




**MINUTES
ORDINARY COUNCIL MEETING**

24 MAY 2017

These minutes were confirmed at the Ordinary Council Meeting held on 28 June 2017

Signed:  Date 28/6/17

(Chair person at the meeting at which minutes were confirmed)

Council Minutes are 'Unconfirmed' until they have been adopted at the following meeting of Council.

DISCLAIMER

The recommendations contained in this agenda are officers' recommendations only and should not be acted upon until Council has resolved to adopt those recommendations.

The resolutions of Council should be confirmed by perusing the minutes of the Council meeting at which these recommendations were considered. Resolutions are not considered final until the minutes of the meeting are confirmed.

Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Council's decision.

Please note that meetings are recorded for minute taking purposes.

ORDINARY COUNCIL MEETING MINUTES

24 MAY 2017

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

7:00 pm – President Ballard declared the meeting open.

2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

Elected Members

Mr L Ballard – Shire President
Cr T Wiese – Deputy Shire President
Cr C Ward
Cr N Walker
Cr P Schutz
Cr M Fisher
Cr B Seale
Cr G Ballard

Staff

Mr A Cook – Chief Executive Officer
Mr A Awang – Executive Manager Development & Regulatory Services
Mr T Evans – Executive Manager Technical & Rural Services
Mr F Ludovico – Executive Manager Corporate & Community Services
Ms C Thompson – Executive Assistant

Apologies

Cr C Bartron

Visitors

Mr N Mitchell	-	Shire of Narrogin
Mr G Paddick	-	YMCA
Mr R Whyte	-	Narrogin Residents & Ratepayers Association
Ms C Coffey	-	Upper Great Southern Hockey Association
Mr M Corner	-	Upper Great Southern Hockey Association
Mr S Sexton	-	Upper Great Southern Hockey Association
Mr P Thompson-	-	Upper Great Southern Hockey Association

3. DECLARATION OF INTEREST BY ELECTED MEMBERS AND COUNCIL EMPLOYEES IN MATTERS INCLUDED IN THE MEETING AGENDA

Cr Schutz declared an interest in item 10.1.045. The nature of his interest was financial.
Cr Ward declared an interest in item 10.1.045. The nature of his interest was proximity.

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COUNCIL RESOLUTION 0517.052 AND OFFICER'S RECOMMENDATION

Moved: Cr Seale

Seconded: Cr Wiese

That Council:

Accept the minutes of the Ordinary Council Meeting held on 26 April 2017 and be confirmed as an accurate record of proceedings.

CARRIED 8/0

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

9. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

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10.1 DEVELOPMENT AND TECHNICAL SERVICES

10.1.044 PROPOSED SCHEME AMENDMENT No. 35 TO TOWN OF NARROGIN TOWN PLANNING SCHEME NO. 2 – LOT 61 (NO. 113) FEDERAL STREET, NARROGIN

File Reference:	A315400
Disclosure of Interest:	Nil
Applicant:	Edge Planning and Property
Previous Item Nos:	Nil
Date:	9 May 2017
Author:	Leigh Medlen, Planning Assistant.
Authorising Officer:	Azhar Awang, Executive Manager Development & Regulatory Services

Attachments

- Attachment 1 – Letter to Council requesting scheme amendment.
- Attachment 2 – Scheme Amendment No. 35.

Summary

Council is requested to consider the initiation and adoption of the proposed Standard Scheme Amendment No.35 to the Town of Narrogin's Town Planning Scheme No. 2 at Lot 61 (NO. 113) Federal Street, Narrogin.

Background

Council has received a request from Edge Planning and Property on behalf of the landowner of Lot 61 (No. 113) Federal Street, Narrogin to undertake a standard scheme amendment for the purpose of re-zoning the subject property from 'Community' to 'Shops and Offices.'

The purpose of the scheme amendment is to facilitate a greater range of uses permissible to the subject property. The subject property is the former Infant health clinic and was previously used for a child health clinic and accommodation for nurses. Currently, the property is in private ownership. The proposed re-zoning would allow for a greater range of uses suitable to the current tenure.

Currently, the land-use zoning abutting the subject property along the northern boundary is zoned as 'Shops and Offices' which facilitates a Dental Surgery and an Office land use. Adjacent properties to the West similarly, are zoned 'Shops and Offices' facilitating an Accounting practice, an employment corporation and a beauty salon. Adjacent properties to the South of Lot 61 (No. 113) Federal Street, Narrogin are zoned as 'Other Commercial' facilitating land uses such as a funeral parlour and a computer shop.

Lot 61 (No. 113) Federal Street is 1033m², has primary access from Federal Street and has a 20m street frontage. The subject property also has alternative access points from Falcon Street and Fairway Street.

Comment

Scheme Amendment Category

Under the *Planning and Development (Local Planning Schemes) Regulations 2015* Council needs to justify the type of amendment being proposed to the Town Planning Scheme. It is therefore recommended Council consider the proposed request for a Scheme Amendment as a 'Standard Amendment' as defined by the *Planning and Development (Local Planning Schemes) Regulations 2015, Section 34*. The proposal is considered as a Standard Amendment in the following respects:

1. The amendment is consistent with the Local Planning Strategy (draft) which allocates the site as 'commercial' and part of the Narrogin town centre.
2. The amendment would have minimal impact on land in the scheme area that is not subject to the amendment.
3. The amendment does not result in any significant environment, social, economic or governance impacts on land in the scheme area.

It is therefore recommended Council consider the proposed scheme amendment procedures as a Standard Amendment in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015, Section 47*.

Current Zoning

Currently, Lot 61 (No. 113) Federal Street, Narrogin under the Town of Narrogin Town Planning Scheme No.2 is zoned as 'Community.' The policy statement for a 'Community' zoning states: *"The uses in this zone embrace a wide variety of community activities from public facilities such as hospitals to private recreation facilities, squash courts, sporting clubs and the like."* Considering the surrounding land-uses, the context of the site, as well as the expansion and centralisation of services at the Narrogin Hospital, the rezoning of the property would allow for a contemporary land use to the benefit of the property.

Proposed Re-Zoning

The policy statement for a 'Shops and Offices' zoning under the Town of Narrogin Town Planning Scheme No.2 states: *"Primarily for retail shops and offices. Other compatible uses may be permitted at the discretion of Council."* The proposed re-zoning would create an increased consistency of the zoning within the area. Additionally, the re-zoning would permit a larger range of land-uses that would be permissible within the property arguably, better suited to private ownership. Furthermore, the timeframe for the rezoning is expected to be 6-12 months.

Different Development Standard between Current and Proposed Zoning

The Town of Narrogin's Town Planning Scheme No.2 has development standards relevant to each allocated zoning within the Town. While it is noted the subject lot is primarily surrounded by 'Shops and Offices' or 'Other Commercial' zoning. There are variances in the development standards between the current and proposed zoning which are tabled below:

Development Standard	Current Zoning: 'Community'	Proposed Zoning: 'Shops and Offices'	Officers Comments
Minimum Lot Area	1000sqm	As determined by Council	Minimum lot areas restricts the ability of properties to become fragmented through subdivision processes. A minimum lot area applies to the current zoning however, would be determined by Council should the proposed amendment be adopted.
Side Setbacks	2m per storey	As determined by Council	The current zoning applies a 2m side setback per storey of development, should the proposed zoning amendment be adopted, the side setbacks of any future development are as determined by Council.
Car-parking	As determined by Council	1 per 40sqm gross floor area	The car-park requirements for the current zoning are as determined by Council, in considering the car-parking requirements, Council would take into account the number of likely cars to congregate on site. The proposed re-zoning would give a minimum of 1 per 40 sqm of gross floor area. The proposed site, does have the ability to contain car parking on site.
Landscaping	25% of site	20% of site	There is a 5 per cent difference between landscaping requirements of the current and proposed zoning. The proposed re-zoning would see a 5% reduction of the minimum requirement of landscaping. Landscaping plays an integral role to the amenity of a streetscape and amenity of the area. The subject property has a large area of open space and the reduction is considered minor and could potentially be addressed through any future development application.

The variances in development standards between the current and proposed re-zoning of the subject property are considered minor and could be addressed through a future development application. The proposed re-zoning would create a more consistent approach to the zoning of the area and is therefore recommended Council support the re-zoning of Lot 61 (No.113) Federal Street, Narrogin.

Draft Shire of Narrogin Town Planning Scheme No.3

The proposed zoning for the subject property in the combined (Shire and Town) draft Shire of Narrogin Town Planning Scheme No. 3 is proposed to be within the commercially zoned area. Due to the expected length time-frame of when the adoption for the future joint Town Planning Scheme No.3 would occur, it is recommended that Council support Scheme Amendment No. 35 for the purpose of re-zoning Lot 61 (No.113) Federal Street, Narrogin as it meets the objectives, and is consistent with future planning schemes.

Heritage Considerations

Lot 61(No. 113) Federal Street is listed on the Municipal Inventory of Heritage Places as a Management Category B. Any proposed development must be referred to the Regional Wheatbelt Heritage Advisor for comment. It is therefore recommended Council refer the project to the Heritage Council in due course, to provide their comment.

To the west of Lot 61 (No. 113) Federal Street, Narrogin a commercial use also functions within a building listed on the Municipal Heritage Inventory. While the heritage management category of the adjacent building is a lesser management category (C), it is an example within the immediate region of Lot 61 (No.113) Federal Street of a heritage building facilitating a commercial land use.

The re-zoning of the subject property is consistent with orderly and proper Town Planning within the current and proposed Town of Narrogin Town Planning Scheme. It is therefore recommended that Council support the proposed Standard Scheme Amendment and initiate Amendment No. 35 to the Town of Narrogin Town Planning Scheme No.2.

Consultation

- Azhar Awang – Executive Manager Development & Regulatory Services.
- Pam Baskind – Department of Planning.

Statutory Environment

- *Planning and Development (Local Planning Schemes) Regulations 2015 – Division 3 – Process for standard amendments to local planning scheme.*
- *Planning and Development Act 2005 – Section 75 – Amending Scheme*
- *Planning and Development Act 2005 – Section 81– Proposed scheme or amendment to be referred to EPA*
- Town of Narrogin Town Planning Scheme No.2

Policy Implications

Municipal Inventory of Heritage Places – Place 26 – Infant Health Clinic

Financial Implications

The costs associated with the costs of advertisement and notices are to be borne by the applicant as per the *Planning and Development (Local Planning Schemes) Regulations 2015 – Section 48.*

Strategic Implications

Nil.

Voting Requirements

Simple Majority.

COUNCIL RESOLUTION 0517.053 AND OFFICER'S RECOMMENDATION

Moved: Cr Fisher

Seconded: Cr Seale

That Council:

1. Pursuant to *Section 75 of the Planning and Development Act 2005*, adopt the Standard Scheme Amendment to the Town of Narrogin's Town Planning Scheme No. 2 by:
 - a) Re-zoning Lot 61 of Deposited Plan P222890 Federal Street, Narrogin from 'Community' zone to 'Shops and Offices' zone; and
 - b) Amend the Scheme Maps Accordingly.
2. Prepare a notice to the Western Australian Planning Commission of the proposed Standard Scheme Amendment No. 35 to the Town of Narrogin Town Planning Scheme No.2.
3. Pursuant to *Section 81 of the Planning and Development Act 2005*, give written notice to the Environmental Protection Authority for the determination of their assessment.
4. Adopt the proposed scheme amendment for the purpose of advertising in accordance to the *Planning and Development (Local Planning Schemes) Regulations 2015, Section 47 (2)* for a period of 42 days, subject to the determination of the Environmental Protection Authorities assessment outcome.

CARRIED 8/0



Aaron Cook
Chief Executive Officer
Shire of Narrogin
PO Box 1145
Narrogin WA 6312

Attention: Azhar Awang

Dear Azhar

Scheme Amendment No. 35 to the Shire of Narrogin Town Planning Scheme No. 2: Lot 61 (No. 113) Federal Street, Narrogin

I refer to recent correspondence and discussions regarding the above.

On behalf of our client, Shane Berridge, Edge Planning & Property seek the Council's adoption of an amendment to Town Planning Scheme No. 2 to change the site's zoning from 'Community' zone to 'Shops and Offices' zone.

In support of the request, please find attached three scheme amendment documents. Additional hard copies will be provided as required. Our client will arrange payment for the Shire's scheme amendment processing fee.

Please contact me on 0409107336 or steve@edgeplanning.com.au should you have any questions, seek clarification or require additional information.

On behalf of our client, Edge Planning & Property trust the Shire will positively consider the request and we look forward to Council's adoption of the amendment.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Steve Thompson", is written over a light blue circular stamp.

Steve Thompson
PARTNER

8 May 2017



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Shire of Narrogin Town Planning Scheme No. 2 Scheme Amendment No. 35

Lot 61 (No. 113) Federal Street, Narrogin

Prepared by Edge Planning & Property for Shane Berridge

www.edgeplanning.com.au

May 2017

**PLANNING AND DEVELOPMENT ACT 2005
RESOLUTION DECIDING TO AMEND A LOCAL PLANNING SCHEME**

SHIRE OF NARROGIN TOWN PLANNING SCHEME No. 2

AMENDMENT No. 35

RESOLVED that the local government in pursuance of Section 75 of the *Planning and Development Act 2005*, amend the above Town Planning Scheme by:

1. Rezoning Lot 61 on Deposited Plan P222890 Federal Street, Narrogin from 'Community' zone to 'Shops and Offices' zone.
2. Amending the Scheme Map accordingly.

The Amendment is standard under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

1. The amendment is consistent with the Local Planning Strategy (draft) which allocates the site as 'commercial' and part of the Narrogin town centre.
2. The amendment would have minimal impact on land in the scheme area that is not the subject of the amendment.
3. The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area.

Dated this day of 20.....

