwaves, bushfires, extreme rainfall events and warming, rising sea levels are increasing the costs and complexity of delivering critical services, infrastructure and ensuring community wellbeing.

In 2018, State Council endorsed a [Climate Change Policy Statement](#) and advocacy position, following extensive sector consultation. Since this Advocacy Position was adopted there have been significant legislative, policy, technological and scientific changes, including:

- The national *Climate Change Act 2022* and the Western Australian Climate Change Bill 2023.
- The *Local Government Amendment Act 2023*, which expanded Western Australian Local Governments' general function under Part 3 s3.1(1A) of the *Local Government Act 1995* to:
 - a. to promote the economic, social and environmental sustainability of the district; and
 - b. **to plan for, and to plan for mitigating, risks associated with climate change;** and
 - c. in making decisions, to consider potential long-term consequences and impacts on future generations.
- The release of the Australian Government's [National Climate Risk Assessment](#) and [National Adaptation Plan](#) in 2025.
- Escalation of the transition to renewable energy, uptake of electric vehicles and energy efficiency standards under the National Construction Code.
- Climate science and projections ([international](#), [national](#) and [WA specific](#)) have also become clearer regarding the risks posed by climate change and the need for action to address the consequential impacts.

COMMENT

Following initial consultation, consideration by State Council in March 2025 and feedback from the Environment Policy Team, WALGA has developed a revised, draft Climate Change Advocacy Position for Local Government feedback which is currently out for consultation with feedback due by 1 May 2026. WALGA has received feedback from some Councils and

understands a number of Councils will be considering this matter in April. Zone delegates are encouraged to take this item to their Councils.

The Central Country Zone passed a motion at its February 2026 meeting which included writing to all other zones highlighting its alternative Advocacy Position (proposed in March 2025). WALGA worked to incorporate the Central Country Zone feedback prior to the release of the Consultation Paper.

WALGA is seeking **Council endorsed feedback** on the draft Climate Change Advocacy Position by **COB Friday, 1 May 2026**. Feedback should be provided to environment@walga.asn.au.

Following consideration of this feedback a final draft Advocacy Position will be developed and provided to zones and State Council for consideration.

Noted

11. ZONE REPORTS

11.1. CHAIR REPORT

President Cr Tony Sachse

The Zone Chair's Report was attached to the Agenda.

RECOMMENDATION

Moved: Shire of Nungarin
Seconded: Shire of Bruce Rock

That the Zone Chair's report be received.

CARRIED

11.2. WHEATBELT DISTRICT EMERGENCY MANAGEMENT COMMITTEE (DEMC)

President Cr Tony Sachse

The DEMC Report was attached to the Agenda.

RECOMMENDATION

Moved: Shire of Narembeen
Seconded: Shire of Yilgarn

That the Wheatbelt District Emergency Management Committee Report be received.

CARRIED

11.3. WALGA ROADWISE

Tracey Peacock, Regional Road Safety Advisor

The WALGA Roadwise Report was attached to the Agenda.

Noted

12. WALGA STATE COUNCIL EXECUTIVE REPORTS

12.1. WALGA PRESIDENT'S REPORT

The WALGA President's Report was attached to the Agenda.

RECOMMENDATION

Moved: Shire of Cunderdin
Seconded: Shire of Narembeen

That the WALGA President's Report be received.

CARRIED

12.2. STATE COUNCILLOR REPORT

Cr Stephen Strange

Cr Toni Smeed left the meeting at 12:46pm and did not return.

Cr Mark Crees and Ms Jasmine Geier left the meeting at 12:53pm and did not return.

RECOMMENDATION

Moved: Shire of Wyalkatchem
Seconded: Shire of Bruce Rock

That the State Councillor Report be received.

CARRIED

12.3. STATUS REPORT

Noted

Agenda Item	Zone Resolution	WALGA Response	Update Last Provided	WALGA Contact
<p>13 February 2025 Zone Agenda Item 14.1 WA Telstra Automatic Transfer Unit Pilot Deployment Program</p>	<p>That the Great Eastern Country Zone requests WALGA organise a roundtable with WALGA, Telstra, Department of Fire and Emergency Services and Department of Primary Industries and Regional Development to discuss the drafting of Community Support Agents Agreement for the implementation of the WA Telstra Automatic Transfer Unit Pilot Deployment Program.</p>	<p>Negotiations with Telstra / InfraCo and the State Government through DPIRD are continuing with the objective of implementing clear backup generator deployment arrangements in place for the 2026/27 high threat season.</p> <p>There remain challenges to agreeing on appropriate qualifications and training required for people to connect the generators to an ATU, the indemnity required to be provided to Telstra and principles for operationalizing the arrangements.</p>	<p>April 2026</p>	<p>Ian Duncan Executive Manager Infrastructure iduncan@walga.asn.au 9213 2031</p>
<p>12 February 2026 Zone Agenda Item 14.2 Status of Legislative Amendments Relating to the Rating of Miscellaneous Licences</p>	<p>That the Great Eastern Country Zone supports WALGA's ongoing advocacy in relation to the rateability of land subject to a miscellaneous licence, including to address any uncertainty related to definitions or proposed legislative amendments.</p>	<p>Advocacy position 2.1.18 was adopted by State Council in September 2025.</p> <p>Correspondence has been sent to the Premier and Minister for Local Government. Opposition parties have been briefed.</p> <p>The Bill has been deferred by the Legislative Council.</p> <p>Funding for the broad review of rating exemptions is included in the State Budget submission.</p> <p>COMPLETED</p>	<p>April 2026</p>	<p>Kirsty Martin, Executive Manager, Member Services 9213 2051 kmartin@walga.asn.au</p>
<p>18 August 2025 Zoe Agenda Item 9.4.1 Local Government Elections – Four Year Terms, Two Yearly Election Cycle</p>	<p>That the Great Eastern Country Zone request that WALGA continues to advocate to the State Government to retain the current system of four-year terms with a two-year spill for Local Government elections</p>	<p>State Council endorsed a Discussion Paper for the purpose of sector consultation by Flying Minute on 20 January 2026.</p> <p>Sector consultation has been undertaken and an item will be included in the May State Council Agenda.</p>	<p>April 2026</p>	<p>Kirsty Martin, Executive Manager, Member Services 9213 2051 kmartin@walga.asn.au</p>

<p>13 November 2025 Zone Agenda Item 16.2 Review of the Community Sporting and Recreation Facilities Fund (CSRFF)</p>	<p>That the Great Eastern Country Zone:</p> <ol style="list-style-type: none"> 1. Express its concern at the ongoing review of the Community Sporting and Recreation Facilities Fund (CSRFF) without a timeline for completion or confirmation of the program's future structure or funding levels. 2. Request WALGA to advocate to the Minister for Sport and Recreation and the Department of Creative Industries, Tourism and Sport (CITS) for: <ol style="list-style-type: none"> a. Public release of the CSRFF review's scope, commencement date and expected completion timeline; b. Confirmation of the program's continuation and funding levels beyond the review period, with increases to reflect inflation, demand, and regional construction costs; c. Commitment that CSRFF will remain a merit-based, transparent, and equitable program accessible to regional and metropolitan communities alike; and d. Urgent communication of future funding round dates to enable regional local governments and community clubs to plan projects effectively. 3. Request WALGA to highlight to the Minister that the lack of certainty around CSRFF is jeopardising the fruition of regional projects vital to community wellbeing, participation, and sustainability. 	<p>In November 2025, WALGA contacted the Department of Creative Industries, Tourism and Sport (CITS) and was advised that funding rounds for 2025-26 had been paused while a review of the programs was undertaken. Further information on the impact on current and future rounds was requested but not provided.</p> <p>WALGA wrote to the Minister for Sport and Recreation and CITS in December 2025.</p> <p>WALGA received a response from the Minister on 17 February, advising that investment in sporting infrastructure will focus on the delivery of the State Governments' PlayOn WA: 2030 by 2030 initiative and election commitments.</p> <p>WALGA is urgently seeking clarity regarding the review and the future of these funding programs and developing an advocacy and communications plan.</p> <p>To inform our advocacy, WALGA is working with Local Governments to understand the impacts of the funding review and uncertainty of future rounds.</p>	<p>April 2026</p>	<p>Nicole Matthews Executive Manager Policy nmatthews@walga.asn.au 9213 2039</p>
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13. WALGA STATE COUNCIL AGENDA

Zone Delegates are invited to read and consider the WALGA State Council Agenda, which has been provided as an attachment with this Agenda and can be found via the link [here](#).

The Zone can provide comment or submit an alternative recommendation on any of the items, including the items for noting. The Zone comment will then be presented to the State Council for consideration at their meeting.

The State Council Agenda items requiring a decision of State Council are extracted for Zone consideration below.

13.1. PROTECTING COUNCIL MEMBER AND EMPLOYEE PRIVACY ADVOCACY POSITION – STATE COUNCIL AGENDA ITEM 8.1

By Meghan Dwyer, Governance Specialist

EXECUTIVE SUMMARY

- The South East Metropolitan Zone resolved to request WALGA advocate to amend s.5.95(1) of the *Local Government Act 1995* to specify that the right to inspect Primary and Annual Returns (Returns) contained in the Register of Financial Interests under s.5.94(b) does not extend to the residential address of the relevant person.
- Returns may include residential addresses, which are then made publicly accessible, creating privacy and safety risks.
- Council Members and employees are increasingly reluctant to disclose residential addresses due to safety and security risks, demonstrating that current legislation no longer aligns with contemporary expectations of privacy.
- Recent parliamentary scrutiny of similar requirements for Members of Parliament led to recommendations to remove full residential address disclosures, which the Government supported.
- In addition to Returns, Council Members must also provide a residential address when making their declaration of office.
- It would be appropriate for a review of all public disclosure requirements under the *Local Government Act 1995* to occur to ensure that they remain contemporary, effective, and aligned with modern standards of accountability and personal security.
- The Governance Policy Team endorsed the proposed advocacy position at its meeting on 23 March 2026.

ATTACHMENT

- Jurisdictional Comparison – Address Information in Council Member Returns and Declarations of Office (included below).

STRATEGIC PLAN IMPLICATIONS

The proposed advocacy position aligns to the WALGA 2025-2029 Strategic Plan, in particular:

- Influence – Lead advocacy on issues important to Local Government.
- Support – Anticipate, understand and respond to Member needs.

POLICY IMPLICATIONS

The recommendation is for State Council to endorse a new [Advocacy Position](#).

Protecting Council Member and Employee Privacy

That WALGA advocates to the State Government to:

- 1. Undertake a review of disclosure requirements for Local Government Council Members and employees under the Local Government Act 1995.*
- 2. Undertake the necessary legislative amendments to strike an appropriate balance between transparency, personal safety, and contemporary community expectations of privacy, including:*
 - a. Amend section 5.95(1) to prescribe that the right to inspect primary and annual returns contained in the register of financial interests under s.5.94(b) does not extend to the full residential address of the relevant person, and is instead limited to the suburb or locality.*
 - b. Amend Form 7 of the Local Government (Constitutional) Regulations 1998 to remove the requirement to disclose a full residential address when making the declaration of office.*

BACKGROUND

At the 3 December 2025 meeting, State Council adopted new Advocacy Position 2.5.20 Electoral Material - Authorisation Statement Address Requirements in response to significant privacy and safety concerns arising from the obligation to publish a candidate's physical address on electoral materials.

When considering this item at the preceding round of Zone meetings, the South East Metropolitan Zone (SEMZ) resolved to request WALGA advocate to amend s.5.95(1) of the *Local Government Act 1995* (the Act) to specify that the right to inspect Primary and Annual Returns (Returns) contained in the Register of Financial Interests under s.5.94(b) does not extend to the residential address of the relevant person.

State Council resolved to refer the SEMZ comments to the Governance Policy Team.

The Governance Policy Team endorsed the proposed advocacy position at its meeting on 23 March 2026.

COMMENT

Public disclosure regimes must strike an appropriate balance between public transparency and personal safety. The inclusion of personal identifying information in publicly accessible documents has become increasingly problematic. As digital publication and internet search capabilities have expanded, material that once had limited circulation can be copied and distributed with ease. This environment has reinforced the need to carefully consider how much personal information is necessary to make publicly available, and the risks that may arise when doing so.

Local Government Act

The Act establishes a range of public disclosure obligations designed to promote transparency and accountability. However, digital publication, increased data availability, and heightened personal safety concerns have created new risks that were not contemplated when these provisions were first drafted.

Returns require relevant persons to disclose personal financial information. Information disclosed includes the address of each parcel of real property, located in the district or in an adjoining district, in which the person had an interest and the nature of the interest in each parcel of real property (s.5.79). In practice, this often results in the disclosure of a Council Member or employee's residential address.

Returns are required to be included in the register of financial interests. Section 5.94(b) of the Act requires any register of financial interest to be made available to the public, and s.5.96 requires the Local Government to provide copies upon request.

Although s.5.93 of the Act establishes penalties for the improper use of information, information can now be copied and distributed almost instantly. In many cases, the harm may occur well before any investigation or action can be commenced.

In addition to the requirement for Council Members to disclose interests in real property as part of their returns, s.2.29 of the Act, together with Form 7 of the *Local Government (Constitution) Regulations 1998*, requires each Council Member to provide their full residential address when making their statutory declaration of office. Although this declaration is not required to be made publicly available under s. 5.94(b) of the Act, some Local Governments livestream or publish recordings of the proceedings. As a result, full residential address details become publicly accessible.

Emerging risks and issues

Local Governments have observed increasing reluctance from Council Members and employees to provide their residential address. Reasons include:

- being registered as a silent elector under the *Electoral Act 1907*,
- experiences or risks of family or domestic violence,
- concerns that leave of absence approvals may signal when a residence may be unoccupied,
- role-related risks, such as potential targeted harassment by dissatisfied community members.

Disclosure of personal residential addresses can also expose individuals to cybersecurity and identity-theft risks, as this information can be combined with other data to build detailed personal profiles. Publicly accessible addresses may make individuals more vulnerable to targeted scams, social engineering, and unwanted contact, increasing both digital and physical security risks.

Parliamentary disclosure obligations

The disclosure of the residential addresses of Members of Parliament in their Primary and Annual Returns has recently been considered by the [Legislative Assembly Procedures and Privileges Committee in Report No.1: Protecting privacy and other reasons to update the Members of Parliament \(Financial Interests\) Act 1992](#).

The Committee recommended that the Government review the relevant legislation, "with a view to addressing the requirement for the disclosure of full residential addresses and to consider broader legislative updates necessary to ensure the Act remains contemporary, effective, and aligned with modern standards of accountability and personal security."

The [Government response](#) supported this recommendation.

Privacy and Responsible Information Sharing

The objectives of the new *Privacy and Responsible Information Sharing Act 2024* (PRIS Act) include promoting responsible and transparent practices in the handling of personal information and balancing the public interests of protecting the privacy of personal information with the free flow of information by agencies.

Most privacy provisions in the PRIS Act come into effect on 1 July 2026.

The following sections of the PRIS Act intersect with the requirements of the *Local Government Act 1995*:

- The information privacy principles do not apply to information that is already publicly accessible. This includes information in documents that are either generally available to the public or made available for public inspection under another written law (s.22).
- An individual may request a public entity to remove their personal information from a public register if making the information publicly available would substantially affect any individual's safety or wellbeing. If the public entity is satisfied that the grounds exist, the public entity must comply with the request unless the public entity is satisfied that the public interest in maintaining public access to the information outweighs any individual interest in the information not being made publicly available (s.77).

While this appears to provide a mechanism for individuals to address specific safety and privacy concerns, it would be preferable to ensure that the legislative requirements avoid unnecessary risks to all Council Members and employees.

WALGA will seek to engage with the Information Commissioner and Deputy Privacy Commissioner to clarify the way in which these and other PRIS Act provisions will apply to Council Members.

Review and amendments to the Local Government Act

As Local Government Council Members and employees share the same safety concerns as Members of Parliament it would be appropriate to echo the Procedures and Privilege Committee and advocate for a broad review of all public disclosure requirements under the *Local Government Act 1995* to ensure that they remain contemporary, effective, and aligned with modern standards of accountability and personal security. A review would allow a clearer, risk-aware framework to be established that protects individuals while preserving appropriate transparency.

Within this broader reform, several targeted amendments are necessary. It is proposed that s. 5.95(1) be amended so that the right to inspect information in the register of financial interests under s. 5.94(b) is limited to the suburb or locality of each property, rather than the full residential address of the relevant person. Additionally, the requirement for Council Members to provide their full residential address in the statutory declaration of office should be removed. These amendments are consistent with practices adopted in other Australian jurisdictions and reflect the approach now being reconsidered for Members of Parliament.

Importantly, these changes would not weaken transparency or accountability. Council Members and employees would still be required to disclose their full residential address in Returns, and would continue to declare direct financial, indirect financial, proximity, and impartiality interests when they arise in decision-making processes. This ensures that

relevant interests remain publicly recorded when they matter, without unnecessarily exposing personal residential details. By limiting public access to only what is necessary, the legislative framework can better protect individual safety while preserving the integrity of the disclosure regime.

WALGA RECOMMENDATION

That State Council endorse the following new Advocacy Position:

Protecting Council Member and Employee Privacy

That WALGA advocates to the State Government to:

- 1. Undertake a review of disclosure requirements for Local Government Council Members and employees under the Local Government Act 1995,*
- 2. Undertake the necessary legislative amendments to strike an appropriate balance between transparency, personal safety, and contemporary community expectations of privacy, including:*
 - a. Amend section 5.95(1) to prescribe that the right to inspect primary and annual returns contained in the register of financial interests under s.5.94(b) does not extend to the full residential address of the relevant person, and is instead limited to the suburb or locality.*
 - b. Amend Form 7 of the Local Government (Constitutional) Regulations 1998 to remove the requirement to disclose a full residential address when making the declaration of office.*

RECOMMENDATION

Moved: Shire of Trayning

Seconded: Shire of Cunderdin

That the Zone supports the WALGA recommendation for State Council Agenda item 8.1 as contained in the State Council Agenda and as provided above.

CARRIED

ATTACHMENT: JURISDICTIONAL COMPARISON – ADDRESS INFORMATION IN COUNCIL MEMBER RETURNS AND DECLARATIONS OF OFFICE

DISCLOSURES IN RETURNS	
<p>Victoria <u>Local Government Act 2020</u> <u>Local Government (Governance and Integrity) Regulations 2020</u></p>	<p>CEO must prepare summary of personal interests information disclosed in the last personal interest return.</p> <ul style="list-style-type: none"> Includes the town or suburb, but not the street address or number of the land that is the place of residence <p>Other matters to be included or excluded are prescribed.</p> <p>Includes that a specified person may request in writing information not be included if the CEO consider including the information would:</p> <ul style="list-style-type: none"> be reasonably likely to place the personal safety of any person at risk, or unreasonably expose a business, commercial or financial undertaking to disadvantage <p>Summary of personal interest returns available to members of the public.</p> <p>Detailed personal interests returns are only available to certain persons.</p>
<p>New South Wales <u>Governance Information (Public Access) Act 2009</u></p>	<p>From the <i>Information Access Guideline 1 - For Local Councils on the disclosure of information</i></p> <ul style="list-style-type: none"> Returns should be made publicly available on the council's website unless there is an overriding public interest against release or to do so would impose unreasonable additional costs on council. A consideration against disclosure is where release of the information may expose a person to a risk of harm or of serious harassment or serious intimidation. In the circumstances where council decides that there is an overriding public interest against disclosure, consideration should then be given to whether it is practicable to release an edited copy of the record (for example redacting the individual's signature or residential address) If it is practicable to do so, then the information should be deleted from a copy of the record and the remainder of the return made available on the council's website. Where information is deleted from a return, council should keep a record indicating, in general terms, the nature of the information redacted.
<p>Queensland <u>Local Government Regulation 2021</u></p>	<p>Suburb or locality of the land is required (not full address).</p>

South Australia <u>Local Government Act 1999</u>	Personal addresses are not to be published nor are any addresses where the CEO is satisfied that the inclusion in the Register of the address of a person would place at risk the personal safety of that person, a member of that person's family or any other person.
Tasmania	Currently does not require councillors to lodge a personal interests return. The Tasmanian government is implementing a new framework to strengthen the management of local government councillor conflicts of interest, with reforms expected before the 2026 elections.

INFORMATION IN COUNCIL MEMBER DECLARATIONS OF OFFICE	
Victoria <u>Local Government Act 2020</u> <u>Local Government (Governance and Integrity) Regulations 2020</u>	Address not required.
New South Wales <u>Local Government Act 1993</u>	Address not required.
Queensland <u>Local Government Regulation 2021</u>	Address not required.
South Australia <u>Local Government (General) Regulations 2013</u>	Address not required.
Tasmania <u>Local Government (General) Regulations 2025</u>	Address not required.

13.2. WATER MANAGEMENT ADVOCACY POSITION – STATE COUNCIL AGENDA ITEM 8.2

By Rebecca Brown, Policy Manager, Environment and Waste

EXECUTIVE SUMMARY

- A new Water Management Advocacy Position and the retirement of position 6.14 Planning for Water is proposed.
- The new Position has been developed following consultation and feedback on WALGA's *Water Management in Western Australia Discussion Paper*.
- 28 Local Governments provided more than 200 comments on the paper, with the main issues being:
 - equitable access to consistent and reliable water;
 - water licensing and allocation;
 - integrated regional and catchment-scale water planning;
 - water for Public Open Space (POS);
 - funding
 - for critical infrastructure - drainage and irrigation, alternative water sources and sewerage infill and headworks.
 - for water efficiency and water sensitive urban design initiatives.
 - expanding and improving the Waterwise Council Program;
 - access to data and information to inform decision making; and
 - addressing the impacts of stormwater runoff.
- The outcomes sought in 6.14 Planning for Water have been realised in the recently released State Planning Policy 2.9.
- The Environment Policy Team endorsed retiring the position and the new position at its meeting on 19 March 2026.

ATTACHMENT

- [Water Management Discussion Paper](#)
- [Water Management Consultation Summary Report](#)

STRATEGIC PLAN IMPLICATIONS

This item relates to the following WALGA Strategic Pillars:

- Influence
 - Lead advocacy on issues important to Local Government.
 - Empower the Local Government sector to build communities equipped for the future.
- Support - Anticipate, understand and respond to Member needs.

POLICY IMPLICATIONS

It is proposed that the following new [Advocacy Position](#) be **endorsed**:

Water Management

1. *Access to consistent, reliable and adequate water supplies is critical for Local Government operations, community health, amenity, environmental sustainability and economic activity.*
2. *WALGA is calling on the State Government to:*
 - a. *Modernise water management legislation and regulation, including:*
 - i. *Undertaking a review of the water licensing and allocation system to ensure equitable access and prioritise high value community use including for public open space.*

- ii. *Developing a State-wide framework for integrated regional and catchment-scale water planning.*
- b. *Adequately, sustainably and equitably fund critical water infrastructure programs for Local Government, including:*
 - i. *Drainage and irrigation upgrades.*
 - ii. *Alternative water sources (recycled water, stormwater harvesting, desalination and groundwater replenishment) and disused water asset transfer.*
 - iii. *Small-scale sewerage infrastructure headworks and infill sewerage.*
- c. *Expand the Waterwise Council Program statewide and provide:*
 - i. *Increased support and resources to assist Local Government in delivering water efficiency measures.*
 - ii. *Incentives for Local Governments to undertake water efficiency initiatives.*
- d. *Improve water data access and capability for Local Governments to ensure evidence-based decision making.*
- e. *Provide effective leadership, guidance, education and enforcement to address the impacts of stormwater runoff.*

It is proposed that the following Advocacy Position be **retired**:

6.14 Planning for Water

As part of the Water Management Report endorsement process, formal support from the relevant Local Government should be required where:

1. *It is intended that the Local Government will become the infrastructure asset manager; or*
2. *The proposed location of water infrastructure assets will impact Local Government assets or facilities.*

The outcomes sought in Position 6.14 have been realised in the recently released [State Planning Policy 2.9](#).

BACKGROUND

WALGA identified the need to consolidate and expand on current Water related [Advocacy Positions](#) and has undertaken initial consultation, through targeted engagement and consideration of issues raised by the sector previously. To inform the development of a new Advocacy Position, WALGA developed a Discussion Paper to gain feedback from the sector on their current challenges and needs in relation to water management across the state.

WALGA released the Discussion Paper for comment in late November 2025, with an initial deadline of 15 January 2026 for comment, however based on feedback from the sector this deadline was extended to Thursday, 12 March.

28 Local Governments have provided feedback, 14 of those Council/CEO level feedback. The feedback provided by Local Governments was comprehensive, with over 200 individual comments received across the submissions. WALGA acknowledges the significant time and consideration given by Members in providing that level of feedback.

The main themes of the feedback reflect those explored in the Discussion Paper and are consistent across Local Government:

- Legislation which is inequitable and outdated, particularly for licensing and allocation.

- State legislation should align with the National Water Agreement, particularly strategic, long term integrated planning and equitable access to drinking water.
- Aging and insufficient water infrastructure.
- Support and resourcing needed to explore and mainstream alternative water sources.
- Reactive approaches to headworks and sewerage servicing constraining development, particularly in regional and high-growth areas.
- Public Open Space (POS) in relation to planning decisions not accounting for the water needed to sustain these areas.
- Statewide expansion of the Waterwise Council program and improvement in program support and design.
- High interest in improving and supporting water efficiency and water sensitive urban design outcomes.
- Water data gaps and poor data sharing limits sound decision making.
- Water quality as an emerging and under-recognised issue.

WALGA has consolidated the feedback into a Consultation Report which summarises the main themes and issues raised by the sector and how it has been addressed in the draft Advocacy Position.

COMMENT

The new Position has been informed by the information, issues and priorities identified in feedback received from Local Governments on the WALGA Discussion Paper.

A new Advocacy Position is timely given the release of [Made Possible by Water](#) by the State Government on 21 March 2026, a document outlining WA's water future. A comprehensive Advocacy Position on this issue will be essential to assist WALGA's advocacy and influence how the Government delivers the priorities identified. Some of the matters identified in the draft Advocacy Position are reflected in Made Possible by Water, including expansion of the WaterWise Program and delivery of new water sources.

The Environment Policy Team endorsed the new Advocacy Position and the retirement of Position 6.14 at its meeting on 19 March 2026.

