



ATTACHMENTS

Ordinary Council Meeting
20 May 2025



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ATTACHMENT 7.1A
Minutes – Ordinary Council Meeting
15 April 2025



MINUTES

Ordinary Council Meeting
15 April 2025

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 15 April 2025

At: Shire of Narembeen Council Chambers
1 Longhurst Street, Narembeen

Commencing: 5.00pm

Rebecca McCall
Chief Executive Officer

10 April 2025

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.

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1. Official Opening and Welcome

The Presiding Person welcomed everyone and declared the meeting open at 5.00 pm.

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 SW Stirrat	President
Cr HA Cusack	Deputy President

Cr MJ Currie
Cr HJ Bald
Cr CD Bray
Cr AM Hardham

Staff:

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

Member of Public:

Apologies:

Cr TW Cole

3. Public Question Time

Nil

4. Disclosure of Interest

Nil

5. Application for Leave of Absence

Nil

6. Deputations/ Petitions/ Presentations/ Submissions

Nil

7. Confirmation of Previous Meetings

7.1 Ordinary Council Meeting 18 March 2025

Attachment 7.1A

Voting Requirements

☒ Simple Majority

☐ Absolute Majority

Officer's Recommendation / Council Resolution – 7.1

That the minutes of the Shire of Narembreen Ordinary Council Meeting held on Tuesday 18 March 2025, as presented, be confirmed as a true and correct record of proceedings.

MIN 7979/25

MOTION - Moved Cr. Hardham

Seconded Cr. Bald

CARRIED 6 / 0

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

8. Minutes of Committee Meetings to be Received

Items 8.1 and 8.2 were moved en bloc

8.1 CEACA Management Meeting 24 February 2025 Attachment 8.1A

Voting Requirements

☒ Simple Majority

☐ Absolute Majority

Officer's Recommendation / Council Resolution – 8.1

That the minutes of the CEACA Management Meeting held on Monday 24 February 2025, as presented, be received.

MIN 7980/25

MOTION - Moved Cr. Cusack

Seconded Cr. Currie

CARRIED 6 / 0

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

8.2 Local Emergency Management Committee Meeting 13 March 2025 Attachment 8.2A

Voting Requirements

☒ Simple Majority

☐ Absolute Majority

Officer's Recommendation / Council Resolution – 8.2

That the minutes of the LEMC Meeting held on Thursday 13 March 2025, as presented, be received.

MIN 7980/25

MOTION - Moved Cr. Cusack

Seconded Cr. Currie

CARRIED 6 / 0

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

8.3 Ramelius Resources and Shire of Narembeen Community Benefit Fund Advisory Committee Meeting Monday 7 April 2025
Attachment 8.3A

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officer's Recommendation / Council Resolution – 8.3

That the minutes of the Ramelius Resources and Shire of Narembeen Community Benefit Fund Advisory Committee Meeting held on Monday 7 April 2025, as presented, be received.

MIN 7981/25 **MOTION** - Moved Cr. Currie Seconded Cr. Bray

CARRIED 6 / 0

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

9. Recommendations from Committee Meetings for Council Consideration

9.1 Recommendation from Community Benefit Fund Advisory Committee Meeting Monday 7 April 2025
Attachment 8.3A

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officer's Recommendation / Council Resolution – 9.1

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:

- | | |
|-----------------------------------|--|
| 1. Mt Walker Sports Club – Golf | \$1,000 |
| 2. Mt Walker Sports Club – Tennis | \$2,500 |
| 3. Narembeen Golf Club | \$1,750 |
| 4. Narembeen Lions Club | \$3,250 |
| 5. Wadderin Wildlife Sanctuary | \$5,000 (subject to securing remaining funding) |
| 6. NBVFES | \$18,000 |
| 7. Narembeen Hospital Auxiliary | \$25,000 (subject to securing remaining funding) |

Total funding allocation of \$56,500.

The acquittal date is to be completed prior to 31 October 2025.

MIN 7982/25 **MOTION** - Moved Cr. Cusack Seconded Cr. Hardham

CARRIED 6 / 0

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

10. Announcements by Presiding Member without Discussion

Nil

UNCONFIRMED

11. Officers Reports - Office of the Chief Executive Officer

11.1 Corporate Business Plan – Quarterly Monitoring Report – March 2025

Date:	8 April 2025
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:	11.1A IPR Quarterly Progress Report – March 2025

Purpose of Report

- ☒ Executive Decision ☐ Legislative Requirement

Summary

This item presents the Corporate Business Plan (CBP) – quarterly monitoring report for March 2025 to Council for consideration and, if satisfactory, receive.

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 yearly budget deliberations, with quarterly reports on operational progress. This process ensures that the Shire of Narembeen is actively working towards achieving and implementation identified goals.

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

Progress reports will be conducted quarterly using a traffic light system to indicate progress against the priorities outlined in the CBP. It is recommended that these quarterly reports be shared with Council as part of a formal agenda item. Additionally, annual results will be communicated to the community through the end-of-year financial annual report as required by legislation.

The CBP – Quarterly Monitoring Review for March 2025 is presented to Council for its review.

Consultation

Executive Manager Corporate Services

Statutory Implications

Section 5.56(1) of the *Local Government Act 1995* requires all local governments to produce plans for the future.

Division 3 DA of the *Local Government (Administration) Regulations 1996* specifies the requirements for the CBP.

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 Calendar
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

There are no financial implications to Council in relation to this item as the Corporate Business Plan recognise outcomes. 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 11.1

That Council receives the Corporate Business Plan Quarterly Monitoring Report – March 2025 as presented in Attachment 11.1A.

MIN 7983/25

MOTION - Moved Cr. Bray

Seconded Cr. Bald

CARRIED 6 / 0

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

12. Officers Reports - Development and Regulatory Services

12.1 Proposed amalgamation of Lot 60, 61 and 62 (No 2-6) Doreen Street and Wilfred Street, Narembeen

Date:	9 April 2025
Location:	Lots 60, 61 and 62 Doreen Street and Wilfred Street, Narembeen
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Liz Bushby, Town Planning Innovations (TPI), Planning Consultant
File Reference	P1022
Previous Meeting Reference	Item 13.1 and Item 12.3, 19 November 2024
Disclosure of Interest:	Declaration of Interest: Liz Bushby, Town Planning Innovations Nature of Interest: Financial Interest as receive planning fees for advice to the Shire – Section 5.50A of <i>Local Government Act 1995</i>
Attachments:	Nil

Purpose of Report

☐ Executive Decision

☒ Legislative Requirement

Summary

Council is to consider an application to amalgamate three lots in the townsite. The application has been lodged with, and will ultimately be determined by, the Western Australian Planning Commission which has requested comment by the Shire.

Background

The three lots are currently zoned as residential under the Shire of Narembeen Local Planning Scheme No 2. Lots 61 and 62 are currently being used to operate a business on the basis of 'non-conforming use' rights.

The applicant intends to extend the existing building but has been unable to secure planning approval as the proposed works would cross the existing lot boundaries.

Below is a diagram of the three lots in question, depicting the current building layout across lots 61 and 62 and showing lot 60 to the north, which is used to store parts and vehicles.



Above: Lot 61, 62 and 63 in red outline

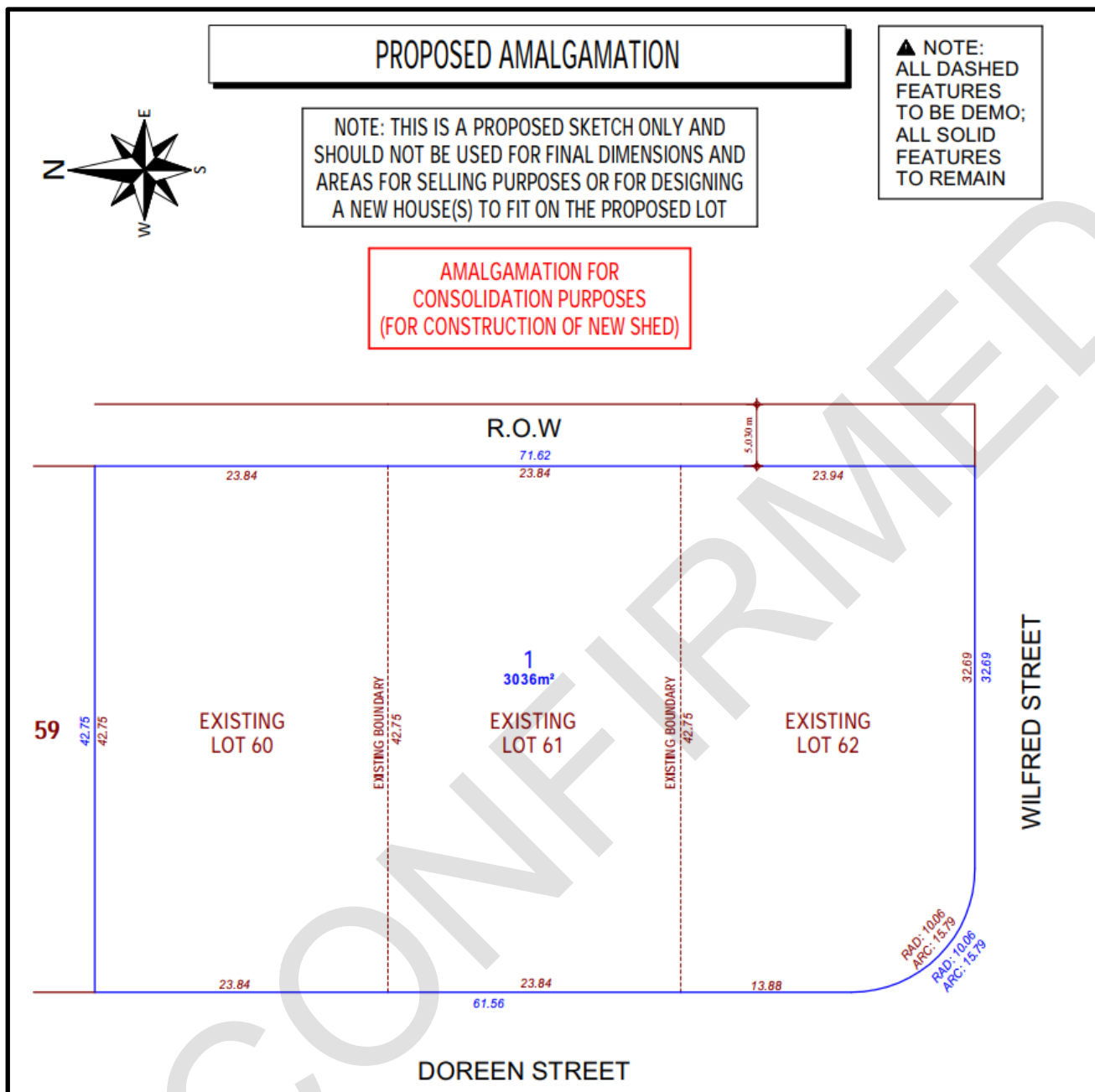
Council considered a development application proposing extensions to the existing building on Lots 61 and 62 at their Ordinary Meeting on 19 November 2024. Council resolved to grant delegated authority to the Chief Executive Officer to determine the outcome of the application. Formal planning approval was not issued as the owner had not correctly completed their planning application form.

Shire contractors liaised with the Shire's building surveyor in 2024, who first identified issues with building extensions over existing lot boundaries and achieving necessary fire ratings for any extension too close to the laneway to the east.

Council considered and endorsed a submission of 'non-conforming use rights' for Lots 61 and 62 on 19 November 2024.

Comment

The owner has applied to amalgamate Lots 61, 62 and 63 into one land parcel as per the plan below:



The proposed amalgamation will ensure that all existing buildings are contained on one consolidated land title.

Consultation

Council, November 2024 discussion forum and OCM
Liz Bushby, Town Planning Innovations

The Western Australian Planning Commission has also referred the application to:

- The Department of Biodiversity, Conservation and Attractions
- Western Power
- Water Corporation.

Statutory Implications

Shire of Narembeen Local Planning Scheme No 2

As previously noted, the three lots are zoned residential and normally industrial activities would not be permitted.

The applicant circumvents the zoning issue due to their 'non-conforming use right', whereby their use of the land is permitted as they were operating or approved under a previous town planning scheme.

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Strategic Priority: 2. Economy
Objective: Retain and grow existing businesses, employment and attract new industry
Strategy: 2.1 Support the diverse industry across the Shire

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

There are no financial implications directly associated with this resolution.

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation / Council Resolution – Item 12.1

That Council recommend that the Western Australian Planning Commission approve the amalgamation application (No 201440) unconditionally.

MIN 7984/25

MOTION - Moved Cr. Hardham

Seconded Cr. Currie

CARRIED 6 / 0

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

13. Officers Reports - Corporate Services

13.1 Financial Statements for the month ended 31 March 2025

Date:	9 April 2025
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:	13.1A Shire of Narembreen - Financial statements for month ended 31 March 2025

Purpose of Report

☐ Executive Decision

☒ Legislative Requirement

Summary

For Council to review and the financial statements for the months ended 31 March 2025.

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 as at 31 March 2025 is \$3,003,052 with cash on hand of \$9,190,399 including \$5,555,215 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 13.1

That Council receive the financial statements for the month ended 31 March 2025.

MIN 7985/25

MOTION - Moved Cr. Bray

Seconded Cr. Currie

CARRIED 6 / 0

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

13.2 Schedule of Accounts for the month ended 31 March 2025

Date:	9 April 2025
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:	13.2A Schedule of Accounts paid for the month ended 31 March 2025 13.2B Shire of Narembreen - Credit card payment list, February (CBA)

Purpose of Report

☐ Executive Decision ☒ Legislative Requirement

Summary

For Council to receive the list of payments made by the Shire of Narembreen for the month ended 31 March 2025.

Background

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

Comment

As per the attached schedule, total payments from Municipal funds for the month ended 31 March 2025 total \$1,441,738.99 including \$15,733.27 of expenditure on Council credit cards.

Consultation

Nil

Statutory Implications

Local Government (Financial Management) Regulations 1996

Reg. 13 List of Accounts

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 13.2

That Council receive and endorse the schedule of accounts paid for the month ended 31 March 2025.

MIN 7986/25

MOTION - Moved Cr. Bald

Seconded Cr. Cusack

CARRIED 6 / 0

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

UNCONFIRMED

14. Officers Reports - Community Services

Nil

15. Officers Reports - Infrastructure Services

Nil

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

Nil

17. Elected Member Motions Without Notice

Nil

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

Nil

19. Matters for which the Meeting may be Closed

Nil

20. Closure of Meeting

The next meeting will be held on Tuesday 20 May 2025 commencing at 5.00pm

There being no further business, the chair declared the meeting closed at 5.11pm

ATTACHMENT 8.1A
Minutes – GECZ Meeting 10 April 2025

Great Eastern Country Zone Minutes

10 April 2025

**Hosted by the Shire of Merredin
Merredin Regional Community
Leisure Centre**

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

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ATTACHMENTS

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1. Item 6 WALGA Executive Manager Infrastructure presentation
2. Item 8.4 Main Roads WA presentation
3. Item 8.5 Water Corporation presentation

1. OPENING, ATTENDANCE AND APOLOGIES

1.1. OPENING

Chair, President Cr Tony Sachse opened the meeting at 9:32am.

1.2. ATTENDANCE

MEMBERS	2 Voting Delegates from each Member Council
Shire of Bruce Rock	President Cr Ram Rajagopalan
	Cr Stephen Strange (State Council Representative)
Shire of Cunderdin	President Cr Alison Harris JP
	Deputy President Cr Tony Smith
	Mr Stuart Hobley, Chief Executive Officer, non-voting
Shire of Kellerberrin	Deputy President Cr Emily Ryan
	Mr Raymond Griffiths, Chief Executive Officer (voting delegate)
Shire of Koorda	President Cr Jannah Stratford
	Mr Zac Donovan, Chief Executive Officer, non-voting
Shire of Merredin	Cr Mark McKenzie
Shire of Mount Marshall	President Cr Tony Sachse (Zone Chair)
	Mr Ben McKay, Chief Executive Officer, non-voting
Shire of Mukinbudin	President Cr Gary Shadbolt
	Ms Tanika McLennan, A/Chief Executive Officer, non-voting
Shire of Narembeen	Deputy President Cr Holly Cusack
	Ms Rebecca McCall, Chief Executive Officer, non-voting
Shire of Nungarin	Deputy President Cr Gary Coumbe
Shire of Tammin	Deputy President Cr Tanya Nicholls
	Mr Andrew Malone, Chief Executive Officer, non-voting
Shire of Trayning	Mr John Merrick, A/Chief Executive Officer, non voting

Shire of Westonia	President Cr Mark Crees
	Ms Jasmine Geier, Deputy Chief Executive Officer non-voting
Shire of Wyalkatchem	President Cr Owen Garner
	Ms Sabine Taylor, Chief Executive Officer, non-voting
Shire of Yilgarn	President Cr Wayne Della Bosca
	Mr Nic Warren, Chief Executive Officer, non-voting

GUESTS	
Main Roads WA	Mr Mohammad Siddiqui, Regional Manager Wheatbelt
Regional Development Australia WA	Mr Josh Pomykala, Director Regional Development
Water Corporation	Ms Rebecca Bowler, Manager Customer & Stakeholder – Goldfields & Agricultural Region
CBH Group	Ms Kellie Todman, Manager Governance and Industry Relations

WALGA	
Cr Paul Kelly, WALGA Deputy President	
Mr Ian Duncan, Executive Manager, Infrastructure	
Mr Sam McLeod, Manager Commercial Services (Zone Executive Officer)	
Ms Chantelle O'Brian, Governance Support Officer	

1.3. APOLOGIES

MEMBERS

Shire of Bruce Rock	Mr Mark Furr, Chief Executive Officer, non-voting
Shire of Dowerin	President Cr Robert Trepp
	Deputy President Cr Nadine McMorran
	Mrs Manisha Barthakur, Chief Executive Officer, non-voting
Shire of Kondinin	President Cr Kent Mouritz
	Deputy President Cr Bev Gangell
	Mr David Burton, Chief Executive Officer, non-voting
Shire of Koorda	Deputy President Cr Gary Greaves
Shire of Merredin	Deputy President Cr Renee Manning
	Mr Craig Watts, Chief Executive Officer, non-voting
Shire of Mount Marshall	Deputy President Cr Nick Gillett
Shire of Narembeen	President Cr Scott Stirrat

Shire of Nungarin	President Cr Pippa de Lacy
	Mr David Nayda, Chief Executive Officer, non-voting
Shire of Tammin	Cr Nick Caffell
Shire of Trayning	President Cr Melanie Brown
	Cr Michelle McHugh
Shire of Westonia	Deputy President Cr Ross Della Bosca
	Mr Bill Price, Chief Executive Officer, non-voting
Shire of Wyalkatchem	Deputy President Cr Christy Petchell
Shire of Yilgarn	Deputy President Cr Bryan Close

GUESTS	
Wheatbelt Development Commission	Mr Rob Cossart, Chief Executive Officer

MEMBERS OF PARLIAMENT	
Hon Martin Aldridge MLC, Member for Agricultural Region	
Hon Melissa Price MP, Member for Durack	
Mr Rick Wilson MP, Member for O'Connor	
Hon Sandra Carr MLC, Member for Agricultural Region	
Hon Colin de Grussa MLC, Member for Agricultural Region	
Hon Steve Martin MLC, Member for the Agricultural Region	
Hon Shelley Payne MLC, Member for Agricultural Region	
Hon Darren West MLC, Member for Agricultural Region	
Mr Lachlan Hunter MLA, Member for Central Wheatbelt	
Mr Peter Rundle MLA, Member for Roe	

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 Chair 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.

Nil.

4. ANNOUNCEMENTS

Nil.

5. LOCAL GOVERNMENT 'VIRTUAL HOST'

A Zone member Local Government was invited to make a short presentation on what is occurring in their Local Government.

The **Shire of Wyalkatchem President, Cr Owen Garner** made a presentation to the Zone.

The **Shire of Westonia** is invited to make a presentation to the next Zone meeting, in June.

6. GUEST SPEAKERS / DEPUTATIONS

6.1. SPEAKERS FOR THE APRIL ZONE MEETING

6.1.1. IAN DUNCAN, WALGA EXECUTIVE MANAGER INFRASTRUCTURE

Ian presented on infrastructure matters of interest to the Zone.

The presentation is attached with the Minutes (Attachment 1).

Noted

7. MEMBERS OF PARLIAMENT

There were no Members of Parliament in attendance.

A brief apology was given on behalf of the new Member for the Central Wheatbelt, Mr Lachlan Hunter MLA, noting that the meeting was held during the first sitting week of the new Western Australian Parliament. It was also acknowledged that Mr Hunter's office has indicated an interest in representing Mr Hunter at future Zone meetings when Mr Hunter is unable to personally attend.

Noted

8. AGENCY REPORTS

8.1. DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES

No report was received.

Noted

8.2. WHEATBELT DEVELOPMENT COMMISSION

Rob Cossart, Chief Executive Officer

Rob Cossart was an apology for this meeting. A brief update was provided by the Executive Officer.

Noted

8.3. REGIONAL DEVELOPMENT AUSTRALIA WHEATBELT

Josh Pomykala, Director Regional Development

The Regional Development Australia report was provided with the Agenda. Mr Pomykala was available to answer questions.

Noted

8.4. MAIN ROADS WESTERN AUSTRALIA

Mohammad Siddiqui, Regional Manager Wheatbelt

Mohammad spoke to his report.

The presentation is attached with the Minutes (Attachment 2).

Noted

8.5. WATER CORPORATION

Rebecca Bowler, Manager Customer and Stakeholder

Rebecca provided a presentation to the Zone.

The presentation is attached with the Minutes (Attachment 3).

Noted

8.6. CBH GROUP

Kellie Todman, Manager - Government & Industry Relations

Kellie provided a verbal update to the Zone.

Noted

9. MINUTES

9.1. CONFIRMATION OF MINUTES FROM THE GREAT EASTERN COUNTRY ZONE MEETING HELD ON 14 FEBRUARY 2025

The Minutes of the Great Eastern Country Zone meeting held on 14 February 2025 have previously been circulated to Member Councils.

RESOLUTION

Mover **Shire of Koorda**
Seconder **Shire of Cunderdin**

That the Minutes of the meeting of the Great Eastern Country Zone held on 14 February 2025 be confirmed as a true and accurate record of the proceedings, subject to noting President Cr Mark Crees and CEO Mr Bill Price, Shire of Westonia as apologies.

CARRIED

9.2. BUSINESS ARISING FROM THE MINUTES OF THE GREAT EASTERN COUNTRY ZONE MEETING HELD ON 14 FEBRUARY 2025

9.2.1. ITEM 8.1: DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES ATTENDANCE

Background

The Zone requested WALGA enquire about DLGSC representatives attending Zone meetings as it has been a significant period of time since the Zone had an attendee. It is understood that DLGSC representatives did not attend the February round of Zone meetings, which fell during the State Government caretaker period.

On 31 March, Machinery of Government changes were announced, including the transfer of the Local Government and Racing & Gaming (Liquor) portfolios to a new **Department of Local Government, Commerce, Industry Regulation and Safety**, to substantially replace the existing Department of Energy, Mines, Industry Regulation and Safety (DEMIRS).

WALGA will continue to engage with the Local Government portfolio staff to facilitate attendance and reports for Zone meetings.

Noted

9.2.2. ITEM 10.1: DRAFT OPERATIONAL PROCEDURE 113: OPERATIONAL BOUNDARIES AND ASSET MAINTENANCE RESPONSIBILITIES: RURAL REGIONS

A submission to Main Roads WA with the inclusion of collated feedback from the Sector was submitted on 24 March. This submission was attached to the Agenda.

Since this is a procedure of high significance to the operations of both Main Roads and Local Governments, it has been rerecommended that any subsequent drafts be referred to the sector, including Regional Road Groups for further review.

WALGA has also suggested the formation of a reference group comprising representation from the Main Roads Regions, Local Governments, WALGA and Institute of Public Works Engineering Australia (IPWEA) be established to guide the final outcome.

Noted

9.2.3. ITEM 14.1: WA TELSTRA AUTOMATIC TRANSFER UNIT PILOT DEPLOYMENT PROGRAM

Background

The Zone resolved the following:

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.

Comment

Following the February meeting, WALGA has been engaging with a range of stakeholders on this important issue.

WALGA met with Mr Brendon Riley, Chief Executive Officer of Telstra InfraCo, and Mr Boyd Brown, Regional General Manager, Telstra, on 10 March, to discuss a range of matters including the Community Support Agents Agreements for the ATU Pilot. WALGA followed up on this meeting and is awaiting further advice from Telstra on the draft Community Support Agents Agreements. It is understood that Telstra's legal division is still developing agreements.

WALGA met separately with DPIRD on 13 March and has been engaging with DPIRD on the potential options for procuring generators. WALGA understands that final site inspections and confirmation of generator specifications is required before procurement can progress.

The Zone Executive Officer also received a helpful overview of pilot work from the Acting CEO of the Shire of Mukinbudin. Initial trial work with the Shire of Mukinbudin has benefited from the Shire's personnel having pre-existing site access credentials through their prior work experience.

WALGA has been advised of a potential further meeting and is awaiting advice on the next date from the Wheatbelt Development Commission.

Noted

9.2.4. TIER 3 RAIL

The Executive Officer advised that WALGA would provide the Zone with WALGA's Advocacy Position on Freight on Rail.

This is WALGA's current Advocacy Position:

5.1.1 Freight on Rail

The Local Government sector supports keeping grain freight (Tier 3) rail lines open.

Please refer to Item 10.3 for a potential related initiative.

Noted

9.3. MINUTES OF THE GREAT EASTERN COUNTRY ZONE EXECUTIVE COMMITTEE MEETING HELD ON 1 APRIL 2025

The Minutes of the Great Eastern Country Zone Executive Committee meeting held on 1 April 2025 were provided as an attachment to the Agenda.

RESOLUTION

Mover **Shire of Cunderdin**
Seconder **Shire of Mukinbudin**

That the Minutes of the Great Eastern Country Zone Executive Committee meeting held on 1 April 2025 be received.

CARRIED

9.4. BUSINESS ARISING FROM THE GREAT EASTERN COUNTRY EXECUTIVE COMMITTEE MEETING HELD ON 1 APRIL 2025

These are reported in Zone Business below.

10. ZONE BUSINESS

10.1. PROVISION OF RURAL GP SERVICES IN RM 6 AND RM 7 COMMUNITIES

Shire of Narembeen

BACKGROUND

Following the WALGA-hosted Band 4 Local Governments meeting on 11 October 2024, where key issues impacting local governments were discussed, the Shire of Lake Grace convened a meeting on 29 November 2024 with six local governments (Band 3 and Band 4) and key stakeholders.

The purpose of this meeting was to discuss the financial and in-kind contributions made by local governments to secure medical service providers in their communities. It was agreed that submissions be made to both the State and Federal Governments for budget consideration to address this pressing issue.

To support this advocacy, Caroline Robinson from 150 Square was contracted to prepare a comprehensive submission and subsequent actions. A position paper was developed on behalf of the Shires of Gnowangerup, Jerramungup, Kojonup, Narembeen, Lake Grace, and Ravensthorpe and was formally submitted to the Federal Budget Pre-Submission process for consideration.

Additionally, the participating local governments agreed that a motion should be prepared and submitted to the ALGA National Assembly of Local Government, scheduled to be held in Canberra from 24-27 June 2025. The Shire of Lake Grace is submitting this motion to ALGA on behalf of the alliance, now collectively referred to as the 'Alliance of RM 6 and RM 7 Councils.'

COMMENT

The motion to be submitted to ALGA calls on the Australian Government to increase Financial Assistance Grants (FAGs) for regional and remote local governments (RM6 and RM7) to cover costs associated with attracting and retaining general practitioners. The aim is to redirect ratepayer funds back to essential local government responsibilities rather than subsidising medical services.

This initiative aligns with the Local Government Primary Healthcare Services Survey conducted by Rural Health West and endorsed by WALGA in December 2024.

The full submission detailing the challenges and proposed solutions for attracting and retaining GPs in RM 6 and RM 7 communities was attached to the Agenda for reference.

The current plan is to send up to four delegates to the Assembly, which will also include meetings with relevant government departments.

If the advocacy campaign is successful, local governments will experience financial relief, enabling them to sustainably retain medical services within their communities while reallocating resources to core local government functions.

RECOMMENDATION (SHIRE OF NAREMBEEN)

That the Great Eastern Country Zone notes the motion submitted to the National Assembly of Local Government regarding financial assistance for the provision of medical services to regional and remote local governments.

WALGA SECRETARIAT COMMENT

WALGA supports the Alliance of RM 6 and RM 7 Councils' (the Alliance) motion submitted to the ALGA NGA calling for increased Australian Government financial support for Local Governments supporting the provision of essential healthcare services for their communities. The provision of healthcare services in Australia is both an Australian and State responsibility, principally through the Medicare system at the Federal level. Raising this issue at the ALGA NGA provides an opportunity to elevate the issue to an ALGA priority at the National level and gain support from Local Governments experiencing similar cost imposts in other jurisdictions. It is pleasing to hear that the WALGA commissioned Local Government Primary Healthcare Services Survey Report (Survey Report) was useful in the development of the Alliances' Position Paper and ALGA motion.