.....
CHIEF EXECUTIVE OFFICER

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4	Certificate of Title	
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6	Draft Local Planning Strategy (2011) – Strategic Land Use Plan (Narrogin Town & Surrounds)	
7	Narrogin Link Road	

PROPOSAL TO AMEND A TOWN PLANNING SCHEME

- | | |
|--|---|
| 1. LOCAL GOVERNMENT: | Shire of Narrogin |
| 2. DESCRIPTION OF LOCAL PLANING SCHEME: | Town Planning Scheme No. 2 |
| 3. TYPE OF SCHEME: | District Scheme (Narrogin townsite) |
| 4. SERIAL NUMBER OF AMENDMENT: | 35 |
| 5. PROPOSAL: | Rezoning Lot 61 on Deposited Plan P222890 Federal Street, Narrogin from 'Community' zone to 'Shops and Offices' zone as per the Scheme Amendment Map. |

REPORT BY THE SHIRE OF NARROGIN

1. INTRODUCTION

The Shire of Narrogin seeks the support of the Western Australian Planning Commission (WAPC) and the approval of the Hon. Minister for Planning to rezone Lot 61 Federal Street, Narrogin (the 'site') from 'Community' zone to 'Shops and Offices' zone.

The purpose of this report and associated plans are to explain and set out the planning merits of the Amendment.

The site is shown in Attachment 1. The site is suitable for commercial use given it forms part of the Narrogin town centre and is adjacent to commercial development (see Attachments 2 and 3). Amending the site's zoning will ensure there is a consistent approach to the zoning of the area.



Photograph 1: Historic Narrogin infant health centre (former use)

2. BACKGROUND

2.1 Property Address and Cadastral Details

A copy of the current Certificate of Title is provided in Attachment 4. Cadastral details for the site are summarised below in Table 1:

Lot	Deposited Plan	Volume	Folio	Area	Owner
61 Federal Street, Narrogin	P222890	1068	821	1033m ²	Shane Berridge

2.2 Regional Context

The site is situated in the Shire of Narrogin. The Narrogin townsite is located 192 kilometres south-east of Perth. Narrogin is a regional centre in the southern Wheatbelt Region and it provides a range of services and facilities to residents and visitors.

2.3 Local Context

The site forms part of the Narrogin town centre and is located approximately 200 metres from the heart of the town centre (see Attachment 2). Attachment 3 shows the Opportunities and Constraints Plan which outlines the site's context. Further details relating to the site's context are outlined in this documentation. The site adjoins and is generally surrounded by retail and commercial development and public purpose uses.

2.4 Physical Characteristics

The Amendment site is outlined in Attachment 1 and has the following characteristics and features:

- it contains a building constructed in 1940. Until recently, the building was used as a child health centre and nurse accommodation. The child health service has ceased operating from this site and now operates from a different location in Narrogin;
- it contains a shed and some mature trees;
- it has a gentle gradient, having an elevation of approximately 341 - 344 metres AHD (Australian Height Datum) with the north-western section higher which slopes down to the south-eastern section;

- there are no natural surface water or drainage features; and
- it is not classified as a contaminated site by the Department of Environment Regulation.

The site's physical features presents no constraints to the Amendment.

2.5 Services

The site is provided with standard 'hard' infrastructure including reticulated (scheme) water, reticulated sewerage, power, telecommunications, drainage and sealed roads. The site has three road frontages in Federal Street, Falcon Street and Fairway Street. Vehicular access is via associated crossovers to Federal Street and Falcon Street.

2.6 Heritage

There is no registered Aboriginal heritage site on the subject land area as set out on the Department of Aboriginal Affairs heritage inquiry system. While noting this, land developers have an obligation under the *Aboriginal Heritage Act 1972* to protect places and objects in Western Australia that are important to Aboriginal people because of the connections to their culture.

The former infant health centre is listed in the *Shire of Narrogin Municipal Heritage Inventory* as a Management Category B. Further details are outlined in Attachment 5 and in section 5.4.

3. PLANNING FRAMEWORK

3.1 Overview

The following section will outline how the proposed zoning suitably addresses relevant planning policies, strategies, plans and the *Town of Narrogin Town Planning Scheme No. 2*. In summary, the Amendment is consistent with the State, regional and local planning framework.

3.2 State Planning Framework

The following strategies and policies are of relevance to the Amendment:

- (i) *State Planning Strategy 2050* - sets a broad strategic plan for Western Australia built on sustained growth and prosperity. The Strategy promotes good urban design, vibrant activity centres and supports zoning sufficient land for commercial development. The Amendment is consistent with the Strategy given it promotes commercial development, centrally located, in an established sub-regional centre.
- (ii) *State Planning Policy 1 State Planning Framework Policy (2006)* - identifies that the primary aim of planning is to provide for the sustainable use and development of land.
- (iii) *State Planning Policy No. 2.9 Water Resources (2006)* - development is required to adopt water sensitive urban design principles.
- (iv) *State Planning Policy No. 3 (2006)* - the Policy sets out the principles and considerations which apply for urban growth and settlement in Western Australia. The Policy promotes a sustainable settlement pattern, promoting development on 'brownfield' (previously developed) land, supports building on existing communities and seeks convenient access to employment and services. The Amendment is consistent with SPP 3 given the site forms part of the town centre and provides opportunities for employment.
- (v) *State Planning Policy 3.5 Historic Heritage Conservation (2007)* - places

values on historic heritage including at a State and local level.

- (vi) *State Planning Policy 3.7 Planning in Bushfire Prone Areas (2015)* - the site is not a Bushfire Prone Area as shown at <https://maps.slip.wa.gov.au/landgate/bushfireprone2016/>.
- (vii) *State Planning Policy No. 4.2 Activity Centres for Perth and Peel (2010)* - while SPP 4.2 operates within the Perth metropolitan and Peel regions, its principles have application in other parts of Western Australia such as promoting vibrant activity centres (including town centres). The Amendment promotes commercial development in the Narrogin town centre.
- (viii) *Liveable Neighbourhoods (2009)* - promotes walkable neighbourhoods, mixed uses, the provision of a range of housing types and lot sizes, and to efficiently use land. A general principle is to plan residential neighbourhoods around existing/planned activity centres. The Amendment is consistent with *Liveable Neighbourhoods* given it forms part of the town centre, is only 200 metres from the centre of town and is within walking distance of residential areas.

3.3 Regional Planning Framework

3.3.1 Wheatbelt Regional Planning and Infrastructure Framework (2015)

The Framework identifies Narrogin as a sub-regional centre and a focus for growth, services and facilities. The Framework supports a diverse economic base and supports commercial development in appropriate locations.

3.3.2 Wheatbelt Regional Investment Blueprint (2015).

The Blueprint establishes priorities for economic development and growth of the Wheatbelt region and provides an analysis of local, regional, national and global factors influencing the region. A strategic economic growth plan and proposed transformational projects are set out. The Blueprint also supports growing

the region's population, promoting development in regional centres and a vibrant economy.

Complementing the Blueprint is the *Wheatbelt South Sub-Regional Economic Strategy* (2014).

3.3.3 Greater Narrogin Region Growing Our Community: An Economic Development and Implementation Strategy (2015)

The Strategy's vision is 'To see prosperity and growth for the Greater Narrogin Region by encouraging workforce relocation, business growth, attracting new residents and providing attractive community amenities' (page 9). The Strategy supports improving the range of local employment opportunities, enhancing the Narrogin town centre and supporting mixed use development.

Page 55 of the Strategy in part states:

'There is currently minimal existing retail space to accommodate immediate growth within the Town of Narrogin...Office space and "hot desk" facilities to accommodate visiting professionals and government officers is also currently limited...To see growth in the region in years to come, opportunities to support the creation of additional office space will need to be identified and planned for.'

The Narrogin Town Site Growth Strategy plan shows the site as 'Retail'.

3.4 Local Planning Framework

3.4.1 Local Planning Strategy for the Narrogin, Pingelly and Wickiepin Area (2007)

The Local Planning Strategy (LPS) was prepared for the Shire of Wickiepin and it covers the local government areas of Narrogin, Pingelly and Wickiepin. The LPS was endorsed by the WAPC on 27 March 2007.

Of relevance to the Amendment is the LPS classifies Narrogin as the regional centre and a focus for development, economic activity is promoted and heritage/townscape values should be respected.

3.4.2 Draft Town & Shire of Narrogin Joint Local Planning (2011)

The draft LPS, while not endorsed by the WAPC, provides a holistic approach to planning for the former Town of Narrogin and the Shire of Narrogin. The draft LPS's Strategic Land Use Plan provides the most comprehensive strategic plan for the Narrogin townsite.

Attachment 6 shows the Strategic Land Use Plan (Narrogin Town & Surrounds). The Strategic Land Use Plan includes the site as part of the town centre and allocates the site as 'Commercial'. Accordingly, the Amendment is consistent with the draft LPS.

The draft LPS notes the importance of the commercial sector, with retailing employing approximately 15% of Narrogin's total workforce. The draft LPS supports growing and diversifying the economy and encouraging commercial development in appropriate locations.

The draft LPS supports a range of uses in the town centre including residential development to R50.

3.4.3 Town of Narrogin Town Planning Scheme No. 2

The *Town of Narrogin Town Planning Scheme No. 2* (TPS2) was gazetted on 17 June 1994 and has been subject to a number of amendments. It is the principal statutory tool for achieving the Shire's aims and objectives, with respect to the development in the former Town of Narrogin, mainly from a land use, development control and infrastructure coordination perspective.

The site is currently zoned 'Community' which reflects its former use as a child health centre. There are limitations on the range of commercial uses that are

permissible in the 'Community' zone including that offices, professional offices and consulting rooms are not permitted.

In terms of the proposed 'Shops & Offices' zone, the policy statement for the zone as set out in the Development Table is 'Primarily for retail shops and offices, Other compatible uses may be permitted at the discretion of Council.' The Development Table sets out development standards including those relating to car parking and landscaping.

Rezoning the site to 'Shops & Offices' zone is consistent with the zoning of land to the north and west of the site (see Attachments 2 and 3 and Existing Scheme Map) and it 'rounds off' the area's zoning.

The Amendment is consistent with TPS2 objects of the Scheme in sub-clause 1.3.4 which in part states 'To enable the Town of Narrogin to continue its role as a regional centre providing shopping, commercial...services to the surrounding region.'

3.4.4 Draft Town and Shire of Narrogin Joint Local Planning Scheme No. 3 (2011)

The Town of Narrogin together with the Shire of Narrogin initiated a review of their respective town planning schemes as a joint Town Planning Scheme No. 3. The draft Scheme was advertised for public comment in 2012 and it proposed that the site be zoned 'Central Business'. The draft Scheme also supports the potential for residential development to R50 in the Central Business zone.

Following the close of advertising, the Councils required a number of modifications to the draft Scheme. Based on the number of proposed modifications, it is understood that the Department of Planning required the draft Scheme to be readvertised. The draft Scheme has not yet been readvertised.

Advice from the Shire is that the proposed zoning of the site was not a matter requiring review. Given the potential lengthy timeframe for the draft Scheme to

be reviewed and finalised, this Amendment to current TPS2 is sought.

3.4.5 Local Planning Policies

The Council has endorsed a number of Local Planning Policies. Various policies are of relevance to the future use and development of the site including advertising signage.

3.4.6 Town of Narrogin Strategic Community Plan 2012 – 2022 (2012)

The Strategic Community Plan sets the community's vision for the future and it is the principal strategic guide for the Council's future planning and activities. The vision for the town is 'Prosperity and growth as a regional centre' (page 4). The Council seeks to promote Narrogin as a prosperous community, to support existing businesses and to attract new businesses.

3.5 Planning Framework Implications for the Amendment

Common themes of the planning framework and their implications for the Amendment include:

- promoting vibrant activity centres and in particular promoting commercial development in the Narrogin town centre;
- supporting local communities and local economies;
- Narrogin is classified as a regional centre;
- various strategies identify the site as part of the town centre and allocate it as for commercial, retail or central business uses; and
- respecting heritage assets.

Based on the above, the Amendment is consistent with the planning framework and consistent with the principles of orderly and proper planning.

4. AMENDMENT PROPOSAL

The intent of the Amendment is to rezone the site from the 'Community' zone to the 'Shops and Offices' zone.

Amending the site's zoning will ensure there is a consistent approach to the zoning of the area.

The Amendment will facilitate a greater range of commercial uses for the site. A range of potential and suitable uses are possible in the 'Shops and Offices' zone.

Future development and uses will be subject to gaining necessary approvals from the local government including development approval.



Photograph 2: The building and site are well-sited to various commercial uses including professional offices



Photograph 3: The site has three road frontages and generous areas for on-site car parking

5. PLANNING CONSIDERATIONS AND PLANNING JUSTIFICATION

5.1 Overview

This section brings together an assessment of the site's attributes and the planning framework in considering key planning matters and justifying the Amendment.

5.2 Appropriate Location for Commercial Development

The site is appropriate for commercial development, including offices, professional offices and consulting rooms, for reasons including:

- (i) it is classified as part of the town centre in various planning documents and commercial uses are consistent with the planning framework;
- (ii) it only 200 metres from the heart of the Narrogin town centre;
- (iii) the area is predominantly commercial in nature and the 'Shops and Offices' zoning rounds off the zoning in the precinct;
- (iv) the site has been previously used for community purposes and it promotes reuse on a 'brownfield' site;
- (v) the child centre service ceased operating from the site a number of years ago. The current 'Community' zoning is now an anomaly for this site. Narrogin is separately serviced with Community and Child Services, Social and Emotional Wellbeing Services and the Narrogin Health Service (Narrogin Hospital);
- (vi) it is an ideal location to establish a business given it is centrally located and it has high levels of exposure;
- (vii) the site can provide on-site car parking and there are also opportunities for on-street parking given it has three road frontages;
- (viii) traffic impacts will be low and can readily be accommodated on local roads;
- (ix) it is appropriately serviced;
- (x) the site has no environmental assets and future development will not create any adverse environmental impacts;

- (xi) the site is not located in a bushfire prone area; and
- (xii) various forms of commercial development and offices are well suited to locating in a heritage building.

Accordingly, the Amendment raises limited planning issues. The Amendment will provide a consistent approach to the zoning in the precinct.

5.3 Compatibility with Adjoining and Nearby Land Uses

The proposed commercial use will be compatible with adjoining and nearby land uses/development which are predominately commercial in nature (see Attachments 2 and 3).

