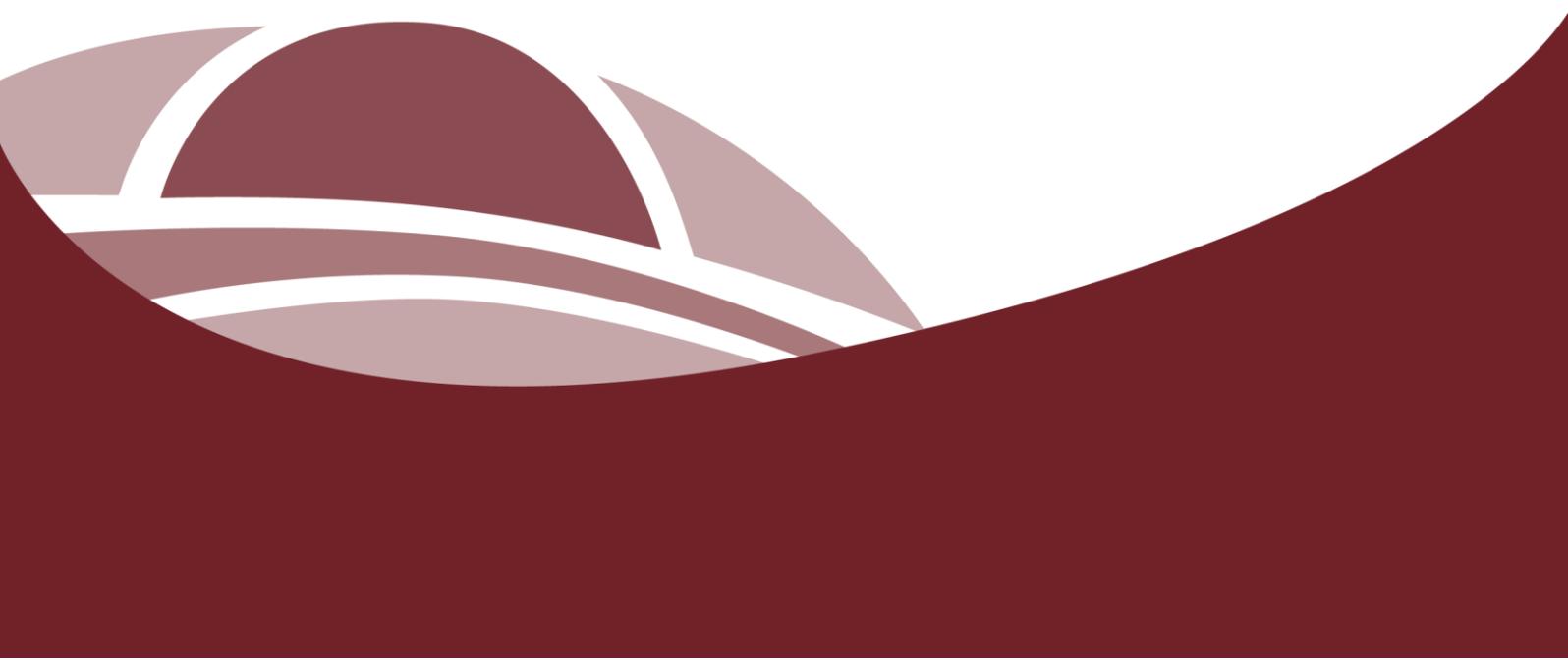




ATTACHMENTS

Ordinary Council Meeting
21 May 2024



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ATTACHMENT 7.1A
Ordinary Council Meeting Minutes
16 April 2024



MINUTES

Ordinary Council Meeting
16 April 2024



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 16 April 2024

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

Commencing: 5.00pm

Rebecca McCall
Chief Executive Officer

11 April 2024

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 President, Cr Scott Stirrat, welcomed everyone to the meeting and declared the meeting open at 5.01pm.

The Council, CEO, and Management acknowledges the passing of Mr Les Hills who was an active and valued member of the Narembeen community and extends their deepest condolences to the Hills family.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

- | | |
|---------------|------------------|
| Cr SW Scott | President |
| Cr HA Cusack | Deputy President |
| Cr TW Cole | |
| 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 | Senior Administration Officer |

Member of Public: Nil

Apologies: Nil

3. Public Question Time

Nil

4. Disclosure of Interest

- Item 15.2 – Financial Interest – Cr Cusack
- Item 15.2 – Financial Interest – Cr Currie
- Item 15.2 – Financial Interest – Cr Cole

5. Application for Leave of Absence

Nil

6. Deputations/ Petitions/ Presentations/ Submissions

Nil

7. Confirmation of Previous Meetings

**7.1 Ordinary Council Meeting 19 March 2024
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 19 March 2024, as presented, be confirmed as a true and correct record of proceedings.

MIN 7758/24 **MOTION** - Moved Cr. Hardham Seconded Cr. Cole

CARRIED 7 / 0

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

8. Minutes of Committee Meetings to be Received

**8.1 CEACA Management Committee Meeting – 19 February 2024
Attachment 8.1A**

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation / Council Resolution – 8.1

That the minutes of the CEACA Management Committee Meeting held on Monday 19 February 2024, as presented, be received.

MIN 7759/24 **MOTION** - Moved Cr. Bald Seconded Cr. Currie

CARRIED 7 / 0

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

8.2 CEACA Special General Meeting – 19 February 2024
Attachment 8.2A

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation / Council Resolution – 8.2

That the minutes of the CEACA Special General Meeting held on Monday 19 February 2024, as presented, be received.

MIN 7760/24 **MOTION** - Moved Cr. Cusack Seconded Cr. Currie

CARRIED 7 / 0

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

8.3 Great Eastern Country Zone Meeting – 22 February 2024
Attachment 8.3A
Attachment 8.3B
Attachment 8.3C

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation / Council Resolution – 8.3

That the minutes of the Great Eastern Country Zone Meeting held on Thursday 22 February 2024, as presented, be received.

MIN 7761/24 **MOTION** - Moved Cr. Hardham Seconded Cr. Currie

CARRIED 7 / 0

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

8.4 RoeROC Meeting – 21 March 2024
Attachment 8.4A

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation / Council Resolution – 8.4

That the minutes of the RoeROC Meeting held on Thursday 21 March 2024, as presented, be received.

MIN 7762/24 **MOTION** - Moved Cr. ole Seconded Cr. Bray

CARRIED 7 / 0

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

**8.5 Community Benefit Fund Advisory Committee Meeting 4 April 2024
Attachment 8.5A**

Voting Requirements

- Simple Majority Absolute Majority

Officer's Recommendation / Council Resolution – 8.5

That the minutes of the Ramelius Resources, Shire of Narembeen and Go Narembeen Community Benefit Fund Advisory Committee Meeting held on Thursday 4 April 2024, as presented, be received.

MIN 7763/24 MOTION - Moved Cr. Bald Seconded Cr. Hardham

CARRIED 7 / 0

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

9. Recommendations from Committee Meetings for Council Consideration

9.1 Community Benefit Fund Advisory Committee Meeting 4 April 2024

Voting Requirements

- Simple Majority Absolute Majority

Committee Recommendation / Council Resolution – 9.1

That Council approve the following grant applications, noting the amendment to application 7 from the Narembeen Recreation Centre from the requested figure of \$15,000 to \$1,925 for an Honour Board.

Club/Group	Project/Event	Amount
Mt Walker Golf Club	Sporting Club Challenge	\$750
Narembeen P&C	Breakfast Club	\$830
Wadderin Wildlife Sanctuary	Road Signs	\$2,990
Narembeen CRC	Art & Craft Workshop Series	\$1,021
Narembeen Homes for the Aged	Reticulation Replacement	\$3,500
Narembeen Playgroup	Playgroup Term 2 and 3	\$1,000
Narembeen Recreation Centre	Honour Board	\$1,925
Livingston Medical	Sandpiper Bag	\$6,000
TOTAL		\$18,016 ex GST

MIN 7764/24 MOTION - Moved Cr. Cusack Seconded Cr. Cole

CARRIED 7 / 0

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

10. Announcements by Presiding Member without Discussion

Cr Stirrat emphasised to Council the importance of establishing a clear policy position regarding the land use of valuable agricultural property for renewable energy and/or carbon offset purposes. This matter was brought up during the Great Eastern County Zone meeting, and WALGA is Currently supporting local government in addressing it. There are already instances where local government are confronted with this challenge.

Cr Stirrat encouraged Councillors to engage with their constituents to gather their perspectives and feedback on this matter.

11. Officers Reports - Office of the Chief Executive Officer

11.1 Freedom of Information Statement 2023-2024

Date:	8 April 2024
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	ADM039
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	11.1A Freedom of Information Statement 2023-2024

Purpose of Report

- Executive Decision Legislative Requirement

Summary

Council to adopt the Freedom of Information Statement 2023-2024.

Background

The *Freedom of Information Act 1992* (FOI Act) gives individuals, corporations, and businesses the right to apply for access to documents held by Western Australian and Local Government agencies subject to some limitations.

Part 5 of the FOI Act requires each local government to prepare and publish a Freedom of Information Statement (FOI Statement) annually.

Comment

The purpose of the of the FOI Statement is to enable members of the public to be more familiar with the functions, structures and operations of the Shire of Narembeen, the types of documents held by the Shire and the procedures for accessing documents.

The Shire is committed to transparency and accountability and seeks to provide members of the public with access to information in the most time efficient and low-cost methods, whilst ensuring the privacy of staff and the public is protected.

Consultation

Executive Manager Corporate Services
Executive Manager Infrastructure Services

Statutory Implications

The document has been prepared in accordance with section 96 of the *Freedom of Information Act 1992*.

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	Some temporary non compliances
Consequence Rating	Minor (2)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Moderate (6)
Key Controls in Place	Freedom of Information procedure in place
Action / Treatment	Freedom of Information Statement 2023-2024
Risk Rating After Treatment	Adequate

Financial Implications

Nil

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation / Council Resolution – Item 11.1

That Council adopts the Freedom of Information Statement 2023-2024, as attached.

MIN 7765/24

MOTION - Moved Cr. Hardham

Seconded Cr. Currie

CARRIED 7 / 0

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

UNCONFIRMED

11.2 Code of Conduct for Council Members, Committee Members and Candidates Review

Date:	8 April 2024
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	ADM025
Previous Meeting Reference	7203/21
Disclosure of Interest:	Nil
Attachments:	11.2A Code of Conduct for Council Members, Committee Members and Candidates

Purpose of Report

- Executive Decision Legislative Requirement

Summary

This item presents the reviewed Code of Conduct for Council Members, Committee Members and Candidates to Council for consideration and, if satisfactory, adoption.

Background

The Local Government (Model Code of Conduct) Regulations 2021 (the new regulations) was gazetted on 2 February 2021 and took effect on 3 February 2021.

The Shire was required to adopt a Code of Conduct for Council Members, Committee Members and Candidates that incorporates the Model Code of Conduct within three months, in accordance with the new Section 5.104 of the *Local Government Act 1995* (the Act).

Council adopted the Model Code of Conduct at its Ordinary Council Meeting dated April 2021 (7203/21).

Comment

Whilst there is no specific frequency mentioned for regular reviews, local governments should periodically assess and review the Code of Conduct to ensure it remains relevant and effective.

The result of the review process proposed no amendments.

Consultation

Executive Manager Corporate Services
Executive Manager Infrastructure Services
Council Discussion Forum March 2024

Statutory Implications

The document was prepared in accordance with section 5.104 of the *Local Government Act 1995* and the *Local Government (Model Code of Conduct) Regulations 2021*.

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 Framework
Action / Treatment	Document Governance Framework
Risk Rating After Treatment	Adequate

Financial Implications

Nil

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation / Council Resolution – Item 11.2

That Council adopts the Code of Conduct for Council Members, Committee Members and Candidates, as attached.

MIN 7766/24

MOTION - Moved Cr. Bald

Seconded Cr. Cusack

CARRIED 7 / 0

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

11.3 Corporate Business Plan – Quarterly Monitoring Report – March 2024

Date:	8 April 2024
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	ADM172
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	11.3A IPR Quarterly Progress Report – March 2024

Purpose of Report

- Executive Decision Legislative Requirement

Summary

This item presents the Corporate Business Plan (CBP) – quarterly monitoring report for March 2024 to Council for consideration and, if satisfactory, receive.

Background

The council, community, and administration each has unique roles 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 implementing 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 2024 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 11.3

That Council receives the Corporate Business Plan Quarterly Monitoring Report – March 2024, as attached.

MIN 7767/24

MOTION - Moved Cr. Cole

Seconded Cr. Currie

CARRIED 7 / 0

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

12 Officers Reports - Development and Regulatory Services

Nil

13 Officers Reports - Corporate Services

13.1 Application to Breed Cats

Date:	2 April 2024
Location:	Not applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	ADM551
Previous Meeting Reference	Not applicable
Disclosure of Interest:	Nil
Attachments:	13.1A Application for Cat Breeders Licence (CONFIDENTIAL) 13.1B Cats' Registration Details (CONFIDENTIAL)

Purpose of Report

- Executive Decision Legislative Requirement

Summary

For Council to approve an application for a licence to breed cats.

Background

Council has received an application for a cat breeder's license from a local resident, as per the attached. Council does not currently have a delegation to the Chief Executive Officer regarding the approval of licenses to breed cats, so the application must be approved by Council.

Comment

This agenda item is procedural, as Council has no means of rejecting the application received as the applicant has met all the criteria given by the Cat Act 2011 and the associated Regulations.

Consultation

Chief Executive Officer

Statutory Implications

Cat Act 2011, Section 37

- (1) On receiving an application for the grant or renewal of an approval to breed cats under section 36, a local government is to —
- (a) grant or refuse to grant an approval for the person to breed cats; or
 - (b) renew or refuse to renew an approval for the person to breed cats.

- (2) A local government may refuse an application for the grant or renewal of an approval to breed cats only if the local government is satisfied that one or more of the following apply —
- (a) the applicant is a child under 18 years of age;
 - (b) the applicant has no, or insufficient, facilities to breed cats in a safe and ethical way;
 - (c) the applicant has no, or unsuitable, premises where cats can be bred in a safe and ethical way;
 - (d) the applicant has been convicted within the previous 3 years of an offence against —
 - (i) this Act; or
 - (ii) the Dog Act 1976; or
 - (iii) the Animal Welfare Act 2002;
 - (e) the applicant is not a fit and proper person to breed cats;
 - (f) such other circumstances, if any, as are prescribed.
- (3) A local government to which an application is made may require the applicant to give the local government, within a specified time of not more than 21 days, any document or information that it requires to determine the application and may require the applicant to verify the information by statutory declaration.
- (4) The local government may refuse to consider an application if the applicant does not comply with a requirement under subsection (3) within the specified time.
- (5) Despite subsection (2), a local government is not to refuse to grant or renew an approval to breed cats if the applicant belongs to a class of persons prescribed for the purposes of this subsection.
- (6) Subject to this Act, the grant or renewal of an approval to breed cats has effect for the period, or periods, prescribed.

Cat Regulation 2012, Regulation 21

An application for the grant or renewal of approval to breed cats under section 36 of the Act must —

- (a) be made by supplying the details required in Form 1 Parts A, B, E, F and G to the local government; and
- (b) be accompanied by the application fee payable under Schedule 3. [*Regulation 21 inserted in Gazette 23 Aug 2013 p. 4006.*]

Cat Regulation 2012, Regulation 23

A local government is not to refuse an application for the grant or renewal of an approval to breed cats if the applicant —

- (a) has attained the age of 18 years; and
- (b) has not been convicted within the previous 3 years of an offence against —
 - (i) the Cat Act 2011; or
 - (ii) the Dog Act 1976; or
 - (iii) the Animal Welfare Act 2002; and
- (c) is a current member of one of the following organisations and associations —
 - (i) the Cat Owners Association of Western Australia (COAWA);
 - (ii) the Feline Control Council of Western Australia (FCCWA);
 - (iii) the Australian National Cats (ANCATS).

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Nil

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	Cat Act 2011
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

The applicant has paid \$55 in fees for processing their application.

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation / Council Resolution – Item 13.1

That Council approve the application for a license to breed cats, as attached, for a period of 12 months only.

MIN 7768/24

MOTION - Moved Cr. Bray

Seconded Cr. Currie

CARRIED 7 / 0

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

5.13pm Cr Cole left the meeting.

5.14pm Cr Cole returned.

13.2 Narembeen Recreation Centre – Coolroom Repairs

Date:	8 March 2024
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	ADM172
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	13.2A NRC Coolroom Repairs

Purpose of Report

Executive Decision

Legislative Requirement

Summary

For Council to approve the unbudgeted expenditure of \$10,520.43 for the repairs of the coolroom situated at the Narembeen Recreation Centre.

Background

In February 2024, the Shire of Narembeen (the Shire) submitted a claim in relation to the machinery breakdown of the coolroom compressor situated at the Narembeen Recreation Centre under its property protection policy.

Loss Description: Storm damage to coolroom compressor (fused)

Loss Date: 24 January 2024

Excess: \$1,000

The lease agreement between the Shire Narembeen Club Incorporated (the Club) outlines the conditions to include maintenance and works obligations. When referring to the lease, it was determined that the Shire is responsible for repairs that are insurable.

The Club obtained a quotation from Merredin Refrigeration & Air Conditioning for undertaking the repairs at a cost of \$12,707.04 (exclusive GST). This quote was submitted to the Shire's insurers, LGIS whom acknowledged receipt and granted the loss.

Upon the finalisation of the repairs, the invoice was far greater than the quoted price.

Quoted Price: \$13,007.04

Invoice: \$23,424.47

Comment

Attachment 13.2A includes an email extract dated 26 March 2026 outlining the outcome of the claim assessment.

Based on the information available and the lack of a power incident report or other evidence supporting an external cause, the loss presented with a more common and typical cause of failure. The assessment acknowledges that under the circumstances that a replacement refrigeration system would be considered the best solution to ensure the maximum long-term benefit due to the age and condition of the equipment. However, liability under this policy is limited to the more economical cost of replacing the damaged components and does not extend to capital replacement.

Based on what the assessor considers fair and reasonable, the settlement offer is \$12,904.04 (exclusive GST). The gap between the invoice and the settlement offer is \$10,520.43 (exclusive GST).

Consultation

Executive Manager Corporate Services
Narembeen Recreation Centre Committee – Representatives
LGIS

Statutory Implications

Division 4 of the *Local Government Act 1994*

6.8 Expenditure from municipal fund not included in the annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure –
 - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution (absolute majority required); or
 - (c) is authorised in advance by the president in an emergency.

Policy Implications

Council Policy – Asset Management

Strategic Implications

Strategic Community Plan

Strategic Priority: 1. Community
Objective: Happy, safe, healthy, and inclusive community
Strategy: Recreation, social and heritage spaces are safe and celebrate our lifestyle and active and healthy pursuits

Asset Management Plan

Although the Asset Management Plan accommodates lifecycle costs for equipment, the implementation of a proactive maintenance strategy will assist minimising unexpected costly repairs and/or replacement.

Long Term Financial Plan

Despite the Long-Term Financial Plan accommodating lifecycle costs for equipment, the implementation of a proactive maintenance strategy will better inform expected lifespan costs.

Risk Implications

Risk Profiling Theme	Ineffective Management of Events / Facilities / Venues
Risk Category	Property
Consequence Description	\$10,001 - \$50,000
Consequence Rating	Moderate (3)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Moderate (9)
Key Controls in Place	Lease Agreement; Asset Management Plan
Action / Treatment	Develop Building Maintenance Program; Review Building Maintenance Inspection and Reporting Process
Risk Rating After Treatment	Adequate

Financial Implications

The breakdown of the unbudgeted costs (exclusive GST) is as follows:

Quotation	\$13,007.04
Invoice	\$23,424.47
Settlement Offer for Claim	\$12,904.04
Unbudgeted Expense	\$10,520.43

The expense will be coded to GL 1131102 – Recreation Centre (Maintenance).

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation / Council Resolution – Item 13.2

That Council authorises the unbudgeted expenditure of \$10,520.43 for the unclaimable repairs of the coolroom situated at the Narembeen Recreation Centre.

MIN 7769/24

MOTION - Moved Cr. Bray

Seconded Cr. Hardham

CARRIED 7 / 0

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

- participation in the new RoadWise Recognised initiative.

The RoadWise Recognised aspect of being a RoadWise Council provides formal recognition for, and enables benchmarking and monitoring of road safety management, actions, and interventions.

Local governments are encouraged to remain registered RoadWise Councils to ensure they have access to specialist advice and assistance in managing road safety at a local level to the best of their capacity and capability.

Comment

Participation in the RoadWise Council initiative will provide the Shire of Narembeen with access to WALGA's road safety services and products, including road safety policy development, training and professional development forums, knowledge-sharing workshops and access to incentives and sponsored programs. This supports the Shire's work towards effective management and planning of transport infrastructure under our Strategic Outcome of Economy and Civic Leadership.

Consultation

Executive Manager Corporate Services
Executive Manager Infrastructure Services
Rodney Thornton, WALGA Regional Road Safety Advisor
Council Discussion Forum March 2024

Statutory Implications

Austrroads 2021 – Guide to Road Safety Part 1.

Policy Implications

Council Policy - Asset Management

Strategic Implications

Strategic Community Plan

Strategic Priority: 3. Economy
Objective: Retain and grow existing business employment and attract new industry
Strategy: 2.2 Safe and efficient transport network enables economic growth

Asset Management Plan

The Asset Management Plan integrates the preservation of transport infrastructure.

Long Term Financial Plan

The Long-Term Financial Plan integrates the preservation of transport infrastructure.

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 register as a RoadWise Council.

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation / Council Resolution – Item 15.1

That Council:

1. accepts the invitation from WALGA to register the Shire of Narembeen as a RoadWise Council.
2. authorises the Shire President and Chief Executive Officer to sign the declaration of commitment as a RoadWise Council.
3. Nominates the Shire President and Executive Manager Infrastructure Services as the Shire of Narembeen RoadWise Council representatives.

MIN 7770/24 **MOTION** - Moved Cr. Cusack Seconded Cr. Cole

CARRIED 7 / 0

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

5.20pm Councillors Cusack, Currie and Cole declared a financial interest and left the meeting.

15.2 Gravel, Sand and Pit Rehabilitation Policy

Date:	16 April 2024
Location:	Not applicable
Responsible Officer:	Ken Markham, Executive Manager Infrastructure Services
Author:	Ken Markham, Executive Manager Infrastructure Services
File Reference	ADM541
Previous Meeting Reference	
Disclosure of Interest:	Nil
Attachments:	15.2A Current Policies 15.2B New Policy and Agreement Document

Purpose of Report

- Executive Decision Legislative Requirement

Summary

This report is seeking Council's adoption of a Gravel, Sand and Pit Rehabilitation Policy.

Background

Currently the Shire of Narembeen have several policies that deal with gravel. These include:

- Policy 10.1.3 - Land Resumption for Gravel
- Policy 10.1.4 - Gravel Supplies-Road Reserves
- Policy 10.1.19 - Gravel Royalties

The above-mentioned policies are lacking in detail and could be included in one policy document dealing with gravel and sand supplies used by the Shire of Narembeen in undertaking its works.

The Executive Manager Infrastructure Services (EMIS) has undertaken research by canvassing surrounding Council's on what their policies are regarding gravel and roadbuilding supplies.

The need for a clear, concise, and workable policy regarding in particular gravel but also other roadbuilding materials has become evident with several issues around access to gravel, unpaid royalties and pit rehabilitation being encountered in the last couple of months.

A new policy and an agreement document which clearly states the agreement between the Shire of Narembeen and the landowner will ensure these issues do not arise.

There are varying royalty rates for gravel throughout the Shires canvassed from \$1/m³ to \$3/m³ ex GST. The proposal is to have a rate for gravel which includes gravel pit rehabilitation requirements and one without rehabilitation. This would be agreed and signed off between the landowner and the Shire before gravel was extracted.

A rate for sand is also proposed to be adopted. This could be between \$1/m³ and \$2/m³.

Comment

The proposed new policy and agreement form will ensure issues around non-payment of royalties, gravel pit rehabilitation and access to gravel and sand is addressed.

Consultation

Chief Executive Officer
Executive Manager Corporate Services
Surrounding Shires

Statutory Implications

Local Government Act 1995

Policy Implications

Policy 10.1.3 - Land Resumption for Gravel
Policy 10.1.4 - Gravel Supplies- Road Reserves
Policy 10.1.19 - Gravel Royalties

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

Costs associated with the purchase and rehabilitation of pits will be costed/budgeted against the projects the materials are used for.

Voting Requirements

- Simple Majority Absolute Majority

Officers Recommendation / Council Resolution – Item 15.2

That Council:

1. Adopt the draft Gravel, Sand and Rehabilitation Policy.
2. Rescind Policy 10.1.3 - Land Resumption for Gravel, Policy 10.1.4 - Gravel Supplies - Road Reserves and Policy 10.1.9 - Gravel Royalties.
3. Set the following royalty rates:
 - Gravel without Rehabilitation requirement- \$2.00m³
 - Gravel with Rehabilitation Requirement- \$1.50m³
 - Sand \$1.50m³

MIN 7771/24 **MOTION** - Moved Cr. Hardham Seconded Cr. Bald

CARRIED 4 / 0

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

5.24pm Councillors Cusack, Currie and Cole re-entered the meeting.

15.3 Skid Steer eQuote

Date:	16 April 2024
Location:	Not applicable
Responsible Officer:	Ken Markham, Executive Manager Infrastructure Services
Author:	Ken Markham, Executive Manager Infrastructure Services
File Reference	ADM695
Previous Meeting Reference	
Disclosure of Interest:	Nil
Confidential Attachments:	15.3A Skid Steer Quotes

Purpose of Report

- Executive Decision Legislative Requirement

Summary

This report is seeking Council's decision on the tender for the supply and delivery of one skid steer.

Background

Council's 2023-24 Budget has provision for the purchase of a skid steer to assist with works.

A tender process was run through WALGA's eQuote system for the purchase of the skid steer with five suppliers invited to tender. They were:

- Westrac Pty Ltd
- Construction Equipment Australia (Wheatbelt Equipment)
- AFGRI Equipment
- McIntosh & Son W.A.
- CJD Equipment Pty Ltd

Of the five, four responses were received at the close of the tender. CJD Equipment failed to respond. All responses were outside the budget allocation with Westrac Pty Ltd offering the best price for the 232D3 skid steer. This would mean if accepted that the unallocated expenditure would need to come from the Plant Reserve.

As part of the tender we also asked for pricing on additional optional attachments. As the base price for the machine is already over the budget price, additional implements could be purchased over time as part of future budget allocations. These would include - forks, auger, skeleton bucket, trencher, rotary tiller, cold planer and slasher.

Comment

The addition of a skid steer to the Council's fleet would enable tasks to be undertaken that would normally require a contractor. With the addition of other attachments over time, the scope of works undertaken inhouse would increase and efficiencies would be gained.

Consultation

Outside Works Crew
Chief Executive Officer

Statutory Implications

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

3.57 Tenders for providing goods and services

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

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

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

Policy Implications

Council Policy – Procurement Framework

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Purchasing a skid steer entails considering its long-term asset management implications, including maintenance costs, depreciation, and expected lifespan, to ensure optimal utilisation and value over time. Properly managing the skid steer as an asset involves regular maintenance, tracking its performance, and planning for eventual replacement or upgrades to maintain operational efficiency and minimise the total cost of ownership.

Long Term Financial Plan

Purchasing a skid steer will impact the Long-Term Financial Plan by allocating funds for the initial purchase and on-going lifecycle costs.

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

The 2023-2024 Budget has an allocation of \$65,000 for the acquisition of a skid steer. The financial implications proceeding with the acquisitions is \$17,361.

The projected closing balance of the Plant Reserve at year end is \$557,505. There is the option to transfer out of the Plant Reserve to fund the expense gap of \$17,361.

Voting Requirements

- Simple Majority Absolute Majority

Officers Recommendation– 15.3

That Council:

1. Accepts the tender submitted by Westrac Pty Ltd as the successful supplier for RFT 2024-12 – Supply and Delivery of a Skid Steer Loader for the amount specified in the Confidential Attachment 15.3A.
2. Approves the unallocated expenditure of \$17,361 to be transferred from the Plant Reserve.

Or

1. Do not accept any of the tenders received.

Council Resolution – 15.3

That Council:

1. Accepts the tender submitted by Westrac Pty Ltd as the successful supplier for RFT 2024-12 – Supply and Delivery of a Skid Steer Loader for the amount specified in the Confidential Attachment 15.3A.

MIN 7772/24 MOTION - Moved Cr. Bray

Seconded Cr. Currie

CARRIED 7 / 0

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

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This item presents a contract price variation between the Shire of Narembeen and Prism Contracting & Consulting Pty Ltd (Prism), along with the overall project cost variation for consideration, and if acceptable, endorsement.

Background

Council nominated the Churchill Street Improvements (Stage 2) and Sealing of Savage Lane as part of Phase 3 LRCI program. The approved projects committed the LRCI funds to the value of:

- Churchill Street Improvements (Stage 2) \$350,000
- Sealing of Savage Lane \$250,000

Following this decision, a procurement process was initiated to engage a suitable contractor to carry out the scope of works. At its Ordinary Council Meeting dated October 2023, it was resolved (**MIN 7684/23**):

That Council:

1. *endorses the draft Minor Works Contract and Technical Requirements and Scope of Works between the Shire of Narembeen and Prism Contracting & Consulting Pty Ltd;*
2. *in accordance with regulation 20(1) of the Local Government (Functions & General) Regulations 1996, Council delegates to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry to Contract.*
3. *authorises the Chief Executive Officer to execute the contract.*
4. *authorises the Chief Executive Officer to approve project variations after the execution of the contract as per the below:*

Project Variations	Value	Authorisation
<i>Single Project Variation</i>	<i>Capped at \$20,000</i>	<i>CEO Authorised</i>
<i>Single Project Variation</i>	<i>Above \$20,000</i>	<i>To be presented to Council</i>
<i>Total Project Variations</i>	<i>Capped at \$55,000</i>	<i>CEO Authorised</i>
<i>Total Project Variations</i>	<i>Above \$55,000</i>	<i>To be presented to Council</i>

Comment

The need for additional design and survey lead to the engagement of SMEC for the survey of Churchill Street and design of the caravan bay parking area. This additional scope was necessary to enable the contractors to implement the contracted works.

Furthermore, Council decided to remove the existing street trees to prevent potential damage to footpaths and paving infrastructure, incurring maintenance costs.