WALGA RECOMMENDATION

That State Council:

1. Endorse the following new Advocacy Position:

Water Management

1. *Access to consistent, reliable and adequate water supplies is critical for Local Government operations, community health, amenity, environmental sustainability and economic activity.*
2. *WALGA is calling on the State Government to:*
 - a. *Modernise water management legislation and regulation, including:*
 - i. *undertaking a review of the water licensing and allocation system to ensure equitable access and prioritise high value community use including for public open space*
 - ii. *developing a state-wide framework for integrated regional and catchment-scale water planning.*

- b. *Adequately, sustainably and equitably fund critical water infrastructure programs for Local Government, including:*
 - i. *drainage and irrigation upgrades*
 - ii. *alternative water sources (recycled water, stormwater harvesting, desalination and groundwater replenishment) and disused water asset transfer*
 - iii. *small-scale sewerage infrastructure headworks and infill sewerage.*
- c. *Expand the Waterwise Council Program statewide and provide:*
 - i. *increased support and resources to assist Local Government in delivering water efficiency measures*
 - ii. *incentives for Local Governments to undertake water efficiency initiatives.*
- d. *Improve water data access and capability for Local Governments to ensure evidence-based decision making.*
- e. *Provide effective leadership, guidance, education and enforcement to address the impacts of stormwater runoff.*

2. Retires Advocacy Position *6.14 Planning for Water.*

RECOMMENDATION

Moved: Shire of Yilgarn
Seconded: Shire of Kellerberrin

That the Zone supports the WALGA recommendation for State Council Agenda item 8.2 as contained in the State Council Agenda and as provided above.

CARRIED

13.3. OFF ROADS VEHICLES ADVOCACY POSITION – STATE COUNCIL AGENDA ITEM 8.3

By Rebecca Hicks, Policy Advisor Community

EXECUTIVE SUMMARY

- It is proposed that Advocacy Position 3.12 Off Road Vehicles (ORV) be retired.
- The *Control of Vehicles (Off-road Vehicles) Act 1978* (the ORV Act) provides the legislative framework for the use of off-road vehicles within permitted areas in WA.
- Nine Local Governments own and maintain Off Road Vehicle (ORV) areas.
- Advocacy Position 3.12 Off Road Vehicles was adopted by State Council in 2018 in response to concerns from Members about the use of permitted ORV areas.
- Amendments to the ORV Act in 2025 address the core objectives of the ORV Advocacy Position, particularly as it relates to registration and enforcement.
- The retirement of the ORV Advocacy Position was endorsed by the People and Place Policy Team at its meeting on 19 March 2026.

ATTACHMENT

- [Control of Vehicles \(Off-road Areas\) Amendment Act 2025](#)

STRATEGIC PLAN IMPLICATIONS

Retiring this Advocacy Position aligns with the following WALGA Strategic Pillars:

- Influence
 - Lead advocacy on issues important to Local Government.
 - Empower the Local Government sector to build communities equipped for the future.
- Support
 - Anticipate, understand and respond to Member needs.

POLICY IMPLICATIONS

It is proposed that Advocacy Position [3.12 Off Road Vehicles](#) be **retired**.

Legislation relating to off road vehicles should be reviewed to align registration and licensing of off-road vehicles with other vehicle types are users. In addition, educational resources should be developed in consultation with users, regulators, and vendors relating to safety, regulatory compliance and other associated matters.

BACKGROUND

The *Control of Vehicles (Off-road Vehicles) Act 1978* (the ORV Act) prohibits the use of Off Road Vehicles (ORVs) in areas outside of permitted areas and makes provisions for the use of ORVs in permitted areas. The Department of Local Government, Industry Regulation and Safety (LGIRS) is responsible for administering the legislation and providing [information and support](#) to users and Local Governments. The legislation defines ORVs as including, but not limited to, trail bikes, quad bikes, beach buggies and road licensed vehicles such as four-wheel drives when used in off-road locations.

The use of ORVs outside of permitted areas can have impacts on Local Governments and communities including community safety in public spaces, road safety and environmental impacts. These issues fall under the scope of other legislation.

Nine Local Governments currently maintain and operate permitted areas: the Cities of Greater Geraldton, Karratha, Kwinana and Swan and the Shires of Carnarvon, Dandaragan, Gingin, Port Hedland and York.

WALGA's Advocacy Position was adopted by State Council in 2018, in response to Member concerns regarding the use of permitted ORV areas.

The ORV Act was amended in 2025 to align penalties and enforcement expectations with other WA transport legislation. The *Amendment Act* includes provisions to introduce online and label registrations and increase penalties for existing offences. The majority of the ORV Amendment Act commenced with immediate effect in August 2025. Sections of the legislation relating to registration labels are dependent on system design changes to the online registration platform. The legislation regulations and commencement date are expected by the end of 2026.

In 2024, the [State Government announced \\$4.8 million](#) in grant funding for Local Governments to develop new and upgrade existing ORV areas. This funding recognises the key role Local Government plays in the upkeep and management of ORV areas.

COMMENT

The ORV Amendment Act addresses the core objectives of the WALGA ORV advocacy position, particularly as it relates to registration and enforcement. As the intended outcomes of the advocacy position have been achieved, it is proposed that Advocacy Position 3.12 Off Road Vehicles be retired. WALGA will work with LGIRS to provide advice and support on the commencement of the Act regulations for Members managing permitted areas.

WALGA has engaged with Members that currently manage ORV permitted areas. Six Local Governments have responded and provided their support for the retirement of the advocacy position.

WALGA will continue to monitor emerging issues associated with ORVs, with a particular focus on usage outside of permitted areas.

The proposed retirement of the ORV advocacy position was endorsed by the People and Place Policy Team at its meeting on 19 March 2026.

WALGA RECOMMENDATION

That State Council retire Advocacy Position 3.12 *Off Road Vehicles*.

RECOMMENDATION

Moved: Shire of Tammin
Seconded: Shire of Narembeen

That the Zone supports the WALGA recommendation for State Council Agenda item 8.3 as contained in the State Council Agenda and as provided above.

CARRIED

13.4. HOMELESSNESS ADVOCACY POSITION – STATE COUNCIL AGENDA ITEM 8.4

By Hannah Godsave, Manager Community Policy

EXECUTIVE SUMMARY

- It is proposed that the 2019 Advocacy Position 3.11 Homelessness be updated.
- While responding to homelessness is a State and Australian Government responsibility, the impacts of homelessness intersect with multiple areas of Local Government service delivery and requires them to manage community expectations.
- Western Australian Local Governments are reporting increased numbers of people experiencing homelessness, including Local Governments that have historically experienced minimal impact.
- WALGA undertook a survey of Members in early 2026 to better understand the impact on the sector and inform a review of the current Advocacy Position.
- The updated Position reflects the sector's view that the Australian and Western Australian Government should provide leadership, support and funding to prevent and respond to homelessness, in particular specialist services, social and affordable housing and wraparound services.
- The People and Place Policy Team endorsed the revised position at its meeting on 19 March 2026.

STRATEGIC PLAN IMPLICATIONS

This item relates to the following WALGA Strategic Pillars:

- Influence
 - Lead advocacy on issues important to Local Government.
 - Empower the Local Government sector to build communities equipped for the future.
- Support
 - Anticipate, understand and respond to Member needs.

POLICY IMPLICATIONS

It is proposed that the **existing** Advocacy Position [3.11 Homelessness](#):

WALGA recognises that Local Government through its planning, health, community development and regulatory powers can facilitate positive local and regional responses to end homelessness, however does not see that it has a lead role. Rather, Local Government's role is one of a stakeholder that requires early engagement in the understanding of collaborative approaches that improve the quality of life for people experiencing homelessness in all of its manifestations.

be **replaced** with a new Advocacy Position as follows:

WALGA calls on the Western Australian and Australian Governments to provide leadership, support and funding to prevent and respond to homelessness, in particular:

1. *Ensuring specialist homelessness services are responsive to need, place-based and people-centred.*
2. *Investing in social and affordable housing and wraparound services.*

BACKGROUND

The Australian Bureau of Statistics (ABS) defines homelessness as when a person does not have suitable accommodation alternatives and their current living arrangement:

- is in a dwelling that is inadequate;
- has no tenure, or tenure is short and not extendable; or
- does not allow them to have control of, and access to space for social relations.

The ABS Census of Population and Housing provides the authoritative data source on people experiencing homelessness. The 2021 Census reported 9,729 people experiencing homelessness in WA. The Australian Institute of Health and Welfare provides more contemporary data based on interactions with specialist homelessness services. In 2024-25, almost 289,000 (1 in 115) people engaged with specialist homelessness services in WA, of which 47% were accessing homelessness support for the first time.

While responding to homelessness is a State and Australian Government responsibility, the impacts of homelessness intersect with multiple areas of Local Government service delivery, including the maintenance of public spaces, planning and zoning for appropriate services and revenue-related functions such as rates and grants administration. Local Governments must also manage community expectations about how they will respond to homelessness.

WALGA's current advocacy position was adopted by State Council in 2019 in the lead up to the release of [*All Paths Lead to a Home: Western Australia's 10-Year Strategy on Homelessness 2020–2030*](#) (the Strategy) released by the State Government. The Strategy sets out a vision for a whole of community response, led by the Department of Communities, working towards ending homelessness in Western Australia. The Strategy identifies a predominantly supportive role for the Local Government sector in addressing homelessness, while also acknowledging that some Local Governments directly provide homelessness and accommodation services. Suggested sector contributions in the Strategy include facilitating local partnerships, identifying rough sleepers, sharing local area knowledge to inform State Government resourcing decisions, and connecting people to specialist services. This supportive role for the Local Government sector is reflected in the current Advocacy Position.

At the National level, the [*National Agreement on Social Housing and Homelessness*](#) provides a five-year funding and accountability framework between the Australian and State/Territory Governments to support social housing and homelessness services until June 2029. The bilateral schedule for Western Australia sets out a \$165.9 million homelessness funding contribution from both parties.

COMMENT

Local Governments have been reporting increased numbers of people experiencing homelessness, including Local Governments that have historically experienced minimal impact. Local Governments have shared that they are facing growing pressure to meet both their defined obligations and community expectations for comprehensive responses, including specialist homelessness services triage, investment in housing and support service provision.

To better understand the issues being raised by Members, WALGA conducted a sector survey on homelessness in early 2026. 68 responses (49%) were received, 26 metropolitan and 42 regional, with representation from all WALGA Zones. Key findings from the survey include:

- 74% of respondents report an increase in the significance of homelessness in their Local Government area in the last two years.
- 60% of respondents report an increase in enquires from community members regarding homelessness in the last two years.
 - Key issues raised in community enquiries are rough sleeping and persons living in vehicles.
- 23% of respondents consider there is no role beyond defined responsibilities for Local Government in response to homelessness.
- 61% of respondents consider preventative measures to reduce homelessness and facilitating connections to specialist service providers as an appropriate role for Local Government in response to homelessness.
- 83% of respondents rank State and Federal Government funding as the highest or second highest priority enabler to respond to homelessness.
- 51% of respondents report that current specialist homelessness services are not adequate within their Local Government area.
- Respondents rank affordable housing as the top priority for support/services to address homelessness, followed by wraparound services and specialist support services.

Informed by survey responses and acknowledging the support role of Local Government identified in the State Strategy, the updated position calls on the Australian and Western Australian Government to provide the necessary leadership, support and funding to prevent and respond to homelessness, in particular specialist services, social and affordable housing and wraparound services.

The People and Place Policy Team endorsed the revised position at its meeting on 19 March 2026 meeting.

WALGA RECOMMENDATION

That State Council replace Advocacy Position 3.11 Homelessness with the following:

WALGA calls on the Western Australian and Australian Governments to provide leadership, support and funding to prevent and respond to homelessness, in particular:

1. *Ensuring specialist homelessness services are responsive to need, place-based and people-centred.*
2. *Investing in social and affordable housing and wraparound services.*

RECOMMENDATION

Moved: Shire of Bruce Rock

Seconded: Shire of Wyalkatchem

That the Zone supports the WALGA recommendation for State Council Agenda item 8.4 as contained in the State Council Agenda and as provided above.

CARRIED

13.5. OTHER STATE COUNCIL AGENDA ITEMS

Zone Delegates are invited to raise for discussion, questions or decision any of the items in the State Council Agenda, including the items for noting, Policy Team and Committee Reports or the Key Activity Reports.

Nil.

14. EMERGING ISSUES

The **Shire of Cunderdin** raised concerns in relation to recent State Government decisions related to access for Heavy Vehicle (RAV network) road access, which have been enacted. After some discussion, it was agreed that the Shire can liaise with the Secretariat to further clarify the issue and progress further action if necessary.

The **Secretariat** provided a brief update about the *Local Government Amendment (Rating of Certain Mining Licences) Bill 2025*, following the emerging item raised at the previous Zone meeting. The Secretariat understands the Bill is yet to progress to Committee of the Whole House in the Legislative Council (which is ordinarily where members may put amendments to the Bill), and that notice of amendments have already been placed on the notice paper.

15. NEXT MEETING

The next Executive Committee meeting will be held on Tuesday, 19 May commencing at 8:00am, via MTeams.

The next Great Eastern Country Zone meeting will be held on Thursday, 11 June 2026 commencing at 9:30am. This meeting will be hosted at WALGA's office at 170 Railway Parade West Leederville, and **online via MS Teams**. A meeting link will be circulated, while delegates who may be in Perth are welcome to attend in-person.

16. CLOSURE

There being no further business, the Chair closed the meeting at 1:11pm.

ATTACHMENT 9.3A
Minutes – Special Council Meeting 28 April
2026



MINUTES

Special Meeting of Council
28 April 2026



NOTICE OF MEETING

Dear Elected Members,

In accordance with the provisions of Section 5.5 of the Local Government Act Regulation 12(3) of the Local Government (Administration) Regulations 1996, you are hereby notified that a Special Meeting of Council has been convened for:

- Date:** Tuesday 28 April 2026
- At:** Shire of Narembeen Council Chambers
1 Longhurst Street, Narembeen
- Commencing:** 9.00am
- Purpose:** To receive and endorse recommendation for the dispersal of funds to successful applicants of the Community Benefit Fund.

Rebecca McCall
Chief Executive Officer

23 April 2026

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Narembeen for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Narembeen disclaims any liability for any loss whatsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's and or legal entity's own risk.

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

Contents

1. Official Opening and Welcome	4
2. Record of Attendance / Apologies.....	4
3. Public Question Time	4
4. Disclosure of Interest	4
5. Minutes of Committee Meetings to be Received	4
5.1 Community Benefit Fund Advisory Committee Meeting 7 April 2026	4
5.2 Recommendation from Community Benefit Fund Advisory Committee Meeting	5
6. Closure of Meeting.....	5

1. Official Opening and Welcome

Presiding Person welcomed everyone and opened the meeting to the public at 9.00am.

Attendees were notified that the meeting was being recorded in accordance with the Local Government (Administration) Regulation r14J.

2. Record of Attendance / Apologies

Councillors:

Cr HA Cusack	President
Cr HJ Bald	Deputy President
Cr CD Bray	
Cr AM Hardham	

Staff:

Ms R McCall	Chief Executive Officer
Ms K Conopo	Executive Governance Officer

Member of Public:

Apologies:

Cr Currie
Cr Stirrat
Cr Smoker

3. Public Question Time

Nil

4. Disclosure of Interest

Cr Hardham advised a proximity interest in the Swim Club Application, that was previously disclosed at the Committee Meeting of which Cr Hardham was Chair.

5. Minutes of Committee Meetings to be Received

5.1 Community Benefit Fund Advisory Committee Meeting 7 April 2026 Attachment 5.1A

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation / Council Resolution– 5.1

That the minutes of the Shire of Narembeen, Ramelius Resources and Go Narembeen Community Benefit Fund Advisory Committee Meeting held on Wednesday 8 April 2026, as presented, be received.

MIN 8170/26 **MOTION** - Moved Cr. Bray Seconded Cr. Hardham

CARRIED 4 / 0

For: Cr Cusack, Cr Bald, Cr Bray, Cr Hardham Against: Nil

**5.2 Recommendation from Community Benefit Fund Advisory Committee Meeting 7 April 2026, Item 6.1
Attachment 5.1A**

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation / Council Resolution – 5.2

That Council approve the following recommendation from the Community Benefit Fund Advisory Group:

That the Ramelius Resources and Shire of Narembeen Community Benefit Fund Advisory Committee recommend that Council approve the following grant applications:

Club/Group	Project/Event	Amount
Mt Walker Sports Club	Sporting Challenge	\$1,000
Narembeen Seniors Citizens Social Centre	Every Minute Matters	\$1,949.55
Narembeen P&C	Art Mural	\$5,250
Narembeen Playgroup	Fencing Project	\$2,727
Narembeen Football Club	Equipment Update	\$4,500
Narembeen CRC	Morning Coffee Club	\$650
Narembeen Swimming Club	Pace Clock	\$1,045.45
TOTAL		\$17,122

The acquittal date is to be completed prior to the next round or when project/event is completed.

MIN 8171/26 **MOTION** - Moved Cr. Bray Seconded Cr. Hardham

CARRIED 4 / 0

For: Cr Cusack, Cr Bald, Cr Bray, Cr Hardham Against: Nil

6. Closure of Meeting

The next ordinary council meeting will be held on Tuesday 19 May 2026 commencing at 5.00pm

There being no further business, the chair declared the meeting closed at 9.03am

ATTACHMENT 9.4A
Minutes – CEACA Management Committee
Meeting 4 May 2026

MINUTES OF CENTRAL EAST ACCOMMODATION & CARE ALLIANCE INC MANAGEMENT COMMITTEE MEETING HELD AT 10.00AM ON MONDAY, 4 MAY 2026 AT KELLERBERRIN & DISTRICTS CLUB, LOT 260 CONNELLY STREET, KELLERBERRIN

1. MEETING OPENING & DECLARATION OF QUORUM

The Chairperson opened the meeting at 10.05am and welcomed all attendees, in particular Tom Kettle - Shire of Wyalkatchem and Jasmine Geier - Shire of Westonia to their first CEACA meeting.

2. MATTERS

2.1 Attendance

Terry Waldron – Chairperson, Richard Marshall – Executive Officer (EO) Jo Trachy – Operations Manager (OM) & Minute Taker, Mark Furr and Stephen Strange - Shire of Bruce Rock, Manisha Barthakur & Robert Trepp - Shire of Dowerin, Raymond Griffiths & Monica Gardiner – Shire of Kellerberrin, Craig Watts & Peter Madigan – Shire of Merredin, Gary Shadbolt – Shire of Mukinbudin, Holly Cusack - Shire of Narembreen, Nic Warren & Becky Cowcill – Shire of Quairading, Ross Della-Bosca & Jasmine Geier – Shire of Westonia, Mischa Stratford & Tom Kettle – Shire of Wyalkatchem, Bianca Bradford & Peter Clarke - Shire of Yilgarn.

2.1 Apologies

Rebecca McCall (Shire of Narembreen), Bill Price (Shire of Westonia), Tony Sachse & Ben McKay (Shire of Mt Marshall), Tanika McLennan (Shire of Mukinbudin)

2.2 Declaration of Quorum

The Chairperson advised that the quorum for the meeting was met.

2.3 Conflicts of Interest

There were no conflicts of interest noted.

2.4 Draft Management Committee Meeting Minutes – 16 February 2026 (for approval)

RESOLUTION

It was resolved that the Minutes of the Management Committee meeting held on 16 February 2026 be accepted as a true and accurate record of proceedings.

2.5 Action Points

The action items are contained in the EO report.

3. MATTERS FOR DECISION

3.1 CEACA Draft Budget

The EO spoke to Annexure G of the EO report and advised that the Management Committee may have to consider revising the \$100k that is transferred into a dedicated Refurbishment Fund yearly when more units are complete. Availability payments will help, but only in the future once the new houses are completed. General discussion ensued.

3.2 Proposed Rent Increase

The EO spoke to Annexure H of the EO Report and added the following comments:

- A high percentage of existing tenants will be either claiming Commonwealth Rent Assistance (“CRA”) or would be eligible to claim. CRA payments increased by 4% between September 2025 and March 2026, an annualised rate increase of 8%. CRA payments have increased significantly over the past few years.

- In proposing the new rents, the EO considered what rent would be for social housing which is limited to 25% housing income + CRA or 75% of market value, whichever is lower. For example, a single person with no dependents would be paying \$247 of which \$110 is covered by CRA.

General discussion ensued and the importance of educating tenants on the benefits of CRA to ensure they are either claiming it or are taking steps to apply for it was highlighted.

RESOLUTION

It was resolved that the increases as recommended by the EO be accepted.

3.3 Expansion Project Report

The EO referred to the Expansion Project Report and commented on the individual items contained therein as follows:

1. MWA Design Methodology & MWA Re-Submitted Price

- Modular WA (“MWA”) has been appointed as the preferred tenderer.
- A fixed price has been quoted, however the volatility to the supply of oil and impact on prices has understandably caused MWA to be concerned about rising prices from their suppliers.
- Options were considered. A reduction in the number of houses, although acceptable to Department of Housing & Works (DOHW), would not be acceptable to Housing Australia (“HA”). Another approach is to allocate some of the project contingency to the lump sum price. The contingency of approx. \$2.7m (10%) is made up of 5% general contingency and 5% price escalation. A portion of the price escalation contingency could be allocated to the lump sum price in conjunction with a rise and fall mechanism. MWA would take the risk on any price increases above a negotiated amount to be added to the lump sum.
- MWA would invoice CEACA monthly and we would check the index amount, which is published monthly.

RESOLUTION

It was resolved to appoint Modular WA (“MWA”) as the successful builder conditional upon the rise and fall clause in the contract to a maximum of \$1.35m (5%), or subject to further funding from State Government equal to or above the \$1.35m.

Action Item

The Chairperson will approach John Carey’s office to discuss this matter with Claire Comrie.

1.1 Planning Approvals

Planning Approvals must be in place by no later than 30 June 2026. This is a condition precedent of both the State and Housing Australia. MWA has proposed to start the process for a fee of \$100k. CEACA would pay this and the amount be treated either as a preliminary cost to be refunded from grant monies or alternatively treated as a part contribution to project funding. The \$100k will be treated as a deposit on the building contract. General discussion ensued.

RESOLUTION

It was resolved that CEACA pay \$100k to MWA to commence the planning approval process.

Action Item – Management to advise Shires that planning approvals for the relevant sites is required as soon as possible and request that planning fees be waived as part of their funding contribution to the project.

2. Special Purpose Vehicle

CEACA Limited needs to be registered as a Community Housing Provider (“CHP”), DOHW has advised that the SPV should ideally have independent Directors to help deal with any conflicts that may arise with CEACA Inc. General discussion ensued.

RESOLUTION

It was resolved that if independent Directors are required to obtain CHP status, CEACA will approach certain individuals to enquire about their willingness to be involved. Committee members and CEOs are requested to consider names of potential independent directors for CEACA Limited.

3. *Transfer of Land*

Eighteen lots must be transferred to CEACA Limited by no later than 30 June 2026. An offer in respect to the Mukinbudin land was received last week. We expect delays with the Wyalkatchem land as we have been advised that it will be split and then a portion transferred to CEACA Limited. The DPLH is assisting with this.

With respect to certain land currently owned by CEACA Inc, an agreement has been developed to transfer the land to CEACA Limited and at the end of the construction phase, transfer the original land parcel and houses back to CEACA Inc. All revenues and costs associated with the existing CEACA houses will stay with CEACA Inc. The Transfer of Land Agreement (“Agreement”) is included in the meeting papers and should be signed by directors of CEACA Limited and authorised representatives of CEACA Inc.

It was noted that at the end of the construction phase, the Management Committee would review the Agreement and may determine to amend its terms at that time.

RESOLUTION

It was resolved to approve the Transfer of Land Agreement between CEACA Inc. and CEACA Limited.

4. *Grant Agreements*

- The State Government is working towards finalising the grant agreement by June 2026.
- The Housing Australia grant agreement may not be finalised until after June 2026.
- The building contract and the two grant agreements will be in the name of CEACA Limited.
- Preliminary costs total \$182k to date and they include Geotech reports and surveys, lawyers, financial health check for MWA. This amount will be returned to CEACA as a project cost.
- Housing Australia and the State Government have advised that there are to be no project announcements until both funding agreements are signed. Permission for early works has been granted.

The Chairperson to approach John Carey’s office to speak with Claire Comrie regarding this matter.

RESOLUTION

The Management Committee noted the process being undertaken to finalise the funding agreements with State and Federal Government and acknowledged the directive that no announcements were to be made prior to both grant agreements being signed.

8. *Affiliated Services Agreement – CEACA Limited and CEACA Inc*

The services agreement has been further developed following feedback during the CHP application process. The proposed fee for FY27 is \$132,750 based on the figures shown in EO Report. It is expected that CEACA Limited will not be able to pay the fee until the houses are complete. It will be recorded in a loan account between CEACA Inc and CEACA Limited. The financial forecasts of CEACA Limited, as submitted to Housing Australia and the State, show the amounts will be repaid once the new houses are complete and Availability Payments from Housing Australia are received.

3.4 Updated Policies, Forms & Documents

Updated Notifications Policy and Employment Contract template were circulated for review prior to the meeting.

RESOLUTION

The Management Committee resolved to approve the updated policy and documents circulated.

3.5 Transfer of Land Agreement

Refer 3.3 (3) above.

3.6 Chief Executive Officer

The EO and OM left the meeting. The Chairperson referred to the Chief Executive Officer Appointment paper that was circulated to all attendees prior to the meeting and general discussion ensued.

RESOLUTION

The Management Committee resolved to accept the terms of the recommendation with the new CEO to be appointed on the basis of 0.8 FTE.

4.0 MATTERS FOR DISCUSSION

4.1 Executive Officer Report

4.2 The EO summarised spoke to the Income and Expenditure Accounts and Balance Sheet. **Operations Report**

The OM added the following comments to the Operations Report tabled:

- Occupancy numbers have changed since the papers were sent out, with a further three applications received.
- We continue to stress to new applicants the importance of also applying to the DOHW Social Housing waiting list to increase their chances of being offered one of the new houses when constructed.
- The initial CHP registration application was submitted early in 2026 and following that, numerous Requests for Information have been received. We have responded to all, with the last one being submitted last week.
- The expansion project has also taken up a large amount of time sorting through land transfers, VOI's, building tenders and updating internal documents. OM thanked those who have assisted with the process and in particular, Mischa Stratford and Holly Cusack for travelling to the CEACA offices to sign documents.
- Operationally, things are tracking well with the completion of yearly electrical compliance checks and servicing, and gutter/sewer pit cleans, as well as stripping and re-painting of defective barge boards in Bruce Rock and 50% of Merredin units. The remaining units in Merredin will be done in the 2026/7 financial year.
- Elders' property inspector will be leaving Elders shortly. We await details of their replacement.