Given the size and nature of the building, it is expected the site would be attractive for uses such as offices, professional offices and consulting rooms. Accordingly, the zoning will complement and not conflict with nearby land uses. The proposed 'Shops and Offices' zoning represents a logical and sound planning outcome for the site.

5.4 Heritage

As outlined in section 2.6 and Attachment 5, the former infant health centre is listed in the *Shire of Narrogin Municipal Heritage Inventory* as a Management Category B. This means that the building is a place of considerable cultural heritage significance to the Shire of Narrogin that is worthy of recognition and protection through Scheme provisions.

A Development Application needs to be submitted to the Shire for any proposed development. Development Applications will be referred to the Regional Wheatbelt Heritage adviser for comment prior to determination by the local government.

Finalisation of the Amendment should encourage investment in the heritage listed building. The use of the building for commercial uses, such as professional offices, can effectively value the building's heritage assets. Securing an economic use

for the building provides the best change of the building being appropriately conserved for the long term.

The existing building positively adds to the area's amenity and streetscape. The building's design features are compatible with surrounding development including setbacks to boundaries and character.

There are opportunities to enhance the exterior of the building and enhance the site's outdoor areas. It is recognised that future signage and colours should respect the building's heritage values.

5.5 Environmental Impact

The Amendment will create no environmental impacts. For instance, the site has been previously cleared of native vegetation, the site is connected to the reticulated sewerage system and the site is connected to the Shire's stormwater system. Additionally, the site forms part of the town centre which facilitates various journeys to be made by cycling and walking.

5.6 Vehicular Access and Car Parking

The site has frontage to Federal Street, Falcon Street and Fairway Street and vehicular crossovers to Federal Street and Fairway Street. Vehicular access is appropriate and complies with sight distance standards which will facilitate safety for road users.

Traffic impacts from proposed commercial development on the site will be low and can readily be accommodated on local roads. The existing road network and intersections have sufficient capacity to address traffic generation from proposed commercial development.

The site is centrally located and is highly accessible. There are accordingly various opportunities to promote walking and cycling to/from the site given it forms part of the town centre.

It is likely that the traffic generation from the proposed commercial use, such as an accountancy practice, may be lower

than the traffic generated by the previous child health clinic.

The construction of the Narrogin Link Road (Pioneer Drive) has provided a direct route through the Narrogin townsite linking the Northam Cranbrook Road (Great Southern Highway) north and south of Narrogin. The project overview plan is shown in Attachment 7.

The Narrogin Link Road has resulted in heavy haulage vehicles travelling north-south being removed from Federal Street, the town centre and built up residential areas. Of relevance to the Amendment, the Narrogin Link Road has improved the amenity of the area and improved road safety for traffic and pedestrians.

The site can provide on-site car parking. There are also opportunities for on-street parking given it has three road frontages.

Should the Amendment be approved by the Minister for Planning and gazetted, changing the site's use will require development consent from the Shire. Car parking numbers and car parking design can be determined at the Development Application stage.

5.7 Servicing

The site is already appropriately serviced. It is not envisaged that upgrading of services will be required to facilitate the re-use of the site.

5.8 Supporting the Local Economy

As previously outlined, the proposed 'Shops and Offices' zoning is consistent with the planning framework. Approval and implementation of the Amendment will assist to encourage upgrading and investment on the site.

The Amendment will facilitate commercial uses on the site which will assist with job creation which will have various economic benefits. This includes it will support local employment, assist in a more sustainable local economy and it will add to Narrogin's overall viability, vitality and prosperity.

5.9 Planning Justification

The planning justification for the Amendment is summarised below in Table 2:

Strategic	Land Use Planning	Environment, Landscape and Heritage	Transport and Servicing	Economic and Community
<p>The Amendment is consistent with the State, regional and local planning framework including that it promotes the primacy of the Narrogin town centre.</p> <p>Future development will reinforce Narrogin as a regional centre.</p>	<p>The site is well located for commercial development including it is compatible with adjoining and nearby uses.</p> <p>It 'rounds off' the Shops and Offices zoning in the area.</p> <p>It is a 'brownfield' (already developed) site.</p> <p>The site is suitable and capable for commercial development.</p> <p>Development will be effectively controlled through TPS2 provisions.</p>	<p>The site contains no environmental assets and will not create adverse environmental impacts.</p> <p>The site is not classified as bushfire prone.</p> <p>There are minimal landscape impacts.</p> <p>Heritage considerations can be appropriately addressed at the development application and building permit stages.</p>	<p>Traffic impacts can be readily accommodated on local roads.</p> <p>Car parking can be contained on-site.</p> <p>The site is appropriately serviced.</p>	<p>It will promote job creation by supporting the development of the Narrogin town centre and assist to diversity and grow the local economy.</p> <p>The proposal will assist in enhancing Narrogin as a regional centre and assist in creating jobs in a highly accessible location.</p> <p>The proposal will assist to enhance Narrogin through adding to its overall viability, vitality and prosperity and adding to the range of services that can be provided.</p>

In view of the above, the Amendment is consistent with the planning framework and the principles of orderly and proper planning.

6. CONCLUSION

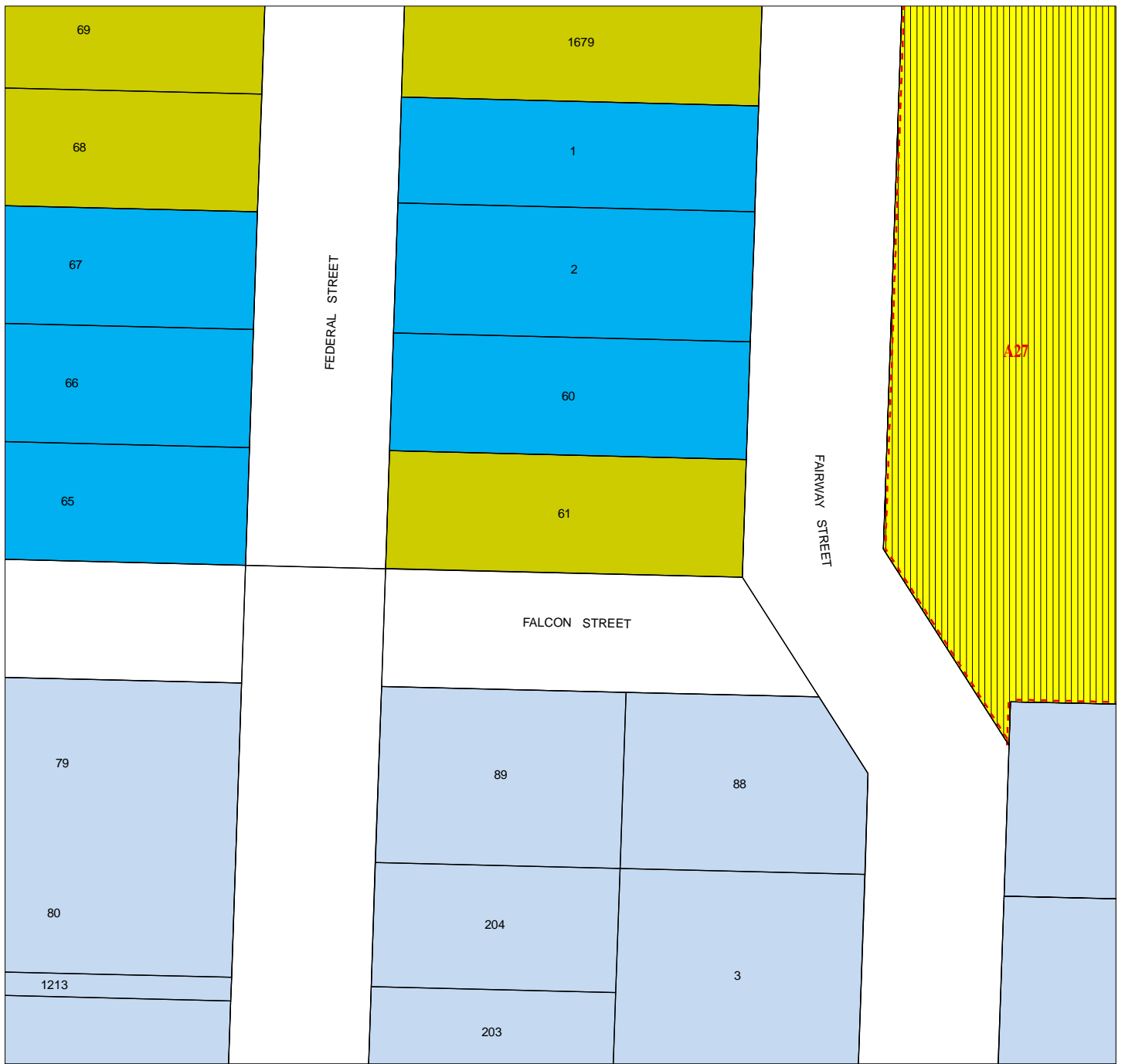
This report confirms that the Amendment is consistent with the planning framework, the site forms part of the town centre and the site is suitable to accommodate commercial development.

The support of the WAPC and the Hon. Minister for Planning is requested to approve the Amendment from 'Community' zone to 'Shops and Offices' zone.

PLANNING AND DEVELOPMENT ACT 2005**SHIRE OF NARROGIN****TOWN PLANNING SCHEME No. 2****AMENDMENT No. 35**








The Shire of Narrogin under and by virtue of the powers conferred upon it in that behalf by the *Planning and Development Act 2005* hereby amends the above town planning scheme by:

1. Rezoning Lot 61 on Deposited Plan 222890 Federal Street, Narrogin from 'Community' zone to 'Shops and Offices' zone.
2. Amending the Scheme Map accordingly.



EXISTING SCHEME MAP

Legend

-  Cadastre with Lot number
-  Scheme boundary
- LPS Zones
 -  Community
 -  Other commercial
 -  Public utilities
 -  Shops and offices
 -  A1 Additional uses



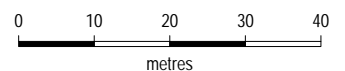
Department of Planning

Town of Narrogin

Town Planning Scheme No. 2

Amendment No. 35



Minutes Ordinary Council Meeting 24 May 2017





PROPOSED SCHEME AMENDMENT MAP

Legend

-  Cadastre with Lot number
- LPS Zones and Reserves Amendments
-  Shops and offices



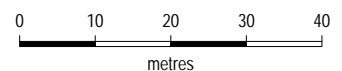
Department of Planning

Town of Narrogin

Town Planning Scheme No. 2

Amendment No. 35

Minutes Ordinary Council Meeting 24 May 2017



COUNCIL ADOPTION FOR ADVERTISING

Adopted for advertising by resolution of the Council of the Shire of Narrogin at the Ordinary Meeting of the Council held on the

.....

SHIRE PRESIDENT

.....

CHIEF EXECUTIVE OFFICER

COUNCIL RECOMMENDED/SUBMITTED FOR APPROVAL

This Standard Amendment was supported for submission to the Minister for Planning for approval by resolution of the Shire of Narrogin at the Ordinary Meeting of the Council held on the and the Common Seal of the Shire of Narrogin was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....

SHIRE PRESIDENT

.....

CHIEF EXECUTIVE OFFICER

WAPC RECOMMENDED/SUBMITTED FOR APPROVAL

.....

DELEGATED UNDER S.16 OF THE PLANNING AND DEVELOPMENT ACT 2005

DATE.....

APPROVAL GRANTED

.....





MINISTER FOR PLANNING
S.87 OF THE PLANNING AND DEVELOPMENT ACT 2005

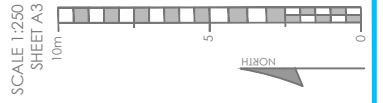
DATE.....

ATTACHMENT 1

AMENDMENT SITE PLAN
 Lot 61 (No. 113) Federal
 Street
 Narrogin

Legend

-  Amendment Site
-  U/ground Water Pipe
-  U/ground Sewer Pipe
-  Contours



AMENDMENT SITE 170430 SJ ST
 REV DESCRIPTION YMMDD DRAWNAPPRVD

edge
 PLANNING & PROPERTY

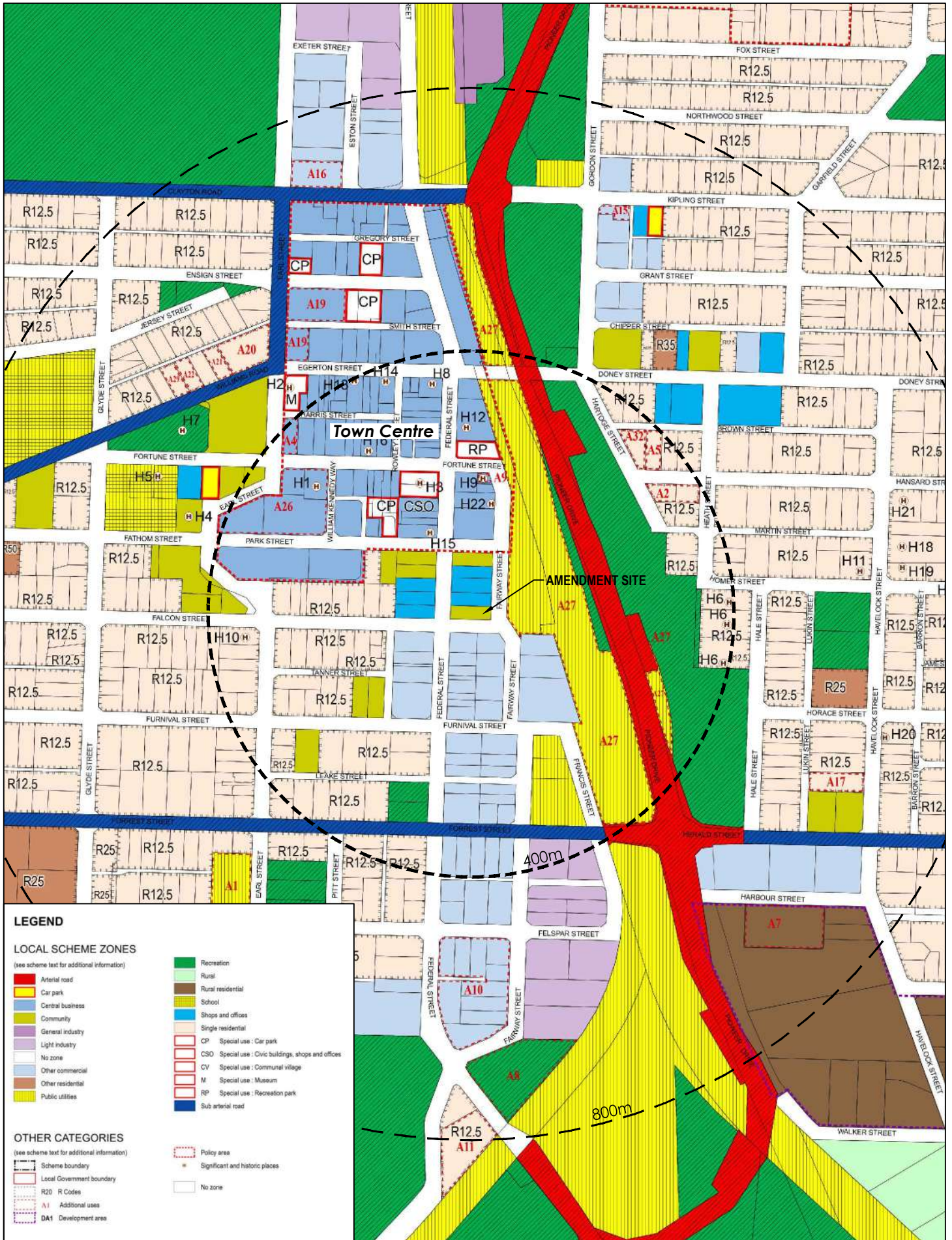
Edge Planning & Property
 134 Hope Street, Mount Clarence
 ALBANY WA 6330
 www.edgeplanning.com.au
 K: (08) 107 534

DRAWING NUMBER REV
 EP 170328 01 A

Issued for design intent only.
 All plans and dimensions are
 subject to field verification.