Prism provided a breakdown of contract variations, with a significant portion attributed to standdown rates due to inclement weather. The summary of contract variations is as follows:

Churchill Street	Breakdown	Variation
	15 tonne of corrector (\$300 per tonne)	\$4,500.00
	Additional area @ Thomas Street (45m ² @ \$57.60/m ²)	\$2,592.00
Pavement / Footpath Repairs		

Funding for the cost variation is proposed to come from:

LRCI Phase 3 – unspent funding allocation	52,106
Townsite kerb replacement – project deferred to 2024/2025	40,809

Consultation

Executive Manager Infrastructure Services
Prism Contracting & Consulting Pty Ltd

Statutory Implications

Division 4 of the *Local Government Act 1994*

6.8 Expenditure from municipal fund not included in the annual budget

- (2) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure –
- (d) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (e) is authorised in advance by resolution (absolute majority required); or
 - (f) is authorised in advance by the president in an emergency.

Local Government (Functions and General) Regulations 1996

21(A) Varying a contract for the supply of goods and services

If a local government has entered into a contract for the supply of goods or services with a successful tendered, the contract must not be varied unless –

- (a) the variation is necessary in order for the goods or service to be supplied and does not change the scope of the contract.

Policy Implications

Council Policy – Procurement Framework

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

The project variance necessitates a review of the Asset Management Plan to identify lifecycle costs of maintaining the infrastructure assets.

Long Term Financial Plan

The project variance and funding adjustments necessitates a review of the Long-Term Financial Plan and may involve reassessing priorities and capturing lifecycle costs of maintaining the infrastructure assets.

Risk Implications

Risk Profiling Theme	Inadequate Project/Change Management
Risk Category	Financial Impact
Consequence Description	\$10,001 - \$50,000
Consequence Rating	Moderate (3)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Moderate (9)
Key Controls in Place	Statutory Requirements; Variation Specifications
Action / Treatment	Document Project Management Framework
Risk Rating After Treatment	Adequate

Financial Implications

The financial implications of the projected final costs \$92,914.61 and it is proposed that the cost variation is funded by:

LRCI Phase 3 – unspent funding allocation	52,106
Townsite kerb replacement – project deferred to 2024/2025	40,809

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation / Council Resolution – Item 18.2

That Council authorises the price variation of the Minor Works Contract and Technical Requirements and Scope of Works between the Shire of Narembeen and Prism Contracting & Consulting Pty Ltd with a cap of \$50,000, thereby increasing the total contract to a maximum of \$600,000;

MIN 7774/24 **MOTION** - Moved Cr. Cusack Seconded Cr. Bray

CARRIED 7 / 0

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

19. Matters for which the Meeting may be Closed

19.1 Meeting is closed to the public.

Voting Requirements

- Simple Majority Absolute Majority

Officers Recommendation / Council Resolution – Item 19.1

That Council close the meeting to public, under Section 5.23 (2) (c) of the Local Government Act 1995, so that it can discuss a potential contract of sale.

MIN 7775/24 **MOTION** - Moved Cr. Bray Seconded Cr. Currie

CARRIED 7 / 0

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

5.25 the meeting closed to public

19.2 Proposed Disposal of Lot 65 (41) Cheetham Way, Naremben

Date:	15 April 2024
Location:	Lot 65 (41) Cheetham Way, Naremben
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	ADM143
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

- Executive Decision Legislative Requirement

Summary

Council to consider an offer for sale of Shire owned land, Lot 65 Cheetham Way, Naremben.

Officers Recommendation / Council Resolution – 19.2

That Council:

1. Declines the \$25,000 offer for the acquisition of Lot 65 (41) Cheetham Way and authorises the CEO to negotiate with the purchaser, ensuring that no offer below \$35,000 plus GST is accepted;

2. In accordance with section 3.58 (3) of the Local Government Act 1995, advertise by local public notice of its intention to dispose of Lot 65 (41) Cheetham Way, Narembeen for \$35,000 plus GST to [REDACTED].
3. In accordance with section 3.58 (4) c (ii), declare the market value of the proposed disposition to be \$43,000.
4. Consider any submissions received on the proposed disposal at its meeting in May 2024.

MIN 7776/24

MOTION - Moved Cr. Hardham

Seconded Cr. Currie

CARRIED 7 / 0

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

19.3 Meeting is opened to the public.

Voting Requirements

Simple Majority

Absolute Majority

Officers Recommendation / Council Resolution – Item 19.3

That Council re-open the meeting to public.

MIN 7777/24

MOTION - Moved Cr. Bray

Seconded Cr. Cole

CARRIED 7 / 0

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

5.54pm Meeting was re-opened to the public

20. Closure of Meeting

The next meeting will be held on Tuesday 21 May 2024 commencing at 5.00pm

There being no further business, the chair declared the meeting closed at 5.55pm

ATTACHMENT 8.1A
Great Eastern Country Zone Minutes –
11 April 2024

Great Eastern Country Zone Minutes

11 April 2024

Hosted by the Shire of Kellerberrin
Recreation and Leisure Centre
110 Massingham Street, Kellerberrin

Meeting commenced at 9.33am

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ATTACHMENTS

The following are provided as attachments to the Minutes

1. Item 5.1.1 Lotterywest presentation
2. Item 7.5 Water Corporation presentation

1 OPENING, ATTENDANCE AND APOLOGIES

1.1 OPENING

The Chair opened the meeting at 9.33am.

1.2 ATTENDANCE

MEMBERS

Shire of Bruce Rock

2 Voting Delegates from each Member Council

President Cr Ram Rajagopalan

Cr Stephen Strange (**State Council Representative**)

Shire of Cunderdin

President Cr Alison Harris

Mr Stuart Hobley, Chief Executive Officer, non-voting

Shire of Dowerin

President Cr Robert Trepp

Cr Darrel Hudson

Mr Aaron Wooldridge, A/Chief Executive Officer, non-voting

Shire of Kellerberrin

Deputy President Cr Emily Ryan

Mr Raymond Griffiths, Chief Executive Officer, non-voting

Shire of Kondinin

Mr David Burton, Chief Executive Officer, non-voting

Shire of Koorda

President Cr Jannah Stratford

Mr Zac Donovan, Chief Executive Officer, non-voting

Shire of Merredin

President Cr Mark McKenzie

Deputy President Cr Renee Manning

Mr John Merrick, A/Chief Executive Officer, non-voting

Shire of Mount Marshall

President Cr Tony Sachse (**Zone Chair**)

Mr Ben McKay, Chief Executive Officer, non-voting

Shire of Narembeen

President Cr Scott Stirrat

Cr Michael Currie (observer)

Shire of Nungarin

President Cr Pippa de Lacy

Mr Ric Halse, Chief Executive Officer, non-voting

Shire of Tammin

Deputy President Cr Tanya Nicholls

Ms Joanne Soderlund, Chief Executive Officer, non-voting

Shire of Trayning

President Cr Melanie Brown

Cr Mark Leslie (observer)

Ms Leanne Parola, Chief Executive Officer, non-voting

Shire of Westonia	President Cr Mark Crees Deputy President Cr Ross Della Bosca
Shire of Wyalkatchem	President Cr Owen Garner Cr Rod Lawson Kerr Cr Christopher Loton (observer) Cr Mischa Stratford (observer) 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	
Water Corporation	Ms Rebecca Bowler, Manager Customer & Stakeholder – Goldfields & Agricultural Region
Wheatbelt Development Commission	Ms Renee Manning, Principal Regional Development Officer – Central East
Lotterywest	Lisa Jackson, Grants Development Manager
MEMBERS OF PARLIAMENT	Hon Steve Martin MLC, Member for the Agricultural Region Hon Mia Davies MLA, Member for Central Wheatbelt
WALGA	James McGovern, Manager Governance & Procurement Meghan Dwyer, Executive Officer Governance

1.3 APOLOGIES

MEMBERS

Shire of Bruce Rock	Mr Darren Mollenoyux, Chief Executive Officer
Shire of Dowerin	Deputy President Cr Nadine McMorran
Shire of Mount Marshall	Deputy President Cr Nick Gillett
Shire of Mukinbudin	President Cr Gary Shadbolt Mr Dirk Sellenger, Chief Executive Officer
Shire of Narembeen	Ms Rebecca McCall, Chief Executive Officer
Shire of Nungarin	Deputy President Cr Gary Coumbe
Shire of Tammin	Cr Nick Caffell
Shire of Westonia	Mr Bill Price, Chief Executive Officer
Shire of Yilgarn	Deputy President Cr Bryan Close
MEMBERS OF PARLIAMENT	Hon Martin Aldridge MLC, Member for Agricultural Region Hon Colin de Grussa MLC, Member for Agricultural Region

GUESTS

Main Roads WA
Regional Development
Australia WA

Department of Local
Government, Sport and Cultural
Industries

Mr Mohammad Siddiqui, Regional Manager Wheatbelt
Mr Josh Pomykala, Director Regional Development

Ms Samantha Cornthwaite, Regional Director Wheatbelt

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

Nil

4 ANNOUNCEMENTS

Nil

5 GUEST SPEAKERS / DEPUTATIONS

5.1 SPEAKERS FOR THE APRIL ZONE MEETING

5.1.1 Lotterywest

Lisa Jackson, Grants Development Manager, made a presentation to the Zone on funding processes and any potential areas of support Lotterywest can offer to the Great Eastern Country Zone region.

The presentation is attached (Attachment 1)

Noted

6 MEMBERS OF PARLIAMENT

Members of the State Government in attendance were invited to provide a brief update on matters relevant to the Zone.

- Hon Steve Martin MLC, Member for the Agricultural Region
- Hon Mia Davies MLA, Member for Central Wheatbelt

Noted

7 AGENCY REPORTS

7.1 DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES

Samanta Cornthwaite, Regional Director Wheatbelt, was an apology for the meeting.

The DLGSC report was submitted for the Zone.

Executive Officer comment:

WALGA has contacted the Department and are working with them to allocate attendance at some Zone meetings. The Zone requested if an officer from the Department is attending, they would prefer an officer from the Local Government portfolio.

Noted

7.2 WHEATBELT DEVELOPMENT COMMISSION

Renee Manning, Principal Regional Development Officer

The Wheatbelt Development Commission report was submitted for information.

Noted

7.3 REGIONAL DEVELOPMENT AUSTRALIA WHEATBELT

Josh Pomykala, Director Regional Development was an apology for the meeting.

The Regional Development report was submitted for the Zone.

The Zone expressed its congratulations to Ms Mandy Walker who was awarded the 2024 AgriFutures Rural Women's Award for her project to help Wheatbelt businesses participate in the defence industry supply chain. The Zone requested the Executive Officer send a letter of congratulations to Ms Walker.

Noted

7.4 MAIN ROADS WESTERN AUSTRALIA

Mohammad Siddiqui, Regional Manager Wheatbelt is an apology for the meeting.

The Main Road Western Australia report was submitted for the Zone.

Shire of Westonia informed that the Carrabin Roadhouse intersection with Great Eastern Highway, the condition of which was discussed at previous meetings, has been repaired.

Noted

7.5 WATER CORPORATION

Rebecca Bowler, Manager Customer and Stakeholder

A short presentation was given to the Zone (Attachment 2).

Ms Bowler informed that the Water Corporation Board is due to consider an internal review of the serious storm event of February 2024 with information likely to be provided to the next Zone meeting.

Noted

**The Zone adjourned for a short break at 11.18am.
The meeting recommenced at approximately 11.30am.**

8 MINUTES

8.1 CONFIRMATION OF MINUTES FROM THE GREAT EASTERN COUNTRY ZONE MEETING HELD ON 22 FEBRUARY 2024

The Minutes of the Great Eastern Country Zone meeting held on 22 February 2024 have previously been circulated to Member Councils.

RESOLUTION

**Moved: Shire of Westonia
Seconded: Shire of Yilgarn**

That the Minutes of the meeting of the Great Eastern Country Zone held on 22 February 2024 be confirmed as a true and accurate record of the proceedings.

CARRIED

8.2 BUSINESS ARISING FROM THE MINUTES FROM THE GREAT EASTERN COUNTRY ZONE MEETING HELD ON 22 FEBRUARY 2024

8.2.1 Carriage Lighting – Rail Network

Background:

At the February Zone meeting, it was resolved that:

That the Zone Executive Officer request a comment from WALGA on their capacity to advocate for change, with an item to be prepared for the next Great Eastern Zone meeting.

Comment

The following comment has been provided by WALGA's Executive Manager Infrastructure:

WALGA is a stakeholder, but not leading advocacy to improve the conspicuity of trains. Further to the advice to the November Zone meeting the following activities have been undertaken:

- WALGA participated in a workshop and safety review of a trial installation of LED headlights, additional side and brow lighting to the existing locomotive fleet owned by CBH and operated by Aurizon. The workshop noted that this lighting is additional to required rail standards and focussed on potential risks of moving beyond current standards and risk mitigation actions.
- ALGA, representing the Local Government sector nationally, participated in the rail crossing safety roundtable in Brisbane in early March. Advocacy highlighted that with more than 20,000 level crossings intersecting roads and paths across the country, the safe system needs to deliver significantly more than public education and enforcement.

The Office of National Rail Safety Regulator (ONRSR) is currently consulting on a draft [Code of Practice – Level Crossings and Train Visibility](#) as requested by the Infrastructure and Transport Ministers. This code of practice will set out best practice to the industry and is intended to be admissible in a proceeding as evidence of whether or not a rail operator has complied with a duty or obligation under the *Rail Safety National Law*. Consultation is open until Thursday 11 April.

WALGA does not have sufficient resources to prioritise development of a submission in the four week consultation period.

Noted

8.2.2 Medicare Rebate

Background

At the February Zone meeting, it was resolved that:

That the Zone Executive Officer write to Medicare / Services Australia and inform that the WALGA Great Eastern Country Zone is opposed to any change to the Medicare rebate for initial telehealth consultations with specialist doctors.

The Zone Executive Officer sent correspondence to the Medicare Benefits Schedule (MBS) Review Committee (MRAC).

Comment

The MRAC acknowledged the Zone's correspondence and advised the following:

As the consultation process closed on 6 November 2023 your submission will be considered more broadly by the department and we thank you for taking the time to provide feedback.

For future updates on the progress of this and other MRAC reviews, please monitor the [MRAC Webpage](#) on the Department of Health and Aged Care website.

Noted

8.2.3 Great Eastern Country Zone Conference 2025

Background:

At the February Zone meeting, a Zone Conference Planning Subcommittee was established. Members of the committee are Cr Melanie Brown, Cr Jannah Stratford, Cr

Ram Rajagopalan, Cr Gary Shadbolt, Cr Tony Sachse, Cr Stephen Strange and Cr Mark Crees.

Comment:

The Zone secretariat will meet in early April with WALGA's Senior Adviser Events Michelle Dayman to initiate development of priority actions as agenda items for the initial meeting of the subcommittee.

Executive Officer comment

WALGA staff have met. An agenda for a meeting of the Subcommittee (TBC) will be prepared and distributed. An update and proposals for the Conference will be provide at the next Zone meeting.

Noted

8.3 MINUTES OF THE GREAT EASTERN COUNTRY ZONE EXECUTIVE COMMITTEE MEETING HELD ON 2 APRIL 2024

The Minutes of the Great Eastern Country Zone Executive Committee meeting held on 2 April 2024 were submitted for the Zone.

RESOLUTION

Moved: Shire of Nungarin

Seconded: Shire of Cunderdin

That the Minutes of the Great Eastern Country Zone Executive Committee meeting held on 2 April 2024 be received.

CARRIED

8.4 BUSINESS ARISING FROM THE GREAT EASTERN COUNTRY EXECUTIVE COMMITTEE MEETING HELD ON 2 APRIL 2024

8.4.1 WoWem Sundowner

Background

On March 15, Cr Alison Harris in partnership with other Members of the Great Eastern Country Zone, hosted a Sundowner for female councillors in the region; "Women of the Wheatbelt Elected Members Sundowner". At the February meeting of the Zone, it was resolved that a contribution up to the value of \$1,000 could be made to this event. No invoice has been received to date.

WALGA's communication team will be highlighting this event to the sector.

President Cr Harris provided the following update:

- Approximately 25 elected members attended.
- Positive feedback was received.
- There was interest in a meeting of the group at the LG Convention.
- Thanked the Hon Mia Davies, the Zone, and others, for their contributions to the event.

The Zone Executive Officer confirmed an invoice for \$625.00 is being processed for payment.

Noted

9 ZONE BUSINESS

9.1.1 Enhanced and Alternative Education Opportunities for Regional WA

The WALGA Secretariat requests consideration of the following item from the Great Southern Country Zone.

Background

The Great Southern Country Zone has written to the Minister for Education, Hon. Tony Buti MLA seeking support to prioritise increased State Government investment to improve regional education, including:

- Increased access to alternative programs for students disaffected by main-stream education, those at risk or who have specific learning needs, who may be disruptive, falling behind and at risk of failing to learn; providing these students with intensive support, active, empathic, and practical instruction, combined with health and other services to enable their success.
- Increased secondary education distance ATAR, VET and other WACE subject courses, if necessary supplemented by private providers, with qualified teacher mentoring and support provided in schools closest to students, supplemented with online access to subject specialist teachers to enable student success.
- Implement strategies to attract and retain quality teachers and subject specialists in remote communities, including:
 - Subsidised high standard GROH housing.
 - Increased financial bonuses, for remote locations and to encourage longer term retention.
- Providing sufficient GROH housing for State Government employees to reduce pressure on regional private rental availability and improve housing security for teachers and all Government service staff when transferring to regional locations.

The Great Southern Country Zone's call to action from State Government, seeks to reduce disadvantage for students living in regional Western Australia, so they can access the same quality educational opportunities available in metropolitan and regional centres, without need to attend boarding schools. In addition, these strategies will also deliver substantial economic and social benefit for regional communities.

Comment

If your region also experiences disadvantage in educational opportunities, the Great Southern Country Zone now seeks your consideration of the below recommendations and if the Great Eastern Country Zone accepts the recommendations below, then your Zone may use the above content to assist in developing your submissions.

The Great Southern Country Zone communicated with the Minister on the following matters:

- Supports the call to action to reduce regional disadvantage in educational opportunities;
- Agrees to write to the Minister for Education requesting action; and
- Requests the WALGA Secretariat to advocate to State Government on this matter.

RESOLUTION

Moved: Shire of Bruce Rock

Seconded: Shire of Kellerberrin

That the Great Eastern Country Zone:

- 1. Supports the call to action to reduce regional disadvantage in educational opportunities;**
- 2. Agrees to write to the Minister for Education requesting action; and**
- 3. Requests the WALGA Secretariat to advocate to State Government on this matter.**

CARRIED

9.1.2 Agricultural Land Use

WALGA has received a request from WEROC for a motion be presented to the GECZ for consideration.

Background

The Wheatbelt region is becoming an increasingly attractive place for investors seeking to decarbonise their operations and meet their environmental, sustainable and governance (ESG) obligations.

Project proponents are active in the region, seeking to develop projects across renewable energy (wind and solar farms), tree planting (for carbon offsets, biodiversity or nature repair credits, clearing offsets) and biofuel production. All are at various stages of development.

Without a coordinated or considered approach to settlement of those investments into the current predominantly agricultural landscape, there is a risk that poor outcomes may result for Wheatbelt communities, the economy and the environment.

Current Situation

This issue is not new and has been raised in zone meetings across the Wheatbelt region.

The 2023 WALGA State Council Annual General Meeting included a resolution that included referral to the WALGA People and Place Policy team for further work to be undertaken on:

5.2 Land Use Policy - that WALGA establish and promote policies 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.

In November 2023, the Avon Midland Zone resolved:

That the Zone recommends to the WA Local Government Association that in considering land use policy WALGA establish polices that provide local governments options 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.

At the February 2024 GECZ meeting, Cr. Crees spoke to item 9.4.1, where "Agricultural land use" was endorsed as a new strategic priority for the Zone. He noted concern about the impact of large scale land use change such as trees for carbon offsets on communities and the local economy.

Local government authorities in the Zone, including WEROC members are actively grappling with proponents seeking to undertake projects that will result in significant land use change across their Shires. Many of these land uses are driven by private and public decarbonisation ambitions.

Rather than individual local governments tackling this issue, WEROC proposes the Great Eastern Country Zone request WALGA to undertake investigation and provide advice to assist local governments in preparing to engage with proponents that helps minimise negative impacts and maximises positive outcomes for communities and the region.

Recommendation

That WEROC recommend to GECZ 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, 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.

Clarifying comments

As part of its investigation WALGA would consider:

- a) Land use change that relates to farmland where the primary purpose remains farming, but a portion of the land is used for renewable energy generation or tree planning,
- b) Land use changes that relate to farmland where the primary purpose becomes renewable energy generation or tree planting.

It is assumed for the purposes of this investigation that all rural land used for agriculture is considered "productive".

As part of its investigation WALGA will engage with Local Governments and landowners and work closely with agencies such as Department of Planning, Lands & Heritage, Department of Water and Environmental Regulation and Department of Primary Industries & Regional Development.

RESOLUTION

Moved: Shire of Merredin
Seconded: Shire Westonia

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, 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.**

CARRIED

9.1.3 Adoption of Policy and Advocacy Prioritisation Framework

By Kathy Robertson, Manager Association and Corporate Governance

Background

State Council uses a Policy and Advocacy Prioritisation Framework to guide discussion and decision-making on policy and advocacy issues. The Framework was developed in 2020 on the request of State Council to assist State Councillors in determining the priority of a particular issue relative to existing (and competing) policy and advocacy priorities.

The Framework (included below) utilises 11 criteria to sharpen thinking (e.g. the impact on the Local Government sector, the number of Member Local Governments affected, the level of support amongst the public or other stakeholders, etc.), and encourage decision-makers to consider the wider context and impacts of the issue before settling on a pathway forward.

The Great Southern Country Zone also adopted the Prioritisation Framework not long after it was developed in 2020.

Comment

It is proposed that all Zones consider adopting the Policy and Advocacy Prioritisation Framework as included below.

If the Zone were to adopt the Prioritisation Framework, Zone Delegates could use it to guide their decision-making when determining whether or not to request action or advocacy from WALGA on a particular issue (that is, sector-wide issues). Issues that are not sufficiently prioritised (that is, regional issues) could instead be dealt with at the Zone level (e.g. through direct advocacy efforts on behalf of the Zone).

The Prioritisation Framework could also be used by Zone Delegates when drafting Agenda items and motions on policy or advocacy issues, using the criteria as prompts for what kind of information to include.

The Prioritisation Framework does not remove the need for judgements to be made and is intended to *guide*, not replace, decision-making.

How to use the Framework:

- If the majority of the factors are towards the left column, the issue is a high priority.
- If the majority of the factors are towards the middle, the issue requires action, but is not a high priority.
- If the majority of the factors are towards the right column, the issue is a low priority.

Following prioritisation, an appropriate and proportionate policy and advocacy approach can be determined.

Impact on Local Government Sector Impact on Local Government sector without intervention	High	Medium	Low
Reach Number of member Local Governments affected	Sector-wide	Significant (multiple regions, Zones, or bands)	Few
Influence Capacity to influence decision makers	High	Medium	Low
Principles Alignment to core principles such as autonomy, funding, general competence	Strong	Partial	Peripheral
Clarity Policy change needed is clear and well-defined	Clear	Partial	Unclear
Decision-maker support Level of support among decision-makers (political and administrative)	High	Medium	Low
Public support Level of support among the public or other stakeholders	High	Medium	Low
Positive consequences for WALGA Prospect of positive consequences for WALGA. E.g. enhanced standing among members or leverage for other issues.	High	Medium	Low

Negative consequences for WALGA Prospect of negative consequences for WALGA for not undertaking the advocacy effort. E.g. diminished standing among members or other stakeholders.	High	Medium	Low
Partnerships Potential for partnerships with other stakeholders	Yes (3+)	Possibly (1-2)	No (0)

RECOMMENDATION

That the Great Eastern Country Zone adopt the Policy and Advocacy Prioritisation Framework to determine the priority of a particular policy or advocacy issue, and guide future decision-making.

RESOLUTION

Moved: Shire of Bruce Rock

Seconded: Shire of Wyalkatchem

That the Great Eastern Country Zone acknowledge the Policy and Advocacy Prioritisation Framework to determine the priority of a particular policy or advocacy issue, and guide future decision-making.

CARRIED

9.1.4 Consultation Opportunities

The following consultations are currently open and Zone Local Governments may consider providing a response or formal submission:

Standardised Meeting Procedures

Meeting Procedures (Standing Orders) Local Laws have been the foundation for facilitating efficient and effective Council and Committee meetings.

State Government's Local Government Reform includes the proposal for replacing local laws with Standard Meeting Procedures Regulation. [The Department of Local Government, Sport and Cultural Industries is consulting](#) on proposals, with feedback required to the Department by 29 May 2024.

WALGA has prepared a [Discussion Paper](#) that combines the Department's Consultation Paper with comment and is seeking feedback from Local Governments.

This feedback will be utilised to develop a sector-wide advocacy position for submission to the Department.

Feedback on the WALGA Discussion Paper must be submitted to James McGovern, Manager Governance and Procurement by Monday, 29 April 2024.

For more information, [click here](#).

National Inquiry into Local Government Sustainability

The House of Representatives Standing Committee on Regional Development, Infrastructure and Transport will inquire into and report on Local Government sustainability.

Local Governments are encouraged to make a submission by the due date of Friday, 3 May 2024 and provide recommendations relating to any or all of the inquiry's terms of reference.

WALGA is seeking an extension for this deadline for Local Governments until 31 May 2024. Further communications will be provided if this deadline extension is approved.

For more information, [click here](#).

2024 Regional Telecommunications Review

The 2024 Regional Telecommunications Review has now commenced.

The Committee has been asked to examine the adequacy of regional Australia's telecommunications, including hearing from people in regional, rural and remote parts of Australia. You can find out more about how the Committee will do this in the [Terms of Reference](#).

For more information, [click here](#).

The WALGA Executive Officer will invite a Committee representative to attend an upcoming Zone meeting (June or August) as a guest speaker.

Noted

10 ZONE REPORTS

10.1 CHAIR REPORT

President Cr Tony Sachse

The Zone Executive met on Tuesday, 2 April 2024. A range of items were discussed many of which form part of the agenda today. The emerging issue of Agricultural Land Use was added as a new strategic priority and there is some follow up regarding that today.

Thanks to the WALGA staff for their contribution in preparing today's agenda, especially James McGovern and our new GECZ Executive Assistant Meghan Dwyer. Meghan is an Executive Office with Governance at WALGA. Welcome Meghan.

Special thanks to our former Executive Assistant Naoimh Donaghy for her time and considerable effort over recent years.

Thanks also to the Shire of Kellerberrin for hosting us today.

RESOLUTION

Moved: Shire of Wyalkatchem

Seconded: Shire of Koorda

That the Zone Chair's report be received.

CARRIED

10.2 WHEATBELT DISTRICT EMERGENCY MANAGEMENT COMMITTEE (DEMC)

President Cr Tony Sachse

The last Wheatbelt DEMC met on 13 March 2024. The minutes have not yet been distributed.

There were presentations from:

- Red Cross
- Neville Ellis – Emergency Management Sector Adaptation Plan Discussion Paper

Agenda Items included:

- 8.1. Gingin Bushfire Debrief – Availability of traffic management contractors.
- 8.2. January Storms Electricity Supply Disruption Debrief
 - 8.2.1. Identification of Critical Infrastructure and its Interdependencies
 - 8.2.2. Vulnerable people register/database/list information sharing
 - 8.2.3. Reliance on 000 in emergencies
 - 8.2.4. Accommodation for operational staff in emergencies
 - 8.2.5. Generator usage during Total Fire Bans in emergencies
- 8.3. DEMC strategic activities
 - 8.3.1. District strategic plans
 - 8.3.2. Trainings and engagement
 - 8.3.3. District Level Exercises

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

RESOLUTION

Moved: Shire of Yilgarn

Seconded: Shire of Cunderdin

That the Wheatbelt District Emergency Management Committee Report be received.

CARRIED

10.3 REGIONAL HEALTH ADVOCACY GROUP

President Cr Alison Harris

The Regional Health Advocacy Group report was submitted for the Zone.

RESOLUTION

Moved: Bruce Rock

Seconded: Nungarin

That the Regional Health Advocacy Report be received.

CARRIED

10.4 WALGA ROADWISE

Position currently vacant.

On behalf of the Zone, President Cr Tony Sachse expressed thanks to Cliff Simpson for his services to the Zone over many years.

11 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION BUSINESS

11.1 STATE COUNCILLOR REPORT

Cr Stephen Strange

Cr Strange provided a verbal report to the meeting.

- At the Strategic Forum held on 6 March, the new Minister for Local Government, Hon Hannah Beazley addressed State Council and took questions.
- A Election Priorities workshop was held with State Councillors on 7 March.
- Encourage all Local Governments to make submission to both the State and Federal Telecommunications Reviews being conducted. A review of the Universal Services Obligations Agreement is also under review. Encourage this to be reference in any submission.
- The Salaries and Allowance Tribunal determination was recently issues. There has been an increase in the Band 4 allowances. The Regional/Isolation Allowance was not reviewed, a request made in the WALGA submission.
- Encourage Local Government to undertake training to prepare for the recording of meetings and new standardised meeting procedures.

RESOLUTION

Moved: Shire of Wyalkatchem

Seconded: Shire of Narembeen

That the State Councillor Report be received.

CARRIED

11.2 STATE COUNCIL AGENDA ITEMS – 1 MAY 2024

Background

WALGA State Council meets five times each year and as part of the consultation process with Member Councils circulates the State Council Agenda for input through the Zone structure.

Zone delegates to consider the Matters for Decision contained in the WA Local Government Association State Council Agenda and put forward resolutions to Zone Representatives on State Council.

The full [State Council Agenda can be found on the WALGA website](#).

11.2.1 Matters for Decision

71 Waste Levy Advocacy Position

By Rebecca Brown, Manager Waste and Environment

WALGA RECOMMENDATION

That State Council:

1. **Replace the existing WALGA *Waste Levy Policy Statement and Advocacy Position 7.4 Waste Management Funding*.**

Local Government considers that:

1. **Waste Avoidance and Resource Recovery Levy funds should be hypothecated to strategic waste management activities in line with the State Waste Strategy and strongly opposes the application of the Levy to non-waste management related activities, such as funding State Government core activities; and**
2. **The Levy should not be applied to licensed landfills outside the metropolitan area.**

2. **Endorse a new Waste Levy Advocacy Position as follows:**

The Waste Avoidance and Resource Recovery Levy (the Levy) was established in WA to fund programs relating to the management, reduction, reuse, recycling, monitoring or measurement of waste and administering the fund. The current Levy is applied to waste generated, or landfilled, in the Perth metropolitan area.

Currently, only 25% of the collected funds are retained for strategic waste management activities, 75% are allocated to the ongoing operations of the Department responsible for administration of the Levy.