4.3 General Business

The Chairperson advised that he would be standing down at the 2026 AGM and suggested the Management Committee commence discussions in relation to their replacement. General discussion ensued.

RESOLUTION

It was resolved to advertise the Chairperson position on the CEACA website. The Shires should share the information. It was further resolved that the Selection Committee would consist of Gary Shadbolt, Mischa Stratford and Stephen Strange and the Committee will table a report at the meeting in August.

The Chairperson asked the EO and OM to leave the room and discussed a recommendation to the Management Committee to approve a "one-off" bonus payment to the EO and OM. The amount of each bonus was discussed and agreed upon by the Management Committee. The reasoning for the bonus payments is in recognition of the large volume of additional work undertaken over the last few years by both, in addition to their normal workload.

The Chairperson, on behalf of the Management Committee, thanked both Richard and Jo for their hard work and dedication to CEACA.

RESOLUTION

The Management Committee resolved to approve a "one-off" bonus payment of \$20,000 each to Richard Marshall and Jo Trachy. The Chairperson will communicate the amount of the bonus to the EO and OM.

5.0 MEETING CLOSURE

There being no further business, the Management Committee meeting adjourned at 12.22pm.

DECLARATION

These Minutes were confirmed by the Central East Accommodation & Care Alliance Inc at the Management Committee

Meeting held on _____.

Signed _____ (Person presiding at the meeting at which these minutes were confirmed).

ATTACHMENT 13.1A

Delegations Register Review



Shire of Narembreen Delegations Register

DOCUMENT MANAGEMENT

Policy Version		
Policy Owner(s)	Chief Executive Officer	
Reviewer	Executive Governance Officer	
Review Frequency	Annually	
Creation Date		OCM Ref
Last Review Date	21 May 2024 updated to new format 17 September 2024 added 1.1.2 20 May 2025 19 August 2025 added 10.2.1 21 April 2026 – removed 1.1.1 and 1.1.2 now specified under legislation reforms. Added 1.2.26	OCM Ref 7790/24 OCM Ref 7866/24 OCM Ref 7990/25 OCM Ref 8048/25 OCM Ref
Next Review Date	May 2026	

REVIEWED

Table of Contents

1	LOCAL GOVERNMENT ACT 1995 DELEGATIONS	6
1.1	Council to Committees of Council	6
1.1.1	<i>[Audit & Risk Committee deleted]</i>	6
1.1.2	<i>[Behaviour Complaints Committee deleted]</i>	6
1.2	Council to CEO	7
1.2.1	Powers of Entry	7
1.2.2	Declare Vehicle is Abandoned Vehicle Wreck.....	8
1.2.3	Confiscated or Uncollected Goods.....	9
1.2.4	Disposal of Sick or Injured Animals.....	11
1.2.5	Close Thoroughfares to Vehicles	12
1.2.6	Obstruction of Footpaths and Thoroughfares	14
1.2.7	Public Thoroughfare – Dangerous Excavations	16
1.2.8	Crossings – Construction, Repair and Removal.....	18
1.2.9	Expressions of Interest for Goods and Services.....	19
1.2.10	Tenders for Goods and Services – Call Tenders.....	20
1.2.11	Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options.....	22
1.2.12	Tenders for Goods and Services – Exempt Procurement.....	24
1.2.13	Panels of Pre-Qualified Suppliers for Goods and Services.....	26
1.2.14	Application of Regional Price Preference Policy.....	28
1.2.15	Renewal or Extension of Contracts During a State of Emergency.....	29
1.2.16	Procurement of Goods or Services Required to Address a State of Emergency	31
1.2.17	Disposing of Property.....	33
1.2.18	Payments from the Municipal or Trust Funds	35
1.2.19	Defer, Grant Discounts, Waive or Write Off Debts	37
1.2.20	Power to Invest and Manage Investments	39
1.2.21	Rate Record Amendment.....	41
1.2.22	Agreement as to Payment of Rates and Service Charges.....	42
1.2.23	Recovery of Rates or Service Charges	43
1.2.24	Recovery of Rates Debts – Require Lessee to Pay Rent	44
1.2.25	Rate Record - Objections.....	45
1.2.26	Disposing of surplus assets	46
1.3	CEO to Employees	47
1.3.1	Electoral Enrolment Eligibility Claims and Electoral Roll	47
1.3.2	Destruction of Electoral Papers.....	49
1.3.3	Information to be Available to the Public	50
1.3.4	Financial Management Systems and Procedures	51

2	BUILDING ACT 2011 DELEGATIONS	53
2.1	Council to CEO	53
2.1.1	Grant a Building Permit.....	53
2.1.2	Demolition Permits.....	55
2.1.3	Occupancy Permits or Building Approval Certificates.....	57
2.1.4	Designate Employees as Authorised Persons.....	59
2.1.5	Building Orders	60
2.1.6	Inspection and Copies of Building Records.....	62
2.1.7	Referrals and Issuing Certificates	63
2.1.8	Private Pool Barrier – Alternative and Performance Solutions.....	64
2.1.9	Smoke Alarms – Alternative Solutions	65
2.1.10	Appoint Approved Officers and Authorised Officers	66
3	BUSH FIRES ACT 1954 DELEGATIONS	67
3.1	Council to CEO, President, and Bush Fire Control Officer.....	67
3.1.1	Make Request to FES Commissioner – Control of Fire	67
3.1.2	Prohibited Burning Times - Vary	68
3.1.3	Prohibited Burning Times – Control Activities.....	69
3.1.4	Restricted Burning Times – Vary and Control Activities	71
3.1.5	Control of Operations Likely to Create Bush Fire Danger.....	73
3.1.6	Burning Garden Refuse / Open Air Fires.....	74
3.1.7	Firebreaks.....	76
3.1.8	Appoint Bush Fire Control Officer/s and Fire Weather Officer	77
3.1.9	Control and Extinguishment of Bush Fires	78
3.1.10	Recovery of Expenses Incurred through Contraventions of this Act.....	79
3.1.11	Prosecution of Offences.....	80
4	CAT ACT 2011 DELEGATIONS	81
4.1	Council to CEO	81
4.1.1	Cat Registrations	81
4.1.2	Cat Control Notices.....	83
4.1.3	Approval to Breed Cats.....	84
4.1.4	Recovery of Costs – Destruction of Cats.....	85
4.1.5	Applications to Keep Additional Cats	86
4.1.6	Reduce or Waiver Registration Fee	87
5	DOG ACT 1976 DELEGATIONS	88
5.1	Council to CEO	88
5.1.1	Appoint Registration Officer	88
5.1.2	Refuse or Cancel Registration	89
5.1.3	Recovery of Moneys Due Under this Act.....	91

5.1.4	Dispose of or Sell Dogs Liable to be Destroyed	92
5.1.5	Declare Dangerous Dog	93
5.1.6	Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke.....	94
5.1.7	Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice	95
5.1.8	Determine Recoverable Expenses for Dangerous Dog Declaration	96
5.1.9	Grant Exemption as to Number of Dogs Kept at Premises.....	97
6	FOOD ACT 2008 DELEGATIONS	99
6.1	Council to CEO	99
6.1.1	Prohibition Orders and Certificates of Clearances.....	99
6.1.2	Food Business Registrations	100
6.1.3	Appoint Authorised Officers and Designated Officers.....	101
7	GRAFFITI VANDALISM ACT 2016 DELEGATIONS	103
7.1	Council to CEO	103
7.1.1	Give Notice Requiring Obliteration of Graffiti.....	103
7.1.2	Notices – Deal with Objections and Give Effect to Notices.....	104
7.1.3	Powers of Entry	105
8	PUBLIC HEALTH ACT 2016 DELEGATIONS	106
8.1	Council to CEO	106
8.1.1	Appoint Authorised Officer or Approved Officer (Asbestos Regs).....	106
8.1.2	Enforcement Agency Reports to the Chief Health Officer.....	108
8.1.3	Designate Authorised Officers	109
9	PLANNING AND DEVELOPMENT ACT 2005 DELEGATIONS	111
9.1	Council to CEO	111
9.1.1	Illegal Development	111
10	MAIN ROADS ACT 1930 AND ROAD TRAFFIC (VEHICLES) ACT 2021	113
10.1.1	Traffic Management – Events on Roads	113
10.1.2	Traffic Management on Roads – Road Works.....	115
10.1.3	Approval for Certain Local Government Vehicles as Special Use Vehicles ..	117
10.2	Council to CEO	119
10.2.1	Approving Restricted Access Vehicles on Shire Roads.....	119

1 Local Government Act 1995 Delegations

1.1 Council to Committees of Council

1.1.1 *[Audit & Risk Committee deleted]*

1.1.2 *[Behaviour Complaints Committee deleted]*

REVIEW

1.2 Council to CEO

1.2.1 Powers of Entry

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to exercise powers of entry to enter onto land to perform any of the local government functions under this Act, other than entry under a Local Law [s.3.28]. 2. Authority to give notice of entry [s.3.32]. 3. Authority to seek and execute an entry under warrant [s.3.33]. 4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Authority to give notice and effect entry by opening a fence [s.3.36].
Council Conditions on this Delegation:	Delegated authority under s.3.34(1) and (3) may only be used where there is imminent or substantial risk to public safety or property.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services Executive Manager Infrastructure Services Ranger
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Compliance Links:	<u>Local Government Act 1995:</u> s.9.10 Appointment of authorised persons – refer also s.3.32(2)] Part 3, Division 3, Subdivision 3 – prescribes statutory processes for Powers of Entry s.3.34(2) Entry in an emergency
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

1.2.2 Declare Vehicle is Abandoned Vehicle Wreck

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.40A(4) Abandoned vehicle wreck may be taken
Delegate:	Chief Executive Officer
Function:	Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Council Conditions on this Delegation:	Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 2.4 Confiscated or Uncollected Goods or alternatively, referred for Council decision.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Infrastructure Services Ranger
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Compliance Links:	Local Government Act 1995 : Part 3, Division 3, Subdivision 3 Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . All documentation relating to the disposal of a declared abandoned vehicle wreck is to be recorded in accordance with the Shire of Narembeen Record Keeping Plan.
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

1.2.3 Confiscated or Uncollected Goods

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.46 Goods May be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to refuse to allow goods impounded under s.3.39 or s.3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46] 2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48]. 4. The period after which goods may be sold or otherwise disposed of under subsection (2b) is: <ol style="list-style-type: none"> a. for perishable goods — 3 days; b. for animals — 7 days; b. for prescribed non-perishable goods — one month; c. for other non-perishable goods — 2 months.
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Functions and General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable. b. The Delegation can only be used where the Delegate's reasonable efforts to identify and contract an owner have failed. c. If the market value is less than \$500, then the uncollected goods/abandoned vehicles are to be disposed of via a Private Treaty.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Infrastructure Services
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegations, excluding the power to sub-delegations.
Compliance Links:	Local Government Act 1995 Part 3, Division 3, Subdivision 3 s.58 Disposing of Property – applies to the sale of goods under s.3.47 as if they were property referred to in that section. Delegates are designed employees under s.5.74 and are required to provide Primary and Annual Returns.

Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>All documentation relating to the disposal of confiscated or uncollected goods is to be recorded in accordance with the Shire of Narembeen Record Keeping Plan.</p>
Reporting Requirements:	<p>The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.</p>

REVIEW

1.2.4 Disposal of Sick or Injured Animals

Delegator:	Local Government
Express Power to Delegate:	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.47A Sick or injured animals, disposal of s.3.48 Impounding expenses, recovery of
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)]. 2. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Council Conditions on this Delegation:	Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Infrastructure Services Ranger
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation, excluding the power of sub-delegation.
Compliance Links:	Local Government Act 1995 Part 3, Division 3, Subdivision 3 s.58 Disposing of Property – applies to the sale of goods under s.3.47 as if they were property referred to in that section. Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

1.2.5 Close Thoroughfares to Vehicles

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)]. 2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: <ul style="list-style-type: none"> • give public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and • consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)]. 3. Authority to revoke an order to close a thoroughfare [s.3.50(6)]. 4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A] 5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s3.51].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)]. b. Where the closure is required for the conduct of an event, the requirements of the <i>Road Traffic (Events on Roads) Regulations 1991</i> will be applied.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Infrastructure Services
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation, excluding the power of sub-delegation.
Compliance Links:	Local Government Act 1995 : Part 3, Division 3, Subdivision 3 Road Traffic (Events on Roads) Regulations 1991 Local Government (Uniform Local Provisions) Regulations 1996

	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

REVIEW

1.2.6 Obstruction of Footpaths and Thoroughfares

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left – Sch. 9.1 cl. 3(1)(a) r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2)
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: <ol style="list-style-type: none"> a. prevent damage to the footpath; or b. prevent inconvenience to the public or danger from falling materials [ULP r.5(2)]. 2. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)]. 3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)]. 4. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A]. 5. Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in <i>the Local Government (Uniform Local Provisions) Regulations 1996</i>. b. Permission may only be granted where the proponent has: <ol style="list-style-type: none"> i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance.

	iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Infrastructure Services
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation, excluding the power of sub-delegation.
Compliance Links:	Local Government (Uniform Local Provisions) Regulations 1996 Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995 Road Traffic (Events on Roads) Regulations 1991 Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

1.2.7 Public Thoroughfare – Dangerous Excavations

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)]. 2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)]. 3. Authority to impose conditions on granting permission [ULP r.11(6)]. 4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s:	Nil
CEO Conditions on this Sub-Delegation:	Not applicable
Compliance Links:	Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures. Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995

	Delegates are designated employees under s5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

REVIEW

1.2.8 Crossings – Construction, Repair and Removal

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7(2) r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r.12(1)]. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)]. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)]. 4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Maintenance and upkeep of the crossing to a safe and useable standard is the responsibility of the property owner.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Infrastructure Services
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation, excluding the power of sub-delegation.
Compliance Links:	Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995 Policy 10.1.8 – Crossovers Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

1.2.9 Expressions of Interest for Goods and Services

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer r.24 Person expressing interest to be notified of outcome
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].
Council Conditions on this Delegation:	Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s:	Nil
CEO Conditions on this Sub-Delegation:	Not applicable
Compliance Links:	<p>Local Government (Functions and General) Regulations 1996 prescribe applicable statutory procedures</p> <p>WALGA Subscription Service – Procurement Toolkit</p> <p>Council Policy - Procurement Framework</p> <p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p>
Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>Details to be recorded in the Tender Register.</p>
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

1.2.10 Tenders for Goods and Services – Call Tenders

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(1), (2) When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to call tenders [F&G r.11(1)]. 2. Authority to invite tenders although not required to do so [F&G r.13]. 3. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 4. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 5. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget and where the: <ol style="list-style-type: none"> i. proposed goods or services are required to fulfil a routine contract related to the day-to-day operations of the Local Government, ii. current supply contract expiry is imminent, iii. value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and iv. The tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council. b. In accordance with the requirements of Shire of Narembreen Procurement Framework as it relates to tendering.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s:	Nil
CEO Conditions on this Sub-Delegation:	Not applicable
Compliance Links:	Local Government Act 1995 Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit

	<p>Council Policy - Procurement Framework</p> <p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p>
<p>Record Keeping:</p>	<p>Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>Entry in the Tender Register in accordance with Regulation 17 <i>Local Government (Functions and General) Regulations 1996</i>.</p> <p>Documentation to be recorded in accordance with the Shire of Narembeen Record Keeping Plan.</p>
<p>Reporting Requirements:</p>	<p>The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.</p>

REVIEW

1.2.11 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(2)(j) Exercising contract extension options r.18(2), (4), (4a), (5), (6) and (7) Rejecting and accepting tenders r.20(1), (2), (3) Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&G.r.18(2)]. 2. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 3. Authority to assess, by written evaluation, tenders that have not been rejected, to determine: <ol style="list-style-type: none"> i. The extent to which each tender satisfies the criteria for deciding which tender to accept; and ii. To accept the tender that is most advantageous within the \$250,000 detailed as a condition on this Delegation [F&G r.18(4)]. 4. Authority to decline to accept any tender [F&G r.18(5)]. 5. Authority to accept the next most advantageous tender if, within 6-months of accepting a tender, a contract has not been entered into <u>OR</u> the local government and the successful tenderer agree to terminate the contract [F&G r.18(6) & (7)]. 6. Authority to determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations <u>before</u> entering into a contract [F&G r.20(1) and (3)]. 7. Authority to choose the next most advantageous tender to accept, if the chosen tenderer is unable or unwilling to form a contract to supply the varied requirement <u>OR</u> the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer [F&G r.20(2)]. 8. Authority to vary a tendered contract, <u>after</u> it has been entered into, provided the variation/s are necessary for the goods and services to be supplied, and do not change the scope of the original contract or increase the contract value beyond 10% or to a maximum of \$100,000 whichever is the lesser value [F&G r.21A(a)]. 9. Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j).
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Exercise of authority under F&G.r.18(2) requires consideration of whether or not the requirements as specified in the invitation to tender have been expressed as mandatory and if so, discretion

	<p>may not be capable of being exercised – consider process contract implications.</p> <p>b. In accordance with s.5.43(b), tenders may only be accepted under this delegation, where:</p> <p>i. The total consideration under the resulting contract is \$250,000 or less;</p> <p>ii. The expense is included in the adopted Annual Budget; and</p> <p>iii. The tenderer has complied with requirements under F&G r.18(2) and (4).</p> <p>c. A decision to vary a tendered contract <u>before</u> entry into the contract [<i>F&G r.20(1) and (3)</i>] must include evidence that the variation is minor in comparison to the total goods or services that tenderers were invited to supply.</p> <p>d. A decision to vary a tendered contract <u>after</u> entry into the contract [<i>F&G r.21A(a)</i>] must comply with the adopted Council Policy – Procurement Framework and must include evidence that the variation is necessary and does not change the scope of the contract.</p> <p>e. A decision to renew or extend the contract must only occur where the original contract contained the option to renew or extend its term as per r.11(2)(j) and that the contractor’s performance has been reviewed and the review evidences the rationale for entering into the extended term.</p>
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s:	Nil
CEO Conditions on this Sub-Delegation:	Not applicable.
Compliance Links:	<p>Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures</p> <p>WALGA Subscription Service – Procurement Toolkit</p> <p>Council Policy - Procurement Framework</p> <p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p>
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

1.2.12 Tenders for Goods and Services – Exempt Procurement

Delegator:	Local Government														
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO														
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(2) When tenders have to be publicly invited (<i>exemptions</i>)														
Delegate:	Chief Executive Officer														
Function:	<ol style="list-style-type: none"> 1. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is expected to be included in the adopted Annual Budget [F&G.r.11(2)]. 2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine to contract directly with a suitable supplier [F&G r.11(2)(f)]. 														
Council Conditions on this Delegation:	<p>a. Tender exempt procurement under F&G.r.11(2) may only be approved where the total consideration under the resulting contract is expected to be less than the maximum \$value specified for the following categories:</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Maximum Value for individual contracts</th> </tr> </thead> <tbody> <tr> <td>WALGA Preferred Supplier Program [F&G.r.11(2)(b)]</td> <td>\$250,000</td> </tr> <tr> <td>Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]</td> <td>\$250,000</td> </tr> <tr> <td>Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.(2)(f)]</td> <td>\$250,000</td> </tr> <tr> <td>Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]</td> <td>\$250,000</td> </tr> <tr> <td>Goods or services supplied by a person registered on the Aboriginal Business Directory WA <u>OR</u> Indigenous Minority Supplier Office Limited (T/as Supply Nation) <u>AND</u> where satisfied that the contract represents value for money. [F&G.r.11(2)(h)]</td> <td>\$250,000* <i>*as specified in F&G.r.11(2)(h)(ii)</i></td> </tr> <tr> <td>Goods or services supplied by an Australian Disability Enterprise [F&G.r.11(2)(i)]</td> <td>\$250,000</td> </tr> </tbody> </table>	Category	Maximum Value for individual contracts	WALGA Preferred Supplier Program [F&G.r.11(2)(b)]	\$250,000	Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]	\$250,000	Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.(2)(f)]	\$250,000	Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]	\$250,000	Goods or services supplied by a person registered on the Aboriginal Business Directory WA <u>OR</u> Indigenous Minority Supplier Office Limited (T/as Supply Nation) <u>AND</u> where satisfied that the contract represents value for money. [F&G.r.11(2)(h)]	\$250,000* <i>*as specified in F&G.r.11(2)(h)(ii)</i>	Goods or services supplied by an Australian Disability Enterprise [F&G.r.11(2)(i)]	\$250,000
Category	Maximum Value for individual contracts														
WALGA Preferred Supplier Program [F&G.r.11(2)(b)]	\$250,000														
Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]	\$250,000														
Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.(2)(f)]	\$250,000														
Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]	\$250,000														
Goods or services supplied by a person registered on the Aboriginal Business Directory WA <u>OR</u> Indigenous Minority Supplier Office Limited (T/as Supply Nation) <u>AND</u> where satisfied that the contract represents value for money. [F&G.r.11(2)(h)]	\$250,000* <i>*as specified in F&G.r.11(2)(h)(ii)</i>														
Goods or services supplied by an Australian Disability Enterprise [F&G.r.11(2)(i)]	\$250,000														

	<p>b. Tender exempt procurement under F&G r.11(2)(f) may only be approved where a record is retained that evidences:</p> <ul style="list-style-type: none"> i. A detailed specification; ii. The outcomes of market testing of the specification; iii. The reasons why market testing has not met the requirements of the specification; iv. Rationale for why the supply is unique and cannot be sourced through other suppliers; and v. The expense is included in the adopted Annual Budget. <p>c. Where the total consideration of a Tender Exempt procurement contract exceeds the \$250,000 delegated above, the decision is to be referred to Council.</p>
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s:	Nil
CEO Conditions on this Sub-Delegation:	Not applicable
Compliance Links:	<p>Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures</p> <p>WALGA Subscription Service – Procurement Toolkit</p> <p>Council Policy - Procurement Framework</p> <p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p>
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

1.2.13 Panels of Pre-Qualified Suppliers for Goods and Services

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Functions and General) Regulation 1996:</i> r.24AB Local government may establish panels of pre-qualified suppliers r.24AC(1)(b) Requirements before establishing panels of pre-qualified suppliers r.24AD(3) & (6) Requirements when inviting persons to apply to join panel of pre-qualified suppliers r.24AH(2), (3), (4) and (5) Rejecting and accepting applications to join panel of pre-qualified suppliers
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to determine that there is a continuing need for the goods or services proposed to be provided by a panel of pre-qualified suppliers [F&G r.24AC(1)(b)]. 2. Authority to, before inviting submissions, determine the written criteria for deciding which application should be for inclusion in a panel of pre-qualified suppliers should be accepted [F&G r.24AD(3)]. 3.. Authority to vary panel of pre-qualified supplier information after public notice inviting submissions has been given, taking reasonable steps to each person who has enquired or submitted an application is provided notice of the variation [F&G r.24AD(6)]. 4. Authority to reject an application without considering its merits, where it was submitted at a place and within the time specified, but fails to comply with any other requirement specified in the invitation [F&G r.24AH(2)]. 5. Authority to assess applications, by written evaluation of the extent to which the submission satisfies the criteria for deciding which applicants to accept, and decide which applications to accept as most advantageous [F&G r.24AH(3)]. 6. Authority to request clarification of information provided in a submission by an applicant [F&G r.24AH(4)]. 7. Authority to decline to accept any application [F&G r.24AH(5)]. 8. Authority to enter into contract, or contracts, for the supply of goods or services with a pre-qualified supplier, as part of a panel of pre-qualified suppliers for those particular goods or services [F&G r.24AJ(1)].
Council Conditions on this Delegation:	a. In accordance with s.5.43, panels of pre-qualified suppliers may only be established, where the total consideration under the resulting contract is \$250,000 or less and the expense is included in the adopted Annual Budget.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s:	Nil
CEO Conditions on this Sub-Delegation:	Not applicable

Compliance Links:	<p>Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures</p> <p>WALGA Subscription Service – Procurement Toolkit</p> <p>Council Policy - Procurement Framework</p> <p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p>
Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>Entry in the Tender Register in accordance with Regulation 17 <i>Local Government (Functions and General) Regulations 1996</i>.</p> <p>Documentation to be recorded in accordance with the Shire of Narembeen Record Keeping Plan. Original tender documentation to be kept in the strong room.</p>
Reporting Requirements:	<p>The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.</p>

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1.2.14 Application of Regional Price Preference Policy

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Functions and General) Regulations 1996:</i> r.24G Adopted regional price preference policy, effect of
Delegate:	Chief Executive Officer
Function:	Authority to decide when not to apply the regional price preference policy to a particular future tender [F&G r.24G].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s:	Nil
CEO Conditions on this Sub-Delegation:	No applicable
Compliance Links:	Local Government (Functions & General) Regulations 1996 Council Policy - Procurement Framework
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . The decision on whether a regional price preference is to be applied to a particular tender is to be included in the tender specifications for that tender.
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

1.2.15 Renewal or Extension of Contracts During a State of Emergency

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(ja)
Delegate:	Chief Executive Officer
Function:	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to execute a renewal or extension to the term of a contract that will expire within 3 months, for a term of not more than 12 months from the original expiry date, without calling for tenders [F&G r.11(2)(ja)]. This authority relates to: <ol style="list-style-type: none">1. contracts not formed through a public tender, where the total value of the original term and the proposed extension or renewal exceeds \$250,000, and2. contracts formed through a public tender.
Council Conditions on this Delegation:	<ol style="list-style-type: none">a. The authority to apply the renewal or extension option may be exercised where one or more of the following principles applies:<ol style="list-style-type: none">i. It is exercised at the sole discretion of the Local Government;ii. It is in the best interests of the Local Government;iii. It is deemed necessary to facilitate the role of Local Government in relation to the State of Emergency declaration;iv. It has potential to promote local and/or regional economic benefits.b. This authority may only be exercised where the total consideration for the renewal or extension is \$100,000 or less.c. Contracts may only be renewed or extended where there is an adopted and available budget for the proposed goods and services, OR where the expenditure from an alternative available budget allocation has been authorised in advance by the President (i.e. before the expense is incurred) in accordance with LGA s.6.8(1)(c).d. The decision to extend or renew a contract must be made in accordance with the objectives of the Purchasing Policy.e. This authority may only be exercised where the total consideration under the resulting contract is \$350,000 or less.f. The CEO cannot sub-delegate this authority.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s:	Nil
CEO Conditions on this Sub-Delegation:	Nil