Equitable access to primary healthcare is an important issue for many WALGA, including some that fall outside of the rural zone according to the Rural, Remote and Metropolitan Area (RRMA) classification. Reflective of the financial impact on the sector and building on the Survey Report, WALGA has begun a strategic advocacy plan which includes targeted actions for the Australian and State Governments, leveraging the opportunities of elections, new Cabinet compositions and the renegotiation of the National Health Reform Agreement (NHRA) between the Australian Government and States and Territories. WALGA continues to offer its support to the Alliance on this important issue.

RESOLUTION

Mover **Shire of Wyalkatchem**
Seconder **Shire of Koorda**

That the Great Eastern Country Zone supports the motion submitted to the National Assembly of Local Government regarding financial assistance for the provision of medical services to regional and remote local governments.

CARRIED

10.2. POTENTIAL INITIATIVES TO INVEST CASH RESERVES

The Great Eastern Country Zone has approximately \$200,000 in funds currently held at bank. While having adequate reserve funds provides a financial buffer for the Zone, the buffer is very substantial, and there may be opportunities to invest some of the funds towards new initiatives for the general benefit of Zone members.

At the suggestion of the Zone, WALGA have developed a range of suggestions for how some proportion of the reserve funds could be invested in initiatives or the benefit of Zone Local Governments.

A wide range of potential initiatives has been identified. The management time required to coordinate delivery of these initiatives is expected to be significant, so it is suggested that focusing on the delivery of one preferred initiative may provide for timely completion. One approach could be to provisionally schedule a sequential order of initiatives into the future, which could be reviewed on a regular basis.

It is important to consider that, while WALGA will provide support for any initiatives, the success of any initiative will ultimately depend on the degree to which Zone-based officials contribute to managing the practical delivery of the initiative. This is likely to be particularly imperative for projects that involve consultants and/or specific advocacy for the Zone.

Suggestions are as follows. The estimated cost magnitude represents a realistic upper-bound estimate for what the initiative is expected to cost.

Potential Initiative	Potential Cost Magnitude	Other Resourcing Required from Zone
1. Engage a consultant to undertake a study on potential uses of the new powers for Local Governments to mortgage freehold land to fund development or upgrades to Local Government housing (potentially with/through CEACA), to deliver a report for all Zone members. This work could: - Assist in ensuring future advocacy is positioned recognising the needs of Zone LGs; - Inform engagement with DLGSC in ensuring any regulations on these powers are fit-for-purpose; - Assist Zone LGs with asset and budget planning.	\$50,000	Advice from Zone CEOs on landholdings Lead zone-based person to assist the consultant.
2. Trial of employing a shared resource to strategically target grant funding opportunities (potentially targeting 2026 Disaster Resilience and Recovery Funding as combined applications, etc.)	\$75,000	Zone LG to be employer or principal for contractor. CEOs to assist with access to records etc.
3. Engage consultant to undertake research and opportunity assessment to: - Inform advocacy on measures to shift grain freight task back to specific rail routes; and/or - Position advocacy in relation to any potential transfer of freight railway transition back to State Government. This work could potentially base on a case study route to be determined by the Zone (as an example that might apply for other railway lines generally, etc.). This work could assist with significant advocacy and earned media.	\$50,000	Zone to determine specific focus of study (routes, issues, etc.) Zone CEOs to be available to brief consultant and provide data if required. May work best if lead LG on relevant freight corridor manage the engagement.

4. Fund a Zone delegation to Perth for specific zone advocacy/engagement aims. Suggest delegation during a Parliament sitting week with the aim of meeting several Ministers on one Parliament Sitting day. Likely to realise greatest value if the delegation was focussed on targeting specific outcomes from political representatives and agencies. This delegation could utilise WALGA's new Member Hub or central city hotel as base. This delegation could also involve: • Meetings with Party Leaders and/or Parliamentary dinner (typically a Tuesday only). • Meetings with key agencies and organisations (PoweringWA, Telstra, Synergy, etc.) • Professional development opportunities for matters or topics of interest to Zone delegates. • Earned media opportunities.	\$15,000	Zone to resolve key intended aims of trip. Zone to confirm travelling party and priority engagements. Zone LG may need to coordinate some logistics.
5. Delegation to Canberra or elsewhere interstate for ALGA Conference	\$35,000	Zone LG may need to coordinate some logistics.
6. Expanded 2027 conference to include interstate or international speakers (potentially regional development experts, economists, agronomists, etc.).	\$20,000	Zone to give direction on areas of interest.
7. Provide group professional development opportunities for Zone Council Members and/or staff - may be able to facilitate discount on all-in training delivered at host LG. Types of PD activity that may be of interest: • WALGA short courses • Guest speakers on specific topics (e.g. updates on use of technology in regional economic sectors) • Media training • Training for potential future CEOs employed by Zone LGs	\$15,000	Zone LG to host. Zone to define scope of training (what, for who) advise on types of PD of interest.

There may be other initiatives that have not been identified. Further initiatives could be added to the list at the suggestion of Zone members, although it could be advisable to avoid initiatives which might:

- Overlap or duplicate other initiatives or programs,
- Provide only a benefit for a small number of member Local Governments,
- Involve significant risks, or
- Require unrealistic management overhead.

It is proposed that the Zone discusses potential initiatives and priorities, so that further work and proposed priority initiatives can be presented for a formal decision at the June Zone meeting.

RESOLUTION

Mover Shire of Bruce Rock
Seconded Shire of Mukinbudin

That the Great Eastern Country Zone:

1. Notes and reviews this report.
2. Discusses the listed initiatives and adds to the list – Funding for delegates to attend the Local Government Convention and Training for Delegates.
3. Discusses potential considerations for determining priority initiatives.
4. Requests the Executive Committee reports back with proposed priority initiatives for decision at the next Zone meeting on 12 June 2025.

CARRIED

10.3. AVONWEST LOGISTICS AND ENTERPRISE HUB (NORTHAM FREIGHT HUB) – POTENTIAL TRAFFIC IMPLICATIONS FOR GREAT EASTERN HIGHWAY

Following the Executive Committee meeting on 1 April, WALGA made inquiries in relation to the proposed Northam Freight Hub – known also as the Avon Logistics Hub (AvonWest) - which has been supported by studies by the Wheatbelt Development Commission: <https://wheatbelt.wa.gov.au/project/northam-freight-hub-study/>.

A desktop review indicated that part of the site was recently rezoned from “Environmental Conservation” to “Light and Service Industry”, with the amendment gazetted on 12/04/2024. The Shire of Northam appears to have indicated support for the proposal through the relevant planning processes.

Public documents appear to indicate that the logistics hub could potentially facilitate logistics strategies such as load consolidation and multimodal transfers via the Avon Rail Yard, which could improve efficiency of heavy vehicle movements on Great Eastern Highway.

In reply to queries, the Shire of Northam advised that:

The developer, Procon Developments, have a website at <https://www.procondevelopmentsaustralia.com/>, which will provide you an overview of their proposal.

Regarding the traffic concerns / implications, [the] Shire and Main Roads have considered the traffic implications and management as part of the subdivision proposals, which have concluded that the traffic can be managed with upgrades to Yilgarn Ave and the entry and exit points of the site that will cater for RAV7 vehicles.

[The Scheme amendment] relates to 2 portions of the site and the remainder of the site was already zoned Light & Service Industry. This amendment did not really reassess the traffic as it was considered as part of an earlier subdivision application.

Additionally, the developer has also been in discussions with Main Roads to manage any impacts relating to the use and upgrading of their existing road train assembly area to ensure that the area can continue to be used during the construction phase.

WALGA is awaiting further advice from the Shire in relation to any forecast traffic implications for Great Eastern Highway.

RESOLUTION

Mover **Shire of Cunderdin**
Second **Shire of Wyalkatchem**

That the Great Eastern Country Zone:

- 1. Notes this report.**
- 2. Invites the proponent to provide an address at the June Zone meeting.**
- 3. Considers any potential advocacy position in relation to the development.**

CARRIED

10.4. GREAT EASTERN COUNTRY ZONE CONFERENCE 2025

The Forum was held on Friday, 28 March at the Bruce Rock Town Hall, and was attended by around 90 delegates. The Forum ran to plan and initial feedback has been positive. After the Forum, a brief media statement was circulated to Wheatbelt media and published on WALGA's website.

The Zone Executive Committee discussed potential learnings and improvements for future conferences as follows:

General comment:

- The Committee thanked the Shire of Bruce Rock for hosting the Forum, thanked all speakers for their contributions, and expressed appreciation to everyone involved in organising the event.
- Local businesses in the Shire of Bruce Rock were thankful for the business due to the Forum.
- Mr. Lachlan Hunter was pleased to be available for the afternoon session.

Things that worked well:

- The MC, Di Darmody, did an excellent job.
- The centrally located venue was ideal for the event and the venue was well suited to the Forum.
- A good amount of time was provided for networking.

Potential improvements for future events:

- Increase the number of Councillors from the Zone by promoting the event earlier, using more impactful advertising, and featuring a high-profile or must-see keynote speaker or presentation.
- Make sessions more interactive by allocating time for questions and answers, ensuring delegates gain the most benefit from the sessions and can leverage the expertise of the speakers.
- Develop a strategy to address the mid-afternoon slump.
- Clearly define the key question each session aims to answer and continually refer back to it to stay on track.

A short attendee feedback survey has been developed and sent to registered delegates, which is available here: <https://www.surveymonkey.com/r/Y3HKNVJ>. All attendees are encouraged to complete the survey by 5:00pm on Friday, 11 April.

A report of the outcomes of the Survey will be presented to the June Zone meeting.

During the Acknowledgement of Country, Shayna Campbell gifted the Zone Chair a message stick as a gesture to welcome the Forum to Bruce Rock. It is proposed that this message stick is bequeathed by the Zone to the Shire of Bruce Rock in recognition of the Shire's generous hospitality at the Forum.

RESOLUTION

Mover **Shire of Bruce Rock**
Second **Shire of Mukinbudin**

That the Great Eastern Country Zone:

- 1. Invites verbal reports from President Cr Gary Shadbolt (Conference Committee Chair) and President Cr Ram Rajagopalan (Host Local Government President) on their reflections on the Forum.**
- 2. Considers the reports and receives any further verbal feedback Zone members wish to provide at the Zone meeting.**
- 3. Bequeaths the message stick received from Shayna Campbell to the Shire of Bruce Rock in recognition of the Shire's hospitality at the Forum.**
- 4. Note that a formal report will be presented to the Executive Committee and Zone during the June meetings.**

CARRIED

Cr Shadbolt Comments

Special thanks to Executive: James (prior to leaving WALGA), Tony, Sam, and Meghan.

The Program was excellent.

Discussed the process for planning the Forum.

A future suggestion would be to have more time for Q&A in all sessions.

Cr Rajagopalan Comments

Thanks to the Zone for allowing Bruce Rock to host.

Additionally, thanks to Executive team.

Central location within the Zone was a good place to have the Forum for attendance.

Executive arriving to the region early was well regarded.

Suggestion of an Officer CEO speaker/s maybe a panel for perspective in the role of CEO.

10.5. ZONE PRIORITIES FOR MINISTERIAL BRIEFINGS

By Dana Mason, External Affairs Manager, WALGA

BACKGROUND

Following the March election, the Cook Government has unveiled its new Cabinet, emphasizing regional representation by appointing a dedicated Minister for each region.

The new Cabinet structure shows that the Government intends to have a greater focus on regional WA during this term.

WALGA has written to all Ministers responsible for specific regions, inviting them to participate in upcoming meetings of their respective WALGA Zones.

WALGA will also provide each Minister with a written briefing on the key issues facing their region.

To ensure these briefings are comprehensive, WALGA is seeking input from the Zones to identify the top three to five priorities they would like highlighted.

The Great Eastern Country Zone identified its priority issues at the February 2024 Zone meeting (see page 2) and may like to use these as a basis for identifying their top priorities.

The Zones provide an important opportunity for the Government to have a direct line of communication and engagement with regional WA and ensure that local issues are considered in the broader policy agenda.

WALGA will report on engagements with Ministers responsible for specific regions through the President's report at future Zone meetings.

RESOLUTION

Mover **Shire of Yilgarn**
Second **Shire of Wyalkatchem**

That the Great Eastern Country Zone provide the below top three items to WALGA as the Zone's priorities:

- a. Housing**
- b. GP Services including Locums**
- c. Roads**

CARRIED

10.6. AUTHORISATION OF PUBLIC OFFICER FOR THE ZONES AUSTRALIAN TAXATION OFFICE (ATO)

By Richard May, Finance Manager

Managing the Zones for taxation, registration, and annual reporting requirements occurs through the ATO online services. To ensure adequate cover of authorised officers, the Zone is requested to approve the access to the following WALGA Finance team member:

Public Officer

Richard Andrew Murray Chief Financial Officer

RESOLUTION

Mover Shire of Bruce Rock

Seconded Shire of Cunderdin

That the Great Eastern Country Zone authorise Richard Andrew Murray as Public Officer for the Great Eastern Country Zone.

CARRIED

10.7. UPDATE ON SCHOOL BUS SERVICES

Further to comments about potential School Bus Route changes at the February Executive meeting, the Executive Officer lodged an inquiry with the Public Transport Authority (PTA). It is understood that the PTA review School Bus Routes at the commencement of every school year to make route adjustments in line with enrolments.

In line with the findings of the 2022 Parliamentary Public Accounts Committee Inquiry into the Student Transport Assistance Policy Framework, the PTA has been working to re-institute School Bus Advisory Committees. Further information on those is available here: <https://schoolbuses.wa.gov.au/News/TabId/598/ArtMID/1748/ArticleID/84/School-Bus-Advisory-Committee.aspx>.

After the April Executive Committee meeting, the PTA provided an email response as follows:

"There are no significant changes as such with regard to the way routes are altered i.e. eligibility drives where buses are directed for farm gate pick ups.

"The best way for Shires to get an understanding of school bus routes for 2025 throughout regional Western Australia is to access the spatial data set from SBS' GIS mapping database (MAPNET). Any Shire can access this data by utilising SLIP, which is hosted by Landgate. PTA regularly updates spatial data to SLIP so the bus routes are reasonably up to date. As the start of the new school year results in the most changes of bus routes, it may take a couple of months for all routes to be published via SLIP. Specific detail can also be raised with our Contract Officers. Contact details are on our website linked to regional towns at www.schoolbuses.wa.gov.au."

WALGA has mapped the latest available School Bus Route data for the Great Eastern Country Zone (Attachment 5). It should be noted that this data and map may not yet reflect route changes for the 2025 school year.

If required, WALGA could re-map this dataset following the next update being published by the PTA.

Noted

10.8. UPDATE ON BAND 4 LOCAL GOVERNMENTS MEETING

By Tony Brown, Executive Director Member Services

BACKGROUND

Following the Band 4 roundtable meeting hosted by the Minister for Local Government, Hon Hannah Beasley, on 3 September 2024, WALGA was pleased to host a further meeting of Band 4 Local Governments to continue the discussion.

The meeting was held on 11 October 2024 at the Perth Convention and Exhibition Centre. All 60 Band 4 Local Governments in the State were invited to attend. Overall, 72 representatives from 48 Local Governments attended the meeting.

The aim of the meeting was to identify and agree on the top issues facing Band 4 WA Local Governments, to enable the group to consider and develop potential solutions to these issues, before presenting to the Minister.

Caroline Robinson, Director of 150 Square facilitated the discussion.

As the main outcome of the meeting, the group identified the top four strategic and operational issues facing Band 4 Local Governments (from most pressing to least pressing):

1. Housing;
2. Audit;
3. Provision of medical services; and
4. Financial Assistance Grants (timing).

WALGA has since undertaken considerable work on the above issues.

An update report on the work done to date was recently circulated to all Band 4 CEOs and Presidents and is provided as an attachment (Attachment 6)

Noted

10.9. LOCAL GOVERNMENT (DEVELOPMENT ASSESSMENT PANELS) REGULATIONS 2025

By Chris Hossen, Policy Manager, Planning and Building and Felicity Morris, Manager Governance and Procurement

BACKGROUND

The State Government's 2021 updates to the *Action Plan for Planning Reform* included measures to improve consistency and transparency for DAP applications, including clarifying the respective role of Elected Members and officers to remove Elected Members from what were deemed to be administrative DAP functions.

These changes were not included in amendments to the *Planning and Development Act 2005*, but were included as part of the 2024 reforms to the *Local Government Act 1995* through the insertion of a new section (s. 9.69 B) to allow for the creation of regulations that specify DAP functions that must be performed on behalf of the Local Government by the CEO or authorised officer.

On Tuesday 1 April, new *Local Government (Development Assessment Panels) Regulations 2025* (the Regulations) were gazetted. The Regulations come into full effect from 1 May, and will apply to all Development Assessment Panel (DAP) applications lodged from that date. The Department of Local Government, Sport and Cultural Industries (DLGSC) sent an LG Alert to the sector on 2 April advising of the new regulations.

The Regulations:

- require Responsible Authority Reports (RARs) to be prepared and submitted by the CEO of a Local Government, or an employee authorised by the CEO
 - CEOs of Class 1 and 2 Local Governments must authorise at least one employee
 - Local Governments will still be able to engage external consultants to assist in preparing RARs
- prohibit the Council from directing the CEO, an authorised employee or a consultant in preparing the RAR or directing the CEO to engage a particular consultant
- require the CEO and authorised employees to disclose conflicts of interests in accordance with the requirements of the *Local Government Act 1995*, and not undertake any DAP functions in which they have a conflict of interest.

The Regulations are available on the [WA Legislation website](#).

POLICY IMPLICATIONS

WALGA [Advocacy Positions](#) 6.1 Planning Principles and Reform and 6.4 Development Assessment Panels.

COMMENT

Local Governments have one month to consider and implement the appropriate authorisations, and any resulting changes to systems and processes. WALGA will produce template authorisations and will host an officer information session with the relevant departments to assist Local Governments.

While Councils will be prevented from directing staff in the preparation of RARs, the administration can continue to brief Council on the content and progress of any DAP applications. There are no changes to the composition of DAPs.

WALGA will continue to oppose changes that erode Local Government autonomy and influence in the WA planning system and will continue to advocate for reforms that recognise the benefits of local decision making in planning.

WALGA is commencing a review of its Development Assessment Panel advocacy position and will consult with the sector and zones as part of that process.

Questions regarding the Regulations can be directed to the local government reform team at actreview@dlgsc.wa.gov.au or the DAP secretariat at daps@dplh.wa.gov.au.

RESOLUTION

Mover **Shire of Cunderdin**
Second **Shire of Yilgarn**

That the GECZ requests the Executive considers the DAP changes and seek advice from WALGA planning staff, to report back to the June meeting.

CARRIED

11. ZONE REPORTS

11.1. CHAIR REPORT

President Cr Tony Sachse

Welcome to our April 2025 meeting.

The Zone Executive met on Tuesday 1st of April. The minutes of the meeting were attached with the Agenda.

The GECZ Forum was held in Bruce Rock on Friday 28th of March. Many thanks to the guest speakers, Shire of Bruce Rock for hosting, MC Di Darmody, WALGA and to the GECZ Forum Subcommittee for organising the forum. It was very successful and well attended. There is an Agenda item including a debrief today. Congratulations to everyone involved.

We welcome and congratulate Ministers Dawson (Regional Development), Winton (Wheatbelt), and Beazley (Local Government) with their appointments in the State Government. We look forward to working with you and hope that you can attend future meetings of our Zone.

Thank you to all the Agency representatives for sending in their respective reports and for your attendance today. There will be sufficient time to give an overview and take questions during the meeting.

The Shire of Wyalkatchem provided a 10-minute presentation.

Some other Agenda items include Provision of Remote GP Services, Zone actions, the Northam Freight Hub and Great Eastern Highway implications, potential initiatives to invest cash reserves, and WALGA business including State Council recommendations. It has been suggested that sufficient time be allowed to go through the WALGA State Council Agenda Items with appropriate input from WALGA Zones.

Thanks to the Shire of Merredin for hosting us today.

RESOLUTION

Mover **Shire of Westonia**
Seconder **Shire of Mukinbudin**

That the Zone Chair's report be received.

CARRIED

11.2. WHEATBELT DISTRICT EMERGENCY MANAGEMENT COMMITTEE (DEMC)

President Cr Tony Sachse

The last meeting of the Wheatbelt DEMC was on 12 March. At the time of writing the minutes are not yet available.

Agenda items included:

- Overdue LEMA
- Advising of Agency exercises
- DEMC Webinars and Exercises
- Heatwave Reflection led by WA Country Health Services
- High Risk Weather Period Reflections – OASG Activations
- Community Disaster Resilience Strategy Implementation Plan Project: For Noting
- SEMC Policy Response Subcommittee – EM Districts
- Other information including exercising, OASG debriefs/outcomes, LEMC dates, LEMA status
- Agency Reports

Please note that there have been some very informative webinars run by the DEMC over recent months.

The Wheatbelt Operational Area Support Group (OASG)/ISG is now meeting on an as needed basis.

RESOLUTION

Mover **Shire of Koorda**
Second **Shire of Nungarin**

That the Wheatbelt District Emergency Management Committee Report be received.

CARRIED

11.3. WALGA ROADWISE

Tracey Peacock, Regional Road Safety Advisor is an apology for the meeting.

Nil.

12. WALGA STATE COUNCIL EXECUTIVE REPORTS

12.1. WALGA PRESIDENT'S REPORT

Deputy President, Cr Paul Kelly presented the President's report.

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

RESOLUTION

Mover **Shire of Bruce Rock**
Second **Shire of Merredin**

That the WALGA President's Report be received.

CARRIED

12.2. STATE COUNCILLOR REPORT

Cr Stephen Strange

State Councillor, Cr Stephen Strange provided an update from the previous State Council meeting and State Councillor report to the Zone.

RESOLUTION

Mover **Shire of Mukinbudin**
Second **Shire of Tammin**

That the State Councillor Report be received.

CARRIED

12.3. STATUS REPORT

Agenda Item	Zone Resolution	WALGA Response	Update	WALGA Contact
13 February 2025 Zone Agenda Item 14.1 WA Telstra Automatic Transfer Unit Pilot Deployment Program	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.	The Infrastructure Policy Team supported this proposal. WALGA met with senior representatives from InfraCo (a subsidiary that holds Telstra's exchanges, poles, ducts, pits and pipes, and fibre network) and Telstra. Discussions with DPIRD have commenced.	April 2025	Ian Duncan Executive Manager Infrastructure iduncan@walga.asn.au 9213 2031
5 March 2025 State Council Agenda Item 8.1 Climate Change Advocacy Position	The Zone supported the recommendation. However, the Zone also requests that WALGA remains open minded to further conversations on climate change.	State Council ALTERNATE MOTION That State Council refer this advocacy item back to the Environment Policy Team for further development. RESOLUTION 003.1/2025 CARRIED	April 2025	Nicole Matthews Executive Manager Policy nmatthews@walga.asn.au 9213 2039
11 April 2024 Zone Agenda Item 9.1.2 Agricultural Land Use	That the Great Eastern Country Zone recommend that WALGA 1. In considering Agricultural Land Use, establishes and promotes policy templates to guide Local Governments for their individual adoption to protect and prioritise the preservation of agricultural land against its displacement by non-agricultural activities that lead to a net reduction of the State's productive agricultural land. 2. Within the Policy includes such uses but not limited to tree planting for offsets or carbon,	State Council endorsed the Renewable Energy Facilities Advocacy Position at its meeting of 4 September, 2024. This position calls for the State Government to develop a renewable energy facility state planning policy that would provide greater guidance to applicants and decision makers. WALGA is continuing its energy transition advocacy and has written to the Hon Amber-Jade Sanderson BA MLA seeking further discussion on this issue.	April 2025	Nicole Matthews Executive Manager Policy nmatthews@walga.asn.au 9213 2039

	renewable energy generation and transmission. 3. Investigates potential impacts to local government rates on rural land, that has approved long term tree planting for different purposes, for example but not limited to planting for carbon offsets, planting for clearing offsets, or planting for renewable fuels; and renewable energy investments. 4. Provides advice to local government on what Policies or Special Area Rates should be considered for the land affected.	In respect to the rating issues, it is noted that the land remains rateable land. In WA, rural property is generally based on Unimproved Value (UV) unlike NSW and Victoria which use Capital Improved Value as the basis. Also in Victorias there is Payment in Lieu of Rates (PILOR) system. Established under section 94(6A) of the Electricity Industry Act 2000 (EI Act), the Payment in Lieu of Rates (PiLoR) framework allows for councils and electricity generators to negotiate annual payments. The methodology combines a fixed charge with a variable charge based on the capacity of the power station in megawatts. WALGA is currently scoping a piece of work to research the rating system and other charging regimes. This work is ongoing.	April 2025	Tony Brown Executive Director, Member Services 9213 2051 tbrown@walga.asn.au
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Noted

Shire of Koorda left the meeting at 12.49pm and did not return.

13. WALGA STATE COUNCIL AGENDA

Zone Delegates are invited to read and consider the WALGA State Council Agenda, which was provided as an attachment to the 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. REGULATIONS FOR CEO KPIS AND ONLINE REGISTERS – WALGA SUBMISSION (STATE COUNCIL AGENDA ITEM 8.1)

By Tony Brown, Executive Director Member Services and Felicity Morris, Manager Governance and Procurement

EXECUTIVE SUMMARY

- Consultation is open on the draft Local Government Regulations Amendment Regulations 2024 (the Draft Regulations), which give effect to reforms relating to the publication of online registers, publication of CEO performance criteria and performance reviews, and other CEO matters.
- The Local Government legislation reform platform from the State Government indicated that one of the reform outcomes was "Reducing red tape, increasing consistency and simplicity".
- The overwhelming sector feedback is that these reforms will not achieve this aim and will instead increase red tape without any clear public benefit.
- Sector feedback has been collated and identifies overarching concerns listed in this report.
- The attached submission, informed by this feedback, is recommended for endorsement.

ATTACHMENT

- [Regulations for CEO KPIs and public registers Draft WALGA submission](#)

POLICY IMPLICATIONS

WALGA's existing advocacy positions are based on the high-level reform proposals provided for public consultation in 2022.

The current [Advocacy Positions](#) are:

2.2.4 CEO Recruitment Panel

The Local Government sector supports the Department of Local Government, Sport and Cultural Industries establishing a panel of approved panel members to perform the role of the independent person on CEO recruitment panels.

2.5.27 Online Registers

The Local Government sector supports requiring Local Governments to report specific information in online registers on the Local Government's website, including registers for leases, community grants, interests disclosures, applicant contributions and contracts (excluding contracts of employment).

2.5.28 Publishing CEO Key Performance Indicators

- 1. The Local Government sector conditionally supports the reporting of CEO Key Performance Indicators (KPIs) that are consistent with the strategic direction and operational function of the Local Government, subject to exemptions for publishing KPIs of a confidential nature.*
- 2. The Local Government sector does not support results of CEO performance reviews being published.*

BACKGROUND

The *Local Government Amendment Act 2023* (2023 Amendment Act) contained the Tranche 1 reforms to the *Local Government Act 1995* (the Act). This included the following changes which are yet to commence:

- Requirements for Local Government CEO's performance criteria and performance reviews to be published.
- Establishment of a panel of independent persons for CEO performance reviews.
- A requirement for Local Governments to publish and maintain registers on their website.

The draft Local Government Regulations Amendment Regulations 2024 (the Draft Regulations), which will give effect to these reforms, have been released for public consultation. The Department of Local Government, Sport and Cultural Industries (DLGSC) have requested comment by 8 May. Information is available on the [DLGSC website](#), including a copy of the [Draft Regulations](#) and a [DLGSC Consultation Paper](#).

WALGA circulated a discussion paper and request for comment to all Local Governments on 30 January.

COMMENT

Responses received from Local Governments indicate serious concerns with the detail of the Draft Regulations. Overarching concerns include:

- The creation of red tape and excessive administrative burden, in conflict with a stated aim of the reform, and without clear public benefit.
- Continued proliferation of compliance requirements for Local Governments, including overlapping but inconsistent reporting obligations.
- Unreasonable implementation timeframes given existing Local Government workload, cumulative burden of ongoing program of reform and upcoming elections.
- Confusion and lack of clarity (plain English drafting) in the Draft Regulations.

Specific concerns are discussed in relation to each proposal.

CEO matters: Publishing performance criteria and reports on performance review

Of the submissions that provided comment on this aspect of the Draft Regulations, over half expressed strong opposition to publication of CEO KPIs and performance reviews. Opposition was based on factors including the inconsistency with public sector practice, risks to CEOs, mechanisms for reporting on organisational rather than individual performance and the erosion of Local Government autonomy. A small number of Local

Governments broadly supported the regulations or their intent. In addressing the content of Draft Regulations 18AA and 18FAA, submissions raised concerns with the proposed reporting of target achievement and the mechanisms for exclusion of performance criteria from publication.

CEO matters: Independent persons panel (CEO recruitment)

Key concerns included a lack of clarity about the selection criteria and processes to be followed by the Departmental CEO in establishing the panel, the capacity for Councils to appoint independent members from within their own districts, and the management of conflicts of interest.