Local Government considers that:

1. **The Waste Avoidance and Resource Recovery Levy funds must be fully hypothecated to strategic waste management activities in line with the State Waste Strategy and not be used for non-waste management related activities, such as funding State Government core activities.**

2. **Strategic waste management activities funded by the State Government should:**
 - a. **Provide adequate funding and support for Regional Councils, non-metropolitan and metropolitan Local Governments;**
 - b. **Reflect the targets and priorities within the Waste Strategy;**
 - c. **Fully fund and acknowledge the life cycle costs of infrastructure and services; and**
 - d. **Facilitate the development, implementation and ongoing operation of Product Stewardship Schemes.**
3. **The Levy should not be applied to waste generated in the non-metropolitan area as it is not feasible, or appropriate, to implement the Levy in areas with a limited rate base, access to markets for recycled materials, economic growth and resources to manage such a change.**
4. **The Levy should not be applied to waste received at premises undertaking licensed activities whose primary purpose is resource recovery.**
5. **The Levy must be supported by a clear, evidence-based rationale to demonstrate the suitability of how charges are set, how and where funds are allocated, and the extent to which it is delivering on its objectives.**

EXECUTIVE SUMMARY

- The Waste Levy and Strategic Waste Funding Policy Statement was first endorsed in 2008 and was amended in 2018.
- The Statement outlines the Local Government position on levies charged on the weight or volume of waste received at licensed premises and the application of those funds to waste management activities.
- In 2023, the WA Government published the findings of a Review of the Waste Avoidance and Resource Recovery (WARR) Levy. The consultation summary report and supporting consultant report can be accessed on the Department of Water and Environmental Regulation (DWER) [website](#).
- Key outcomes of the Levy Review included a five-year schedule of increases and a commitment to investigate extending the levy boundary to regional areas.
- The new Waste Levy Advocacy Position uses contemporary language emphasises:
 - Full hypothecation of the Levy;
 - The key areas of expenditure for the Levy;
 - Opposition to the expansion of the Levy's geographic application;
 - Opposition to the application of the Levy to resource recovery activities; and
 - The need for a clear evidence-based rationale for setting and expending the Levy.
- The Municipal Waste Advisory Council (MWAC) endorsed the new Advocacy Position in February 2024.

11.2.2 Policy Team and Committee Reports

- 8.1 Environment Policy Team Report
- 8.2 Governance Policy Team Report
- 8.3 Infrastructure Policy Team Report
- 8.4 People and Place Policy Team Report
- 8.5 Municipal Waste Advisory Council (MWAC) Report

11.2.3 Matters for Noting/Information

- 9.1 WALGA 2023 Emergency Management Survey
- 9.2 Tree Retention Model Local Planning Policy
- 9.3 Local Emergency Management Arrangements (LEMA) Improvement Plan Implementation
- 9.4 Planning and Building Performance Monitoring Project
- 9.5 2024 WALGA Aboriginal Engagement Forum

RESOLUTION

Moved: Shire of Merredin
Seconded: Shire of Yilgarn

That the Great Eastern Country Zone:

1. **Supports all Matters for Decision listed above in the May 2024 State Council Agenda, and**
2. **Notes all other Policy Team and Committee Reports and Organisational Reports as listed in the May 2024 State Council Agenda.**

CARRIED

11.3 WALGA PRESIDENT'S REPORT

The WALGA President's report was submitted for the Zone.

RESOLUTION

Moved: Shire of Bruce Rock
Seconded: Shire of Cunderdin

That the WALGA's President's Report be received.

CARRIED

12 EMERGING ISSUES

12.1.1 Invitations to attend a Zone Meeting

MOTION

Moved: Shire of Bruce Rock
Seconded: Shire of Westonia

That the Great Eastern Country Zone invite all State Government Ministers to attend an upcoming Zone meeting.

AMENDMENT

Moved: Shire of Trayning

Seconded: Shire of Merredin

That the Great Eastern Country Zone invite the Minister for Local Government to attend an upcoming Zone meeting, followed by invitations to Minister's whose portfolio aligns with the Zone's Strategic Priorities.

LOST

RESOLUTION

The substantive motion was put to the vote.

CARRIED

12.1.2 2024 WALGA Convention

The 2024 WALGA Convention will be held from Tuesday, 8 to Thursday, 10 October. The Convention returns to the Perth Convention and Exhibition Centre.

13 NEXT MEETING

The next Executive Committee meeting will be held on Wednesday, 5 June 2024 commencing at 8.00am, via MSTeams.

The next Great Eastern Country Zone meeting will be held on Thursday, 13 June 2024 commencing at 9.30am. This meeting will be hosted by the Shire of Merredin.

14 CLOSURE

The Chair closed the meeting at 12.25pm.

Lotterywest outcomes-based grant making

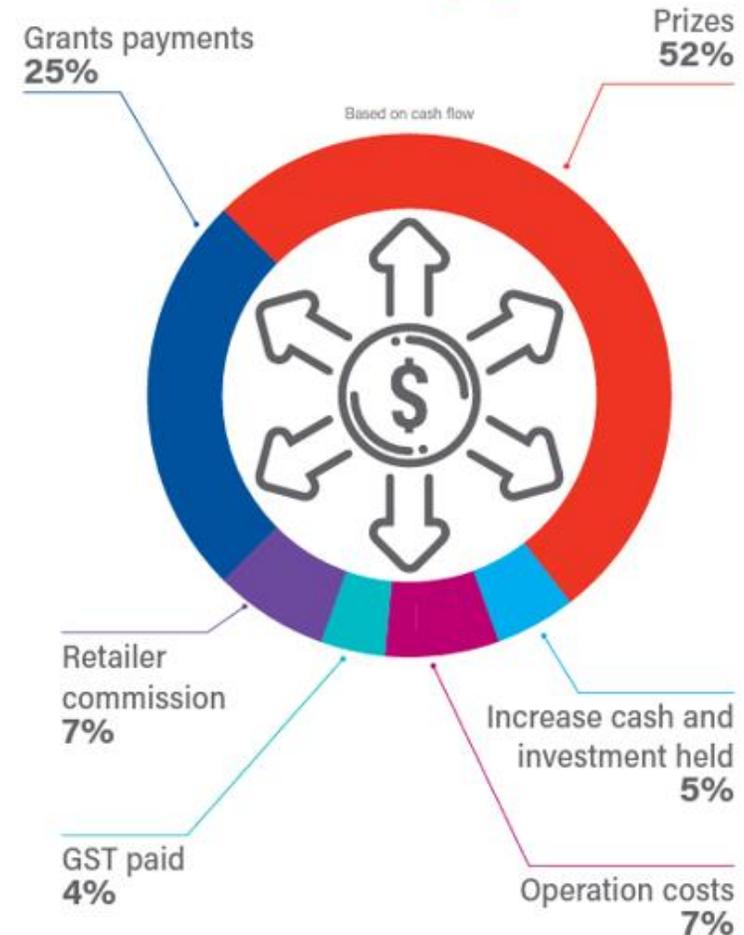


About Lotterywest

- Established in 1932 during the Great Depression to regulate the lottery and support WA charities
- Only State-owned lottery in Australia where all the profits are returned to the community through prizes or grants
- All grants are recommended by the Lotterywest Board and approved by the Minister for Lotterywest



Where does the money go?



Community Investment Framework





Thinking about applying for a Lotterywest grant?

Everything you need to know
about eligibility, purpose and
requirements.



[Click to add subtitle](#)

Who can we support

Your organisation is eligible to apply if it's a:

- **Local Government Authority**
- **Not-for-profit** (i.e. none of the profits go to owners or shareholders)
 - If your organisation is registered as a charity with the ACNC or as an Incorporated Association in WA, you are eligible to apply (although there are a few extra checks for Trusts)
 - We'll need to check the not-for-profit status of other organisations individually

You may choose to be auspiced by an eligible organisation if you are a smaller not-for-profit. A template auspicing agreement is available on our website

What can we support?

As an outcomes-based grant-maker, we support the impact of your initiatives

- Grants that result in public benefit for the WA community
- Grants that achieve outcomes that link to the Community Investment Framework



What we don't support

- Projects taking place outside Western Australia
- Retrospective, contingency or on-going operational costs
- Religious activities (although welfare and community service activities of faith-based groups can be funded)
- Competitive sporting activities
- Medical research
- The GST component of items purchased by the grant
- Projects or initiatives that could/should be funded through Government funding arrangements
- Applications that do not reflect our Good Practice Requirements

Grant limits

How much can you apply for?

- The minimum grant request is \$3,000
- \$15,000 limit for organisations not registered for GST or unincorporated groups (unless auspiced)
- Otherwise, there is no upper grant limit
- Lotterywest is a complementary grant-maker. We expect others will contribute appropriately to the cost of initiatives (financially and/or in kind)

Good Practice Requirements

Lotterywest is committed to maximising the positive impact of our grants for the WA community.

From 1 January 2024, Good Practice Requirements will apply to all new applications.

The Requirements cover:

- Traditional Custodians and Country
- Equity, diversity and inclusion
- Environmental sustainability
- Healthy lifestyles
- Smoke-free
- SunSmart

Our team is here to help you work through how the Requirements apply to your application.



Sharing the news

Some ways you can acknowledge your Lotterywest grant are:

- Including it in your media releases or speeches
- Applying our logo to your website
- Tagging us in socials [@lotterywest](https://www.instagram.com/lotterywest)
- Displaying Lotterywest signage

Visit our [Sharing the News](#) toolkit to find out more





Image credit: Miles Noel

Preparing your application

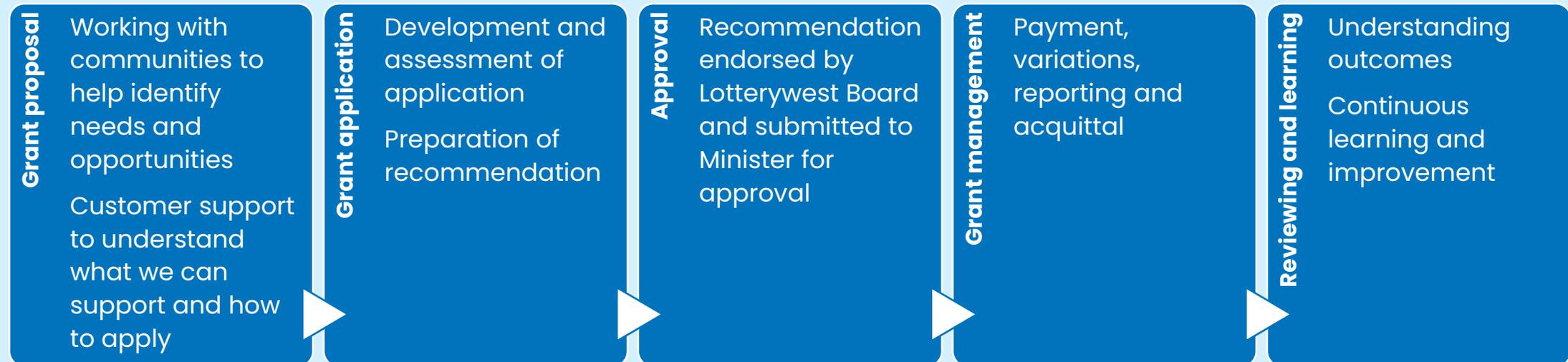
What you need to have and know to develop your application



Click to add subtitle

Grant making process

Lotterywest is a developmental grant-maker, we will work with you to help bring your idea to reality



You should submit your application at least 4 months before you need to know the outcome
Please contact us ASAP if this is going to be a challenge.

What will you need

Before you start an application, it's a good idea to collect your documents and supporting material. You will need:

- Your organisation's rules or constituent documents
- Budget and quotes
- Annual report and AGM minutes
- Bank statement
- Financial Statements
- Any other supporting documents such as project plans and budgets
- Referee details
- Conditions of Grant letter (sent to you after application)

What are we looking for?

Some key things to consider as you develop your application

1. Connection to our Community Investment Framework
2. A strong proposal responding to an identified need/opportunity
3. Appropriate and realistic budget, value for money and other contributors
4. Organisational capacity to deliver the proposal



The Community Impact Hub

To help you to develop impactful initiatives



The Community Impact Hub

You can find the Impact Planner tools on the Western Australian Community Impact Hub

You can also :

1. Find out about wellbeing in your community and across WA
2. Browse our grants library and case studies and see what others have learnt
3. Access resources, tools, articles and learning opportunities on how to plan impactful initiatives
4. Get in touch for support!



Planning your initiative

We've developed some simple project tools to help you get clear on your vision, your execution and your evaluation. We're happy to help you through this process, so reach out if you need some support!



Theory of Change

Understand your vision



Logic Model

Plan your impact



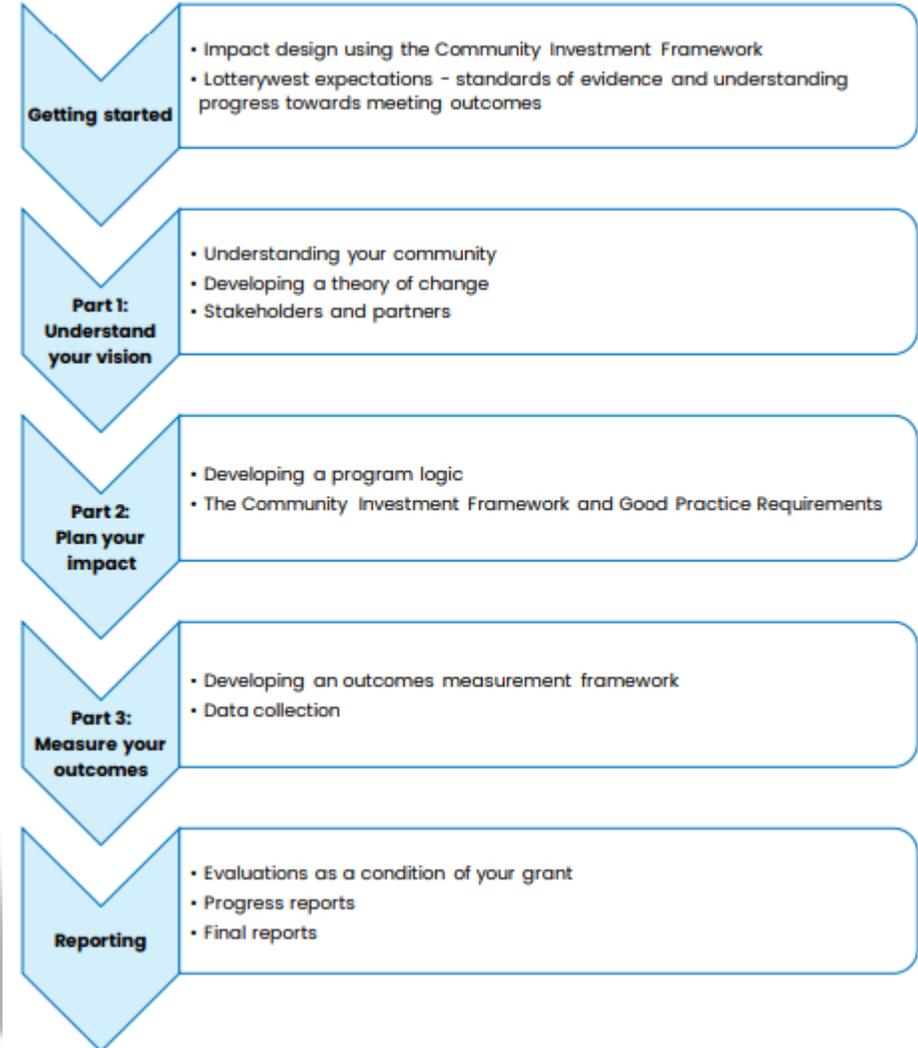
Evaluation Planner

Measure your outcomes

NB: While completing an Impact Plan is **not** a requirement of the Lotterywest or Healthway grant application process, it can help you to develop your initiative for impact, and you can submit it as supporting material with your application.

Impact Guides

The quick and the complete



Thank you

Connect with us!

Visit: lotterywest.wa.gov.au

Visit: www.communityimpachub.wa.gov.au

If you need support, please contact us:

Phone: 133 777

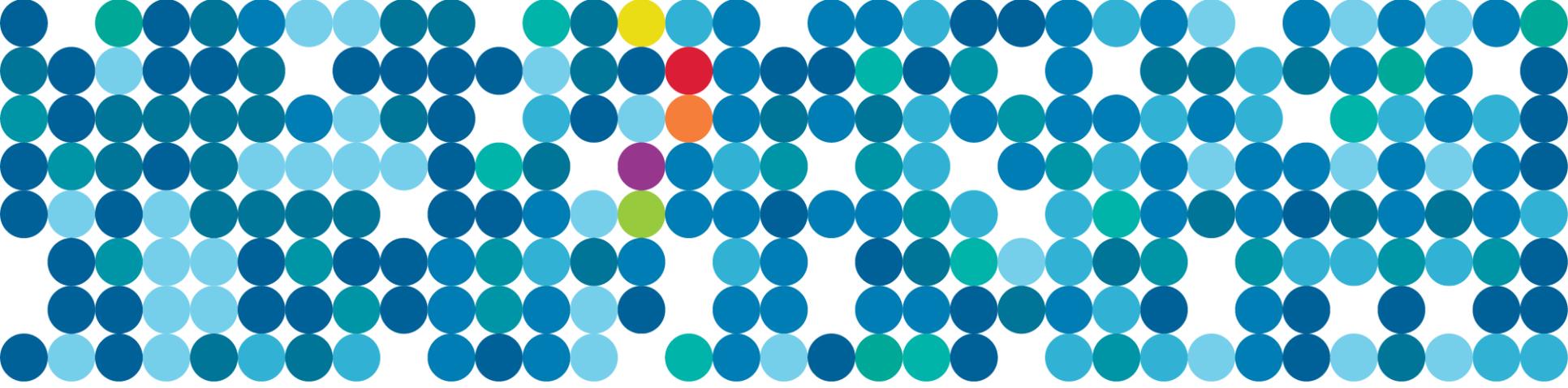
Email: grants@lotterywest.wa.gov.au

Connect with us:



Any Questions?





GECZ Great Eastern Country Zone

Meeting : 11 April 2024

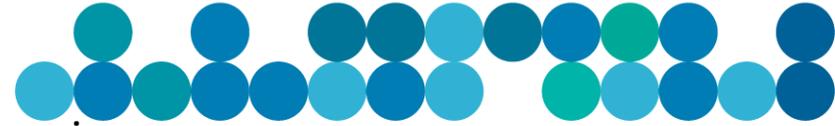
Bec Bowler- 0409 293 618

Manager- Customer & Stakeholder – Goldfields and Agricultural Region

Think climate change.
Be waterwise.



Ghooli Pump Station



ACM remediation works are weeks away from wrapping up

Merredin PS remediation moving into detailed design- due to commence late 2025



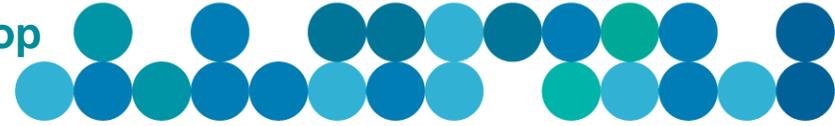
- 0.5m of clean fill cover
 - o 0.3 m of this is compacted to a specified dry density
 - o 0.2m will be loose allowing for vegetation regrowth over the cells.



- appropriate drainage to divert stormwater runoff etc.
- subject to regular geotechnical inspection

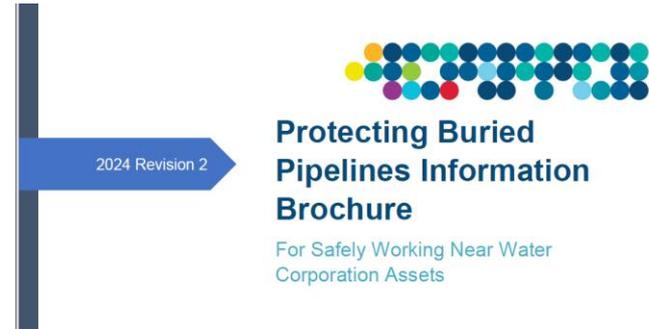
think climate change.
be waterwise.

Asset Protection Risk Assessment (APRA) Workshop incoming...



Type of works	Asset type	Asset size	Prescribed Proximity (distance from the asset)
Ground disturbing works Including movement of heavy vehicles, ground compaction, dewatering, earthworks, open and trenchless excavations	Sewer pipelines	All	2 m
	Main drains	All	
	Water supply pipelines	< 300 mm diameter	4 m
	Water supply pipelines	≥ 300 mm diameter	6 m
	Sewer pressure mains	All	
	Drainage pressure mains	All	
Buildings, structures and other obstructions Including residential/commercial/industrial buildings, pools, sheds, carports, transport infrastructure, services, equipment installed on our assets, stockpiles, ground anchors, large trees	All assets	All	10 m both sides of the asset 15 m above & below the asset
Pile driving	All pipelines	All	100 m
Trees	All pipelines	All	10m Both sides of pipeline. In most cases, the tree will be deemed low risk and approval granted however there are special circumstances where this will not be the case.

- Please provide a minimum of 28 days' notice prior to the commencement of any works...
- I'll send this....



... Around soon...

- Cunderdin= proposed location for workshop in coming months

Improved water security for Goldfields and Wheatbelt in the pipeline

Future upgrades to the Goldfields and Agricultural Water Supply Scheme (GAWSS) are being prioritised with the Cook Government investing \$15 million to help support long-term economic development in the Goldfields and Wheatbelt.

- Initial \$15 million commitment to boost future Goldfields and Wheatbelt water security
- New funding provided as part of 2024-2025 State Budget for essential planning work to scope future upgrades
- Goldfields and Agricultural Water Supply Scheme spans 9,601 kilometres, supplying more than 100,000 customers
- Cook Government continuing its record investment into strong and vibrant regions

Future upgrades to the Goldfields and Agricultural Water Supply Scheme (GAWSS) are being prioritised with the Cook Government investing \$15 million to help support long-term economic development in the Goldfields and Wheatbelt.

Funded as part of the 2024-2025 State Budget, the new funding will enable Water Corporation to undertake critical scoping and design work as it plans the staged upgrades required to meet future demand, including for the Goldfields strategic industrial areas.

Published

11 April 2024

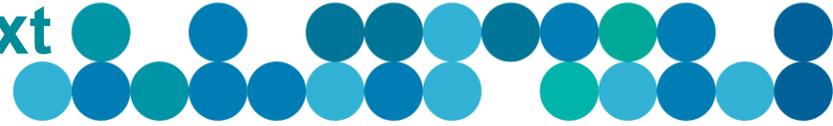
Ministers



Hon. Simone McGurk

Minister for Training and Workforce Development; Water; Industrial Relations

Other things on the radar/for next time...



- Power incident findings and proposed actions
- Capital works program update...budgets being finalised now
- LGA stakeholder engagement re: stage 1 of Main Conduit upgrades

Importance of WALGA becoming a registered employer organisation

By Tony Brown, Executive Director, Member Services,

Background

Currently, WALGA is a registered industrial agent under the [Industrial Relations Act 1979 \(WA\) \(IR Act\)](#) which allows us to:

- appear as an agent for a WA Local Government or Regional Council (**Local Government**) in the Western Australian Industrial Relations Commission (**WAIRC**), Industrial Magistrate's Court or Industrial Appeal Court (**State Courts**); and
- provide advice or other services to Local Governments in relation to 'industrial matters' as defined in s.7 of the IR Act.

Since the mandate for Local Governments¹ to operate in the State industrial relations (**IR**) system from 1 January 2023, unions² have commenced various Local Government State awards³ (**LG State Awards**) variation claims in the WAIRC to amend industry employment conditions including to:

- increase minimum wages for outside workers;
- introduce Fair Work standards in the State system (increase casual loading from 20 to 25%; insert casual conversion; and insert flexible working arrangements) and other conditions (insert employment equity for Aboriginal and Torres Strait Islander persons; insert cultural and ceremonial leave; and amend severance pay for regional redundancies); and
- increase industry allowance for compensation for disabilities on construction and maintenance work.

In addition, the WASU, LGRCEU and other unions (such as the **Construction, Forestry, and Maritime Employees Union (CFMEU)**) as 'employee organisations' can make industrial agreements with Local Government employers under the IR Act.

A [recent decision of the WAIRC](#) has outlined although WALGA may intervene in award matters we are unable to represent named LG State Award employers and the broader Local Government sector in our own right.

Despite WALGA's advocacy since December 2022, the State Government has not agreed a pathway for WALGA to be provided with standing as an employer organisation under the IR Act.

For WALGA to represent Local Governments' views and have the same standing as the unions under the IR Act it has become vital for WALGA to seek to amend its constitution to apply to become an employer organisation.

¹ with the exception of the Shires of Christmas Island and Cocos (Keeling) Islands

² The Western Australian Municipal, Administrative, Clerical and Services Union of Employees (**WASU**) and the Local Government, Racing and Cemeteries Employees Union (WA) (**LGRCEU**)

³ The [Local Government Officers' \(Western Australia\) Award 2021](#) and the [Municipal Employees \(Western Australia\) Award 2021](#). These awards have not been updated significantly since prior to the introduction of the *Fair Work Act 2009* (Cth). They were old 1999 Federal awards which were registered without amendment as interim awards in 2011 in the State system. They then became State awards in 2021. No significant amendments have been made to these awards over 23 years.

If WALGA was to become an employer organisation it would provide more opportunity for WALGA to modernise the LG State Awards and intervene in industrial matters concerning the Local Government sector. In addition, the WAIRC is more likely to notify WALGA of award applications or variations and industrial agreement changes reducing the risk of unions being able to change the terms and conditions of the sector, with limited to no input from Local Governments or WALGA.

Comment

WALGA will be looking to amend its constitution to enable WALGA to become a registered employer organisation at the 2024 AGM in October 2024.

An agenda item will be prepared for the June/July round of Zone/State Council meetings detailing the proposed amendments.

This item is for the Zones awareness of the need for WALGA to become an employer organisation and to note that constitutional amendments will be required.

For any questions about the constitutional amendment process, please contact Tony Brown, Executive Director Member Services, tbrown@walga.asn.au or (08) 9213 2051.

ATTACHMENT 8.2A
Plant and Works Committee Meeting
14 May 2024



MINUTES

Plant and Works Committee
14 May 2024

NOTICE OF MEETING

Dear Committee Members,

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

Date: Tuesday 14 May 2024
At: Shire Council Chambers
1 Longhurst Street, Narembeen
Commencing: 6.00pm

Rebecca McCall
Chief Executive Officer

10 May 2024

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

Ms R McCall assumed the chair, welcomed everyone to the meeting and declared the meeting open at 6.00pm

2. Election of Chair

Election of Chair

Ms R McCall invited nominations for the position of Chair of the Committee for the ensuing two years.

Cr Currie was nominated for Committee Chair by Cr Bray to no opposition.

Cr Currie accepted the nomination.

There being no further nominations Cr Currie was duly elected to the position of President for the Shire of Narembeen for a term of office expiring October 2025.

3. Record of Attendance / Apologies / Leave of Absence

Councillors:	Cr MJ Currie Cr TW Cole Cr CD Bray	Committee Chair
Staff:	Ms R McCall Mr B Forbes Mr K Markham	Chief Executive Officer Executive Manager Corporate Services Executive Manager Infrastructure Services
Apologies:	Cr SW Stirrat	

4. Disclosure of Interest

Nil

5. Confirmation of Previous Meetings

5.1 Plant and Works Committee Meeting 7 December 2023 Attachment 5.1A

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation – Item 5.1

That the minutes of the Shire of Narembeen Plant and Works Committee Meeting held on Thursday 7 December 2023, as presented, be confirmed as a true and correct record of proceedings.

MIN 7778/24

MOTION - Moved Cr. Bray

Seconded Cr. Currie

CARRIED 3/0

6.	Officer Reports
6.1	PROPOSED PLANT REPLACEMENT PROGRAM 2024-25

Date:	14 May 2024
Location:	Not applicable
Responsible Officer:	Ken Markham, Executive Manager Infrastructure Services
Author:	Ken Markham, Executive Manager Infrastructure Services
File Reference	ADM465
Previous Meeting Reference	Not Applicable
Disclosure of Interest:	Nil
Attachments:	5.1A 10-Year Plant Replacement Budget Spreadsheet

Purpose of Report

- Executive Decision Legislative Requirement

Summary

This report outlines the proposed plant replacement program for the 2024-25 financial year to be discussed by the Plant and Works Committee with a recommendation to Council for consideration in the 2024-25 budget.

Background

The attached spreadsheet outlines a 10-year projection for the replacement of plant, machinery, and vehicles owned by the Shire of Narembeen. It provides comprehensive details such as make, model, purchase date, hours/kilometres used, estimated cost of new equipment, and anticipated sale value of existing equipment. Additionally, there is a column indicating the desired replacement targets, formulated based on industry experience, policies developed by the Executive Manager Infrastructure Services, and examination of other Council's policies on asset management.

This rolling replacement program is subject to annual review, offering an overall picture of future funding requirements.

The objective is to get the fleet to a standard where the age of most of the plant and machinery is 10 years or less. This will reduce the issues that arise with retaining plant and machinery too long which increase maintenance costs, down time, availability of parts and resale value.

Flexibility is essential within this replacement program to accommodate budget restraints and unforeseen circumstances necessitating earlier replacements, such as major rebuilds, not fit for purpose or increased downtime due to breakdowns.

For the 2024-25 financial year it is proposed to dispose of the 2002 Howard Porter side tipper outright as it is surplus to requirements.

The 2013 Cat grader (rego NB7000) is included to be replaced due to age, hours and looming requirement to spend funds on an electrical fuel injection system (estimated cost of \$15-20,000). System generated reports suggest a possible combination of transmission and torque converter overhaul, a combination of differential, final drive, axle, and brakes and potentially an engine rebuild.

The 2012 Cat steel drum vibrating roller is a carryover from the 2023-24 financial year. Due to its low hours, a consideration could be to retain for a further twelve months if there are budget constraints.

It is suggested to replace the tri-axle dolly with a dual axle dolly. Currently only one side tipper can be connected to the dolly which means when the trailer has issues (which has happened) you are restricted to a single trailer combination.

The current traffic lights are limited in functionality, and it is proposed to replace with a set that cover the bulk of our needs which will reduce reliance on external traffic management.

A grab bucket for the John Deere loader is also included to make the task of picking up fallen trees easier and safer.

In the light fleet there is a major back log in terms of years and/or kilometres. This greatly reduces resale value and increases maintenance. Within the next 3 years it is proposed to have this fleet within the replacement targets (subject to budget constraints).

A new acquisition is proposal – a small tipper truck for the Parks and Gardens crew – to improve operational flexibility and efficiency.

Comment

Having a 10-year plant replacement program allows Council to have a fair indication of expenditure required to maintain the fleet. There is also a need for plant and vehicles to meet safe operational needs. Plant and vehicles are replaced at appropriate intervals to minimise cost to the Shire.

The program is to be reviewed every year before budget and updated to reflect current markets and allow for changes if needed due to budget constraints or previously unknown issues arising with plant and equipment.

The current budget contribution from the Strategic Resource Plan 2018-2033 (incorporating Asset Management Planning and Long-Term Financial Planning) is \$550,000. There would be years where funds would need to be drawn from the Plant Reserve and years where funds would go into the reserve.