Compliance Links:	Local Government (Functions and General) Regulations 1996 WALGA Subscription Service – Procurement Toolkit Council Policy - Procurement Framework
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

REVIEW

1.2.16 Procurement of Goods or Services Required to Address a State of Emergency

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(ja) Associated definition under subregulation 11(3)
Delegate:	Chief Executive Officer
Function:	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to: <ol style="list-style-type: none"> 1. Determine that particular goods or services with a purchasing value >\$250,000 are required for the purposes of addressing the impact, consequences or need arising from the hazard to which the State of Emergency declaration relates [F&G r11(3)(b)]; and 2. Undertake tender exempt purchasing activity to obtain the supply of those goods or services identified in accordance with point 1 above [F&G r.11(2)(aa)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. This authority may only be exercised where the goods or services are urgently required, and it is not possible for Council to meet within an appropriate timeframe. b. Compliance with the Purchasing Policy is required, but only to the extent that such compliance will not incur an unreasonable delay in providing the required urgent response to the State of Emergency hazard. The rationale for non-compliance with the Purchasing Policy must be evidenced in accordance with the Record Keeping Plan. c. Where a relevant budget allocation is not available and a purchase is necessary in response to a State of Emergency, the expenditure from an alternative available budget allocation must be authorised in advance by the President (i.e. before the expense is incurred) in accordance with LGA s.6.8. d. The CEO is to inform Council after the exercise of this delegation, including details of the contract specification, scope and purchasing value and the rationale for determining that the goods or services were urgently required in response to the State of Emergency declaration. e. The CEO cannot sub-delegate this authority.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s:	Nil
CEO Conditions on this Sub-Delegation:	Not applicable
Compliance Links:	Local Government (Functions and General) Regulations 1996 WALGA Subscription Service – Procurement Toolkit Council Policy - Procurement Framework

Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

REVIEW

1.2.17 Disposing of Property

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.58(2) & (3) Disposing of Property
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to dispose of property to: <ol style="list-style-type: none"> (a) to the highest bidder at public auction [s.3.58(2)(a)]. (b) to the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tenders [s.3.58(2)(b)] 2. Authority to dispose of property by private treaty only in accordance with Section 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required. b. In accordance with s.5.43, disposal of property for any single project or where not part of a project but part of a single transaction, is limited to a maximum value of \$75,000 or less. c. When determining the method of disposal: <ul style="list-style-type: none"> • Where a public auction is determined as the method of disposal: <ul style="list-style-type: none"> ○ Reserve price has been set by independent valuation. ○ Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price. • Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method. • Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to: <ul style="list-style-type: none"> ○ Negotiate the sale of the property up to a -10% variance on the valuation; and ○ Consider any public submissions received and determine if to proceed with the disposal, ensuring that the reasons for such a decision are recorded. d. Where the market value of the property is determined as being less than \$20,000 (F&G r.30(3) excluded disposal) may be undertaken: <ul style="list-style-type: none"> • Without reference to Council for resolution; and • In any case, be undertaken to ensure that the best value return is achieved however, where the property is determined

	<p>as having a nil market value, then the disposal must ensure environmentally responsible disposal.</p> <p>e. Where the disposal relates to a lease or sub-lease of a Reserve vested in the Shire, the Power to Lease must be included as a condition on the Management Order with the State.</p>
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s:	Nil
CEO Conditions on this Sub-Delegation:	Not applicable
Compliance Links:	<p>Local Government Act 1995 – s.3.58 Disposal of Property</p> <p>Local Government (Functions and General) Regulations 1995 – r.30 Dispositions of property excluded from Act s. 3.58</p>
Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>All documentation relating to the disposal of property is to be recorded in accordance with the Shire of Narembeen Record Keeping Plan</p> <p>Executed leases, tenancy agreements etc are to be retained in SharePoint/Legal Services/Agreements.</p>
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

1.2.18 Payments from the Municipal or Trust Funds

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Financial Management) Regulations 1996:</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Delegate:	Chief Executive Officer
Function:	Authority to make payments from the municipal funds [r.12(1)(a)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Authority to make payments is subject to annual budget limitations. b. Procedures are to be systematically documented, retained, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. c. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit & Risk Committee at least once each financial year. [Audit r.17]
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services Executive Manager Infrastructure Services Senior Finance Officer Administration Officer
CEO Conditions on this Sub-Delegation:	<ol style="list-style-type: none"> 1. Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5. 2. Payments by cheque, BPay and EFT transactions must be approved jointly by two Delegates, one of whom must be the CEO or an Executive Manager. 3. Delegates that approve the payment must not verify the liability. The verification of the liability via the purchase order, invoice and evidence of goods or services received, must be undertaken independent of the payment approval. 4. Conditions on the original delegation also apply to the sub-delegation, excluding the power to sub-delegation.
Compliance Links:	<u><i>Local Government Act 1995</i></u> <u><i>Local Government (Financial Management) Regulations 1996</i></u> - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc. <u><i>Local Government (Audit) Regulations 1996</i></u> Department of Local Government, Sport and Cultural Industries <u>Operational Guideline No.11 – Use of Corporate Credit Cards</u> Department of Local Government, Sport and Cultural Industries: <u>Accounting Manual</u> Council Policy - Procurement Framework

Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	<p>The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.</p> <p>The List of Payments is to be presented as an Attachment to the Agenda to Council each month.</p>

REVIEW

1.2.19 Defer, Grant Discounts, Waive or Write Off Debts

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.12 Power to defer, grant discounts, waive or write off debts
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Waive a debt which is owed to the Shire of Narembeen [s.6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the Shire of Narembeen [s.6.12(1)(b)]. 3. Write off an amount of money which is owed to the Shire of Narembeen [s.6.12(1)(c)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. A debt, other than a debt relating to a rate or service charge, may only be waived where the dollar amount does not exceed \$1,000 per debtor. b. A debt relating to interest accrued on a rate or service charge may only be written off where the dollar value does not exceed \$500 (suspension and/or write off) per property per annum. c. A debt may only be written off where costs associated with continued action to recover the debt will outweigh the new value of the debt if recovered by the Shire of Narembeen or where the value of the debt makes recovery attempts uneconomical. d. Write off of debts greater than these values must be referred to Council for decision. e. An application for fee waiver or concession may only be granted where the applicant completed a Request for Fee Waiver Application Form, and the amount is less than \$1,000. This includes, but not limited to such things as: venue hire, bus hire, equipment hire etc. Application of \$1,000 or more must go to Council for approval.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s:	Nil
CEO Conditions on this Sub-Delegation:	Not applicable
Compliance Links:	<p>Local Government Act 1995 Local Government (Financial Management) Regulations 1996</p> <p>Collection of Rates Debts – refer Delegations: Delegation 1.2.22 - Agreement as to Payment of Rates and Service Charges Delegation 1.2.23- Recovery of Rates or Service Charges Delegation 1.2.24- Recovery of Rates Debts – Require Lessee to Pay Rent</p> <p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p>

Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>Where the write off relates to rates, relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.</p> <p>In accordance with Regulation 42 of the <i>Local Government (Financial Management) Regulations 1996</i>, the total amount of money written off is to be reported in the Annual Report.</p>
Reporting Requirements:	<p>The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.</p>

REVIEW

1.2.20 Power to Invest and Manage Investments

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996:</i> r.19 Investments, control procedures for
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. All investment activity must comply with the Financial Management Regulation 19C and Council Policy - Investments. b. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. c. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. d. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every 3 financial years. [Audit r.17]
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees, excluding the power of sub-delegation.
Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services
CEO Conditions on this Sub-Delegation:	<ol style="list-style-type: none"> 1. A decision to invest must be jointly confirmed by two Delegates. 2. Conditions on the original delegation also apply to the sub-delegation, excluding the power of sub-delegation.
Compliance Links:	<p>Local Government Act 1995</p> <p>Banking Act 1959</p> <p>Local Government (Financial Management) Regulations 1996 – refer r.19C Investment of money, restrictions on (Act s.6.14(2)(a))</p> <p>Council Policy – Investment Policy</p> <p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p>
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .

Reporting Requirements:

The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

A report detailing the investment portfolio is to be presented to Council each month.

REVIEW

1.2.21 Rate Record Amendment

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.39(2)(b) Rate record s.6.40 Effect of amendment of rate record
Delegate:	Chief Executive Officer
Function:	Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)].
Council Conditions on this Delegation:	Delegates must comply with the requirements of s.6.40 of the Act.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services Senior Finance Officer
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation, excluding the power of sub-delegation.
Compliance Links:	Local Government Act 1995 – s.6.40 prescribes consequential actions that may be required following a decision to amend the rate record. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal. Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .. Relevant notes to be kept on the property file within Synergysoft and the hard copy file in the Compactus.
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

1.2.22 Agreement as to Payment of Rates and Service Charges

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.49 Agreement as to payment of rates and service charges
Delegate:	Chief Executive Officer
Function:	Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
Council Conditions on this Delegation:	Agreements must be in writing and must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation, excluding the power of sub-delegation.
Compliance Links:	Council Policy – Debt Management Council Policy – Financial Hardship Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . Documentation is to be recorded in accordance with the Shire of Narembeen Record Keeping Plan Relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report. The full details of the arrangements made under this delegation is to be recorded in the rate record.

1.2.23 Recovery of Rates or Service Charges

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services
CEO Conditions on this Sub-Delegation:	<ol style="list-style-type: none"> a. Conditions on the original delegation also apply to the sub-delegation, excluding the power of sub-delegation. b. The sub-delegation does not include the authority to lodge and withdraw caveats.
Compliance Links:	<p>Rates & Charges (Rebates & Deferments) Act 1995 Valuation of Land Act 1978 Fire & Emergency Services Act 1998</p> <p>Council Policy – Debt Management Council Policy – Financial Hardship</p> <p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p>
Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>Documentation to be recorded in accordance with the Shire of Narembeen Record Keeping Plan Relevant notes to be kept on the property file within Synergysoft and the hard copy file in the Compactus.</p>
Reporting Requirements:	<p>The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.</p> <p>The full details of the decision and actions taken under this delegation is to be recorded in the rate record.</p>

1.2.24 Recovery of Rates Debts – Require Lessee to Pay Rent

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.60 Local Government may require lessee to pay rent
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire of Narembeen [s.6.60(2)]. 2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation, excluding the poser of sub-delegation.
Compliance Links:	<p>Local Government Act 1995 – refer sections 6.61 and 6.62 and Schedule 6.2 prescribe procedures relevant to exercise of authority under s.6.60.</p> <p>Rates & Charges (Rebates & Deferments) Act 1995</p> <p>Valuation of Land Act 1978</p> <p>Fire & Emergency Services Act 1998</p> <p>Council Policy – Debt Management</p> <p>Council Policy – Financial Hardship</p> <p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p>
Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>Documentation to be recorded in accordance with the Shire of Narembeen Record Keeping Plan Relevant notes to be kept on the property file within Synergysoft and the hard copy file in the Compactus.</p> <p>The full details of the decision and actions taken under this delegation is to be recorded in the rate record.</p>
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

1.2.25 Rate Record - Objections

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.76 Grounds of objection
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to extend the time for a person to make an objection to a rate record [s.6.76(4)]. 2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s:	Nil
CEO Conditions on this Sub-Delegation:	Not applicable
Compliance Links:	<p>Decisions under this delegation may be referred for review by the State Administrative Tribunal.</p> <p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p>
Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>. Documentation to be recorded in SharePoint at Rates & Valuations/ Enquiries and Complaints.</p> <p>Relevant notes to be kept on the property file within Synergysoft and the hard copy file in the Compactus.</p> <p>The full details of the decision and actions taken under this delegation is to be recorded in the rate record.</p>
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

1.2.26 Disposing of surplus assets

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.44 CEO may delegate powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.58 Disposing of Property r30 Functions and General Regulations
Delegate:	Chief Executive Officer (CEO)
Function:	Authority to dispose of property by private treaty in accordance with Section 3.58.
Council Conditions on this Delegation:	<ul style="list-style-type: none"> a. where the market value of the asset is not more than \$2,000 (each, in the case of multiple similar or identical assets), based on formal valuation or documented management appraisal. b. Where the asset(s) are surplus to operational requirements and/or have been made redundant by the purchase or newer or superior assets.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s:	Executive Manager Corporate Services Executive manager Infrastructure Services
CEO Conditions on this Sub-Delegation:	Not applicable
Compliance Links:	<p>Local Government Act 1995 – s.3.58 Disposal of Property</p> <p>Local Government (Functions and General) Regulations 1995 – r.30 Dispositions of property excluded from Act s. 3.58</p> <p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p>
Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>All documentation relating to the disposal of property is to be recorded in accordance with the Shire of Narembeen Record Keeping Plan</p> <p>Executed leases, tenancy agreements etc are to be retained in Legal Services/Agreements.</p>
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

1.3 CEO to Employees

1.3.1 Electoral Enrolment Eligibility Claims and Electoral Roll

Delegator:	Chief Executive Officer
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.4.32(4), (5A) & (5) Eligibility to enrol under s.4.30, how to claim s.4.34 Accuracy of enrolment details to be maintained s.4.35 Decision that eligibility to enrol under s.4.30 has ended s.4.37 New roll for each election <i>Local Government (Elections) Regulations 1995:</i> r.11(1a) Nomination of co-owners or co-occupiers — s.4.31 r.13(2) & (4) Register - s.4.32(6)
Delegate/s:	Executive Manager Corporate Services
Function:	<ol style="list-style-type: none"> 1. Authority to require the written notice for co-owners or co-occupiers to be incorporated into Form 2 [r.11(1a)]. 2. Authority to decide whether or not the claimant is eligible under s.4.30(1)(a) and (b) and accept or reject the claim accordingly [s.4.32(4)]. 3. Authority to decide to accept or reject a claim made before the close of enrolments, but less than 14-days before the close of nominations [s.4.32(5A)]. 4. Authority to make any enquiries necessary in order to make a decision on an eligibility claim [s.4.32(5)]. 5. Authority to approve the omission of an elector's address from the Owners and Occupiers Register on the basis of a declaration from the elector that the publication of this information would place the elector's or their families safety at risk [Elections r.13(2)]. 6. Authority to amend the Owners and Occupiers Register from time to time to make sure that the information recorded in it is accurate [Elections r.13(4)]. 7. Authority to ensure that the information about electors that is recorded from enrolment eligibility claims is maintained in an up to date and accurate form [s.4.34]. 8. Authority to decide that a person is no longer eligible under s.4.30 to be enrolled on the Owners and Occupiers Electoral Roll [s.4.35(1)] and to give notice [s.4.35(2)] and consider submissions [s.4.35(6)], before making such determination. 9. Authority to determine to take any action necessary to give effect to advice received from the Electoral Commissioner [s.4.35(5)]. 10. Decide, with the approval of the Electoral Commissioner, that a new electoral roll is not required for an election day which is less than 100 days since the last election day [s.4.37(3)].
CEO Conditions on this Delegation:	Decisions on enrolment eligibility are to be recorded in the Enrolment Eligibility Register in accordance with s.4.32(6) and s.4.35(7).
Express Power to Sub-Delegate:	Nil

Compliance Links:	Department of Local Government, Sport and Cultural Industries: Returning Officer Manual Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

REVIEW

1.3.2 Destruction of Electoral Papers

Delegator:	Chief Executive Officer
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government (Elections) Regulations 1996:</i> r.82(4) Keeping election papers – s4.84(a)
Delegate/s:	Executive Manager Corporate Services
Function:	Authority to, after a period of 4-years, destroy the parcels of election papers in the presence of at least 2 other employees [Elect. r.82(4)].
CEO Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil
Compliance Links:	Department of Local Government, Sport and Cultural Industries: Returning Officer Manual Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

1.3.3 Information to be Available to the Public

Delegator:	Chief Executive Officer
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government (Administration) Regulations 1996:</i> r.29B Copies of certain information not to be provided (Act s.5.96) <i>Local Government Act 1995:</i> s.5.95(1)(b) & (3)(b) Limits on right to inspect local government information
Delegate/s:	Executive Manager Corporate Services
Function:	<ol style="list-style-type: none"> 1. Authority to determine the manner and form by which a person may request copies of rates record information [s.5.94(m)] or owners and occupiers register and electoral rolls [s5.94(s)] and to make the information available, if satisfied, by statutory declaration or otherwise, that the information will not be used for commercial purposes [Admin r.29B]. 2. Authority to determine not to provide a right to inspect information, where it is considered that in doing so would divert a substantial and unreasonable portion of the local government's resources away from its other functions [s5.95(1)(b)]. 3. Authority to determine not to provide a right to inspect information contained in notice papers, agenda, minutes, or information tabled at a meeting, where it is considered that that part of the meeting could have been closed to members of the public but was not closed [s.5.94(3)(b)].
CEO Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

1.3.4 Financial Management Systems and Procedures

Delegator:	Chief Executive Officer
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government (Financial Management) Regulations 1996:</i> r.5 CEO's Duties as to financial management
Delegate/s:	Executive Manager Corporate Services
Function:	<ol style="list-style-type: none"> 1. Authority to establish systems and procedures [FM r.5] that give effect to internal controls and risk mitigation for the: <ol style="list-style-type: none"> i. Collection of money owed to the Shire of Narembeen; ii. Safe custody and security of money collected or held by the Shire of Narembeen; iii. Maintenance and security of all financial records, including payroll, stock control and costing records; iv. Proper accounting of the Municipal and Trust Funds, including revenue, expenses and assets and liabilities; v. Proper authorisation of employees for incurring liabilities, including authority for initiating Requisition Orders, Purchase Orders and use of Credit and Transaction Cards; vi. Making of payments in accordance with Delegated Authority 1.2.18; vii. Preparation of budgets, budget reviews, accounts and reports as required by legislation or operational requirements.
CEO Conditions on this Delegation:	<ol style="list-style-type: none"> a. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. b. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within each 3 financial years. [Audit r.17].
Express Power to Sub-Delegate:	Nil
Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government Act 1995</p> <p>Local Government (Financial Management) Regulations 1996</p> <p>Local Government (Audit) Regulations 1996</p> <p>Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards</p> <p>Council Policy – Procurement Framework</p>
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .

Reporting Requirements:

The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

REVIEW

2 Building Act 2011 Delegations

2.1 Council to CEO

2.1.1 Grant a Building Permit

Delegator:	Permit Authority (Local Government)
Express Power to Delegate:	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012:</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)]. 2. Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a building permit has effect [r.23]. <ol style="list-style-type: none"> i. Subject to being satisfied that work for the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s:	Nil
CEO Conditions on this Sub-Delegation:	Not applicable

Compliance Links:	<p>Building Act 2011</p> <p>s.119 Building and demolition permits – application for review by SAT</p> <p>s.23 Time for deciding application for building or demolition permit</p> <p>s.17 Uncertified application to be considered by building surveyor</p> <p>Building Regulations 2012 – r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT</p> <p>Building Services (Registration Act) 2011 – Section 7</p> <p>Home Building Contracts Act 1991 – Part 3A, Division 2 – Part 7, Division 2</p> <p>Building and Construction Industry Training Levy Act 1990</p> <p>Heritage Act 2018</p>
Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>Applications, plans and permits are to be recorded in accordance with the Shire of Narembeen Record Keeping Plan and a copy kept on the property file in the Compactus.</p>
Reporting Requirements:	<p>The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.</p>

2.1.2 Demolition Permits

Delegator:	Permit Authority (Local Government)
Express Power to Delegate:	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.18 Further Information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)]. 2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a demolition permit has effect [r.23]. <ol style="list-style-type: none"> i. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].
Council Conditions on this Delegation:	The granting of a permit excludes those properties contained in the Shire of Narembeen Municipal Heritage Inventory.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s:	Nil
CEO Conditions on this Sub-Delegation:	Not applicable
Compliance Links:	Building Act 2011 s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2

	<p><u>Building and Construction Industry Training Levy Act 1990</u></p> <p><u>Heritage Act 2018</u></p>
Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>Applications, plans and permits are to be recorded in accordance with the Shire of Narembeen Record Keeping Plan and a copy kept on the property file in the Compactus.</p>
Reporting Requirements:	<p>The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.</p>

REVIEW

2.1.3 Occupancy Permits or Building Approval Certificates

Delegator:	Permit Authority (Local Government)
Express Power to Delegate:	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration Building Regulations 2012 r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55]. 2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58]. 3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)]. 4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s:	Nil
CEO Conditions on this Sub-Delegation:	Not applicable
Compliance Links:	<p>Building Act 2011</p> <p>s.59 time for granting occupancy permit or building approval certificate</p> <p>s.60 Notice of decision not to grant occupancy permit or grant building approval certificate</p> <p>s.121 Occupancy permits and building approval certificates – application for review by SAT</p> <p>Building Services (Complaint Resolution and Administration) Act 2011</p> <p>– Part 7, Division 2</p> <p>Building and Construction Industry Training Levy Act 1990</p> <p>Heritage Act 2018</p>
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .

	Applications, plans and permits are to be recorded in accordance with the Shire of Narembeen Record Keeping Plan and a copy kept on the property file in the Compactus.
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

REVIEW

2.1.4 Designate Employees as Authorised Persons

Delegator:	Permit Authority (Local Government)
Express Power to Delegate:	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.96(3) authorised persons s.99(3) Limitation on powers of authorised person
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to designate an employee as an authorised person [s.96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)].
Council Conditions on this Delegation:	Decisions under this delegated authority should be in accordance with r.5 of the <i>Building Regulations 2012</i> .
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s:	Nil
CEO Conditions on this Sub-Delegation:	Not applicable
Compliance Links:	<p>Building Act 2011: s.97 requires each person designated as an authorised person must have an identity card. r.5A Authorised persons (s.3) – definition</p> <p>Building Regulations 2012 Authorised Persons Identity Card and Certificate of Authorisation</p>
Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>Copies of Instruments or Certificates of Authorisation are to be retained on the Authorised Person's personnel file.</p> <p>A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.</p>
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

2.1.5 Building Orders

Delegator:	Permit Authority (Local Government)
Express Power to Delegate:	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2) and (3) Permit authority may give effect to building order if non-compliance s.133(1) A permit authority may commence a prosecution for an offence against this Act
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to make Building Orders in relation to: <ol style="list-style-type: none"> a. Building work; or b. Demolition work; or c. An existing building or incidental structure [s.110(1)]. 2. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)]. 3. Authority to revoke a building order [s.117]. 4. If there is non-compliance with a building order, authority to cause an authorised person to: <ol style="list-style-type: none"> a. take any action specified in the order; or b. commence or complete any work specified in the order; or c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. 5. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)]. 6. Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to section 110 of the <i>Building Act 2011</i>.
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s:	Nil
CEO Conditions on this Sub-Delegation:	Not applicable
Compliance Links:	Building Act 2011:

	<p>Section 111 Notice of proposed building order other than building order (emergency)</p> <p>Section 112 Content of building order</p> <p>Section 113 Limitation on effect of building order</p> <p>Section 114 Service of building order</p> <p>Part 9 Review - s.122 Building orders – application for review by SAT</p>
Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>Applications, plans and permits are to be recorded in accordance with the Shire of Narembeen Record Keeping Plan and a copy kept on the property file in the Compactus.</p>
Reporting Requirements:	<p>The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.</p>

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2.1.6 Inspection and Copies of Building Records

Delegator:	Permit Authority (Local Government)
Express Power to Delegate:	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.131(2) Inspection, copies of building records
Delegate:	Chief Executive Officer
Function:	Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s:	Nil
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	Building Act 2011 – s.146 Confidentiality Freedom of Information Act 1992 State Records Act 2000
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

2.1.7 Referrals and Issuing Certificates

Delegator:	Permit Authority (Local Government)
Express Power to Delegate:	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.145A Local Government functions
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)]. 2. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire of Narembeen's District [s.145A(2)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s:	Nil
CEO Conditions on this Sub-Delegation:	Not applicable
Compliance Links:	Nil
Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>Applications, plans and permits are to be recorded in accordance with the Shire of Narembeen Record Keeping Plan and a copy kept on the property file in the Compactus.</p>
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

2.1.8 Private Pool Barrier – Alternative and Performance Solutions

Delegator:	Permit Authority (Local Government)
Express Power to Delegate:	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Regulations 2012:</i> r.51 Approvals by permit authority
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliant with AS 1926.1 [r.51(2)] 2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)] 3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: <i>Appointed by CEO</i>	Environmental Health Officer
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation, excluding the power of sub-delegation.
Compliance Links:	Building Act 2011 Building Regulations 2012 Swimming Pool Provisions – AS1926.1 Standards (as amended) Fencing Local Law 2020
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . Applications, plans and permits are to be recorded in accordance with the Shire of Narembeen Record Keeping Plan and a copy kept on the property file in the Compactus.
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

2.1.9 Smoke Alarms – Alternative Solutions

Delegator:	Local Government
Express Power to Delegate:	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Regulations 2012:</i> r.55 Terms Used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55]. 2. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: <i>Appointed by CEO</i>	Environmental Health Officer
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	Nil
Record Keeping:	Signed letters, inspection records and other documentation to be recorded in accordance with the Shire of Narembeen Record Keeping Plan and a copy kept on the property file in the Compactus.
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

2.1.10 Appoint Approved Officers and Authorised Officers

Delegator:	Local Government
Express Power to Delegate:	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Regulations 2012:</i> r.70 Approved officers and authorised officers
Delegate:	Chief Executive Officer
Function:	<p>1. Authority to appoint an approved officer for the purposes of s.6(a) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(1) and (1A).</p> <p><i>NOTE: Only employees delegated under s 5.44(1) of the Local Government Act 1995 with power under s 9.19 or 9.20 may be appointed as “approved officers”.</i></p> <p>2. Authority to appoint an authorised officer for the purposes of s.6(b) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(2).</p> <p><i>NOTE: Only employees appointed under s 9.10 of the Local Government Act 1995 and authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as “authorised officers” for the purposes of Building Regulation 70(2).</i></p>
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	Not applicable
Compliance Links:	<i>Building Regulations 2012</i> r 70(3) each authorised officer must be issued a certificate of appointment.
Record Keeping:	Letters of Authorisation to be recorded in accordance with the Shire of Narembeen Record Keeping Plan and a copy kept on the property file in the Compactus.
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

3 Bush Fires Act 1954 Delegations

3.1 Council to CEO, President, and Bush Fire Control Officer

3.1.1 Make Request to FES Commissioner – Control of Fire

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.13(4) Duties and powers of bush fire liaison officers
Delegate:	Chief Executive Officer
Function:	Authority to request on behalf of the Shire of Narembeen that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13(4)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil Sub-delegation is prohibited by s.48(3)
Compliance Links:	Bush Fires Act 1954
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

3.1.2 Prohibited Burning Times - Vary

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government s.17(10) Prohibited burning times may be declared by Minister (power of delegation to mayor or president and Chief Bush Fire Control Officer for ONLY powers under s.17(7) and (8))
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.17(7) Prohibited burning times may be declared by Minister <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	Chief Bush Fire Control Officer Shire President
Function: <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17(7)].
Council Conditions on this Delegation:	Decisions under s.17(7) must be undertaken jointly by both the President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).
Express Power to Sub-Delegate:	Sub-delegation is prohibited by s.48(3)
Compliance Links:	Bush Fires Act 1954 Bush Fires Regulations 1954 Conservation and Land Management Act 1984 Department of Biodiversity and Attractions Forest Management Plan 2014-23
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

3.1.3 Prohibited Burning Times – Control Activities

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.17(7) Prohibited burning times may be declared by Minister s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15]. 2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)]. 4. Authority to issue directions during a Prohibited Burning Time to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 5. Authority to prohibit the use of tractors, engines or self-propelled harvesters during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 6. Authority to recover the cost of measures taken by the Shire of Narembeen or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Council Conditions on this Delegation:	Decisions under s.17(7) must be undertake jointly by both the President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).
Express Power to Sub-Delegate:	Nil. Sub-delegation is prohibited by s.48(3)
Compliance Links:	Bush Fires Act 1954 Bush Fires Regulations 1954

Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

REVIEW

3.1.4 Restricted Burning Times – Vary and Control Activities

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.18(5), (11) Restricted burning times may be declared by FES Commissioner s.22(6) and (7) Burning on exempt land and land adjoining exempt land s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.15C Local Government may prohibit burning on certain days r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)]. <ol style="list-style-type: none"> a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C]. 2. Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)]. 3. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15]. 4. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)]. 5. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 6. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B]. 7. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)].