ATTACHMENT 2



LOCATION PLAN
 Lot 61 (No. 113) Federal Street
 Narrogin

Shire of Narrogin

Minutes Ordinary Council Meeting 24 May 2017

scale 1 : 7,500 @ A4



Edge Planning & Property
 134 Hare Street, Mount Clarence
 ALBANY WA 6330
 W www.edgeplanning.com.au
 E info@edgeplanning.com.au
 M 08 9499 3333

ATTACHMENT 3

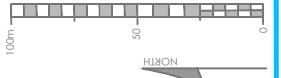
OPPORTUNITIES AND CONSTRAINTS PLAN
Lot 61 (No. 113) Federal Street Narrogin

Legend



Amendment Site

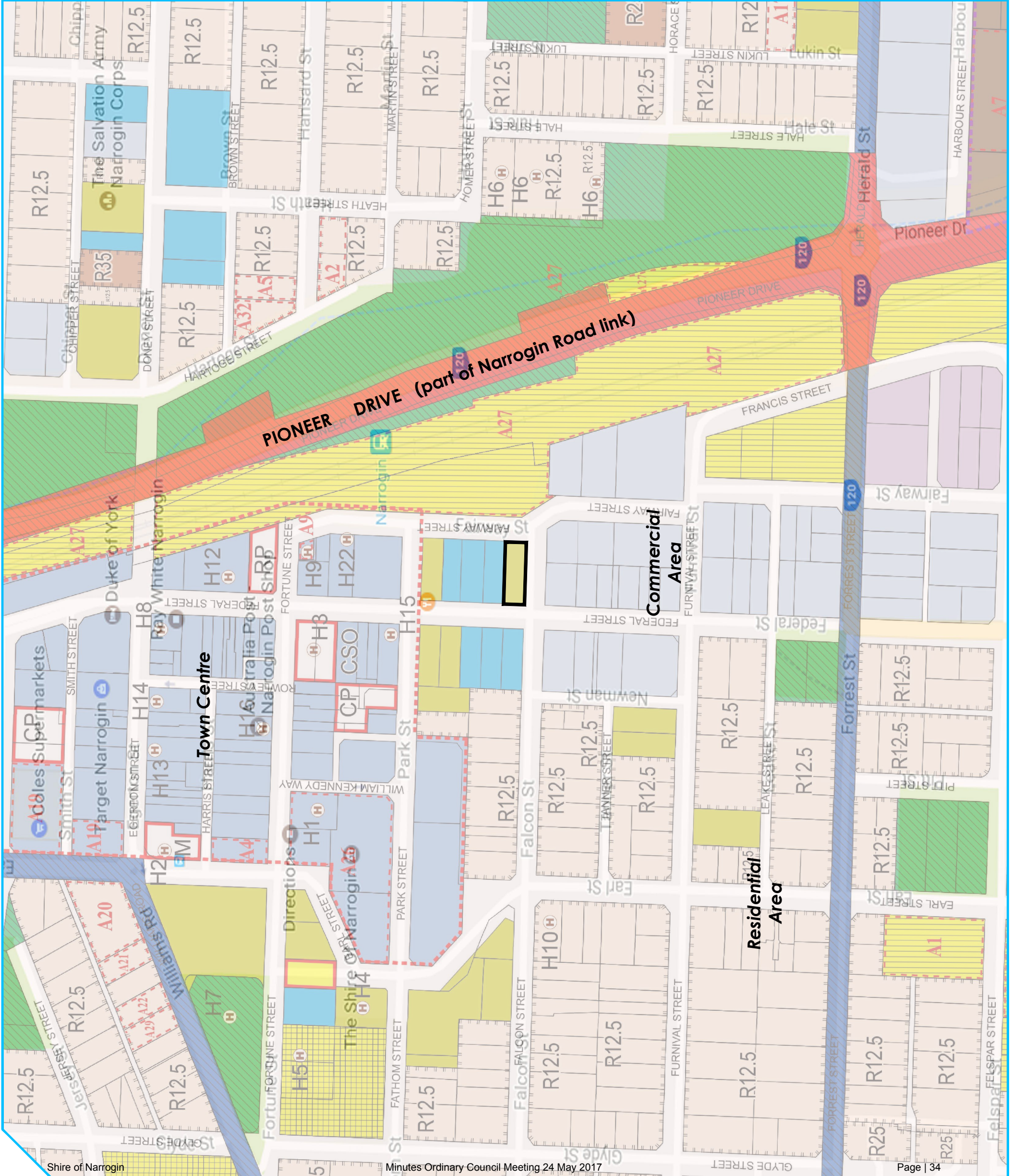
SCALE 1:3000
SHEET A3



A OPFS AND CONS
REV DESCRIPTION
170331 SJ ST
YYMDD DRAWNAPPRVD



Drawing Number
EP 170328 03
REV A
Based for design intent only.
All plans and dimensions are
subject to site investigation.



ATTACHMENT 4

WESTERN



AUSTRALIA

REGISTER NUMBER 61/DP222890	
DUPLICATE EDITION 1	DATE DUPLICATE ISSUED 5/2/2014

RECORD OF CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893

VOLUME **1068** FOLIO **821**

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.



REGISTRAR OF TITLES

LAND DESCRIPTION:

LOT 61 ON DEPOSITED PLAN 222890

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

SHANE WILLIAM BERRIDGE OF 7 WANBROW WAY, DUNCRAIG
(T M517591) REGISTERED 10 JANUARY 2014

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 1068-821 (61/DP222890).
PREVIOUS TITLE: 1064-930.
PROPERTY STREET ADDRESS: 113 FEDERAL ST, NARROGIN.
LOCAL GOVERNMENT AREA: SHIRE OF NARROGIN.

NOTE 1: A000001A LAND PARCEL IDENTIFIER OF NARROGIN TOWN LOT/LOT 61 (OR THE PART THEREOF) ON SUPERSEDED PAPER CERTIFICATE OF TITLE CHANGED TO LOT 61 ON DEPOSITED PLAN 222890 ON 20-MAY-02 TO ENABLE ISSUE OF A DIGITAL CERTIFICATE OF TITLE.

NOTE 2: THE ABOVE NOTE MAY NOT BE SHOWN ON THE SUPERSEDED PAPER CERTIFICATE OF TITLE OR ON THE CURRENT EDITION OF DUPLICATE CERTIFICATE OF TITLE.

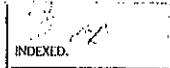
Application
Transfer 1153/1940.
From Volume Folio
1064. 930



REGISTER BOOK.

Vol. 1068 Fol. 821.

WESTERN AUSTRALIA.



Certificate of Title



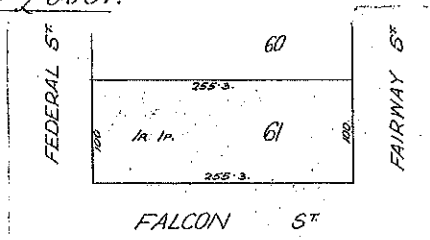
under "The Transfer of Land Act, 1893" (56: Vio., 14, Sch. 5).

*Maternal and Infant Health Association of Western
Australia Narrogin Branch Incorporated, of Narrogin,*

is
now the proprietor of an estate in fee simple subject to the easements and encumbrances notified hereunder in the natural surface and so much as
is below the natural surface to a depth of *two hundred* feet of all *that* piece of land delineated and coloured *green*
on the map hereon, containing *one rood and one perch or thereabouts*,
being *Narrogin Lot 61*.



Scale: 1 Chain to an Inch



Dated the *twentieth* day of *February* One thousand nine hundred and forty

W. G. Blewett

Deputy Registrar of Titles.

Application E747416 The correct name of the proprietor is The Child Health Centre Narrogin.

22nd November 1991



Superseded - Copy for Sketch Only

1587120

For encumbrances and other matters affecting the land see back.

ATTACHMENT 5

Town of Narrogin

MUNICIPAL INVENTORY OF HERITAGE PLACES - REVIEW



PLACE No. 26

Name of Place		INFANT HEALTH CLINIC	
Other Names			
Location/Address		113 Federal Street	
Land Description :		Lot 61	Asmnt. No. 315400
Construction Dates		1940	
Uses:		Child health clinic and accommodation for the Nurse.	
Architect/Designer/builder			
Associated Persons		Mrs Doney, Mrs Plumb, Dr. Mainland, Dr. Jacobs, Dr. Savage, Dr. Zilko, Dr. Eleanor Stang, Medical Supervisor of Infant Health Services from 1929 to 1955.	
Construction Materials:			
Walls	Red Brick and smooth render painted white.		
Roof	Clay Tiled		
Other			
Description	A single storey brick and render structure with a front gable featuring the words "Infant Health Centre" bordered in brick. The curved roof to the entry porch is supported by two round columns. The front of the building is the Clinic, with the Sister's consulting room, a pram room, toilet and waiting room. At the back are the living quarters.		
Modifications	Extensions in 1958 included space for a pram park and feeding cubicles plus a side verandah with a septic tank at the end. The interior was 'modernised' in 1978.		
Architectural style			
Condition:	Good	Integrity: High Degree	Authenticity: High Degree
Historical evidence			
An Infant Health Group was formed in Narrogin in 1928. A loan of 7,300 pounds was raised to build the present clinic in 1940. Infant Health Clinics were supervised by the Infant Health Association formed in 1923 to work with the Public Health Department. Doctor Eleanor Stang was Medical Supervisor of Infant Health Services from 1929 to 1955. The Narrogin centre serviced district sub-centres at Wagin, Wickiepin, Yealering and Pingelly. Later Williams, Wandering and Cuballing joined. On 1 July 1945 the State Government took over responsibility for Infant Health Centre nurses' salaries and travelling expenses. The community committee was still responsible for the management and financing of the local centre and providing a car. In the 1940s the Narrogin Infant Health Committee was also involved in financially supporting the efforts of another community committee formed to establish the Kindergarten opposite the second Vailima maternity hospital.			
Statement of Significance			
Narrogin Infant Health Clinic has historic and social significance as it is representative of the development of the Infant Health Association of Western Australia. It is associated with the growth of the Town and Shire of Narrogin and the provision of public and community services in the region. It is associated with the Nurses who have worked and lived at the place from 1940 to the present day, and with local management committee members, as well as the mothers and children who have attended the clinic over the years. The Narrogin Child Health Centre is unique in the state because both the building and the land are still owned and managed by a community committee.			
Management Category	B		
Supporting Information			
Heritage Listings			

ATTACHMENT 6

- residential (R12.5 unless shown otherwise)
- commercial
- service commercial
- general agriculture
- recreation & open space
- rural living
- industrial
- special use
- tourism
- aged persons units
- mixed use (residential / light industry)
- brickworks
- public purpose
- rail reserve
- highway / major regional road
- buffer zone boundary
- development area (see table in the strategy text for details)
- railway
- local government boundary
- gazetted towns/isle boundary
- water supply catchment
- Aboriginal heritage site (DIA register)
- grain receipt and storage site
- European heritage site (DIA register)

Joint local planning strategy
Town and Shire of Narrogin
PLAN 2 - STRATEGIC LAND USE PLAN
(NARROGIN TOWN & SURROUNDS)



0 100 200 300 400 500 600 700 800 900 1000
metres

Proposed Southern Heavy Vehicle Route

200m WATER TREATMENT BUFFER ZONE

1km PIGGERY BUFFER ZONE

300m RUBBISH DISPOSAL SITE BUFFER ZONE

300m SALTPAN BUFFER ZONE

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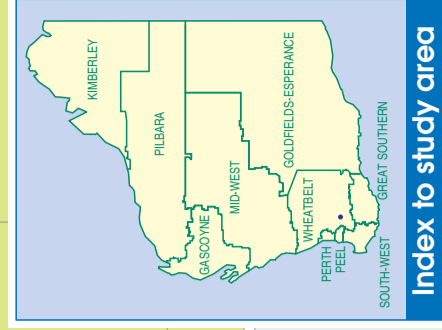
300m SALTPAN BUFFER ZONE