Moving forward there is proposed to be a full review of plant and vehicle utilisation to determine whether certain plant and vehicles are being used to their full potential, are still required, are surplus to requirements or a different item of plant is needed.

There is still work to do on the 10-year program, with focus being on the 2024/25 budget.

Consultation

Amos Laird, Mechanic
Outside staff
Rebecca McCall, Chief Executive Officer
Ben Forbes, Executive Manager Corporate Services

Statutory Implications

Nil

Policy Implications

Asset Management Policy

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

The acquisition and disposal of assets to be captured in the Asset Management Plan.

Long Term Financial Plan

Acquisition and disposal of assets will require a municipal contribution of \$550,000 in the 2024/2025 Budget.

Risk Implications

Risk Profiling Theme	Indequate Asset Sustainability Practices
Risk Category	Financial Impact
Consequence Description	\$10,001 - \$50,000
Consequence Rating	Moderate (3)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Moderate (9)
Key Controls in Place	Asset Management Plan, Plant Replacement Program
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

A recurring amount from the Municipal Fund with contributions to and from Plant Reserve.

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation – Item 6.1

That the Plant and Works Committee endorse the Plant Replacement Program for 2024/25 and recommend to Council for consideration in the 2024/25 Budget.

MIN 7779/24

MOTION - Moved Cr. Bray

Seconded Cr. Cole

CARRIED 3/0

Date:	14 May 2024
Location:	Not applicable
Responsible Officer:	Ken Markham, Executive Manager Infrastructure Services
Author:	Ken Markham, Executive Manager Infrastructure Services
File Reference	ADM697
Previous Meeting Reference	Not applicable
Disclosure of Interest:	Nil
Attachments:	6.2A Road Program 2024/25

Purpose of Report

- Executive Decision Legislative Requirement

Summary

This report is for Plant and Works Committee discussion and recommendation to Council for consideration in the 2024/25 Budget.

Background

The attached road program for the 2024/25 financial year is made up of projects previously identified and funded through Regional Road Group, management and staff input and observations.

The Wheatbelt Secondary Freight Network projects (WSFN), Kondinin-Naremben / Dayman Road intersection and Kondinin-Naremben Road SLK 19.5-23 require full review, costings and scope to be forwarded to the WSFN due to the time between the original submission of the projects. The Dayman Road intersection had not been endorsed previously though the Kondinin-Naremben Road had. With the new guidelines in place both projects require significant documentation to be forwarded for consideration by the Technical Working Group of WSFN.

Discussing the Dayman Road intersection with the Program Manager from WSFN, the project is likely to be rejected due to the original scope. The intersection is already wide enough to cater for large vehicle movements and unless there is visible evidence that damage is being caused to the intersection, the proposal to asphalt would be refused. There looks like a possible need to add seal to the inside North section of the intersection and depending on whether Council would like to add the extra seal onto Dayman Road for the couple of hundred metres originally proposed.

The Kondinin-Naremben Road SLK19.5-23 is already 8 metres wide though sections are showing deterioration. If Council wish to proceed with submitting this project, it is proposed to contract this out due to other proposed works. This will mean that the costs would have to be reviewed and submitted due to original costs being for the work being undertaken inhouse.

The funding in the spreadsheet regarding Untied Road Grant (FAGS), Main Roads Direct Grant and Roads to Recovery (R2R) are based on previous figures due to no confirmation of next year's figures available yet.

Comment

The proposed road work budget is extensive though we do intend to engage contractors to assist and possibly contract a project out.

Consultation

Peter Hall, Wheatbelt Secondary Freight Network
Rebecca McCall, Chief Executive Officer
Ben Forbes, Executive Manager Corporate Services

Statutory Implications

Nil

Policy Implications

Asset Management Policy

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	Indequate Asset Sustainability Practices
Risk Category	Financial Impact
Consequence Description	\$50,001 - \$500,000
Consequence Rating	Major (4)
Likelihood Rating	Possible (3)
Risk Matrix Rating	High (12)
Key Controls in Place	Asset Management Plan, Project Management
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

A budget expenditure totalling \$4,532,442 for road construction and maintenance with a proposed Council contribution of \$889,391.

Voting Requirements

Simple Majority

Absolute Majority

Officers Recommendation – 6.2

That the Plant and Works Committee endorse the Road Program for 2024/25 and recommend to Council for consideration in the 2024/25 budget, noting that the scheduled project to reconstruct the Dayman Road intersection with Wheatbelt Secondary Freight Group funding is to be abandoned with the associated grant funds returned to the general pool for the Shire's sub-group.

MIN 7780/24

MOTION - Moved Cr. Cole

Seconded Cr. Bray

CARRIED 3/0

7. Other Business

Nil

8. Closure of Meeting

Details of the next meeting will be advised.

There being no further business, the chair declared the meeting closed at 7.46pm

UNCONFIRMED

ATTACHMENT 9.1A

Plant Replacement Program

PLANT PURCHASES BUDGET

Rego	Plant Item	Make/Model	Date of Purchase	Hours/Klms YTD	2023-24	2024-25	2025-26	NEW	TRADE	Replacement Target	Comment
ADMINISTRATION VEHICLES											
1NB	CEO Vehicle	Toyota Prado	2022	70,000		\$30,000.00		\$80,000.00	\$50,000.00	2yr/80,000km	
NB01	EMCS vehicle	Toyota Kluger	2022	52,200		\$37,000.00		\$75,000.00	\$38,000.00	2yrs/80,000km	
111NB	Doctors vehicle	Toyota Kluger	2022	22,462		\$27,000.00		\$65,000.00	\$38,000.00	2yrs/80,000km	
NB1	EMIS Vehicle	Toyota Prado	2021	162000		\$35,000.00		\$80,000.00	\$45,000.00	3yrs/80,000km	
					\$	-	\$129,000.00	\$	-	\$300,000.00	\$171,000.00

CONSTRUCTION EQUIPMENT											
NB880	Grader	Cat 12M	2018	4753				\$320,000.00	\$90,000.00	8yrs/8000hrs	
NB195	Grader	Cat 12M	2016	6260			\$230,000.00	\$320,000.00	\$90,000.00	8yrs/8000hrs	
NB688	Grader	Cat 140	2020	3740				\$320,000.00	\$90,000.00	8yrs/8000hrs	
NB7000	Grader	Cat 12M	2013	10610		\$230,000.00		\$320,000.00	\$90,000.00	8yrs/8000hrs	
1DVS509	Steel drum roller	Cat	2012	2795			\$150,000.00	\$200,000.00	\$50,000.00	10yrs/6000hrs	
NB281	Multi Tyre Roller	Cat CW34	2016	5279				\$182,000.00	\$35,000.00	10yrs/6000hrs	
NB7684	Multi tyre Roller	Cat CW34	2021	1946				\$182,000.00	\$35,000.00	10yrs/6000hrs	
NB7108	Loader	John Deere	2022	548				\$450,000.00		6yrs/8000hrs	
NB7850	Tractor	John Deere	2015	5909						10yrs/8000hrs	
NB685	Tractor	John Deere	1997	2122						5yrs/8000hrs	small tractor
NB371	Backhoe	Cat	2021	551				\$180,000.00	\$25,000.00	7years/6000hrs	
NB270	Tractor	John Deere	2009	3595						10yrs/8000hrs	
	Skid Steer	Cat	2024		\$82,361.00			\$87,000.00	\$24,000.00	4yrs/5000hrs	
					\$82,361.00	\$230,000.00	\$380,000.00	\$2,561,000.00	\$529,000.00		

HEAVY TRUCKS											
NB925	Tri Axle water tanker		1998					\$120,000.00	\$30,000.00	12 years	
NB6789	Prime Mover	Mack Granite	2019	79990				\$350,000.00	\$75,000.00	8yrs/500000km	
NB7704	Prime Mover	Mack	2023	10039	\$245,160.00			\$321,660.00	\$76,500.00	8yrs/500000km	
NB6079	Prime Mover	Mack	2023	10900	\$240,210.00			\$321,660.00	\$81,450.00	8yrs/500000km	
NB15055	Tri axle water tanker		2019					\$120,000.00	\$30,000.00	12 years	
NB15002	Side Tipper	Bruce Rock	2019					\$160,000.00	\$35,000.00	10yrs	

PLANT PURCHASES BUDGET

Rego	Plant Item	Make/Model	Date of Purchase	Hours/Klms YTD	2023-24	2024-25	2025-26	NEW	TRADE	Replacement Target	Comment
NB5876	Side Tipper	Bruce Rock	2012					\$160,000.00	\$38,000.00	10yrs	
1TSF779	Low Loader		2017					\$130,000.00	\$35,000.00	20yrs	
NB5708	Side Tipper	Howard Porter	2005			\$125,000.00		\$160,000.00	\$35,000.00	10yrs	
NB5766	Side Tipper	Bruce Rock	2007				\$125,000.00	\$160,000.00	\$30,000.00	10yrs	
NB15003	Dolly		2019			\$22,000.00		\$46,000.00	\$24,000.00		Replace with tandem axle dolly
NB3937	Side Tipper	Howard Porter	2002			(\$28,000.00)			\$28,000.00		Dispose of.
					\$485,370.00	\$119,000.00	\$125,000.00	\$2,049,320.00	\$517,950.00		

LIGHT TRUCKS

NB56	Dual Cab Truck	Mitsubishi Fuso	2019	47171				\$85,000.00	\$38,000.00	6yrs/150,000km	Construction truck
NEW	Light tipper					\$78,000.00		\$78,000.00		6yrs/150,000km	New gardener truck
					\$ -	\$78,000.00	\$ -	\$163,000.00	\$38,000.00		

LIGHT VEHICLES

NB206	Single cab ute	Ford Ranger	2019	57985				\$42,000.00	\$16,000.00	4yrs/80,000km	Gardener
NB7900	Single cab ute	Toyota Hilux	2016	100166			\$26,000.00	\$42,000.00	\$16,000.00	4yrs/80,000km	Gardener
NB806	Dual Cab ute	Nissan RX	2018	83600			\$28,000.00	\$48,000.00	\$20,000.00	4yrs/80,000km	Grader

PLANT PURCHASES BUDGET

Rego	Plant Item	Make/Model	Date of Purchase	Hours/Klms YTD	2023-24	2024-25	2025-26	NEW	TRADE	Replacement Target	Comment
NB175	Dual Cab ute	Nissan RX	2018	34500				\$48,000.00	\$20,000.00	4yrs/80,000km	Grader
NB613	Dual Cab ute	Nissan Navara	2020	81382				\$48,000.00	\$20,000.00	4yrs/80,000km	Grader
NB7399	Ford Ranger	Ford Ranger	2008	138333			(\$3,500.00)		\$3,500.00	4yrs/80,000km	Old gardener vehicle /Dispose
1HAQ076	Dual Cab ute	Nissan Navara	2015	140678				\$48,000.00	\$20,000.00	4yrs/80,000km	Spare
1HAQ077	Dual Cab ute	Nissan Navara	2015	114234				\$48,000.00	\$20,000.00	4yrs/80,000km	Gardener
NB7298	Dual Cab ute	Nissan Navara	2020	107045			\$28,000.00	\$48,000.00	\$20,000.00	4yrs/80,000km	Leading Hand construction
NB8056	Single cab ute	Toyota Hilux	2023	2322	\$38,200.00			\$42,000.00	\$18,000.00	4yrs/80,000km	Mechanic
					\$38,200.00	\$52,500.00	\$82,000.00	\$414,000.00	\$173,500.00		

OTHER PLANT

NB7536	Toro Reelmaster mower	Toro Reelmaster	2023	3177	\$64,010.00			\$64,010.00	\$3,000.00	4yrs/2000hrs	
NB072	Forklift	Crown	2016					\$20,000.00		10yrs	
NB3893	Pohner combination roller	Pohner	1999					\$22,000.00	\$5,000.00	As required	
NB3521	Custom tow behind roller		1967					\$22,000.00	\$5,000.00	As required	
NB7943	Toro Slasher GM360	Toro Slasher	2017	640				\$68,000.00	\$4,000.00	5yrs/2000hrs	
NB5987	Custom Sign trailer		2018							As required	
NB15080	Car Trailer		2023							As required	
	3 point linkage road sweeper									As required	
NB3750	Trailer with ramp		1992							As required	Parks & Gardens
NB3700	Dual axle trailer		1990							As Required	
NB3731	Fuel Tank Trailer		1971							As required	
NB5987	Road sign trailer		2017							As required	
NB3733	Traffic Light trailer		1985							As required	
	New traffic lights							\$29,000.00			Replace existing
Attachment for skid	Auger							\$5,540.00			NEW
Attachment for NB7	Grab Bucket for John Deere loader							\$36,000.00			NEW
Attachment for NB7	Scales for loader							\$22,000.00			
NB3927	Car Trailer		1994								Maintenance grader
					\$64,010.00	\$92,540.00	\$ -	\$196,010.00	\$17,000.00		

COMMUNITY VEHICLES

0NB	Fuso Rosa Bus	Fuso Rosa	2018	48626				\$100,000.00	\$35,000.00	7yr/80000km	
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PLANT PURCHASES BUDGET

Rego	Plant Item	Make/Model	Date of Purchase	Hours/Klms YTD	2023-24	2024-25	2025-26	NEW	TRADE	Replacement Target	Comment
NB8000	Toyota Coaster Community Bus	Toyota Coaster	2002	65213			\$63,000.00	\$68,000.00	\$5,000.00	7yr/80,000 km	replace with 12 seater
					\$ -	\$ -	\$63,000.00	\$168,000.00	\$40,000.00		
Total							\$669,941.00	\$701,040.00	\$650,000.00		
Less: estimated contributions from Municipal funds							(\$550,000.00)	(\$550,000.00)	(\$550,000.00)		
Transfer to Reserves (projected cost less than nominal amount)							-	-	-		
Transfer From Reserves (shortfall in funding of projected cost vs nominal amount)							\$119,941.00	\$151,040.00	100,000.00		

ATTACHMENT 9.2A

Road Program

ROAD PROGRAMME - 2024-25	COUNCIL FUNDS	Untied Road FUNDS	R to R II FUNDS	RRG FUNDS	WSFN Program	LRCI	TOTAL
Construction							
Cramphorne Road slk 32.29 - 37.29 2nd coat seal	33,334			66,666			100,000
Cramphorne Road slk 37.29- 42.29 Recon & primer seal	206,667			413,333			620,000
Wogral Muntadin Road reseal slk 0.00- 0.61 & 10.61-11.42	54,000						54,000
Dixon Road 7.92-27.92 approx 3km			100,000				100,000
Mt Walker shoulders 8.9km including vegetation works	180,000						180,000
Mt Walker rd recon various sections and reseal slk 18.83- 24		230,000					230,000
Emu Hill East Road & Cemetery parking - recon and reseal			100,000				100,000
Swartz Road- various SLK gravel and vegetation			147,754				147,754
Kondinin Narembeen road- Reconstruct Slk 19.5-23	69,057				966,814		1,035,871
Corrigin/ Narembeen rd culvert						120,000	120,000
Soldiers Road- recon and seal Slk 7.8- 8.9			150,000				150,000
Townsite Kerbing replacement						350,000	350,000
Traffic signage						50,000	50,000
	\$ 543,058	\$ 230,000	\$ 497,754	\$ 479,999	\$ 966,814	\$ 520,000	\$ 3,237,625

Maintenance							
Weed Spraying	45,000						45,000
General Road Maintenance	140,333	820,000		243,717			1,204,050
Traffic Signs	25,000						25,000
Street Cleaning	16,000						16,000
Street Trees	30,000						30,000
	\$ 256,333	\$ 820,000	\$ -	\$ 243,717	\$ -	\$ -	\$ 1,320,050

Total Road Program by Funding Source **\$ 799,391 \$ 1,050,000 \$ 497,754 \$ 723,716 \$ 966,814 \$ 520,000 \$ 4,557,675**

Funds will be drawn from:

Council Funds	\$ 799,391						\$ 799,391
12303 - Roads to Recovery			\$ 497,754				\$ 497,754
Untied Road Grant (grants Commision)		\$ 1,050,000					\$ 1,050,000
12301 - Regional Road Group				\$ 479,999			\$ 479,999
12300 - Direct Grant				\$ 243,717			\$ 243,717
12285- WSFN					\$ 966,814		\$ 966,814
LRCI						\$ 520,000	\$ 520,000
	\$ 799,391	\$ 1,050,000	\$ 497,754	\$ 723,716	\$ 966,814	\$ 520,000	\$ 4,557,675

ATTACHMENT 9.3A
Financial Management Review Report

AUSTRALIAN AUDIT



30 March 2024

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

REG 5(2)(c) – FINANCIAL MANAGEMENT REVIEW

Dear Rebecca

Please find attached our Final financial management review report for the Shire of Narembeen which now includes your management comments.

We would like to thank your staff for the positive cooperation provided to us during our review and for the enormous amount of information that was provided to us during the review process.

Yours sincerely

Santo Casilli FCPA PFIIA
Associate Director, Internal Audit, Probity and Risk

Australian Audit

Shire of Narembeen

Regulation 5 (2) (c) – Financial Management Review

30 March 2024

FINAL Review Report

(Review in Confidence)

Australian Audit

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Financial Management Review Summary and Conclusion

INTRODUCTION

Australian Audit was engaged to undertake a financial management review of the Shire of Narembeen financial management systems and procedures as required to be undertaken at least once every 3 years as per the Regulation (5)(2)(c) of the *Local Government (Financial Management) Regulations 1996*.

We conducted the review in accordance with Australian Auditing Standard *ASAE 3000 – Assurance Engagement other than Audits or Reviews of Historical Financial Information* which provides a limited assurance regarding the appropriateness and effectiveness of the Shire's management controls over its financial management systems and processes.

This report outlines the work undertaken as part of our review and includes our findings and proposed recommendations as identified because of the review.

The Shire of Narembeen uses Synergy as its accounting system.

CEO's RESPONSIBILITY FOR THE REVIEW REPORT

As per Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996*, the Chief Executive Officer (CEO) is required to undertake a financial management review, at least once every 3 financial years.

The final review report with the CEO comments is to be presented at the Audit and Risk Committee.

RESPONSIBILITY FOR THE REVIEW

Our responsibility was to conduct the Financial Management Review in accordance with the Australian Auditing Standard *ASAE 3000 – Assurance Engagement other than Audits or Reviews of Historical Financial Information* and to report to the CEO the review findings and proposed recommendations for management control and process improvement.

We wish to confirm that we are fully independent of the Shire of Narembeen and of its operations regarding this review.

REVIEW LIMITATIONS

The matters raised in this review report are only those which came to our attention during the course of performing the financial management review and may not necessarily be a comprehensive statement of all the possible control weaknesses and / or process improvement options that may be made in relation to the Shire of Narembeen's financial management systems and procedures.

As part of our review, we have not assessed and examined every financial process and procedure and as such have limited our assessment and evaluations only to those areas where we considered may be of higher risk to the Shire of Narembeen regarding its Financial Management process. As such we did not examine every activity and procedure that may exist at the Shire and therefore only provide limited assurance to the Shire.

Our review, which was conducted in accordance with Australian Auditing Standard *ASAE 3000 – Assurance Engagement other than Audits or Reviews of Historical Financial Information*, was not an audit and as per ASAE 3000 we can only provide assurance based solely on our assessment of the information which was provided to us by the Shire of Narembeen during the conduct of this review.

This review report is to be used solely for the purpose of reporting to satisfy the requirements of *Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996* and should not be used for any other purpose or be distributed, other than for use by the Shire of the Narembeen.

SCOPE AND METHODOLOGY

The review undertook the following approach:

- Information was sought from the Shire of Narembeen and was reviewed.
- Phone discussions were held with the Shire of Narembeen management to understand the financial processes and the management controls currently in place.
- We assessed the adequacy of key management controls currently in place over key financial management systems and procedures in line with the following work program provided to the Shire of Narembeen and based on information that was provided to us during the review period.

WORK PROGRAM

Our review incorporated the following key financial management areas as required under Regulation 5(1) of the *Local Government (Financial Management) Regulations 1996*:

- Procurement (formal quotations and tender process)
- Contract Management
- Accounts Payable
- Cash Collection and Handling
- Payroll
- General Ledger Application Controls (journal posting, balance sheet reconciliations)
- Rates, Revenue and Debt Management
- Investment Management
- Asset Management (excluding infrastructure assets)
- Budget process

No other financial management systems and procedures were subject to review.

REVIEW CONCLUSION

Based on our review (which was not an audit) of the management controls and processes that exist at the Shire of Narembeen, regarding the above key financial management system areas, nothing came to our attention that would indicate any high-risk management control matters that would require immediate attention by the Shire.

Based on the matters raised in the body of this report under Executive Management Detailed Findings, we can conclude that the financial management systems in place within the Shire can be further improved and several recommendations have been included in this review report for management consideration.

The matters raised in this review report were assessed as Medium Risk and Low Risk to the Shire.

For these identified matters we have recommended that the Shire should consider exploring the recommended process improvement options which have been incorporated within the body of this report.

As part of this report, we have reported the findings under 3 separate sections:

- Medium risk rated issues (management action recommended)
- Low risk rated issues (management consideration recommended)
- Observation issues (no management action required but should be considered)

Each finding has a recommended action except for those issues reported as “Observations”.

We believe that the Shire’s implementation of the suggested and recommended process improvements will strengthen the existing financial management controls that are currently in place and will provide greater overall governance within the Shire’s financial management operations.

Executive Management Detailed Observations

Medium Risk Rated Issue

1. Contract Management

Findings

There are currently no formal protocols or guidelines for the contract management process which includes:

- Contract formation requirements.
- Contractor performance management process
- Contract variations process and approvals.
- Contract renewal / extension process and approvals.

In the absence of these protocols or guidelines, Shire staff who are responsible for managing contracts may not have a clear understanding of the contractual requirements and the impact of non-monitoring against such contracts and therefore resulting in possible inconsistent and unacceptable practices.

Further to the above the Shire does not currently have a formal contract register in place to identify and monitor its contracts and in some instances service contracts have not been formulated for all of its existing suppliers that provide ongoing services to the Shire.

Recommendation

We recommend that the Shire should establish a formal contract management policy, protocols / guidelines over the contract management process.

Further we recommend that the Shire review its existing services for which a service contract should be in place and ensure that formal service contracts are developed and the full details of the service contracts be included in a formal contracts register.

Management Comments

Management acknowledges a lack of standardised procedures for contract management. Management has commenced work on standardising contract structures and approvals for variations and will continue to develop a comprehensive framework for contract management that addresses the identified deficiencies.

Low Risk Rated Issues

1. Monitoring Compliance with Procurement Policy for RFT and RFQ

Finding

We note that the Shire does not currently have in place a process by which expenditure by supplier can be monitored to determine whether expenditure by supplier has got to a level that the Shire possibly should be considering going to the market in order to obtain best value for money. In these situations, there may be instances where the Shire is using a supplier (contracted by different areas within the Shire) to deliver services of a similar type but for small dollar values. However, if these values in total say over a 12 month period exceeds \$50,000, the Shire may need to consider whether it would have received better value for money by testing the marketplace via an RFQ or RFT process. As the procurement is a decentralised function within the Shire, implementing a formal monitoring process to detect any non-compliance with the Shire's procurement policy would be considered beneficial and would assist in the Shire's compliance with its procurement policy and also compliance with the Local Government Act and associated Regulations.

Recommendation

We recommend that management should consider producing a "spend by supplier over \$50,000" report from its Synergy system and review this report on a regular basis to identify services that currently are being procured via individual quotations that may or should be procured via an RFQ or RFT process in order to test the market to obtain best value for money.

We also recommend that the Shire develop clear procurement guideline regarding the procurement processes over individual procurements obtained via quotation basis, RFQ and RFT process.

Management Comments

Management acknowledges that this recommendation is in-line with best practice principles and will adopt the recommended process when capacity permits.

2. Use of Purchase Orders

Although the Council's Procurement Framework is not clear on the proper use of purchase orders, the Shire does use purchase orders for all procurements over \$5,000.00.

The use of purchase orders is an important control element for both the Shire's procurement and accounts payable function. For procurement it allows the Shire to formally approve the commitment to purchase prior to goods/services being provided. As such the purchase order should be formally approved once supplier quotes have been assessed and prior to awarding the work. Further an approved purchase order allows the Shire to match an approved purchase order with a supplier invoice prior to the supplier invoice being processed for payment. This enables the Shire to ensure that supplier invoices are not paid where the supplier invoice is greater than the approved purchase order \$ value.

As such it is important that the purchase order is completed and approved before goods/services commence. As part of our testing, we noted 2 out of 6 instances where the purchase order was approved after a supplier invoice was received.

We recommend the Shire issue formal policy/procedures regarding proper use of purchase orders and that wherever possible the Shire needs to monitor this more closely and ensure that its procurement policy requirements are applied correctly in all instances.

Management Comments

The procurement framework was recently overhauled and adopted on 19 December 2023, and is due for review within 12 months of the adoption date. Audit findings and staff feedback will be incorporated into the revision, where appropriate. Instructions have been disseminated to staff regarding the appropriate use of purchase orders for purchases below \$5,000.00. Management will develop a register to track non-compliance.

3. Account Payable: Changes to Vendor Bank Details

Where a supplier requests changes to their bank account details, the supplier is required to make the request in writing via the completion of a *Supplier Amendment Form* providing the details of the new bank details. However, no verification checks are carried out by the Shire to verify that the new bank account details belong to the supplier by way of seeking evidence such as a copy of the supplier's new bank account bank statements. Although the Shire does contact the supplier directly to acknowledge confirmation of the request to change their bank account, we consider this can be improved.

We recommend that the Shire consider incorporating additional verification checks prior to changing a supplier's bank account details by either requesting a copy of the supplier's new bank account bank statements or the Shire may want to consider using EFTsure to undertake the verification checks on behalf of the Shire.

Management Comments

Currently this is a low priority issue for management. Will be given further consideration upon completion of other higher priority financial management issues when staff have additional capacity.

4. Council Rates & Charges: Exempt Rateable Properties

The Shire does not have in place a process by which all of its exempt rateable properties (charitable and/or religious purpose use) are subject to regular verification to ensure that current exempt properties such as religious and charitable type exempted properties continue to meet the exemption definition.

We recommend that the Shire should consider implementing a formal verification process in which all exempt property owners are required to confirm their exemption status at least every 2 years.

Management Comments

Management acknowledges the validity of this recommendation and will work towards the development of a process to review exempt properties at a later date. This is not deemed to be a significant issue by management given the relatively immaterial quantity and static nature of our non-rateable properties.

5. Asset Management: Policies & Procedures

There are no policies / protocols / documented procedures in place which relates to fixed asset identification, categorisation, classification, asset stocktaking and asset write offs.

We noted that the Shire does not undertake routine stocktakes of its plant and equipment to ensure that such plant and equipment is still held and should be recorded on the asset register.

The Shire also doesn't have a minor asset register. The minor asset register records all plant and equipment under \$5,000 which is not required to be depreciated and is expensed when purchased. The minor asset register provides an additional control over such items in order to maintain proper management and control as these items may be subject to possible theft without notice.

We recommend that the Shire develop formal asset management policies and procedures incorporating routine checking of its plant and equipment. These routine checks should be undertaken by at least 2 Shire officers and signed off as evidence of their check.

We also recommend that management develop a minor asset register which captures what is termed "portable and attractive" type asset items that have a purchasing price of under \$5,000.00 and should also detail the location of these assets.

Management Comments

Management will develop portable and attractive items register and discuss with Council the need for the recommended policies.

Observations (No Recommendations Made)

Investment Management

Although there is a Council policy on investments, the policy was last reviewed in 2017 and is now overdue for review. The Shire should also have its own formal investment procedures that should be followed in line with the Council policy and legislative requirements Regulation 19(1) and 19(2) of the Local Government (Financial Management) Regulations. The procedures should capture processes which includes cash flow forecasting and management, investment limitations, rollover approval of investments, withdrawal approvals and the reporting to Council process.

Scheduled for review on or before December 2024

Tender Register

Section 17(d) of the Local Government (Functions and General) Regulations 1996 requires the tender register to include, for each invitation to tender a copy of the notice of invitation to tender. This was not included in the Shire's tender register.

We also found that the Shire's tender register has not been kept up to date and does represent a true record of all tenders advertised and awarded.

Tender register will be done together with the review of the contract management framework.

Cash Handling

There are currently no formal documented procedures in place for the cash handling, cash verification and banking process at the Shire's pool.

Also, there are no CCTV cameras over the point-of-sale system in the Administration office.

Management will carry out a risk assessment to determine the appetite for changing cash handling at the pool. Management will also develop cash handling procedures.

Budget Process

There is currently no policy or procedural guidelines in place for budget approval and management. A Budget timetable is not used either for the budget setting process.

Management does not consider this to be an issue. Management will consider developing guideline for budget process, but at this stage feel that a policy is not relevant given the Act and the Regs.

Debtor Management

We noted a debtor called Rae Harna Skeen still owes \$1,900.00 to the Shire. However, this debt has been outstanding for over 1400 days and should be investigated by the Shire for possible write off action.

Debtors should be regularly followed up and should not get to a stage where amounts owing have remained outstanding for such a lengthy period.

Management will process the write off after taking it to Council. Financial management framework to be developed which will include direction for debt management procedures, under the relevant council policy.

Appendix A – Risk Criteria

The following risk criteria were used to assess level of risk on review findings included in the Review Report.

Risk Assessment Matrix

Likelihood of Risk:

Rating	Description	Frequency
1	Rare – May occur, only in exceptional circumstances	< once in 15 years
2	Unlikely – Could occur at some time	At least once in 10 years
3	Possible – Should occur at some time	At least once in 3 years
4	Likely – Will probably occur in most circumstances	At least once per year
5	Almost Certain – Expected to occur in most circumstances	> once per year

Consequence of Risk:

Description	Health	Financial Loss	Operation	Compliance	Reputation	Project
1. Insignificant	No injuries or illness	<\$50,000	Little Impact	Minor breach of policy, or process requiring approval or variance	Unsubstantiated, low impact, low profile or no news item.	Small variation to cost, timeliness, scope or quality of objectives and required outcomes.
2. Minor	First Aid treatment	\$50,000 to \$250,000	Inconvenient Delays	Breach of policy, process or legislation requiring attention of minimal damage control	Substantiated, low impact, low news profile.	5-10% increase in time or cost or variation to scope objective requiring approval
3. Moderate	Medical treatment required	\$250,000 to \$1 million	Significant delays to major deliverables	Breach requiring internal investigation, treatment or moderate damage control	Substantiated, public embarrassment, moderate impact, moderate news profile	10-20% increase in time or cost or variation to scope objective requiring Senior Management approval
4. Significant	Death or extensive injuries	\$1 million to \$3 million	Non achievement of major deliverables	Breach resulting in external investigation or third party actions resulting in tangible loss and damage to reputation	Substantiated, public embarrassment, moderate impact, high news profile and 3 rd party actions.	20-50% increase in time or cost or significant variation to scope objective requiring restructure of project and Senior Management or Council approval
5. Severe	Multiple deaths or sever permanent disabilities	>\$3 million	Non achievement of major deliverables	Breach resulting in external investigation or third party actions resulting in significant tangible loss and damage to reputation	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, 3 rd party	>50% increase in time or cost or inability to meet project objectives requiring the project to be abandoned or redeveloped

Risk Exposure:

Risk = Likelihood x Consequence

Score	Level of Risk	Score	Level of Risk	Score	Level of Risk
1 - 8	Low	9 - 19	Medium	20 - 25	High

ATTACHMENT 9.2B
Regulation 17 Review Report

AUSTRALIAN AUDIT



30 March 2024

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

Dear Rebecca

Please find attached our Final Regulation 17 review report for the Shire of Narembeen which now includes your management comments.