	<p>8. Authority to prohibit the use of tractors, engines or self-propelled harvesters, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)].</p> <p>9. Authority to recover the cost of measures taken by the Shire of Narembeen or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].</p>
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil. Sub-delegation is prohibited by s.48(3)
Compliance Links:	<p>Bush Fires Act 1954</p> <p>Bush Fires Regulations 1954</p>
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

3.1.5 Control of Operations Likely to Create Bush Fire Danger

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.27D Requirements for carriage and deposit of incendiary material <i>Bush Fires Regulations 1954:</i> r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. r.39D Explosives, use of r.39E Fireworks, use of
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: <ol style="list-style-type: none"> a. a person operating a bee smoker device during a prescribed period [r.39CA(5)]. b. a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)]. c. a person using explosives [r.39D(2)]. d. a person using fireworks [r.39E(3)]. 2. Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. <i>Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.</i>
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil. Sub-delegation is prohibited by s.48(3)
Compliance Links:	Bush Fires Act 1954 Bush Fires Regulations 1954
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

3.1.6 Burning Garden Refuse / Open Air Fires

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.24F Burning garden refuse during limited burning times s.24G Minister or local government may further restrict burning of garden refuse s.25 No fire to be lit in open air unless certain precautions taken s.25A Power of Minister to exempt from provisions of section 25 <i>Bush Fires Regulations 1954:</i> r.27(3) Permit, issue of
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)]. 2. Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)]. <ol style="list-style-type: none"> a. Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)]. b. Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plan growing upon any land within the District [r.34]. 3. Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of: <ol style="list-style-type: none"> a. camping or cooking [s.25(1)(a)]. b. conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)]. 4. Authority to prohibit the lighting of fires in the open are for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25(1a) and (1b)]. 5. Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s.25A(5)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Sub-delegation is prohibited by s.48(3)
Compliance Links:	Bush Fires Act 1954

	<u>Bush Fires Regulations 1954</u>
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

REVIEW

3.1.7 Firebreaks

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.33 Local government may require occupier of land to plough or clear fire-breaks
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire of Narembeen: <ol style="list-style-type: none"> a. clearing of firebreaks as determined necessary and specified in the notice; and b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and c. as a separate or coordinated action with any other person carry out similar actions [s.33(1)]. 2. Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)]. <ol style="list-style-type: none"> a. Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s.33(5)]. 3. Authority to consider and determine a written request to vary the requirements of a Notice issued in accordance with s.33.
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil. Sub-delegation is prohibited by s.48(3)
Compliance Links:	Bush Fires Act 1954 Bush Fires Regulations 1954
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . Firebreak notices are to be included with the annual rates notice, published on the Shire's website and a copy recorded in accordance with the Shire of Narembeen Record Keeping Plan.
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.38 Local Government may appoint bush fire control officer
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the <i>Bush Fires Act 1954</i>; and <ol style="list-style-type: none"> a. Of those Officers, appoint 2 as the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer; and b. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)]. 2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire of Narembeen [s.38(5A)] 3. Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)]. <ol style="list-style-type: none"> a. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil. Sub-delegation is prohibited by s.48(3)
Compliance Links:	Bush Fires Act 1954 Bush Fires Regulations 1954
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . A record of each Appointment is to be retained in the Authorised Persons Register, retained as a Local Government Record.
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

3.1.9 Control and Extinguishment of Bush Fires

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.46 Bush fire control officer or forest officer may postpone lighting fire
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s.46(1A)]. 2. Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act office is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then the Delegate may make the decision [s.46(1B)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Sub-delegation is prohibited by s.48(3)
Compliance Links:	Bush Fires Act 1954 Bush Fires Regulations 1954 Conservation and Land Management Act 1984 Department of Biodiversity and Attractions Forest Management Plan 2014-23
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

3.1.10 Recovery of Expenses Incurred through Contraventions of this Act

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.58 General penalty and recovery of expenses incurred
Delegate:	Chief Executive Officer
Function:	Authority to recover expenses incurred as a result of an offence against the <i>Bush Fires Act 1954</i> , being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire of Narembeen or those on behalf of the Shire of Narembeen to do [s.58].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil. Sub-delegation is prohibited by s.48(3)
Compliance Links:	Bush Fires Act 1954 Bush Fires Regulations 1954
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . Where the contravention relates to a property relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

3.1.11 Prosecution of Offences

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59]. 2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil. Sub-delegation is prohibited by s.48(3)
Compliance Links:	<p>Bush Fires Act 1954: s.65 Proof of certain matters s.66 Proof of ownership or occupancy</p> <p>Bush Fires Regulations 1954</p>
Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>Relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.</p>
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

4 Cat Act 2011 Delegations

4.1 Council to CEO

4.1.1 Cat Registrations

Delegator:	Local Government
Express Power to Delegate:	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags <i>Cat Regulations 2012</i> Schedule 3, cl.1(4) Fees Payable
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. 3. Authority to cancel a cat registration [s.10]. 4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)]. 5. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire of Narembeen's District [Regs. Sch. 3 cl.1(4)].
Council Conditions on this Delegation:	Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services Administration Officers Customer Service Officers Finance Officers Records Officer
CEO Conditions on this Sub-Delegation:	<ol style="list-style-type: none"> a. Conditions on the original delegation also apply to the sub-delegation, excluding the power to sub-delegate. b. Function 5 can only be exercised by the Chief Executive Officer.
Compliance Links:	Cat Act 2011 s.45 Delegation by CEO of local government Cat Regulations 2012:

	<p>r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration.</p> <p>r.12 Period of registration (s.9(7))</p> <p>r.11 Changes in registration</p> <p>r.14 Registration certificate (s.11(1)(b))</p> <p>r.15 Registration tags (s.76(2))</p> <p>Decisions are subject to Objection and Review by the State Administration Tribunal rights – refer Part 4, Division 5 of the <i>Cat Act 2011</i>.</p>
Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p>
Reporting Requirements:	<p>The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.</p>

4.1.2 Cat Control Notices

Delegator:	Local Government
Express Power to Delegate:	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.26 Cat control notice may be given to cat owner
Delegate:	Chief Executive Officer
Function:	Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire of Narembeen's District [s.26].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Sub-Delegate/s: <i>Appointed by CEO</i>	Ranger (this delegation can only be enacted by a Shire employee, not a contractor).
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation, excluding the power of sub-delegation.
Compliance Links:	Cat Act 2011 Cat Regulations 2012 – r.20 Cat control notice [s.23(3)], prescribes the Form of the notice.
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

4.1.3 Approval to Breed Cats

Delegator:	Local Government
Express Power to Delegate:	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.37 Approval to Breed Cats s.38 Cancellation of approval to breed cats s.39 Certificate to be given to approved cat breeder
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37(1) and (2)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)]. 3. Authority to cancel an approval to breed cats [s.38]. 4. Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].
Council Conditions on this Delegation:	Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Sub-Delegate/s:	Nil
CEO Conditions on this Sub-Delegation:	Not applicable
Compliance Links:	Cat Act 2011 Cat Regulations 2012: r.21 Application for approval to breed cats (s.36(2)) r.22 Other circumstances leading to refusal of approval to breed cats (s.37(2)(f)) r.23 Person who not be refused approval to breed cats (s.37(5)) r.24 Duration of approval to breed cats (s.37(6)) r.25 Certificate given to approved cat breeder (s.39(1))
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

4.1.4 Recovery of Costs – Destruction of Cats

Delegator:	Local Government
Express Power to Delegate:	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.49(3) Authorised person may cause cat to be destroyed
Delegate:	Chief Executive Officer
Function:	Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation, excluding the power of sub-delegation.
Compliance Links:	Cat Act 2011
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

4.1.5 Applications to Keep Additional Cats

Delegator:	Local Government
Express Power to Delegate:	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat (Uniform Local Provisions) Regulations 2013:</i> r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to require any document or additional information required to determine an application [r.8(3)] 2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)]. 2. Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].
Council Conditions on this Delegation:	a. Notices of decisions must include advice as to Review rights in accordance with r.11 of the <i>Cat (Uniform Local Provisions) Regulations 2013</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Sub-Delegate/s:	Nil
CEO Conditions on this Sub-Delegation:	Not applicable
Compliance Links:	Cat Act 2011
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

4.1.6 Reduce or Waiver Registration Fee

Delegator:	Local Government
Express Power to Delegate:	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Regulations 2012:</i> Schedule 3 Fees clause 1(4)
Delegate:	Chief Executive Officer
Function:	1. Authority to reduce or waiver a fee payable under Schedule 3 clauses (2) or (3) in respect to any individual cat.
Council Conditions on this Delegation:	a. This delegation does NOT provide authority to determine to reduce or waiver the fees payable in regard to any <u>class of cat</u> within the District. This matter requires a Council decision in accordance with s.6.16, 6.17 and 6.18 of the <i>Local Government Act 1995</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Sub-Delegate/s:	Nil
CEO Conditions on this Sub-Delegation:	Not applicable
Compliance Links:	Nil
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

5 Dog Act 1976 Delegations

5.1 Council to CEO

5.1.1 Appoint Registration Officer

Delegator:	Local Government
Express Power to Delegate:	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.3 Terms Used (<i>Registration officer means a person authorised by the local government to effect the registration of dogs pursuant to this Act</i>)
Delegate:	Chief Executive Officer
Function:	1. Authority to authorise a person for the purposes of performing the prescribed office of Registration Officer under the Dog Act 1976 [s.3].
Council Conditions on this Delegation:	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s:	Nil
CEO Conditions on this Sub-Delegation:	Not applicable
Compliance Links:	Nil
Record Keeping:	Letters of Authorisation to be recorded in accordance with the Shire of Narembeen Record Keeping Plan.
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

5.1.2 Refuse or Cancel Registration

Delegator:	Local Government
Express Power to Delegate:	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.14 Register of dogs s.15(2) and (4A) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) and (6) Refusal or cancellation of registration
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)]. 2. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: <ol style="list-style-type: none"> a. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the <i>Cat Act 2011</i> or the <i>Animal Welfare Act 2002</i>; or b. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or c. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept d. the dog is required to be microchipped but is not microchipped; or e. the dog is a dangerous dog [s.16(3) and s.17A(2)]. 3. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire of Narembeen's District [s15(4A)]. 4. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)]. <ol style="list-style-type: none"> a. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had be found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)].
Council Conditions on this Delegation:	The Chief Executive Officer is permitted to sub-delegate to employees [s. 10AA(3)].
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services

CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation, excluding the power of sub-delegation.
Compliance Links:	<p>Dog Act 1976</p> <p>s.17A If no application for registration made – procedure for giving notice of decision under s.16(3)</p> <p>Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – s.16A, s.17(4) and (6)</p> <p>Dogs Local Laws 2020</p>
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

5.1.3 Recovery of Moneys Due Under this Act

Delegator:	Local Government
Express Power to Delegate:	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.29(5) Power to seize dogs
Delegate:	Chief Executive Officer
Function:	Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
Council Conditions on this Delegation:	The Chief Executive Officer is permitted to sub-delegate to employees [s. 10AA(3)].
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation, excluding the power of sub-delegation.
Compliance Links:	Dog Act 1976 Dog Regulations 2013 Includes recovery of expenses relevant to: s.30A(3) Operator of dog management facility may have dog microchipped at owner's expense s.33M Local government expenses to be recoverable. s.47 Veterinary service expenses recoverable from local government r.31 Local government expenses as to dangerous dogs (declared) Dogs Local Laws 2020
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

5.1.4 Dispose of or Sell Dogs Liable to be Destroyed

Delegator:	Local Government
Express Power to Delegate:	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.29(11) Power to seize dogs
Delegate:	Chief Executive Officer
Function:	Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
Council Conditions on this Delegation:	a. The Chief Executive Officer is permitted to sub-delegate to employees [s. 10AA(3)]. b. Proceeds from the sale of dogs are to be directed into the Municipal Fund.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services Ranger (this delegation can only be enacted by a Shire employee, not a contractor).
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation, excluding the power of sub-delegation.
Compliance Links:	Dogs Act 1976 Dogs Local Law
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

5.1.5 Declare Dangerous Dog

Delegator:	Local Government
Express Power to Delegate:	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33E(1) Individual dog may be declared to be dangerous dog (declared)
Delegate:	Chief Executive Officer
Function:	Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
Council Conditions on this Delegation	Nil
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s:	Nil
CEO Conditions on this Sub-Delegation:	Not applicable
Compliance Links:	Dogs Act 1976 Dog Regulations 2013 Note – Decisions under this delegation may be referred for review by the State Administration Tribunal Dog Local Laws 2020
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

5.1.6 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke

Delegator:	Local Government
Express Power to Delegate:	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1) and (2) Local government may revoke declaration or proposal to destroy
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)]. 2. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)]. 3. Authority to revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)] <ol style="list-style-type: none"> a. Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].
Council Conditions on this Delegation:	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s:	Nil
CEO Conditions on this Sub-Delegation:	Not applicable
Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – See s.33H(5) of the <i>Dog Act 1976</i> Dog Local Laws 2020
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

5.1.7 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice

Delegator:	Local Government
Express Power to Delegate:	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33H(5) Local government may revoke declaration or proposal to destroy
Delegate:	Chief Executive Officer
Function:	1. Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)]: (a) a notice declaring a dog to be dangerous; or (b) a notice proposing to cause a dog to be destroyed.
Council Conditions on this Delegation:	The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s:	Nil
CEO Conditions on this Sub-Delegation:	Not applicable
Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal Dogs Act 1976 Dog Local Laws 2020
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

5.1.8 Determine Recoverable Expenses for Dangerous Dog Declaration

Delegator:	Local Government
Express Power to Delegate:	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33M(1)(a) Local Government expenses to be recoverable
Delegate:	Chief Executive Officer
Function:	Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to any maximum amount prescribed, having regard to the expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s:	Nil
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	Dogs Act 1976 Dog Regulations 2013 Note – Decisions under this delegation may be referred for review by the State Administration Tribunal Dog Local Laws 2020
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

5.1.9 Grant Exemption as to Number of Dogs Kept at Premises

Delegator:	Local Government
Express Power to Delegate:	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.26(3) Limitation as to numbers
Delegate:	Chief Executive Officer
Function:	1. Authority to approve, and determine conditions that apply to, an exemption as to the limit to the number of dogs that can be kept at a premises [s.26(3)].
Council Conditions on this Delegation:	<p>a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].</p> <p>b. Decisions under this delegation must comply with the relevant provisions of the Dog Act 1976 and the Shire of Narembeen Dogs Local Law, including:</p> <ul style="list-style-type: none"> • Consider and be satisfied that for any particular premises the provisions of the Dog Act 1976 relating to kennel establishments need not be applied in the circumstances [s.26(3)]. • Apply the provisions of s.26(4). <p>c. Conditions that must be applied to an approved exemption, include:</p> <ul style="list-style-type: none"> • Fencing at the premises must be adequate and maintained to prevent the dogs from leaving the premises, to the satisfaction of the CEO. • Registrations for each dog subject of the approved exemption must be current and maintained. • An exemption applies only to the dogs registered and listed in the approval and as such cannot be transferred to another dog. <p>d. Surrounding neighbours are to be consulted on an application and where an objection to an application is received, the matter is to be presented to Council for determination.</p>
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s:	Nil
CEO Conditions on this Sub-Delegation:	Not applicable
Compliance Links:	<p>Dogs Act 1976</p> <p>Dog Regulations 2013</p> <p>Note – Decisions under this delegation may be referred for review by the State Administration Tribunal</p> <p>Dog Local Laws 2020</p>
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .

Reporting Requirements:

The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

6 Food Act 2008 Delegations

6.1 Council to CEO

6.1.1 Prohibition Orders and Certificates of Clearances

Delegator:	Local Government
Express Power to Delegate:	<p><i>Food Act 2008:</i></p> <p>s.118 Functions of enforcement agencies and delegation</p> <p>(2)(b) Enforcement agency may delegate a function conferred on it</p> <p>(3) Delegation subject to conditions [s.119] and guidelines adopted [s.120]</p> <p>(4) Sub-delegation permissible only if expressly provided in regulations</p>
Express Power or Duty Delegated:	<p><i>Food Act 2008:</i></p> <p>s.65(1) Prohibition orders</p> <p>s.66 Certificate of clearance to be given in certain circumstances</p> <p>s.67(4) Request for re-inspection</p>
Delegate:	<p>Chief Executive Officer</p> <p>Environmental Health Officer</p>
Function:	<ol style="list-style-type: none"> 1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the <i>Food Act 2008</i> [s.65(1)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].
Council Conditions on this Delegation:	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	Nil - <i>Food Regulations 2009</i> do not provide for sub-delegation.
Compliance Links:	<p>Food Act 2008</p> <p>Guide to Regulatory Guideline Number 1: Introduction of Regulatory Auditing in Western Australia</p> <p>Note – Decisions under this delegation may be referred for review by the State Administration Tribunal</p>
Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>All relevant documentation is to be recorded in SharePoint/Compliance/Health/Health Orders.</p>
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

6.1.2 Food Business Registrations

Delegator:	Local Government
Express Power to Delegate:	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
Delegate:	Chief Executive Officer Environmental Health Officer
Function:	<ol style="list-style-type: none"> 1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 2. Authority to vary the conditions or cancel the registration of a food business [s.112].
Council Conditions on this Delegation:	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ul style="list-style-type: none"> • Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA • Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1 • WA Priority Classification System • Verification of Food Safety Program Guideline
Express Power to Sub-Delegate:	Nil. <i>Food Regulations 2009</i> do not provide for sub-delegation.
Compliance Links:	Food Act 2008 Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . All relevant documentation is to be recorded in SharePoint/Compliance/Health/Food Premises.
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

6.1.3 Appoint Authorised Officers and Designated Officers

Delegator:	Local Government
Express Power to Delegate:	<p><i>Food Act 2008:</i></p> <p>s.118 Functions of enforcement agencies and delegation</p> <p>(2)(b) Enforcement agency may delegate a function conferred on it</p> <p>(3) Delegation subject to conditions [s.119] and guidelines adopted [s.120]</p> <p>(4) Sub-delegation permissible only if expressly provided in regulations</p>
Express Power or Duty Delegated:	<p><i>Food Act 2008:</i></p> <p>s.122(1) Appointment of authorised officers</p> <p>s.126(6), (7) and (13) Infringement Officers</p>
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to appoint persons to undertake the functions of an enforcement agency under this Act. [s.118(1)]. 2. Authority to appoint a person to be an authorised officer for the purposes of the <i>Food Act 2008</i> [s.122(2)]. 3. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the <i>Public Health Act 2016</i>, to be a Designated Officer for the purposes of issuing Infringement Notices under the <i>Food Act 2008</i> [s.126(13)]. 4. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].
Council Conditions on this Delegation:	<p>In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to:</p> <ul style="list-style-type: none"> • Appointment of Authorised Officers as Meat Inspectors; • Appointment of Authorised Officers; • Appointment of Authorised Officers – Designated Officers only; and • Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer.
Express Power to Sub-Delegate:	Nil. <i>Food Regulations 2009</i> do not provide for sub-delegation.
Compliance Links:	<p>Food Act 2008</p> <p>s.122(3) requires an Enforcement Agency to maintain a list of appointed authorised officers</p> <p>s.123(1) requires an Enforcement Agency to provide each Authorised Officer with a Certificate of Authority as prescribed</p>
Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>Copies of Instruments or Certificates of Authorisation are to be retained on the Authorised Person's personnel file.</p> <p>A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.</p>

Reporting Requirements:

The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

7 Graffiti Vandalism Act 2016 Delegations

7.1 Council to CEO

7.1.1 Give Notice Requiring Obliteration of Graffiti

Delegator:	Local Government
Express Power to Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)]. 2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Sub-Delegate/s:	Executive Manager Infrastructure Services
CEO Conditions on this Sub-Delegation:	<ol style="list-style-type: none"> a. Sub-delegation excludes the authority to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)]. b. Conditions on the original delegation also apply to the sub-delegation, excluding the power of sub-delegation.
Compliance Links:	Graffiti Vandalism Act 2016 Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

7.1.2 Notices – Deal with Objections and Give Effect to Notices

Delegator:	Local Government
Express Power to Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to deal with an objection to a notice [s.22(3)]. 2. Authority, where an objection has been lodged, to: <ol style="list-style-type: none"> a. determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)] and b. to give notice to the affected person, before taking the necessary actions [s.24(3)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Sub-Delegate/s:	Nil
CEO Conditions on this Sub-Delegation:	Not applicable
Compliance Links:	Graffiti Vandalism Act 2016 Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

7.1.3 Powers of Entry

Delegator:	Local Government
Express Power to Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.28 Notice of entry s.29 Entry under warrant
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28]. 2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Sub-Delegate/s:	Nil
CEO Conditions on this Sub-Delegation:	Not applicable
Compliance Links:	Graffiti Vandalism Act 2016
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

8 Public Health Act 2016 Delegations

8.1 Council to CEO

8.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)

Delegator:	Local Government
Express Power to Delegate:	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate <i>Health (Asbestos) Regulations 1992:</i> r.15D(7) Infringement Notices
Express Power or Duty Delegated:	<i>Public Health Act 2016:</i> s.24(1) and (3) Designation of authorised officers <i>Health (Asbestos) Regulations 1992:</i> r.15D(5) Infringement Notices
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to designate a person or class of persons as authorised officers for the purpose of: <ol style="list-style-type: none"> a. The <i>Public Health Act 2016</i> or other specified Act; b. Specified provisions of the <i>Public Health Act 2016</i> or other specified Act; c. Provisions of the <i>Public Health Act 2016</i> or other specified Act, other than the specified provisions of that Act; Including: <ol style="list-style-type: none"> a. An environmental health officer or environmental health officers as a class; or b. A person who is not an environmental health officer or a class of persons who are not environmental health officers; or c. A mixture of the two. [s24(3)] 2. Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the <i>Criminal Procedure Act 2004</i> Part 2 [r.15D(5)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Persons to be appointed as authorised environmental health officers must satisfy the criteria published in Government Gazette No 22 of 24 January 2017 - Public Health Act 2016 – Guidelines on the Designation of Authorised Officer. b. A register (list) of authorised officers is to be maintained in accordance with s27. c. Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)].
Express Power to Sub-Delegate:	Nil. The <i>Health (Asbestos) Regulations 1992</i> do not provide a power to sub-delegate.
Compliance Links:	Criminal Procedure Act 2004 – Part 2
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . Copies of Instruments or Certificates of Authorisation are to be retained on the Authorised Person's personnel file.

	A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

8.1.2 Enforcement Agency Reports to the Chief Health Officer

Delegator:	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate:	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.22 Reports by and about enforcement agencies
Delegate:	Chief Executive Officer Environmental Health Officer
Function:	<ol style="list-style-type: none"> 1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire of Narembeen [s.22(1)] 2. Authority to prepare and provide to the Chief Health Officer a report detailing any proceedings for an offence under this Act [s.22(2)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil - unless a Regulation enacted under the <i>Public Health Act 2016</i> specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Compliance Links:	Public Health Act 2016 s.20 Conditions on performance of functions by enforcement agencies.
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

8.1.3 Designate Authorised Officers

Delegator:	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate:	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.24(1) and (3) Designation of authorised officers
Delegate:	Chief Executive Officer
Function:	<p>1. Authority to designate a person or class of persons as authorised officers for the purposes of:</p> <ol style="list-style-type: none"> The <i>Public Health Act 2016</i> or other specified Act Specified provisions of the <i>Public Health Act 2016</i> or other specified Act Provisions of the <i>Public Health Act 2016</i> or another specified Act, other than the specified provisions of that Act. <p>Including:</p> <ol style="list-style-type: none"> an environmental health officer or environmental health officers as a class; OR a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR a mixture of the two. [s.24(1) and (3)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> Subject to each person so appointed being; <ul style="list-style-type: none"> Appropriately qualified and experienced [s.25(1)(a)]; and Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31]. A Register (list) of authorised officers is to be maintained in accordance with s.27.
Express Power to Sub-Delegate:	Nil - unless a Regulation enacted under the <i>Public Health Act 2016</i> specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Compliance Links:	<p>Public Health Act 2016</p> <p>s.20 Conditions on performance of functions by enforcement agencies. s.25 Certain authorised officers required to have qualifications and experience. s.26 Further provisions relating to designations s.27 Lists of authorised officers to be maintained s.28 When designation as authorised officer ceases s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers s.30 Certificates of authority s.31 Issuing and production of certificate of authority for purposes of other written laws s.32 Certificate of authority to be returned. s.136 Authorised officer to produce evidence of authority</p> <p>Criminal Investigation Act 2006, Parts 6 and 13 – refer s.245 of the <i>Public Health Act 2016</i></p> <p><i>The Criminal Code</i>, Chapter XXVI – refer s.252 of the <i>Public Health Act 2016</i></p>

Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>Copies of Instruments or Certificates of Authorisation are to be retained on the Authorised Person's personnel file.</p> <p>A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.</p>
Reporting Requirements:	<p>The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.</p>

9 Planning and Development Act 2005 Delegations

9.1 Council to CEO

9.1.1 Illegal Development

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Planning and Development Act 2005:</i> Section 214(2), (3) and (5)
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements; 2. Give a written direction to the owner or any other person who undertook an unauthorised development: <ol style="list-style-type: none"> (a) to remove, pull down, take up, or alter the development; and (b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. 3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s:	Nil
CEO Conditions on this Sub-Delegation:	Not applicable
Compliance Links:	Part 13 of the Planning and Development Act 2005 Shire of Narembeen Town Planning Scheme No. 2 Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . The full details of any decisions and actions taken under this delegation is to be recorded on the property file within Synergysoft and the hard copy file in the Compactus.