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300m SALTPAN BUFFER ZONE

300m SALTPAN BUFFER ZONE



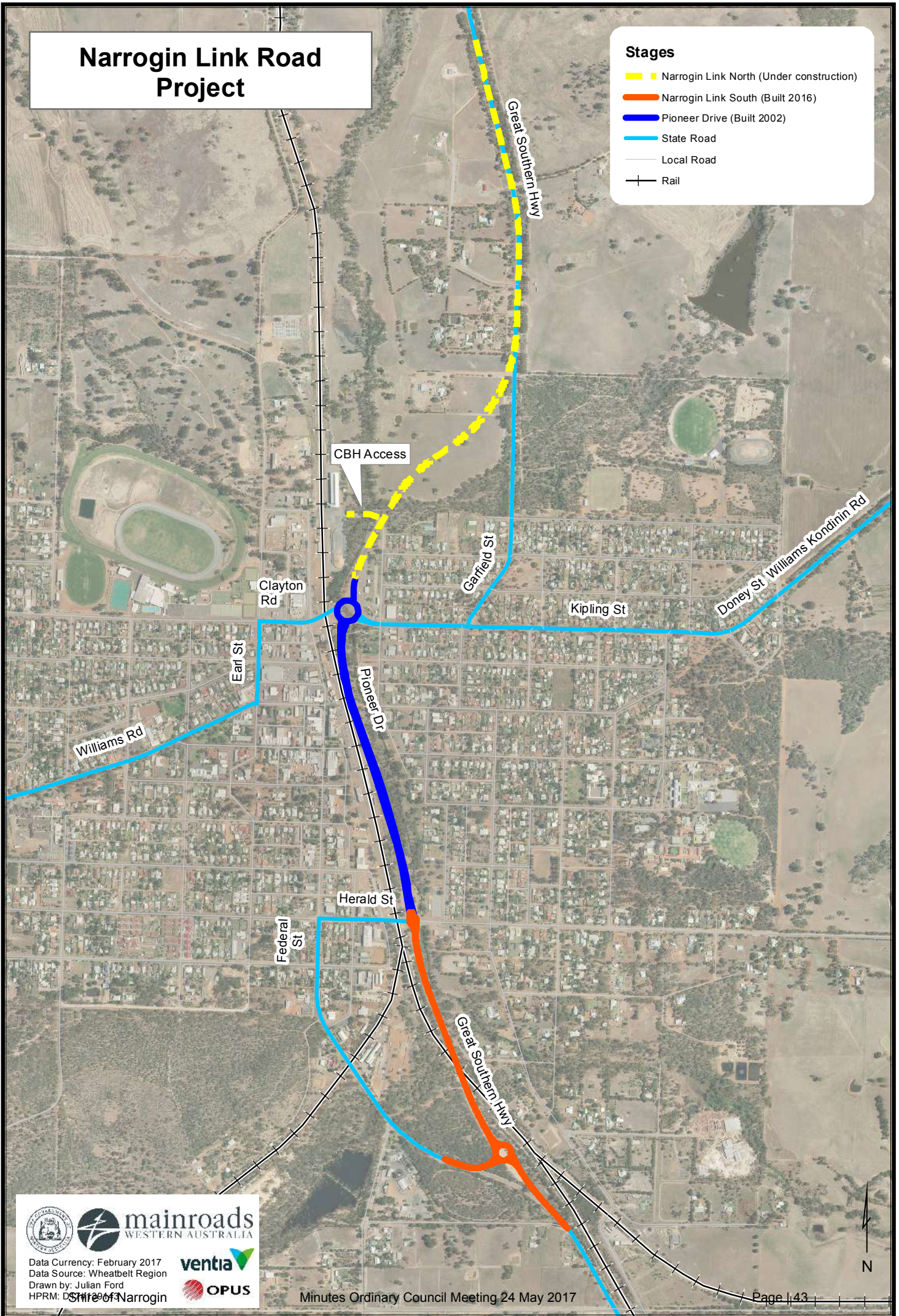
Index to study area

ATTACHMENT 7

Narrogin Link Road Project

Stages

- █ Narrogin Link North (Under construction)
- █ Narrogin Link South (Built 2016)
- █ Pioneer Drive (Built 2002)
- █ State Road
- Local Road
- + Rail



mainroads
WESTERN AUSTRALIA

Data Currency: February 2017
Data Source: Wheatbelt Region
Drawn by: Julian Ford
HPRM: D31961-Narrogin



7:10 pm – Cr Schutz and Cr Ward declared an interest in the following item and left the meeting.

10.1.045 NARROGIN WASTE MANAGEMENT FACILITY CONTRACT EXTENSION

File Reference: 31.1.1 - 5470
Disclosure of Interest: Nil
Applicant: Great Southern Waste Disposal
Previous Item Nos: Item 10.1.071 – 28 June 2016
Date: 11 May 2017
Author: Azhar Awang – Executive Manager Development and Regulatory Services
Authorising Officer: Aaron Cook – Chief Executive Officer

Attachments

- Nil

Summary

Council's consideration is requested in regards to the proposed contract extension to Great Southern Waste Disposal for the management and operation of the Narrogin Waste Management Facility located at White Road, Narrogin.

Background

The Narrogin Waste Management Facility is located on Reserve 8410 White Road, Narrogin for the purpose of 'Rubbish Disposal Site & Sanitary Depot'. The subject site has a total area of 23.6931 hectares.

The Waste facility is currently licensed as a Category Number 64 – Class II Putrescible landfill site (design capacity of 5,000 tonnes per annum) and Category 61 – Liquid waste facility (licenced capacity of 1,000 tonnes per annum) under the *Environmental Protection Regulations 1987*. An application has been made to the Department of Environment Regulation to amend the current licence category to include a Category 62 Solid Waste depot to the facility licence. It is also proposed to increase the facility capacity of Category 62 (8,000 tonnes) and Category 64 (+7,500 tonnes).

Great Southern Waste Disposal has previously been granted a 12 month extension to its previous contract which expires 30 June 2017. Council at the meeting held 28 June 2016 resolved as follows:

That Council:

- 1. Endorse the twelve (12) month extension to Great Southern Waste Disposal for the Management of the Narrogin Waste Facility at Reserve 8410 White Road, Narrogin subject to the following conditions:*

a) *The commencement date to be 1 July 2016 and ends on 30 June 2017;*

b) *Conditions of contract is on the same conditions as per previous with the ability to negotiate a reduction in price if savings are made on the operation of the Transfer station.*

2. *Authorises the Chief Executive Officer and Mayor to sign and affix the common seal to the contractual documents.*

It was anticipated to have the transfer station in operation during the contracted period, however, due to lengthy delay in getting the detail documentation completed for submission and for the licence and works approval to the Department of Environment Regulation, this was not achievable within the required time frame. The intent was to see how the transfer station will be operating in order to provide a bench mark for current and future operators.

Comment

The purpose of the transfer station is to restrict the need for public access to the active landfill tipping area which is a safety concern. Only large dedicated loads of waste will be delivered directly to the landfill by the waste delivery vehicle. All other waste will be disposed of at the transfer station and the facility operator will transfer the accumulated waste to the landfill on an as required basis. This will provide a more effective operation of the landfill site which will result in cost saving and a better management of the operation of the landfill site.

However this still needs to be put in practice and will only be evident once the transfer station becoming fully operational. It is anticipated that the transfer station will be completed and operational in August/September this year.

If Council was to extend the contract to Great Southern Waste for a further 12 months, the anticipated timeframe of the transfer station becomes fully operational (August/September), would not be adequate to allow a full 12 months assessment of the transfer station operation.

On this basis it is recommended that Council supports the extension to the Great Southern Waste for the Management of the Narrogin Waste Facility for a further two years under the same contract conditions expiring 30 June 2019.

Consultation

- Kevin Timms – Great Southern Waste Disposal

Statutory Environment

Waste Avoidance and Resource Recovery (WARR) Act 2007, the WARR Regulations 008 and the WARR Levy Regulations 2008

Environmental Protection Act 1986

This Act provides for waste avoidance and resource recovery, the establishment of a waste authority, provision of waste services by local government, provides for levies on waste and related consequential matters.

Policy Implications

Nil

Financial Implications

The current cost to Council for the management of the Landfill site is \$232,955 and includes \$10,000 per annum for the bulk bins for recycling waste.

Council also provides a full time staff and a part time staff (one day a week) as landfill gate attendant at a cost of \$97,000 which include salaries, overheads, workers comp insurance and superannuation.

It is anticipated that there would not be any increase in the current management of the Narrogin Waste Management Facility. The implementation of the Transfer Station may result in some saving on the machine hours, however this cannot be confirmed until the Transfer station is in full operation.

Strategic Implications

Strategic Community Plan 2012 - 2017

Key Objectives 5 – Waste Management

5.1 - Investigate and develop, in partnership with neighbouring Councils, a regional waste facility.

5.2 - Investigate, develop a viable waste recycling program for the Town

5.3 - Redevelop the waste management plan for the White Road Refuse site and investigate better methods of handling the current waste to maximise the life span and reduce the ongoing cost of facilitation of the refuse site.

5.5 - Investigate the future conversion of the White Road refuse site to a transfer station.

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 0517.054 AND OFFICER'S RECOMMENDATION

Moved: Cr Walker

Seconded: Cr Seale

That Council:

1. Approve the two (2) years' extension to Great Southern Waste Disposal for the Management of the Narrogin Waste Facility at Reserve 8410 White Road, Narrogin subject to the following conditions:
 - a) The commencement date to be 1 July 2017 and ends on 30 June 2019;
 - b) Conditions of contract is on the same conditions as per previous with the ability to negotiate a reduction in price if savings are made on the operation of the transfer station.
2. Authorises the Chief Executive Officer and Shire President to sign and affix the common seal to the contractual documents.

CARRIED 6/0

Commonly-used abbreviations:	
WARR	Waste Avoidance and Resource Recovery

7:13 pm – Cr Schutz and Cr Ward returned to the meeting.

10.2 CORPORATE AND COMMUNITY SERVICES

10.2.046 LIST OF ACCOUNTS FOR ENDORSEMENT – APRIL 2017

File Reference: 12.1.1
Disclosure of Interest: Nil
Applicant: Nil
Previous Item Nos: Nil
Date: 30 April 2017
Author: Brooke Conway - Finance Officer Accounts
Authorising Officer: Frank Ludovico - Executive Manager Corporate & Community Services

Attachments

- List of Accounts for Endorsement – April 2017

Summary

Council is requested to endorse the payments as presented in the List of Accounts for Endorsement – April 2017.

Background

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

Comment

The attached “List of Accounts for Endorsement – April 2017” is presented to Council for endorsement. Below is a summary of activity.

Total Creditor Payments April 2017	\$623,864.81
Total Payroll Payments April 2017	\$330,102.71
Total Payments April 2017	\$953,967.52
Percentage paid by EFT April 2017	56.61%
Percentage paid by Cheque April 2017	0.03%
Percentage paid by Payroll April 2017	34.60%
Percentage of Local Suppliers & Wages paid April 2017	72.01%
Dollar Value spent with Local Suppliers April 2017	\$356,841.98
Percentage of Non-Local Suppliers April 2017	27.99%

Please note 'F' is fully funded, 'PF' is partially funded, 'R' is reimbursements and 'I' is insurance claims

Due to recent frauds, the payment schedule has been provided to Elected Members under separate cover. Printed copies will be available on request at the administration building and the library.

Consultation

Nicole Bryant – Manager Finance (Acting)

Statutory Environment

Local Government Act 1995 Section 6.8 (2)(b), Policy Implications

Policy Implications

Nil

Financial Implications

All expenditure has been approved via adoption of the 2016/2017 Annual Budget, or resulting from a Council resolution for a budget amendment.

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 0517.055 AND OFFICER'S RECOMMENDATION

Moved: Cr Seale

Seconded: Cr Ward

That Council:

Endorse the payments as presented in the List of Accounts for Endorsement for the month of April 2017 for the Municipal Fund totalling \$953,967.52

CARRIED 8/0

10.2.047 MONTHLY FINANCIAL REPORTS – April 2017

File Reference:	12.8.1
Disclosure of Interest:	Nil
Applicant:	Nil
Previous Item Nos:	Nil
Date:	12 May 2017
Author:	Nicole Bryant – Manager Finance (Acting)
Authoriser:	Frank Ludovico – Executive Manager Corporate & Community Services

Attachments

- Monthly Financial Report for the period ended 30 April 2017.

Background

Council is requested to review the April 2017 Monthly Financial Reports.

Summary

In accordance with the *Local Government Financial Management Regulations (1996), Regulation 34*, the Shire is to prepare a monthly Statement of Financial Activity for approval by Council.

Comment

The April 2017 Monthly Financial Reports are presented for review.

Consultation

Frank Ludovico, Executive Manager Corporate and Community Services

Statutory Environment

Local Government Financial Regulations (1996) (as amended) 22, 32, and 34 apply.

Policy Implications

Nil

Financial Implications

All expenditure has been approved via adoption of the 2016/17 Annual Budget, or resulting from a Council Motion for a budget amendment.

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 0517.056 AND OFFICER'S RECOMMENDATION

Moved: Cr Wiese

Seconded: Cr Schutz

That Council:

Receive the April 2017 Monthly Financial Reports as presented.