We would like to thank your staff for the positive cooperation provided to us during the review process and for promptly providing information requested during the conduct of this review.

Yours sincerely

Santo Casilli FCPA PFIIA
Associate Director, Internal Audit, Probity and Risk

Australian Audit

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Shire of Narembeen

Regulation 17 Review

30 March 2024

FINAL Review Report

(Review in Confidence)

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Regulation 17 Review Summary and Conclusion

INTRODUCTION

Australian Audit was engaged to undertake a review of the Shire of Narembeen risk management, internal control and legislative compliance as required to be undertaken as per Regulation 17 of the *Local Government (Audit) Regulations 1996*.

As per Regulation 17(1), (2) and (3) of the *Local Government (Audit) Regulations 1996*, the Chief Executive Officer (**CEO**) is required to undertake a review, at least once every 3 financial years, of the following processes:

- Risk Management.
- Internal Control; and
- Legislative Compliance.

The Shire of Narembeen uses Synergy as its accounting system.

The Shire of Narembeen does not have an Internal Audit Function, a separate Governance Services business unit or an inhouse Information Technology business unit. The Shires Executive Manager Corporate Services oversees the Governance function however all staff are responsible for overall governance of the Shire. The Shire has engaged an external IT Provider, Qbit, to oversee the Shire's Information Technology processes.

The last Regulation 17 Review was undertaken in March 2021

SCOPE AND METHODOLOGY

The review undertook the following approach:

- Information relating to risk management, internal control and legislative compliance was requested from the Executive Manager Corporate Services prior to commencement of the review to assess adequacy of policies, procedures and overall control processes that are currently in place within the Shire.
- An Information Technology questionnaire was also sent to the Executive Manager Corporate Services in order to assess the Shire's Information Systems General Control Environment.

The matters raised in this report are only those which came to our attention during performing our review and may not necessarily be a comprehensive statement of all the possible process improvement options that may exist in relation to the Risk Management, Internal Control and Legislative Compliance matters.

Our review was conducted in accordance with ASAE 3500 – Assurance Engagement Other Than Audits or Reviews of Historical Financial Information.

Our review report is provided to the Shire to enable the Shire to meet their statutory obligations under Regulation 17 and as such we do not encourage this report to be used for any other purpose.

WORK PROGRAM

Our work incorporated the following areas for review as required under Regulation 17:

1. RISK MANAGEMENT

To establish that:

- A Governance Framework is in place and endorsed by the Audit and Risk Committee.
- A formal governance unit exists responsible for proper governance compliance.
- Satisfactory risk management and governance policies are in place and have been endorsed by the Audit and Risk Committee/Council.
- Operational and Strategic Risk Registers are in place and are being constantly reviewed and updated to mitigate risk.
- Regular development of risk reports and actions to address risks are identified and actioned and such actions are regularly communicated to and endorsed by the Audit and Risk Committee.
- Fraud Risk Identification and Prevention policies are in place including the establishment of a Whistle Blower policy.
- An effective Audit and Risk Committee exists, and proper Committee processes are in place and being complied with.

2. INTERNAL CONTROL

To establish that:

- A Delegation of Authority is in place, up to date and reviewed regularly.
- Proper and formal documented Management policies (guidelines and procedures) are in place and are kept up to date.
- Internal assessment of control processes exists e.g., via an internal audit function or by the Shire's own Governance area.
- An Internal Control policy targeted for all employees, council and committee members on the importance of management controls.
- Reliance can be placed on the work undertaken by the Shire's external internal auditors re the review of the Shire's control environment and legislative compliance including general controls over the Shire's Information Technology systems.
- Proper segregation of duties and management controls exist in relation to the following key accounting processes:
 - Accounts payable.
 - Cash collection, receipting and reconciliations.
 - General Ledger amendments and reconciliations.
 - Payroll.
 - Procurement.

3. LEGISLATIVE COMPLIANCE

To establish that:

- The Compliance Audit Return (CAR) is properly completed each year and any non-compliance matters are investigated promptly and adequate action is taken to ensure similar non-compliance no longer occurs.
- The establishment of proper complaints policies and registers including gift policies and registers.
- Legislative compliance regarding all Local Government Act and Regulation requirements are continually monitored and regularly reviewed to ensure continual compliance.

REVIEW CONCLUSION SUMMARY

Based on our assessment of the management controls and processes that exist at the Shire regarding the above three key areas of the Regulation 17 review, we wish to conclude that no high risk matters came to our attention during our review that would require urgent and immediate attention. The following matters which are considered medium and low risk should be considered by the Shire which we believe will improve risk and governance within the Shire:

Risk Management

- The Shire does not have a formal Risk Management Framework in place
- The Shire does not have a Risk Management Policy or procedures to enable the Shire to constantly identify and monitor its risks.
- The Shire has not yet developed a register outlining its operational and strategic risks and as such the Audit and Risk Committee is not receiving reports of the Shires identified risks and proposed actions.
- A Business Continuity Plan and a Disaster Recovery Plan are in place. However, these Plans were last updated in 2021, 2022 and have not been tested by the Shire to ensure the plans are workable and effective.
- The Audit and Risk Committee only meet twice a year, however the new Terms of Reference for the Audit and Risk Committee state they should meet at least quarterly.
- There is an induction program for Shire staff, however, there is no formal induction program for the elected members and the Audit and Risk Committee members.
- The Shire has a staff and elected members Code of Conduct policy, but these were last reviewed in 2022 and 2021 respectively and now may require review.

Internal Control

- There is no internal control policy which would enable the Shire to identify the need for all areas within the Shire to continually assess control processes and to empower all Shire staff to be responsible over the Shire's control environment.

Legislative Compliance

- Monitoring for legislative compliance requires improvement. The Shire currently relies only on the annual Compliance Audit Return (CAR) and the results of the Regulation 17 review which is carried out every 3 years. A Compliance Calendar is not used to identify and manage all of the Shire's legislative compliance requirements.
- The Shire does not have a formal complaints management policy and procedures or a set of protocols to guide staff in managing any known or communicated complaints and as to what constitutes a complaint that is required to be recorded in the complaints register.

FINDINGS AND RECOMMENDATIONS

The following matters were identified which have been reported below for consideration by Shire management:

MEDIUM RISK ISSUES

Risk Management

1. Risk Management Framework

Finding

The Shire currently does not have an up-to-date Risk Management Framework. As part of our 2021 Regulation 17 review we noted that the Shire did have a Risk Management Framework, however, the Framework was last developed in November 2014 by LGIS and appears has not been subjected to review since.

We also noted that the Shire does not have in place a risk management system (a process by which both strategic and operational risks are identified for ongoing management and review) via the establishment of an integrated risk register.

In the absence of an up-to-date risk management framework and a process by which the Shire's risks are able to be identified and appropriate actions put in place to mitigate those risks, the Shire is at risk both operationally and strategically.

Recommendation

We recommend that as a matter of priority the CEO should ensure a formal Risk Management Framework is developed and that the Shire implement a process by which both operational and strategic risks are identified, recorded in a "Risk Register", establish risk mitigation actions for each risk and such risks and proposed actions are managed on a regular basis and reported regularly to the Audit and Risk Committee.

We also recommend that formal risk management policies and procedures be developed in line with the Risk Management Framework to ensure that Shire risks are able to be effectively identified and monitored on a regular basis.

Management Comments

Management notes that there are undocumented risk management systems in place and that reporting to the A&R committee has recommenced as of February 2024, to be quarterly going forward. The newly developed dashboard includes a working risk register that is being actively monitored and added to by the A&R and management.

Internal Control

2. Internal Control Policy

Finding

We noted that the Shire does not have an internal auditing function which would assist the Shire in identifying internal control issues on a regular basis. In the absence of an inhouse or outsourced internal audit function, we believe that the Shire should at least have an internal control policy which would enable the Shire to instruct all areas within the Shire to continually assess management control processes and to empower all Shire staff to be responsible over the Shire's control environment.

Recommendation

The Shire should consider developing an Internal Control Policy which should outline the following elements:

- The promotion of a risk-based approach to the development and maintenance of documented internal controls and procedures. This is to support a continual assessment of appropriate controls throughout the Shire by identifying the need for new controls (based on risk) and ensuring existing outdated and unnecessary controls are discontinued. This can be accomplished via staff awareness on the importance of compliance with key internal controls and how non-compliance can impact on the Shire's operations.
- Documenting the Shire's key internal controls including the importance of all staff to be aware of the importance of maintaining proper segregation of duties controls especially within key finance (accounts payable and payroll) and procurement functions.
- Outlining a set of measures that should be implemented such as continual training etc to ensure staff are fully aware of, and understand, the relevant importance of key internal controls within their workplace.
- The Shire should also consider including the requirement for all staff to be responsible for control awareness and also to contribute to the identification of control risk areas within their workplace and their areas of responsibility. This could be done by adding these responsibilities in their respective job descriptions and/or incorporated as part of their induction program.

Management Comments

Management will develop a comprehensive set of frameworks to include Executive Policies and procedures relating to systems and controls, which will be collaboratively prepared by staff and work shopped with all staff and be included in the standard employee on-boarding. Relevant directorates will review and manage the appropriateness of these frameworks.

3. Information Technology Controls Environment

Finding

As part of our Regulation 17 Review, we also assessed the Shire's Information Technology general controls environment. We understand that the Shire has outsourced this service to Qbit.

As part of our review, we noted that the following key information technology policies and

requirements currently exists at the Shire:

- A formal Information and Communication Technology – Disaster Recovery Plan
- An Executive Policy - Information and Communications Technology.

These two policies were developed in September 2022 and due to staff changes at the Shire possibly require review to ensure they are still appropriate for the Shire.

Further, it is unclear as to whether the following general information technology controls are currently operating within the Shire and whether the Shire's outsourced service provider, Qbit, is currently providing the Shire with the following protections:

- Scam alert related emails are identified and quarantined by Qbit as part of proper cyber security measures.
- Unsuccessful attempts to logon to the Shire's computer systems are regularly monitored, logged and reported to the Shire by Qbit.
- The length of time unattended computer screens will activate screen saver requiring the user to re log into their computer should not be more than 5-10 minutes.
- Whether all of the Shire's software packages loaded on Shire computers have been recorded in a software register by Qbit.
- Whether the Shire when using or providing remote access for staff that remote access logon is protected via the use of multi factor authentication process.
- The Shire's IT Disaster Recovery Plan has been tested via Qbit to ensure the plan is workable and effective.

We consider all of the above matters need to be addressed by the Shire to ensure its data is secured.

Recommendation

We recommend that the CEO follow up these matters with Qbit to determine whether these standard data protection matters are currently being provided by Qbit and also as to whether such actions are required to ensure control over cyber security and data loss threat. Should the above not be currently provided by Qbit we would recommend that these should be provided.

Management Comments

Management notes these comments and will follow up with the supplier.

Legislative Compliance

4. Legislative Compliance Monitoring

Finding

There does not appear to be a Legislative Compliance policy in place to oversee that all required legislative matters required to be met by the Shire are being continually complied with.

The Shire currently relies on the annual Compliance Audit Return (CAR) to gauge its compliance level against legislative requirements and the results of a Regulation 17 Review which is undertaken every 3 years. A compliance calendar is not being used by the Shire.

Although the CAR is an effective compliance monitoring tool, it reflects only a portion of all the legislative requirements that must be complied with and therefore does not provide a complete legislative compliance assurance to the Shire.

As the Shire does not have an Internal Audit function or any other similar regular checking function to periodically assess all of the required legislative compliance matters, it is difficult for the Shire to assure itself that all legislative compliance matters are being consistently complied with.

Recommendation

We recommend that the Shire should consider the implementation of a Legislative Compliance policy which outlines the responsibility for compliance against legislative requirements and how such compliance is to be met within the Shire.

Consideration should be given for the Shire to use the Compliance Calendar via Attain with responsibility for using the Calendar delegated to various Shire staff.

Alternatively, the Shire should consider developing various legislative compliance checklists to enable various areas within the Shire to undertake regular self-assessment checks on an ongoing basis. We would suggest that these be undertaken regularly throughout the calendar year and be signed off by delegated Shire staff attesting to compliance. These can be undertaken in conjunction with the annual Compliance Audit Return (CAR) and would complement the (CAR) process.

Further, consideration should also be given to include within each updated finance and human resources policies, protocols and procedures reference to the applicable legislative requirement. This then provides the necessary guidance to staff that by following and complying with the Shire's the policies and procedures, legislative compliance is being achieved.

Management Comments

Management acknowledges these findings and reiterates other comments regarding the need to review the human resources framework to ensure its appropriateness, in addition to the financial management-related framework(s). It is our intent to develop a governance framework to centralise already established processes, similar to what is noted in the recommendation.

LOW RISK ISSUES

1. Business Continuity Plan and Disaster Recovery Plan

Finding

A Business Continuity Plan and a Disaster Recovery Plan are in place. However, the Plans were last reviewed in 2022 and have not been tested to ensure the plan is workable and effective.

Recommendation

We recommend that the Business Continuity Response Plan and the Disaster Recovery Plan should be reviewed at least every 2 years to ensure they are still relevant and effective and should be subject to regular testing to ensure the actions within the Plans can be effectively implemented should a disaster occur.

Management Comments

Noted. Part of the current compliance calendar to schedule reviews of these documents shortly and then regularly ongoing, in addition to continual testing and reviewing for appropriateness.

2. Code of Conduct Policy for Staff and Elected Members

Finding

Our review noted that the Shire has a Code of Conduct policy in place for Shire staff and elected members. However, these are now due to be reviewed as they were developed 2021 and 2022.

Recommendation

We recommend that both the staff and elected members Code of Conduct policy be reviewed to ensure they are still valid and that all staff and elected members are aware of the policy.

Management Comments

Acknowledged. Council recently adopted a new Elected Member Code of Conduct and management are near completion on a review of the employee code of conduct.

3. Induction Program for Elected Members

Finding

We noted there is an induction program for Shire staff, however, there is no induction program for the elected members and also for the Audit and Risk Committee members.

Recommendation

We recommend that an induction program and also an induction checklist should be developed for the newly elected members and all new Audit and Risk Committee members, and that the induction checklist be signed off by the members as evidence that the induction was provided.

Management Comments

The CEO facilitated an induction program to the elected members on 19 December 2023. This comprehensive induction included all requirements for members of the A&R (all Councillors), however the induction was not signed off by the attendees. The CEO will address this shortly. Management will develop a checklist for elected member induction, following a review.

4. Complaints Handling and Management

Finding

We noted that the Shire does not have a formal complaint handling and management policy nor protocols in place. Although all complaints received are managed by the CEO we believe that formal policies or procedures should be developed to ensure complaints are handled effectively and consistently.

Recommendation

We recommend that the Shire develop and implement a complaint handling and management policy with supporting protocols which defines what constitutes a reportable complaint.

Management Comments

Management acknowledges the lack of documented complaint handling processes. Management will develop appropriate policies and procedures for 1: internal and 2: external complaints received.

ATTACHMENT 11.1A
Delegations Register 2024



Shire of Narembreen Delegations Register

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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:	<ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> a. examine the report of the Auditor and determine matters that require action to be taken by the Shire of Narembeen; 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 Narembeen'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.
Date Adopted:	
Adoption References:	
Last Reviewed:	

1.2 Council to CEO

1.2.1 Powers of Entry

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

Date Adopted:	
Adoption References:	
Last Reviewed:	

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

1.2.3 Confiscated or Uncollected Goods

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

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

1.2.4 Disposal of Sick or Injured Animals

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

1.2.5 Close Thoroughfares to Vehicles

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

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

1.2.6 Obstruction of Footpaths and Thoroughfares

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

	iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Infrastructure Services
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation, excluding the power of sub-delegation.
Compliance Links:	<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.
Date Adopted:	
Adoption Reference:	
Last Reviewed:	

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

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

1.2.9 Expressions of Interest for Goods and Services

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

1.2.10 Tenders for Goods and Services – Call Tenders

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

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

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

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

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

1.2.12 Tenders for Goods and Services – Exempt Procurement

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

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

1.2.13 Panels of Pre-Qualified Suppliers for Goods and Services

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

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

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.
Date Adopted:	
Adoption Reference:	
Last Reviewed:	

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: 1. contracts not formed through a public tender, where the total value of the original term and the proposed extension or renewal exceeds \$250,000, and 2. contracts formed through a public tender.
Council Conditions on this Delegation:	a. The authority to apply the renewal or extension option may be exercised where one or more of the following principles applies: i. It is exercised at the sole discretion of the Local Government; ii. It is in the best interests of the Local Government; iii. It is deemed necessary to facilitate the role of Local Government in relation to the State of Emergency declaration; iv. It has potential to promote local and/or regional economic benefits. b. This authority may only be exercised where the total consideration for the renewal or extension is \$100,000 or less. c. Contracts may only be renewed or extended where there is an adopted and available budget for the proposed goods and services, OR where the expenditure from an alternative available budget allocation has been authorised in advance by the President (i.e. before the expense is incurred) in accordance with LGA s.6.8(1)(c). d. The decision to extend or renew a contract must be made in accordance with the objectives of the Purchasing Policy. e. This authority may only be exercised where the total consideration under the resulting contract is \$350,000 or less. f. The CEO cannot sub-delegate this authority.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s:	Nil

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

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

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

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

1.2.17 Disposing of Property

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

	<p>as having a nil market value, then the disposal must ensure environmentally responsible disposal.</p> <p>e. Where the disposal relates to a lease or sub-lease of a Reserve vested in the Shire, the Power to Lease must be included as a condition on the Management Order with the State.</p>
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s:	Nil
CEO Conditions on this Sub-Delegation:	Not applicable
Compliance Links:	<p>Local Government Act 1995 – s.3.58 Disposal of Property</p> <p>Local Government (Functions and General) Regulations 1995 – r.30 Dispositions of property excluded from Act s. 3.58</p> <p>Council Policy 3.3 - Disposal of Property Policy</p> <p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p>
Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>All documentation relating to the disposal of property is to be recorded in accordance with the Shire of Narembreen Record Keeping Plan</p> <p>Executed leases, tenancy agreements etc are to be retained in SharePoint/Legal Services/Agreements.</p>
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.
Date Adopted:	
Adoption Reference:	
Last Reviewed:	

1.2.18 Payments from the Municipal or Trust Funds

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

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

1.2.19 Defer, Grant Discounts, Waive or Write Off Debts

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

	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>Where the write off relates to rates, relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.</p> <p>In accordance with Regulation 42 of the <i>Local Government (Financial Management) Regulations 1996</i>, the total amount of money written off is to be reported in the Annual Report.</p>
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.
Date Adopted:	
Adoption Reference:	
Last Reviewed:	

1.2.20 Power to Invest and Manage Investments

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

Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report. A report detailing the investment portfolio is to be presented to Council each month.
Date Adopted:	
Adoption Reference:	
Last Reviewed:	

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 Synergyssoft 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.
Date Adopted:	
Adoption Reference:	
Last Reviewed:	

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.
Date Adopted:	
Adoption Reference:	
Last Reviewed:	

1.2.23 Recovery of Rates or Service Charges

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

1.2.24 Recovery of Rates Debts – Require Lessee to Pay Rent

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

1.2.25 Rate Record - Objections

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

1.3 CEO to Employees

1.2.26 Electoral Enrolment Eligibility Claims and Electoral Roll

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

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

1.2.27 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.
Date Adopted:	
Adoption Reference:	
Last Reviewed:	

1.2.28 Information to be Available to the Public

Delegator:	Chief Executive Officer
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government (Administration) Regulations 1996:</i> r.29B Copies of certain information not to be provided (Act s.5.96) <i>Local Government Act 1995:</i> s.5.95(1)(b) & (3)(b) Limits on right to inspect local government information
Delegate/s:	Executive Manager Corporate Services
Function:	<ol style="list-style-type: none"> 1. Authority to determine the manner and form by which a person may request copies of rates record information [s.5.94(m)] or owners and occupiers register and electoral rolls [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.
Date Adopted:	
Adoption Reference:	
Last Reviewed:	

1.2.29 Financial Management Systems and Procedures

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

Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.
Date Adopted:	
Adoption Reference:	
Last Reviewed:	

2 Building Act 2011 Delegations

2.1 Council to CEO

2.1.1 Grant a Building Permit

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

CEO Conditions on this Sub-Delegation:	Not applicable
Compliance Links:	<p>Building Act 2011</p> <p>s.119 Building and demolition permits – application for review by SAT</p> <p>s.23 Time for deciding application for building or demolition permit</p> <p>s.17 Uncertified application to be considered by building surveyor</p> <p>Building Regulations 2012 – r.25 <i>Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT</i></p> <p>Building Services (Registration Act) 2011 – Section 7</p> <p>Home Building Contracts Act 1991 – Part 3A, Division 2 – Part 7, Division 2</p> <p>Building and Construction Industry Training Levy Act 1990</p> <p>Heritage Act 2018</p>
Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>Applications, plans and permits are to be recorded in accordance with the Shire of Narembeen Record Keeping Plan and a copy kept on the property file in the Compactus.</p>
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.
Date Adopted:	
Adoption Reference:	
Last Reviewed:	

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

	<p><u>Building Services (Complaint Resolution and Administration) Act 2011</u> – Part 7, Division 2</p> <p><u>Building and Construction Industry Training Levy Act 1990</u></p> <p><u>Heritage Act 2018</u></p>
Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in the Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>Applications, plans and permits are to be recorded in accordance with the Shire of Narembeen Record Keeping Plan and a copy kept on the property file in the Compactus.</p>
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.
Date Adopted:	
Adoption Reference:	
Last Reviewed:	

2.1.3 Occupancy Permits or Building Approval Certificates

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

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

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

2.2.1 Building Orders

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

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

2.2.2 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.
Date Adopted:	
Adoption Reference:	
Last Reviewed:	

2.2.3 Referrals and Issuing Certificates

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

2.2.4 Private Pool Barrier – Alternative and Performance Solutions

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

2.2.5 Smoke Alarms – Alternative Solutions

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

2.2.6 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:	<ol style="list-style-type: none"> 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> 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: Appointed by CEO	Nil
CEO Conditions on this Sub-Delegation:	Not applicable
Compliance Links:	Building Regulations 2012 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.
Date Adopted:	
Adoption Reference:	
Last Reviewed:	

3 Bush Fires Act 1954 Delegations

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

3.1.1 Make Request to FES Commissioner – Control of Fire

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

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.
Date Adopted:	
Adoption Reference:	
Last Reviewed:	

3.1.3 Prohibited Burning Times – Control Activities

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

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

3.1.4 Restricted Burning Times – Vary and Control Activities

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

	<p>prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)].</p> <p>8. Authority to prohibit the use of tractors, engines or self-propelled harvesters, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)].</p> <p>9. Authority to recover the cost of measures taken by the Shire of Narembeen or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].</p>
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil. Sub-delegation is prohibited by s.48(3)
Compliance Links:	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.
Date Adopted:	
Adoption Reference:	
Last Reviewed:	
Date Adopted:	
Adoption Reference:	
Last Reviewed:	

3.1.5 Control of Operations Likely to Create Bush Fire Danger

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

3.1.6 Burning Garden Refuse / Open Air Fires

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

Compliance Links:	Bush Fires Act 1954 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.
Date Adopted:	
Adoption Reference:	
Last Reviewed:	

3.1.7 Firebreaks

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

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

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

3.1.9 Control and Extinguishment of Bush Fires

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

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.
Date Adopted:	
Adoption Reference:	
Last Reviewed:	

3.1.11 Prosecution of Offences

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59]. 2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil. Sub-delegation is prohibited by s.48(3)
Compliance Links:	Bush Fires Act 1954: s.65 Proof of certain matters s.66 Proof of ownership or occupancy 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> . Relevant notes are to be kept on the property file within Synergyssoft 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.
Date Adopted:	
Adoption Reference:	
Last Reviewed:	

4 Cat Act 2011 Delegations

4.1 Council to CEO

4.1.1 Cat Registrations

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

	<p>r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration.</p> <p>r.12 Period of registration (s.9(7))</p> <p>r.11 Changes in registration</p> <p>r.14 Registration certificate (s.11(1)(b))</p> <p>r.15 Registration tags (s.76(2))</p> <p>Decisions are subject to Objection and Review by the State Administration Tribunal rights – refer Part 4, Division 5 of the <i>Cat Act 2011</i>.</p>
Record Keeping:	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.
Date Adopted:	
Adoption Reference:	
Last Reviewed:	

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.
Date Adopted:	
Adoption Reference:	
Last Reviewed:	

4.1.3 Approval to Breed Cats

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

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.
Date Adopted:	
Adoption Reference:	
Last Reviewed:	

4.1.5 Applications to Keep Additional Cats

Delegator:	Local Government
Express Power to Delegate:	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat (Uniform Local Provisions) Regulations 2013:</i> r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats
Delegate:	Chief Executive Officer
Function:	<ol style="list-style-type: none"> 1. Authority to require any document or additional information required to determine an application [r.8(3)] 2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)]. 2. Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].
Council Conditions on this Delegation:	a. Notices of decisions must include advice as to Review rights in accordance with r.11 of the <i>Cat (Uniform Local Provisions) Regulations 2013</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Sub-Delegate/s: <i>Appointed by CEO</i>	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.
Date Adopted:	
Adoption Reference:	
Last Reviewed:	

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.
Date Adopted:	
Adoption Reference:	
Last Reviewed:	

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.
Date Adopted:	
Adoption Reference:	
Last Reviewed:	

5.1.2 Refuse or Cancel Registration

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

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

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.
Date Adopted:	
Adoption Reference:	
Last Reviewed:	

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.
Date Adopted:	
Adoption Reference:	
Last Reviewed:	

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.
Date Adopted:	
Adoption Reference:	
Last Reviewed:	

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

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

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: <i>Appointed by CEO</i>	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.
Date Adopted:	
Adoption Reference:	
Last Reviewed:	

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.
Date Adopted:	
Adoption Reference:	
Last Reviewed:	

5.1.9 Grant Exemption as to Number of Dogs Kept at Premises

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

Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.
Date Adopted:	
Adoption Reference:	
Last Reviewed:	

6 Food Act 2008 Delegations

6.1 Council to CEO

6.1.1 Prohibition Orders and Certificates of Clearances

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

6.1.2 Food Business Registrations

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

6.1.3 Appoint Authorised Officers and Designated Officers

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

Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.
Date Adopted:	
Adoption Reference:	
Last Reviewed:	

7 Graffiti Vandalism Act 2016 Delegations

7.1 Council to CEO

7.1.1 Give Notice Requiring Obliteration of Graffiti

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

7.1.2 Notices – Deal with Objections and Give Effect to Notices

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

7.1.3 Powers of Entry

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

8 Public Health Act 2016 Delegations

8.1 Council to CEO

8.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)

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

	<p>Copies of Instruments or Certificates of Authorisation are to be retained on the Authorised Person's personnel file.</p> <p>A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.</p>
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.
Date Adopted:	
Adoption Reference:	
Last Reviewed:	

8.1.2 Enforcement Agency Reports to the Chief Health Officer

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

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:	<ol style="list-style-type: none"> 1. Authority to designate a person or class of persons as authorised officers for the purposes of: <ol style="list-style-type: none"> a. The <i>Public Health Act 2016</i> or other specified Act b. Specified provisions of the <i>Public Health Act 2016</i> or other specified Act c. Provisions of the <i>Public Health Act 2016</i> or another specified Act, other than the specified provisions of that Act. <p>Including:</p> <ol style="list-style-type: none"> a. an environmental health officer or environmental health officers as a class; OR b. a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR c. a mixture of the two. [s.24(1) and (3)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Subject to each person so appointed being; <ul style="list-style-type: none"> • Appropriately qualified and experienced [s.25(1)(a)]; and • Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31]. 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:	<p>Public Health Act 2016</p> <p>s.20 Conditions on performance of functions by enforcement agencies. s.25 Certain authorised officers required to have qualifications and experience. s.26 Further provisions relating to designations s.27 Lists of authorised officers to be maintained s.28 When designation as authorised officer ceases s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers s.30 Certificates of authority s.31 Issuing and production of certificate of authority for purposes of other written laws s.32 Certificate of authority to be returned. s.136 Authorised officer to produce evidence of authority</p> <p>Criminal Investigation Act 2006, Parts 6 and 13 – refer s.245 of the <i>Public Health Act 2016</i></p> <p><i>The Criminal Code</i>, Chapter XXVI – refer s.252 of the <i>Public Health Act 2016</i></p>

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

9 Planning and Development Act 2005 Delegations

9.1 Council to CEO

9.1.1 Illegal Development

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

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.

A handwritten signature in blue ink, appearing to read 'C. Davers', written over a horizontal line.