Reporting Requirements:

The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

10 Main Roads Act 1930 and Road Traffic (Vehicles) Act 2021

10.1.1 Traffic Management – Events on Roads

A list of local governments authorised for Traffic Management for Events can be found on the Main Roads WA website [here](#)

WESTERN AUSTRALIA
ROAD TRAFFIC CODE 2000
REGULATION 297(2)
INSTRUMENT OF AUTHORISATION

RELATING TO
TRAFFIC MANAGEMENT FOR EVENTS

Pursuant to Regulation 297(2) of the *Road Traffic Code 2000* the Commissioner of Main Roads ("the Commissioner") hereby authorises (Insert name of Local Government) (Authorised Body) by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such road signs of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any:

- i) "event" subject to an order from the Commissioner of Police pursuant to Part VA of the *Road Traffic Act 1974*;
- ii) race meeting or speed test for which the Minister referred to in section 83 of the *Road Traffic Act 1974* has, under that provision, temporarily suspended the operation of any provisions of the *Road Traffic Act 1974* or regulations made under that Act; or
- iii) public meeting or procession the subject of a permit granted by the Commissioner of Police under the *Public Order in Streets Act 1984*;

or as may be required for the purpose of controlling traffic on a road adjacent to, or in the vicinity of, any event or organised activity approved by the Authorised Body under its local laws, on a road (other than a main road or highway) within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

- (a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Events Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Events Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the event, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone;
- (b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and
- (c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

The powers in this Instrument of Authorisation do not change or replace:

- 1) any prior Instrument of Authorisation from the Commissioner of Main Roads for the purposes of undertaking traffic management for works on roads; and
- 2) any powers and responsibilities of a local government provided in regulation 9 of the *Road Traffic (Events on Roads) Regulations 1991*.

Dated:

**THE COMMON SEAL OF THE
COMMISSIONER OF MAIN ROADS**

WAS AFFIXED BY

COMMISSIONER OF MAIN ROADS

FOR THE TIME BEING IN THE
PRESENCE OF:

Signature of Witness

Name of Witness (please print)

ACKNOWLEDGMENT BY AUTHORISED BODY

.....(*Insert name of Local Government*)..... agrees to unconditionally observe,
perform and be bound by the above conditions.

THE COMMON SEAL of

[Insert name of Local Government]

Was hereunto affixed pursuant to a
resolution of the Council in the
presence of:

Signature of Chief Executive Officer

Signature of Witness

Name of Witness (please print)

10.1.2 Traffic Management on Roads – Road Works

A list of Local Governments authorised for the purposes of Road Traffic Code 2000 r.297(2) are available on Main Roads WA website [here](#)

WESTERN AUSTRALIA ROAD TRAFFIC CODE 2000 REGULATION 297(2) INSTRUMENT OF AUTHORISATION

Pursuant to Regulation 297(2) of the Road Traffic Code 2000 the Commissioner of Main Roads (“the Commissioner”) hereby authorises (“Authorised Body”) by itself, its employees, consultants, agents and contractors (together “Representatives”) to, from the date indicated below, erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

- (a) the Authorised Body shall at all times observe, perform and comply with the provisions of the “Traffic Management for Works on Roads Code of Practice” (as amended or replaced from time to time in consultation with the Traffic Management for Roadworks Advisory Group) issued by Main Roads Western Australia (“the Code”) referring to the version which is current at the time of the relevant works, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone;
- (b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and
- (c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

This Instrument of Authorisation replaces any prior Instrument of Authorisation under Regulation 297(2) of the Road Traffic Code 2000 between the Commissioner and the Authorised Body. The Commissioner’s delegation dated 17 July 1975 to a number of Local Governments outside the Perth metropolitan area, is not affected by this Instrument of Authorisation except that this Instrument of Authorisation prevails wherever roadworks are concerned. That 1975 delegation was made under Regulation 301 of the Road Traffic Code 1975 and related to non-regulatory signage.

Dated:

THE COMMON SEAL OF THE)
COMMISSIONER OF MAIN ROADS)
WAS AFFIXED BY)
)
)
COMMISSIONER OF MAIN ROADS)
FOR THE TIME BEING IN THE PRESENCE OF:)

Signature of Witness

Name of Witness

ACKNOWLEDGMENT BY AUTHORISED BODY

..... agrees to observe, perform and be bound by the above conditions.

THE COMMON SEAL OF THE)
.....)
WAS AFFIXED PURSUANT TO A RESOLUTION)
OF THE COUNCIL IN THE PRESENCE OF)

Chief Executive Officer

Witness

10.1.3 Approval for Certain Local Government Vehicles as Special Use Vehicles



Government of Western Australia
Department of Transport
Driver and Vehicle Services

ROAD TRAFFIC (VEHICLES) ACT 2012

Road Traffic (Vehicles) Regulations 2014

RTVR-2017-202046

APPROVAL UNDER REGULATION 327(4)(f) FOR CERTAIN LOCAL GOVERNMENT VEHICLES AS SPECIAL USE VEHICLES

Pursuant to the *Road Traffic (Vehicles) Regulations 2014* (the *Regulations*), I, Christopher Davers, Assistant Director Strategy and Policy, Driver and Vehicle Services, Department of Transport, and delegate of the Chief Executive Officer of the Department of Transport by way of a delegation instrument dated 7 August 2017, hereby approve vehicles owned by a local government and ordinarily used by persons authorised or appointed by that local government to perform functions on its behalf under:

- (a) the *Local Government Act 1995*;
- (b) regulations made under the *Local Government Act 1995*;
- (c) a local law;
- (d) any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the *Dog Act 1976*); or
- (e) any combination of the above paragraphs (a) to (d);

as special use vehicles for the purposes of paragraph "f" of the definition of "special use vehicle" in regulation 327(4) of the *Regulations*, with the effect that those vehicles may be fitted with one or more yellow flashing lights under regulation 327(3)(b) of the *Regulations*, subject to the following conditions:

CONDITIONS

1. Those lights must emit rotating, flashing yellow coloured light(s) and must not be a strobe light.
2. At least one flashing light shall be mounted on top of the vehicle and when lit, shall be visible in normal daylight up to a distance of not less than 200 metres to vehicles approaching from any direction.
3. No part of the lens of the flashing lights is visible either directly or indirectly to the driver when seated in the normal driving position.
4. If more than one flashing light is fitted, they must be placed symmetrically about the centre line of the vehicle or combination of vehicles.
5. An on/off switch for the flashing lights must be installed so as to be easily operated from the driver's seat.
6. Any additional equipment fitted to the vehicle must not interfere with the overall safe operation of the vehicle.
7. Any vehicle fitted with flashing lights for the purposes of this approval must:



Government of **Western Australia**
Department of **Transport**
Driver and Vehicle Services

- (a) have words clearly set out on the sides of the vehicle which state the name of the local government in question together with the words "Ranger", "Ranger Services", or words to similar unambiguous effect; and
- (b) where the vehicle is a station wagon or van, have the words "Ranger", "Ranger Services", or words to similar unambiguous effect clearly set out on the back of the vehicle.

This condition 7 is not intended to prevent the use of additional words on the vehicle.

Christopher Davers
Assistant Director, Strategy and Policy
Driver and Vehicle Services
Department of Transport

Dated the 5th day of September 2017

*[Approval for ranger vehicles to fit and use yellow flashing lights \(transport.wa.gov.au\)](http://transport.wa.gov.au)
Extracted on line on 15 March 2021*

10.2 Council to CEO

10.2.1 Approving Restricted Access Vehicles on Shire Roads

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995</i> <i>Land Administration Act 1997</i> Section 56(2) road reserves under the control of the local government <i>Public Works Act 1902</i> Section 86(2) Governor may declare roads to be under the control of the local government Road Traffic (Vehicle Standards) Regulations 2002
Delegate:	Chief Executive Officer
Function:	To determine an application referred from Main Roads WA to use Restricted Access Vehicles (RAV) on any local road within the district, recommending approval or refusal and conditions. As well as grant letters of authority where conditions have been applied.
Council Conditions on this Delegation:	a. All applications must be made in writing and will be subject to assessment against criteria and conditions as per Main Roads WA guidelines- Standard Restricted Access Vehicle Route Assessment Guidelines
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Infrastructure Services
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Compliance Links:	Local Government Act 1995 Road Traffic Act 1974 Main Roads WA
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

ATTACHMENT 13.3A
Road Transport Contractual Chain Order

MS900102 PR798817

The attached document replaces the document previously issued with the above code on 20 April 2026.

The cross-reference in clause 4.8 to clause 4.3 has been corrected to clause 4.4.

Edrea Venal
Associate to Justice Hatcher, President

Dated 21 April 2026



ORDER

Fair Work Act 2009

s.536PD—Commission may make a road transport contractual chain order

Application by Transport Workers’ Union of Australia and Australian Road Transport Industrial Organization

(MS2026/1)

ROAD TRANSPORT CONTRACTUAL CHAIN ORDER – FUEL COST RECOVERY – 2026

[MS900102]

Road transport industry

JUSTICE HATCHER, PRESIDENT
VICE PRESIDENT ASBURY
VICE PRESIDEN GIBIAN

SYDNEY, 20 APRIL 2026

Application for a road transport contractual chain order under Part 3B-2 of the Fair Work Act 2009 (Cth) – fuel cost recovery – time-sensitive road transport contractual chain order.

1. Further to the decision issued by an Expert Panel for the road transport industry on 20 April 2026 [[\[2026\] FWCFB 95](#)], the following road transport contractual chain order is made:

Road Transport Contractual Chain Order – Fuel Cost Recovery – 2026

2. The road transport contractual chain order is attached.



PRESIDENT

Printed by authority of the Commonwealth Government Printer

Road Transport Contractual Chain Order – Fuel Cost Recovery – 2026

Table of Contents

- 1. Circumstance in which this Order is made 2
- 2. Definitions..... 2
- 3. Coverage of this Order 3
- 4. Obligations on primary and secondary parties..... 3
- 5. Commencement, operation and cessation of this Order 4
- 6. Dispute settlement..... 4

1. Circumstance in which this Order is made

This Order relates to the circumstance of the fuel supply chain disruption resulting from, or which continues to be affected by:

- 1.1 the significant reduction in shipping through the Strait of Hormuz; and
- 1.2 conflict in the Middle East.

2. Definitions

In this Order:

Act means the *Fair Work Act 2009* (Cth).

Digital labour platform has the meaning set out in section 15L of the [Act](#).

Digital labour platform operator has the meaning set out at section 15M of the [Act](#).

Fuel means any liquid or gaseous energy source used to power vehicles for the performance of work in the transport industry, including petroleum and diesel products.

Increased cost of fuel means the difference between the cost per litre for the type of fuel used to perform the relevant work in the road transport industry at any given time and the cost as it was on or before 6 March 2026.

Order means this time-sensitive road transport contractual chain order.

Primary party means a person in a road transport contractual chain as described in section 15RA(2)(a) and (3) of the [Act](#) but does not include a person who is a passenger being transported in a motor vehicle, limousine, hire car, bus or coach.

Rate means the contracted, standard, ongoing or usual rate or amount paid by one person covered by this Order to another for the performance of work in the road transport industry on or before 6 March 2026, including an hourly rate, a running rate, a total amount, or any other form of payment or combination of the foregoing.

Regulated road transport contractor has the meaning set out in section 15Q of the [Act](#).

Road transport business has the meaning set out in section 15R of the [Act](#).

Road transport contractual chain has the meaning set out in section 15RA(1) of the [Act](#);

Road transport employee-like worker has the meaning set out in section 15RB of the [Act](#).

Road transport industry has the meaning set out in section 15S of the [Act](#) except that it does not include the cash in transit industry within the meaning of section 15S(1)(d) of the [Act](#).

Secondary party means a person in a road transport contractual chain as described in section 15RA(2)(b) and (3) of the [Act](#).

Small business employer has the meaning set out in section 23 of the [Act](#).

3. Coverage of this Order

3.1 This Order covers all work in the road transport industry.

3.2 This Order covers the following persons in road transport contractual chains involving the performance of work in the road transport industry:

- (a) primary parties;
- (b) secondary parties;
- (c) road transport businesses;
- (d) digital labour platform operators in the road transport industry;
- (e) road transport employee-like workers performing work in the road transport industry; and
- (f) regulated road transport contractors performing work in the road transport industry.

4. Obligations on primary and secondary parties

4.1 Primary parties must, within each fortnight or twice per calendar month, adjust the rate they pay to any other primary party for the performance of work in the road transport industry by the amount necessary to ensure that the other primary party recovers the increased cost of fuel from the date of commencement of this Order.

4.2 Primary parties in a road transport contractual chain must take reasonable steps to ensure that secondary parties engaging regulated road transport contractors or road transport employee-like workers in the same road transport contractual chain adjust the rate they pay to such regulated road transport contractors or road transport employee-like workers for the performance of work in the road transport industry by the amount necessary to ensure recovery of the increased cost of fuel from the date of commencement of this Order.

4.3 Clause 4.2 of this Order shall not apply to a primary party which is a small business employer and which is not a road transport business

4.4 Secondary parties must, within each fortnight or twice per calendar month, adjust the rate they pay to any other secondary party, regulated road transport contractor or road transport employee-like worker for the performance of work in the road transport industry by the amount necessary to ensure that the other secondary party, regulated road transport contractor or road transport employee-like worker recovers the increased cost of fuel from the date of commencement of this Order.

4.5 The adjustments required under clauses 4.1, 4.2 or 4.4 of this Order may be made by an adjustment to the rate or a component of the rate, the introduction of a fuel

increment or levy, or a direct reimbursement or offset of money expended upon the increased cost of fuel, or any combination of these.

4.6 Any of the following will constitute satisfaction of the rate adjustment obligations in clauses 4.1, 4.2 or 4.4 of this Order as applicable:

- (a)** adjustment of the rate in accordance with an applicable State or Territory industrial instrument which involves the application of a ‘rise and fall’ formula or cost model to account for or address recovery of the increased cost of fuel;
- (b)** adjustment of the rate in accordance with the application of a ‘rise and fall’ formula, cost model or cost benchmark in an applicable collective agreement or contract to account for or address recovery of the increased cost of fuel;
- (c)** an ongoing or special arrangement between persons in a road transport contractual chain which adjusts the rate in accordance with an agreed ‘rise and fall’ formula, cost model or other benchmarking methodology to account for or address recovery of the increased cost of fuel.

4.7 For an arrangement under clause 4.6(c) of this Order, the ‘rise and fall’ formula, cost model or benchmarking methodology may be applied in a standardised way on the basis of a reasonable averaging of the increased cost of fuel to a group of regulated road transport contractors or road transport employee-like workers engaged by a single road transport business.

4.8 For the avoidance of doubt, any rate adjustments implemented before the date of commencement of this Order may be taken into account in satisfaction of the obligations in clauses 4.1, 4.2 or 4.4.

5. Commencement, operation and cessation of this Order

5.1 This Order will take effect on 21 April 2026.

5.2 This Order prevails over any minimum standards order which takes effect while the obligations in clause 4—Obligations on primary and secondary parties apply.

5.3 The obligations in clause 4—Obligations on primary and secondary parties will cease to apply if the weekly average national terminal gate price for diesel, as measured in the weekly diesel price report of the Australian Institute of Petroleum, falls below \$2.00 per litre.

5.4 This Order will be the subject of a review by the Fair Work Commission after the first month of its operation and then every three months thereafter.

6. Dispute settlement

6.1 This clause sets out the procedures to be followed in relation to disputes concerning the implementation or operation of this Order.

6.2 The parties to the dispute must first genuinely try to resolve the dispute as between themselves.

- 6.3 If the dispute is unable to be resolved between the parties, a party to the dispute may refer the dispute to the Fair Work Commission.
- 6.4 The Fair Work Commission may use any method of dispute resolution it is permitted by the [Act](#) to use that it considers appropriate to resolve the dispute.
- 6.5 If the dispute is unable to be resolved, the Fair Work Commission may arbitrate the dispute with the consent of the parties.
- 6.6 Any party to a dispute may be represented by an industrial association at any stage of the dispute settlement process, including in proceedings before the Fair Work Commission.

NOTE: Complying with a road transport contractual chain order

Section 536NP of the [Act](#) provides that a person must not contravene a term of a road transport contractual chain order.

Section 536NP is a civil remedy provision. Section 539 of the [Act](#) sets out who may apply to the courts for an order in relation to contraventions of civil remedy provisions and the maximum penalties that are applicable.

ATTACHMENT 13.3B
RTCCO - Letter to Suppliers – Fuel Price
increases

Supplier Name and Address

Dear

Fair Work Commission Road Transport Contractual Chain Order - Fuel Cost Recovery – 2026

The Shire of Narembeen (the Shire) acknowledges its obligations to Conplant Pty Ltd (the Contractor) under the Fair Work Commission's 2026 Road Transport Contractual Chain Order (the Order) to develop an adjusted rate payable to the Contractor (the Rate), including an ongoing review mechanism commensurate with the increased cost of fuel associated with the services provided by the Contractor to the Shire.

Further, it is understood that the Contractor may have corresponding obligations to secondary parties within its supply chain. Where applicable, a component of the Rate determined under the Order must be passed through by the Contractor to those secondary parties. In such circumstances, the Contractor will be required to provide reasonable supporting documentation evidencing that the Rate adjustment is being appropriately distributed throughout the relevant supply chain.

Consistent with the intent of the Order, the Rate must not provide any additional compensation, benefit, margin, or profit to the Contractor. Rather, the sole purpose of the Rate is to offset the increased cost of diesel arising from the Commencement Date of the Order. Accordingly, it will be necessary for the Contractor to provide a detailed breakdown of the costs associated with the services supplied to the Shire, including equivalent information for any applicable secondary suppliers.

Noting that the cessation of the Order is tied to the Australian Institute of Petroleum's (AIP) published weekly diesel price reducing below \$2.00 per litre, and further noting that the Commencement Date of the Order was 21 April 2026, at which time the AIP's published weekly wholesale diesel price was \$2.399 per litre, the Shire proposes the inclusion of the following formula for the ongoing review and calculation of the Rate payable by the Shire:

$$((A \times (C \div 2.399) \times B) - (A \times B))$$

Where:

A – the proportion of costs paid by the Shire prior to implementation of the Order that related directly to fuel reimbursement;

B – the fixed amount or base unit rate for the relevant goods or services; and

C – the average weekly diesel price, as published by the AIP for the relevant review period following 21 April 2026.

Consider whether “wholesale” or “retail” diesel pricing is the more appropriate reference point for your contract and supply chain arrangements.

Subject to confirmation of the contract provisions, it is noted that the current agreement between the Contractor and the Shire may not contain a suitable rise and fall mechanism capable of accommodating the introduction of the Rate. Accordingly, the Shire proposes that the contract be varied pursuant to clause 42.3 to incorporate the above Rate calculation mechanism, with express provision that the adjustment applies only from the Commencement Date of the Order until its cessation.

Should this approach be agreeable, the Shire will, following finalisation of the required documentation and approvals, retrospectively calculate the applicable Rate adjustment for each relevant fortnight commencing 21 April 2026 and process any back-payment required under the Order. Your assistance in facilitating this process in a timely manner would be appreciated.

Please note that the above proposal remains subject to formal Council endorsement before the Shire can proceed. At this stage, no concerns are anticipated regarding the general proposal or the proposed Rate adjustment methodology, although some procedural timeframes may apply.

Should you have any immediate questions, please feel free to contact me on (08) 9064 7308 or rmccall@narembeen.wa.gov.au.

Yours sincerely

Rebecca McCall
CHIEF EXECUTIVE OFFICER

8 May 2026

ATTACHMENT 14.3A
Financial statements for month ended
30 April 2026



Shire of
Narembreen
Together we grow

SHIRE OF NAREMBREEN
MONTHLY
FINANCIAL STATEMENTS

APRIL 2026

SHIRE OF NAREMBEEN
MONTHLY FINANCIAL REPORT

For the period ended 30 April 2026

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

TABLE OF CONTENTS

Statement of financial activity	2
Statement of financial position	3
Note 1 Basis of preparation	4
Note 2 Net current assets information	5
Note 3 Explanation of variances	6
Note 4 Cash and financial assets	7
Note 5 Reserve accounts	8
Note 6 Capital acquisitions	9
Note 7 Asset disposals	12
Note 8 Receivables	13
Note 9 Payables	14
Note 10 Borrowings	15
Note 11 Grants, subsidies and contributions	16

SHIRE OF NAREMBEEN
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2026

Note	Annual	Amended	Amended YTD	YTD	Variance*	Variance*	Var.
	Budget	Budget	Budget	Actual	\$	%	
	Estimates	Estimates	Estimates				
	(a)	(a)	(b)	(c)	(c) - (b)	((c) - (b))/(b)	
	\$	\$	\$	\$	\$	%	
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	2,251,720	2,250,220	2,248,880	2,248,844	(36)	(0%)	
Rates excluding general rates	32,951	32,951	32,951	32,385	(566)	(2%)	
Grants, subsidies and contributions	1,715,530	1,683,688	1,294,404	1,556,986	262,582	20%	▲
Fees and charges	549,698	571,738	508,459	534,638	26,179	5%	
Interest revenue	376,931	376,931	292,114	264,367	(27,747)	(9%)	
Other revenue	119,000	212,986	196,210	197,962	1,752	1%	
Profit on asset disposals	16,000	60,658	50,550	44,960	(5,590)	(11%)	
Fair value adjustments to financial assets at fair value through profit or loss	0	3,500	3,500	75,558	72,058	2059%	▲
	5,061,830	5,192,672	4,627,068	4,955,700	328,632	7.10%	
Expenditure from operating activities							
Employee costs	(2,304,124)	(2,276,098)	(1,923,676)	(1,905,569)	18,107	0.94%	
Materials and contracts	(1,814,326)	(1,754,061)	(1,443,733)	(1,548,714)	(104,981)	(7.27%)	
Utility charges	(257,850)	(279,350)	(232,590)	(228,247)	4,343	1.87%	
Depreciation	(3,235,234)	(3,235,234)	(2,695,720)	(2,608,776)	86,944	3.23%	
Finance costs	(28,135)	(28,135)	(27,984)	(28,926)	(942)	(3.37%)	
Insurance	(274,399)	(275,599)	(275,044)	(279,353)	(4,309)	(1.57%)	
Other expenditure	(225,457)	(223,457)	(161,691)	(158,134)	3,557	2.20%	
Loss on asset disposals	(45,000)	(45,500)	(45,500)	(7,302)	38,198	83.95%	▲
	(8,184,525)	(8,117,434)	(6,805,938)	(6,765,021)	40,917	0.60%	
Non cash amounts excluded from operating activities	2(c) 3,267,736	3,220,078	2,694,170	2,495,560	(198,610)	(7.37%)	
Amount attributable to operating activities	145,041	295,316	515,300	686,239	170,939	33.17%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	2,666,614	2,562,802	2,284,752	1,836,116	(448,636)	(19.64%)	▼
Proceeds from disposal of assets	160,000	229,164	0	94,585	94,585	0.00%	
Proceeds from financial assets at amortised cost - self supporting loans	12,560	12,560	0	7,958	7,958	0.00%	
	2,839,174	2,804,526	2,284,752	1,938,659	(346,093)	(15.15%)	
Outflows from investing activities							
Acquisition of property, plant and equipment	(1,988,320)	(2,142,876)	(1,659,471)	(943,723)	715,748	43.13%	▲
Acquisition of infrastructure	(4,441,515)	(3,913,801)	(3,332,868)	(2,383,253)	949,615	28.49%	▲
Payments for intangible assets	(235,000)	(24,880)	(20,730)	(25,880)	(5,150)	(24.84%)	
	(6,664,835)	(6,081,557)	(5,013,069)	(3,352,856)	1,660,213	33.12%	
Amount attributable to investing activities	(3,825,661)	(3,277,031)	(2,728,317)	(1,414,197)	1,314,120	48.17%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserves	1,436,554	1,436,554	0	720,000	720,000	0.00%	
	1,436,554	1,436,554	0	720,000	720,000	0.00%	
Outflows from financing activities							
Repayment of borrowings	(83,070)	(83,070)	(79,803)	(79,803)	0	0.00%	
Transfer to reserves	(510,823)	(510,823)	0	(183,237)	(183,237)	0.00%	
	(593,893)	(593,893)	(79,803)	(263,040)	(183,237)	(229.61%)	
Amount attributable to financing activities	842,661	842,661	(79,803)	456,960	536,763	672.61%	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year	2(a) 2,837,959	2,278,155	2,837,959	2,278,153	(559,806)	(19.73%)	▼
Amount attributable to operating activities	109,241	295,316	515,300	686,239	170,939	33.17%	▲
Amount attributable to investing activities	(3,825,661)	(3,277,031)	(2,728,317)	(1,414,197)	1,314,120	48.17%	▲
Amount attributable to financing activities	842,661	842,661	(79,803)	456,960	536,763	672.61%	▲
Surplus or deficit after imposition of general rates	(0)	139,100	545,139	2,007,155	1,462,016	268.19%	▲

KEY INFORMATION

- ▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.
 - ▲ Indicates a variance with a positive impact on the financial position.
 - ▼ Indicates a variance with a negative impact on the financial position.
- Refer to Note 3 for an explanation of the reasons for the variance.