CEO matters: Certification, recruitment and termination

There were divided views on the requirement for separate certification, but support for the retention of a requirement to conduct a selection process before contract expiry, the option to include additional information in a performance criterion and the proposed modification of the CEO Standards in relation to termination during probation.

Registers: General considerations

Local Governments articulated a range of concerns that are applicable to all registers, including the administrative burden, unreasonable commencement and retrospectivity, lack of clarity and difficulty in applying the requirements, and the implications of the *Privacy and Responsible Information Sharing Act 2024* (the PRIS Act).

Lease register

Submissions raised considerable concerns with this proposed register. Issues include the breadth of the lease definition, safety and confidentiality for residents and community groups, commercial in confidence information and the ability of Local Governments to generate best value from assets, whether through commercial returns or community benefits.

Grants and sponsorships register

Some Local Governments provided general support for the register, subject to the exclusion of retrospectivity. However, the majority of submissions identified concerns regarding the value threshold, privacy and confidentiality, and a lack of clarity in the calculation of value.

Development contributions register

The majority of submissions expressed concerns regarding the administrative burden with limited improvements in transparency and oversight of Developer Contribution Plans (DCPs) than is currently provided for under the state planning framework. This burden is exacerbated by the retrospectivity and short implementation timeframe. Those Local Governments with a high number of DCPs advise that this is likely to lead to delays and increased costs in the administration of DCPs. Privacy considerations and practical issues with the calculation of interest for individual contributions, and the list of items and percentage of expenditure were also identified.

Contracts for goods and services register

All submissions that commented on the contract register highlighted concerns including the administrative burden associated with the unreasonably low threshold value and duplication of existing reporting requirements. Members raised heightened fraud risks, and issues relating to commercial in confidence information. There is also a lack of clarity regarding the definition of contract and contract value.

This sector feedback and detailed analysis of the Draft Regulations has informed the preparation of the attached draft WALGA submission.

WALGA RECOMMENDATION

That WALGA endorse the recommendations contained in the attached *'Regulations for CEO KPIs and public registers submission'*.

RESOLUTION

Mover **Shire of Cunderdin**
Second **Shire of Kellerberrin**

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

CARRIED

13.2. DOG AND CAT MANAGEMENT ADVOCACY POSITION (STATE COUNCIL AGENDA ITEM 8.2)

By Felicity Morris, Manager Governance and Procurement and Marnie Herrington, Governance Specialist

EXECUTIVE SUMMARY

- Motions from Zones regarding the PetsWA Centralised Registration Database provide an opportunity to review the existing *Puppy Farming* advocacy position and replace it with a new *Dog and Cat Management* advocacy position.
- The purpose of the new position is to reflect the progression of the *Dog Amendment (Stop Puppy Farming) Act 2021* and the emerging concerns of the Local Government sector regarding the PetsWA centralised registration system.
- The Governance Policy Team endorsed the new advocacy position at its meeting on 24 March.

ATTACHMENT

- [Comparison table between current Advocacy Position 2.12 Puppy Farming, and proposed advocacy position Dog and Cat Management.](#)

POLICY IMPLICATIONS

This item is to replace existing Advocacy Position 2.12 *Puppy Farming* with a new *Dog and Cat Management* position.

The current Advocacy Position is as follows:

2.12 *Puppy Farming*

1. *The WA Local Government sector:*
 - a) *Welcomes a cost modelling review of the financial impact on Local Governments to ensure that Local Government is able to fully recover costs and not be disadvantaged in ensuring compliance of any new legislation to Stop Puppy Farming.*
 - b) *Acknowledges the benefit of de-sexing of dogs not used for approved breeding purposes, and request further information on the complexities associated with de-sexing of dogs prior to considering supporting the proposal.*
 - c) *Supports a centralised dog registration system that is developed, operated and maintained by State Government.*
 - d) *Supports appropriate legislative exemptions for livestock working dogs in recognition of their special breeding requirements.*
 - e) *Does not support the transition of pet shops to adoption centres.*
 - f) *Requests there be a Local Government-specific consultation process in relation to the proposed amendments to the Animal Welfare Act to introduce Standards and Guidelines for the Health and Welfare of Animals including dogs.*
 - g) *Supports a State Government-led education initiative whereby the community is encouraged to purchase puppies from professional registered breeders.*
 - h) *Requests the State Government discontinue the use of the term 'Farming' due to the negative connotation that may be associated with other regulated industries, and consider re-naming the initiative 'Stop Puppy Mills'.*

2. *The Local Government sector advocates that:*
 - a) *any additional costs incurred by a Local Government in administering the Dog Act be paid by the State Government; and*
 - b) *the Fees and Charges set in Regulations are reviewed bi-annually and at minimum, be adjusted by the Local Government Cost Index.*

The recommended new Advocacy Position is as follows:

Dog and Cat Management

In regard to the Dog Amendment (Stop Puppy Farming) Act 2021 and the PetsWA Centralised Database, the WA Local Government sector advocates:

- a) *that fees reflect completed cost modelling to ensure that Local Governments achieve full cost recovery in ensuring compliance with the Dog Act 1976 or Cat Act 2011.*
- b) *that Fees and Charges set in Regulations are reviewed bi-annually and, at minimum, adjusted by the Local Government Cost Index.*
- c) *that the PetsWA centralised registration database is developed, operated and maintained by State Government, with no loss to Local Government registration fee revenue.*
- d) *that the function of PetsWA be restricted to the registration of dogs and cats, exclude ancillary functions such as animal related complaints and infringement notices, and integrate with existing Local Government corporate systems.*
- e) *for the continued legislative exemptions for livestock working dogs in recognition of their special breeding requirements.*
- f) *for a State Government-led education initiative whereby the community is encouraged to purchase puppies from approved breeders.*

A table comparing the current and proposed advocacy position can be seen in Attachment A.

BACKGROUND

Stop Puppy Farming Legislation

- At its September 2018 meeting, State Council adopted a detailed position in relation to the Stop Puppy Farming Initiative (*Resolution 103.6/2018*).
- At its March 2020 meeting, State Council resolved that "WALGA write to the Minister and request that he withdraw the Stop Puppy Farming Bill and more appropriately consult with the sector, traditional custodians and the wider community, or failing that, that he remove any reference to Local Government in the bill as the sector does not endorse it in its current form" (*Resolution 13.1/2020*).
- At its September 2021, State Council adopted additional points to the advocacy position, supporting WALGA continuing to advocate that:
 - a. any additional costs incurred by a Local Government in administering the Dog Act be paid by the State Government; and
 - b. the Fees and Charges set in Regulations are reviewed bi-annually and at minimum, be adjusted by the Local Government Cost Index.
 (*Resolution 275.5/2021*)
- In December 2021, the *Dog Amendment (Stop Puppy Farming) Act 2021* (the Act) was passed by Parliament. The Act amended both the *Dog Act 1976* and the *Cat Act 2011* in several ways.

- The implementation of the legislation is occurring in phases, with existing pet shops needing to transition to adoption centres by obtaining a 'pet shop approval' through their Local Governments by 26 May.
- It is anticipated that dog breeding approval provisions and mandatory sterilisation of dogs (unless an exemption is in place) will take effect later in 2025. In August 2024, the State Government awarded a contract to Seisma Group to establish PetsWA (the new centralised registration system for dogs and cats), which is anticipated to be operational later in 2025.

Fees and cost recovery

In a letter to WALGA dated 1 November 2021, Minister John Carey confirmed that “the State Government has committed to covering the costs associated with the establishment of the Centralised Registration System, to centrally record the registration of all domestic cats and dogs within Western Australia”. However, the State Government position relating to ongoing costs associated with the system and the particulars about revenue generated from registrations has not been made clear.

In early 2024, the Department of Local Government, Sport and Cultural Industries (DLGSC) released a Consultation Paper prepared by consultants Marsden Jacob Associates on the new and existing fees and charges under the *Dog Act 1976* and *Cat Act 2011*. WALGA provided a submission in line with State Councils advocacy position as follows.

That WALGA:

1. *Welcomes a cost modelling review of the financial impact on Local Governments to ensure that Local Government is able to fully recover costs and not be disadvantaged in ensuring compliance of any new legislation to Stop Puppy Farming;*
2. *Supports a centralised dog registration system that is developed, operated and maintained by State Government;*
3. *Any additional costs incurred by a Local Government in administering the Dog Act be paid by the State Government; and*
4. *The Fees and Charges set in Regulations are reviewed biennially and at minimum, be adjusted by the Local Government Cost Index.*

Zone resolutions

Central Country Zone

At the Central Country Zone Meeting of 15 November 2024, the Zone considered an item which raised concerns that the administrative costs of the PetsWA central registration system would be withheld by the State Government from registration fees collected by Local Governments. As already noted, registration fees are already insufficient to cover the costs of Local Government cat and dog management responsibilities.

The Zone resolved:

That the Central Country Zone request WALGA to:

- a) *advocate to the Government of Western Australia that 100% of the revenue derived from pet registrations (both dogs and cats) continue to be returned directly to Local Governments to effectively administer the Dog Act 1976 and Cat Act 2011.*
- b) *recommend that the new centralized PetsWA Pet Registry Scheme, administered by the State Government, should not retain any commission or portion of the registration fees for its operations, as the current fee structure does not adequately cover the costs associated with pet management at the Local Government level.*

North Metropolitan Zone

At the North Metropolitan Zone Meeting of 20 November 2024, the Zone considered an item which raised concerns that the community would be able to lodge complaints through the PetsWA centralised registration system and that infringements would be issued through the system. As no integration with Local Government systems has been advised, this would create a duplicate workload for officers.

The Zone resolved:

That WALGA advocate to the State Government for the PetsWA Centralised Registration Database scope to be restricted to a centralised registration system (excluding complaints and infringements) that integrates with Local Government's existing corporate systems.

COMMENT

As the Act has progressed, the existing advocacy position should be reviewed to reflect the current state.

A comparison between the current and proposed advocacy position is provided in Attachment A, with key themes addressed below.

Cost Recovery

Under the *Dog Amendment (Stop Puppy Farming) Act 2021*, Local Governments will have increased responsibilities, including approvals to breed and pet shop approvals, as well as associated investigation and enforcement functions. WALGA has continued to advocate to the State Government for fees and charges to be set at a level that achieves full cost recovery and that any additional costs incurred by a Local Government in administering the Dog Act be paid by the State Government. The proposed advocacy position retains these key positions.

The fees from registrations and animal related infringements do not currently cover all costs associated with Local Government responsibilities. There is a risk that the State Government could administer the PetsWA system in a way which reduces Local Government income from registrations.

WALGA's existing advocacy position supports PetsWA to be managed by the State (Advocacy Position 2.12.b). The proposed *Dog and Cat Management* Advocacy Position expands on the existing position to make it absolutely clear that there should be no loss of registration fee revenue to the Local Governments in administering the database.

Scope of PetsWA

The Act provides for a centralised registration system, known as PetsWA, to be managed by the State Government. DLGSC has been tasked with the implementation of the system. The contract to develop PetsWA was awarded on 2 August 2024 and is expected to launch in the second half of 2025. PetsWA is intended to replace the dog and cat registers managed by individual Local Governments with a single online system, used state-wide. PetsWA will allow dog and cat owners to register their pets and make payments online.

In addition to uncertainty about revenue from fees and charges under PetsWA, there is ambiguity about the scope of information recorded within PetsWA. DLGSC has noted that PetsWA could be used to manage public complaints, request ranger visits, manage dangerous dog notices, and issue infringements. This could increase administrative burden

on Local Government staff by duplicating data entry with existing record management systems, as there is no clarity on the extent of the integration with Local Government's existing systems.

To avoid this, PetsWA should be integrated with Local Government's existing systems and the scope should be restricted to its original function as a centralised registration system.

WALGA RECOMMENDATION

That WALGA replace Advocacy Position 2.12 *Puppy Farming* with a revised *Dog and Cat Management* advocacy position, as follows:

In regard to the Dog Amendment (Stop Puppy Farming) Act 2021 and the PetsWA Centralised Database, the WA Local Government sector advocates:

- a) that fees reflect completed cost modelling to ensure that Local Governments achieve full cost recovery in ensuring compliance with the Dog Act 1976 or Cat Act 2011.*
- b) that Fees and Charges set in Regulations are reviewed bi-annually and, at minimum, adjusted by the Local Government Cost Index.*
- c) that the PetsWA centralised registration database is developed, operated and maintained by State Government, with no loss to Local Government registration fee revenue.*
- d) that the function of PetsWA be restricted to the registration of dogs and cats, exclude ancillary functions such as animal related complaints and infringement notices, and integrate with existing Local Government corporate systems.*
- e) for the continued legislative exemptions for livestock working dogs in recognition of their special breeding requirements.*
- f) for a State Government-led education initiative whereby the community is encouraged to purchase puppies from approved breeders.*

RESOLUTION

Mover **Shire of Cunderdin**
Second **Shire of Bruce Rock**

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

CARRIED

13.3. NATIVE VEGETATION CLEARING REGULATIONS ADVOCACY POSITION (STATE COUNCIL AGENDA ITEM 8.3)

By Nicole Matthews, Executive Manager Policy and Ian Duncan, Executive Manager Infrastructure

EXECUTIVE SUMMARY

- The effectiveness, cost and complexity of the regulatory system for native vegetation clearing has been a longstanding concern for Local Governments, particularly in relation to its impacts on the delivery of road and other infrastructure projects.
- WALGA has made numerous representations and submissions to the State Government on this issue.
- WALGA's current [advocacy positions](#) relating to the regulation of clearing of native vegetation were endorsed by State Council in 2004 (5.2.1) and 2006 (5.2.2).
- Numerous reviews and significant legislative and policy changes aimed at streamlining regulatory requirements have occurred since that time which has resulted in some improvement, however, problems persist.
- The updated Advocacy Position, seeks to respond to feedback and issues raised by the sector, calls the State Government to:
 - implement **legislative, policy and process changes**, including the imposition of statutory timeframes for assessments and appeals; increasing the duration of clearing permits; providing a permanent exemption to enable clearing in previously legally cleared transport corridors; and strengthening environmental data sharing requirements.
 - allocate **adequate resources** to implement an expedited process for road safety and state and federally funded or co-funded projects; a dedicated Local Government unit to process applications and support the sector; timely compliance and enforcement action; and implement a state-funded collection and provision of data.
 - undertake **bioregional planning** and implement **strategic solutions for environmental offsets** for Local Government.
 - **reduce duplication** between the State and Australian government regulatory systems.
- At their joint meeting on 24 March, the Environment and Infrastructure Policy Teams recommended that State Council endorse the Native Vegetation Clearing Regulations advocacy position.

ATTACHMENT

- [WALGA Native Vegetation Clearing Regulations Issues Paper](#)
- [Road Safety Briefing Note](#)

POLICY IMPLICATIONS

This item is to replace existing Advocacy Positions 5.2.1 Environmental Protection Act and 5.2.2 Land Clearing in Road Reserves with a new *Native Vegetation Clearing Regulations* position.

The current [Advocacy Positions](#) are as follows:

5.2.1 Environmental Protection Act

Impact on Road Reserves Position Statement. The Local Government sector supports continued advocacy to minimise the impact on road reserves and in regards to

Regulations, processing times, access to vegetation data and a Code of Practice on maintenance activities.

5.2.2 Land Clearing in Road Reserves

The Local Government sector supports Schedule 2 of the Environmental Protection (Clearing of Native Vegetation) Regulations 2004 as a permanent exemption for the maintenance of existing transport corridors and supports the continued advocacy for improvements to processing and timelines of the current clearing legislation.

The proposed Advocacy Position is as follows:

Native Vegetation Clearing Regulations

WALGA calls on the Western Australian Government, in consultation with Local Government, to undertake legislative and policy reform to improve the effectiveness, efficiency and transparency of the regulatory system for clearing native vegetation in Western Australia, including:

- 1. Amending the Environmental Protection Act 1986 and associated regulations to remove unnecessary process, complexity and improve timeframes, including:*
 - a. introducing statutory timeframes for the determination of referrals, permit applications and appeals*
 - b. increasing the default duration of Area and Purpose Permits to 10 years*
 - c. provide a permanent exemption for clearing of previously legally cleared transport corridors*
 - d. strengthening environmental data sharing requirements to ensure proponents cannot opt-out of sharing data collected for environmental assessment and monitoring purposes.*
- 2. Ensuring the regulatory system is adequately resourced to:*
 - a. implement an expedited process for clearing permits for projects that prevent death and serious injury (road safety), and state and federally funded or co-funded projects*
 - b. establish a dedicated Local Government unit within the Department of Water and Environmental Regulation to:*
 - i. case manage Local Government referrals and clearing permit applications*
 - ii. provide guidance and training for Local Governments, particularly in relation to roadside vegetation management*
 - iii. support partnerships with Local Governments in strategic environmental offsets*
 - c. enable timely investigation and enforcement action for illegal clearing*
 - d. increase investment in the collection and provision of statewide biodiversity data, including:*
 - i. funding and coordinating a state-wide biodiversity survey program to standardise habitat and vegetation mapping*
 - ii. making biodiversity data more discoverable, accessible and useable.*
- 3. Undertaking bioregional planning for native vegetation management, with a focus on highly cleared areas and implementing strategic solutions for environmental offsets that can be utilised by Local Government.*
- 4. Working with the Australian Government to reduce duplication between the Environmental Protection Act 1986 and the Environment Protection and Biodiversity Conservation Act 1999.*

BACKGROUND

Western Australia is one of the most biodiverse places on Earth and has significant regional endemism, meaning it has plants and animals that only live in a particular location (Western Australian Biodiversity Science Institute). Eight of Australia's 15 declared biodiversity hotspots are in WA and the South West Ecoregion, (running from Shark Bay in the northwest to Esperance in south east with a narrow strip along the southeastern coast to the border between WA and SA) is one of only 34 internationally recognised Global Biodiversity Hotspots (and the only in Australia). A Global Biodiversity Hotspot is defined as a geographical region that has at least 1,500 vascular plant species and has lost at least 70 per cent of its original supporting habitat.

In Western Australia the clearing of native vegetation is primarily regulated under Part V Division 2 of the [Environmental Protection Act 1986](#) (EP Act) and [Environmental Protection \(Clearing of Native Vegetation\) Regulations 2004](#) (Regulations). Under section 51C of the EP Act clearing of native vegetation is an offence unless a permit has been granted, or an exemption applies.

The Regulations provide exemptions for routine land management practices, including for clearing done for maintenance in existing, previously legally cleared transport (road and rail) corridors, provided that the previous clearing occurred within the preceding 10 years (Regulation 5, Item 22). Schedule 2, cl. 2 of the Regulations specify the extent of maintenance clearing for an area or purpose:

Area or purpose	Extent of clearing
Crossover area	Clearing to the extent previously cleared for the area.
Lateral clearance area	Complete clearing to the width and height previously cleared for that stretch of road or railway.
Maintenance and protection of transport corridor infrastructure	Clearing to the extent necessary to – a) Maintain the efficacy and safety of the infrastructure; b) Protect the infrastructure (for example from fire); and c) Provide access to the infrastructure to maintain it.
An area that is a public roadside facility	Clearing to the extent necessary to maintain (but not extend) the intended use of the area.
Sight line area	Clearing to the extent previously cleared for that area.

Schedule 2, cl. 1 of the Regulations provides the following definitions:

- *crossover area* means the area occupied by a crossover from a road to a property adjacent to the road and any associated sight line areas;
- *lateral clearance area*, in relation to a stretch of road or railway, means the area (if any) parallel to and immediately adjacent to the stretch of road or railway that is ordinarily cleared;
- *public roadside facility* includes a camping area, rest area, information bay, road train assembly area or parking area or a footpath or cycle track in the road reserve;

- *transport corridor infrastructure*, in relation to a stretch of road or railway, includes barriers, signs, guideposts, drains, levies, embankments, gutters, bridges, overpasses and other similar structures or works.

While this exemption does not apply in an environmentally sensitive area, an area that would otherwise be an environmentally sensitive area is not an environmentally sensitive area to the extent it is in a maintenance area of transport corridor.

The Australian Government regulates clearing that is likely to impact a matter of National Environment Significance through the application of Parts 7 - 9 of the *Environmental Protection and Biodiversity Conservation Act 1999* (the EPBC Act) and *Environment Protection and Biodiversity Conservation Regulations 2000*.

The effectiveness, cost, complexity and timeframes associated with the regulatory system for native vegetation clearing have been a longstanding concern for Local Governments, particularly in relation to impacts on the delivery of road projects, which make up approximately 60 per cent of Local Government clearing permit applications and 30 per cent of referrals (Dec 2021 – Oct 2024). WALGA has made numerous representations and submissions to the State Government on this issue.

WALGA has three [advocacy positions](#) related to native vegetation clearing regulation dating (2004, 2006, 2018). Numerous reviews and significant legislative and policy changes have occurred since that time, aimed at streamlining regulatory requirements, including the Western Australian Offset Policy (2011) and Guideline (2014), the Review of the Western Australian Offsets Framework (2019), the implementation of cost recovery for clearing permit applications (2019), the release of the [Native Vegetation Policy for Western Australia](#) in 2022, the [Independent \(Vogel-McFerran\) Review of WA Environmental Approvals Processes and Procedures](#) (2023) and amendments to the *Environmental Protection Act 1986* in 2020 and 2024.

As a result of these changes, the exemption for clearing in previously cleared transport corridors increased from 5 to 10 years, a referral process was introduced for low impact clearing and minor scheme amendments no longer require referral to the Environmental Protection Authority.

While these changes have resulted in some improvements, problems persist. This was recognised by the Vogel-McFerran Review, which found that “approvals processes have become overly complex, time-consuming, and costly – holding back economic development without any benefit to the environment”.

In 2024, to inform the development of an updated advocacy position on native vegetation clearing regulation, WALGA undertook research and analysis of the Department of Water and Environmental Regulation (DWER) and the Office of the Appeals Convenor data, previous submissions and Zone resolutions/feedback and held a sector webinar to inform the development of an [Issues Paper](#). The Paper was considered by the Environment Policy Team and included in the November 2024 Zone meeting Agendas for feedback.

The main themes from the consultations, Zones and issues paper feedback were:

- key challenges faced by the sector related to the complexity of the regulatory system, costs associated with the process and the time taken for assessment and appeals; and

- these challenges can delay critical road and infrastructure projects and impact Local Government's ability to attract and retain grant funding.

COMMENT

A consolidated, updated advocacy position will enable WALGA to comprehensively advocate for members to address the challenges of operating in a complex and costly regulatory environment, whilst balancing the protection of the environment.

The updated Advocacy Position calls on the State Government to:

- Implement **legislative, policy and process changes** including:
 - the imposition of statutory timeframes for assessments and appeals;
 - a permanent exemption for clearing in previously legally cleared transport corridors;
 - increasing the duration of clearing permits; and
 - strengthening environmental data sharing requirements.
- Allocate **adequate resources** to implement an expedited process for road safety and state and federally funded or co-funded projects; a dedicated Local Government unit to process applications and support the sector; timely compliance and enforcement action; and implement a state-funded collection and provision of data.
- Undertake **bioregional planning** and implement **strategic solutions for environmental offsets** for Local Government.
- **Reduce duplication** between the State and Australian government regulatory systems.

WALGA RECOMMENDATION

That WALGA replace the following Advocacy Positions:

5.2.1 Environmental Protection Act

5.2.2 Land Clearing in Road Reserves

with an updated Native Vegetation Clearing Regulations Advocacy Position as follows:

WALGA calls on the Western Australian Government, in consultation with Local Government, to undertake legislative and policy reform to improve the effectiveness, efficiency and transparency of the regulatory system for clearing native vegetation in Western Australia, including:

1. *Amending the Environmental Protection Act 1986 and associated regulations to remove unnecessary process, complexity and improve timeframes, including:*
 - a. *introducing statutory timeframes for the determination of referrals, permit applications and appeals*
 - b. *increasing the default duration of Area and Purpose Permits to 10 years*
 - c. *provide a permanent exemption for clearing of previously legally cleared transport corridors*
 - d. *strengthening environmental data sharing requirements to ensure proponents cannot opt-out of sharing data collected for environmental assessment and monitoring purposes.*
2. *Ensuring the regulatory system is adequately resourced to:*

- a. *implement an expedited process for clearing permits for projects that prevent death and serious injury (road safety), and state and federally funded or co-funded projects*
- b. *establish a dedicated Local Government unit within the Department of Water and Environmental Regulation to:*
 - i. *case manage Local Government referrals and clearing permit applications*
 - ii. *provide guidance and training for Local Governments, particularly in relation to roadside vegetation management*
 - iii. *support partnerships with Local Governments in strategic environmental offsets*
- c. *enable timely investigation and enforcement action for illegal clearing*
- d. *increase investment in the collection and provision of statewide biodiversity data, including:*
 - i. *funding and coordinating a state-wide biodiversity survey program to standardise habitat and vegetation mapping*
 - ii. *making biodiversity data more discoverable, accessible and useable.*
3. *Undertaking bioregional planning for native vegetation management, with a focus on highly cleared areas and implementing strategic solutions for environmental offsets that can be utilised by Local Government.*
4. *Working with the Australian Government to reduce duplication between the Environmental Protection Act 1986 and the Environment Protection and Biodiversity Conservation Act 1999.*

RESOLUTION

Mover **Shire of Bruce Rock**
Seconder **Shire of Mukinbudin**

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

CARRIED

13.4. SUBMISSION ON THE STATE RECOVERY ARRANGEMENTS (STATE COUNCIL AGENDA ITEM 8.4)

By Rachel Armstrong, Policy Manager Emergency Management

EXECUTIVE SUMMARY

- The Department of Fire and Emergency Services (DFES) is consulting on revised State Recovery Arrangements via [Engage WA Emergency Management](#). Formal consultation closes Friday, 2 May.
- WALGA was granted an extension to enable the draft submission to be included as an Item for Decision in the 7 May State Council Agenda.
- The revised arrangements integrate lessons from past recoveries, current best practices, and clarify roles and responsibilities.
- There are no significant changes to Local Government roles and responsibilities under the *Emergency Management Act 2005* and State Emergency Management Framework.
- The Commonwealth - State Disaster Recovery Funding Arrangements - Western Australia (DRFA-WA) are not part of the State Emergency Management Framework and are outside the scope of the review.
- WALGA's draft submission was shared with Local Governments and the draft final version incorporates feedback.
- WALGA's submission is generally supportive of the revised State Recovery Arrangements, which provide improved clarity on roles and responsibilities in recovery, particularly for State Government, and clearer arrangements for transitioning from response to recovery and from recovery to business as usual.
- WALGA's submission highlights the need for State Government investment in streamlined, appropriate and effective funding mechanisms for recovery and resilience building, and the need to ensure adequate support to Local Governments.
- The People and Place Policy Team noted the draft submission at its 18 March meeting.

ATTACHMENT

- [Draft State Recovery Arrangements – WALGA submission](#)

POLICY IMPLICATIONS

WALGA's submission on the State Recovery Arrangements is aligned to the following [Advocacy Positions](#) :

8.1 Emergency Management Principles

- 1. The State Government bears fundamental responsibility for emergency management and has the role of providing strategic guidance, support and services for emergency management activities in Western Australia.*
- 2. The State Government should provide financial and resourcing support as necessary to enable Local Governments to adequately deliver their extensive emergency management roles and responsibilities under the State Emergency Management Framework.*
- 3. The Local Government Sector should be engaged as a partner in policy and legislative reviews that impact Local Government emergency management roles and responsibilities.*

8.2 State Emergency Management Framework

Local Governments are supported to undertake their emergency management responsibilities by a simple and streamlined State Emergency Management Framework with the primary objectives of:

- 1. Protecting people, the economy, and the natural environment from disasters;*
- 2. Supporting communities in preventing, preparing for, responding to and recovering from emergencies;*
- 3. Clearly outlining roles, responsibilities and accountabilities for Local Government and other emergency management stakeholders;*
- 4. Scalability and adaptability that supports Local Governments of varied capacity and capability; and*
- 5. Supporting agency interoperability through common systems and approaches to key activities including data management, communications, and hazard management.*

8.3 Sustainable Grant Funding Model for Emergency Management

Local Government should be empowered to discharge its emergency management responsibilities through sustainable grant funding models that support a shared responsibility and all hazards approach to prevention, preparedness, response and recovery from natural disasters. A sustainable grant funding model for Local Government emergency management:

- 1. Empowers Local Governments to undertake proactive approaches to preparedness, prevention, response and recovery;*
- 2. Supports the resilience of local communities through capacity-building activities and programs;*
- 3. Is responsive to the variations in Local Government resourcing and context; and*
- 4. Develops the skills, capacity and capability of the emergency management workforce; and*
- 5. Is consistent, flexible, timely, accessible, scalable, strategic and the guidance provided is comprehensive.*

8.11 Local Emergency Management Arrangements (LEMA)

- 1. The State Government should fund the implementation of the Local Emergency Management Arrangements (LEMA) Improvement Plan endorsed by the State Emergency Management Committee (SEMC).*
- 2. A reformed LEMA system should:*
 - a. Clearly articulate the roles and responsibilities of Local Governments in emergency management;*
 - b. Simplify the reporting processes and reduce the administrative burden of maintaining compliance;*
 - c. Provide a suite of scalable tools and guidance materials that are accessible through an online knowledge hub;*
 - d. Build the emergency management capacity and capability of Local Governments through the provision of targeted training, exercising support, human resources and sustainable funding;*
 - e. Assist Local Governments to continue to deliver their core business activities and provide public information during an emergency event;*
 - f. Improve the connectivity of Local Governments' various risk management and hazard planning processes through an integrated approach; and*
 - g. Enable resource sharing and collaboration across the Local Government sector.*

5.4.3 Betterment (resilience)

The Local Government sector supports increased funding for the replacement or restoration of damaged assets to a more resilient standard following an event.

