

**MEMORANDUM OF UNDERSTANDING
SHIRE OF WICKEPIN – SHIRE OF NARROGIN
ENVIRONMENTAL HEALTH OFFICER, BUILDING SURVEYOR AND PLANNING
SERVICES**

1. This Memorandum of Understanding

is made on 1st day of September 2022 between the following parties:

The Shire of Wickepin, of 77 Wogolin Road, WICKEPIN WA 6370; and

The Shire of Narrogin, of 89 Earl Street, NARROGIN WA 6312

2. Purpose

The purpose of this Memorandum of Understanding is to outline the agreement for the provision of Environmental Health, Building and Planning Services and Ranger services by the Shire of Narrogin to the Shire of Wickepin.

3. Roles and Responsibilities

The Shire of Narrogin shall employ Environmental Health Officers (Officers), Building Surveyor, Planning Officer and Ranger who will provide services to the Shire of Wickepin.

The Officers shall manage and carry out the Shire of Wickepin environmental health, building, planning responsibilities in accordance with the requirements of State legislation and needs of the Shire of Wickepin; including the provision of advice and reports to the community, businesses, council and staff as required.

Services will be provided on an as required basis. It is anticipated that a minimum of eight hours per month will be required. Services will include advice and support by phone and email and on-site inspections in the Shire of Wickepin as required.

The Officers will liaise with the Shire of Wickepin Chief Executive Officer with regards to the level of demand for service required.

4. Financial Arrangements

The Shire of Narrogin shall email an invoice the Shire of Wickepin on a monthly basis for the actual hours worked by the officers, plus incidental costs and travel on a kilometre basis. A record of time worked shall be provided. Travel time to attend the Shire of Wickepin (and return) is deemed to be time worked.

Rates (excluding GST)

- Executive Manager Development & Regulatory Services - \$130/hour
- Regional Planning Officer - \$60/hour
- Manager Environmental Health Officer - \$85/hour
- Regional Environmental Health Officer - \$60/hour
- Regional Building Surveyor - \$92.5/hour
- Trainee Building Surveyor - \$70/hour
- Ranger - \$84/hour
- Vehicle Mileage - \$1.50/km

The Shire shall make payment within 14 days of the receipt of the invoice.

The Shire of Narrogin will review the rates in June each year and advise the Shire of any increase prior to the commencement of the next financial year.

5. Variation/Termination

This MOU shall not be altered varied or modified in any respect except by agreement in writing.

This MOU may be terminated by mutual agreement of both parties in writing or by either party giving written notice in writing to the other party at any time.

Signed by the parties

Signed for the Shire of Wickepin

by a duly authorised officer
in the presence of:

Witness

Authorised Officer

Name (please print)

Name (please print)

Date

Signed for the Shire of Narrogin

by a duly authorised officer
in the presence of:

Witness

Authorised Officer

Name (please print)

Name (please print)

Date