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

SHIRE OF NAREMBEEN
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 APRIL 2026

	Actual 30 June 2025	Actual as at 30 April 2026
	\$	
CURRENT ASSETS		
Cash and cash equivalents	9,030,289	7,799,753
Trade and other receivables	239,525	73,486
Other financial assets	12,560	4,602
Inventories	25,943	35,818
Contract assets	353,574	0
TOTAL CURRENT ASSETS	9,661,891	7,913,659
NON-CURRENT ASSETS		
Other financial assets	125,391	200,949
Inventories	108,172	62,252
Investment in associate	41,553	41,553
Property, plant and equipment	23,802,419	24,648,224
Infrastructure	147,692,048	147,579,318
TOTAL NON-CURRENT ASSETS	171,769,583	172,532,296
TOTAL ASSETS	181,431,474	180,445,955
CURRENT LIABILITIES		
Trade and other payables	875,130	51,921
Contract liabilities	134,456	0
Borrowings	83,071	3,267
Employee related provisions	370,363	370,363
Other provisions	107,436	107,436
DOT licensing funds on hand	3,255	11,224
TOTAL CURRENT LIABILITIES	1,573,711	544,211
NON-CURRENT LIABILITIES		
Borrowings	497,839	497,839
Employee related provisions	59,880	59,880
TOTAL NON-CURRENT LIABILITIES	557,719	557,719
TOTAL LIABILITIES	2,131,430	1,101,930
NET ASSETS	179,300,044	179,344,022
EQUITY		
Retained surplus	56,479,960	57,043,520
Reserve accounts	5,880,538	5,343,774
Revaluation surplus	116,939,546	116,939,546
TOTAL EQUITY	179,300,044	179,326,840

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

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2026

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supplementary information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

MATERIAL ACCOUNTING POLICIES

Material accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

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

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

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment
 - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Assets held for sale
- Investment property
- Estimated useful life of intangible assets
- Measurement of employee benefits
- Measurement of provisions
- Estimation uncertainties and judgements made in relation to lease accounting

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2026

2 NET CURRENT ASSETS INFORMATION

	Adopted Budget Opening	Year to date Actual as at	Actual as at	
(a) Net current assets used in the Statement of Financial Activity	Note	1 July 2025	30 June 2025	30 April 2026
		\$	\$	\$
Current assets				
Cash and cash equivalents		5,284,197	9,030,289	7,799,753
Trade and other receivables		541,806	239,525	73,486
Other financial assets		0	12,560	4,602
Inventories		73,416	25,943	35,818
Contract assets		0	353,574	0
		5,899,419	9,661,891	7,913,659
Less: current liabilities				
Trade and other payables		(480,045)	(875,130)	(51,921)
Other liabilities		(11,060)	0	0
Borrowings		0	(83,071)	(3,267)
Employee related provisions		(351,067)	(370,363)	(370,363)
Other provisions		(102,441)	(107,436)	(107,436)
Contract liabilities		0	(134,456)	0
DOT funds on hand		0	(3,255)	(11,224)
		(944,613)	(1,573,711)	(544,211)
Net current assets		4,954,806	8,088,180	7,369,448
Less: Total adjustments to net current assets	2(b)	(4,954,806)	(5,810,027)	(5,345,110)
Closing funding surplus / (deficit)		0	2,278,153	2,024,338

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets

Less: Reserve accounts		(4,954,806)	(5,880,538)	(5,343,775)
Less: Financial assets at amortised cost - self supporting loans		0	(12,560)	(4,602)
Add: Current liabilities not expected to be cleared at the end of the year				
- Current portion of borrowings		0	83,071	3,267
Total adjustments to net current assets	2(a)	(4,954,806)	(5,810,027)	(5,345,110)

(c) Non-cash amounts excluded from operating activities

Adjustments to operating activities

	Adopted Budget Estimates	YTD Budget Estimates	YTD Actual
	30 June 2026	30 April 2026	30 April 2026
	\$	\$	\$
Less: Profit on asset disposals	(16,000)	(50,550)	(44,960)
Less: Fair value adjustments to financial assets at amortised cost	0	3,500	(75,558)
Add: Loss on asset disposals	45,500	45,500	7,302
Add: Depreciation	3,235,234	2,695,720	2,608,776
Movement in current contract liabilities associated with restricted cash	3,502	0	0
Total non-cash amounts excluded from operating activities	3,267,736	2,694,170	2,495,560

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the local governments' operational cycle.

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2026

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2025-26 year is \$25,000 and 10.00% whichever is the greater.

Description

Revenue from operating activities

Grants, subsidies and contributions

Primarily due to timing differences in Federal Financial Assistance grant funding received - no budget amendments for these amounts due to the uncertainty of the final trailing payment amounts

Fair value adjustments to financial assets at fair value through profit or loss

Non-cash amount. Budget based on prior years, but revaluation was excessively higher than expected.

Expenditure from operating activities

Loss on asset disposals

See detailed disposals note

Inflows from investing activities

Proceeds from capital grants, subsidies and contributions

See detailed note on grant income.

Outflows from investing activities

Acquisition of property, plant and equipment

See detailed note

Acquisition of infrastructure

See detailed note

	Var. \$	Var. %	
	\$	%	
	262,582	20.29%	▲
		Timing	
	72,058	2058.80%	▲
	38,198	83.95%	▲
	(448,636)	(19.64%)	▼
		Timing	
	715,748	43.13%	▲
		Timing	
	949,615	28.49%	▲
		Timing	

**SHIRE OF NAREMBEEN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026**

4 CASH AND FINANCIAL ASSETS AT AMORTISED COST

Description	Classification	Unrestricted	Reserve Accounts	Total	Institution	Interest Rate	Maturity Date
		\$	\$	\$			
Petty cash and floats	Cash and cash equivalents	741	0	741	n/a	n/a	
Municipal funds	Cash and cash equivalents	2,455,238	0	2,455,238	CBA	0.01%	
Short-term deposits	Cash and cash equivalents	0	5,343,774	5,343,774	CBA	4.04%	15/12/2025
Total		2,455,979	5,343,774	7,799,753			
Comprising							
Cash and cash equivalents		2,455,979	5,343,774	7,799,753			
		2,455,979	5,343,774	7,799,753			

KEY INFORMATION

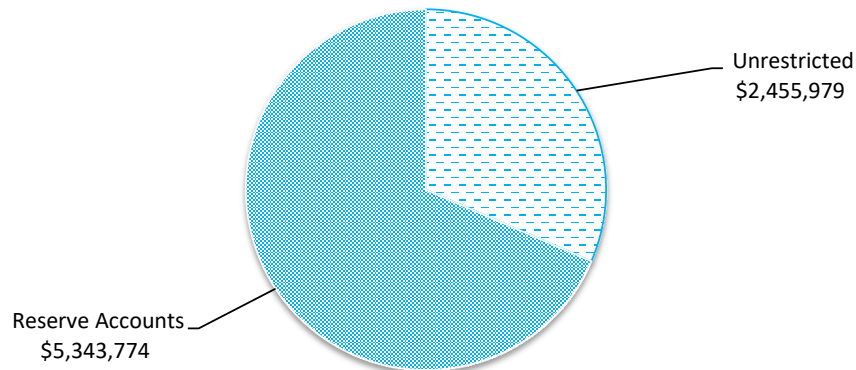
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of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

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 9 - Other assets.



SHIRE OF NAREMBEEN
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 30 APRIL 2026

5 RESERVE ACCOUNTS

Reserve account name	Annual Budget				Budget Review				Actual				
	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Reserve accounts restricted by legislation													
Leave reserve	309,132	14,582	0	324,062	309,132	14,582	0	324,062	324,062	10,098	0	334,160	
Plant reserve	567,015	221,426	0	338,359	567,015	221,426	0	338,359	338,359	10,543	0	348,902	
Infrastructure reserve	2,465,448	64,736	(720,000)	1,438,578	2,465,448	64,736	(720,000)	1,438,578	1,438,578	44,826	(720,000)	763,404	
HVRIC reserve	0	102,530	(110,500)	2,278,453	0	102,530	(110,500)	2,278,453	2,278,453	70,996	0	2,349,449	
Land Development reserve	342,573	16,160	(375,277)	359,117	342,573	16,160	(375,277)	359,117	359,117	11,190	0	370,307	
Avoca Farm reserve	84,199	3,972	(92,237)	88,265	84,199	3,972	(92,237)	88,265	88,265	2,750	0	91,015	
Recreation reserve	758,939	30,852	(40,374)	685,593	758,939	30,852	(40,374)	685,593	685,593	21,363	0	706,956	
Housing reserve	587,297	705	(16,366)	15,661	587,297	705	(16,366)	15,661	15,661	488	0	16,149	
Heritage reserve	21,760	1,026	0	22,810	21,760	1,026	0	22,810	22,810	711	0	23,521	
Medical reserve	98,770	4,659	0	103,540	98,770	4,659	0	103,540	103,540	3,226	0	106,766	
Server reserve	0	15,675	0	15,000	0	15,675	0	15,000	15,000	467	0	15,467	
ERP reserve	0	1,800	(41,800)	40,000	0	1,800	(41,800)	40,000	40,000	1,246	0	41,246	
Bendering landfill reserve	125,059	22,249	(40,000)	161,100	125,059	22,249	(40,000)	161,100	161,100	5,020	0	166,120	
Bendering rehabilitation reserve	0	5,225	0	5,000	0	5,225	0	5,000	5,000	156	0	5,156	
RoeROC reserve	0	5,225	0	5,000	0	5,225	0	5,000	5,000	156	0	5,156	
	5,360,192	510,823	(1,436,554)	5,880,537	5,360,192	510,823	(1,436,554)	5,880,537	5,880,538	183,237	(720,000)	5,343,775	

6 CAPITAL ACQUISITIONS

Capital acquisitions	Annual Budget	Reviewed Budget	YTD Reviewed Budget	YTD Actual	YTD Variance
	\$	\$	\$	\$	\$
Property, plant and equipment	1,988,320	2,142,876	1,659,471	943,723	(715,748)
Infrastructure	4,441,515	3,913,801	3,332,868	2,383,253	(949,615)
Intangible assets	235,000	24,880	20,730	25,880	5,150
Total capital acquisitions	6,664,835	6,081,557	5,013,069	3,352,856	(1,660,213)
Capital Acquisitions Funded By:					
Capital grants and contributions	2,562,802	2,284,752	2,284,752	1,836,116	(448,636)
Other (disposals & C/Fwd)	160,000	229,164	0	94,585	94,585
Contribution - operations	3,942,033	3,567,641	2,728,317	1,422,156	(1,306,161)
Capital funding total	6,664,835	6,081,557	5,013,069	3,352,856	(1,660,213)

KEY INFORMATION

Initial recognition

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

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

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A(5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

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

Measurement after recognition

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

Reportable Value

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

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

SHIRE OF NAREMBEEN
NOTE 6 CONTINUED - CAPITAL EXPENDITURE
FOR THE YEAR-TO-DATE PERIOD ENDED 30/04/2026

Capital Expenditure Project	Account Number	Full-year variance				% Var Under/(over)	Year-to-date variance			% Var Under/(over)
		Original budget	Budget review - Annual amount	YTD Actual	Annual variance Surplus/(deficit)		Budget review - YTD figures	YTD actuals	YTD variance Surplus/(deficit)	
Land and Buildings										
Depot, Pound Improvements	2182	10,000	10,000	268	9,732	97%	9,999	268	9,731	97%
Staff housing, Thomas St builds	2178	283,500	300,000	932,463	(632,463)	-211%	300,000	932,463	(632,463)	-211%
Less: 2025 WIP brought forward				(679,245)				(679,245)		
2026 capital expenditure		283,500	300,000	253,218	46,782		300,000	253,218	46,782	
Recreation Centre, female changerooms (design)	2183	30,000	12,800	23,900	(11,100)	-87%	10,660	23,900	(13,240)	-124%
Less: 2025 WIP brought forward		0	0	(11,100)				(11,100)		
2026 capital expenditure		30,000	12,800	12,800	-		10,660	12,800	(2,140)	
Staff housing development, Cr Cheetham Way & Brown St	2179	500,000	500,000	64,524	435,476	87%	166,666	64,524	102,142	61%
Less: 2025 WIP brought forward		0	0	(26,389)			0	(26,389)		
2026 capital expenditure		500,000	500,000	38,135	461,865		166,666	38,135	128,531	
Cr Cheetham Way & Brown St, subdivision costs	2379	0	50,000	0	50,000	100%	41,660	0	41,660	100%
1 Longhurst Street, renovations	2180	100,000	100,000	11,390	88,610	89%	33,333	11,390	21,943	66%
Swimming Pool, ablution upgrades, add first aid room & storage	2229	10,000	10,000	0	10,000	100%	9,999	0	9,999	100%
Depot, new buildings, renovations and improvements to amenity	2300	10,000	10,000	0	10,000	100%	9,999	0	9,999	100%
8 Cheetham Way, Outdoor blinds	2301	14,000	14,000	14,436	(436)	-3%	13,998	14,436	(438)	-3%
20 Cheetham Way, Outdoor blinds	2302	14,000	19,665	19,665	0	0%	16,380	19,665	(3,285)	-20%
5 Churchill Street, garden and street frontage improvements	2303	28,000	28,000	22,380	5,620	20%	27,999	22,380	5,619	20%
Avoca farmstead, demolition	2304	50,000	50,000	0	50,000	100%	41,660	0	41,660	100%
15 Northmore, reticulation works	2305	5,000	5,000	0	5,000	100%	4,160	0	4,160	100%
15 Northmore, landscaping	2306	10,000	10,000	0	10,000	100%	8,330	0	8,330	100%
15 Northmore, floorcoverings	2307	5,350	5,350	5,885	(535)	-10%	5,349	5,885	(536)	-10%
15 Northmore, split system AC	2308	8,500	8,500	9,150	(650)	-8%	8,499	9,150	(651)	-8%
16 Hilton, reticulation works	2309	5,000	5,000	0	5,000	100%	4,160	0	4,160	100%
18 Hilton, reticulation works	2310	5,000	5,000	3,100	1,900	38%	4,160	3,100	1,060	25%
21 Northmore, reticulation works	2311	5,000	5,000	0	5,000	100%	4,160	0	4,160	100%
21 Northmore, landscaping	2312	10,000	10,000	0	10,000	100%	8,330	0	8,330	100%
21 Northmore, split system AC	2313	8,500	8,500	9,150	(650)	-8%	8,499	9,150	(651)	-8%
8 Churchill Street, repaint portico	2314	5,000	5,000	4,082	918	18%	4,998	4,082	916	18%
8 Churchill Street, Rear entry fencing	2315	5,000	5,000	0	5,000	100%	4,998	0	4,998	100%
Gym, split system AC	2316	12,000	12,000	0	12,000	100%	12,000	0	12,000	100%
Transfer station, Concrete slab for shed	2317	26,000	13,118	14,310	(1,192)	-9%	10,930	14,310	(3,380)	-31%
Transfer station, Transportable office	2318	18,000	18,000	0	18,000	100%	18,000	0	18,000	100%
10 Hilton, floorcoverings, repaint internally and exterior repairs	2324	40,000	40,000	7,271	32,729	82%	39,999	7,271	32,728	82%
5 and 7 Currall Street Narembeen, land acquisition costs	2373	0	3,890	2,854	1,036	27%	3,240	2,854	386	
Pool Building, epoxy non-slip flooring	2375	0	26,853	26,853	0		26,853	26,853	0	
Depot, concrete flooring for sheds	2374	0	20,000	0	20,000		10,000	0	10,000	
Total Land and Buildings		1,217,850	1,310,676	454,946	138,996		869,018	454,946	414,072	
Furniture and Equipment										
Admin - VOIP Phones	2184	10,000	10,000	10,026	(26)	0%	8,330	10,026	(1,696)	-20%
Admin - Council Chambers Furniture	2185	23,670	45,000	21,823	23,177	52%	37,500	21,823	15,677	42%
Recreation Centre, furniture and fittings	2361	35,000	35,000	24,326	10,674	30%	34,998	24,326	10,672	30%
Admin, CRC and mechanic - new computers	2356	11,000	13,690	13,690	0	0%	11,400	13,690	(2,290)	-20%
CRC, Power distribution boards	2357	5,000	5,000	2,044	2,956	59%	4,998	2,044	2,954	59%
Caravan park, replacement washing machines	2358	22,000	22,000	19,963	2,037	9%	21,999	19,963	2,036	9%
Chambers, additional honour boards	2359	5,000	5,000	0	5,000	100%	4,160	0	4,160	100%
Admin, Chair and table trolleys	2360	5,000	5,000	0	5,000	100%	4,160	0	4,160	100%
Caravan Park, new beds and furniture	2376	0	25,000	0	25,000	100%	25,000	0	25,000	100%
Total Furniture and Equipment		116,670	165,690	91,871	73,819		152,545	91,871	60,674	
Plant and Equipment										

SHIRE OF NAREMBEEN
NOTE 6 CONTINUED - CAPITAL EXPENDITURE
FOR THE YEAR-TO-DATE PERIOD ENDED 30/04/2026

Capital Expenditure Project	Account Number	Full-year variance				% Var Under/(over)	Year-to-date variance			% Var Under/(over)
		Original budget	Budget review - Annual amount	YTD Actual	Annual variance Surplus/(deficit)		Budget review - YTD figures	YTD actuals	YTD variance Surplus/(deficit)	
Steel Drum Roller	2363	200,000	200,000	0	200,000	100%	200,000	0	200,000	100%
Side Tipper (NB5708)	2364	155,000	155,000	107,950	47,050	30%	155,000	107,950	47,050	30%
Light tipper (NEW)	2195	78,000	83,673	83,673	(0)	0%	69,720	83,673	(13,953)	-20%
Replacement Light Vehicle (NB7900)	2365	42,000	44,777	44,777	0	0%	37,310	44,777	(7,467)	-20%
Replacement Light Vehicle (NB806)	2366	50,000	50,000	47,372	2,628	5%	50,000	47,372	2,628	5%
Replacement Light Vehicle (NB7298)	2367	50,000	50,000	47,322	2,678	5%	50,000	47,322	2,678	5%
Skidsteer attachment, cold planer	2368	28,000	28,000	22,260	5,740	20%	27,999	22,260	5,739	20%
Skidsteer attachment, spray unit with boom	2369	18,000	22,260	17,134	5,126	23%	18,550	17,134	1,416	8%
Skidsteer, loading ramps	2370	5,000	5,000	2,190	2,810	56%	5,000	2,190	2,810	56%
Works, Trailer-Mounted Portable Toilet	2371	7,000	7,000	6,982	18	0%	6,999	6,982	17	0%
Works, Fleet Tracking Hardware	2188	10,000	10,000	6,775	3,225	32%	8,330	6,775	1,555	19%
Works, Traffic counters	2362	10,800	10,800	10,470	330	3%	9,000	10,470	(1,470)	-16%
Total Plant and equipment		653,800	666,510	396,906	269,604		637,908	396,906	241,002	
Total Property, Plant and Equipment		1,988,320	2,142,876	943,723	482,419		1,659,471	943,723	715,748	

SHIRE OF NAREMBEEN
NOTE 6 CONTINUED - CAPITAL EXPENDITURE
FOR THE YEAR-TO-DATE PERIOD ENDED 30/04/2026

Capital Expenditure Project	Account Number	Full-year variance				% Var Under/(over)	Year-to-date variance			% Var Under/(over)
		Original budget	Budget review - Annual amount	YTD Actual	Annual variance Surplus/(deficit)		Budget review - YTD figures	YTD actuals	YTD variance Surplus/(deficit)	
Infrastructure - Roads, Footpaths and Drainage										
R2R - Anderson Rock Road, Gravel resheeting (SLK 10.56 - 16.20)	2325	150,000	150,000	0	150,000	100%	50,000	0	50,000	100%
R2R - Yeomans Road, Gravel resheeting (SLK 15.13 - 21.00)	2326	150,000	210,000	225,663	(15,663)	-7%	70,000	225,663	(155,663)	-222%
R2R - Coverley Road, Gravel resheeting (SLK 3.2 - 8.96)	2327	200,000	200,000	13,210	186,790	93%	199,998	13,210	186,788	93%
R2R - Swartz Road, Replace culvert, reconstruct floodway (SLK 4.50)	2328	120,000	120,000	51,219	68,781	57%	120,000	51,219	68,781	57%
R2R - Bailey Road, Replace culvert, reconstruct floodway (SLK 7.57)	2329	120,000	120,000	23,878	96,122	80%	120,000	23,878	96,122	80%
RRG - Cramphorne Road, Second coat seal (SLK 37.29 - 42.29)	2340	168,000	168,000	168,000	(0)	0%	168,000	168,000	(0)	0%
RRG - Narembeeb South Road, Reconstruction and primer seal to 7.2m (SLK 5.17 - 8.97)	2341	720,000	836,821	835,392	1,429	0%	697,350	835,392	(138,042)	-20%
WSFN - Kondinin-Narembeeb Road, second coat seal (SLK 19.50 - 23.00)	2342	141,290	141,290	134,654	6,636	5%	141,288	134,654	6,634	5%
WSFN - Kondinin-Narembeeb Road, reconstruction, widen, seal and asphalt (SLK 26 - 26.8)	2343	359,725	359,725	147,062	212,663	59%	359,724	147,062	212,662	59%
Soldiers Road, Gravel resheeting and second coat seal - 400m x 8m (SLK 39.5 - 39.9)	2344	37,000	37,000	12,642	24,358	66%	36,999	12,642	24,357	66%
Cramphorne Road, vegetation works (SLK 17.2 - 32.29)	2345	80,000	80,000	77,755	2,245	3%	79,998	77,755	2,243	3%
Mt Arrowsmith Road, pavement repairs, culvert installation and reseal (SLK 3.25 - 15.53)	2346	110,500	110,500	6,930	103,570	94%	110,499	6,930	103,569	94%
Townsite, replacement of kerbing	2372	50,000	50,000	0	50,000	100%	50,000	0	50,000	100%
Streets Alive, Currall Street slow zone	2377	0	106,500	0	106,500	100%	53,250	0	53,250	100%
WSFN - Narembeeb-Kondinin Road SLK 1.4-26.6 clearing of vegetation for works incl traffic mana	2082	0	0	1,924	(1,924)		0	1,924	(1,924)	
Less: 2025 WIP brought forward		0	0	(1,924)			0	(1,924)	0	
2026 capital expenditure		-	-	0	(0)		-	0	(0)	
Total Roads, Footpaths and Drainage		2,406,515	2,689,836	1,696,404	993,432		2,257,106	1,696,404	560,702	
Other Infrastructure										
Stormwater Harvesting (Irrigation Pipeline) for townsite	2348	140,000	140,000	127,661	12,339	9%	140,000	127,661	12,339	9%
Lions Recycling Area, improvements	2323	10,000	10,000	4,963	5,038	50%	9,999	4,963	5,037	50%
Caravan Park, perimeter fencing and drainage	2347	25,000	25,000	0	25,000	100%	20,830	0	20,830	100%
Lions Entrance Garden improvements (West Town entrance)	2322	5,000	5,000	0	5,000	100%	4,160	0	4,160	100%
Airfield, CCTV installation	2349	15,000	15,000	0	15,000	100%	15,000	0	15,000	100%
Caravan Park, drain, sewerage and electrical line rerouting and improvements	2215	25,000	25,000	0	25,000	100%	20,830	0	20,830	100%
CRC Precinct - Generator Installation	2218	100,000	0	0	0		0	0	0	
New District Entrance Signs (x4)	2350	12,000	15,000	0	15,000	100%	12,500	0	12,500	100%
Investment in associate (RoeROC)	9415000	60,000	60,000	0	60,000	100%	0	0	0	
Transfer station, chainmesh fencing	2319	50,000	50,000	37,700	12,300	25%	50,000	37,700	12,300	25%
Town dams, perimeter fencing	2320	50,000	50,000	14,595	35,405	71%	41,660	14,595	27,065	65%
Motorcross, perimeter fencing, restoration works and signage	2321	100,000	42,000	41,314	686	2%	35,000	41,314	(6,314)	-18%
Apex Park, replacement shade sails	2378	0	10,200	11,940	(1,740)	-17%	8,500	11,940	(3,440)	-40%
BMX track, survey and design	2162	525,000	9,064	9,214	(150)	-2%	7,550	9,214	(1,664)	-22%
Less: 2025 WIP brought forward		0	0	(150)			0	(150)		
2026 capital expenditure		525,000	9,064	9,064	0		7,550	9,064	(1,514)	
Narembeeb oval, switchboard	2223	44,000	3,318	37,338	(34,020)	-1025%	2,760	37,338	(34,578)	-1253%
Less: 2025 WIP brought forward		0	0	(34,020)			0	(34,020)		
2026 capital expenditure		44,000	3,318	3,318	(0)		2,760	3,318	(558)	
Ski Lake planning and development	2163	10,000	10,000	96,441	(86,441)	-864%	8,330	96,441	(88,111)	-1058%
Less: 2025 WIP brought forward		0	0	(85,404)			0	(85,404)		
2026 capital expenditure		10,000	10,000	11,037	(1,037)		8,330	11,037	(2,707)	
Narembeeb hockey field lights (Club Night Lights)	2222	304,000	194,383	326,286	(131,903)	-68%	161,980	326,286	(164,306)	-101%
Less: 2025 WIP brought forward		0	0	(131,903)			0	(131,903)		
2026 capital expenditure		304,000	194,383	194,383	(0)		161,980	194,383	(32,403)	
Tourist trails development	2353	10,000	10,000	229	9,771	98%	3,333	229	3,104	93%
Town oval, irrigation improvements	2354	100,000	100,000	13,150	86,850	87%	83,330	13,150	70,180	84%