CARRIED 8/0



MONTHLY FINANCIAL REPORT

FOR THE PERIOD ENDED 30 APRIL 2017

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SHIRE OF NARROGIN
STATEMENT OF FINANCIAL ACTIVITY
(Nature or Type)
FOR THE PERIOD ENDED 30 APRIL 2017

Note	Adopted Annual Budget	Revised Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var	
Operating Revenues								
	\$	\$	\$	\$	\$	%		
Grants, Subsidies and Contributions	9	3,834,372	3,834,372	3,191,507	3,464,596	273,089	8%	
Profit on Asset Disposal	11	1,500	1,500	1,250	0	(1,250)	(100%)	
Fees and Charges		1,505,220	1,505,220	1,368,249	1,558,855	190,606	12%	▲
Service Charges		0	0	0	0	0		
Interest Earnings		182,100	182,100	149,740	167,460	17,720	11%	▲
Other Revenue		154,500	154,500	128,740	108,255	(20,485)	(19%)	▼
Total (Excluding Rates)		5,677,692	5,677,692	4,839,486	5,299,165	459,679		
Operating Expense								
Employee Costs		(4,747,282)	(4,775,020)	(4,004,264)	(3,646,215)	358,049	10%	
Materials and Contracts		(3,841,876)	(3,819,138)	(3,181,415)	(2,372,575)	808,840	34%	▼
Utilities Charges		(705,537)	(705,537)	(606,634)	(484,544)	122,090	25%	▼
Depreciation (Non-Current Assets)		(2,299,553)	(2,299,553)	(1,916,190)	(2,096,839)	(180,649)	(9%)	
Interest Expenses		(75,851)	(75,851)	(63,170)	(39,933)	23,237	58%	▼
Insurance Expenses		(283,943)	(283,943)	(281,544)	(287,751)	(6,207)	(2%)	
Loss on Asset Disposal	11	(306,206)	(306,206)	(255,150)	(393,769)	(138,619)	(35%)	▲
Other Expenditure		(4,249,534)	(4,249,534)	(3,571,298)	(2,193,467)	1,377,831	63%	▼
Total		(16,509,783)	(16,514,783)	(13,879,665)	(11,515,093)	2,364,572		
Funding Balance Adjustment								
Add Back Depreciation		2,299,553	2,299,553	1,916,190	2,096,839	180,649	9%	
Adjust (Profit)/Loss on Asset Disposal	11	304,706	304,706	253,900	393,769	139,869	36%	▲
Adjust Employee Benefits Provision (Non-Current)		0	0	0	0	0		
Adjust Deferred Pensioner Rates (Non-Current)		0	0	0	0	0		
Movement in Leave Reserve (Added Back)		0	0	0	5,341	5,341	100%	
Adjustment for SoN Figures in NCA's		0	0	0	51,922	51,922	(100%)	
Adjust Rounding		0	0	0	0	0		
Net Operating (Ex. Rates)		(8,227,832)	(8,232,832)	(6,870,089)	(3,668,057)	3,202,032		
Capital Revenues								
Grants, Subsidies and Contributions	9	1,721,744	1,398,515	956,710	1,217,593	260,883	21%	▲
Proceeds from Disposal of Assets	11	598,145	608,145	218,145	553,173	335,028	61%	▲
Proceeds from New Debentures	13	350,000	350,000	350,000	0	(350,000)	(100%)	▼
Proceeds from Sale of Investments		0	0	0	0	0		
Proceeds from Advances		0	0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0	0		
Transfer from Reserves	10	1,471,398	1,521,398	76,130	0	(76,130)	(100%)	▼
Total		4,141,287	3,878,058	1,600,985	1,770,766	169,781		
Capital Expenses								
Land Held for Resale	10	0	0	0	0	0		
Land and Buildings	11	(1,940,939)	(1,940,939)	(680,329)	(654,569)	25,759	4%	
Plant and Equipment	11	(487,000)	(547,000)	(477,000)	(561,723)	(84,723)	(15%)	▲
Furniture and Equipment	11	(74,000)	(69,000)	(58,585)	(52,346)	6,239	12%	
Infrastructure Assets - Roads	11	(2,637,621)	(2,314,392)	(1,814,138)	(1,610,033)	204,105	13%	▼
Infrastructure Assets - Footpaths	11	(50,000)	(50,000)	(50,000)	(48,272)	1,728	4%	
Infrastructure Assets - Road Drainage	11	(65,000)	(65,000)	0	0	0		
Infrastructure Assets - Parks & Ovals	11	(20,000)	(20,000)	(14,006)	(14,028)	(22)	(0%)	
Infrastructure Assets - Townscape	11	0	0	0	0	0		
Infrastructure Assets - Other	11	(955,735)	(955,735)	(581,426)	(593,313)	(11,887)	(2%)	
Purchase of Investments		0	0	0	0	0		
Repayment of Debentures	13	(221,310)	(221,310)	(139,357)	(135,317)	4,040	3%	
Advances to Community Groups		0	0	0	0	0		
Transfer to Reserves	10	(295,737)	(295,737)	(246,440)	(60,589)	185,851	307%	▼
Total		(6,747,342)	(6,479,113)	(4,061,280)	(3,730,191)	331,089		
Net Capital		(2,606,055)	(2,601,055)	(2,460,295)	(1,959,425)	500,870		
Total Net Operating + Capital		(10,833,887)	(10,833,887)	(9,330,384)	(5,627,482)	3,702,902		
Rate Revenue		4,517,811	4,517,811	4,517,811	4,469,883	(47,928)	(1%)	
Opening Funding Surplus(Deficit)		6,316,076	5,860,483	5,860,483	5,860,483	0	0%	
Closing Funding Surplus(Deficit)	3	0	(455,592)	1,047,910	4,702,884	3,654,974		

SHIRE OF NARROGIN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
FOR THE PERIOD ENDED 30 APRIL 2017

Note	Adopted Annual Budget	Revised Annual Budget (d)	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var
Operating Revenues	\$	\$	\$	\$	\$	%	
Governance	96,100	96,100	95,250	117,874	22,624	19%	▲
General Purpose Funding	2,476,134	2,476,134	1,877,159	1,921,855	44,696	2%	
Law, Order and Public Safety	35,797	35,797	31,790	224,594	192,804	86%	▲
Health	7,500	7,500	6,740	7,614	874	11%	
Education and Welfare	1,287,386	1,287,386	1,211,353	1,322,676	111,323	8%	
Housing	13,000	13,000	10,820	10,900	80	1%	
Community Amenities	978,119	978,119	922,754	1,060,434	137,680	13%	▲
Recreation and Culture	424,355	424,355	153,210	206,126	52,916	26%	▲
Transport	1,714,688	1,391,459	1,181,850	1,231,411	49,561	4%	
Economic Services	249,694	249,694	208,060	239,139	31,079	13%	▲
Other Property and Services	116,663	116,663	97,210	174,136	76,926	44%	▲
Total (Excluding Rates)	7,399,436	7,076,207	5,796,196	6,516,759	720,563		
Operating Expense							
Governance	(1,707,907)	(1,692,907)	(1,460,390)	(1,109,580)	350,810	32%	▼
General Purpose Funding	(177,867)	(177,867)	(139,453)	(143,446)	(3,993)	(3%)	
Law, Order and Public Safety	(427,553)	(427,553)	(360,464)	(252,190)	108,274	43%	▼
Health	(194,492)	(194,492)	(163,155)	(100,789)	62,366	62%	▼
Education and Welfare	(5,492,981)	(5,492,981)	(4,583,988)	(3,065,989)	1,517,999	50%	▼
Housing	(31,874)	(31,874)	(27,120)	(17,344)	9,776	56%	▼
Community Amenities	(1,435,677)	(1,435,677)	(1,198,973)	(946,880)	252,093	27%	▼
Recreation and Culture	(2,688,661)	(2,688,661)	(2,269,242)	(2,025,196)	244,046	12%	▼
Transport	(3,289,313)	(3,289,313)	(2,741,675)	(2,807,505)	(65,830)	(2%)	
Economic Services	(1,025,957)	(1,025,957)	(863,100)	(728,382)	134,718	18%	▼
Other Property and Services	(37,501)	(57,501)	(72,105)	(317,790)	(245,685)	(77%)	▲
Total	(16,509,783)	(16,514,783)	(13,879,665)	(11,515,093)	2,364,572		
Funding Balance Adjustment							
Add back Depreciation	2,299,553	2,299,553	1,916,190	2,096,839	180,649	9%	
Adjust (Profit)/Loss on Asset Disposal	304,706	304,706	253,900	393,769	139,869	36%	▲
Adjust Employee Benefits Provision (Non-Current)	0	0	0	0	0		
Adjust Deferred Pensioner Rates (Non-Current)	0	0	0	0	0		
Movement in Leave Reserve (Added Back)	0	0	0	5,341	5,341	100%	
Adjustment for SoN Figures in NCA's	0	0	0	51,922	51,922	100%	▲
Adjust Rounding	0	0	0	0	0		
Net Operating (Ex. Rates)	(6,506,088)	(6,834,317)	(5,913,379)	(2,450,464)	3,462,915		
Capital Revenues							
Proceeds from Disposal of Assets	598,145	608,145	218,145	553,173	335,028	61%	▲
Proceeds from New Debentures	350,000	350,000	350,000	0	(350,000)	(100%)	▼
Proceeds from Sale of Investments	0	0	0	0	0		
Proceeds from Advances	0	0	0	0	0		
Self-Supporting Loan Principal	0	0	0	0	0		
Transfer from Reserves	1,471,398	1,521,398	76,130	0	(76,130)	(100%)	▼
Total	2,419,543	2,479,543	644,275	553,173	(91,102)		
Capital Expenses							
Land Held for Resale	0	0	0	0	0		
Land and Buildings	(1,940,939)	(1,940,939)	(680,329)	(654,569)	25,759	4%	
Plant and Equipment	(487,000)	(547,000)	(477,000)	(561,723)	(84,723)	(15%)	▲
Furniture and Equipment	(74,000)	(69,000)	(58,585)	(52,346)	6,239	12%	
Infrastructure Assets - Roads	(2,637,621)	(2,314,392)	(1,814,138)	(1,610,033)	204,105	13%	▼
Infrastructure Assets - Footpaths	(50,000)	(50,000)	(50,000)	(48,272)	1,728	4%	
Infrastructure Assets - Road Drainage	(65,000)	(65,000)	0	0	0		
Infrastructure Assets - Parks & Ovals	(20,000)	(20,000)	(14,006)	(14,028)	(22)	(0%)	
Infrastructure Assets - Townscape	0	0	0	0	0		
Infrastructure Assets - Other	(955,735)	(955,735)	(581,426)	(593,313)	(11,887)	(2%)	
Purchase of Investments	0	0	0	0	0		
Repayment of Debentures	(221,310)	(221,310)	(139,357)	(135,317)	4,040	3%	
Advances to Community Groups	0	0	0	0	0		
Transfer to Reserves	(295,737)	(295,737)	(246,440)	(60,589)	185,851	307%	▼
Total	(6,747,342)	(6,479,113)	(4,061,280)	(3,730,191)	331,089		
Net Capital	(4,327,799)	(3,999,570)	(3,417,005)	(3,177,018)	239,987		
Total Net Operating + Capital	(10,833,887)	(10,833,887)	(9,330,384)	(5,627,482)	3,702,902		
Rate Revenue	4,517,811	4,517,811	4,517,811	4,469,883	(47,928)	(1%)	
Opening Funding Surplus(Deficit)	6,316,076	5,860,483	5,860,483	5,860,483	0	0%	
Closing Funding Surplus(Deficit)	0	(455,592)	1,047,910	4,702,884	3,654,974		

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2017

1. SIGNIFICANT ACCOUNTING POLICIES

Financial activity are:

(a) Basis of Accounting

This statement is a special purpose financial report, prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

(c) Rounding Off Figures

All figures shown in this statement are rounded to the nearest dollar.

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets or obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

(f) Cash and Cash Equivalents

Cash and cash equivalents comprise cash at bank and in hand and short-term deposits that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

For the purposes of the Cash Flow Statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts are included as short-term borrowings in current liabilities.

(g) Trade and Other Receivables

Trade receivables, which generally have 30 - 90 day terms, are recognised initially at fair value and subsequently measured at amortised cost using the effective interest rate method, less any allowance for uncollectible amounts.

Collectability of trade 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.

(h) Inventories

General

Inventories are valued at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs of necessary to make the sale.

Inventories held from trading are classified as current even if not expected to be realised in the next 12 months.

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

Land Held for Resale

Land purchased for development and/or resale is valued at the lower of the cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement as at the time of signing a binding contract of sale.

Land held for resale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(i) Fixed Assets

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.

(j) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Buildings	50 to 100 years
Furniture and Equipment	10 years
Plant and Equipment	5 to 15 years
Sealed roads and streets	
clearing and earthworks	not depreciated
construction/road base	50 years
original surfacing and	
major re-surfacing	
- bituminous seals	20 years
Gravel roads	
clearing and earthworks	not depreciated
construction/road base	50 years
gravel sheet	12 years
Formed roads (unsealed)	
clearing and earthworks	not depreciated
construction/road base	50 years
Footpaths - slab	40 years

Capitalisation Threshold

Plant, Property and Equipment (excluding Buildings) items to \$5,000 or greater, and Building and Infrastructure items to \$10,000 or greater.

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Trade and Other Payables

provided to the local government prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

(l) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave,

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(m) Interest-bearing Loans and Borrowings

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.

(n) Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable capitalised as part of the cost of the particular asset.

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

(o) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

Rates

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

Operating Grants, Subsidies and Contributions

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

Non-Operating Grants, Subsidies and Contributions

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

Profit on Asset Disposal

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

Fees and Charges

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

Service Charges

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these are television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Interest Earnings

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Other Revenue / Income

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

Employee Costs

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

Materials and Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications (Continued)

Utilities (Gas, Electricity, Water, etc.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

Insurance

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

(q) Statement of Objectives

In order to discharge its responsibilities to the community, the Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis and for each of its broad activities/programs.

Council operations as disclosed in this statement encompass the following service orientated activities/programs:

GOVERNANCE

Members of Council, Civic Functions, Executive Support, Human Resources & Payroll, Security Services, Administration Support, Records Management, Information Technology and Financial Control.

GENERAL PURPOSE FUNDING

All Rate Revenue and Penalties, General Purpose Grant, Pensioners Deferred Rates Grant and Interest Revenue.

LAW, ORDER, PUBLIC SAFETY

Fire Prevention, Animal Control, General Ranger Services, Emergency Services.

HEALTH

Maternal and Infant Health, Preventative Services (Immunisation), Inspections, Pest Control.

HOUSING

The Town does not have any staff or other residential housing.

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2017

(q) Statement of Objectives (Continued)

COMMUNITY AMENITIES

Sanitation Household Refuse, Refuse Site, Sewerage, Protection of the Environment, Town Planning, Cemeteries, Bus Shelters.