BACKGROUND

Since 2020, Western Australia has faced complex recovery challenges from events like Cyclone Seroja, Wooroloo bushfires, and Kimberley floods, necessitating greater State involvement. The review of State Recovery Arrangements aims to integrate lessons from past recoveries, update best practices, and clarify roles.

There are no changes to Local Government's responsibility to manage recovery following an emergency affecting the community in its district as set out in the *Emergency Management Act 2005* (s36b). There are no substantive changes to Local Government roles and responsibilities for recovery under the State Emergency Management Framework.

The proposed changes to the State Recovery Arrangements include:

- introducing four State Strategic Recovery Priorities which are informed by the National Principles for Disaster Recovery in the [Australian Disaster Recovery Framework](#).
- implementing a new four-tiered Model for State Involvement in Recovery where the State's involvement increases with the complexity of the recovery.
- clarifying roles and responsibilities for Local Government, Hazard Management Agencies, State agencies, and support organisations. The improved clarity in State roles in recovery should make it easier for Local Governments to access the support they need to coordinate community-led recovery.
- emphasising greater community engagement in recovery.
- reduced emphasis on an Impact Statement as a trigger for transitioning recovery coordination from the Hazard Management Agency (HMA) to Local or State Government and a new requirement for transition arrangements to be planned/agreed with Local Governments.
- clarifying the requirement for a planned transition from recovery arrangements to 'business-as-usual' service delivery for Local and State Government.

WALGA and Local Governments have been involved in preliminary consultations to support the development of the revised State Recovery Arrangements, including through the State Emergency Management Committee (SEMC), WALGA's Local Government Emergency Management Advisory Group (LGEMAG) and Local Government Focus Groups.

COMMENT

WALGA requested and was granted an extension to enable the draft submission to be included as an Item for Decision in the 7 May State Council Agenda.

WALGA's draft submission incorporates feedback from preliminary consultation, WALGA's advocacy positions, and input from the sector via the Local Emergency Management Arrangements (LEMA) Review and the 2023 Local Government Emergency Management Survey. This feedback has consistently demonstrated support within the sector for shared responsibility for recovery, with the level and type of support required varying with the size, scale and complexity of the event and Local Government capacity.

Overall, the amended State Recovery Arrangements provide much improved clarity on how responsibility for recovery is to be shared and therefore a better foundation for recovery coordination.

The submission recommends:

1. The State Government should develop streamlined, appropriate and effective funding mechanisms to invest in Local Government recovery and resilience building.
2. Investment in recovery should not be limited by the eligibility requirements of the DRFA-WA and should meet the recovery requirements of Local Governments and Communities.
3. The DRFA-WA must be urgently reviewed to streamline administration, approvals and evidentiary requirements, address the cash-flow impacts of the reimbursement model and enable resilient reconstruction / betterment following a disaster.
4. The State Government should invest in effective risk assessment and risk reduction, in addition to ensuring to providing effective and fit for purpose State Recovery Arrangements.

State Strategic Recovery Priorities

5. WALGA supports the proposed four State Strategic Recovery Priorities: 1. Assist people to meet their recovery needs; 2. Enable community-centred recovery; 3. Restore community function and wellbeing; 4. Foster community disaster resilience.

Model for State Involvement in Recovery

6. WALGA supports the proposed 4-tier Model for State involvement in Recovery.
7. WALGA supports the roles assigned to Local Government under each recovery level (R1-4). The roles and responsibilities are aligned to current roles and responsibilities.
8. WALGA supports the roles assigned to State Government under each recovery level (R1-4), which provide improved clarity.

Roles and responsibilities

9. WALGA supports the roles and responsibilities allocated to Local Governments in the revised State Recovery arrangements, including section 6.3 of the revised State EM Policy, with minor amendments as outlined in Appendix 1. The roles and responsibilities in the revised arrangements are aligned to current roles and responsibilities.
10. WALGA recommends that the revised State Recovery Arrangements clearly reinforce the role of the State Recovery Coordinator to confirm individual Local Government's capacity to undertake their allocated roles and responsibilities during recovery and ensures additional support is provided as required.
11. WALGA supports the roles and responsibilities allocated to Hazard Management Agencies and Controlling Agencies in section 6.6 of the revised State EM Policy, which provide improved clarity.
12. WALGA supports the roles and responsibilities allocated to State agencies in section 6.7 and Appendix F of the revised State EM Policy, which provide improved clarity.
13. The revised State Recovery Arrangements should formalise coordination protocols between Local Governments and State agencies to enable rapid mobilisation of essential workers in disaster impacted communities.
14. The revised State Recovery Arrangements should consider inclusion of roles, responsibilities and coordination protocols for essential services, as coordinated restoration of essential services is fundamental to early recovery.
15. The revised State Recovery Arrangements should reinforce compliance with data sharing arrangements under 6.1.72 of the EM Act to ensure that State Agencies are sharing information effectively in recovery and include this as a specific function of the State Recovery Coordinator / Controller.

Greater emphasis on engaging community

16. WALGA supports the greater emphasis on engaging communities in planning recovery, and the flexibility in approach so that this can be adapted to meet Local Government and community needs and capacities.

Phases of Recovery

17. WALGA supports amendments to the State EM Plan to introduce three phases of recovery: 1) Recovery Planning. 2) Response and Early Recovery. 3) Recovery Operations.
18. Considering Phase 3) Recovery Operations:
 - a. The requirements for Local Governments to review and evaluate the Local Operational Recovery Plan should be scalable to the Local Government's capacity, and the recovery level and context and supported by simple and effective guidance.
 - b. All monitoring and evaluation requirements for DRFA-WA programs, if applicable, should be coordinated by the State Government.
19. Recovery Operations should be supported by pre-prepared State-level Urgent Recovery Programs and surge capacity for implementation.
20. Streamlined guidance should be provided for needs assessment, review and evaluation. The approach should be scalable to the Local Government's capacity, and the recovery level and context.

Public Information and Communication

21. WALGA supports nomination of DFES, instead of the State Emergency Public Information Coordinator to coordinate State-level recovery public information and communications. DFES should consult and coordinate with Local Governments on recovery communications.

Transition between response and recovery

22. WALGA supports the proposed requirements for a planned transition of recovery coordination by agreement between the Hazard Management Agency and Local Government for R1 and R2 recoveries.
23. WALGA supports the proposed requirements for a planned transition of recovery coordination between the Hazard Management Agency and State Government for R3 and R4 recoveries with a written transition plan.

Transition from recovery to 'business-as-usual' service arrangements

24. WALGA supports the proposed requirements for the State to plan the de-escalation of State recovery involvement and transition to 'business as usual' service arrangements. The requirements for a transition plan are clearly described and sufficient, however should be outlined in a written plan.

Requirement for an Impact Statement

25. WALGA supports the requirement that the HMA prepares an Impact Statement in all Level 2 and 3 incidents.

Local Operational Recovery Plans

26. WALGA supports the general requirement for a Local Operational Recovery Plan to be prepared for R2, R3 and R4 events.
27. The Local Recovery Guideline should be revised to provide better guidance to Local Governments on how to prepare a Local Operational Recovery Plan.

28. State Recovery support should be provided to prepare a Local Operational Recovery Plan, if requested by the Local Government.
29. WALGA Recommends renaming the Local Operational Recovery Plan to [Event] Recovery Action Plan.

Executive Government Forum

30. WALGA supports provisions to enable strategic oversight and direction for complex recovery issues via referral to an existing cross-government executive forum or a Director General/Chief Executive Officer-level forum.

The People and Place Policy Team noted the draft submission at their 18 March meeting.

WALGA RECOMMENDATION

That State Council endorse the submission to the Department of Fire and Emergency Services on proposed revisions to the State Recovery Arrangements.

RESOLUTION

Mover **Shire of Yilgarn**
Seconder **Shire of Tammin**

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

CARRIED

13.5. HEALTH (PUBLIC BUILDINGS) REGULATIONS CONSULTATION (STATE COUNCIL AGENDA ITEM 8.5)

By Coralie Claudio, Senior Policy Advisor, Planning

EXECUTIVE SUMMARY

- The Department of Health (DoH) is seeking feedback on the [Consultation Paper 2025 Health \(Public Buildings\) Regulations 1992](#) (Consultation Paper), which examines whether the Regulations should be repealed without replacement.
- Repealing the Regulations is not supported by the sector, as it would impede Local Governments' ability to proactively manage and mitigate public health risks.
- Revised Regulations are supported to provide a contemporary, risk-based approach to public building management, eliminating unnecessary building construction requirements and incorporating modern compliance and enforcement tools.
- WALGA received an extension of time from DoH to allow the submission to be considered by State Council as part of the May Agenda.

ATTACHMENT

- [WALGA's submission on the Health \(Public Buildings\) Regulations Consultation](#)

POLICY IMPLICATIONS

WALGA's submission is consistent with the following [WALGA Advocacy Position](#)

6.6 Building Act and Regulations

Assessments of the effectiveness of building control systems across Australia have recognised that there is diminishing public confidence in the building and construction industry, and that change is required to ensure buildings are safe and perform to expected standards. Now more than ever, the focus is on Local Government building departments to deliver good governance, local leadership and sustainable services that meet the needs of their communities whilst supporting local jobs and economic growth. The Association has the following endorsed positions:

1. *Support the retention of Local Government as the primary permit authority in Western Australia for decisions made under the Building Act 2011.*
2. *Supports mandatory inspections for all classes of buildings; however, Local Government should not be solely responsible for all mandatory inspections.*
3. *Advocate for the State Government to urgently prioritise legislative reform that addresses systemic failures in the current building control model and to provide clarification on the role of Local Government in building control to ensure building legislation supports the following objectives:*
 - a. *Quality buildings that are cost efficient.*
 - b. *Functional, safe and environmentally friendly buildings.*
 - c. *Good decision making in all aspects of building.*
 - d. *Efficiency and effectiveness in building management, administration and regulation.*
 - e. *Openness and accountability with respect to all building matters.*
 - f. *Recognition of the rights and responsibilities of all parties in building matters in an equitable manner.*
4. *Existing and proposed building control related fees and charges to be cost recovery for Local Government.*
5. *WALGA will work with members, state agencies and industry groups to develop training opportunities and to promote the Local Government building surveying*

profession to ensure sustainability of Local Government building control services.

6. *WALGA supports the Australian Building Codes Boards Trajectory for Low Energy Buildings by supporting Local Governments to meet community strategic objectives of a net zero carbon future by 2050 through work with members, state agencies and industry groups.*

BACKGROUND

The *Health (Public Buildings) Regulations 1992* (the Regulations) were established to ensure the safety, health, and welfare of people using public buildings in Western Australia. The current definition of a public building is broad, and captures most public areas where people gather for a pre-determined purpose, including for entertainment, sports and recreation, worship and educational purposes.

These Regulations set standards for the construction, maintenance, and operation of public buildings, covering aspects such as occupancy limits, emergency exits, evacuation plans, ventilation, lighting and sanitary facilities. Local Governments play a crucial role in enforcing the Regulations, specifically by conducting routine inspections to ensure ongoing compliance with health and safety standards.

In 2018, the DoH released a Discussion Paper *Managing public health risks in public buildings in Western Australia*, that sought feedback on two options: repealing the Regulations without replacement or providing new, updated Regulations under the *Public Health Act 2016*.

WALGA's submission at the time supported the latter option as Regulations would continue to allow for the assessment and maintenance of the operational safety of public buildings that would maintain patron safety and provide adequate control and enforcement tools for Local Government officers.

This was the position of DoH when the Consultation Summary Report was published in 2019. The report also noted that the Regulations shouldn't duplicate the construction requirements in building legislation and instead focus on the ongoing management of public health risks associated with the building. No updated Regulations were released.

In February, DoH released the Consultation Paper that re-examined if the Regulations should be repealed without replacement. The paper outlines relevant legislative and regulatory changes since 2019 and further examines the need for Regulations in addition to the WA building legislation and the National Construction Codes (NCC) that set safety standards and protocols for building construction.

COMMENT

WALGA does not support the repealing of the Regulations, as it would impede Local Governments' ability to undertake routine inspections, proactively managing and mitigating public health risks related to public buildings.

WALGA's submission acknowledges that the Regulations are outdated, and they should be reviewed and updated to ensure they are contemporary, fit for purpose and focus on the ongoing management of public buildings, rather than building construction requirements.

Health provisions, specifically the ongoing management of public buildings, are not appropriately placed within building legislation, and the building sector is not adequately trained or resourced to effectively manage ongoing public health risks.

Additionally, the general public health duty under the updated *Public Health Act 2016*, along with other legislation and inspections undertaken by government agencies, does not provide effective management and compliance mechanisms to address public building safety.

WALGA RECOMMENDATION

That WALGA endorse the submission on Health (Public Buildings) Regulations Consultation to the Department of Health.

RESOLUTION

Mover **Shire of Mukinbudin**
Second **Shire of Merredin**

That the Zone support the WALGA recommendation for State Council Agenda item 8.5 as contained in the State Council Agenda and as provided above.

CARRIED

13.6. 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.

14. EMERGING ISSUES

Nil.

15. NEXT MEETING

The next Executive Committee meeting will be held on Wednesday, 4 June commencing at 8:00am, via MSTeams.

The next Great Eastern Country Zone meeting will be held on Thursday, 12 June commencing at 9:30am. This meeting will be hosted by the Shire of Kellerberrin.

Depending on confirmation of speakers, it is provisionally anticipated that this meeting will partly have a focus on matters related to Renewable Energy.

The Chair raised the duration of guest speakers and the potential to limit agency speakers at future meetings to 10 minutes. The issue will be raised at the next Executive Committee meeting for possible adjustments to future Zone meetings.

16. CLOSURE

There being no further business, the Chair closed the meeting at 1:20pm.

Great Eastern Country Zone

Presented by Ian Duncan
April 2025



Acknowledgement of Traditional Owners

WALGA's work regularly takes us across the State and as such we would like to acknowledge the many traditional owners of the land on which we work throughout Western Australia.

We pay our respects to their Elders, past and present.

Pictured left: Artwork by Jade Dolman, a young Whadjuk/Ballardong Nyoongar, Eastern Arrernte, Irish woman from Perth.





State Election Commitments

Regional Road Safety

- \$125m to expand the Regional Road Safety Program onto Local Government roads.

Treatments

- Seal shoulders up to 1 m where formation allows (minimum 0.3 m)
- Install audio tactile centre lines
- Lane widening (within formation)
- Install wide centre-lines.

Year 1 may include

- Kellerberrin – Shackleton Road 25.5 km
- Bencubbin – Beacon Road 42.2 km
- Bruce Rock – Narembeen Road 24.0 km
- Woollocutty Soak Road 11.6 km





Rail

Interface Agreements

- Template Road Rail Interface Agreement prepared with Arc and Main Roads WA
- WALGA will write to all involved Local Governments
- Arc will send a proposed Agreement for consideration.

Regional Freight Strategy

- Consulted during 2024
- Anticipate this will consider rail utilisation
- State Government announcement – negotiations to bring freight rail network into public ownership
- What are the strategic opportunities from a Local Government perspective.





- Disaster Recovery Funding Arrangements
- 2025/26 Local Roads Program
- Recycled Materials in Road Construction and Maintenance
Webinar **Crumb Rubber in Spray Seal**
- Guides for Estimating Cost Impact of Additional Freight on Sealed and Unsealed Roads
Webinar **10am Monday 12 May**
- Roadside Vegetation Management:
Workshop – Tammin, **Tuesday 29 April**
- WALGA Transport and Roads Forum –
Thursday 14 August.





Questions?



*Keeping
WA Moving*

Wheatbelt Region

WALGA Zone Meetings – April 2025



mainroads
WESTERN AUSTRALIA

Completed Works to date 2024-25

Regional Road Safety Program - Widen Shoulder and Seal (approx. 166km)

- Great Northern Hwy (239.90 – 253 SLK) **Dalwallinu to Wubin 13km**
- Narrogin Kondinin Rd (139.47 – 162.56 SLK) **West of Kondinin 23km**
- York Merredin Rd (87.2 – 106.68 SLK) **Quairading to Bruce Rock 19.5km**
- Northam Cranbrook Rd (217.30 - 232.14 SLK) **South of Wagin 15km**
- York Merredin Rd (19.50 – 29 SLK) **York to Quairading 9.5km**
- Northam Pithara Rd, (94 – 129.16 SLK) **Wongan Hills to Ballidu 35km**
- Collie Lake King Rd, (224 - 274 SLK) **East of Dumbleyung to Lake Grace 50km**

Other Capital projects

- **Bridge 541 replacement – (Collie Lake King Rd - SLK 171.14 - South of Wagin)**
- **Great Eastern Hwy - Demolition of the Walgoolan Bridge 629**



Bridge 629 on Great Eastern Highway

WBR RRSP Update

Status/Tranche Length (km)

Completed 1290.48

0 395.9

1 323.04

2 104.22

3 38.4

4 106.72

5 157.03

6 90.83

7 14.84

6a 59.5

FY 25/26 104.86

8 104.86

In Progress 181.19

6 26.25

7 46.8

6a 108.14

Grand Total 1576.53

Legend

WBR_Road_Network

Rehab within Tranches

PRR_MLF

Tranche

Tranche 0 - 5

Completed

Tranche 6 & 7 - State and c'wealth funded

Tranche 6a - State Funded

Tranche 8 - FY 25/26

- Completed shoulder sealing to date – 1290.48km
- Current Tranche funding T6, T6a & T7 is in progress – 181.19kms
- Tranche 8 (FY 25/26) Project development activity under way – 104.86kms
 - Chidlow York Road – 28.5 km
 - Collie Lake King Road – 39.94 km
 - Midlands Road – 14.78 km
 - York Merredin Road – 21.64

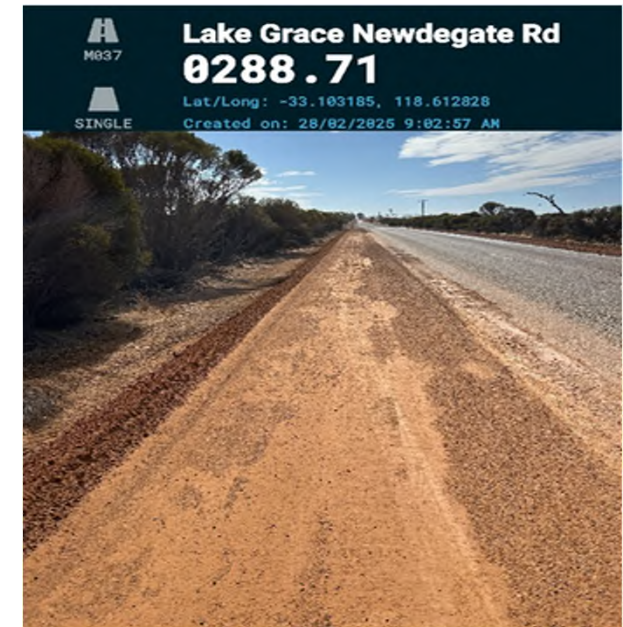
Under Construction / In progress 2024-25

Regional Road Safety Program - Widen Shoulder and Seal (approx. 156KM)

- Collie lake King (277.4 – 300 SLK) **Lake Grace to Newdegate 22.6km**
- Midlands Rd (24.79 - 61.30 SLK) **Moora to Watheroo 36.5km**
- Northam Pithara Rd (46 - 92.80 SLK) **Goomalling to Wongan Hills 47km**
- Northam Cranbrook Rd (45.30 – 65.39 SLK) **York to Beverley 20.km**
- Northam Cranbrook Rd (67.59 - 97.44 SLK) **Beverley to Brookton 30km**

Other Capital Projects

- Christmas Rd / GEH Intersection upgrade (In-house delivery)
- Northam Road Train Assembly Area (In-house delivery)
- GEH Walgoolan to Southern Cross - Packages 3, 6 & 8A (302.20 – 306.50, 335.20 – 339.80 and 340.90 – 343.27 SLK) over 24/25 and 25/26 – **Carrabin to Morine Rock**
- Bridge 3197- **York Williams Rd, Beverley**
- Bridge repair works - 3143 on Yeo Rd (SLK 2.35), 0442 on Lake King Road (SLK 117.28), and 4551 on Tarwonga Road (SLK 22.78)



Confirmed Projects for 2025/26 - Currently Under Development

- GEH Walgoolan to Southern Cross – P8B total 21.42km (**Morine Rock to Southern Cross**)
- Great Eastern Hwy – Coates Gully Stage 2 (SLK 56.65 - 67.45) 10.8km – **El Cabello to West of Baker's Hill**
- Collie Lake King Rd SLK 94 – **Climbing Lane, West of Darkan**
- Regional Road Safety Program Tranches (8) \$25.64m - totalling 104.86 km
 - Chidlow to York – approx. 28.5 km
 - Collie Lake King Rd – approx. 40 km
 - Midlands Rd – approx. 14.78 km – Watheroo to Mid-West border
 - York Merredin Rd approx. 21.64 km
- Bridge 661- Weld Street, Gingin – Delivery postponed to 2025/2026



Support for LG Bridges Design and Construction Management

Delivery Options

- Local Governments to arrange and manage design and construction
- Main Roads to arrange design and Local Government to arrange and manage construction
- Main Roads to arrange and manage design and construction

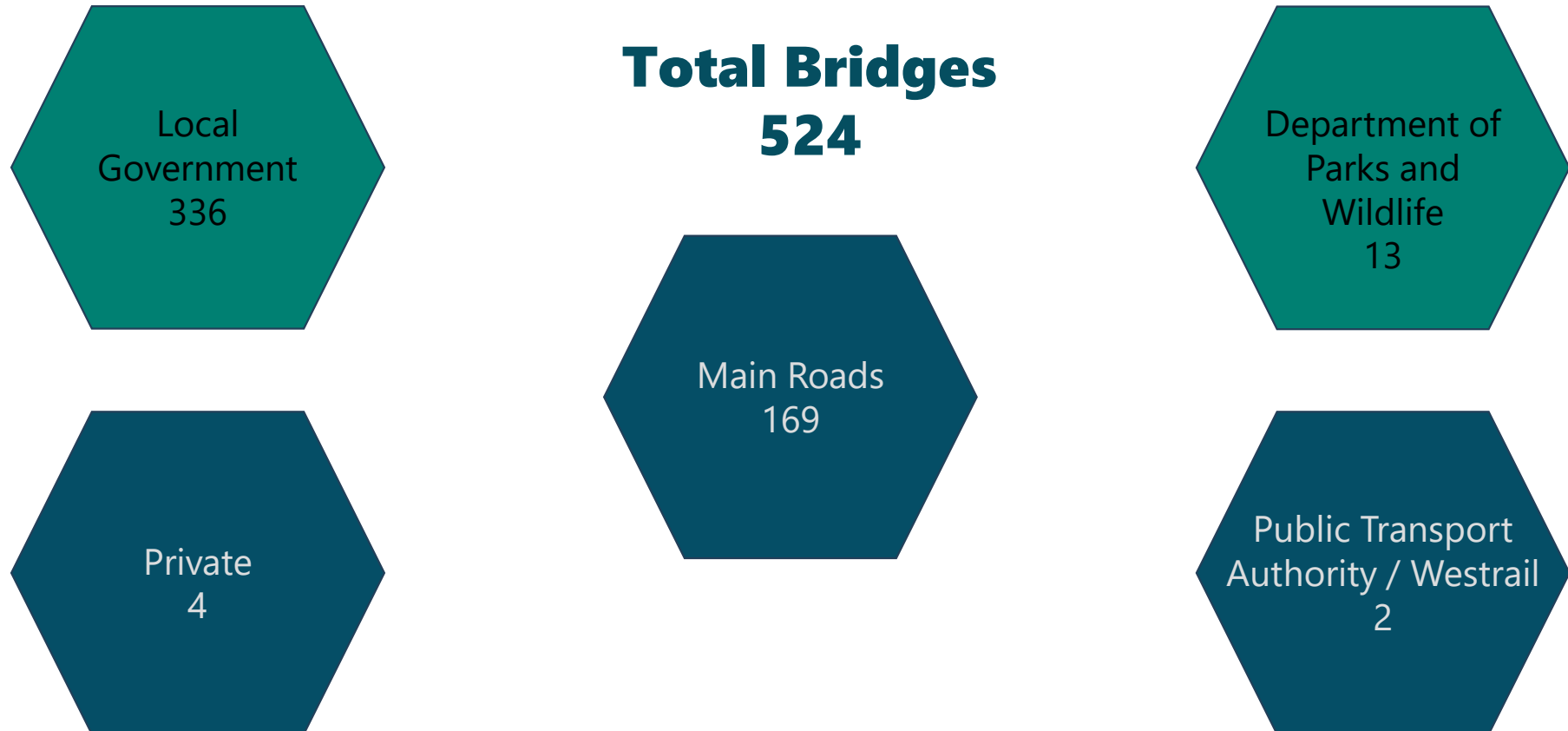
Demarcation of responsibilities between Main Roads and respective shires undertaking work

Local Governments:

- Obtaining Environmental and Heritage Approval – Ensuring Compliance with Environmental and Heritage Acts

Main Roads:

- Main Roads Undertakes Reviews of Bridge Design
- Reviews, Inspections and Maintenance of Structures



Great Eastern Country Zone

10 April 2025, Merredin

Rebecca Bowler

Manager – Customer & Stakeholder

Goldfields and Agricultural Region

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1. Farmlands Program update
2. Backflow prevention devices
3. Mobile Hydrant Standpipes

Farmlands

- Program update
- Non-standard Water Service

Farmlands mains replacements...

Update: CK27L (Wyalie) is under construction now as last part of Stage 9 works



Stage 10 (FY26)

SN Main under rail \$1.5M –
Design is complete
(Yilgarn)

Stage 11

Primarily Ag West areas
(subject to change) -
CK, BP and GE mains
(Cunderdin/Wongan-Ballidu/Dowerin)

Stage 12

Primarily Ag East areas
(subject to change) -
MS,WS Mains
(Merredin/Bruce
Rock/Kondinin/Kulin)

Stages 11-15

Sites finalised based on
urgency and risk.
Designs to be tendered in the
last quarter of FY2025

GAR Banding Program



PROACTIVE

- Region wide approach focusing on highest priority mains ("end to end approach")

COLLABORATIVE

- Optimise work planning (inc approvals), scheduling and execution in collaboration with all WC districts

EFFECTIVE

3060 bands applied in our last program (since July last year)

- Wyalkatchem (CK27G)= 154 bands in 1 week
- Wongan-Ballidu (CK50) = 232 bands in 2 weeks
- Koorda (CK40/CK40G)- 482 bands in 2x 2 weeks
- Kambalda (UC)- 244 bands in 2 weeks

RELIABLE

- Increasing lifespan of pipeline up to 30yrs

Farmlands non-standard water services

Farmlands Service Conditions (FLSC)

- As a general condition - due to the extensive nature of the scheme we cannot guarantee pressure, flow rate, or continuous supply of water in outlying areas.
- In an instance where the conditions of supply cannot meet our operating standards, we may issue a further NSW condition (e.g. water quality, flow rate, pressure) too.
- Customers are **encouraged to make provisions for two days' worth of water onsite**, as we cannot always guarantee a continuous supply at their property.
- Customers receive a two-monthly reminder of their condition as a message included on their bill.
- Settlement agents and owners have access to this information via Landgate Electronic Advice of Sale 2 (EAS2), or a Property Interest Report.

Backflow prevention devices

- Requirements
- Responsibility
- Standpipes

Requirements to install backflow prevention devices

This is a policy supported by relevant legislation and Australian plumbing standards.

- Minimum device requirements determined by **backflow risk rating** (as per AS/NZS 3500.1).
 - **Low, Medium or High Risk**- determined by land use and the (health) risk to water supply scheme should a backflow event occur
(refer to the [Annual Land Use Code Risk Rating](#) for more information).
- How do we determine the backflow risk rating?
 - At time of approval (building development application/redevelopment/changes to existing water services) you'll be informed of the initial risk rating.
 - Site-specific activity determines final risk rating. Certain commercial/industrial processes may default the property risk rating to high. Fire services are medium rated regardless of size. Standpipes are rated as high regardless of size.
- Can I appeal a backflow risk rating?
 - Yes, if you consider rating higher than risk of site-specific activities. Contact our Backflow team: (08) 9373 1412 or email backflow@watercorporation.com.au
- Are there any requirements to install backflow devices on existing services?
 - Water Corporations **Backflow Prevention Policy** requires installation of approved backflow prevention containment devices at the boundary of every water service connection to a property where applicable.

Why me and not my neighbour?