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

Dated the 5th day of September 2017

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

ATTACHMENT 12.1A
Proposed Subdivision – Application Form 1A

Form 1A - Preliminary approval application

DATE	FILE
18-Mar-2024	200025

Lodgement ID	2024-00033		
Date submitted	01/03/2024		
Submitted by	Pauline Margaret Anderson		
Your reference	JOB 5837		
Location of subject property	Lots 23258 & 23259 Wogarl Road West, Cramphorne		
Existing tenure	Freehold (Green Title)	Application type	Subdivision
Proposed tenure	Freehold (Green Title)		

Applicants

Applicant (1)

Is person the primary applicant?	Yes		
Is the applicant an organisation/company?	Yes	Is the applicant a landowner?	No
Organisation/company	35 Degrees South	ACN/ABN	54 588 228 035
Name	Pauline Anderson	Position	N/A
Email	paulinea@35degreesouth.com.au		
Phone number	61898423766	Additional phone no.	N/A
Address	PO Box 5046, ALBANY PO WA 6332	Additional phone no. type	N/A
	Albany 6332 Australia		

Certificate of Title details

Certificate of Title (1)

Volume	1151	Folio	687
Plan number	229652	Lot number	23258
Part lot?	No	Location	N/A
Reserve number	N/A		
Address	Wogarl West Road Narembeen	Nearest road intersection	N/A

Certificate of Title (2)

Volume	1151	Folio	686
Plan number	229652	Lot number	23259
Part lot?	No	Location	N/A
Reserve number	N/A		
Address	Narembeen	Nearest road intersection	N/A

Landowners

Have all registered proprietors (landowners) listed on the Certificate/s of Title provided consent?	Yes
Are any of the landowner's names different from that shown on the certificate of title?	No

Landowner (1)			
Is the landowner an organisation/company?	No	Landowner type	Registered proprietor
Organisation/company	N/A	ACN/ABN	N/A
Name	Stephen Richard Fry	Position	N/A
Email	paulinea@35degreesouth.com.au		
Phone number	+61429984907		
Address	PO Box 278 Narembeen 6369 Australia		
Consent to apply:			
Has this landowner provided consent to apply?	Yes		
Date of consent document	27/02/2024		
Landowner (2)			
Is the landowner an organisation/company?	No	Landowner type	Registered proprietor
Organisation/company	N/A	ACN/ABN	N/A
Name	Michelle Fry	Position	N/A
Email	paulinea@35degreesouth.com.au		
Phone number	N/A		
Address	PO Box 278 Narembeen 6369 Australia		
Consent to apply:			
Has this landowner provided consent to apply?	Yes		
Date of consent document	27/02/2024		

Additional consent to apply

Consent to apply checklist	
Current copies of all records of title are attached	Yes
All registered proprietors (landowners) listed on the certificate/s of title have signed the application or an attached letter of consent. This includes landowners specified on a certificate of title for a leasehold lot	No
Consent to apply is given on behalf of landowners or tier 1 corporation	Yes
The application is by or on behalf of a prospective purchaser/s under contract of sale or offer and acceptance	No
Consent to apply is given by or on behalf of joint tenant survivors	No
Consent to apply is given by or on behalf of an executor of a deceased estate	No
This application includes land that is owned by or vested in or held by management order by a government agency or local government	No
This application includes Crown land	No

Summary of the Proposal

Existing tenure	Freehold (Green Title)	Application type	Subdivision
Proposed tenure	Freehold (Green Title)		
Local government where the subject land is located	Narembeen, Shire of		
Additional local government/s where the subject land is located	N/A		
Have you submitted a related application?	No		
Lodgement ID of related application	N/A		
How is the application related?	N/A		
Land use and lots			
Current land use	Rural Farming Lots - boundaries to be re-aligned for farming purposes.		
Total number of current lot/s subject of this application	2	Number of proposed lot/s	2

Proposed use/development:			
Proposed zone (1)	Rural	Zone lot size	10 HA - 25 HA
		Number of zone lots	1
Proposed zone (2)	Rural	Zone lot size	Over 25 HA
		Number of zone lots	1

Reserved lots:			
Reserve lot type (N/A)	N/A	Number of reserve lots	N/A

Dwellings, outbuildings and structures			
Does the subject lot/s contain existing dwellings, outbuildings and/or structures?			Yes
Dwellings:			
Number of dwellings	1	Specify details	All to be retained
Details of partially retained/ removed dwellings	N/A		
Outbuildings:			
Number of outbuildings	3	Specify details	All to be retained
Details of partially retained/ removed outbuildings	N/A		
Other development:			
Specify details	N/A		
Amendment			
Type 1 (a) Addition of land from outside the parcel of a strata titles scheme to common property in the scheme (but not including temporary common property)			No
Type 1 (b) Conversion of a lot in a strata titles scheme to common property in the scheme			No
Type 2 Removal from the parcel of a strata titles scheme of land comprised of common property			No
Type 3 Consolidation of 2 or more lots in a strata titles scheme into 1 lot in the scheme (not affecting common property in the scheme)			No
Type 4 Subdivision that does not involve the alteration of the boundaries of the parcel and is not a type 1, type 2 or type 3 subdivision			No
Termination			
Strata company resolution in support of the termination proposal is available?			No

Has an outline termination proposal been prepared?	No		
Survey-Strata or Leasehold (Survey-Strata)			
Is common property proposed?	No		
Does the plan of subdivision show the indicative internal sewer and water connections to each lot?	No		
Proposed leasehold scheme term	N/A		
Is an option for postponement of the leasehold expiry scheme proposed?	No		
What is the proposed postponement timeframe?	N/A		
Strata or Leasehold (Strata)			
Is common property proposed?	No		
Does this application relate to an approved development application?	No		
Development application approval date/s	N/A	Development application reference number/s	N/A
Does this application relate to an approved building permit?	No		
Building permit issue date/s	N/A	Building permit reference number/s	N/A
Is it proposed to create a vacant strata lot by registration of the plan?	No		
Number of vacant strata lot/s	N/A		
Details of restrictions to be placed on any lots on the plan	N/A		
Leasehold scheme proposed timeframe	N/A		
Is an option for postponement of the leasehold expiry scheme proposed?	No		
Proposed postponement timeframe	N/A		

Subdivision details	
Transport impacts	
Are there 10 - 100 vehicle trips in the subdivision's peak hour?	No
Are there more than 100 vehicle trips in the subdivision's peak hour?	No
Access to/from, right-of-way or private road	
Access is to be provided from an existing right of way or private road?	No
Road and rail noise	
Is the proposal within the trigger distance of a strategic transport route as defined by State Planning Policy 5.4?	No
Contaminated sites	
Has the land ever been used for potentially contaminating activity?	No
Does the land contain any site or sites that have been classified under the Contaminated Sites Act 2003?	No
Does the land contain any site or sites that have been reported or are required to be reported under the Contaminated Sites Act 2003?	No
Information requirements liveable neighbourhoods	
Is this application to be assessed under the Liveable Neighbourhoods policy?	No
Acid sulfate soils	
Is the land located in an area where site characteristics or local knowledge lead you to form the view that there is a significant risk of disturbing acid sulfate soils at this location?	No
Bushfire prone areas	
Is all, or a section of the subdivision in a designated bushfire prone area?	Yes
Has a Bushfire Attack Level (BAL) Contour Map been prepared?	No
Does the BAL Contour Map indicate areas of the subject site as BAL-12.5 or above?	No

Has a Bushfire Management Plan (BMP) been provided?	No
On-site sewerage disposal	
Is on-site sewage disposal proposed?	No
Is it proposed to create lots of 4ha or smaller?	No
Has a site and soil evaluation been provided?	No

Final Checklist	
Subdivision plans are based on an accurate and up-to-date feature survey that includes existing ground levels relative to AHD or topography of the subject lot/s. A feature survey is not required for amalgamation approval	Yes
Relevant copies of the subdivision plans and supporting documentation or accompanying information are attached	Yes
The subdivision plan is capable of being reproduced in black and white format	Yes
The subdivision plan is drawn to a standard scale (ie 1:100, 1:200, 1:500, 1:1000) at A3 or A4	Yes
All dimensions on the subdivision plan are in metric standard	Yes
The north point is shown clearly on the subdivision plan	Yes
The subdivision plan shows all lots or the whole strata or community titles (land) scheme plan (whichever is applicable)	No
The subdivision plan shows all existing and proposed lot boundaries	Yes
The subdivision plan shows all existing and proposed lot dimensions (including lot areas)	Yes
The subdivision plan shows the lot numbers and boundaries of all adjoining lots	Yes
Is a battleaxe lot/s proposed?	No
The subdivision plan shows the width and length of the access leg, the area of the access leg and the total area of the lot	No
The subdivision plan shows the name/s of existing road/s	Yes
Is a new road/s proposed to be created?	No
The subdivision plan shows the width of proposed road/s	No
Is the land vacant?	No
The subdivision plan shows all buildings and/or improvements, including driveways and crossovers (including setbacks) which are to be retained, or removed	Yes
Does the land contain features such as watercourses, wetlands, significant vegetation, flood plains and dams?	Yes
The subdivision plan shows features such as watercourses, wetlands, significant vegetation, flood plains and dams?	Yes
The subdivision plan shows all electrical, sewer and water infrastructure. For on-site sewage disposal, the indicative disposal areas for wastewater distribution are to be shown	No
Additional information required in the case of applications for residential infill subdivision within existing residential zoned areas	No

Estimated Fee & Payment Details			
Estimated fee payable	\$3,704.00		
Number of proposed lots	2	Number of reserved lots	0
Payer details			
Would you like to nominate that the invoice is sent to another party for payment?		Yes	
Payer name	Stephen Fry	Organisation/company	N/A
Phone number	428647419	Email	fryclan@bigpond.com
Postal address	PO Box 278	City/Town/Suburb	Narembeen
Postcode	6369		
Submit application			
Are the payer's details correct?		Yes	
Have you checked the Summary of the Proposal and acknowledged all items?		Yes	

Attachments	
Document type	Document
Certificate of Title	Certificate of Title 1151-687 Lot 23258 On Deposited Plan 229652.pdf
Certificate of Title	Certificate of Title 1151-686 Lot 23259 On Deposited Plan 229652.pdf
Export PDF - Lodged application	20240318 2024-00033 Lots 23258 & 23259 Wogarl Road West, Cramphorne - Form 1A.pdf
Letter of consent	Job5837 letter_of_consent.pdf
Other (please specify)	BAL_WAPCLetter_Job5837.pdf
Other (please specify)	WAPC_justification_letter.pdf
Subdivision plan	DWG5837-01-A-27022024.pdf
Tax Invoice	Tax Invoice - INV0000062 - 20240312.pdf
Tax Invoice - Receipt	Tax Invoice Receipt - INV0000062 - 20240318.pdf

WAPC contact information			
Infoline	1800 626 477	Planning Online	https://planningonline.dplh.wa.gov.au
Web address	www.dplh.wa.gov.au	Email	corporate@wapc.wa.gov.au
Perth	Albany	Bunbury	Mandurah
140 William Street Perth, 6000 Locked Bag 2506 Perth, 6001 (08) 6551 9000	178 Stirling Terrace PO Box 1108 Albany 6331 (08) 9892 7333	Sixth Floor Bunbury Tower 61 Victoria Street Bunbury 6230 (08) 9791 0577	Level 1 - Suite 94 16 Dolphin Drive Mandurah 6210 (08) 9586 4680

ATTACHMENT 13.3A
Financial Statements for month ended
31 March 2024

SHIRE OF NAREMBEEN
MONTHLY
FINANCIAL STATEMENT

MARCH 2024



SHIRE OF NAREMBEEN

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 31 March 2024

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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

* Statutory Report

STATUTORY REPORT
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

BY NATURE OR TYPE

	Ref Note	Amended Annual Budget	Amended YTD budget	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	1	4,737,410	4,737,410	4,737,410	0	0%	
Revenue from operating activities							
Rates		2,046,893	2,049,774	2,026,468	(23,306)	(1%)	
Specified Area Rates	5	0	0	0	0		
Operating Grants, Subsidies and Contributions	6	731,743	610,017	869,139	259,122	42%	overbudget
Fees and Charges		605,199	502,809	478,928	(23,881)	(5%)	
Service Charges		0	0	0	0		
Interest Earnings		320,684	240,507	127,614	(112,893)	(47%)	underbudget
Other Revenue		104,500	90,842	142,961	52,119	57%	overbudget
Profit on Disposal of Assets		110,000	82,503	84,622	2,119		
		3,919,019	3,576,452	3,729,732			
Expenditure from operating activities							
Employee Costs		(2,152,314)	(1,613,880)	(1,729,281)	(115,401)	(7%)	
Materials and Contracts		(1,812,167)	(1,351,266)	(749,360)	601,906	45%	underbudget
Utility Charges		(231,113)	(173,196)	(171,959)	1,237	1%	
Depreciation on Non-Current Assets		(3,090,400)	(2,317,725)	(2,162,849)	154,876	7%	
Interest Expenses		(36,582)	(27,414)	(33,380)	(5,966)	(22%)	
Insurance Expenses		(239,698)	(239,698)	(239,698)	(0)	(0%)	
Other Expenditure		(145,682)	(112,959)	(41,195)	71,764	64%	underbudget
Loss on Disposal of Assets		(6,500)	(4,878)	0	4,878	100%	
		(7,714,455)	(5,841,016)	(5,127,723)			
Operating activities excluded from budget							
Add back Depreciation		3,100,700	2,317,725	2,162,849	(154,876)	(7%)	
Adjust (Profit)/Loss on Asset Disposal		(130,500)	(77,625)	(84,622)	(6,997)	9%	
Adjust Provisions and Accruals		0	0	0	0		
Adjust Provisions and Accruals NC LSL		0	0	0	0		
Movement in Local Government House Unit Trust		(3,500)	(3,500)	(1,681)	1,819	(52%)	
Revaluation of Non-Current Assets							
Sale of Assets		0	0	0	0		
		2,966,700	2,236,600	2,076,546			
Non-cash amounts excluded from operating activities		2,966,700	2,236,600	2,076,546			
Amount attributable to operating activities		3,908,674	(27,964)	678,555			
Investing activities							
Non-operating grants, subsidies and contributions	6	3,208,672	2,650,673	1,222,612	(1,428,061)	(54%)	underbudget
Proceeds from Disposal of Assets		414,728	261,228	261,818	590	0%	
Land held for resale		0	0	0	0		
Prior year audit adjustment posted in current year		0	0	0	0		
Proceeds from self-supporting loans		15,835	5,787	5,787	0	0%	
Capital acquisitions	5	(6,876,144)	(5,330,504)	(4,176,609)	1,153,895	22%	underbudget
Amount attributable to investing activities		(3,236,909)	(2,412,816)	(2,686,393)			
Financing Activities							
Investment in Associates		(45,000)	(33,750)	4,163			
Proceeds from New Debentures		0	0	0	0		
Transfer from Reserves		185,000	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures		(78,677)	(65,652)	(65,652)	0	0%	
Transfer to Reserves		(743,088)	0	0	0		
Amount attributable to financing activities		(681,765)	(99,402)	(61,489)			
Closing Funding Surplus (Deficit)	1	(10,000)	2,197,228	2,668,084			

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 31 MARCH 2024

OPERATING ACTIVITIES
 NOTE 1
 ADJUSTED NET CURRENT ASSETS

	Ref Note	Closing Actual Balance 30 June 2023	This Time Last Year 01 Apr 2023	Year to Date Actual 31 Mar 2024
Adjusted Net Current Assets		\$	\$	\$
Current Assets				
Cash Unrestricted	3	5,519,403	3,020,006	2,807,466
Cash Restricted	3	4,252,582	4,218,323	4,734,814
Receivables - Rates	4	80,102	98,626	183,170
Receivables - Other	4	116,283	121,067	341,978
Loans receivable		15,836	2,051	10,049
Net ATO assets/(liabilities)		78,570	(66,003)	(55,965)
Inventories		6,020	13,372	32,773
		10,068,796	7,407,442	8,054,285
Less: Current Liabilities				
Payables		(124,547)	(16,399)	(174,711)
Provisions - employee		(317,362)	(340,620)	(317,362)
Long term borrowings		(76,539)	(2,051)	(10,887)
Contract Liability		(120,960)	(1,132,498)	(120,960)
Bonds and deposits held		(17,866)	(18,706)	(22,316)
		(657,274)	(1,510,272)	(646,236)
Unadjusted Net Current Assets		9,411,522	5,897,170	7,408,049
Adjustments and exclusions permitted by FM Reg 32				
Restricted cash	3	(4,734,815)	(4,218,323)	(4,734,815)
Less: Loans receivable		(15,836)	(2,051)	(10,049)
Add : Long Term Borrowings		76,539	2,051	10,887
Adjusted Net Current Assets		4,737,410	1,678,847	2,674,072

SIGNIFICANT ACCOUNTING POLICIES

Please see Note 1(a) for information on significant

KEY INFORMATION

The amount of the adjusted net current assets at the end of the period

This Year YTD

Surplus(Deficit)

\$2.67 M

Last Year YTD

Surplus(Deficit)

\$1.68 M

STATUTORY REPORT

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024**

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 2023/24 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	259,122	42% overbudget		Permanent	Variance due to higher than expected HVRIC from Ramelius and CRC grants
Interest Earnings	(112,893)	-47% underbudget		Timing	Term deposits wil mature next in June 2024, at which point the actuals will allign to the budget.
Other Revenue	52,119	57% overbudget		Permanent	Variance prodominantly due to correction of categoriation of fuel tax credits following budget review, in addition to various revenues being more than budgeted.
Expenditure from operating activities					
Materials and Contracts	601,906	45% underbudget		Timing	\$410k underspend caused by incorrect payroll costings, which are to be reversed. Balance due to cateogry-wide under-expenditure, prodominantly due to accounts that were increased following the budget review which have no expenditure as of 31 March
Other Expenditure	71,764	64% underbudget		Timing	All costs in category under-budget, prodominantly CBF, write-off provisions and Councillor costs.

STATUTORY REPORT

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024**

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 2023/24 year is at least \$25,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Investing Activities					
Non-operating Grants, Subsidies and Contributions	(1,428,061)	(54%)	underbudget	Timing	Income is significantly under-budget due to delays in funding. \$517k of LRCI received in April 2024 and \$995k of R2R funding should be received in May 2024 according to Departmental advice received.
Capital Acquisitions	1,153,895	22%	underbudget	Timing	See note 5 and comments re other variances. Road projects are behind and various other projects are also delayed.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS

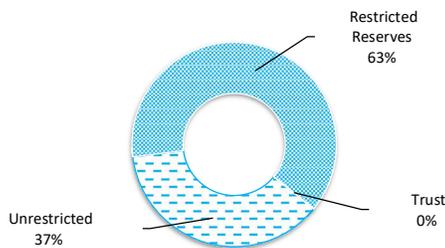
Cash and Investments	Unrestricted	Restricted Reserves	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash and Floats	641	0	0	641			
At Call Deposits							
Municipal Fund	484,549	0	0	484,549	Bankwest	0.10%	
Term Deposits							
Term Deposit - CBA #38420506	2,322,275	4,734,815	0	7,057,091	CBA	5.07%	15/03/2024
Total	2,807,465	4,734,815	0	7,542,281			

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.

KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments 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
\$7.54 M	\$2.81 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 31 MARCH 2024

OPERATING ACTIVITIES

NOTE 4
RECEIVABLES

Rates Receivable including ESL and Rubbish	31 Mar 24
	\$
Opening Arrears	80,102
Levied this year	2,133,835
Less Collections to date	(2,030,762)
Equals Current Outstanding	183,170
Net Rates Collectable	183,170
% Collected	95.17%

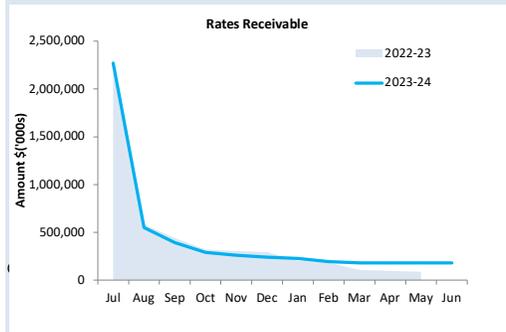
Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	318,804	5	78	20,394	339,281
Percentage	94%	0%	0%	6%	
Balance per Trial Balance					
Sundry debtors	318,804	5	78	20,394	339,281
Other receivable	2,698	0	0	0	2,698
Total Receivables General Outstanding					341,978

KEY INFORMATION

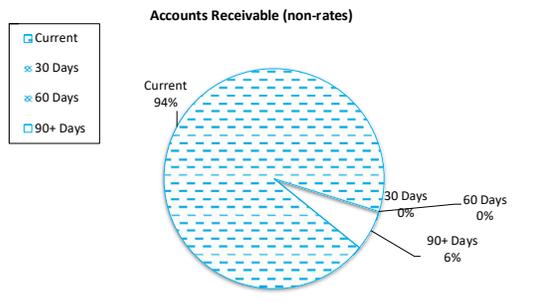
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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.



Rates Received	Rates Due
95%	\$183,170



Debtors Due
\$341,978
Over 30 Days
6%
Over 90 Days
6%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024**

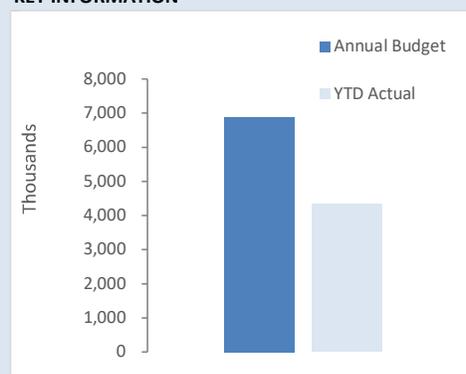
**INVESTING ACTIVITIES
NOTE 5
CAPITAL ACQUISITIONS**

Capital Acquisitions	Current			YTD Actual	YTD Budget Variance
	Annual Budget	Amended Budget	YTD Budget	Total	
	\$	\$	\$	\$	\$
Buildings	1,113,137	1,113,137	834,840	488,002	(346,838)
Plant & Equipment	1,544,580	1,544,580	1,331,894	1,615,606	283,712
Furniture & Equipment	85,000	85,000	63,747	0	(63,747)
Road Infrastructure	2,782,965	2,782,965	2,087,217	1,925,730	(161,487)
Other Infrastructure	1,350,462	1,350,462	1,012,806	312,146	(700,660)
Capital Expenditure Totals	6,876,144	6,876,144	5,330,504	4,341,484	(989,020)
Funding of Capital Acquisitions:					
	\$	\$	\$		
Capital grants and contributions	3,208,672	2,650,673	2,650,673	1,222,612	(1,428,061)
Other (Disposals & C/Fwd)	414,728	414,728	261,228	261,818	590
Contribution from Rates and other revenue	3,252,744	3,810,743	2,418,603	2,857,055	438,452
Capital Funding Total	6,876,144	6,876,144	5,330,504	4,341,484	(989,020)

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
	\$6.88 M		\$4.34 M	63%
Capital Grant	Annual Budget		YTD Actual	% Received
	\$3.21 M		\$1.22 M	38%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

	Account Number	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over
Buildings Specialised					
Administration Office and Chambers Refurbishment - stage 1	2055	88,137	66,096	55,204	(10,892)
Stormwater Harvesting Project	2116	115,000	86,247	113,607	27,360
Industrial plot development	2131	50,000	37,503	0	(37,503)
Administration Office, tank and pump for reticulation	2132	5,000	3,744	0	(3,744)
30 Longhurst Street (Old Church) restorations	2169	10,000	7,497	0	(7,497)
Shire Depot Improvements	2170	80,000	60,003	0	(60,003)
LRCI 4 - Diesel Generator (Narembeen Recreation Centre)	2171	95,000	71,253	0	(71,253)
Sub Total		443,137	332,343	168,811	(163,532)
Building - Non Specialised					
Shire Staff Housing Construction - Thomas St	2045	50,000	37,503	0	(37,503)
26 Hilton Way - landscaping	2129	10,000	7,497	0	(7,497)
New house - 24 Cheetham Way	2130	610,000	457,497	319,191	(138,306)
Sub Total		670,000	502,497	319,191	(183,306)
Total Buildings		1,113,137	834,840	488,002	(346,838)
Furniture and Equipment					
Replacement Admin Server	2043	40,000	29,997	0	(29,997)
Video conferencing equipment for Council Chambers	2147	30,000	22,500	0	(22,500)
Digital Scoreboard and Trailer	2172	15,000	11,250	0	(11,250)
Total Furniture and equipment		85,000	63,747	0	(63,747)
Plant & Equipment					
Toyota Prado - Works Manager	2115	80,000	59,994	0	(59,994)
Toyota Prado - CEO	2135	80,000	59,994	0	(59,994)
Toyota Hilux - Mechanic	2136	47,500	35,622	47,426	11,804
Ford Ranger	2137	35,000	26,244	0	(26,244)
Ford Ranger	2138	42,000	31,500	0	(31,500)
Volvo Loader	2134	400,000	299,997	399,700	99,703
2x Mack Prime Movers	2086	630,000	630,000	643,310	13,310
Tri-axle dolly	2140	35,000	26,244	0	(26,244)
Toro Reelmaster Mower	2141	64,010	64,010	64,010	0
Ute-mounted boom spray	2142	15,170	11,376	0	(11,376)
Vertimower reel	2143	18,400	13,797	200	(13,597)
Skidsteer loader with attachments	2144	65,000	48,744	0	(48,744)
Fuso Rosa bus - vinyl wrap	2145	5,000	3,744	0	(3,744)
Fire Fighting Appliance (DFES Grant Funded)	2165	0	0	433,849	433,849
Trailer-mounted generator	1363200	27,500	20,628	27,112	6,484
Total Plant and equipment		1,544,580	1,331,894	1,615,606	283,712

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

	Account Number	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over
Infrastructure - Roads					
LRCI 3 - Seal Laneway Savage street to Latham Road	2091	248,912	186,687	74,031	(112,656)
LRCI 4 - Corrigin/Naremben Road culvert	2122	120,000	90,000	0	(90,000)
Blackspot - Townsite intersection Latham, Churchill, Currall and Longhurst Streets	2015	86,000	64,503	85,671	21,168
R2R - Soldiers Road gravel resheeting SLK 10-65.66	2062	545,508	409,131	3,983	(405,148)
R2R - Soldiers Road, resealing works	2151	150,000	112,500	148,679	36,179
R2R - Yeomans Road, gravel resheeting (SLK 8.70 - 11.70)	2152	150,000	112,500	47,199	(65,301)
R2R - Grays Road, gravel resheeting (SLK 0.00 - 3.40)	2153	150,000	112,500	97,730	(14,770)
RRG - Cramphorne Road, reconstruct to 9m and seal (SLK 37.29 - 42.29)	2154	673,000	504,747	670,969	166,222
RRG - Cramphorne Road second coat seal (SLK 11.64 - 12.20 13.33 - 14.41 16.24 - 17.31)	2155	100,000	74,997	72,655	(2,342)
WSFN - Naremben-Kondinin Road, widen to 10m and overlay (SLK 10.00 - 13.20)	2080	327,546	245,655	537,307	291,652
WSFN - Naremben-Kondinin Road, widen to 10m and overlay (SLK 14.00 - 16.00)	2081	0	0	6,749	6,749
WSFN - Naremben-Kondinin Road SLK 1.4-26.6 clearing of vegetation for works incl traffic management	2082	54,688	41,013	109,449	68,436
WSFN - Naremben-Kondinin Road, widen to 10m and overlay (SLK 4.80 - 5.40)	2112	85,597	64,197	19,812	(44,385)
WSFN - Naremben-Kondinin Road, widen to 10m and overlay (SLK 6.00 - 6.30)	2113	41,714	31,284	24,258	(7,026)
LRCI 4 - Road Signage and Safety Audit	2173	50,000	37,503	0	(37,503)
Total Roads		2,782,965	2,087,217	1,925,730	(161,487)
Other Infrastructure					
LRCI 4 - Swimming Pool Heating	2149	100,000	74,997	0	(74,997)
LRCI 4 - Townsite drainage improvements	2150	206,842	155,133	0	(155,133)
LRCI 3 - Footpath Infrastructure	1430	10,000	7,497	10,000	2,503
Walker Lake exercise equipment LRCI phase 3	2090	0	0	1,167	1,167
LRCI 3 - Churchill Street improvements	2092	329,933	247,446	268,804	21,358
LRCI 3 - Electronic sign Cnr Churchill St & Currall St	2094	3,257	2,439	3,257	818
Cemetery shade structures and seating	2120	15,000	11,250	8,333	(2,917)
Naremben football oval - new goal posts	2126	15,000	11,250	9,345	(1,905)
Townsite drainage survey and design	2156	60,000	45,000	9,640	(35,360)
Townsite kerb replacement	2157	150,000	112,500	0	(112,500)
Airfield lighting upgrades	2158	20,000	14,994	0	(14,994)
Netball and basketball court shade structure, design and QS	2159	50,000	37,494	0	(37,494)
Walker Lake signage	2160	25,000	18,747	0	(18,747)
Community Directory website development	2161	5,000	3,744	1,600	(2,144)
BMX track, survey and design	2162	10,000	7,497	0	(7,497)
Ski Lake planning and development	2163	50,000	37,503	0	(37,503)
LRCI 4 - Townsite Improvements (Trees and Planter Boxes & Interpretive and Wayfinding Signage)	2174	120,000	90,000	0	(90,000)
LRCI 4 - Walker Lake Interpretive Signage	2175	25,000	18,747	0	(18,747)
LRCI 4 - Townsite Drainage, Kerbing and Flood Mitigation	2176	145,430	109,071	0	(109,071)
Clock Tower Garden (Cnr Latham Rd & Currall St), retic and gardening works	2177	10,000	7,497	0	(7,497)
Total Other Infrastructure		1,350,462	1,012,806	312,146	(700,660)
TOTAL CAPITAL ACQUISITIONS		6,876,144	5,330,504	4,341,484	(989,020)

Grants and Contributions

	Current		YTD Budget	YTD Actual	Variance (Under)/Over
	Annual Budget	Budget			
Operating grants, subsidies and contributions					
General Purpose funding					
Financial Assistance Grant - General portion	30,500	30,500	22,800	47,080	24,280
Financial Assistance Grant - Roads portion	19,500	19,500	15,000	39,623	24,623
	<u>50,000</u>	<u>50,000</u>	<u>37,800</u>	<u>86,703</u>	<u>48,903</u>
Law, Order and Public Safety					
Bush Fire Brigade Operating Grant	7,820	7,820	5,859	8,260	2,401
	<u>7,820</u>	<u>7,820</u>	<u>5,859</u>	<u>8,260</u>	<u>2,401</u>
Community Amenities					
CRC Grants and Contributions (OLD GL)	185,000	185,000	138,735	177,878	39,143
SOCK Week Grant	25,000	25,000	18,747	0	(18,747)
	<u>210,000</u>	<u>210,000</u>	<u>157,482</u>	<u>177,878</u>	<u>20,396</u>
Recreation and Culture					
Reimbursements from sporting groups	15,000	15,000	11,250	0	(11,250)
	<u>15,000</u>	<u>15,000</u>	<u>11,250</u>	<u>0</u>	<u>(11,250)</u>
Transport					
Main Roads Direct Grant	243,717	243,717	243,717	249,552	5,835
Heavy Vehicle Road Maintenance Contributions	205,206	205,206	153,909	346,745	192,836
	<u>448,923</u>	<u>448,923</u>	<u>397,626</u>	<u>596,297</u>	<u>198,671</u>
Operating grants, subsidies and contributions Total	731,743	731,743	610,017	869,139	259,122
Non-operating grants, subsidies and contributions					
Recreation and Culture					
FIRE - Capital Grants Income	0	0	0	433,849	433,849
	<u>0</u>	<u>0</u>	<u>0</u>	<u>433,849</u>	<u>433,849</u>
Community Amenities					
Stormwater harvesting project	0	89,500	67,122	89,545	22,423
	<u>0</u>	<u>89,500</u>	<u>67,122</u>	<u>89,545</u>	<u>22,423</u>
Recreation and Culture					
LRCI Grant Funding	1,068,222	726,064	544,545	187,793	(356,752)
Capital grants and contributions (gifted assets)	0	26,800	20,097	26,800	6,703
	<u>1,068,222</u>	<u>752,864</u>	<u>564,642</u>	<u>214,593</u>	<u>(350,049)</u>
Transport					
Regional Road Group Grant funding	480,000	480,000	418,505	383,838	(34,667)
Roads to Recovery grant funding	995,509	995,509	900,000	0	(900,000)
Wheatbelt Secondary Freight Network grant funding	646,005	646,005	516,804	105,332	(411,472)
	<u>2,121,514</u>	<u>2,121,514</u>	<u>1,835,309</u>	<u>489,170</u>	<u>(1,346,139)</u>
Non-operating grants, subsidies and contributions Total	3,189,736	2,874,378	2,399,951	1,227,157	(1,696,188)
Grand Total	3,921,479	3,606,121	3,009,968	2,096,296	(1,437,066)

Asset Ref.	Asset Description	Amended budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
PE116	Toyota Prado (CEO's car)	40,000	55,000	15,000	0	0	0	0	0
PE1305	Toyota Prado (WM's car)	45,000	55,000	10,000	0	0	0	0	0
PE613	Nissan Navara	20,000	20,000	0	0	0	0	0	0
PE7298	Nissan Navara	20,000	20,000	0	0	0	0	0	0
NB6079	Mack Granite prime mover	100,000	79,730	5,000	0	25,124	79,730	54,606	0
NB7704	Mack Granite prime mover	100,000	74,881	0	0	26,066	74,881	48,815	0
PE1203	Cat vibrating roller	90,000	0	0	(35,000)	0	0	0	0
PE1207	Volvo Loader	110,000	106,617	140,000	0	126,234	106,617	0	(19,617)
PE156	Toro Reelmaster mower	8,000	3,500	0	(4,500)	0	0	0	0
N/A	Defunct car trailer	0	0	0	0	0	590	590	0
		533,000	414,728	170,000	(39,500)	177,424	261,818	104,011	(19,617)

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$414,728	\$261,818	63%

Information on Borrowings Particulars	30 Jun 2023	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Recreation and Culture									
Loan 125 - Swimming Pool	113,134	0	0	15,156	25,560	97,977	138,694	3,779	5,346
Loan 128 - Recreation Centre	538,853	0	0	36,798	37,282	502,055	576,134	28,344	20,889
	651,986	0	0	51,954	62,841	600,032	714,828	32,122	26,235
Self supporting loans									
Housing									
Loan 127 - Aged Homes	18,046	0	0	2,094	4,232	15,952	22,278	382	675
Recreation and Culture									
Loan 130 - Mt Walker Tennis Club	7,639	0	0	3,799	3,799	3,840	11,438	73	54
Loan 131 - Narembeen Bowling Club	64,616	0	0	7,805	7,805	56,811	72,421	611	450
	90,301	0	0	13,698	15,835	76,604	106,137	1,065	1,179
Total	742,287	0	0	65,652	78,676	676,636	820,965	33,187	27,414

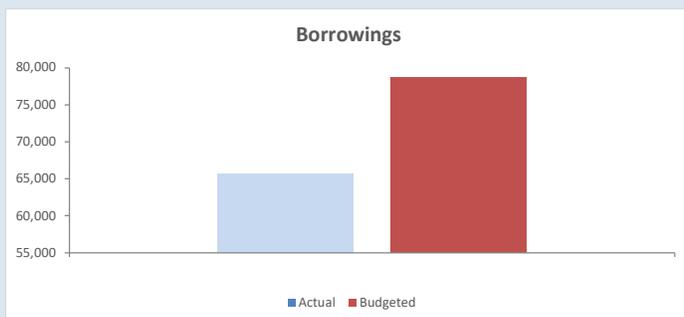
All debenture repayments were financed by general purpose revenue.