RECREATION AND CULTURE

Public Halls and Civic Centres, Aquatic Centre, Beaches, Recreation Grounds (Active and Passive), Arts, Leisure Development, Libraries, Museum, Arts Centre.

TRANSPORT

Road Maintenance, Footpaths, Bridges, Street Trees, Street Lighting, Cycle ways, Vehicle Crossovers, Depots, Parking.

ECONOMIC SERVICES

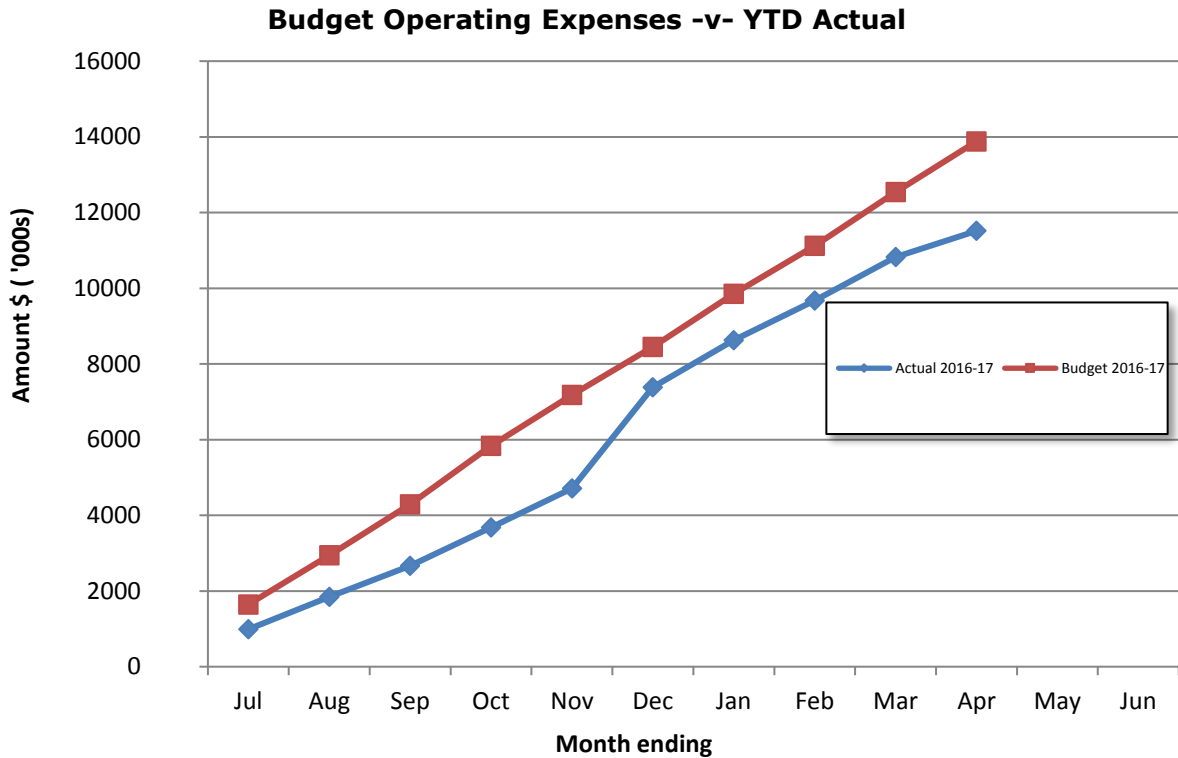
Rural Services, Tourism, Building Control, Economic Development.

OTHER PROPERTY & SERVICES

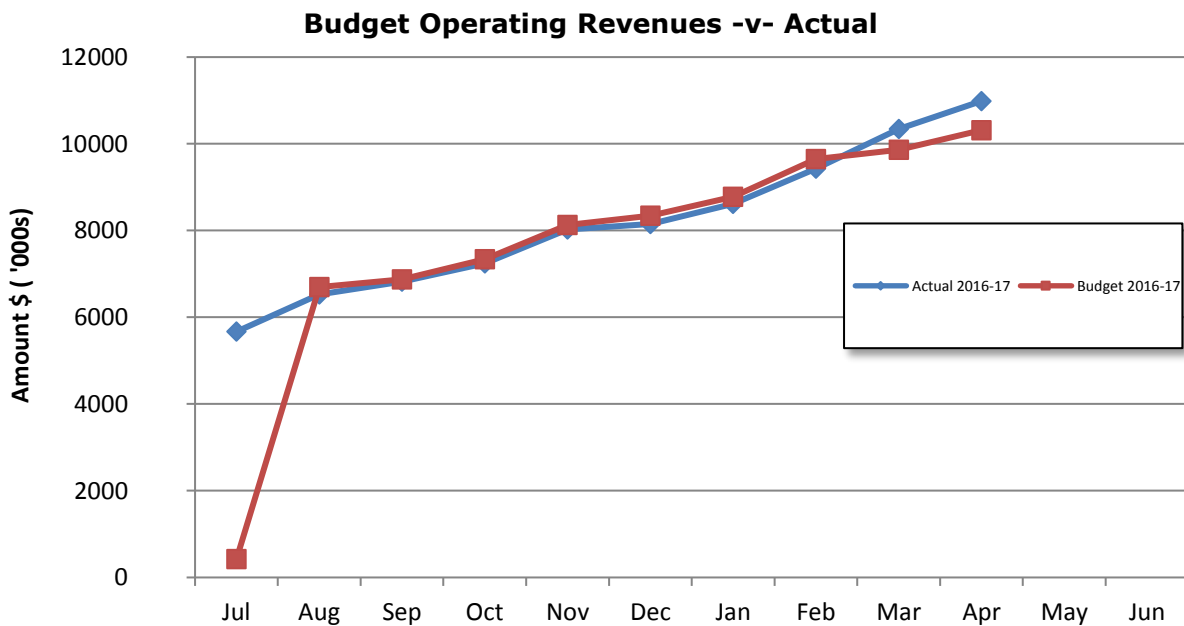
Private Works, Stocks and Miscellaneous Items.

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2017

Note 2 - Graphical Representation - Source Statement of Financial Activity



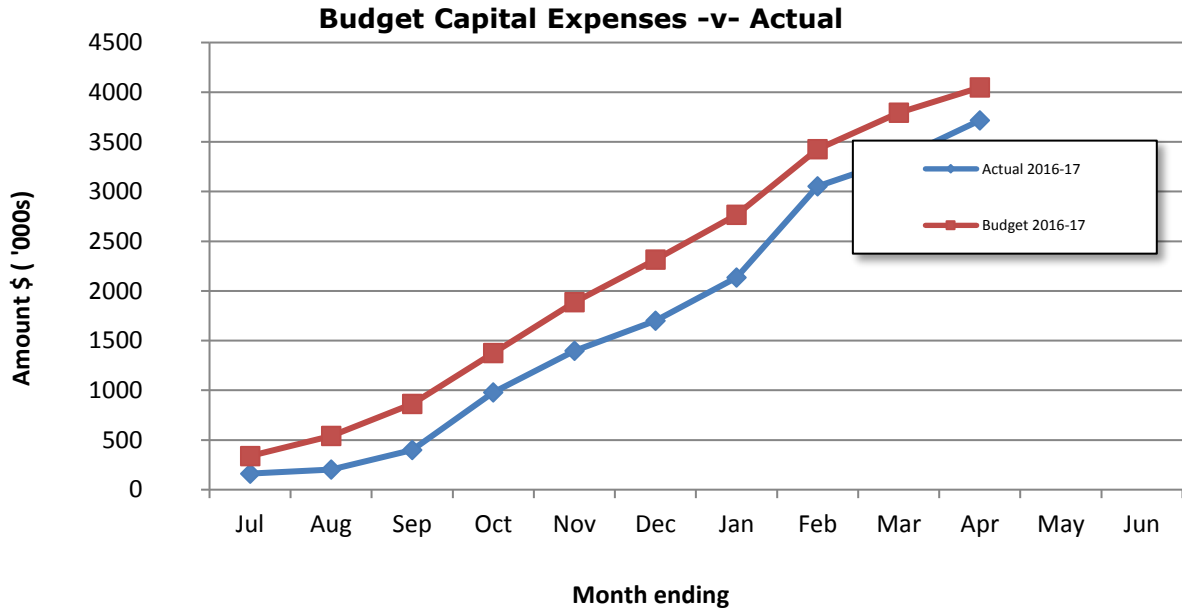
Comments/Notes - Operating Expenses



Comments/Notes - Operating Revenues

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2017

Note 2 - Graphical Representation - Source Statement of Financial Activity

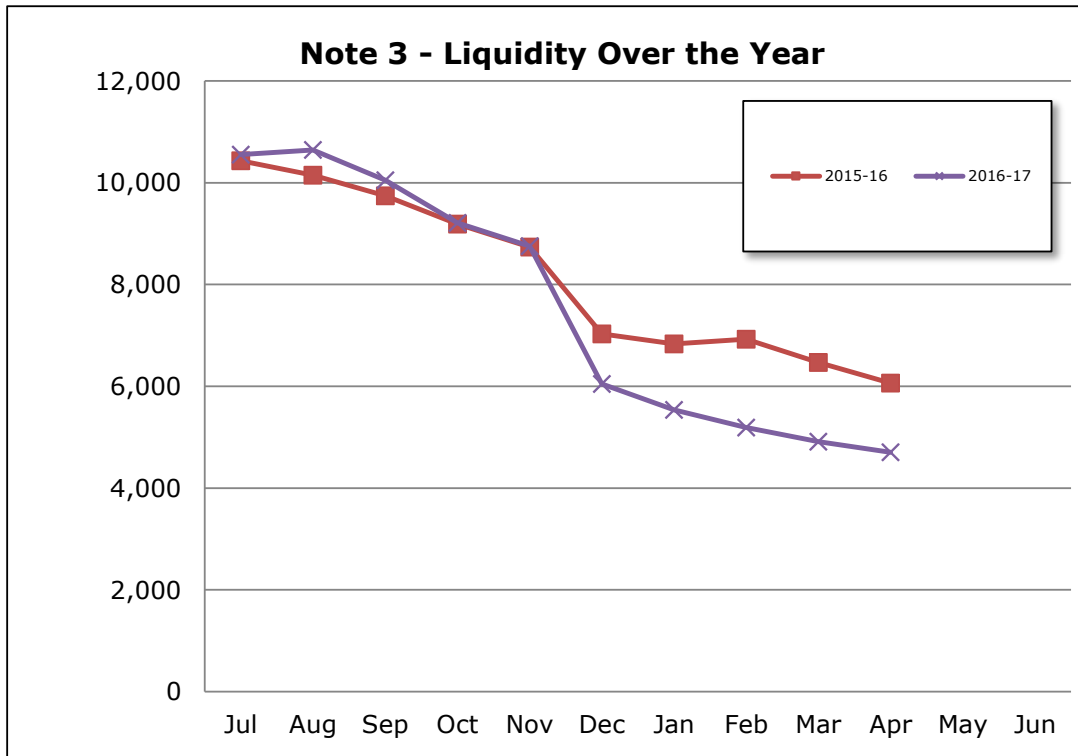


Comments/Notes - Capital Expenses

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2017

Note 3: SURPLUS/(DEFICIT) POSITION

		Positive=Surplus (Negative=Deficit)			
		2016-17			
		30/04/2017	31/03/2017	30/04/2016	
Note		This Period	Last Period	Same Period Last Year	
		\$	\$	\$	
Current Assets					
	Cash Unrestricted	4	2,827,113	4,964,084	5,880,465
	Cash Restricted	4	6,171,539	4,231,987	4,243,545
	Receivables - Rates and Rubbish, ESL, Excess Rates	7	416,830	469,986	316,671
	Receivables -Other	7	358,023	278,073	251,107
	Inventories		1,199	1,199	0
			9,774,703	9,945,328	10,691,788
Less: Current Liabilities					
	Payables		(462,890)	(444,023)	(270,371)
	Loan Liability		(98,635)	(102,322)	(59,385)
	Provisions		(730,966)	(730,966)	(448,020)
			(1,292,491)	(1,277,310)	(777,776)
Net Current Asset Position			8,482,213	8,668,017	9,914,011
Less: Cash Restricted			(4,247,642)	(4,231,987)	(4,243,545)
Add Back: Component of Leave Liability not Required to be funded			374,330	372,951	332,021
Add Back: Current Loan Liability			98,635		59,385
Adjustment for Trust Transactions Within Muni			(4,651)	0	0
Net Current Funding Position			4,702,885	4,808,982	6,061,873



Comments - Net Current Funding Position

The Net Current Funding Position above includes Karinya Grant funds of \$1,923,897.