- As services/requirements change, we address additional backflow prevention matters at that point.
- Our development services branch is currently reviewing the process and assessing how we might apply more broadly (through our building services application process).
- There are several mechanisms that trigger back flow prevention assessment and requirements:
 - The building/water servicing application process.
 - New developments
 - Redevelopments of existing facilities
 - Changes to any existing water service
 - Building additions and alterations
 - Multiple residence and/or commercial
 - Any applications that involve a fire service
 - Any applications where the minimum water service size applied for is greater than 25mm in size.
- The following have also prompted notification of compliance:
 - Identification of backflow incidents, cross connections, or potential water quality risks.
 - Identified backflow risks.
 - Identified and/or potential cross connection.

Who is responsible for them should they fail?

- The owner/occupier is responsible. All testable backflow prevention devices must be registered.
- Testing can be done by an accredited persons. Maintenance (every 12 months) can only be performed by a licensed plumbing contractor. Failure to maintain may result in the serving of a non-compliance notice.
- [Water Services Act 2012, Water Services Regulations 2013](#) refers:
 - **Section 42: Installation**
 - Breach if contamination risk is present and owner occupier fails to comply (installation of a device).
 - Device must comply with AS 3500.1: 2003.
 - Test report submitted within 5 working days after test day
 - **Section 43: Testing and maintenance**
 - The owner/occupier of the land on which a backflow prevention device is installed must ensure that the device is:
 - Tested and certified in accordance with, and at intervals specified in AS 2845.3-2010, and maintained in accordance with this.
- Installation, maintenance and testing are supported by legislation and standards: [AS/NZS 3500:2018](#) and [AS/NZS 2845:2010](#)
- For more information, please refer to the Corporation's website by searching '[backflow](#)'.

Further information

- Do break tanks require yearly inspection?
 - Yes, registered break tanks require this for compliance with legislation and standards.
- Do farmland water supplies need backflow prevention devices?
 - Yes, minimum device requirements are determined by backflow risk rating.
- Backflow prevention devices and standpipes
 - All standpipes require backflow prevention devices.
 - It's the responsibility of the standpipe owner to ensure suitable high rated backflow prevention is installed, and these devices also require annual testing.
- Are design standards for new standpipes changing?
 - All new standpipes need a gate valve to control water flow (applicable to new standpipes only, unless an existing standpipe is causing problems).
- How do I lodge a backflow test report?
 - The Corporation has an online lodgment system to make it fast and easy to submit: [Lodge a test report](#)
- Regional Commercial & Industrial Services team contact:
 - Our team are available to assist - (08) 9373 1412 or email backflow@watercorporation.com.au
 - There are also many resources on our website. Search "Backflow" on www.watercorporation.com.au for more information

Mobile Hydrant Standpipes



Mobile Hydrant Standpipes

A mobile hydrant standpipe is a portable water service designed to be connected to a hydrant on a water main to access bulk water.

Only permitted to be used in the Perth metro area.

Noticeable increase in these standpipes being (illegally) used in the country.

How you can help us

If you come across a mobile standpipe being used;

- Take as many photos as possible
- Photo of standpipe in use
- Truck or vehicle in possession of the standpipe
- Note location
- Video is very helpful

Report suspected illegal use to : garcommunications@watercorporation.com.au



Any questions?

Thank you

Rebecca Bowler

(08) 9080 1020 | 0409 239 618

Rebecca.Bowler@watercorporation.com.au

ATTACHMENT 11.1A

LGE 2025 Cost Estimate



Ms Rebecca McCall
Chief Executive Officer
Shire of Narembeen
1 Longhurst Street
Narembeen WA 6369

Dear Ms McCall,

Cost Estimate Letter: 2025 Local Government Ordinary Election

As you are aware, the next local government ordinary election will be held on 18 October 2025. This letter is your Cost Estimate for the Western Australian Electoral Commission to conduct your election, should you proceed with making a declaration under the *Local Government Act 1995* for us to do so.

Cost Estimate

The Commission has estimated the cost to conduct your Council's election in 2025 as a postal election at approximately \$12,164 (ex GST).

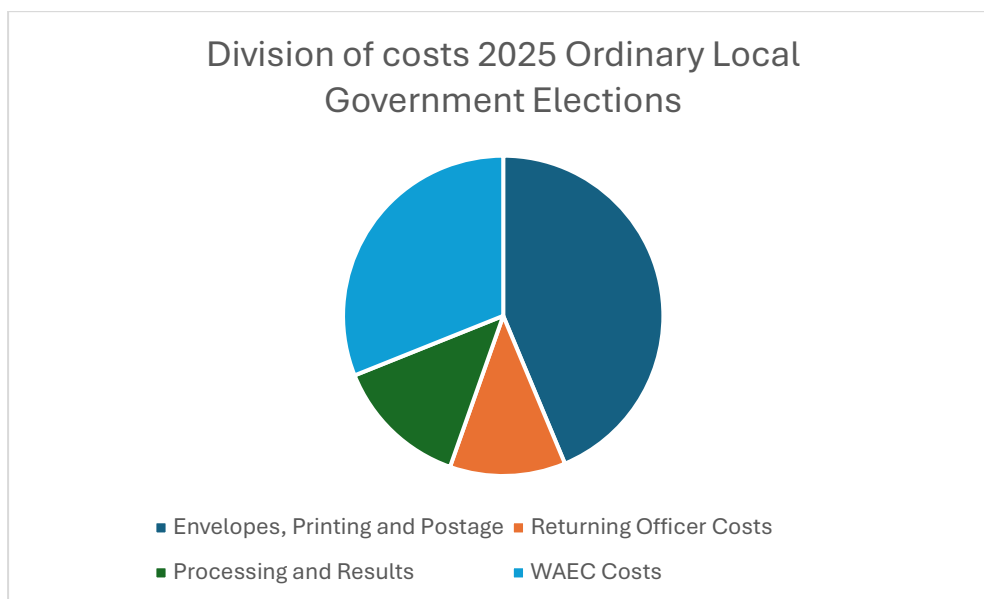
This cost has been based on the following assumptions:

- The method of election will be postal;
- 4 Councillor vacancies;
- 550 electors;
- response rate of approximately 60%
- appointment of a local Returning Officer; and
- count to be conducted at your office using CountWA.

If any of these assumptions are not correct, please contact us and we can provide a new cost estimate.

Cost Methodology

To provide your estimate, the Commission has estimated the costs of all aspects of the election, from supply of materials to staffing costs. For the 2025 Local Government elections, we have applied the following apportionment across the State:



For individual local Governments the exact apportionment of costs may differ slightly from the above, as the cost categories are determined by applying the following variables:

- Envelopes, Printing and Postage, and WAEC Costs are determined by the number of electors in your Local Government;
- Processing and Results is determined by the expected response rate for your election; and
- Returning Officer Costs are determined by the complexity of the election for the Returning Officer; we classify Local Governments into bands depending on a number of factors including number of Wards, number of vacancies and the number of candidates, and then we pay our Returning Officers a rate which reflects this band.

Estimated Cost of 2025 Local Government Elections

The Commission estimates that the total cost of conducting the Local Government Elections across Western Australia in 2025 will increase by \$1.3 million, compared to 2023. The key drivers for this cost increase are as follows:

- a 45% cost increase from Australia Post, comprising of a 25% increase which came into effect in March 2024, and an additional 20% proposed increase currently being considered by the Australian Competition and Consumer Commission, which if approved will take effect in July 2025; and
- a 9% increase in the salaries paid to Returning Officers as required by the Public Sector CSA Agreement 2024.

Variations to the final costs for your Council

In accordance with the *Local Government (Elections) Regulations 1997*, the Commission conducts elections on the basis of full accrual cost recovery. This means that should the actual costs incurred to conduct the election be less or greater than what we have estimated, the final cost may differ from the cost estimate you have been provided.

Whilst we aim to keep additional costs at a minimum wherever possible, the following are examples of where cost increases may arise:

- If a Returning Officer is selected that is not local to your area;
- If you elect for Australia Post Priority Service for the lodgement of your election package;
- If casual staff are required for the issuing of Replacement Election Packages;
- If casual staff are required to assist the Returning Officer on election day or night; or
- Unanticipated cost increases from our suppliers.

We will endeavour to keep you informed of any unanticipated cost increases as they are incurred during the election.

Service Commitment

The Commission is committed to conducting elections impartially, effectively, efficiently and professionally. Following each election event, we review our performance and identify ways to improve our service delivery.

The Commission acknowledges that during the 2023 Local Government Ordinary Elections, the results for many Local Governments were delayed. Since this time we have improved our Count Processes, and as demonstrated through extraordinary elections conducted in 2024, we are now able to finalise our results more quickly whilst still retaining accuracy and integrity.

If you have any suggestions for improvements we can make to deliver your election, your feedback is welcome at all times.

Next Steps

Should you wish to accept this cost estimate and proceed with the Electoral Commission undertaking this election, there are specific steps that must be taken under the *Local Government Act 1995*. These steps are summarised in the attached flow chart (Attachment A).

As outlined in the flow chart, if you accept this Cost Estimate then please advise of us this in writing, so that we can issue a Written Agreement letter. Both the Cost Estimate letter, and the Written Agreement letter then need to be taken to Council for a decision.

If you have any queries, please contact lgelections@waec.wa.gov.au .

Yours sincerely,

Courtney Barron
ACTING ELECTORAL COMMISSIONER

3 April 2025

ATTACHMENT 11.1B
LGE 2025 Written Agreement



Ms Rebecca Mcall
Chief Executive Officer
Shire of Narembeen
1 Longhurst Street
NAREMBEEN WA 6369

Dear Ms Mcall,

Written Agreement: 2025 Local Government Ordinary Election

I refer to your correspondence dated 22 April 2025 in which you accept the Western Australian Electoral Commission's Cost Estimate for the 2025 Local Government Ordinary Election, as outlined in my letter to you dated 03 April 2025 (the Cost Estimates Letter).

This letter is my written agreement to be responsible for the conduct of the local government ordinary election for the Shire of Narembeen. In order to finalise this agreement, you are required under *the Local Government Act 1995* to submit the following motions to Council for a postal election:

1. declare, in accordance with section 4.20(4) of *the Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2025 ordinary election, together with any other elections or polls which may be required;
2. decide, in accordance with section 4.61(2) of *the Local Government Act 1995* that the method of conducting the election will be as a Postal election.

Please note that:

- the above motions must be presented to Council as drafted and cannot be amended in any way;
- both the Cost Estimates Letter, and this Written Agreement Letter should be attached to the item for Council consideration; and
- the above motions must be passed by an absolute majority.

Once the Council passes the above mentioned motions, please forward confirmation to the Commission to the email address below. The Commission can then proceed with arrangements for your ordinary election.

If you have any queries, please contact lgelections@waec.wa.gov.au.

Yours sincerely,

Courtney Barron
ACTING ELECTORAL COMMISSIONER

1 May 2025

ATTACHMENT 11.2A

2025 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	OCM Ref 7790/24
	17 September 2024 added 1.1.2	OCM Ref 7866/24
	20 May 2025	
Next Review Date	May 2026	

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1 Local Government Act 1995 Delegations

1.1 Council to Committees of Council

1.1.1 Audit & Risk Committee

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.16 Delegation of some powers and duties to certain committees s.7.1B Delegation of some powers and duties to audit committees
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.7.12A(2), (3) & (4) Duties of Local Government with respect to audits
Delegate:	Audit and Risk Committee
Function:	1. Authority to meet with the Shire's Auditor at least once every year on behalf of the Council [s.7.12A(2)]. 2. Authority to: a. examine the report of the Auditor and determine matters that require action to be taken by the Shire of Narembreen; and b. ensure that appropriate action is taken in respect of those matters [s.7.12A(3)]. 3. Authority to review and endorse the Shire of Narembreen's report on any actions taken in response to an Auditor's report, prior to it being forwarded to the Minister [s.7.12A(4)].
Council Conditions on this Delegation:	This delegation is not to be used where a Management Letter or Audit Report raises significant issues. In that instance the Local Government's meeting with the Auditor must be conducted with Council.
Express Power to Sub-Delegate:	Nil. Sub-delegation is prohibited by s.7.1B.
Compliance Links:	Local Government (Audit) Regulations 1996 Department of Local Government, Sport and Cultural Industries Operational Guideline No. 09 - The appointment, function and responsibilities of Audit Committees Audit and Risk Committee Terms of Reference
Record Keeping:	Audit and Risk Committee Minutes shall record and identify each decision made under this delegation in accordance with the requirements of Administration Regulation 19. 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.

1.1.2 Behaviour Complaints Committee

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.16 Delegation of some powers and duties to certain committees
Express Power or Duty Delegated:	<i>Local Government (Model Code of Conduct) Regulations 2021:</i> Clause 12 Dealing with a complaint Clause 13 Dismissal of complaint
Delegate:	Behaviour Complaints Committee
Function:	1. Authority to make a finding as to whether an alleged breach the subject of a complaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur <i>[MCC.cl.12(1) and (3)]</i>. In making any finding the Committee must also determine reasons for the finding <i>[MCC.cl.12(7)]</i>. 2. Where a finding is made that a breach has occurred, authority to: a. take no further action <i>[MCC.cl.12(4)(a)]</i>; or b. prepare and implement a plan to address the behaviour of the person to whom the complaint relates <i>[MCC.cl.12(4)(b), (5) and (6)]</i>. 3. Authority to dismiss a complaint and if dismissed, the Committee must also determine reasons for the dismissal <i>[MCC.cl.13(1) and (2)]</i>.
Council Conditions on this Delegation:	a. The Committee will make decisions in accordance with the principles and specified requirements established in Code of Conduct Behaviour Complaints Management. b. That part of a Committee meeting which deals with a Complaint will be held behind closed doors in accordance with s.5.23(2)(b) of the Act. c. The Committee is prohibited from exercising this Delegation where a Committee Member in attendance at a Committee meeting is either the Complainant or Respondent to the Complaint subject of a Committee agenda item. d. In the event of (c) above, the Committee may resolve to defer consideration to a future meeting at which the conflicted Committee Member is absent and a Deputy Committee Member is in attendance. <u>NOTE TO Conditions (c) AND (d):</u> The purpose of these Conditions is to require that a Committee Member who is identified as either the Complainant or Respondent is required to recuse themselves by notifying the Presiding Member of their intention to be an apology for the meeting at which the Complaint is an agenda item.
Express Power to Sub-Delegate:	Nil.
Compliance Links:	Behaviour Complaints Committee Terms of Reference Code of Conduct Behaviour Complaints Management

	Code of Conduct for Council Members, Committee Members and Candidates
Record Keeping:	Committee Minutes shall record the details of each decision made under this delegation in accordance with the requirements of Administration Regulation 19.

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:	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:	<u>Local Government Act 1995</u> : 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:	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: 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:	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:	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 confiscated or uncollected goods 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.

1.2.4 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:	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:	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: • 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 [s.3.51].
Council Conditions on this Delegation:	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.

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:	- 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: - prevent damage to the footpath; or - prevent inconvenience to the public or danger from falling materials [ULP r.5(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)]. - 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)]. - 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]. - 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:	- Actions under this Delegation must comply with procedural requirements detailed in <i>the Local Government (Uniform Local Provisions) Regulations 1996</i>. - Permission may only be granted where the proponent has: - Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. - 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. - 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:	<u>Local Government (Uniform Local Provisions) Regulations 1996</u> Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <u>Local Government Act 1995</u> <u>Road Traffic (Events on Roads) Regulations 1991</u> 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 <u>Here</u>) 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:	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:	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: 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.

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:	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:	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:	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:	Local Government (Functions and General) Regulations 1996 prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit Council Policy - Procurement Framework 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> . Details to be recorded in the Tender Register.
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:	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:	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: 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

	Council Policy - Procurement Framework 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>. Entry in the Tender Register in accordance with Regulation 17 <i>Local Government (Functions and General) Regulations 1996</i>. Documentation to be recorded in accordance with the Shire of Narembreen Record Keeping Plan.
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

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:	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: 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:	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

	may not be capable of being exercised – consider process contract implications. b. In accordance with s.5.43(b), tenders may only be accepted under this delegation, where: i. The total consideration under the resulting contract is \$250,000 or less; ii. The expense is included in the adopted Annual Budget; and iii. The tenderer has complied with requirements under F&G r.18(2) and (4). c. A decision to vary a tendered contract <u>before</u> entry into the contract [F&G r.20(1) and (3)] must include evidence that the variation is minor in comparison to the total goods or services that tenderers were invited to supply. d. A decision to vary a tendered contract <u>after</u> entry into the contract [F&G r.21A(a)] 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. 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.
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 – prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit Council Policy - Procurement Framework 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.

1.2.12 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:	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:	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: <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														

	b. Tender exempt procurement under F&G r.11(2)(f) may only be approved where a record is retained that evidences: 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. 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.
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 – prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit Council Policy - Procurement Framework 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.

1.2.13 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:	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:	Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit Council Policy - Procurement Framework 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>. Entry in the Tender Register in accordance with Regulation 17 <i>Local Government (Functions and General) Regulations 1996</i>. Documentation to be recorded in accordance with the Shire of Narembeen Record Keeping Plan. Original tender documentation to be kept in the strong room.
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

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: - contracts not formed through a public tender, where the total value of the original term and the proposed extension or renewal exceeds \$250,000, and - contracts formed through a public tender.
Council Conditions on this Delegation:	- The authority to apply the renewal or extension option may be exercised where one or more of the following principles applies: - It is exercised at the sole discretion of the Local Government; - It is in the best interests of the Local Government; - It is deemed necessary to facilitate the role of Local Government in relation to the State of Emergency declaration; - It has potential to promote local and/or regional economic benefits. - This authority may only be exercised where the total consideration for the renewal or extension is \$100,000 or less. - 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). - The decision to extend or renew a contract must be made in accordance with the objectives of the Purchasing Policy. - This authority may only be exercised where the total consideration under the resulting contract is \$350,000 or less. - 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.

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: 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:	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.

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:	1. Authority to dispose of property to: (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:	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: • Where a public auction is determined as the method of disposal: ○ 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: ○ 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: • 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

	as having a nil market value, then the disposal must ensure environmentally responsible disposal. 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.
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 – s.3.58 Disposal of Property Local Government (Functions and General) Regulations 1995 – r.30 Dispositions of property excluded from Act s. 3.58 Council Policy 3.3 - Disposal of Property Policy 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 property is to be recorded in accordance with the Shire of Narembeen Record Keeping Plan Executed leases, tenancy agreements etc are to be retained in SharePoint/Legal Services/Agreements.
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:	- Authority to make payments is subject to annual budget limitations. - 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. - 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 Administration Officer
CEO Conditions on this Sub-Delegation:	- Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5. - 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. - 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. - 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:**

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

The List of Payments is to be presented as an Attachment to the Agenda to Council each month.

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:	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:	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:	Local Government Act 1995 Local Government (Financial Management) Regulations 1996 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 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>. 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. 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.
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

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:	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:	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:	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:	Local Government Act 1995 Banking Act 1959 Local Government (Financial Management) Regulations 1996 – refer r.19C Investment of money, restrictions on (Act s.6.14(2)(a)) Council Policy – Investment Policy 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.

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 Administration 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:	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:	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:	Rates & Charges (Rebates & Deferments) Act 1995 Valuation of Land Act 1978 Fire & Emergency Services Act 1998 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 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.
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report. The full details of the decision and actions taken under this delegation is to be recorded in the rate record.

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:	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:	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. Rates & Charges (Rebates & Deferrals) Act 1995 Valuation of Land Act 1978 Fire & Emergency Services Act 1998 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 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. The full details of the decision and actions taken under this delegation is to be recorded in the rate record.
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:	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:	Decisions under this delegation may be referred for review by the State Administrative 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>. Documentation to be recorded in SharePoint at Rates & Valuations/ Enquiries and Complaints. Relevant notes to be kept on the property file within Synergysoft and the hard copy file in the Compactus. The full details of the decision and actions taken under this delegation is to be recorded in the rate record.
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:	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.

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:	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 [s.5.94(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 [s.5.95(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:	1. Authority to establish systems and procedures [FM r.5] that give effect to internal controls and risk mitigation for the: 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:	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:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 Local Government (Financial Management) Regulations 1996 Local Government (Audit) Regulations 1996 Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards 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

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:	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]. 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:	<u>Building Act 2011</u> s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit s.17 Uncertified application to be considered by building surveyor <u>Building Regulations 2012</u> – r.25 <i>Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT</i> <u>Building Services (Registration Act) 2011</u> – Section 7 <u>Home Building Contracts Act 1991</u> – Part 3A, Division 2 – Part 7, Division 2 <u>Building and Construction Industry Training Levy Act 1990</u> <u>Heritage Act 2018</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>. 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.

2.1.2 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:	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]. 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

	<i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage Act 2018</i>
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.

2.1.3 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:	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:	Building Act 2011 s.59 time for granting occupancy permit or building approval certificate s.60 Notice of decision not to grant occupancy permit or grant building approval certificate s.121 Occupancy permits and building approval certificates – application for review by SAT Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2 Building and Construction Industry Training Levy Act 1990 Heritage Act 2018
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.

2.1.4 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:	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:	<u>Building Act 2011:</u> s.97 requires each person designated as an authorised person must have an identity card. r.5A Authorised persons (s.3) – definition <u>Building Regulations 2012</u> Authorised Persons Identity Card and Certificate of Authorisation
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.

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:	- Authority to make Building Orders in relation to: - Building work; or - Demolition work; or - An existing building or incidental structure [s.110(1)]. - Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)]. - Authority to revoke a building order [s.117]. - If there is non-compliance with a building order, authority to cause an authorised person to: - take any action specified in the order; or - commence or complete any work specified in the order; or - 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)]. - 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)]. - 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:

	Section 111 Notice of proposed building order other than building order (emergency) Section 112 Content of building order Section 113 Limitation on effect of building order Section 114 Service of building order Part 9 Review - s.122 Building orders – application for review by SAT
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.

2.1.6 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:	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:	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.

2.1.8 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:	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:	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 Narembreen 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:	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). <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> 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). <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>
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:	<u>Bush Fires Act 1954</u>
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available <u>Here</u>) 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:	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 Narembreen 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.

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:	- 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)]. - Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C]. - 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)]. - Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15]. - 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)]. - 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]. - Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B]. - 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)].

	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)]. 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)].
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.

3.1.5 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:	- Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: - a person operating a bee smoker device during a prescribed period [r.39CA(5)]. - a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)]. - a person using explosives [r.39D(2)]. - a person using fireworks [r.39E(3)] - 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:	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)]. 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: 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

	<i>Bush Fires Regulations 1954</i>
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.

3.1.7 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:	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: 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)]. 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:	- Authority to appoint persons to be Bush Fire Control Officers for the purposes of the <i>Bush Fires Act 1954</i>; and - Of those Officers, appoint 2 as the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer; and - Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)]. - 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 Narembreen [s.38(5A)] - 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)]. - 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:	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:	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:	<i>Bush Fires Act 1954:</i> s.65 Proof of certain matters s.66 Proof of ownership or occupancy <i>Bush Fires Regulations 1954</i>
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 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.

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:	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:	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:

	r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration. r.12 Period of registration (s.9(7)) r.11 Changes in registration r.14 Registration certificate (s.11(1)(b)) r.15 Registration tags (s.76(2)) 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>.
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.

4.1.2 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:	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:	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:	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: 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)]. 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 sub0delegate 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 s.17A If no application for registration made – procedure for giving notice of decision under s.16(3) Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – s.16A, s.17(4) and (6) 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.

5.1.3 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 sub0delegate 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 sub0delegate 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:	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)] 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:	- The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. - Decisions under this delegation must comply with the relevant provisions of the Dog Act 1976 and the Shire of Narembeen Dogs Local Law, including: - 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). - Conditions that must be applied to an approved exemption, include: - 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. - 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.
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.

REVIEW

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:	<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.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
Delegate:	Chief Executive Officer Environmental Health Officer
Function:	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:	Food Act 2008 Guide to Regulatory Guideline Number 1: Introduction of Regulatory Auditing in Western Australia 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/Health Orders.
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:	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: • 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:	<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.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
Delegate:	Chief Executive Officer
Function:	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:	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: • 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:	Food Act 2008 s.122(3) requires an Enforcement Agency to maintain a list of appointed authorised officers s.123(1) requires an Enforcement Agency to provide each Authorised Officer with a Certificate of Authority as prescribed
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.

REVIEW

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:	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:	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:	1. Authority to deal with an objection to a notice [s.22(3)]. 2. Authority, where an objection has been lodged, to: 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:	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:	- Authority to designate a person or class of persons as authorised officers for the purpose of: - 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 other specified Act, other than the specified provisions of that Act; Including: - 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. [s24(3)] - 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:	- 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. - A register (list) of authorised officers is to be maintained in accordance with s27. - 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:	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:	1. Authority to designate a person or class of persons as authorised officers for the purposes of: 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 another specified Act, other than the specified provisions of that Act. Including: 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. [s.24(1) and (3)].
Council Conditions on this Delegation:	a. Subject to each person so appointed being; • 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]. b. 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:	Public Health Act 2016 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 Criminal Investigation Act 2006, Parts 6 and 13 – refer s.245 of the <i>Public Health Act 2016</i> <i>The Criminal Code</i>, Chapter XXVI – refer s.252 of the <i>Public Health Act 2016</i>

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.

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:	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: (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.