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	\$65,652
Interest Earned	\$127,614
Interest Expense	\$33,187
Reserves Bal	\$4.13 M
Loans Due	\$.68 M

ATTACHMENT 13.4A
Schedule of Accounts for month ended
31 Mach 2024



Shire of Narembeen
Schedule of accounts paid
For the month ended 31 March 2024

Chq/EFT	Date	Name	Description	Amount
EFT17457	07/03/2024	Gym Member	REFUND - Gym Card Bond	50.00
EFT17458	07/03/2024	Alphazeta Group Pty Ltd	Site inspection - Office Refurbishment Program secondary consultants -Building Services Engineering	2,750.00
EFT17459	07/03/2024	Aust Post	Admin and CRC - Postage Charges, February 2024	49.59
EFT17460	07/03/2024	Australian Services Union	Payroll Deductions/Contributions	53.00
EFT17461	07/03/2024	Boc Gases	Depot - Workshop Consumables - Gas	55.41
EFT17462	07/03/2024	Brett Patrick Connelly T/A Connelly Images	New Directional Street Signage for Latham Road	16,335.00
EFT17463	07/03/2024	Chris Bray Electrics Pty Ltd	Caravan Park - replace LED Lamps	116.16
EFT17464	07/03/2024	Daves Tree Service	Works - removal of several trees from along Churchill Street footpath	4,290.00
EFT17465	07/03/2024	Department Of Fire And Emergency Services (DFES)	DFES - ESL 3rd Qtr Contribution - 2023/24	17,493.00
EFT17466	07/03/2024	EASTERN DISTRICTS PANEL BEATERS	Admin - Excess on Insurance Claim	500.00
EFT17467	07/03/2024	Eastern Hills Saws And Mowers	Depot - supply of walk behind petrol sweeper vacuum	2,810.90
EFT17468	07/03/2024	GSG WA Pty Ltd (Narembeen Roadhouse)	Fuel Purchases - Various	2,046.82
EFT17469	07/03/2024	It Vision Australia Pty Ltd	Admin - Staff Training - 2-day workshop Altus payroll essentials	1,375.00
EFT17470	07/03/2024	Lesley Neil Palmer T/A Lee's Handyman and Gardening	Road Board Building - Strip and Paint Walkway Ramp	1,080.00
EFT17471	07/03/2024	Livingston Medical Pty Ltd	Livingston Medical Pty Ltd - monthly service fees, February 2024	25,666.66
EFT17472	07/03/2024	Customer	REFUND - Caravan Park cabin accommodation	140.00
EFT17473	07/03/2024	Narembeen Engineering & Steel Supplies (The Trustee for Marcus	Depot - Workshop Consumables and Plug for Cat Roller	62.73
EFT17474	07/03/2024	Narembeen Hardware And Ag Supplies Pty Ltd	Various Departments - Hardware and Materials	7,824.45
EFT17475	07/03/2024	Narembeen IGA	CRC - Catering, February 2024	417.92
EFT17476	07/03/2024	Office of Regional Architecture	Administration Office and Chambers Refurbishment - Construction Documentation	8,547.00
EFT17477	07/03/2024	P M Services Narembeen	Waste Transfer Station Facility Management 17/02/2024 - 1/03/2024	2,842.00
EFT17478	07/03/2024	Prism Contraction & Consulting Pty Ltd	Churchill Street improvements - Progress Claim 2	121,000.00
EFT17479	07/03/2024	GPC Asia Pacific Pty Ltd	Depot - Replacement Load Binder, Consumables and service items	802.78
EFT17480	07/03/2024	Ross's Diesel Service	Depot - PE079 - Accident Repair, parts	3,378.01
EFT17481	07/03/2024	Rural Traffic Services PTY LTD	Works - Traffic management services	3,326.02
EFT17482	07/03/2024	Sandro Agrizzi Farm Machinery Pty Ltd	Depot - PE57 - Sweeper brushes and spare parts	2,188.35
EFT17483	07/03/2024	Sheridans Badges and Engraving (Trustee for MAJ Trust)	CRC - Name Badge	42.85
EFT17484	07/03/2024	T - Quip	Depot - PE454 - Sidewinder Reel Mower - Filters	271.85
EFT17485	07/03/2024	Team Global Express Pty Ltd	Depot and CRC - Freight Charges	167.77



Shire of Narembeen
Schedule of accounts paid
For the month ended 31 March 2024

Chq/EFT	Date	Name	Description	Amount
EFT17486	07/03/2024	The Narembeen Cafe	CRC - Catering for Aged Care Games in Northam	240.00
EFT17487	07/03/2024	The Trustee for the Woodward Family Trust T/A ANTIDAMP WA	Town Hall and Road Board Building - Rising Damp Inspection	550.00
EFT17488	07/03/2024	Town Planning Innovations	General Planning Services - February 2024	206.25
EFT17489	07/03/2024	WA Contract Ranger Services	WA Contract Ranger Services - 22/02/2024	627.00
EFT17490	07/03/2024	WA Distributors Pty Ltd	Cleaning Products - Various	443.85
EFT17491	07/03/2024	WA Library Supplies	CRC - Castor Trolley, Everything Trolley and pinboard for Library	1,360.00
EFT17492	07/03/2024	WALGA	Admin - 2023/24 Salary and Workforce Survey Membership WALGA	1,689.60
EFT17493	07/03/2024	Westrac Equipment Pty Ltd	Depot - Parts	353.75
EFT17494	07/03/2024	Wheatbelt Office and Business Machines	CRC - Photocopier charges - 03/11/2023 - 11/02/2024	642.33
EFT17495	07/03/2024	Wurth Australia Pty Ltd	Depot - Workshop Consumables	547.58
EFT17496	21/03/2024	AFGRI Equipment Australia Pty Ltd	Depot - JD Loader service items	1,717.17
EFT17497	21/03/2024	Australian Services Union	Payroll Deductions/Contributions	26.50
EFT17498	21/03/2024	Avon Waste	Domestic Rubbish Collection	15,579.32
EFT17499	21/03/2024	Gym Member	REFUND - Gym Card Bond	50.00
EFT17500	21/03/2024	Bitumen Distributors Pty Ltd	Depot - Supply CRS Emulsion	1,408.00
EFT17501	21/03/2024	Bitutek Pty Ltd	Supply and spray using Bituminous products for various jobs	245,635.61
EFT17502	21/03/2024	Boc Gases	Depot - Workshop Consumables - Gas	51.82
EFT17503	21/03/2024	Gym Member	GYM - Refund Gym card Bond	50.00
EFT17504	21/03/2024	Building and Energy Department of Mines, industry regulation	Building Application Fee - New Residence	798.26
EFT17505	21/03/2024	Chris Bray Electrics Pty Ltd	Admin - Restore power to unit 2/31 Currall Street	526.35
EFT17506	21/03/2024	Civic Legal	Admin - Wadderin Reserve lease instalment	3,715.78
EFT17507	21/03/2024	Cutting Edges Equipment Parts Pty Limited	Depot - Grader Blades	5,042.40
EFT17508	21/03/2024	Dave's Tree Service	Works - Churchill Street, removal of 6 extra trees and stumps	3,300.00
EFT17509	21/03/2024	FIT College Pty Ltd	CRC - Cert III Fitness Course Fees	2,500.00
EFT17510	21/03/2024	Gym Member	GYM - Refund Gym card Bond	50.00
EFT17511	21/03/2024	K2 Audiovisual Pty Ltd	CRC - Interactive Whiteboard with accessories	6,490.00
EFT17512	21/03/2024	Customer	REFUND - Bond for Generator Hire	300.00
EFT17513	21/03/2024	Lildon Pty Ltd T/A Merredin Refrigeration & Air Conditioning	8 Cheetham Way - Investigate air-conditioner	193.05
EFT17514	21/03/2024	Market Creations Agency Pty Ltd	CRC - Contact Directory - Shire Website module	1,760.00



Shire of Narembeen
Schedule of accounts paid
For the month ended 31 March 2024

Chq/EFT	Date	Name	Description	Amount
EFT17515	21/03/2024	Merredin Freightliners	Freight Charges - Depot and Swimming Pool supplies	1,265.55
EFT17516	21/03/2024	Narembeen Engineering & Steel Supplies (The Trustee for Marcus	8 Cheetham Way - Repair Fencing	1,272.48
EFT17517	21/03/2024	Narembeen Historical Society	CRC - Sale of Books held on consignment	220.00
EFT17518	21/03/2024	Shire of Narembeen	Commission on building application	5.00
EFT17519	21/03/2024	Office of the Auditor General	Admin - Audit for 2022/2023 Financial Year	39,699.00
EFT17520	21/03/2024	Officeworks	Admin - Whiteboard	824.84
EFT17521	21/03/2024	P M Services Narembeen	Waste Transfer Station Facility Management 02/03/2024 - 16/03/2024	2,842.00
EFT17522	21/03/2024	Prism Contraction & Consulting Pty Ltd	Churchill Street improvements - Progress Claim 3	60,500.00
EFT17523	21/03/2024	Qbit Trading Company Pty Ltd	Admin - Managed IT services - March 2024	13,057.96
EFT17524	21/03/2024	Repco a division of GPC Asia Pacific Pty Ltd	Admin - Toyota Kluger, parts for service	862.82
EFT17525	21/03/2024	Ross Diesel Service	2002 Howard Porter Semi Trailer - slung suspension hanger, freight	214.50
EFT17526	21/03/2024	Rural Water Council Of WA Inc	Membership Subscription 2023	300.00
EFT17527	21/03/2024	Russell Building Approvals Pty Ltd	Admin - Office Refurbishment - Energy Efficiency Report	825.00
EFT17528	21/03/2024	SLR Consulting Australia Pty Ltd	Vegetation Clearing Permit Application	5,023.70
EFT17529	21/03/2024	SMEC Australia PTY LTD	Drainage works - claim 29	17,651.68
EFT17530	21/03/2024	Sandro Agrizzi Farm Machinery Pty Ltd	Depot - PE57 - Road Sweeper axle parts	98.72
EFT17531	21/03/2024	Shire Of Corrigin	Roe Regional Shared Environmental Health Services - February 2024	2,769.80
EFT17532	21/03/2024	Team Global Express Pty Ltd	Freight Charges - Depot and Admin	396.24
EFT17533	21/03/2024	Telstra Corporation Limited	Works - South Kuminin, Relocation of cables	31,627.02
EFT17534	21/03/2024	The Len Bell Family Trust T/A Work Clobber Mandurah	Works - Protective Clothing	4,742.14
EFT17535	21/03/2024	The Trustee for P & D Trust T/A Neu-tech Auto Electrics	2022 John Deere 724K Loader - parts for repairs	53.24
EFT17536	21/03/2024	WA Contract Ranger Services	WA Contract Ranger Services - 07/03/2024	836.00
EFT17537	21/03/2024	WA Distributors Pty Ltd	Caravan Park - Cleaning Products	95.60
EFT17538	21/03/2024	Western Australian Treasury Corporation	Loan 128 - Rec Centre	32,570.63
EFT17539	21/03/2024	Westrac Equipment Pty Ltd	2019 Caterpillar 140 Motor Grader - diagnose, repair & service A/C system	3,545.40
EFT17540	21/03/2024	Wheatbelt Office and Business Machines	CRC - Photocopier charges 11/02/2024 - 06/03/2024	154.36
EFT17541	21/03/2024	Willway Plumbing and Gas	Repair burst PVC pipe - town oval	1,077.45
EFT17542	25/03/2024	Gym Member	REFUND - Gym Card Bond	50.00
EFT17543	25/03/2024	Narembeen Town Teams	Donation, Street Calming Mural	3,555.00
EFT17544	25/03/2024	Prism Contraction & Consulting Pty Ltd	Churchill Street improvements - Progress Claim 4	60,500.00
DD12085.1	01/03/2024	Beam Precision Superannuation	Superannuation Payments for Payroll 61-15/02/2024 - 28/02/2024	13,722.64
DD12102.1	15/03/2024	Beam Precision Superannuation	Superannuation Payments for Payroll 62 - 29.02.2024 - 13.03.2024	13,444.97
DD12117.1	01/03/2024	Water Corporation	Water use and service charge for Currall St Lot 27984 - 24/11/2023 - 24/01/2024	1,234.93
DD12120.	04/03/2024	Bankwest	Credit Card Purchases from 13 January - 13 February 2024	8,142.12



Shire of Narembeen
 Schedule of accounts paid
 For the month ended 31 March 2024

Chq/EFT	Date	Name	Description	Amount
DD12117.2	05/03/2024	Water Corporation	Water use and service charge for cnr Brown St and Hilton Way - 24/11/2023 - 24/01/2023	49.23
DD12118.1	14/03/2024	Synergy - Western Power	Power usage and service charges - Lot 47 Cheetham Way - 20/12/2023 - 21/02/2024	670.12
DD12118.2	22/03/2024	Synergy - Western Power	Power usage and service charge - 78 Street Lights - March 2024	1,224.58
DD12118.3	25/03/2024	Synergy - Western Power	17 auxiliary lighting power usage and service charge - 28/01/2024 - 27/02/2024	285.05
DD12118.4	26/03/2024	Synergy - Western Power	78 Street Lights - power usage and service charges - 25/01/2024 - 24/02/2024	1,242.11
DD12119.1	05/03/2024	Telstra	CRC - phone usage and service - March 2024	219.59
DD12120.1	18/03/2024	Telstra	Telstra - Account for the month of March 2024	2,868.63
DD12128.1	18/03/2024	Power ICT Pty Ltd	Admin - Messages on Hold Service, March 2024	75.90
DD12128.2	13/03/2024	Commander Australia Pty Ltd	Admin - Commander Service and Equipment Charges, March 2024	68.51
GJ #3978	13/03/2024	Shire staff	Payroll #62	57,279.84
GJ #3985	27/03/2024	Shire staff	Payroll #63	59,871.01
Total payments made for the month ended 31 March 2024				968,573.25

ATTACHMENT 13.4B
Credit Card Payment List March 2024



**Shire of Narembeen
Credit Card Purchases
13 January - 14 February 2024
Direct debited 4 March 2024**

Chief Executive Officer			
Date	Supplier	Description of purchase	Amount
17/01/2024	Starlink	Monthly subscription fees	\$ 417.00
17/01/2024	Narembeen Roadhouse	Staff refreshements	\$ 21.60
26/01/2024	Narembeen Club Inc	Australia Day 2024 Ambassador Dinner	\$ 563.70
29/01/2024	The Co-Op Narembeen	Refreshments for Sports Club meeting	\$ 22.00
30/01/2024	Seniors Recreation Council of WA Inc	Liveliighter Aged Care Games	\$ 56.10
TOTAL CEO CREDIT CARD PAYMENTS			\$ 1,080.40

Executive Manager Corporate Services			
Date	Supplier	Description of purchase	Amount
16/01/2024	Slatter Gartrell Sports	Soccer Goals for childrens entertainment Australia Day	\$ 154.00
16/01/2024	Landgate	Certificate of title - Thomas Street	\$ 61.00
17/01/2024	JB HI FI	Speaker and microphone for Australia Day	\$ 858.95
17/01/2024	Aspire Australia Day Council of WA	Coat of Arms roll up banner	\$ 259.95
17/01/2024	Quest Innaloo	Accommodation for Trelis Training (DOT) plus parking	\$ 543.00
17/01/2024	Quest Innaloo	Accommodation for Trelis Training (DOT) plus parking	\$ 646.29
18/01/2024	BP Merredin	Fuel	\$ 97.04
23/01/2024	Cancer Council	Sunscreen and brackets - Australia Day	\$ 171.90
23/01/2024	Narembeen Workers Hotel	Meals and drinks - power outage community 'thank you'	\$ 60.96
23/01/2024	Landgate	Certificate of title - land transfer	\$ 61.00
23/01/2024	Midland Sports Warehouse	Netball goal post guards	\$ 95.70
24/01/2024	Narembeen Roadhouse	Catering - power outage community 'thank you'	\$ 204.00
25/01/2024	Morning Sun Motel	Accommodation for Australia Day Ambassador	\$ 155.00
26/01/2024	Myer Garden City	Cutlery set x 3 for Council Kitchen	\$ 224.92
26/01/2024	House in garden City	Knife set for Council Kitchen	\$ 129.99
26/01/2024	Bed Bath N table	Tea Towels for Council Kitchen	\$ 29.90
26/01/2024	K Mart	Cutlery divider for Council Kitchen	\$ 19.00
26/01/2024	Nespresso Australia	Coffee Pods	\$ 130.80



**Shire of Narembeen
Credit Card Purchases
13 January - 14 February 2024
Direct debited 4 March 2024**

27/01/2024	JB HI FI	Samsung Galaxy A54 5G x 2	\$ 1,198.00
28/01/2024	BP The Lakes	Fuel	\$ 83.77
31/01/2024	EBAY	Samsung Galaxy case	\$ 9.95
31/01/2024	EBAY	Gel Screen Protectors x 2	\$ 12.01
31/01/2024	EBAY	Wallet case for Samsung Galaxy	\$ 9.95
5/02/2024	Telstra Bill Payment	Narembeen Medical Centre	\$ 571.09
6/02/2024	Narembeen Workers Hotel	Stock of Council fridge	\$ 129.04
9/02/2024	LG Professionals	Monthly Webinar - February 2024	\$ 50.00
9/02/2024	Zoom	Zoom - annual subscription 09/02/2024 - 08/02/2025	\$ 223.90
TOTAL EMCS CREDIT CARD PAYMENTS			\$ 6,191.11

Mechanic			
Date	Supplier	Description of purchase	Amount
18/01/2024	Two Dogs Hardware	Chainsaw miniboss Stihl x 2	\$ 864.00
TOTAL MECHANIC CREDIT CARD PAYMENTS			\$ 864.00

Account fees			
Date	Supplier	Description of purchase	Amount
n/a	Bankwest	Bank fees and interest	\$ 6.61

TOTAL CREDIT CARD PAYMENTS FOR THE PERIOD 13/01/2024 - 12/03/2024 \$ 8,142.12

ATTACHMENT 13.5A
Financial Statements for month ended
30 April 2024

SHIRE OF NAREMBEEN
MONTHLY
FINANCIAL STATEMENT

APRIL 2024



SHIRE OF NAREMBEEN

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 30 April 2024

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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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 2024**

BY NATURE OR TYPE

	Ref Note	Amended Annual Budget	Amended YTD budget	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	1	4,737,410	4,737,410	4,737,410	0	0%	
Revenue from operating activities							
Rates		2,060,993	2,060,565	2,037,800	(22,765)	(1%)	
Operating Grants, Subsidies and Contributions	6	731,743	646,517	906,175	259,658	40%	overbudget
Fees and Charges		605,199	536,889	501,068	(35,821)	(7%)	
Interest Earnings		306,584	255,480	119,567	(135,913)	(53%)	underbudget
Other Revenue		104,500	95,380	158,839	63,459	67%	overbudget
Profit on Disposal of Assets		110,000	91,670	84,622	(7,048)		
		3,919,019	3,686,501	3,808,071			
Expenditure from operating activities							
Employee Costs		(2,152,314)	(1,793,200)	(1,756,916)	36,284	2%	
Materials and Contracts		(1,813,267)	(1,500,150)	(1,326,075)	174,076	12%	underbudget
Utility Charges		(230,013)	(191,530)	(228,308)	(36,778)	(19%)	overbudget
Depreciation on Non-Current Assets		(3,090,400)	(2,575,250)	(2,385,430)	189,821	7%	
Interest Expenses		(36,582)	(30,460)	(36,739)	(6,279)	(21%)	
Insurance Expenses		(239,698)	(239,698)	(239,698)	(0)	(0%)	
Other Expenditure		(145,682)	(125,510)	(52,136)	73,374	58%	underbudget
Loss on Disposal of Assets		(6,500)	(5,420)	0	5,420	100%	
		(7,714,455)	(6,461,218)	(6,025,301)			
Operating activities excluded from budget							
Add back Depreciation		3,100,700	2,575,250	2,385,430	(189,821)	(7%)	
Adjust (Profit)/Loss on Asset Disposal		(130,500)	(86,250)	(84,622)	1,628	(2%)	
Movement in Local Government House Unit Trust		(3,500)	(3,500)	(1,681)	1,819	(52%)	
Revaluation of Non-Current Assets							
		2,966,700	2,485,500	2,299,127			
Non-cash amounts excluded from operating activities		2,966,700	2,485,500	2,299,127			
Amount attributable to operating activities		3,908,674	(289,217)	81,896			
Investing activities							
Non-operating grants, subsidies and contributions	6	3,208,672	2,781,269	1,769,521	(1,011,748)	(36%)	underbudget
Proceeds from Disposal of Assets		414,728	261,228	261,818	590	0%	
Proceeds from self-supporting loans		15,835	13,698	13,698	0	0%	
Capital acquisitions	5	(6,876,144)	(5,845,670)	(4,050,343)	1,795,327	31%	underbudget
Amount attributable to investing activities		(3,236,909)	(2,789,475)	(2,005,306)			
Financing Activities							
Investment in Associates		(45,000)	(33,750)	4,163			
Transfer from Reserves		185,000	0	0	0		
Repayment of Debentures		(78,677)	(78,642)	(78,642)	0	0%	
Transfer to Reserves		(743,088)	0	0	0		
Amount attributable to financing activities		(681,765)	(112,392)	(74,479)			
Closing Funding Surplus (Deficit)	1	(10,000)	1,546,326	2,739,521			

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 2024

OPERATING ACTIVITIES
 NOTE 1
 ADJUSTED NET CURRENT ASSETS

	Ref Note	Closing Actual Balance 30 June 2023	This Time Last Year 01 May 2023	Year to Date Actual 30 Apr 2024
Adjusted Net Current Assets		\$	\$	\$
Current Assets				
Cash Unrestricted	3	5,519,403	2,880,724	3,026,817
Cash Restricted	3	4,252,582	4,218,323	4,734,814
Receivables - Rates	4	80,102	87,716	175,512
Receivables - Other	4	116,283	553,561	203,521
Loans receivable		15,836	2,051	2,138
Net ATO assets/(liabilities)		78,570	9,597	(21,482)
Inventories		6,020	13,372	32,773
		<u>10,068,796</u>	<u>7,765,343</u>	<u>8,154,094</u>
Less: Current Liabilities				
Payables		(124,547)	(228,313)	(206,366)
Provisions - employee		(317,362)	(340,620)	(317,362)
Long term borrowings		(76,539)	(2,051)	2,103
Contract Liability		(120,960)	(1,132,498)	(120,960)
Bonds and deposits held		(17,866)	(17,716)	(23,976)
		<u>(657,274)</u>	<u>(1,721,196)</u>	<u>(666,561)</u>
Unadjusted Net Current Assets		9,411,522	6,044,147	7,487,533
Adjustments and exclusions permitted by FM Reg 32				
Restricted cash	3	(4,734,815)	(4,218,323)	(4,734,815)
Less: Loans receivable		(15,836)	(2,051)	(2,138)
Add : Long Term Borrowings		76,539	2,051	(2,103)
Adjusted Net Current Assets		4,737,410	1,825,824	2,748,477

SIGNIFICANT ACCOUNTING POLICIES

Please see Note 1(a) for information on significant

KEY INFORMATION

The amount of the adjusted net current assets at the end of the period

This Year YTD

Surplus(Deficit)

\$2.75 M

Last Year YTD

Surplus(Deficit)

\$1.83 M

STATUTORY REPORT

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

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 2023/24 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	259,658	40% overbudget		Permanent	Variance due to higher than expected HVRIC from Ramelius and CRC grants
Interest Earnings	(135,913)	-53% underbudget		Timing	Term deposits wil mature next in June 2024, at which point the actuals will allign to the budget.
Other Revenue	63,459	67% overbudget		Timing	Variance due to pending corrections to the accounts and insurance reimbursements occuring that were not anticipated as at the budget review.
Expenditure from operating activities					
Materials and Contracts	174,076	12% underbudget		Timing	Variance due to cateogry-wide under-expenditure and reallocation entries yet to be processed.
Utility Charges	(36,778)	-19% overbudget		Timing	Category-wide under-expenditure as at EOM
Other Expenditure	73,374	58% underbudget		Timing	All costs in category under-budget, prodominantly CBF, write-off provisions and Councillor costs.
Investing Activities					
Non-operating Grants, Subsidies and Contributions	(1,011,748)	(36%) underbudget		Timing	Income is significantly under-budget due to delays in funding. \$995k of R2R funding should be received in May according to Departmental advice received.
Capital Acquisitions	1,795,327	31% underbudget		Timing	See note 5 and comments re other variances. Road projects are behind and various other projects are also delayed.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024

OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS

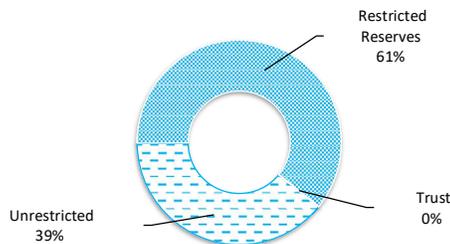
Cash and Investments	Unrestricted	Restricted Reserves	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash and Floats	641	0	0	641			
At Call Deposits							
Municipal Fund	703,899	0	0	703,899	Bankwest	0.10%	
Term Deposits							
Term Deposit - CBA #38420506	2,322,275	4,734,815	0	7,057,091	CBA	5.07%	15/03/2024
Total	3,026,816	4,734,815	0	7,761,631			

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.

KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments 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
\$7.76 M	\$3.03 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 2024

OPERATING ACTIVITIES

NOTE 4
RECEIVABLES

Rates Receivable including ESL and Rubbish	30 Apr 24
	\$
Opening Arrears	80,102
Levied this year	2,133,835
Less Collections to date	(2,038,420)
Equals Current Outstanding	175,512
Net Rates Collectable	175,512
% Collected	95.53%

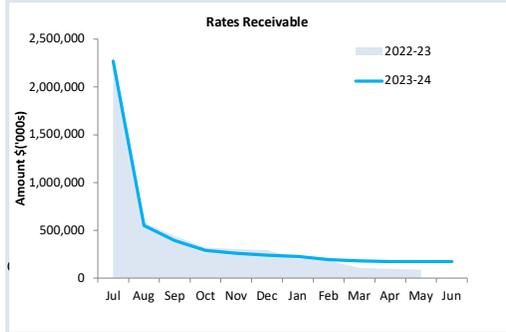
Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	46,327	136,378	5	20,442	203,151
Percentage	23%	67%	0%	10%	
Balance per Trial Balance					
Sundry debtors	46,327	136,378	5	20,442	203,151
Other receivable	371	0	0	0	371
Total Receivables General Outstanding					203,521

KEY INFORMATION

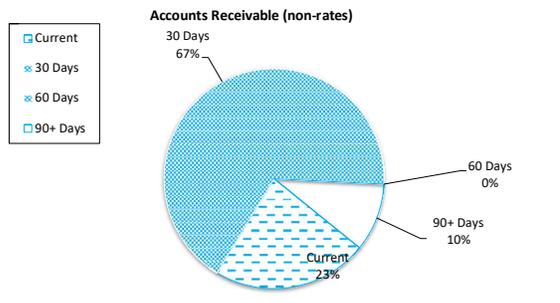
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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.