SHIRE OF NAREMBEEN
NOTE 6 CONTINUED - CAPITAL EXPENDITURE
FOR THE YEAR-TO-DATE PERIOD ENDED 30/04/2026

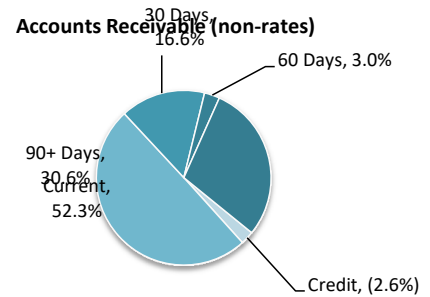
Capital Expenditure Project	Account Number	Full-year variance			% Var Under/(over)	Year-to-date variance			% Var Under/(over)
		Original budget	Budget review - Annual amount	YTD Actual		Annual variance Surplus/(deficit)	Budget review - YTD figures	YTD actuals	
<i>Less: 2025 WIP brought forward</i>		0	0	(11,650)		0	(11,650)		
<i>2026 capital expenditure</i>		100,000	100,000	1,500		83,330	1,500	81,830	
Narembeen football field lights (Club Night Lights)	2355	450,000	450,000	229,146	49%	450,000	229,146	220,854	49%
Total Other Infrastructure		2,035,000	1,223,965	686,849		1,075,762	686,849	388,913	
Total Infrastructure		4,441,515	3,913,801	2,383,253		3,332,868	2,383,253	949,615	
Intangible Assets									
New ERP - Implementation costs	2352	200,000	0	1,000		0	1,000	(1,000)	
Website redevelopment	2351	35,000	24,880	24,880	0%	20,730	24,880	(4,150)	
Total Infrastructure		235,000	24,880	25,880		20,730	25,880	(5,150)	
2026 gross amounts		6,664,835	6,081,557	3,352,856					
2025 work in progress		0		981,785					
Total 2026 capital expenditure to date		6,664,835	6,081,557	3,352,856		5,013,069	3,352,856	1,660,213	

7 DISPOSAL OF ASSETS

Asset description	Annual budget				Amended budget				YTD Actual			
	Net Book		Profit	(Loss)	Net Book		Profit	(Loss)	Net Book		Profit	(Loss)
	Value	Proceeds			Value	Proceeds			Value	Proceeds		
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Buildings												
41 Cheetham Way	0	0	0	0	0	0	0	0	0	176	176	0
26 Cheetham Way			0	0			0	0	29,120	21,818		(7,302)
47 Cheetham Way									16,800	18,182	1,382	0
Plant and equipment												
Toyota Kluger, 111NB	40,000	38,000	0	(2,000)	40,000	38,000	0	(2,000)	0	0	0	0
CAT Steel Drum Roller	83,000	40,000	0	(43,000)	83,000	40,000	0	(43,000)	0	0	0	0
Bruce Rock Side Tipper, NB5766	25,000	30,000	5,000	0	25,000	30,000	5,000	0	0	0	0	0
Toyota Hilux, NB7900	13,000	16,000	3,000	0	13,000	16,000	3,000	0	0	0	0	0
Nissan Navara, NB806	12,000	18,000	6,000	0	12,000	18,000	6,000	0	0	0	0	0
Nissan Navara, NB7298	16,000	18,000	2,000	0	16,000	18,000	2,000	0	0	0	0	0
Howard Porter Side Tipper, NB3937	0	0	0	0	0	23,870	23,870	0	0	23,870	23,870	0
Tri-axle dolly	0	0	0	0	11,006	24,700	13,694	0	11,006	24,700	13,693	0
Diesel bowser and fuel cell	0	0	0	0	0	5,094	5,094	0	0	5,094	5,094	0
Ford Ranger, NB7399	0	0	0	0	4,000	3,500	0	(500)	0	0	0	0
Nissan Navara, 1HAQ077	0	0	0	0	10,000	12,000	2,000	0	0	0	0	0
Commercial washing machines	0	0	0	0	0	0	0	0	0	545	545	0
Furniture and Equipment												
Disused laptops, surplus to requirements	0	0	0	0	0	0	0	0	0	200	200	0
	189,000	160,000	16,000	(45,000)	214,006	229,164	60,658	(45,500)	56,926	94,585	44,960	(7,302)

8 RECEIVABLES

Rates receivable	30 Jun 2025	30 Apr 2026
	\$	\$
Opening arrears previous year	154,026	79,986
Levied this year	2,133,835	2,281,229
Less - collections to date	(2,207,875)	(2,311,153)
Gross rates collectable	79,986	50,062
Allowance for impairment of rates receivable	0	0
Net rates collectable	79,986	50,062
% Collected	96.5%	97.9%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(535)	10,850	3,443	623	6,354	20,735
Percentage	(2.6%)	52.3%	16.6%	3.0%	30.6%	
Balance per trial balance						
Trade receivables						20,735
Pensioner rates and ESL rebates receivable						1,838
Receiving suspense						851
Total receivables general outstanding						23,424
Amounts shown above include GST (where applicable)						

KEY INFORMATION

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

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

9 PAYABLES

Payables - general	Debit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors						0
Accrued salaries and wages						0
ATO liabilities						(14,009)
Prepaid rates						41,069
Bonds and deposits held						28,427
Trust funds						(3,566)
Total payables general outstanding						51,921

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

10 BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2025	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
Swimming Pool	125	60,278	0	0	(28,207)	(29,149)	32,071	31,129	4,490	(3,548)
Recreation Centre	128	462,301	0	0	(41,361)	(41,361)	420,940	420,940	23,780	(23,780)
		522,579	0	0	(69,568)	(70,510)	453,011	452,069	28,270	(27,328)
Self supporting loans										
Aged Homes	127	9,400	0	0	(2,277)	(4,602)	7,123	4,798	0	(349)
Narembeen Bowling Club	131	48,930	0	0	(7,958)	(7,958)	40,972	40,972	0	(457)
		58,330	0	0	(10,235)	(12,560)	48,095	45,770	0	(806)
Total		580,909	0	0	(79,803)	(83,070)	501,106	497,839	28,270	(28,134)
Current borrowings		83,070					3,266			
Non-current borrowings		497,839					497,840			
		580,909					501,106			

All debenture repayments were financed by general purpose revenue.
 Self supporting loans are financed by repayments from third parties.

KEY INFORMATION

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

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

SHIRE OF NAREMBEEN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

	YTD Budget	Revised annual Budget	YTD Revenue Actual
	\$	\$	\$
Grants and subsidies - Operating			
General Purpose funding			
Financial Assistance Grant - General portion	528,750	705,000	626,871
Financial Assistance Grant - Roads portion	367,500	490,000	435,622
Law, Order and Public Safety			
Bush Fire Brigade Operating Grant	11,871	15,830	20,345
Housing			
Other housing, reimbursements received	0	39,750	0
Community Amenities			
CRC, SOCK Week grant funding	0	24,455	50,000
CRC, Annual operating grants	100,000	120,000	129,449
CRC, Project grant funding	0	0	909
CRC, trainee grant funding	(25,000)	(25,000)	(24,920)
CRC, Event grant funding	8,330	10,000	15,084
LIBRARY - Grant funding received	3,500	4,200	4,173
Transport			
Main Roads Direct Grant	299,453	299,453	299,453
Total operating grants and subsidies	1,294,404	1,683,688	1,556,986
Grants and subsidies - Non-operating			
Transport			
Community Water Supply grant funding	81,920	98,307	79,000
Regional Road Group (RRG) Grant Funding	558,230	669,881	558,304
Roads to Recovery (R2R) Grant Funding	666,660	800,000	362,264
Wheatbelt Secondary Freight Network (WSFN) Grant Funding	467,612	467,614	259,972
Recreation			
Club Night Lights grant funding	200,000	200,000	305,647
Streets Alive grant funding	83,330	100,000	100,000
Contributions - Non-operating			
Reimbursements from sporting groups	227,000	227,000	170,929
Total non-operating grants, contributions and subsidies	2,284,752	2,562,802	1,836,116
GRAND TOTAL	3,579,156	4,246,490	3,393,102

ATTACHMENT 14.4A
Schedule of Accounts for month ended
30 April 2026



Shire of Narembreen
Schedule of accounts paid
For the month ended 30 April 2026

Chq/EFT	Date	Name	Description	Amount
EFT19556	02/04/2026	AMAC Mechanical	Plant, service parts	2,261.61
EFT19557	02/04/2026	Australian Services Union	Employee membership fees	26.50
EFT19558	02/04/2026	Bitutek Pty Ltd	Narembreen South Road, supply and spray bituminous products	130,440.15
EFT19559	02/04/2026	Blackwell Plumbing & Gas Pty Ltd	61 Cheetham Way, supply and install sewer connection	41,948.50
EFT19560	02/04/2026	Boc Gases	Depot, workshop consumables	8.95
EFT19561	02/04/2026	Carrington's Traffic Services	Bin to Bin, traffic management services	9,574.16
EFT19562	02/04/2026	Chris Bray Electrics Pty Ltd	Depot, electrical works	412.50
EFT19563	02/04/2026	Combined Pest Control Wa	Bridge Inspection Level 1	275.00
EFT19564	02/04/2026	Fleet Commercial Gymnasiums Pty Ltd	Gym, new equipment and equipment servicing	15,416.50
EFT19565	02/04/2026	Fleet Dynamics Pty Ltd	GPS, fleet tracking monthly subscription	24.20
EFT19566	02/04/2026	Great Eastern Freightlines	Narembreen South Road, deliver 14mm aggregate	6,964.76
EFT19567	02/04/2026	Haddeo Infrastructure Agriculture Pty Ltd	Project Management Services, March 2026	3,685.00
EFT19568	02/04/2026	Industrial Automation Group Pty Ltd	Wadderin Standpipe, installation of 50mm butterfly valve	6,012.61
EFT19569	02/04/2026	Digga West & Earthparts WA	Aluminium loading ramps	2,112.00
EFT19570	02/04/2026	Key Civil Pty Ltd	Schwartz Road, drainage upgrades to floodway	74,426.52
EFT19571	02/04/2026	Narembreen Cafe - Love That Food	Community Wellbeing Meeting, catering	350.00
EFT19572	02/04/2026	Landgate	UV interim rural areas	203.22
EFT19573	02/04/2026	Liberty Oil Rural Pty Ltd	Depot, supply and deliver 5,000 litres diesel fuel	15,097.00
EFT19574	02/04/2026	Livingston Medical Pty Ltd	Works, staff vaccinations	484.00
EFT19575	02/04/2026	Integrated ICT	Admin, IT managed services	1,819.58
EFT19576	02/04/2026	Merredin Freightlines	Depot, freight	338.91
EFT19577	02/04/2026	Michael Franzinelli T/A WA Traffic Planning	Kondinin Narembreen Road, traffic management	825.00
EFT19578	02/04/2026	Mt Walker Sports Club INC	Ready to Respond Workshop, catering	870.00
EFT19579	02/04/2026	Narembreen Cricket Club	Avoca Farm, fencing removal	1,500.00
EFT19580	02/04/2026	Narembreen Engineering & Steel Supplies	Removable ute sprayer for skidsteer	18,847.42
EFT19581	02/04/2026	Narembreen P & C Association	ANZAC Day Catering	1,200.00
EFT19582	02/04/2026	Fleet Fitness	Gym, equipment repairs	319.00
EFT19583	02/04/2026	Officeworks	CRC, speakers	709.04
EFT19584	02/04/2026	Omnicom Media Group Australia Pty Ltd	Advertising, Local Laws	607.16
EFT19585	02/04/2026	P M Services Narembreen	Transfer Station, management fees	2,842.00
EFT19586	02/04/2026	Repco	Plant service parts and repairs	1,142.22
EFT19587	02/04/2026	Sanokil	Various Council facilities	645.42
EFT19588	02/04/2026	Sydney Tools Pty Ltd	Depot, minor tool: diesel tank kit and concrete cutting saw trolley with water tank	2,955.00
EFT19589	02/04/2026	Team Digital	CRC, stationary supplies	500.52
EFT19590	02/04/2026	Team Global Express Pty Ltd	Depot, freight	206.71
EFT19591	02/04/2026	Trevor James Thompson	Mt Walker Sports Club, signage	231.00
EFT19592	02/04/2026	Narembreen Tyre Services	Light vehicles, new tyres	1,880.00
EFT19593	02/04/2026	WA Contract Ranger Services	Contract ranger services, monthly fees	1,241.63
EFT19594	02/04/2026	Westrac Equipment Pty Ltd	Plant, replacement tail light guard	572.51
EFT19595	02/04/2026	Willway Plumbing and Gas	Dixon Road, roadside vegetation mulching	4,048.00
EFT19596	02/04/2026	Woodlands Distributors & Agencies Pty Ltd	Town Oval, Dog Waste Bags	209.66
EFT19597	02/04/2026	Wurth Australia Pty Ltd	Plant, parts and service repairs	779.57



Shire of Narembreen
Schedule of accounts paid
For the month ended 30 April 2026

Chq/EFT	Date	Name	Description	Amount
EFT19598	09/04/2026	Customer	Refund of overpayment	3,271.86
EFT19599	16/04/2026	150 Square Pty Ltd	RoeROC Executive Officer, March	2,224.96
EFT19600	16/04/2026	A Plus Management (WA) Pty Ltd	Admin, stationary	40.00
EFT19601	16/04/2026	A-Team Printing	Admin, Business Cards	123.20
EFT19602	16/04/2026	AFGRI Equipment Australia Pty Ltd	Plant, service parts	5,611.46
EFT19603	16/04/2026	Australian Services Union	Employee membership fees	26.50
EFT19604	16/04/2026	Avon Waste	Monthly Rubbish collection fees	18,666.06
EFT19605	16/04/2026	CJB Carpentry	Narembreen - Kondinin Rd, supply and lay concrete for culvert tops	35,392.50
EFT19606	16/04/2026	Carrington's Traffic Services	Kondinin-Narembreen Road, traffic management services	13,575.38
EFT19607	16/04/2026	Narrogin Carpets & Curtains	2/24 Doreen St, supply and install carpet and vinyl planks	9,570.00
EFT19608	16/04/2026	Chris Bray Electrics Pty Ltd	Admin, repairs to cross arm and fuses on consumer pole	2,073.50
EFT19609	16/04/2026	Combined Pest Control Wa	Admin, pest control	220.00
EFT19610	16/04/2026	Cutting Edges Equipment Parts Pty Limited	Grader blades	5,042.40
EFT19611	16/04/2026	Industrial Automation Group Pty Ltd	Standpipes, annual software management fees	2,194.50
EFT19612	16/04/2026	Kumbooran Plains Pty Ltd	Yeomans Road, supply and push gravel	31,838.40
EFT19613	16/04/2026	Liberty Oil Rural Pty Ltd	Depot, supply and deliver 5,000 litres diesel fuel	14,945.50
EFT19614	16/04/2026	Livingston Medical Pty Ltd	Monthly management fees	27,044.25
EFT19615	16/04/2026	Integrated ICT	IT Managed Services Agreement	3,231.58
EFT19616	16/04/2026	Mineral Crushing Services (WA) Pty Ltd	Kondinin-Narembreen Road, 14mm aggregate	7,203.79
EFT19617	16/04/2026	Narembreen Hardware And Ag Supplies Pty Ltd	Town Oval, rainbird	8,395.82
EFT19618	16/04/2026	P M Services Narembreen	Transfer Station, management fees	2,492.00
EFT19619	16/04/2026	Repcos a division of GPC Asia Pacific Pty Ltd	Plant, service parts	252.85
EFT19620	16/04/2026	Sheridans Badges and Engraving	Admin, Name badges and desk plate	154.99
EFT19621	16/04/2026	Shire Of Corrigin	Roe Regional Environmental Health Services	4,252.60
EFT19622	16/04/2026	Team Global Express Pty Ltd	Depot, freight	138.68
EFT19623	16/04/2026	The Trustee for West Coast Shade Trust T/A West Coast Shade Pty Ltd	Apex Park, replacement shade sails	13,134.00
EFT19624	16/04/2026	The Trustee for the Knipe Trading Trust T/A Merredin Toyota and Isuzu Ute	Plant, parts and spares	1,303.61
EFT19625	16/04/2026	Trustee for J & S Baldwin Trust	Plant, new tyre sets	2,480.00
EFT19626	16/04/2026	WA Contract Ranger Services	Contract ranger services, monthly fees	754.88
EFT19627	16/04/2026	WA Distributors Pty Ltd	Caravan Park, consumable supplies	538.20
EFT19628	16/04/2026	Westrac Equipment Pty Ltd	Grader, replacement engine speed sensor	1,135.83
EFT19629	16/04/2026	Wheatbelt Office and Business Machines	CRC, photocopier meter reading	852.98
EFT19630	16/04/2026	Willway Plumbing and Gas	Standpipe, backflow prevention test	814.00
EFT19631	23/04/2026	Australian Taxation Office	Monthly BAS payment	9,147.00
EFT19632	30/04/2026	Ampac Debt Recovery (WA) Pty Ltd	Rates, debt recovery charges	269.50
EFT19633	30/04/2026	Australia Post	Postage	171.74
EFT19634	30/04/2026	Australian Services Union	Employee membership fees	26.50
EFT19635	30/04/2026	CJB Carpentry	8 Cheetham Way, install new Colourbond fencing panels	1,611.50
EFT19636	30/04/2026	Carrington's Traffic Services	Traffic management services and accommodation	17,209.53
EFT19637	30/04/2026	Corsign WA PTY LTD	Depot, new/replacement road signs	646.80
EFT19638	30/04/2026	Cutting Edges Equipment Parts Pty Limited	Grader blades	2,521.20
EFT19639	30/04/2026	Fitz Gerald Strategies	Facilitation of EBA Negotiation	10,254.48



Shire of Narembeen
Schedule of accounts paid
For the month ended 30 April 2026

Chq/EFT	Date	Name	Description	Amount
EFT19640	30/04/2026	Liberty Oil Rural Pty Ltd	Supply and delivery of 1,000 litres of AdBlue	1,700.00
EFT19641	30/04/2026	Livingston Medical Pty Ltd	Workcover	512.00
EFT19642	30/04/2026	Merredin Freightlines	Depot, freight	484.62
EFT19643	30/04/2026	Michael Franzinelli T/A WA Traffic Planning	Narembeen South Road, traffic management plan	1,650.00
EFT19644	30/04/2026	NEWROC	Joint ROC Forum, hosting fees	1,537.00
EFT19645	30/04/2026	Narembeen Engineering & Steel Supplies (The Trustee for Marcus Dorlandt)	Depot and Council Properties, fabrication work	829.27
EFT19646	30/04/2026	Narembeen IGA	Various Properties, Cleaning Supplies	1,645.80
EFT19647	30/04/2026	Officeworks	Speaker for library box	98.95
EFT19648	30/04/2026	P M Services Narembeen	Transfer Station, management fees	2,842.00
EFT19649	30/04/2026	PEAP Contractors Pty Ltd	Narembeen AFL oval LED lighting, claim #3	85,841.12
EFT19650	30/04/2026	PJ Madigan & TG Madigan T/A -Merredin Flowers and Gifts	ANZAC Day, Wreaths	855.00
EFT19651	30/04/2026	Customer	Refund	111.70
EFT19652	30/04/2026	The Pascoe Family Trust T/A Wheatbelt Painting	8 Churchill, repaint portico	4,490.00
EFT19653	30/04/2026	WA Contract Ranger Services	Contract ranger, services monthly fees	853.88
EFT19654	30/04/2026	WALGA	Cr Luke Smoker - Meeting Procedures eLearning	407.00
EFT19655	30/04/2026	Westrac Equipment Pty Ltd	Grader, Articulation sensor	668.75
EFT19656	30/04/2026	Willway Plumbing and Gas	Roadside Mulching	9,006.25
EFT19657	30/04/2026	XAV Group Pty Ltd t/a Contract Aquatic	Supply and installation of granular chlorine and dry acid conversion hardware Extended hours for 2026 season Additional chemicals Under-invoiced amount	19,684.83 3,465.00 5,270.01 1,980.00
DD13320.1	01/04/2026	Western Australian Treasury Corporation	Loan repayment	32,570.63
DD13320.2	01/04/2026	Western Power	Electricity usage for Council properties	624.70
DD13334.1	10/04/2026	Water Corporation	Water usage for Council properties and facilities	11,871.73
DD13335.1	07/04/2026	Water Corporation	Water usage for Council properties and facilities	5,512.23
DD13336.1	08/04/2026	Water Corporation	Water usage for Council properties and facilities	2,400.46
DD13337.1	13/04/2026	Water Corporation	Water usage for Council properties and facilities	751.08
DD13337.2	13/04/2026	Western Power	Electricity usage for Council properties and facilities	3,017.99
DD13341.1	14/04/2026	Western Power	Electricity usage for Council properties and facilities	17,830.23
DD13345.1	15/04/2026	Water Corporation	Water usage for Council properties and facilities	1,302.33
DD13345.2	15/04/2026	Western Power	Electricity usage for Council properties and facilities	2,327.80
DD13345.3	16/04/2026	Western Power	Electricity usage for Council properties and facilities	286.57
DD13346.1	16/04/2026	Telstra	Telephone charges for Council properties and facilities	1,045.50
DD13346.2	16/04/2026	Western Power	Electricity usage for Council properties and facilities	730.33
DD13349.1	17/04/2026	Water Corporation	Water usage for Council properties and facilities	16.86
DD13350.1	20/04/2026	Water Corporation	Water usage for Council properties and facilities	161.16
DD13352.1	07/04/2026	Beam Precision Superannuation	Superannuation pay run #131	15,312.87
DD13353.1	10/04/2026	Beam Precision Superannuation	Superannuation pay run 132	14,968.05
DD13361.1	24/04/2026	Beam Precision Superannuation	Superannuation for pay run #133	15,611.57
DD13363.1	28/04/2026	Western Power	Electricity usage for Council properties and facilities	1,482.44
DD13369.1	30/04/2026	Western Australian Treasury Corporation	Loan 125	16,348.64
		Altus Payroll	Net wages payroll #132	65,987.44
		Altus Payroll	Net wages payroll #133	65,055.31
Total payments for the month ended 30 April 2026				\$ 1,003,617.32

ATTACHMENT 14.4B
Credit Card Payments – April 2026



Shire of Narembreen
Credit Card Purchases
27 March 2026 - 28 April 2026
 Direct Debited 1 May 2026

Chief Executive Officer			
Date	Supplier	Description of purchase	Amount
27/03/2026	Regional Australia Institute Pty Ltd	Regions rising conference registration - H Cusack	\$ 150.00
2/04/2026	Narembreen Hardware	Staff farewell - K Padfield	\$ 26.40
7/04/2026	Yeti	Staff farewell gift - EMCS	\$ 69.00
7/04/2026	Greenwood Leather	Staff farewell gift - EMCS	\$ 157.47
7/04/2026	Narembreen Hotel	Council, refreshments	\$ 81.04
7/04/2026	Narembreen Hotel	Council, refreshments	\$ 85.09
9/04/2026	Siteminder	Caravan Park, booking management software fees	\$ 207.90
10/04/2026	Australian Institute of Management	Admin, HR Fundamentals course	\$ 1,840.00
10/04/2026	Australian Institute of Management	Admin, HR Fundamentals course (overcharge)	\$ 1,840.00
10/04/2026	Australian Institute of Management	Admin, HR Fundamentals course (overcharge)	\$ 1,840.00
13/04/2026	Starlink	Internet for Council properties and facilities	\$ 842.50
14/04/2026	Wheatbelt Business Network	Wheatbelt Futures Forum x 4 attendance	\$ 740.00
14/04/2026	Australian Institute of Management	Refund on overcharge	(\$ 1,840.00)
14/04/2026	Australian Institute of Management	Refund on overcharge	(\$ 1,840.00)
24/04/2026	CHAT GPT	Admin, monthly subscription fees	\$ 28.06
24/04/2026	CHAT GPT	Admin, international charge fee	\$ 0.70
27/04/2026	Webjet	Flights, ALGA Canberra	\$ 2,184.44
TOTAL CEO CREDIT CARD PAYMENTS			\$ 6,412.60



Shire of Narembeen
Credit Card Purchases
27 March 2026 - 28 April 2026
 Direct Debited 1 May 2026

Executive Manager Corporate Services			
Date	Supplier	Description of purchase	Amount
30/03/2026	Coles Reddy Express	EMCS, fuel	\$ 87.02
31/03/2026	BP Busselton	EMCS, fuel	\$ 70.03
2/04/2026	Big W	Youth Week, supplies	\$ 117.77
7/04/2026	Adobe	Admin, monthly subscription	\$ 31.99
7/04/2026	United Kellerberrin	EMCS, fuel	\$ 99.01
7/04/2026	United Kellerberrin	EMCS, fuel	\$ 98.24
9/04/2026	Adobe	CRC, monthly subscription	\$ 31.99
14/04/2026	Microsoft Store	Refund on over charge	(\$ 169.00)
14/04/2026	Microsoft Store	Upgrade to Windows 10/11 Pro	\$ 169.00
14/04/2026	Adobe	Admin, monthly subscription	\$ 31.99
14/04/2026	Microsoft Store	Upgrade to Windows 10/11 Pro (overcharge)	\$ 169.00
16/04/2026	Landgate	Title search	\$ 32.60
16/04/2026	Harvey Norman	Chambers, TV wall mount	\$ 215.00
17/04/2026	Safety Culture	Admin and works, software subscription	\$ 127.60
20/04/2026	Amazon	Admin, printer cartridge	\$ 221.67
24/04/2026	BP Quairading	EMCS, fuel	\$ 100.32
27/04/2026	Narembeen Hotel	ANZAC Day, refreshments	\$ 70.91
27/04/2026	BP The Lakes	EMCS, fuel	\$ 56.51
TOTAL EMCS CREDIT CARD PAYMENTS			\$ 1,561.65



Shire of Narembeen
Credit Card Purchases
27 March 2026 - 28 April 2026
 Direct Debited 1 May 2026

Executive Manager Infrastructure Services			
Date	Supplier	Description of purchase	Amount
30/03/2026	Nespresso	Admin, coffee pods	\$ 130.00
14/04/2026	Innovative Mechatronic	Plant, advanced diagnostic system test including freight	\$ 462.00
14/04/2026	Shire of Narembeen	DoT, plate swap and issue of plates	\$ 38.80
15/04/2026	Shire of Narembeen	DoT, plate changes x 2	\$ 64.00
21/04/2026	Shire of Bruce Rock	ONB, annual bus inspection	\$ 286.40
21/04/2026	Shire of Bruce Rock	NB8000, annual bus inspection	\$ 286.40
21/04/2026	Shire of Narembeen	DoT, change plate	\$ 32.00
24/04/2026	Wheatbelt Business Network	Wheatbelt Futures Forum x 2 attendance	\$ 40.00
TOTAL EMIS CREDIT CARD PAYMENTS			\$ 1,339.60

TOTAL CREDIT CARD PURCHASES FOR THE PERIOD \$ 9,313.85