REVIEW

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 \(transport.wa.gov.au\)](https://transport.wa.gov.au)
Extracted on line on 15 March 2021

ATTACHMENT 11.3A

CBP Annual Review 2025

ACTION LEGEND		REVISED PROGRESS LEGEND		REVISED PROGRESS LEGEND	
Continue/Maintain	C/M	Limited progress or strategy unable to be delivered	○	Strategy unable to be delivered or significant issues preventing progress	
Develop	D	Project yet to commence or some issues identified impact delivery	○	Strategy initiated, but some issues are impacting timely delivery	
Implement	I	Good progress on delivering strategy or strategy completed	○	Good progress on delivering strategy or strategy completed	
Review (new)	R				

1. COMMUNITY: Happy, safe, healthy and inclusive community										
STRATEGY		ACTION	22/23	23/24	24/25	25/26	Comment	Progress	Review	Staff Recommendation
1.1	Together with key stakeholders identify and deliver opportunities for young people across the Shire	a. Develop and Implement a Youth Plan			D	I	Youth Plan 2024-2028 adopted	○	Amend	Action timeline amended to align with implemented actions to date
		b. Maintain a strong supportive relationship with the Narembeen District High School to encourage youth development	C/M	C/M	C/M	C/M	Maintaining	○	No Change	
1.2	Facilitate and advocate for quality health services, health facilities and programs in the Shire	a. Continue support for the retention of the Ambulance service, Hospital, General Practitioner and Police service	C/M	C/M	C/M	C/M	Maintaining	○	No Change	
		b. Coordinate regular schedule of senior programs and events by the Shire	C/M	C/M	C/M	C/M	Maintaining	○	No Change	
		c. Review and Implement Aged Friendly Community Plan	I	I	I	R	Aged Friendly Community Plan 2016 adopted; Monitoring of identified strategies and tasks to be developed	○	Amend	Review action added to legend
		d. Implement the Public Health Plan and Community Wellbeing Plan	D	I	I	I	Public Health Plan 2022-2026; Monitoring of strategies identified yet to be fully developed	○	Amend	Public Health Plan and Community Wellbeing to be separate actions
		e. Implement the Community Wellbeing Plan	I	I	I	R	Community Wellbeing Plan 2022-2024	○	Amend	Public Health Plan and Community Wellbeing to be separate actions
1.3	Inclusive community activities, events and initiatives	a. Develop and implement annual Community Development operational plan and ensure it is aligned with IPR Suite of Plans	I	I	I	I		○	Amend	Action timeline amended to align with implemented actions to date
		b. Source funding and co-ordinate delivery on initiatives that support arts, culture and learning	C/M	C/M	C/M	C/M		○	No Change	
		c. Implement the conservation plan for Old Church Museum and Town Hall (State Heritage Listed)	I	I	I	I	Seeking a contractor to complete the additional work at the Church and raising damp at the Town Hall	○	Amend	Action timeline amended to align with implemented actions to date
1.4	Recreational, social and heritage spaces are safe and celebrate our lifestyle and active and healthy pursuits	a. Progressive achievement of the Sport and Recreation Facilities Plan	I	I	I	I	Sport and Recreation Facilities Plan 2021-2031 reviewed in 2024	○	No Change	Action timeline amended to align with implemented actions to date
		b. Undertake review of green spaces / reserves to maximise usage and identify optimum service levels for ovals and reserves			R	I	Review of green spaces underway	○	No Change	

1.4	Recreational, social and heritage spaces are safe and celebrate our lifestyle and active and healthy pursuits	c. Support and promote local heritage education and maintenance of heritage facilities	I	I	I	D	Small ad-hoc initiatives have been implemented; Propose to develop a Cultural Plan to identify strategies to implement action effectively	○	Amend	Action timeline amended to align with implemented actions to date
1.5	Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience	a. Investigate and quantify volunteer contributions across our Shire				D	Defer timeline to 2025/26	○	Amend	Action timeline amended to align with implemented actions to date
		b. Narembeen CRC delivers initiatives to support volunteer organisations	C/M	C/M	C/M	C/M	Both direct and in-direct initiatives supported	○	Amend	Action timeline amended to align with implemented actions to date
		c. Offer the Community Benefit Fund in partnership with Go Narembeen and Ramelius Resources	C/M	C/M	C/M	C/M	Support from Ramelius Resources coming to an end	○	No Change	Action timeline amended to align with implemented actions to date
1.6	Support emergency services planning, risk mitigation, response and recovery	a. Active leadership and participation in Emergency Management	C/M	C/M	C/M	C/M		○	No Change	Action timeline amended to align with implemented actions to date
		b. Update the Animal Welfare Plan		D	C/M	C/M	Animal Welfare Plan 2024 adopted	○	No Change	Action timeline amended to align with implemented actions to date
		c. Undertake review of Bush Fire Brigade management and operation	D	C/M	R	R	Review of Bushfire Framework commenced	○	No Change	Action timeline amended to align with implemented actions to date
		d. Review LEMA and apply for funding to enhance community preparedness in response to an emergency event			D	D	Communication and Power Outage Response Plan adopted; Propose to development Fire Response Plan	○	Amend	Develop emergency response plans and apply for funding to enhance community preparedness in response to an emergency event

2. ECONOMY: Retain and grow existing businesses, employment and attract new industry										
STRATEGY		ACTION	22/23	23/24	24/25	25/26	Comment	Progress	Review	Staff Recommendation
2.1	Support the diverse industry across the Shire	a. Townsite intersection improvements completed	I	C/M	C/M	C/M	Completed	○	No Change	
		b. Continue to improve townsite attractiveness in collaboration with businesses and community groups	C/M	C/M	C/M	C/M		○	No Change	
		c. Develop and implement Economic Development Plan			D	D	Housing Strategy 2024 adopted; Key Worker Accommodation Business Case 2025 adopted	○	Amend	Developed and implemented a suite of targeted strategies to support Narembeen's long-term economic sustainability, incorporating destination development, housing, land development, and marketing initiatives; Action timeline amended to align with implemented actions to date
		d. Undertake industrial land subdivision				R	Due to other organisational priorities this action is deferred	○	Delete	Review action at major review
		e. Facilitate the implementation of telecommunication backup systems to address extended power outages			I	I		○	No Change	
		f. Review town planning scheme			R	R	Review commenced to include the development of a RoeROC Local Planning Strategy	○	Amend	Action timeline amended to align with implemented actions to date

		g. Work with Go Narembeen to deliver positive economic outcomes	C/M	C/M	C/M	C/M	Limited opportunities to date	○	No Change	
		h. Promote commercial spaces to maximise utilisation		C/M	C/M	C/M	Limited promotion of Pop-Up shop; Remaining commercial spaces leased	○	Amend	Action timeline amended to align with implemented actions to date
		i. Implement a Marketing Plan that promotes Narembeen lifestyle and opportunities				D		○	Amend	Action timeline amended to align with implemented actions to date
2.2	Safe and efficient transport network enables economic growth	a. RAV Network assessment is completed			D	D	Assessment integrated with Road Strategy	○	No Change	
		b. Maintain and upgrade infrastructure assets in line with plans			R	D	Asset Management Plan 2024 reviewed and adopted; Drafting Road Strategy.	○	No Change	Action timeline amended to align with implemented actions to date
		c. Review 10 Year Road Plan		D	R	C/M	5-Year Road Program reviewed and adopted	○	No Change	
2.3	Coordinated planning and promotion of the visitor and tourist experience	a. Promote and develop tourism opportunities in partnership with Roe Tourism and Go Narembeen	C/M	C/M	C/M	C/M	Shire initiatives progressing well; Roe Tourism initiatives slower to progress	○	No Change	Action timeline amended to align with implemented actions to date
		b. Finalise lease of Wadderin Wildlife Sanctuary		I	C/M	C/M	Lease signed	○	No Change	
		c. Support the development of the Wadderin Wildlife Sanctuary as a tourism product in collaboration with Wadderin Wildlife Sanctuary Inc	C/M	C/M	C/M	C/M		○	No Change	
2.4	Retain and grow our local skills base	a. Develop and Implement Housing Strategy			D	I	Housing Strategy 2024-2034 adopted and commenced implementation of strategies; Key Worker Accommodation Business Case adopted and Action Plan in place	○	No Change	
		b. Offer apprenticeships and traineeships in our workforce	C/M	C/M	C/M	C/M	Difficulties attracting and retaining a trainee	○	No Change	
		c. Advocate for a reliable and consistent childcare service that meets the needs of the community			R	R	Provided housing for REED via lease arrangement resulting in attracting and retaining; Explore solutions to support childcare provision, enabling service expansion	○	Amend	Action timeline amended to align with implemented actions to date

3. ENVIRONMENT: Care and protection of the environment										
STRATEGY		ACTION	22/23	23/24	24/25	25/26	Comment	Progress	Review	Staff Recommendation
3.1	Maintain a high standard of environmental health and waste services	a. Participate in the ROE Environmental Health Scheme	C/M	C/M	C/M	C/M		○	No Change	
		b. Investigate waste minimisation and education strategies through ROEROC				D		○	Amend	Action timeline amended to align with implemented actions to date
		c. Effective management of Bendering Regional Waste Site and Narembeen Transfer Station site	C/M	C/M	C/M	C/M	Bendering Landfill Management Plan, Bendering Landfill Operational Management Plan and Bendering Landfill Site Working Group Terms of Reference have been endorsed by ROEROC Delegates.	○	No Change	

3.2	Conservation of our natural environment	a. Effective management of invasive species programs to the community	C/M	C/M	C/M	C/M		○	No Change	
		b. Support the conservation and activation of the Wadderin Wildlife Sanctuary	C/M	C/M	C/M	C/M		○	No Change	
3.3	Secure sustainable water supplies	a. Develop and implement a water management plan outlining projects to achieve water sustainability			D	D		○	No Change	

4. CIVIC LEADERSHIP: Well governed and efficiently managed Local Government										
STRATEGY		ACTION	22/23	23/24	24/25	25/26	Comment	Progress	Review	Staff Recommendation
4.1	Forward planning and implementation of plans to achieve strategic priorities	a. Continue to implement and monitor the Integrated Planning and Reporting milestones	C/M	C/M	C/M	C/M		○	No Change	
		b. Review Asset Management Plan and Long-Term Financial Plan	C/M	C/M	R	C/M	Asset Management Plan 2024 reviewed and adopted; Long-Term Financial Plan 2024 and 2025 annual reviews carried out	○	No Change	Action timeline amended to align with implemented actions to date
		c. Active participation in ROEROC, GECZ and regional groupings	C/M	C/M	C/M	C/M	Attended scheduled GECZ, ROEROC and Regional Road Group meetings	○	No Change	
		d. Develop, implement and review the community engagement policy / framework			R	C/M	Community Engagement Plan 2024 adopted	○	No Change	
		e. Develop and implement Workforce Plan	I	I	R	I	Workforce Plan 2024-2028 reviewed in 2024 and adopted	○	No Change	
4.2	Compliant and resourced Local Government	a. Continue to meet compliance with statutory and regulatory requirements	C/M	C/M	C/M	C/M		○	No Change	
		b. Review financial and asset management policies and practices	C/M	C/M	C/M	C/M		○	No Change	
		c. Undertake community satisfaction surveys to assess a range of performance measures	I	C/M	I	C/M	Community survey conducted 2024; Due next in 2026	○	No Change	
		d. Ensure asset valuations are undertaken in line with relevant Accounting Standards	C/M	C/M	C/M	C/M	Roads & Other Infrastructure 2022/2023 - Land & Buildings 2021/2022	○	No Change	
		e. Review of Workplace Health and Safety processes and procedures to ensure compliance and minimise risk	C/M	C/M	R	R		○	No Change	Action timeline amended to align with implemented actions to date

ATTACHMENT 13.3A

Policy Review

Council Policy

x.x Residential Property Framework



POLICY OBJECTIVES

For Council to set a framework for the management and ongoing planning and maintenance of Council's residential properties

POLICY SCOPE

This scope applies to all employees that reside in Shire owned property and all employees responsible for the preparation and execution of residential lease agreements on behalf of the Shire of Narembeen.

POLICY DETAIL

Rent

Rent charged to employees will be at an amount deemed fair and reasonable by the Chief Executive Officer.

Mandatory terms and conditions for leases

All residential tenancy agreements must include the following terms and conditions in addition to standard residential lease terms, unless specifically exempt under this policy:

Utilities

All separately metered utilities are to be billed directly to the tenant in their name or otherwise recovered from the tenant.

Gardens

Gardens are to be generally maintained by tenants and kept clean, tidy and free of weeds, within reason. At the request of the tenant, loose materials (i.e. pea gravel) may be procured by the Shire to replace material lost over time, other factors permitting.

No Smoking

Smoking inside of Shire owned residential properties is prohibited.

Vacating

Upon vacating a residential property, the tenant is responsible for the cleaning of cooking appliances, exhaust fans and carpets are to be shampooed. All personal property and rubbish must be removed from residential property.

Additional terms for Shire employees only

Water contributions

The Shire will contribute \$50 towards the usage cost of each water bill, provided that the tenant is satisfactorily maintaining the garden. If, at the sole discretion of the Chief Executive Officer, the garden has not been sufficiently maintained by the tenant then this offer is to be revoked from the date that formal notification is provided to the

tenant. If an employee's entitlement to contributions is revoked it may never be reinstated.

Contingency upon employment

All leases with employees must be:

1. periodic, and never for any fixed-term period
2. contingent upon the tenant's continued employment with the Shire of Narembeen

Overriding provisions for the Chief Executive Officer and Senior Employees

The terms and conditions of residential lease agreements may take any form with the Chief Executive Officer and Senior Employees, as agreed by negotiation with the relevant employee as part of their employment contract, except for the 'contingency upon employment' requirements.

Continual Capital Improvements

Having regard for Council's adopted Housing Strategy and the intended use of each property, the Chief Executive Officer is to ensure that Council's residential properties are regularly assessed for required capital works to be included in the budget.

Ongoing capital improvements to residential properties should seek to, in order of priority:

1. Reduce ongoing maintenance costs and requirements
2. Reduce ongoing utility costs
3. Provide contemporary levels of comfort for housing to be used by employees as a means of attraction and retention
4. Improve the aesthetic of the property
5. Maximise the value of the property and prepare it for sale.

DEFINITIONS

RELATED LEGISLATION

Residential Tenancies Act

RELATED POLICIES

DELEGATED AUTHORITY

Nil

DOCUMENT MANAGEMENT

Policy Number		
Policy Version	5	
Policy Owner(s)	Executive Manager Corporate Services	
Reviewer	Executive Governance Officer	
Review Frequency	3 years	
Creation Date	18 February 2014	OCM Ref 5645/14
Last Review Date	18 February 2015	OCM Ref 5896/15
	15 February 2017	OCM Ref 6367/17
	15 October 2024	OCM Ref 7888/24
	20 May 2025	

REVIEW

Council Policy

Child Safety Awareness



POLICY OBJECTIVES

The Shire of Narembeen supports and values all children and young people and makes a commitment to support the safety and wellbeing of all children and young people, including protection from abuse. This Child Safe Awareness policy is one of the ways the Shire demonstrates its commitment to being child safe and a zero-tolerance approach to child abuse.

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

This policy aims to:

- a) provide a framework for the provision of supportive resources to children and young people in the district.
- b) outline the Shire of Narembeen's commitment to support the safety and awareness of children and young people with a zero-tolerance approach to child abuse.
- c) reduce the risk of harm and child sexual abuse by encouraging child safe environments.

POLICY SCOPE

This Child Safe Awareness policy applies to all employees, volunteers, trainees, work experience students, interns, and anyone else who undertakes work on behalf of the Shire of Narembeen. It applies to occupants of Shire facilities and venues, including visitors, contractors, and suppliers.

POLICY DETAIL

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

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

POLICY PRINCIPLES

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

- Communities are informed and involved in promoting the safety and wellbeing of children and young people including protection from harm.
- Collaboration with the community and our partners promotes the safety, participation and empowerment of all children and young people.

DEFINITIONS

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

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

Child Safe Organisation: means an organisation that:

- creates an environment where children's safety and wellbeing are at the centre of thought, values, and actions
 - places emphasis on genuine engagement with and valuing of children and young people.
 - creates conditions that reduce the likelihood of harm to children and young people.
 - creates conditions that increase the likelihood of identifying any harm, and
 - responds to any concerns, disclosures, allegations, or suspicions of harm*
- *in the context of the Shire, this would involve referring concerns to the Department of Communities or WA Police to respond as appropriate.

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

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

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

RELATED LEGISLATION

Corruption, Crime and Misconduct Act 2003

Freedom of Information Act 1997

National Principles for Child Safety Organisations

Public Interest Disclosure Act 2003r

Work Health and Safety Act 2020

Working with Children (Criminal Record Checking) Act 2004

RELATED POLICIES

Fraud and Corruption Prevention

Legal Representation

Media Contact

Code of conduct Employees

Councillor Code of Conduct

DELEGATED AUTHORITY

Nil

DOCUMENT MANAGEMENT

Policy Number	
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Policy Version	1	
Policy Owner(s)	Chief Executive Officer	
Reviewer	Executive Governance Officer	
Review Frequency	2 years	
Creation Date	21 March 2023	OCM Ref 7561/23
Last Review Date	20 May 2025	OCM Ref
Next Review Date	May 2027	
File Ref (original)		
File ref (copy)		

REVIEW

Council Policy

Flying of Flags



POLICY OBJECTIVES

To ensure the flying of all flags are done so with the respect afforded to them.

POLICY SCOPE

This applies to flying of the National and Shire of Narembeen flag every workday.

POLICY DETAIL

The National Flag and the Shire flag are to be flown at the front of the main office daily.

The Australian flag should always be placed to the left when looking at them from the street towards the Administration Office.

Flags are to be placed at half-mast on Remembrance Day from 10.30am to 11.02am and on national days of mourning as advised by the appropriate body.

Flags are to be placed at half-mast if there is a funeral in town.

When the flags are put up, the Australian Flag must be flown first, followed by the Shire flag.

When the flags are brought down, the Shire flag must come down first, followed by the Australian flag. Flags are not to touch the ground.

DEFINITIONS

RELATED LEGISLATION

Local Government Act 1995

RELATED POLICIES

Nil

DELEGATED AUTHORITY

Nil

DOCUMENT MANAGEMENT

Policy Number		
Policy Version	5	
Policy Owner(s)	Chief Executive Officer	
Reviewer	Executive Governance Officer	
Review Frequency	3 years	
Creation Date	20 September 2006	OCM Ref 3615/06

Last Review Date	18 February 2015 15 February 2017 18 November 2021 20 May 2025	OCM Ref 5896/15 OCM Ref 6367/17 OCM Ref 7290/21
Next Review Date	May 2028	
File Ref (original)		
File ref (copy)		

REVIEW

Council Policy

x.x Narembeen Pop Up Shop



POLICY OBJECTIVES

To initiate Council involvement in business and commercial activities to generate economic growth.

To demonstrate Council's commitment to the next-generation sustainable economy in Narembeen that encourages the promotion of local or value-added products and/or attracts new enterprises to the Shire.

To stimulate additional business activities and initiatives in the main street of the town.

To assist Council pursue and achieve the desired social and economic benefits for the community of Narembeen.

POLICY SCOPE

The policy applies to members of the public interested in renting a Shire property which has been identified as a Pop-Up Shop.

POLICY DETAIL

Council may encourage and administer business and/or entrepreneurial, community or cultural activities in the Pop-Up Shop.

Tenants are required to be financial prior to occupation. Rental fees will be determined as part of the annual budget process.

Tenants can occupy the Pop-Up Shop for one day (minimum) or one month (maximum) plus an additional one-month extension if there is an immediate or future availability. However, if a tenant identifies that a longer-term option is foreseeable then the opportunity should be given for the tenant to lease the shop for an extended period.

The Shire's management team will determine the risk assessment of all tenants who occupy the Pop-Up Shop.

DEFINITIONS

Nil

RELATED LEGISLATION

Nil

RELATED POLICIES

Nil

DELEGATED AUTHORITY

Nil

DOCUMENT MANAGEMENT

Policy Number		
Policy Version	2	
Policy Owner(s)	Chief Executive Officer	
Reviewer	Executive Governance Officer	
Review Frequency	3 years	
Creation Date	18 April 2018	OCM Ref 6621/18
Last Review Date	20 May 2025	OCM Ref
Next Review Date	May 2028	
File Ref (original)		
File ref (copy)		

Council Policy

x.x Shallow Drainage



POLICY OBJECTIVES

To set the parameters by which the Shire will conduct works to rectify shallow drainage issue as a part of the annual road maintenance program or as private works.

POLICY SCOPE

This policy applies to all works associated with addressing shallow drainage issues within the Shire of Narembeen.

POLICY DETAIL

Works to address shallow drainage will be incorporated into the annual works program, and be done solely at the cost of Council, if the requested works provide a benefit to the Shire in terms of mitigating water damage to Council's roads.

If management determines that the proposed works do not benefit Council's assets the request is to be treated as private works and all associated costs must be paid for by the applicant.

DEFINITIONS

RELATED LEGISLATION

RELATED POLICIES

DELEGATED AUTHORITY

DOCUMENT MANAGEMENT

Policy Number		
Policy Version	3	
Policy Owner(s)	Chief Executive Officer	
Reviewer	Executive Governance Officer	
Review Frequency	3 years	
Creation Date	32 June 2001	OCM Ref
Last Review Date	18 February 2015	OCM Ref 5896/15
	15 February 2017	OCM Ref 6367/17
	20 May 2025	
Next Review Date	May 2028	
File Ref (original)		
File ref (copy)		

ATTACHMENT 13.4A

Policy Repeal



POLICY SECTION: Bushfire control
POLICY NUMBER: 5.1.18
POLICY TITLE: CHAFF DUMPS

POLICY

Chaff Dumps shall be deposited/located no less than 100m from the surrounding boundary perimeter of the Harvested Paddock and/or adjoining road.

Retained

OBJECTIVES

SCOPE

PRINCIPLES

GUIDELINES

POLICY REQUIREMENTS

DELEGATED AUTHORITY

REVIEW

EMCS

HISTORY

Adopted:	xxxxxxx	MIN:	xxxx/xx
Reviewed:	18/02/2015	MIN:	5896/15
Reviewed:	15/02/2017	MIN:	6367/17



POLICY SECTION: Bushfire control
POLICY NUMBER: 5.1.19
POLICY TITLE: BUSHFIRE NOTICE AND ADDITIONAL INFORMATION

POLICY

SHIRE OF NAREMBEEN BUSHFIRE NOTICE 2018/2019 SEASON BUSH FIRES ACT 1954

Notice to all owners and/or occupiers of land situated within Shire of Narembeen

As a measure to assist in the control of bush fires, or preventing the spread or extension of a bush fire which may occur, notice is hereby given to all owners and/or occupiers of land within the Shire of Narembeen that pursuant to the powers conferred in Section 33 of the Bush Fires Act, works in accordance with the requisitions of this notice must be carried out before the 1st day of November in each year, or within 14 days of becoming the owner or occupier of land if after that date. All work specified in this Notice is to be maintained up to and including the 30th day of April in the following calendar year.

Definitions

“Town site land” means all land within the boundary of the Narembeen Townsite.

“Rural Land” means all land within the Narembeen District not defined as Townsite.

“Firebreak Period” means that time between the 1st day of November in any year until the 30th day of April in the year following.

“Firebreak” means ground from which flammable material has been removed and on which no flammable materials is permitted during the firebreak period.

All owners or occupiers of land within the Narembeen Shire shall have firebreaks during the firebreak period of the dimensions prescribed within this notice.

If it is considered impractical or undesirable to provide firebreaks as required by this notice, the approval of the Council must be obtained for any variation. Approval will only be granted up to or before the 15th day of October, and will not be granted unless prior consent of the appropriate Fire Brigade Officer has been obtained.

Fire Breaks

Rural Land:

Firebreaks 2.5 metres wide as follows:

- Immediately adjacent to and surrounding all cleared land subdividing all cleared

land into areas no greater than 400 hectares. Surrounding each building, haystack, fuel dump or ramp.

Townsite Land:

Firebreaks 2.0 metres as follows;

- Vacant lots in excess of 1,025 sq metres as follows;
- All lots containing less than 2,025 sq metres on boundaries and immediately surrounding all buildings.
- Remove all flammable material from fuel dumps or liquid fuel containers to a distance of 15 metres.

In addition to the requirements of this Notice, you may be required to carry out further works which are considered necessary by an Authorised Officer and specified by way of a separate written notice forwarded to the address of the owner/s as shown on the Shire of Narembreen rates record for the relevant land.

TAKE NOTICE that pursuant to Section 33(4) of the Bush Fires Act 1954, where the owner and/or occupier of land fails or neglects to comply with the requisitions of this Notice within the times specified, the Shire of Narembreen may by its officers and with such servants, workmen and contractors, vehicles and machinery as the officers deem fit, enter upon the land and carry out the requisitions of this Notice which have not been complied with and pursuant to Section 33(5) of the Bush Fires Act, the amount of any costs and expenses incurred may be recovered from you as the owner and or occupier of the land.

If the requirements of this Notice are carried out by burning, such burning must be in accordance with the relevant provisions of the Bush Fires Act 1954.

The PENALTY FOR FAILING TO COMPLY with this Notice is a fine not exceeding \$5000 and a person in default is also liable whether prosecuted or not to pay the costs of performing the work directed by this Notice if it is not carried out by the owner and/or occupier by the date required by this Notice.

By order of the Council

Chris Jackson
Chief Executive Officer
Shire of Narembreen

Additional Bushfire Information**A. Restricted / Prohibited Burning Period**

The following restricted and prohibited burning times are in place for the Shire of Narembreen.

Restricted (Permit Required) 19th September to 31st October

Prohibited 1st November to 31st January

Restricted (Permit Required) 1st February to 15th April

The following additional requirements for burning are also in place.

1st February includes grass and raked cereal stubble and header windrows of non-cereal stubble including canola and legumes.

1st March is header windrows and chaff dumps and cereal stubble fires.

From the start of the restricted burning time to the 15th April, no person is allowed to light a fire on a Sunday or Public Holiday.

Any questions about burning times should be directed to a Fire Control Officer or the Shire Office.

B. Harvest & Movement Bans

When Harvest Bans are instigated they are broadcast through Triple M and ABC radio. A harvest ban can be in two forms:

- i. A Restricted Movement Ban - means that vehicles are only allowed to move on paddocks to water stock.
- ii. A Total Movement Ban - means that there is to be no movement on paddocks at all.

The Shire of Narembreen imposes an automatic Harvest Ban on Christmas Day and New Year's Day.

Harvest bans are gauged not only on the temperature, but also on humidity and wind velocity and are monitored using scientific methods.

Community members may call the Shire's **Harvest Ban Hotline on (08) 9064 7689** which will provide advice on whether or not a harvest ban is in force.

Text message service – Community members to register their mobile number with the Shire of Narembreen.

Adopted Fire Index rating 32 for harvest bans.

C. Fire Permit Issuing Officers

The following Fire Control Officers (FCO) are authorised Fire Permit Issuing Officers:

- Murray Dixon – Chief Fire Control Officer (North Sector) 0427 645 026
- William Cowan - Deputy Chief Fire Control Officer (East Sector)(08) 9061 6012
- Vacant - (East Sector) (08) 9061 7022
- Alan Yandle – Fire Control Officer (West Sector) (08) 9064 7362
- Neville Hooper – Fire Control Officer (North Sector) (08) 9061 8023
- Chris Jackson – Fire Control Officer (Central) (08) 9064 7308
- Andy Hardham – Fire Control Officer (Central) (08) 9064 7302

The people listed above are able to issue burning permits and inform you of the laws and dates in regard to burning and required conditions. Community members may also contact the Shire Office (08) 9064 7308 during office hours if you cannot contact the listed Officers.

D. Emergency Bushfire Communications Channel

The dedicated Bush Fire Emergency Communication Radio Channel is 5.

E. Key Dates & Information to Remember for Burning

Grass Burning

- Grass Burning is not permitted prior to 1st February
- Grass Burning is subject to Permit Conditions
- No time restrictions for lighting/burning
- No Burning on Sundays or Public Holidays

Raked Windrows

Burning of stubble raked windrows is permitted at the commencement of the Restricted Burning Period, provided:

- No time restrictions for lighting/burning
- Subject to normal permit conditions

Cereal Header Windrows & Chaff Dumps

- Burning of Cereal Header Windrows & Chaff Dumps is not permitted prior to 1st March under permit.
- Chaff Dumps shall be deposited/located no less than 50 metres from the edge of the crop within your property boundary.
- Chaff Dumps be pushed out to reduce burning times.
- Consideration should be given to neighbours regarding wind and smoke directions.

Non-Cereal Header Windrows

- Burning of Non-Cereal Header Windrows & Chaff Dumps is not permitted prior to 1st February under permit.
- Chaff Dumps shall be deposited/located no less than 50 metres from the edge of the crop within your property boundary.
- Chaff Dumps be pushed out to reduce burning times.
- Consideration should be given to neighbours regarding wind and smoke directions.

1st February includes grass and raked cereal stubble and header windrows of non-cereal stubble including canola and legumes

Stubble Burning

- Burning of Stubble is not permitted prior to 1st March in normal season conditions;
- No lighting times.
- Weather permitting.
- Subject to permit conditions.

Please remember that in the event of an emergency call 000.

New

OBJECTIVES

SCOPE

PRINCIPLES

GUIDELINES

POLICY REQUIREMENTS

DELEGATED AUTHORITY

REVIEW

EMCS

HISTORY

Adopted:	21/10/2015	MIN:	6053/15
Reviewed:	15/02/2017	MIN:	6367/17
Reviewed:	18/10/17	MIN:	6515/17
Reviewed:	21/02/2018	MIN:	6593/18



POLICY SECTION:	Roads / Transport / engineering
POLICY NUMBER:	10.1.5
POLICY TITLE:	MAINTENANCE GRADING REGULARITY

POLICY

Every effort is to be made to ensure that all major rural roads be graded biannually and that other roads be graded as required, but at least once a year.

OBJECTIVES

SCOPE

PRINCIPLES

GUIDELINES

POLICY REQUIREMENTS

DELEGATED AUTHORITY

REVIEW

EMCS

HISTORY

Adopted:	xxxxxxx	MIN:	xxxx/xx
Reviewed:	18/02/2015	MIN:	5896/15
Reviewed:	15/02/2017	MIN:	6367/17



POLICY SECTION: Employee Matters
POLICY NUMBER: 4.3.25
POLICY TITLE: OCCUPATIONAL SAFETY & HEALTH POLICY

POLICY

The Shire of Narembeen provides roads, recreational facilities, funding for medical services, parks and gardens, street lighting, and waste collection amongst other community services and infrastructure. Our local government provides vital economic, social and environmental support for communities.

This Occupational Safety & Health Policy has been approved and endorsed by the Shire of Narembeen Council and aims to establish and maintain, so far as practicable, the highest standard of occupational safety and health for all employees.

The Shire of Narembeen recognises the importance of providing all employees, visitors and contractors with a safe and healthy work environment and is committed to the continuous improvement of occupational safety and health in the workplace.

Our goal is to prevent all occupational injuries and illness and we will seek to achieve this by:

- Providing and maintaining, so far as is practicable, workplaces, plant and systems of work so that employees, contractors and visitors are not exposed to hazards.
- Providing adequate training, instruction and supervision to enable employees to perform their work safely and effectively.
- Investigating all actual and potentially injurious occurrences in order to identify and control the cause to reduce the level of risk in the workplace.
- Ensuring that management keeps safety and health representatives, supervisors and staff up to date with information about any changes to the workplace which may affect safety and health.
- Consulting and cooperating with safety and health representatives and other employees regarding occupational safety and health at the workplace.
- Assisting the Safety and Health Committee with the facilitation and communication between management and employees on safety and health matters.

The Shire of Narembeen will implement and maintain an ongoing occupational safety and health program, including conducting regular inspections of the workplace, aimed at preventing accidents and incidents.

All Supervisory personnel are responsible and accountable for the safety of employees, contractors and company property under their control, as well as ensuring all applicable legislation, standards, procedures and safe work practices are followed at all times.

All employees and contractors are expected to:

- Follow all organisational safety requirements and relevant legislation and supporting documentation.
- Maintain a clean and orderly work area.

- Report all injuries and safety incidents.
- Actively participate in safety improvement activities.

This policy will be reviewed annually in accordance with the Shire of Narembreen's commitment to continuous improvement in safety management.

A safe and efficient place of work is our goal, and we must all be committed to reach this outcome.

OBJECTIVES

SCOPE

PRINCIPLES

GUIDELINES

POLICY REQUIREMENTS

DELEGATED AUTHORITY

REVIEW

EMCS

HISTORY

Adopted:	18/11/15	MIN:	6065/15
Reviewed:	15/02/2017	MIN:	6367/17



POLICY SECTION:	Council/elected members
POLICY NUMBER:	4.2.18
POLICY TITLE:	PRESIDENTS REPRESENTATION OF COUNCIL GREAT EASTERN ZONE WALGA

POLICY

The President be recompensed all expenses associated with representing Local Government on Great Eastern Zone WALGA business or as a representative of any WALGA committee and other Councillors on WALGA committees or State Council business.