Rates Received	Rates Due
96%	\$175,512



Debtors Due
\$203,521
Over 30 Days
77%
Over 90 Days
10%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

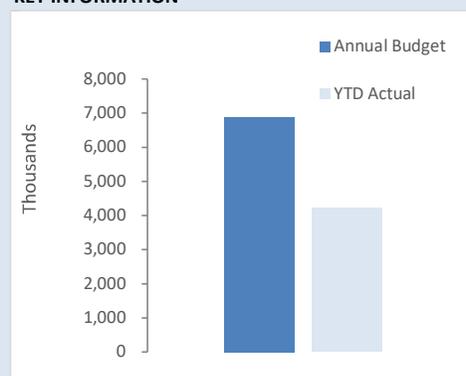
**INVESTING ACTIVITIES
NOTE 5
CAPITAL ACQUISITIONS**

Capital Acquisitions	Current			YTD Actual	YTD Budget Variance
	Annual Budget	Amended Budget	YTD Budget	Total	
	\$	\$	\$	\$	\$
Buildings	1,113,137	1,113,137	927,600	685,569	(242,031)
Plant & Equipment	1,544,580	1,544,580	1,402,770	1,615,506	212,736
Furniture & Equipment	85,000	85,000	70,830	657	(70,174)
Road Infrastructure	2,782,965	2,782,965	2,319,130	1,598,581	(720,549)
Other Infrastructure	1,350,462	1,350,462	1,125,340	314,905	(810,435)
Capital Expenditure Totals	6,876,144	6,876,144	5,845,670	4,215,218	(1,630,452)
Funding of Capital Acquisitions:					
	\$	\$	\$		
Capital grants and contributions	3,208,672	2,781,269	2,781,269	1,769,521	(1,011,748)
Other (Disposals & C/Fwd)	414,728	414,728	261,228	261,818	590
Contribution from Rates and other revenue	3,252,744	3,680,147	2,803,173	2,183,879	(619,294)
Capital Funding Total	6,876,144	6,876,144	5,845,670	4,215,218	(1,630,452)

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
	\$6.88 M		\$4.22 M	61%
Capital Grant	Annual Budget		YTD Actual	% Received
	\$3.21 M		\$1.77 M	55%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024

	Account Number	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over
Buildings Specialised					
Administration Office and Chambers Refurbishment - stage 1	2055	88,137	73,440	66,276	(7,164)
Stormwater Harvesting Project	2116	115,000	95,830	113,607	17,777
Industrial plot development	2131	50,000	41,670	0	(41,670)
Administration Office, tank and pump for reticulation	2132	5,000	4,160	0	(4,160)
30 Longhurst Street (Old Church) restorations	2169	10,000	8,330	0	(8,330)
Shire Depot Improvements	2170	80,000	66,670	0	(66,670)
LRCI 4 - Diesel Generator (Narembeen Recreation Centre)	2171	95,000	79,170	53,240	(25,930)
Sub Total		443,137	369,270	233,123	(136,147)
Building - Non Specialised					
Shire Staff Housing Construction - Thomas St	2045	50,000	41,670	0	(41,670)
26 Hilton Way - landscaping	2129	10,000	8,330	0	(8,330)
New house - 24 Cheetham Way	2130	610,000	508,330	452,446	(55,884)
Sub Total		670,000	558,330	452,446	(105,884)
Total Buildings		1,113,137	927,600	685,569	(242,031)
Furniture and Equipment					
Replacement Admin Server	2043	40,000	33,330	657	(32,674)
Video conferencing equipment for Council Chambers	2147	30,000	25,000	0	(25,000)
Digital Scoreboard and Trailer	2172	15,000	12,500	0	(12,500)
Total Furniture and equipment		85,000	70,830	657	(70,174)
Plant & Equipment					
Toyota Prado - Works Manager	2115	80,000	66,660	0	(66,660)
Toyota Prado - CEO	2135	80,000	66,660	0	(66,660)
Toyota Hilux - Mechanic	2136	47,500	39,580	47,426	7,846
Ford Ranger	2137	35,000	29,160	0	(29,160)
Ford Ranger	2138	42,000	35,000	0	(35,000)
Volvo Loader	2134	400,000	333,330	399,700	66,370
2x Mack Prime Movers	2086	630,000	630,000	643,310	13,310
Tri-axle dolly	2140	35,000	29,160	0	(29,160)
Toro Reelmaster Mower	2141	64,010	64,010	64,010	0
Ute-mounted boom spray	2142	15,170	12,640	0	(12,640)
Vertimower reel	2143	18,400	15,330	100	(15,230)
Skidsteer loader with attachments	2144	65,000	54,160	0	(54,160)
Fuso Rosa bus - vinyl wrap	2145	5,000	4,160	0	(4,160)
Fire Fighting Appliance (DFES Grant Funded)	2165	0	0	433,849	433,849
Trailer-mounted generator	1363200	27,500	22,920	27,112	4,192
Total Plant and equipment		1,544,580	1,402,770	1,615,506	212,736

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024

	Account Number	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over
Infrastructure - Roads					
LRCI 3 - Seal Laneway Savage street to Latham Road	2091	248,912	207,430	74,031	(133,399)
LRCI 4 - Corrigin/Naremben Road culvert	2122	120,000	100,000	0	(100,000)
Blackspot - Townsite intersection Latham, Churchill, Currall and Longhurst Streets	2015	86,000	71,670	86,074	14,404
R2R - Soldiers Road gravel resheeting SLK 10-65.66	2062	545,508	454,590	78,551	(376,039)
R2R - Soldiers Road, resealing works	2151	150,000	125,000	148,679	23,679
R2R - Yeomans Road, gravel resheeting (SLK 8.70 - 11.70)	2152	150,000	125,000	89,644	(35,356)
R2R - Grays Road, gravel resheeting (SLK 0.00 - 3.40)	2153	150,000	125,000	78,538	(46,462)
RRG - Cramphorne Road, reconstruct to 9m and seal (SLK 37.29 - 42.29)	2154	673,000	560,830	662,322	101,492
RRG - Cramphorne Road second coat seal (SLK 11.64 - 12.20 13.33 - 14.41 16.24 - 17.31)	2155	100,000	83,330	72,655	(10,675)
WSFN - Naremben-Kondinin Road, widen to 10m and overlay (SLK 10.00 - 13.20)	2080	327,546	272,950	122,531	(150,419)
WSFN - Naremben-Kondinin Road, widen to 10m and overlay (SLK 14.00 - 16.00)	2081	0	0	4,800	4,800
WSFN - Naremben-Kondinin Road SLK 1.4-26.6 clearing of vegetation for works incl traffic management	2082	54,688	45,570	109,449	63,879
WSFN - Naremben-Kondinin Road, widen to 10m and overlay (SLK 4.80 - 5.40)	2112	85,597	71,330	19,812	(51,518)
WSFN - Naremben-Kondinin Road, widen to 10m and overlay (SLK 6.00 - 6.30)	2113	41,714	34,760	24,258	(10,502)
LRCI 4 - Road Signage and Safety Audit	2173	50,000	41,670	0	(41,670)
Total Roads		2,782,965	2,319,130	1,598,581	(720,549)
Other Infrastructure					
LRCI 4 - Swimming Pool Heating	2149	100,000	83,330	0	(83,330)
LRCI 4 - Townsite drainage improvements	2150	206,842	172,370	0	(172,370)
LRCI 3 - Footpath Infrastructure	1430	10,000	8,330	10,000	1,670
Walker Lake exercise equipment LRCI phase 3	2090	0	0	1,167	1,167
LRCI 3 - Churchill Street improvements	2092	329,933	274,940	268,263	(6,677)
LRCI 3 - Electronic sign Cnr Churchill St & Currall St	2094	3,257	2,710	3,257	547
Cemetery shade structures and seating	2120	15,000	12,500	8,333	(4,167)
Naremben football oval - new goal posts	2126	15,000	12,500	12,645	145
Townsite drainage survey and design	2156	60,000	50,000	9,640	(40,360)
Townsite kerb replacement	2157	150,000	125,000	0	(125,000)
Airfield lighting upgrades	2158	20,000	16,660	0	(16,660)
Netball and basketball court shade structure, design and QS	2159	50,000	41,660	0	(41,660)
Walker Lake signage	2160	25,000	20,830	0	(20,830)
Community Directory website development	2161	5,000	4,160	1,600	(2,560)
BMX track, survey and design	2162	10,000	8,330	0	(8,330)
Ski Lake planning and development	2163	50,000	41,670	0	(41,670)
LRCI 4 - Townsite Improvements (Trees and Planter Boxes & Interpretive and Wayfinding Signage)	2174	120,000	100,000	0	(100,000)
LRCI 4 - Walker Lake Interpretive Signage	2175	25,000	20,830	0	(20,830)
LRCI 4 - Townsite Drainage, Kerbing and Flood Mitigation	2176	145,430	121,190	0	(121,190)
Clock Tower Garden (Cnr Latham Rd & Currall St), retic and gardening works	2177	10,000	8,330	0	(8,330)
Total Other Infrastructure		1,350,462	1,125,340	314,905	(810,435)
TOTAL CAPITAL ACQUISITIONS		6,876,144	5,845,670	4,215,218	(1,630,452)

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024

NOTE 6
GRANTS AND CONTRIBUTIONS

Grants and Contributions

	Current		YTD Budget	YTD Actual	Variance (Under)/Over
	Annual Budget	Budget			
Operating grants, subsidies and contributions					
General Purpose funding					
Financial Assistance Grant - General portion	30,500	30,500	22,800	47,080	24,280
Financial Assistance Grant - Roads portion	19,500	19,500	15,000	39,623	24,623
	<u>50,000</u>	<u>50,000</u>	<u>37,800</u>	<u>86,703</u>	<u>48,903</u>
Law, Order and Public Safety					
Bush Fire Brigade Operating Grant	7,820	7,820	6,510	12,120	5,610
	<u>7,820</u>	<u>7,820</u>	<u>6,510</u>	<u>12,120</u>	<u>5,610</u>
Community Amenities					
CRC - Grants and Contributions (OLD GL)	185,000	185,000	154,150	180,483	26,333
SOCK Week Grant	25,000	25,000	20,830	0	(20,830)
	<u>210,000</u>	<u>210,000</u>	<u>174,980</u>	<u>180,483</u>	<u>5,503</u>
Recreation and Culture					
Reimbursements from sporting groups	15,000	15,000	12,500	0	(12,500)
	<u>15,000</u>	<u>15,000</u>	<u>12,500</u>	<u>0</u>	<u>(12,500)</u>
Transport					
Main Roads Direct Grant	243,717	243,717	243,717	249,552	5,835
Heavy Vehicle Road Maintenance Contributions	205,206	205,206	171,010	377,316	206,306
	<u>448,923</u>	<u>448,923</u>	<u>414,727</u>	<u>626,868</u>	<u>212,141</u>
Operating grants, subsidies and contributions Total	731,743	731,743	646,517	906,175	259,658
Non-operating grants, subsidies and contributions					
Recreation and Culture					
FIRE - Capital Grants Income	0	0	0	433,849	433,849
	<u>0</u>	<u>0</u>	<u>0</u>	<u>433,849</u>	<u>433,849</u>
Community Amenities					
CRC Sock Week	0	0	0	29,545	29,545
Stormwater harvesting project	0	89,500	74,580	89,545	14,965
	<u>0</u>	<u>89,500</u>	<u>74,580</u>	<u>119,091</u>	<u>44,511</u>
Recreation and Culture					
LRCI Grant Funding	1,068,222	726,064	605,050	705,157	100,107
Capital grants and contributions (gifted assets)	0	26,800	22,330	26,800	4,470
	<u>1,068,222</u>	<u>752,864</u>	<u>627,380</u>	<u>731,957</u>	<u>104,577</u>
Transport					
Regional Road Group Grant Funding	480,000	480,000	458,505	383,838	(74,667)
Roads to Recovery Grant Funding	995,509	995,509	900,000	0	(900,000)
Wheatbelt Secondary Freight Network Grant Funding	646,005	646,005	516,804	105,332	(411,472)
	<u>2,121,514</u>	<u>2,121,514</u>	<u>1,875,309</u>	<u>489,170</u>	<u>(1,386,139)</u>
Non-operating grants, subsidies and contributions Total	3,189,736	2,874,378	2,502,689	1,774,067	(1,281,562)
Grand Total	3,921,479	3,606,121	3,149,206	2,680,241	(1,021,904)

Asset Ref.	Asset Description	Amended budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
PE116	Toyota Prado (CEO's car)	40,000	55,000	15,000	0	0	0	0	0
PE1305	Toyota Prado (WM's car)	45,000	55,000	10,000	0	0	0	0	0
PE613	Nissan Navara	20,000	20,000	0	0	0	0	0	0
PE7298	Nissan Navara	20,000	20,000	0	0	0	0	0	0
NB6079	Mack Granite prime mover	100,000	79,730	5,000	0	25,124	79,730	54,606	0
NB7704	Mack Granite prime mover	100,000	74,881	0	0	26,066	74,881	48,815	0
PE1203	Cat vibrating roller	90,000	0	0	(35,000)	0	0	0	0
PE1207	Volvo Loader	110,000	106,617	140,000	0	126,234	106,617	0	(19,617)
PE156	Toro Reelmaster mower	8,000	3,500	0	(4,500)	0	0	0	0
N/A	Defunct car trailer	0	0	0	0	0	590	590	0
		533,000	414,728	170,000	(39,500)	177,424	261,818	104,011	(19,617)

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$414,728	\$261,818	63%

Information on Borrowings Particulars	30 Jun 2023	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Recreation and Culture									
Loan 125 - Swimming Pool	113,134	0	0	28,146	25,560	84,988	138,694	7,138	5,940
Loan 128 - Recreation Centre	538,853	0	0	36,798	37,282	502,055	576,134	28,344	23,210
	651,986	0	0	64,944	62,841	587,043	714,828	35,481	29,150
Self supporting loans									
Housing									
Loan 127 - Aged Homes	18,046	0	0	2,094	4,232	15,952	22,278	382	750
Recreation and Culture									
Loan 130 - Mt Walker Tennis Club	7,639	0	0	3,799	3,799	3,840	11,438	73	60
Loan 131 - Narembeen Bowling Club	64,616	0	0	7,805	7,805	56,811	72,421	611	500
	90,301	0	0	13,698	15,835	76,604	106,137	1,065	1,310
Total	742,287	0	0	78,642	78,676	663,647	820,965	36,546	30,460

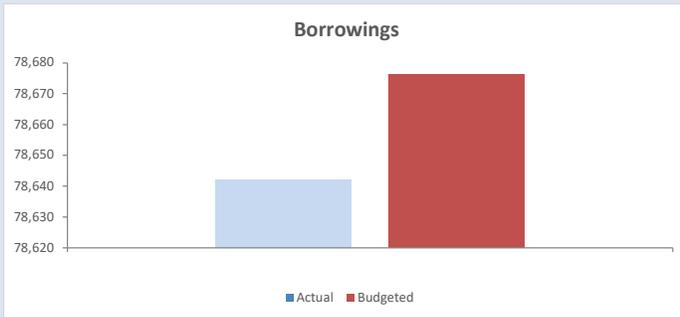
All debenture repayments were financed by general purpose revenue.

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	\$78,642
Interest Earned	\$119,567
Interest Expense	\$36,546
Reserves Bal	\$4.13 M
Loans Due	\$.66 M

ATTACHMENT 13.6A
Schedule of Accounts for month ended
30 April 2024



Shire of Narembreen
Schedule of accounts paid
For the month ended 30 April 2024

Chq/EFT	Date	Name	Description	Amount
EFT17559	05/04/2024	A-Team Printing	CRC - Be seen in Narembreen Bumper Stickers	413.60
EFT17560	05/04/2024	Alphazeta Group Pty Ltd	Admin - Building Services Engineering for Shire refurbishment (mechanical, electrical and hydraulic), first instalment	4,180.00
EFT17561	05/04/2024	Aust Post	Admin and CRC - Postage charges, March 2024	23.07
EFT17562	05/04/2024	Australian Services Union	Payroll Deductions/Contributions	26.50
EFT17563	05/04/2024	Blackman Trust & The Stocks Family Trust T/A Blackman	2002 Howard Porter Semi Trailer - suspension repairs to rear trailer of road train.	1,019.15
EFT17564	05/04/2024	Chris Bray Electrics Pty Ltd	Works - Inspect camera operation and power supply, install new CCTV power point	443.30
EFT17565	05/04/2024	Colestan Electrics	Rec Centre - Supply and instal 150kVA generator, First instalment	58,564.00
EFT17566	05/04/2024	Copier Support	Admin - Copier charges 20/02/2024 - 25/03/2024	748.60
EFT17567	05/04/2024	Corsign WA PTY LTD	Works - Various traffic management signage	3,359.40
EFT17568	05/04/2024	Customer	Caravan Park - Refund, left early	420.00
EFT17569	05/04/2024	Lesley Neil Palmer T/A Lee's Handyman and Gardening	RSL Building - Repaint portico	550.00
EFT17570	05/04/2024	Merrredin Freightlines	Works - Delivery of bitumen	662.20
EFT17571	05/04/2024	Modularis Pty Ltd T/A Modular WA	Churchill Street improvements - Progress Claim 5	146,581.00
EFT17572	05/04/2024	Narembreen Engineering & Steel Supplies (The Trustee for Marcus	Works - Caterpillar 12M 14' Grader 2018 - repairs to damaged front goose neck cover on grader.	768.90
EFT17573	05/04/2024	Officeworks	CRC - Office drawers	110.79
EFT17574	05/04/2024	P M Services Narembreen	Waste Transfer Station Facility Management 15/03/2024 - 29/03/2024	2,842.00
EFT17575	05/04/2024	PC & JE Kennedy	Repair storm-damaged fencing on Merrredin-Narembreen Road	5,951.00
EFT17576	05/04/2024	Repco a division of GPC Asia Pacific Pty Ltd	Toyota Kluger 2021 GXL - service parts and oil	210.94
EFT17577	05/04/2024	Customer	Caravan Park - Refund	140.00
EFT17578	05/04/2024	Ross Diesel Service	2023 Mack Prime Mover - repairs to exhaust system on truck to remedy fault code from damaged sensor	952.87
EFT17579	05/04/2024	Sheree Lowe	CRC - Art Workshop	720.70
EFT17580	05/04/2024	Sheridans Badges and Engraving (Trustee for MAJ Trust)	New employees - name plates and name badges	261.69
EFT17581	05/04/2024	Team Global Express Pty Ltd	Freight charges from 27/02/2024 - 12/03/2024	409.93
EFT17582	05/04/2024	The Trustee for Nichols Family Trust T/A Nichols Earthmoving	Works - Dozer hire, Yoemans Road 15/03/2024 - 21/03/2024	14,839.00
EFT17583	05/04/2024	Trustee for J & S Baldwin Trust	Nissan Navara - replace tyres	880.00
EFT17584	05/04/2024	Two Dogs Hardware	1/24 Doreen Street - Painting supplies	2,050.94
EFT17585	05/04/2024	WA Contract Ranger Services	Ranger Services, 14/03/2024	627.00
EFT17586	05/04/2024	Willway Plumbing and Gas	Apex ablutions - replace tap timer	1,140.72
EFT17587	05/04/2024	Wurth Australia Pty Ltd	Cabin cleaner, freight	222.76
EFT17588	19/04/2024	AMAC Mechanical	2022 John Deere Loader, replacement lift hose	71.94
EFT17589	19/04/2024	Alphazeta Group Pty Ltd	Admin - Building Services Engineering for Shire refurbishment (mechanical, electrical and hydraulic), second instalment	4,180.00
EFT17590	19/04/2024	Avon Waste	Avon Waste - waste collection, March 2024	15,799.39
EFT17591	19/04/2024	Gym member	Refund - Gym Card Bond	50.00
EFT17592	19/04/2024	Bridgetown Family & Community Centre Inc	SOCK Week Grant 2024	550.00
EFT17593	19/04/2024	Bruce Rock Community Resource Centre	SOCK Week Grant 2024	1,120.00



Shire of Narembreen
Schedule of accounts paid
For the month ended 30 April 2024

Chq/EFT	Date	Name	Description	Amount
EFT17594	19/04/2024	CJB Carpentry	Works - instal new concrete footings for oval goal posts	3,630.00
EFT17595	19/04/2024	Chris Bray Electrics Pty Ltd	Rec Centre - fix lighting in changerooms	954.25
EFT17596	19/04/2024	Colestan Electrics	Supply and install 32 amp outlet at Recreation Centre	1,506.56
EFT17597	19/04/2024	Gym member	Refund on Gym Card Bond	50.00
EFT17598	19/04/2024	Daves Tree Service	Works - Tree pruning for power line safety	4,290.00
EFT17599	19/04/2024	Gym member	Refund - 2 x Gym Card Bonds	100.00
EFT17600	19/04/2024	Customer	Refund - bus bond 10/02/2024 - 12/02/2024	150.00
EFT17601	19/04/2024	Kevrek (Australia) Pty Ltd	Fuso Canter NB56 - Parts for repairs	253.88
EFT17602	19/04/2024	Kondinin Community Resource Centre	SOCK Week Grant 2024	1,250.00
EFT17603	19/04/2024	Lesley Neil Palmer T/A Lee's Handyman and Gardening	Old Fire Shed - proofing building against pigeons, inc. materials	7,050.00
EFT17604	19/04/2024	Lildon Pty Ltd T/A Merredin Refrigeration & Air Conditioning	21 Northmore St - Investigate evaporative	203.23
EFT17605	19/04/2024	Livingston Medical Pty Ltd	Livingston Medical Pty Ltd, monthly installment - April 2024	26,216.66
EFT17606	19/04/2024	Mullewa Community Resource Centre Inc	SOCK Week Grant 2024	750.00
EFT17607	19/04/2024	Narembreen Club Inc	Catering - Shire Council Meetings	1,680.00
EFT17608	19/04/2024	Narembreen Engineering & Steel Supplies (The Trustee for Marcus	8 Cheetham Way - Gas bottle	360.00
EFT17609	19/04/2024	Northam Districts Glass Pyt Ltd	Various graders - replace door glass	1,220.00
EFT17610	19/04/2024	Office of Regional Architecture	Admin - Architectural Services - Shire of Narembreen Office Refurbishment	3,819.00
EFT17611	19/04/2024	Officeworks	CRC - Stationery and supplies	214.64
EFT17612	19/04/2024	P M Services Narembreen	Waste Transfer Station Facility Management March - April 2024	2,842.00
EFT17613	19/04/2024	Qbit Trading Company Pty Ltd	Qbit - agreement managed services for May 2024	6,687.63
EFT17614	19/04/2024	Repco a division of GPC Asia Pacific Pty Ltd	Nissan Navara Dual Cab & Toyota Kluger - Parts for servicing	520.34
EFT17615	19/04/2024	Customer	Caravan Park - Refund	60.00
EFT17616	19/04/2024	Shire Of Corrigin	Roe Regional Shared Environmental Health Services - March 2024	2,734.60
EFT17617	19/04/2024	Steven Vukovic	1/24 Doreen Street - repaint interior	6,306.35
EFT17618	19/04/2024	Swastik Shree Pty Ltd (ALLSTAMPS)	Admin - New stamps	64.00
EFT17619	19/04/2024	Team Digital	CRC - Printing supplies	603.17
EFT17620	19/04/2024	The Trustee for Nichols Family Trust T/A Nichols Earthmoving	Works - Soldiers Road, Dozer Hire	57,500.00
EFT17621	19/04/2024	The Trustee for WA FUEL BROKERS T/A Dun Direct PTY LTD	Works - Fuel, 20,000 litres	35,850.00
EFT17622	19/04/2024	Town Planning Innovations	Admin - Consulting Services - March 2024	371.25
EFT17623	19/04/2024	Trustee for J & S Baldwin Trust	Nissan Navara 4x2 - New battery	265.00
EFT17624	19/04/2024	WA Contract Ranger Services	Ranger Services for 11/04/2024 and 17/04/2024	1,515.25
EFT17625	19/04/2024	WA Distributors Pty Ltd	Admin and Caravan Park - cleaning supplies	813.85
EFT17626	19/04/2024	Willway Plumbing and Gas	10 Hilton Way - replace HWU element and thermostat & refill solar panels with heat guard	2,975.68
DD12116.1	29/04/2024	Beam Precision Superannuation	Superannuation Payments for Payroll 63	14,060.04
DD12139.1	02/04/2024	Telstra	CRC - Phone utilities	219.71
DD12140.1	12/04/2024	Water Corporation	20 Cheetham Way - water usage and service charges 24/01/2024 - 26/03/2024	1,595.01



Shire of Narembeen
Schedule of accounts paid
For the month ended 30 April 2024

Chq/EFT	Date	Name	Description	Amount
DD12140.2	15/04/2024	Water Corporation	8 Cheetham Way - water usage and service charges 24/01/2024 - 26/03/2024	254.83
DD12140.3	15/04/2024	Synergy - Western Power	8 Chrchill Street - electricity and usage charges - 16/01/2024 - 15/03/2024	454.30
DD12141.1	10/04/2024	Commander Australia Pty Ltd	Commander services and equipment - 22/02/2024 - 21/03/2024	68.51
DD12141.2	09/04/2024	Synergy - Western Power	26 Hilton Way - electricity and usage charges - 16/01/2024 - 15/03/2024	11,251.98
DD12141.3	03/04/2024	Synergy - Western Power	Lot 21952 Emu Hill Rd - electricity and services charges from 15/12/2023 - 16/02/2024	661.40
DD12141.4	04/04/2024	Synergy - Western Power	Loc 16224 Bruce Rock Rd - Narembeen Rd - electricity and services charges - 16/12/2023 - 19/02/2024	130.46
DD12141.5	04/04/2024	Water Corporation	Kondinin - Narembeen Rd - water use and service charges - 15/01/2024 - 13/03/2024	55.78
DD12142.1	11/04/2024	Synergy - Western Power	Latham Road - electricity and usage charges - 18/01/2024 - 18/03/2024	3,440.80
DD12142.2	11/04/2024	Water Corporation	Unit 2/24 Doreen Street- water usage and service charges - 19/01/2024 -25/03/2024	9,181.70
DD12144.1	16/04/2024	Telstra	Telstra - Bulk billing for phone and internet charges for the month of April 2024	2,225.03
DD12145.1	16/04/2024	Water Corporation	Lot 109 Stanley Street -water usage and service charges 19/01/2024 - 25/03/2024	11,167.24
DD12150.1	12/04/2024	Beam Precision Superannuation	Superannuation Payments for Payroll 66	13,331.52
DD12154.1	17/04/2024	Water Corporation	31 Churchill Street Lot 3 - water usage and service charges 19/01/2024 - 26/03/2024	5,892.21
DD12155.1	18/04/2024	Water Corporation	Recreation Centre and ovals - water usage and service charges - 24/01/2024 - 26/03/2024	5,861.74
DD12155.2	18/04/2024	Power ICT Pty Ltd	Admin - Message on hold service	75.90
DD12156.1	02/04/2024	Bankwest	Corporate Credit Card purchases from 14/02/2024 - 12/03/2024	6,355.35
DD12158.1	22/04/2024	Synergy - Western Power	1 Latham Road - power usage and supply charges from 18/01/2024 - 18/03/2024	750.83
DD12162.1	24/04/2024	Water Corporation	Narembeen South Rd Merredin Sth Lot 28450 - water usage and service charges 23/01/2024 - 02/04/2024	2,414.85
DD12162.2	26/04/2024	Water Corporation	Currall Street Merredin Sth Lot 16224 - water usage and service charges 24/01/2024 - 03/04/2024	196.02
DD12162.3	26/04/2024	Synergy - Western Power	Street Lights - electricity usage from 25/02/2024 - 24/03/2024	1,161.99
DD12169.1	09/04/2024	Synergy - Western Power	Longhurst Street - electricity and supply charges - 16/01/2024 - 15/03/2024	134.46
DD12170.1	30/04/2024	Telstra	CRC - Phone utilities	218.35
DD12176.1	26/04/2024	Beam Precision Superannuation	Superannuation Payments - Payrun #67	13,826.69
DD12059.13	02/04/2024	Lotsa Lollies Pty Ltd	EMCS - CREDIT - CRC Community Christmas Party and Coffee Club - Gingerbread Kit	14.95
GJ #3993	10/04/2024	Altus Payroll	Altus Payrun #66	61,839.58
GJ #4002	24/04/2024	Altus Payroll	Altus Payrun #67	59,898.13
Total payments made for the month of April 2024				670,408.19

ATTACHMENT 13.6B
Credit Card Payment List April 2024



Shire of Narembeen
Credit Card Purchases
13 February 2024 - 12 March 2024
 Direct Debited 2 April 2024

Chief Executive Officer			
Date	Supplier	Description of purchase	Amount
17/02/2024	Starlink	Admin - Monthly subscription fees	\$ 417.00
2/03/2024	Canva	CRC - Annual Membership	\$ 164.99
TOTAL CEO CREDIT CARD PAYMENTS			\$ 581.99

Executive Manager Corporate Services			
Date	Supplier	Description of purchase	Amount
16/02/2024	Spotlight	CRC - Aged Care Games decorations	\$ 30.22
20/02/2024	Institute of Public Administration Australia	CRC - Report writing workshop	\$ 451.00
23/02/2024	Narembeen Roadhouse	Admin - Catering for staff functions	\$ 100.00
23/02/2024	Bunnings Group	Caravan Park - Mounts for new televisions	\$ 198.00
23/02/2024	Local Government Professionals	Admin - Finance Professionals Conference	\$ 1,360.00
28/02/2024	Shire of Narembeen (DOT)	Works - Staff Driver's License renewal	\$ 46.85
29/02/2024	Adobe Systems Pty Ltd	Admin - Annual Subscription - 28/02/2024 -27/02/2025	\$ 347.82
1/03/2024	JB HI FI	Admin - CEO and EMCS reMarkable tablets x2 plus extended warranty	\$ 1,867.80
2/03/2024	Myer Morley	Admin - EMCS, Clothing allowance per contract	\$ 198.50
3/03/2024	Myer garden City	Admin - EMCS, Clothing allowance per contract	\$ 90.30
3/03/2024	Adobe Systems Pty Ltd	Admin - Annual Subscription - 2/03/2024 - 01/03/2025	\$ 347.82
4/03/2024	Ampol Cannington	Admin - EMCS, Fuel	\$ 108.46
5/03/2024	Eventrite	CRC - Tai Chi training	\$ 80.00
5/03/2024	Tai Chi Productions	CRC - Tai Chi training	\$ 122.94
	Bankwest	Bank Fees/ Foreign transaction fees	\$ -
TOTAL EMCS CREDIT CARD PAYMENTS			\$ 5,349.71



Shire of Narembeen
Credit Card Purchases
13 February 2024 - 12 March 2024
 Direct Debited 2 April 2024

Former Chief Executive Officer (Paul Sheedy)			
Date	Supplier	Description of purchase	Amount
21/02/2024	QR - Code Generator	Admin - QR Code Pro membership	\$ 294.34
11/03/2024	Bankwest	Bank Fee	\$ 78.00
TOTAL CREDIT CARD PAYMENTS			\$ 372.34
Date	Supplier	Description of purchase	Amount
n/a	Bankwest	Bank fees and interest	\$ 51.31
TOTAL CREDIT CARD PAYMENTS FOR THE PERIOD 13/02/2024 - 12/03/2024			\$ 6,355.35