OBJECTIVES

SCOPE

PRINCIPLES

GUIDELINES

POLICY REQUIREMENTS

DELEGATED AUTHORITY

REVIEW

EMCS

HISTORY

Adopted:	20/09/2000	MIN:	1447/00
Reviewed:	18/02/2015	MIN:	5896/15
Reviewed:	15/02/2017	MIN:	6367/17



POLICY SECTION: Housing POLICY NUMBER: 7.1.5 POLICY TITLE: COLOURS IN SHIRE RESIDENCES

POLICY

That Council use neutral tones in all Council owned residential buildings.

Amended

OBJECTIVES

SCOPE

PRINCIPLES

GUIDELINES

POLICY REQUIREMENTS

DELEGATED AUTHORITY

REVIEW

EMCS

HISTORY

Adopted:	xxxxxxx	MIN:	xxxx/xx
Reviewed:	18/02/2015	MIN:	5896/15
Reviewed:	15/02/2017	MIN:	6367/17



POLICY SECTION: Swimming pool POLICY NUMBER: 9.2.7 POLICY TITLE: Pool Entrance Fee Exceptions
--

POLICY

Pool Entrance fees are waived under the following circumstances:

1. Swimming Teachers during Interm and vacation swimming lessons;
2. School students during interm swimming lessons;
3. Parents accompanying children who are participating in vacation swimming classes and who are not swimming provided they leave the pool as soon as the classes are finished;
4. When the Narembeen School is given exclusive use of the pool for faction and interschool carnivals, all children and adults be allowed free entry to the pool.

OBJECTIVES

SCOPE

PRINCIPLES

GUIDELINES

POLICY REQUIREMENTS

DELEGATED AUTHORITY

REVIEW EMCS

HISTORY

Adopted: 15/02/2017 MIN: 6367/17



POLICY SECTION:	Swimming pool
POLICY NUMBER:	9.2.6
POLICY TITLE:	POOL USE BY PUBLIC & AQUATIC CLUB – TRIAL AND TRAINING DAYS

POLICY

Narembeen Swimming Club utilises four (4) lanes (South side) and the public continues to have access to the pool utilising two (2) lanes adjacent to the Toddlers and Wading Pool areas during times of Swimming Club Trials and Training days.

Retained

OBJECTIVES

SCOPE

PRINCIPLES

GUIDELINES

POLICY REQUIREMENTS

REVIEW

DELEGATED AUTHORITY

REVIEW

EMCS

HISTORY

Adopted:	xxxxxxx	MIN:	xxxx/xx
Reviewed:	18/02/2015	MIN:	5896/15
Reviewed:	15/02/2017	MIN:	6367/17

ATTACHMENT 13.5A
Financial Statements for month ended
30 April 2025



SHIRE OF NAREMBEEN
MONTHLY
FINANCIAL STATEMENT

APRIL 2025

SHIRE OF NAREMBEEN

MONTHLY FINANCIAL REPORT For the Period Ended 30 April 2025

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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* Note 2 Explanation of Material Variances

Note 3 Cash and Investments

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Note 5 Capital Acquisitions

Note 6 Grants and Contributions

Note 7 Disposal of Assets

Note 8 Borrowings

These accounts are prepared with data available at the time of preparation.

* Statutory Report

**STATUTORY REPORT
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2025**

BY NATURE OR TYPE

	Ref Note	Annual Budget	Budget Review - Annual amount	Budget Review - YTD amount	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
			\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	1	4,027,808	4,157,857	4,157,857	4,157,856	0	(0%)	
Revenue from operating activities								
Rates		2,132,325	2,141,824	2,150,234	2,145,853	(4,381)	(0%)	
Gratia Rates	5	31,382	31,382	31,382	30,843	(539)	(2%)	
Operating Grants, Subsidies and Contributions	6	788,760	774,140	719,619	806,361	86,742	12%	overbudget
Fees and Charges		491,677	498,780	445,627	517,134	71,507	16%	overbudget
Interest Earnings		380,941	412,941	301,180	342,517	41,337	14%	overbudget
Other Revenue		77,000	217,000	197,160	255,836	58,676	30%	overbudget
Profit on Disposal of Assets		97,000	90,160	75,140	38,752	(36,388)		
		3,999,085	4,166,227	3,920,342	4,137,296			
Expenditure from operating activities								
Employee Costs		(2,282,856)	(2,422,904)	(1,981,888)	(1,962,019)	19,869	1%	
Materials and Contracts		(1,476,604)	(1,617,404)	(1,350,584)	(1,513,713)	(163,129)	(12%)	overbudget
Utility Charges		(193,898)	(236,648)	(201,060)	(225,774)	(24,714)	(12%)	
Depreciation on Non-Current Assets		(2,813,083)	(2,813,083)	(2,343,870)	(2,349,399)	(5,529)	(0%)	
Interest Expenses		(32,716)	(32,716)	(27,250)	(34,177)	(6,927)	(25%)	
Insurance Expenses		(235,263)	(235,263)	(206,900)	(242,630)	(35,730)	(17%)	overbudget
Other Expenditure		(172,360)	(251,760)	(201,535)	(198,224)	3,312	2%	
Loss on Disposal of Assets		(23,000)	(31,276)	(26,050)	(25,519)	531	2%	
		(7,229,779)	(7,641,054)	(6,339,137)	(6,551,454)			
Operating activities excluded from budget								
Add back Depreciation		2,813,083	2,815,583	2,343,870	2,349,399	5,529	0%	
Adjust (Profit)/Loss on Asset Disposal		(97,000)	(97,000)	(49,090)	(13,233)	35,857	(73%)	
Movement in Local Government House Unit Trust		23,000	20,500	(3,500)	3,551	7,051	(201%)	
Non-cash amounts excluded from operating activities		2,739,083	2,739,083	2,291,280	2,339,717			
Amount attributable to operating activities		(491,611)	3,422,113	(127,515)	(74,442)			
Investing activities								
Non-operating grants, subsidies and contributions	6	3,416,489	4,001,835	3,497,091	2,441,311	(1,055,780)	(30%)	underbudget
Proceeds from Disposal of Assets		431,500	413,309	42,500	154,807	112,307	264%	overbudget
Proceeds from self-supporting loans		18,273	18,273	14,118	14,118	0	0%	
Capital acquisitions	5	(7,603,507)	(7,273,739)	(6,127,040)	(3,991,541)	2,135,499	35%	underbudget
Amount attributable to investing activities		(3,737,245)	(2,840,322)	(2,573,331)	(1,381,305)			
Financing Activities								
Transfer from Reserves		2,289,122	2,289,122	0	0	0		
Repayment of Debentures		(84,837)	(84,838)	(81,780)	(81,780)	0	0%	
Transfer to Reserves		(2,088,234)	(2,800,597)	0	(195,024)	(195,024)		
Amount attributable to financing activities		116,051	(596,313)	(81,780)	(276,804)			
Closing Funding Surplus (Deficit)	1	(85,000)	(14,522)	1,375,231	2,425,305			

KEY INFORMATION

Variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

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

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

**STATUTORY REPORT
NOTES TO THE STATEMENT OF FINANCIAL
FOR THE PERIOD ENDED 30 APRIL 2025**

**OPERATING ACTIVITIES
NOTE 1
ADJUSTED NET CURRENT ASSETS**

Adjusted Net Current Assets	Ref Note	Closing Actual Balance 30 June 2024	This Time Last Year 29 Apr 2024	Year to Date Actual 30 Apr 2025
		\$	\$	\$
Current Assets				
Cash Unrestricted	3	4,887,455	3,060,645	3,633,560
Cash Restricted	3	5,360,192	4,778,955	5,555,214
Receivables - Rates	4	154,026	175,512	57,596
Receivables - Other	4	255,761	203,521	192,295
Loans receivable		18,273	2,138	4,155
Net ATO assets/(liabilities)		29,638	(38,331)	(11,437)
Inventories		5,525	32,773	5,526
		10,710,870	8,215,215	9,436,908
Less: Current Liabilities				
Payables		(319,177)	(203,400)	(458,372)
Provisions		(351,067)	(317,362)	(500,861)
Long term borrowings		(84,837)	2,103	(3,057)
Contract Liability		(475,004)	(120,960)	(475,004)
Bonds and deposits held		(24,326)	(23,976)	(27,166)
Trust funds		(1,977)	(1,977)	(1,524)
		(1,256,387)	(663,595)	(1,465,982)
Unadjusted Net Current Assets		9,454,483	7,551,620	7,970,926
Adjustments and exclusions permitted by FM Reg 32				
Restricted cash	3	(5,360,191)	(4,778,955)	(5,555,214)
Less: Investment in associates debtors		(3,000)	0	(3,000)
Less: Loans receivable		(18,273)	(2,138)	(4,155)
Add: Non-current leave paid		0	0	14,052
Add : Long Term Borrowings		84,837	(2,103)	3,057
Adjusted Net Current Assets		4,157,856	2,768,423	2,425,665

KEY INFORMATION

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

This Year YTD	Last Year YTD
Surplus(Deficit)	Surplus(Deficit)
\$2.426 M	\$2.768 M

STATUTORY REPORT

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 APRIL 2025

NOTE 2

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 budget materially.

The material variance adopted by Council for the 2025 financial year is at least \$25,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Revenue from operating activities					
Operating Grants, Subsidies and Contributions	86,742	12% overbudget		Timing	See note 6 for more details
Fees and Charges	71,507	16% overbudget		Timing	Category-wide actuals exceeding budget estimates. Most of the over-estimate revenues were kept under-stated in the budget to keep final surplus estimates conservative.
Interest Earnings	41,337	14% overbudget		Timing	Interest earnings occurring sooner than budget estimates, which were input as monthly averages. Will likely align by the end of financial year as receipts occur quarterly.
Other Revenue	58,676	30% overbudget		Timing	Variance predominantly due to ongoing insurance payouts received in excess of budget. Budget review figure for worker's compensation kept conservative; its likely that this variance will continue.
Expenditure from operating activities					
Materials and Contracts	(163,129)	-12% overbudget		Timing	Category-wide over-expenditure. Currently offset by under-expenditure on several accounts where costs are incurred in May and June. Anticipate over-expenditure in this category at the end of financial year, which will likely be offset by under-expenditure in other areas (including capital expenses).
Insurance Expenses	(35,730)	-17% overbudget		Timing	Timing of insurance outgoings not processed correctly in budget - annual costs are accurate and will align by the end of the year.
Investing Activities					
Non-operating Grants, Subsidies and Contributions	(1,055,780)	(30%) underbudget		Timing	Variance due to delays in eligibility to claim project-based grant funding. Significant claims made in April that will close the variance in May. End of financial year reconciliations will likely bring further variances to account as receivables.
Capital Acquisitions	2,135,499	35% underbudget		Timing	See note 5 for more detail.

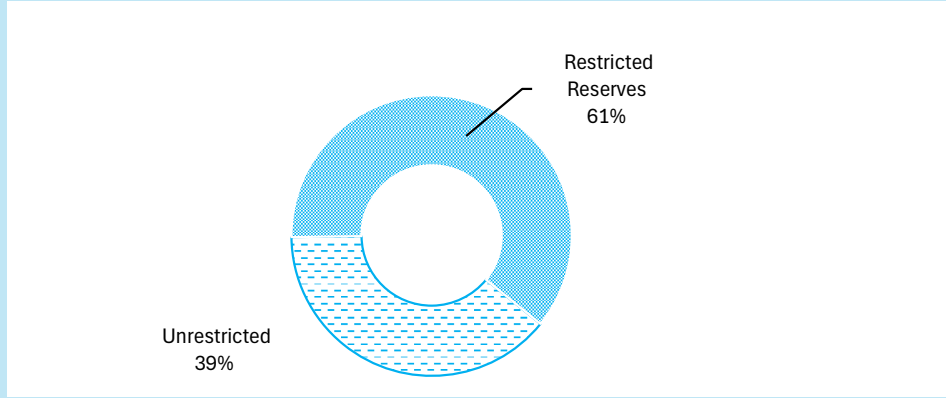
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2025

OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS

Cash and Investments	Unrestricted	Restricted Reserves	YTD Actual	Institution	Interest rate	Maturity date
	\$	\$	\$			
Cash on Hand						
Petty Cash and Floats	641	0	641			
At Call Deposits						
Municipal Funds (CBA)	3,632,818	129,610	3,632,818	CBA	0.10%	
Term Deposits						
Term Deposit - CBA #38420506 (Reserves)	0	5,555,215	5,555,215	CBA	4.91%	7/04/2025
Total	3,633,459	5,684,825	9,188,674			

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.



Total Cash	Unrestricted
\$9.19 M	\$3.63 M

All Restricted Reserve funds held are restricted by this Council. There are no funds held in this Category that are restricted by other legislation.

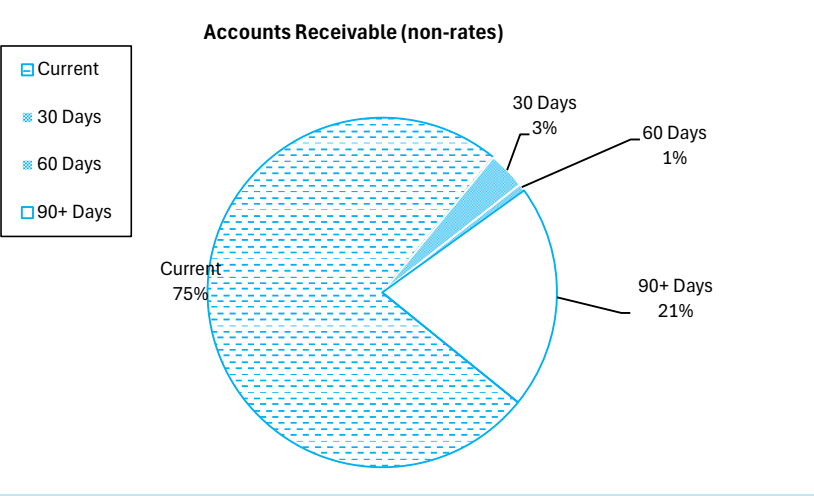
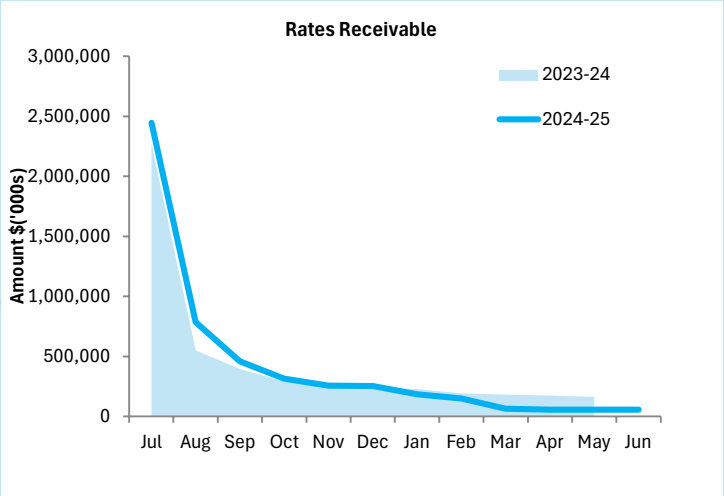
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2025

OPERATING ACTIVITIES
NOTE 4
RECEIVABLES

Rates Receivable including ESL and Rubbish	30 Apr 25	Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$		\$	\$	\$	\$	\$
Opening rates in arrears	154,026	Receivables - General	39,279	1,810	343	10,863	52,295
Rates levied in 2025	2,133,835	Percentage	75%	3%	1%	21%	
Less: collections to date	(2,230,260)	Balance per Trial Balance					
Rates outstanding at end of month	57,596	Sundry debtors	39,279	1,810	343	10,863	52,295
		Other receivable	140,000	0	0	0	140,000
Net Rates Collectable	57,596	Total Sundry Receivables Outstanding					192,295
% Collected	104.52%						

SIGNIFICANT ACCOUNTING POLICIES

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



Debtors Due
\$192,295
Over 30 Days
25%
Over 90 Days
21%

Rates Received	Rates Due
105%	\$57,596

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2025**

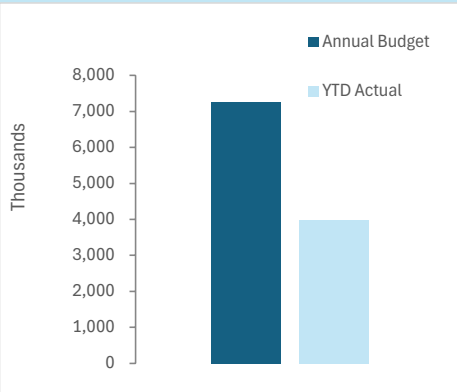
**INVESTING ACTIVITIES
NOTE 5
CAPITAL ACQUISITIONS**

Capital Acquisitions	Amended budget			YTD Actual Total	YTD Budget Variance
	Original Budget	Budget Review - Annual amount	Budget Review - YTD amount		
		\$	\$	\$	\$
Land and Buildings	1,556,000	1,554,290	1,305,190	780,584	(524,606)
Plant and Equipment	1,180,540	1,071,761	946,400	406,501	(539,899)
Furniture and Equipment	98,070	71,500	62,070	55,096	(6,974)
Road Infrastructure	3,619,897	3,606,188	3,005,110	2,298,101	(707,010)
Other Infrastructure	1,099,000	970,000	808,270	451,260	(357,010)
Capital Expenditure Totals	7,553,507	7,273,739	6,127,040	3,991,541	(2,135,499)
Funding of Capital Acquisitions:					
		\$	\$		
Capital grants and contributions	3,416,489	4,001,835	3,497,091	2,441,311	(1,055,780)
Proceeds on disposal of assets	0	431,500	42,500	154,807	112,307
Contribution from Municipal funds	4,137,018	2,840,404	2,587,449	1,395,423	(1,192,026)
Capital Funding Total	7,553,507	7,273,739	6,127,040	3,991,541	(2,135,499)

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$7.27 M	\$3.99 M	55%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$4. M	\$2.44 M	61%

SHIRE OF NAREMBEEN
CAPITAL EXPENDITURE BUDGET VARIANCES
FOR THE YEAR-TO-DATE PERIOD ENDED 30/04/2025

Capital Expenditure Project	Account Number	Original budget	Budget review - Annual amount	YTD Actual	Annual variance Surplus/(deficit)	% Var	Budget review - YTD figures	YTD actuals	YTD variance Surplus/(deficit)	% Var
Land and Buildings										
Staff housing, Thomas St builds	2178	1,100,000	1,100,000	498,491	601,509	55%	916,660	498,491	418,169	46%
18 Hilton Way, renovations	2225	35,000	35,000	41,182	(6,182)	-18%	35,000	41,182	(6,182)	-18%
Staff housing, Cr Cheetham Way & Brown St subdivision	2179	30,000	33,000	15,673	17,327	53%	27,500	15,673	11,827	43%
1 Longhurst Street, renovations	2180	21,000	21,000	0	21,000	100%	17,500	0	17,500	100%
26 Hilton Way - landscaping	2129	20,000	20,000	0	20,000	100%	16,660	0	16,660	100%
16 Hilton Way - renovations	2228	0	25,000	18,369	6,631	27%	25,000	18,369	6,631	27%
Administration Office, tank and pump for reticulation	2132	5,000	5,000	5,728	(728)	-15%	4,160	5,728	(1,568)	-38%
30 Longhurst Street (Old Church) restorations	2169	10,000	10,000	0	10,000	100%	8,330	0	8,330	100%
Depot, Pound Improvements	2182	20,000	20,000	10,590	9,410	47%	16,660	10,590	6,070	36%
Recreation Centre, female changerooms (design)	2183	30,000	50,000	3,660	46,340	93%	41,660	3,660	38,000	91%
<u>Land and building jobs with brought forward expenditure</u>										
New house - 24 Cheetham Way	2130	110,000	110,000	617,134	(507,134)		91,670	617,134	(525,464)	
Less: 2024 WIP brought forward		0	0	(506,444)			0	(506,444)		
2025 CAPEX		110,000	110,000	110,690	(690)	-1%	91,670	110,690	(19,020)	-21%
Administration Office and Chambers Refurbishment - stage 1	2055	50,000	14,000	86,048	(72,048)	-515%	11,660	86,048	(74,388)	
Less: 2024 WIP brought forward		0	0	(71,695)			0	(71,695)		
2025 CAPEX		50,000	14,000	14,353	(353)	-3%	11,660	14,353	(2,693)	-23%
Shire Depot Improvements	2170	80,000	80,000	42,753	37,247		66,660	42,753	23,907	
Less: 2024 WIP brought forward		0	0	(12,195)	0		0	(12,195)	0	
2025 CAPEX		80,000	80,000	30,558	49,442	62%	66,660	30,558	36,102	54%
LRCI 4 - Diesel Generator (Narembeen Recreation Centre)	2171	45,000	31,290	92,049	(60,759)		26,070	92,049	(65,979)	
Less: 2024 WIP brought forward		0	0	(60,759)	0		0	(60,759)	0	
2025 CAPEX		45,000	31,290	31,290	-	0%	26,070	31,290	(5,220)	-20%
Total Land and Buildings		1,556,000	1,554,290	780,584	773,706		1,305,190	780,584	524,606	
Furniture and Equipment										
Recreation Centre, furniture + blinds	2181	16,400	26,500	19,316	7,184	27%	22,080	19,316	2,764	13%
Admin - VOIP Phones	2184	10,000	10,000	0	10,000	100%	8,330	0	8,330	100%
Admin - Council Chambers Furniture	2185	23,670	0	0	0		0	0	0	
Admin - Laptops (5x)	2186	8,000	10,000	10,985	(985)	-10%	8,330	10,985	(2,655)	-32%
Recreation Centre, new oven	2227	0	15,000	15,031	(31)	0%	15,000	15,031	(31)	0%
<u>Furniture & equipment jobs with brought forward expenditure</u>										
Replacement Admin Server	2043	40,000	10,000	33,135	(23,135)		8,330	33,135	(24,805)	
Less: 2024 WIP brought forward		0	0	(23,371)	0		0	(23,371)	0	
2025 CAPEX		40,000	10,000	9,764	236	2%	8,330	9,764	(1,434)	-17%
Total Furniture and Equipment		98,070	71,500	55,096	16,404		62,070	55,096	6,974	

SHIRE OF NAREMBEEN
CAPITAL EXPENDITURE BUDGET VARIANCES
FOR THE YEAR-TO-DATE PERIOD ENDED 30/04/2025

Capital Expenditure Project	Account Number	Original budget	Budget review - Annual amount	YTD Actual	Annual variance Surplus/(deficit)	% Var	Budget review - YTD figures	YTD actuals	YTD variance Surplus/(deficit)	% Var
Plant and Equipment										
Works, Traffic Counters (2x)	2187	23,000	19,463	19,463	0	0%	16,210	19,463	(3,253)	-20%
Works, Fleet Tracking Hardware	2188	10,000	10,000	0	10,000	100%	8,330	0	8,330	100%
Replace - CEO Vehicle, 1NB (2022)	2189	80,000	69,247	69,247	0	0%	57,700	69,247	(11,547)	-20%
Replace - EMCS Vehicle, NB01 (2022)	2190	75,000	67,066	67,066	0	0%	55,880	67,066	(11,186)	-20%
Replace - Doctors Vehicle, 111NB (2022)	2191	65,000	53,750	53,750	0	0%	44,790	53,750	(8,960)	-20%
Replace - EMIS Vehicle, NB1 (2021)	2192	80,000	80,000	0	80,000	100%	66,660	0	66,660	100%
Howard Porter - Side Tipper, NB5708 (2005)	2193	160,000	110,000	104,895	5,105	5%	91,660	104,895	(13,235)	-14%
Replacement Dolly, NB15003 (2019)	2194	46,000	46,000	0	46,000	100%	38,330	0	38,330	100%
Light tipper (NEW)	2195	78,000	78,000	0	78,000	100%	65,000	0	65,000	100%
Nissan Navara - Dual Cab Ute, 1HAQ076 (2015)	2196	48,000	48,000	0	48,000	100%	40,000	0	40,000	100%
Nissan Navara - Dual Cab Ute, 1HAQ077 (2015)	2197	48,000	48,000	0	48,000	100%	40,000	0	40,000	100%
Elevated working platform (NEW)	2198	55,000	52,603	52,603	(0)	0%	43,830	52,603	(8,773)	-20%
New Traffic Lights	2199	29,000	29,000	0	29,000	100%	24,160	0	24,160	100%
Auger (attachment for skid steer)	2200	5,540	5,540	5,385	155	3%	4,610	5,385	(775)	-17%
Grab bucket (loader attachment)	2201	36,000	22,500	21,500	1,000	4%	18,750	21,500	(2,750)	-15%
Scales (loader attachment)	2202	22,000	12,592	12,592	0	0%	10,490	12,592	(2,102)	-20%
Grader, NB7000	2224	320,000	320,000	0	320,000	100%	320,000	0	320,000	100%
Total Plant and equipment		1,180,540	1,071,761	406,501	665,260		946,400	406,501	539,899	
Total Property, Plant and Equipment		2,834,610	2,697,551	1,242,181	1,455,370		2,313,660	1,242,181	1,071,479	

SHIRE OF NAREMBEEN
CAPITAL EXPENDITURE BUDGET VARIANCES
FOR THE YEAR-TO-DATE PERIOD ENDED 30/04/2025

Capital Expenditure Project	Account Number	Original budget	Budget review - Annual amount	YTD Actual	Annual variance Surplus/(deficit)	% Var	Budget review - YTD figures	YTD actuals	YTD variance Surplus/(deficit)	% Var
Infrastructure - Roads, Footpaths and Drainage										
LRCI 4 - Corrigin/Naremben Road culvert	2122	120,000	103,281	103,331	(50)	0%	86,070	103,331	(17,261)	-20%
LRCI 4 - Road Signage and Safety Audit	2173	50,000	50,000	7,552	42,448	85%	41,660	7,552	34,108	82%
LRCI 3 - Churchill Street improvements (defects)	2092	0	0	76,852	(76,852)	NO BUDGET	0	76,852	(76,852)	NO BUDGET
LRCI 3 - Savage Laneway (defects)	2091	0	0	3,294	(3,294)	NO BUDGET	0	3,294	(3,294)	NO BUDGET
R2R - Dixon Road, gravel resheeting (SLK 22.00 - 25.82)	2203	100,000	100,000	20,241	79,759	80%	83,330	20,241	63,089	76%
R2R - Dixon Road East Road and Cemetery Parking reconstruct and	2204	100,000	100,000	87,858	12,142	12%	83,330	87,858	(4,528)	-5%
R2R - Swartz Road - gravel resheeting and vegetation clearing (SLK 0.10 - 12.00)	2205	147,754	147,754	20,488	127,266	86%	123,120	20,488	102,632	83%
R2R - Soldiers Road, reconstruct and seal (SLK 7.80 - 8.90)	2206	150,000	150,000	149,879	121	0%	125,000	149,879	(24,879)	-20%
RRG - Cramphorne Road, second coat seal (SLK 32.29 - 37.29)	2207	100,000	100,000	118,794	(18,794)	-19%	83,330	118,794	(35,464)	-43%
RRG - Cramphorne Road, reconstruct and primer seal (SLK 37.29 - 42.20)	2208	620,000	620,000	477,424	142,576	23%	516,660	477,424	39,236	8%
Wogarl-Muntadgin Road, reseal (SLK 0.00 - 0.61 & 10.61 - 11.42)	2209	54,000	54,000	47,963	6,037	11%	45,000	47,963	(2,963)	-7%
Muntadgin Road, shoulders and vegetation works (SLK 0.00 - 10.00)	2210	180,000	180,000	42,174	137,826	77%	150,000	42,174	107,826	72%
Muntadgin Road, reconstruct and resal sections (between SLK 10.00 - 24.00)	2211	230,000	230,000	229,985	15	0%	191,660	229,985	(38,325)	-20%
Townsite kerb replacement	2157	150,000	150,000	0	150,000	100%	125,000	0	125,000	100%
LRCI 4 - Townsite drainage improvements and catchment works	2212	206,842	206,842	18,490	188,352	91%	172,360	18,490	153,870	89%
LRCI 4 - Townsite Drainage, Kerbing, Flood Mitigation & footpaths	2213	145,430	145,430	44,630	100,800	69%	121,190	44,630	76,560	63%
LRCI 4 - Townsite improvements (trees and foliage, bushes & landscaping)	2150	120,000	120,000	909	119,091		100,000	909	99,091	
WSPN - Naremben Road, reconstruct and seal (SLK 1.4-20.0 clearing of vegetation for works and traffic management)	2082	50,000	50,000	1,924	48,076	96%	41,670	1,924	39,746	95%
Roadworks jobs with brought forward expenditure										
WSFN - Naremben- Kondinin SLK 19.5 - 23 Widen, Overlay	2111	1,035,871	1,035,871	786,392	249,479		863,220	786,392	76,828	
Less: 2024 WIP brought forward		0	0	(3,089)	0		0	(3,089)	0	
2025 CAPEX		1,035,871	1,035,871	783,303	252,568	24%	863,220	783,303	79,917	9%
Townsite drainage survey and design	2156	60,000	63,010	72,650	(9,640)		52,510	72,650	(20,140)	
Less: 2024 WIP brought forward		0	0	(9,640)	0			(9,640)		
2025 CAPEX		60,000	63,010	63,010	-	0%	52,510	63,010	(10,500)	-20%
Total Roads, Footpaths and Drainage		3,619,897	3,606,188	2,298,101	1,308,088		3,005,110	2,298,101	707,010	

SHIRE OF NAREMBEEN
CAPITAL EXPENDITURE BUDGET VARIANCES
FOR THE YEAR-TO-DATE PERIOD ENDED 30/04/2025

Capital Expenditure Project	Account Number	Original budget	Budget review - Annual amount	YTD Actual	Annual variance Surplus/(deficit)	% Var	Budget review - YTD figures	YTD actuals	YTD variance Surplus/(deficit)	% Var
Other Infrastructure										
LRCI 4 - Swimming Pool Heating	2149	100,000	110,000	110,658	(658)	-1%	91,660	110,658	(18,998)	-21%
LRCI 4 - Walker Lake Interpretive Signage	2175	25,000	25,000	23,898	1,102	4%	20,830	23,898	(3,068)	-15%
Town Dam - Compliance and Safety works	2214	10,000	10,000	0	10,000	100%	8,330	0	8,330	100%
Caravan Park, drain, sewerage and electrical line rerouting and	2215	25,000	0	0	0		0	0	0	
Narembreen swimming pool, chlorination system improvements	2216	50,000	25,000	0	25,000	100%	20,830	0	20,830	100%
Community Directory website development	2161	5,000	0	0	0		0	0	0	
Administration Office - Generator installation	2217	50,000	50,000	25,347	24,653	49%	41,660	25,347	16,313	39%
CRC - Generator Installation	2218	60,000	0	0	0		0	0	0	
Depot - New fuel tank	2219	59,000	59,000	0	59,000	100%	49,160	0	49,160	100%
Community LED display	2220	65,000	0	0	0		0	0	0	
BMX track, survey and design	2162	25,000	25,000	0	25,000	100%	20,830	0	20,830	100%
Ski Lake planning and development	2163	85,000	95,000	85,404	9,596	10%	79,160	85,404	(6,244)	-8%
Narembreen oval, switchboard	2223	44,000	44,000	0	44,000	100%	36,660	0	36,660	100%
Town Oval, New reticulation system survey and design	2226	0	15,000	11,650	3,350	22%	12,500	11,650	850	7%
<u>Other infrastructure jobs with brought forward expenditure</u>										
Narembreen & Mt Walker tennis lights (Club Night Lights)	2221	186,700	186,700	147,749	38,951		155,580	147,749	7,831	
Less: 2024 WIP brought forward		0	0	(1,000)	0			(1,000)		
2025 CAPEX		186,700	186,700	146,749	39,951	21%	155,580	146,749	8,831	6%
Narembreen hockey field lights (Club Night Lights)	2222	299,300	299,300	44,303	254,997		249,410	44,303	205,107	
Less: 2024 WIP brought forward		0	0	(1,000)	0			(1,000)		
2025 CAPEX		299,300	299,300	43,303	255,997	86%	249,410	43,303	206,107	83%
Clock Tower Garden (Cnr Latham Rd & Currall St), retic and	2177	10,000	26,000	4,771	21,230		21,660	4,771	16,890	
Less: 2024 WIP brought forward		0	0	(520)	0			(520)		
2025 CAPEX		10,000	26,000	4,251	21,749	84%	21,660	4,251	17,409	80%
Total Other Infrastructure		1,099,000	970,000	451,260	518,740		808,270	451,260	357,010	
Total Infrastructure		4,718,897	4,576,188	2,749,360	1,826,828		3,813,380	2,749,360	1,064,020	
Net 2025 Capital Expenses		7,553,507	7,273,739	3,991,541	3,282,198		6,127,040	3,991,541	2,135,499	
Add: 2024 Work In Progress brought forward		0	0	689,713	0		0	689,713	0	
Total 2025 Capital Acquisitions		7,553,507	7,273,739	4,681,254	3,282,198		6,127,040	4,681,254	2,135,499	

NOTES TO THE STATEMENT OF FINANCIAL
FOR THE PERIOD ENDED 30 APRIL 2025

NOTE 6
GRANTS AND CONTRIBUTIONS

Grants and Contributions

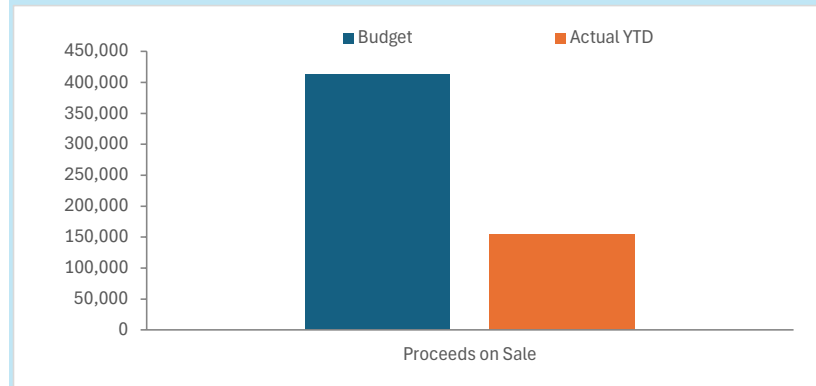
	Current			YTD Actual	Variance (Under)/Over
	Annual Budget	Budget	YTD Budget		
Operating grants, subsidies and contributions					
General Purpose funding					
Financial Assistance Grant - General portion	119,896	119,896	119,896	147,945	28,049
Financial Assistance Grant - Roads portion	85,044	85,044	63,783	78,819	15,036
	<u>204,940</u>	<u>204,940</u>	<u>183,679</u>	<u>226,763</u>	<u>43,084</u>
Law, Order and Public Safety					
Bush Fire Brigade Operating Grant	14,720	3,000	2,250	7,893	5,643
	<u>14,720</u>	<u>3,000</u>	<u>2,250</u>	<u>7,893</u>	<u>5,643</u>
Housing					
Other housing, reimbursements received	38,400	40,500	40,500	32,823	(7,677)
	<u>38,400</u>	<u>40,500</u>	<u>40,500</u>	<u>32,823</u>	<u>(7,677)</u>
Community Amenities					
CRC, SOCK Week grant funding	25,455	25,455	25,455	40,000	14,545
CRC, Annual operating grants	121,000	121,000	100,830	126,399	25,569
CRC, Event grant funding	31,000	31,000	25,830	22,749	(3,081)
CRC, Event grant funding	38,000	38,000	31,660	44,490	12,830
	<u>215,455</u>	<u>215,455</u>	<u>183,775</u>	<u>233,637</u>	<u>49,862</u>
Recreation and Culture					
Reimbursements from sporting groups	0	0	0	0	0
	<u>10,000</u>	<u>5,000</u>	<u>4,170</u>	<u>0</u>	<u>(4,170)</u>
Transport					
Main Roads Direct Grant	305,245	305,245	305,245	305,245	0
	<u>305,245</u>	<u>305,245</u>	<u>305,245</u>	<u>305,245</u>	<u>0</u>
Operating grants, subsidies and contributions Total	788,760	774,140	719,619	806,361	86,742
Non-operating grants, subsidies and contributions					
Recreation and Culture					
LRCI grant funding	767,272	767,272	639,390	0	(639,390)
	<u>767,272</u>	<u>767,272</u>	<u>639,390</u>	<u>0</u>	<u>(639,390)</u>
Transport					
Regional Road Group (RRG) Grant Funding	480,000	480,000	400,000	384,001	(15,999)
Roads to Recovery (R2R) Grant Funding	497,754	497,754	414,800	250,000	(164,800)
Wheatbelt Secondary Freight Network (WSFN) Grant Funding	966,814	966,814	805,680	793,984	(11,696)
Heavy Vehicle Road Maintenance Contributions	225,000	973,371	973,371	1,013,326	39,955
	<u>2,169,568</u>	<u>2,917,939</u>	<u>2,593,851</u>	<u>2,441,311</u>	<u>-152,540</u>
Non-operating grants, subsidies and contributions Total	2,936,840	3,685,211	3,233,241	2,441,311	(791,930)
Grand Total	3,725,600	4,459,351	3,952,860	3,247,672	(705,188)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2025**

**OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS**

Asset Description	Amended budget				YTD Actual			
	Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
	Value				Value			
	\$	\$	\$	\$	\$	\$	\$	\$
Toyota Prado (CEO's car)	41,681	37,273	0	(4,408)	41,681	37,272	0	(4,409)
Toyota Kluger (EMCS's car)	49,379	40,727	0	(8,652)	49,379	40,727	0	(8,652)
Toyota Kluger (Dr's car)	40,000	38,000	0	(2,000)	0	0	0	0
Toyota Prado (EMIS's car)	45,000	45,000	0	0	0	0	0	0
Howard Porter - Side Tipper (NB 5708)	0	42,688	42,688	0	0	42,688	42,688	0
Howard Porter - Side Tipper (NB 3937)	0	28,000	28,000	0	0	0	0	0
Dolly (NB15003)	13,000	24,000	11,000	0	0	0	0	0
Ford Ranger (NB 7399)	4,000	3,500	0	(500)	0	0	0	0
Nissan Navara (1HAQ076)	11,000	15,000	4,000	0	0	0	0	0
Nissan Navara (1HAQ077)	11,000	15,000	4,000	0	0	0	0	0
CAT 12M Grader (NB7000)	92,500	90,000	0	(2,500)	0	0	0	0
Holden Rodeo (surplus to requirements)	0	273	273	0	0	272	272	0
Land, 41 Cheetham Way	46,864	33,648	0	(13,216)	46,864	33,648	0	(13,216)
Laptop (surplus to requirements)	0	200	200	0	0	200	200	0
	354,424	413,309	90,161	(31,276)	137,924	154,807	43,160	(26,277)

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$413,309	\$154,807	37%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2025**

**FINANCING ACTIVITIES
NOTE 8
BORROWINGS**

Information on Borrowings Particulars	30 Jun 2024	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Recreation and Culture									
Loan 125 - Swimming Pool	87,574	0	0	26,413	27,296	61,161	60,278	6,284	5,402
Loan 128 - Recreation Centre	501,085	0	0	39,268	39,268	461,817	461,817	25,873	25,873
	588,659	0	0	65,682	66,564	522,977	522,095	32,157	31,275
Self supporting loans									
Housing									
Loan 127 - Aged Homes	15,952	0	0	4,415	6,552	11,537	9,400	536	876
Recreation and Culture									
Loan 130 - Mt Walker Tennis Club	3,840	0	0	3,840	3,840	-0	0	31	31
Loan 131 - Narembreen Bowling Club	56,811	0	0	7,843	7,881	48,968	48,930	573	534
	76,603	0	0	16,098	18,273	60,505	58,330	1,140	1,441
Total	665,262	0	0	81,780	84,837	583,482	580,425	33,297	32,716

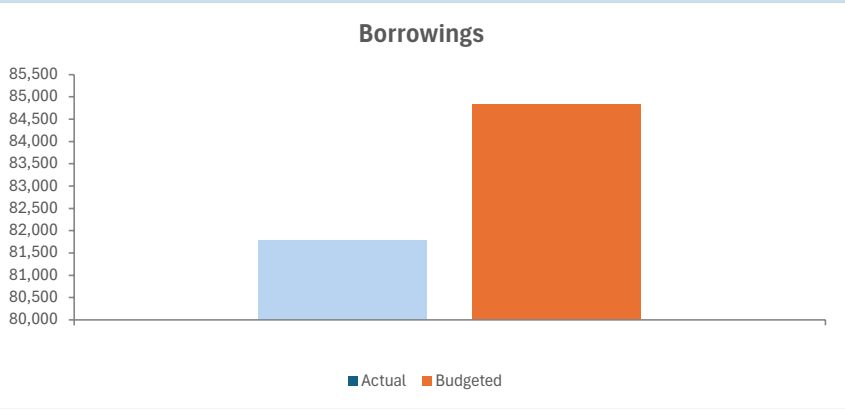
All debenture repayments were financed by general purpose revenue.

SIGNIFICANT ACCOUNTING POLICIES

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.



Principal Repayments

\$81,780

Interest Earned

\$342,517

Reserves Bal

#REF!

Interest Expense

\$33,297

Loans Due

\$.58 M

NOTES TO THE STATEMENT OF
FOR THE PERIOD ENDED 30 APRIL 2025

NOTE 9
CASH BACKED RESERVES

	Amended Budget Opening Balance	Amended Budget Transfer to	Amended Budget Transfer (from)	Amended Budget Closing Balance	Actual Opening Balance	Actual Actual Transfer to	Actual Transfer (from)	Actual Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Restricted								
Leave reserve	309,132	14,418	0	323,550	309,132	11,247	0	320,379
Plant reserve	567,015	26,446	(256,040)	337,421	567,015	20,630	0	587,645
Infrastructure reserve	2,465,448	292,131	(1,323,082)	1,434,497	2,465,448	41,564	(1,323,082)	1,183,931
HVRIC reserve	0	2,278,453	0	2,278,453	0	1,371,221	0	1,371,221
Land Development reserve	342,573	15,978	0	358,551	342,573	12,464	0	355,037
Avoca Farm reserve	84,199	3,927	0	88,126	84,199	3,063	0	87,262
Recreation reserve	758,939	35,397	(110,000)	684,336	758,939	27,613	0	786,552
Housing reserve	587,297	27,392	(600,000)	14,689	587,297	21,368	0	608,665
Heritage reserve	21,760	1,015	0	22,775	21,760	792	0	22,552
Medical reserve	98,770	4,607	0	103,377	98,770	3,594	0	102,364
Server reserve	0	15,000	0	15,000	0	0	0	0
ERP reserve	0	40,000	0	40,000	0	0	0	0
Bendering landfill reserve	125,059	35,833	0	160,892	125,059	4,550	0	129,609
Bendering rehabilitation reserve	0	5,000	0	5,000	0	0	0	0
RoeROC reserve	0	5,000	0	5,000	0	0	0	0
	5,360,192	2,800,597	(2,289,122)	5,871,667	5,360,192	1,518,106	(1,323,082)	5,555,217
	5,360,192	2,800,597	(2,289,122)	5,871,667	5,360,192	1,518,106	(1,323,082)	5,555,217

ATTACHMENT 13.6A
Schedule of Accounts for month ended
30 April 2025



Shire of Narembreen
Schedule of accounts paid
For the month ended 30 April 2025

Chq/EFT	Date	Name	Description	Amount
EFT18521	3/04/2025	150 Square Pty Ltd	RoeROC Executive Officer	7,247.20
EFT18522	3/04/2025	AFGRI Equipment Australia Pty Ltd	NB806, UHF Radio set	869.57
EFT18523	3/04/2025	Australia Post	Postage	27.13
EFT18524	3/04/2025	Australian Services Union	Payroll Deductions	53.00
EFT18525	3/04/2025	Bitumen Distributors Pty Ltd	CRS 60 Emulsion	1,314.50
EFT18526	3/04/2025	Cable Locates and Consulting	Level B service location for Wilfred & Longhurst Streets	9,537.00
EFT18527	3/04/2025	Carrington's Traffic Services	Traffic management services for roadworks	32,314.37
EFT18528	3/04/2025	Chris Bray Electrics Pty Ltd	Decommissioning of Dental Chair & x-ray equipment	242.00
EFT18529	3/04/2025	Cockatoo CoLab Pty Ltd	Ladies long lunch, speaking fees	2,236.00
EFT18530	3/04/2025	Colestan Electrics	Admin generator, deposit	26,269.10
EFT18531	3/04/2025	Corsign WA PTY LTD	Various traffic signs	1,038.40
EFT18532	3/04/2025	Doors Doors Doors Pty Ltd	Depot, deposit on parts for new gate	5,075.40
EFT18533	3/04/2025	Drag Family Trust	CRC, canvas framing	154.00
EFT18534	3/04/2025	Narembreen Roadhouse	Fuel purchases	393.86
EFT18535	3/04/2025	Haddeo Infrastructure Agriculture Pty Ltd	Project management, Club Night Lights (hockey)	4,015.00
EFT18536	3/04/2025	Hersey's Safety Pty Ltd	Works, various PPE	792.57
EFT18537	3/04/2025	Industrial Automation Group Pty Ltd	South Kuminin Standpipe, repairs to controller	7,866.82
EFT18538	3/04/2025	Janelle Koeing	Ladies long lunch, speaking fees	1,500.00
EFT18539	3/04/2025	Kevrek (Australia) Pty Ltd	NB56, 24v electric motor	740.25
EFT18540	3/04/2025	LG Best Practices Pty Ltd	Admin, rates and general admin consultancy	1,056.00
EFT18541	3/04/2025	Liberty Oil Rural Pty Ltd	1000L IBC of Adblue solution	1,380.00
EFT18542	3/04/2025	Merredin Refrigeration & Air Conditioning	2/24 Doreen Street, repair air conditioner	577.72
EFT18543	3/04/2025	Livingston Medical Pty Ltd	Livingston Medical, monthly installment	26,205.66
EFT18544	3/04/2025	Merredin Freightlines	Freight	230.23
EFT18545	3/04/2025	Narembreen Engineering & Steel Supplies	NB5868, modify baffles to correct discharge of flow rate	855.00
EFT18546	3/04/2025	Narembreen Hardware And Ag Supplies Pty Ltd	14000L poly tank, pump and parts	6,636.89
EFT18547	3/04/2025	P M Services Narembreen	Waste Transfer Station, facility management	2,842.00
EFT18548	3/04/2025	PEAP Contractors Pty Ltd	Narembreen Tennis Club Lighting, installation and transport	73,058.51
EFT18549	3/04/2025	Petchell Mechanical	NB56, door lock	403.06
EFT18550	3/04/2025	Repco	NB7108, grease for auto greaser system	416.10
EFT18551	3/04/2025	Sandro Agrizzi Farm Machinery Pty Ltd	Road sweeper, brushes	1,811.40
EFT18552	3/04/2025	Scavenger Supplies Pty Ltd	Recreation centre, 6 monthly equipment service	314.60
EFT18553	3/04/2025	Shire Of Corrigin	RoeROC, annual member dinner	481.30
EFT18554	3/04/2025	Team Global Express Pty Ltd	Freight	412.13
EFT18555	3/04/2025	Youlie & Son Contracting	Cramphorne Road roadworks, dozer hire	26,404.40
EFT18556	3/04/2025	Town Planning Innovations	Planning and development, consultancy	536.25
EFT18557	3/04/2025	Narembreen Tyre Service	NB5766, Double coin trailer tyres	885.00
EFT18558	3/04/2025	WA Contract Ranger Services	Ranger, service fee	3,378.38
EFT18559	3/04/2025	Westrac Equipment Pty Ltd	Various CAT machines, parts for servicing	2,292.18



Shire of Narembeen
Schedule of accounts paid
For the month ended 30 April 2025

Chq/EFT	Date	Name	Description	Amount
EFT18560	3/04/2025	Willway Plumbing and Gas	16 Hilton Way, supply and instal new bathroom vanities 8 Cheetham Way & 26 Hilton Way, minor parts and repairs Shire administration, filter replacement and minor repairs Recreation centre, replace perished hardware Washdown bay, supply and install new 25mm ball valve	26,588.52
EFT18561	3/04/2025	Contract Aquatic	Pool Testing Kit	3,387.01
EFT18563	17/04/2025	AFGRI Equipment Australia Pty Ltd	NB7108, parts for servicing	1,017.04
EFT18564	17/04/2025	Able Sales Pty Ltd	Rotary hoe cultivator tiller, 7HP plate compactor	1,740.00
EFT18565	17/04/2025	Ampac Debt Recovery (WA) Pty Ltd	Debt recovery	532.50
EFT18566	17/04/2025	Astrotourism WA Pty Ltd	New welcome signage	313.50
EFT18567	17/04/2025	Australia Day Council of South Australia Incorporated	Australia Day merchandise	385.75
EFT18568	17/04/2025	Australian Services Union	Payroll Deductions	26.50
EFT18569	17/04/2025	Australian Taxation Office	BAS	84,597.00
EFT18570	17/04/2025	Avon Waste	Bin pickups and waste transfer fees	17,857.92
EFT18571	17/04/2025	Boc Gases	Workshop consumables, gas	8.72
EFT18572	17/04/2025	TA B & K Fencing	Thomas Street builds, removal of asbestos fence	6,655.00
EFT18573	17/04/2025	Department of Mines, Industry Regulation and Safety	Building permits	1,024.24
EFT18574	17/04/2025	Carrington's Traffic Services	Cramphorne Road roadworks, traffic management services	35,350.35
EFT18575	17/04/2025	Chris Bray Electrics Pty Ltd	Medical centre, minor repairs	178.20
EFT18576	17/04/2025	Adage Furniture	Recreation centre, new chairs (x200)	18,958.50
EFT18577	17/04/2025	Cutting Edges Equipment Parts Pty Limited	NB7108, parts for loader bucket	766.01
EFT18578	17/04/2025	GroeneveldBeka Pty Ltd	NB7108, rubber steel braided hose	63.32
EFT18579	17/04/2025	Shire customer	Refund	69.93
EFT18580	17/04/2025	The Rural Movement	Ladies long lunch, MC fees	532.00
EFT18581	17/04/2025	Kevrek (Australia) Pty Ltd	NB56, parts for servicing	1,355.64
EFT18582	17/04/2025	Landgate	Title search fees	32.25
EFT18583	17/04/2025	Merredin Refrigeration & Air Conditioning	2/24 Doreen Street, service air conditioner	323.95
EFT18584	17/04/2025	Local Government Works Association WA	EMIS, annual membership fees	100.00
EFT18585	17/04/2025	MCG Architects Pty Ltd	RFQ 2025-26 - Extension of Narembeen Recreation Centre, Design and Quantity Survey	4,026.00
EFT18586	17/04/2025	Bes Printing	Works, 'Take-5' and hazard books	467.00
EFT18587	17/04/2025	Promotions Only	Youth leadership forum, branded jelly beans	342.10
EFT18588	17/04/2025	McMullen Nolan Group Pty Ltd	Lot 61 Cheetham Way Subdivision facilitation of subdivision	4,750.90
EFT18589	17/04/2025	Modumax Pty Ltd	Supply of 8x5 boxtop trailer	3,990.00
EFT18590	17/04/2025	Narembeen Café	Meeting room hire, catering Admin and CRC purchases for the month	80.00
EFT18591	17/04/2025	Narembeen IGA	Fox shoot, catering and prizes Works, UHF radio repalcement Triathalon, catering	1,598.53
EFT18592	17/04/2025	Narembeen P & C Association	RRSNCBF Round 5, disbursement of funding	2,900.00
EFT18593	17/04/2025	Narembeen Playgroup	RRSNCBF Round 7, disbursement of funding	3,000.00
EFT18594	17/04/2025	Officeworks	Admin, stationery	328.44
EFT18595	17/04/2025	P M Services Narembeen	Waste transfer station, facility management	2,842.00
EFT18596	17/04/2025	Petchell Mechanical	NB7704, solenoids for air controls	1,719.19



Shire of Narembeen
Schedule of accounts paid
For the month ended 30 April 2025

Chq/EFT	Date	Name	Description	Amount
EFT18597	17/04/2025	Qbit Trading Company Pty Ltd	Admin, managed IT services	6,782.04
EFT18598	17/04/2025	Repco	Depot, various parts for light vehicle servicing	1,352.26
EFT18599	17/04/2025	SMEC Australia PTY LTD	Cheetham Way subdivision, sewerage designs	1,430.83
EFT18600	17/04/2025	Seven Network (Operations) Limited	SOCK Week 2025, GWN7 advertising	5,500.00
EFT18601	17/04/2025	Shire Of Corrigin	RoeROC shared EHO services	2,523.40
EFT18602	17/04/2025	Spill Station Australia Pty Ltd	Drum funnel	283.06
EFT18603	17/04/2025	Narembeen Tyre Service	NB688, battery supercharger	2,023.00
EFT18604	17/04/2025	WA Contract Ranger Services	Ranger, service fees	779.63
EFT18605	17/04/2025	WA Distributors Pty Ltd	Various cleaning supplies	536.45
EFT18606	17/04/2025	WA Machinery Brokers Pty Ltd	Landscape Rake, 6 ft 18 tyne.	5,640.00
EFT18607	17/04/2025	Willway Plumbing and Gas	Admin generator installation, trenching and backfilling to lay conduit	1,612.14
DD12693.1	1/04/2025	Western Australian Treasury Corporation	Recreation centre loan (Loan 128), scheduled repayment	32,570.63
DD12695.1	2/04/2025	Western Power	Electricity usage for Council properties and facilities	1,272.37
DD12700.1	7/04/2025	Water Corporation	Water usage for Council buildings and properties	5,303.53
DD12702.1	8/04/2025	Western Power	Electricity usage for Council buildings and properties	16,005.41
DD12704.1	11/04/2025	Beam Precision Superannuation	Superannuation for Payrun #93	16,237.61
DD12706.1	9/04/2025	Water Corporation	Water usage for Council properties and facilities	2,435.77
DD12706.2	9/04/2025	Commander Australia Pty Ltd	Admin, telephone handset charges	68.51
DD12707.1	10/04/2025	Western Power	Electricity usage for Council properties and facilities	6,943.65
DD12716.1	25/04/2025	Beam Precision Superannuation	Superannuation for Payrun #95	15,443.01
DD12717.1	14/04/2025	Water Corporation	Water usage for Council properties and facilities	4,947.35
DD12726.1	17/04/2025	Water Corporation	Water usage for Council facilities and properties	5,886.14
DD12727.1	22/04/2025	Water Corporation	Water usage for Council facilities	166.06
DD12727.2	22/04/2025	Western Power	Electricity usage for Council buildings and facilities	1,149.23
DD12728.1	23/04/2025	Western Power	Electricity usage for Council buildings and facilities	268.43
DD12729.1	30/04/2025	Telstra	Telephone usage for Council properties and facilities	217.33
DD12729.2	30/04/2025	Western Australian Treasury Corporation	Swimming pool loan (Loan 125), scheduled repayment	16,348.64
DD12730.1	16/04/2025	Telstra	Telephone usage for Council buildings and facilities	1,461.02
DD12731.1	11/04/2025	Water Corporation	Water usage for Council properties and facilities	9,643.86
DD12737.1	3/04/2025	Water Corporation	Water usage for Council facilities	1,180.02
DD12738.1	22/04/2025	Power ICT Pty Ltd	Messages on Hold Service	75.90
	10/04/2025	Altus Payroll	Payroll run #93	70,072.56
	24/04/2025	Altus Payroll	Payroll run #95	67,978.02
	29/04/2025	Commonwealth Bank	Credit Card Purchases	4,160.36
				\$ 788,069.21

ATTACHMENT 13.6B
Credit Card payment list April 2025



Shire of Narembeen
Credit Card Purchases
27 March 2025 - 24 April 2025
 Direct Debited 29 April 2025

Chief Executive Officer			
Date	Supplier	Description of purchase	Amount
27/03/2025	Morning Sun Motel	Accommodation for pump track consultants	\$ 165.00
1/04/2025	Seek	Admin, advertising for staff recruitment	\$ 489.50
1/04/2025	Seek	Works, advertising for staff recruitment	\$ 511.50
9/04/2025	LG Professionals	Admin, Staff training	\$ 200.00
24/04/2025	BP The Lakes	Fuel	\$ 30.00
TOTAL CEO CREDIT CARD PAYMENTS			\$ 1,396.00

Executive Manager Corporate Services			
Date	Supplier	Description of purchase	Amount
22/04/2025	Adobe	Admin, Adobe Pro subscription	\$ 47.99
22/04/2025	Little Hotelier	Caravan park, booking management software	\$ 283.80
22/04/2025	Temu	Youth Leadership Forum - branded stationery	\$ 29.32
17/04/2025	Landgate	Admin, Title search fees	\$ 31.60
16/04/2025	Smartsheets	Admin, 5x user licenses	\$ 1,069.76
16/04/2025	Safety Culture	Works, iAuditor monthly fee	\$ 31.90
15/04/2025	Remarkable	Admin, software subscription	\$ 4.99
15/04/2025	BP The Lakes	Fuel	\$ 82.91
14/04/2025	Kofax/Tungsten PDF	Admin, software subscription	\$ 171.00
11/04/2025	Starlink	Monthly service fees (x5)	\$ 834.00
11/04/2025	Nespresso	Admin, coffee pods	\$ 133.00
11/04/2025	Landgate	Admin, Title search fees	\$ 31.60
10/04/2025	Landgate	Admin, Title search fees	\$ 63.20
7/04/2025	Discount Party Supplies	Youth Week, decorations	\$ 165.34
4/04/2025	Department of Transport	Works, Driver's license renewal	\$ 46.85
3/04/2025	Vista Print	Caravan park, signage	\$ 263.99
27/03/2025	Rent WA	Refund received	(\$ 500.00)
TOTAL EMCS CREDIT CARD PAYMENTS			\$ 2,791.25



Shire of Narembeen
Credit Card Purchases
27 March 2025 - 24 April 2025
 Direct Debited 29 April 2025

Executive Manager Infrastructure Services			
Date	Supplier	Description of purchase	Amount
27/03/2025	RentWA	Refund received	(\$ 42.04)
9/04/2025	Department of Transport	Registration fees	\$ 15.15
TOTAL EMIS CREDIT CARD PAYMENTS			(\$ 26.89)
Date	Supplier	Description of purchase	Amount
	Commbank	Bank fees and interest	\$ -
TOTAL CBA CREDIT CARD PURCHASES FOR THE PERIOD			\$ 4,160.36