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2017

Note 4: CASH AND INVESTMENTS

	Interest	Unrestricted	Restricted	Trust	Total	Institution	Maturity
	Rate	\$	\$	\$	Amount \$		Date
(a) Cash Deposits							
Municipal Account	1.95%	2,615,457			2,615,457	NAB	On-Call
Old Shire Municipal Funds		108,313			108,313	ANZ	On-Call
Old Shire Term Deposit		118,093			118,093	ANZ	On-Call
Department of Transport		(17,489)			(17,489)		
Cash Floats - Admin		1,200			1,200		
Library		150			150		
Homecare		100			100		
NRLC - Till 1		0			0		
Refuse Site		100			100		
Caravan Park		100			100		
Petty Cash - Admin		300			300		
Library		200			200		
Homecare		350			350		
CATS		240			240		
Reserve Account					0	NAB	
Trust Account	1.50%			101,463	101,463	NAB	On-Call
(b) Term Deposits							
Karinya Grant - Restricted	1.45%	0	1,923,897		1,923,897		
Reserve Term Deposit	2.25%		4,247,642		4,247,642	NAB	
					0		
					0		
(c) Investments							
Total		2,827,113	6,171,539	101,463	9,100,115		

Comments/Notes - Investments

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2017

Note 5: MAJOR VARIANCES

Comments/Reason for Variance

5.1 OPERATING REVENUE (EXCLUDING RATES) - PROGRAM

5.1.1 GOVERNANCE

Nil

5.1.2 GENERAL PURPOSE FUNDING

Nil

5.1.3 LAW, ORDER AND PUBLIC SAFETY

TIMING - Fire Prevention: General Expenditure lower than budgeted \$25,000

TIMING - Emergency Services Levy: BFB Expenditure lower than budgeted \$23,500

TIMING - Animal Control: General Expenditure lower than budgeted \$48,000

TIMING - Other Law, Order & Safety: SEMC Local Emergency Awareness \$17,400

TIMING - Other Law, Order & Safety: General Expenditure lower than budgeted \$60,734

5.1.4 HEALTH

Nil

5.1.5 EDUCATION AND WELFARE

NIL

5.1.6 HOUSING

Nil

5.1.7 COMMUNITY AMENITIES

PERMANENT - Sanitation Other: Additional income for Asbestos waste \$119,000

PERMANENT - Community Amenities: Wheatbelt Regional Centres Revitalisation Grant \$30,000

TIMING - Community Amenities: Cemetery income lower than budgeted \$10,000

5.1.8 RECREATION AND CULTURE

NIL

5.1.9 TRANSPORT

NIL

5.1.10 ECONOMIC SERVICES

PERMANENT - TOUR: Rent received from Narrogin Caravan Park Caretakers not in budget \$10,250

PERMANENT - TOUR: Caravan Park Fees higher than anticipated \$10,000

PERMANENT - ECONOM: Rent received from Asset 3325 (33-37 Fairway St) not in budget \$18,000

5.1.11 OTHER PROPERTY AND SERVICES

PERMANENT - Private Works Income greater than expected for this time of the year \$13,000. NB: This is mostly offset by corresponding expenditure.

PERMANENT - POC: Fuel tax credit higher than anticipated \$17,000

PERMANENT - Administration Overheads: Increase in revenue relates to reimbursements Paid Parental Leave \$10,000, this is offset by corresponding expenditure.

PERMANENT - Salaries and Wages: Workers compensation offset with expense account \$13,000

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2017

Note 5: MAJOR VARIANCES

Comments/Reason for Variance

5.2 OPERATING EXPENSES - PROGRAM

5.2.1 GOVERNANCE

TIMING - Other Governance: Merger Structural Reform expenditure less than expected for this time of year - approx \$186,000

TIMING - Other Governance: Consultancy expenditure for relocation of Jesse House not conducted \$25,000

PERMANENT - Other Governance: Staff housing maintenance \$15,000

PERMANENT - Members of Council: Subscriptions for WALGA paid in previous year - approx \$22,700

TIMING - Members of Council: Council Chambers furniture has not been purchased to date - approx \$15,000

5.2.2 GENERAL PURPOSE FUNDING

Nil

5.2.3 LAW, ORDER AND PUBLIC SAFETY

TIMING - Law, Order and Public Safety: All expenditure was budgeted as an average over twelve months. Actual expenses have not occurred exactly as per the budget.

5.2.4 HEALTH

PERMANENT - Health Inspections: Salaries and wages were budgeted for a full-time employee and this has not occurred, the current incumbent works three days per week.

5.2.5 EDUCATION AND WELFARE

TIMING - HACC: General operating expenditure for program less than expected for this time of the year - approx \$64,000.

TIMING - CHSP: General operating expenditure for program less than expected for this time of the year - approx \$67,000.

TIMING - Aged & Disability Other: General operating expenditure for program less than expected for this time of the year - approx \$40,000.

TIMING - Aged & Disability Other: Payment for the Karinya Dementia Wing has not taken place - approx \$1,338,000 (Grant Funded).

5.2.6 HOUSING

Nil

5.2.7 COMMUNITY AMENITIES

TIMING - Sanitation - Household: Expenditure not as expected \$127,000

PERMANENT - Sewerage: Waste Water Treatment expenditure \$22,000 higher

TIMING -Town Planning: Salaries and wages not as budgeted - approx \$31,000

TIMING -Town Planning: Contract Town Planning expenditure lower \$19,000

TIMING - Other Community Amenities: Cemetery and Public Conveniences expenditure is not as anticipated - approx \$53,000

5.2.8 RECREATION AND CULTURE

TIMING - Public Halls, Civic Centres: General operating expenditure for program less than expected for this time of the year - approx \$27,000.

TIMING - NRRC: Expenditure lower than expected for this time of year. Gas utility and ground maintenance is higher during winter months, expected to decrease during summer - approx \$67,000

TIMING - Libraries: Expenditure lower than expected for this time of year - approx \$66,000

TIMING - Heritage: Building maintenance expenditure less than expected for this time of year \$17,000

TIMING - Other Culture: Expenditure lower than expected for this time of year - approx \$67,000

5.2.9 TRANSPORT

Nil

5.2.10 ECONOMIC SERVICES

TIMING - Rural Services: Expenditure lower than anticipated - \$38,000

\$82,000

5.2.11 OTHER PROPERTY AND SERVICES

PERMANENT - Private Works Expenditure greater than expected for this time of the year - approx \$17,000. NB: This is offset by corresponding income.

TIMING - Public Works Overhead: Recovered amount being under allocated- \$119,000

TIMING - Plant Operations Costs: Recovered amount being under allocated - \$310,000

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2017

Note 5: MAJOR VARIANCES

Comments/Reason for Variance

5.3 CAPITAL REVENUE

5.3.1 PROCEEDS FROM DISPOSAL OF ASSETS

TIMING - Proceeds from disposal of assets: Higher than anticipated proceeds received from asset disposal at this time of the year - \$335,028

5.3.2 PROCEEDS FROM NEW DEBENTURES

TIMING - Proceeds from New Debentures not completed as per budget timing - \$350,000

5.3.3 PROCEEDS FROM SALE OF INVESTMENT

Nil

5.3.4 PROCEEDS FROM ADVANCES

Nil

5.3.5 SELF-SUPPORTING LOAN PRINCIPAL

Nil

5.3.6 TRANSFER FROM RESERVES (RESTRICTED ASSETS)

TIMING - Transfer from Reserves not completed as per budget timing - \$76,130

5.4 CAPITAL EXPENSES

5.4.1 LAND HELD FOR RESALE

NIL

5.4.2 LAND AND BUILDINGS

NIL

5.4.3 PLANT AND EQUIPMENT

TIMING - Capital Expenditure on Furniture and Equipment is not as per budget timing - less \$84,723

5.4.4 TOOLS

NIL

5.4.5 FURNITURE AND EQUIPMENT

NIL

5.4.6 INFRASTRUCTURE ASSETS - ROADS

TIMING - Capital Expenditure on Roads is not as per budget timing - less \$204,105

5.4.7 INFRASTRUCTURE ASSETS - FOOTPATHS

NIL

5.4.9 INFRASTRUCTURE ASSETS - ROAD DRAINAGE

NIL

5.4.10 INFRASTRUCTURE ASSETS - PARKS AND OVALS

NIL

5.4.11 INFRASTRUCTURE ASSETS - OTHER

NIL

5.4.12 PURCHASES OF INVESTMENT

NIL

5.4.13 REPAYMENT OF DEBENTURES

NIL

5.4.14 ADVANCES TO COMMUNITY GROUPS

NIL

5.4.15 TRANSFER TO RESERVES (RESTRICTED ASSETS)

TIMING - Transfer to Reserves not completed as per budget timing - \$185,851

5.5 OTHER ITEMS

5.5.1 RATE REVENUE

NIL

5.5.2 OPENING FUNDING SURPLUS(DEFICIT)

NIL

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2017

Note 6: BUDGET AMENDMENTS/VARIATION TO SURPLUS/(DEFICIT)
Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Number	Job Number	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
		Budget Adoption		Opening Surplus(Deficit)	\$	\$	\$	\$
		Variation between adopted budget opening position and actual		Opening Surplus(Deficit)			(455,593)	(455,593)
				Opening Surplus(Deficit)				(455,593)
		New Position - IT Officer						(455,593)
2040200		OTHGOV - Salaries & Wages	0814.120	Operating Expenses		13,575		(442,018)
2040201		OTHGOV - Superannuation	0814.120	Operating Expenses		1,425		(440,593)
2140500		ADMIN - Salaries & Wages	0814.120	Operating Expenses			(39,000)	(479,593)
2140501		ADMIN - Superannuation	0814.120	Operating Expenses			(3,738)	(483,331)
2140523		ADMIN - Information Systems	0814.120	Operating Expenses		22,738		(460,593)
4040250	FE001	Corporate Software Upgrade & Server	0814.120	Capital Expenses		5,000		(455,593)
		Replace Kangoo Renault with Volkswagen Caddy						(455,593)
4080355	PA015A	NGN11555 Volkswagen Caddy Trendline 2016	0914.139	Capital Expenses			(60,000)	(515,593)
5080350	PD015	Proceeds on Disposal - Renault Kangoo X76 MY07	0914.139	Capital Revenue		10,000		(505,593)
5080451		CHCP - Realisation on Disposal of Assets	0914.139	Non Cash Item	(10,000)			(505,593)
5080452		CHCP - Transfers From Reserve	0914.139	Capital Revenue		50,000		(455,593)
		Reallocate Savings from Road Seal Tender to further Road Works						(455,593)
4120165		ROADC - Roads (Capital) - Council Funded	1016.154	Capital Expenses				(455,593)
	IR205	Whimbin Rock Road - Renewal (Rural)	1016.154	Capital Expenses			(38,514)	(494,107)
	IR025	Havelock Street - Renewal (Local)	1016.154	Capital Expenses		2,474		(491,633)
	IR028	Hansard Street - Upgrade (Local)	1016.154	Capital Expenses		2,581		(489,052)
	IR064	Eston Street - Upgrade (Local)	1016.154	Capital Expenses		3,036		(486,016)
	IR056	May Street - Upgrade (Rural)	1016.154	Capital Expenses		3,974		(482,042)
	IR060	Butler Street - Upgrade (Local)	1016.154	Capital Expenses		4,830		(477,212)
	IR033	Lock Street - Upgrade (Local)	1016.154	Capital Expenses		7,866		(469,346)
	IR015	Fox Street - Upgrade (Local)	1016.154	Capital Expenses		8,556		(460,790)
	IR010	Furnival Street - Upgrade (Local)	1016.154	Capital Expenses		21,704		(439,086)
4120166		ROADC - Roads (Capital) - Roads to Recovery	1016.154	Capital Expenses				(439,086)
	R2R207	Wagin-Wickepin Road - Renewal (Rural) (R2R)	1016.154	Capital Expenses			(26,587)	(465,673)
	R2R221	Narrakine Road South - Renewal (Rural) (R2R)	1016.154	Capital Expenses		2,421		(463,252)
	R2R030	Fairway Street - Renewal (Local) (R2R)	1016.154	Capital Expenses		5,520		(457,732)
	R2R209	Dongolocking Road - Renewal (Rural) (R2R)	1016.154	Capital Expenses		11,592		(446,140)
	R2R212	Narrogin Valley Road - Renewal (Rural) (R2R)	1016.154	Capital Expenses		38,973		(407,167)
	R2R216	Highbury West Road - Renewal (Rural) (R2R)	1016.154	Capital Expenses		1,584		(405,583)
4120167		ROADC - Roads (Capital) - Regional Road Group	1016.154	Capital Expenses				(405,583)
	RRG204	Tarwonga Road - Renewal (Rural) (RRG)	1016.154	Capital Expenses			(48,918)	(454,501)
	RRG331	Narrogin-Harrismith Road - Renewal (Local) (RRG)	1016.154	Capital Expenses		21,600		(432,901)
	RRG332	Wandering-Narrogin Road - Upgrade (Local) (RRG)	1016.154	Capital Expenses		27,308		(405,593)
4120169		ROADC - Roads (Capital) - Flood Damage	1016.154	Capital Expenses				(405,593)
	FDC01	Roads (Capital) - Flood Damage (SPARE)	1016.154	Capital Expenses			(50,000)	(455,593)
								(455,593)
								(455,593)
								(455,593)
								(455,593)
								(455,593)
								(455,593)
		Closing Funding Surplus (Deficit)			(10,000)	266,757	(722,350)	(455,593)

**SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2017**

Note 7: RECEIVABLES

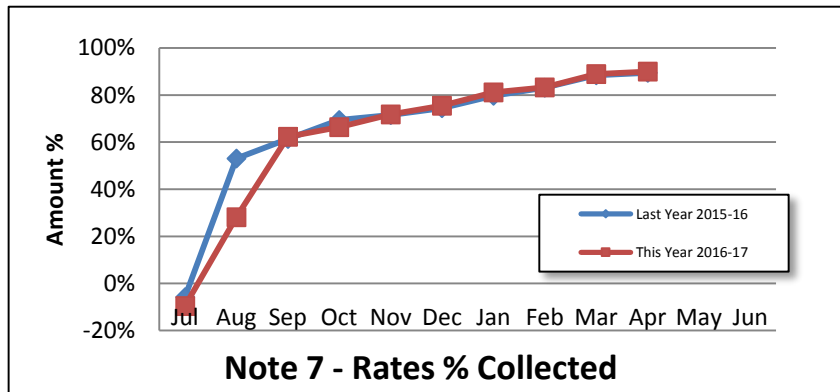
Receivables - Rates and Rubbish

	Current 30/04/17	Previous 30/06/16
	\$	\$
Previous Year	409,938	409,938
Rates Levied this year (YTD)	4,529,656	
Movement in Excess Rates	(59,772)	
Domestic Refuse Collection Charges	444,978	
Domestic Services (Additional)	3,775	
Commercial Collection Charge	41,716	
Commercial Collection Charge (Additional)	45,997	
Total Rates and Rubbish (YTD)	5,006,349	3,735,409
Less Collections to date	(4,872,694)	(3,735,409)
Equals Outstanding	543,593	409,938
Net Rates Collectable		
% Collected	89.96%	90.11%

(Note 8)

Pensioner Deferred Rates	(121,445)
Pensioner Deferred ESL	(5,319)
	(126,764)
Total Rates and Rubbish, ESL, Excess Rates	416,830

(Note 3)

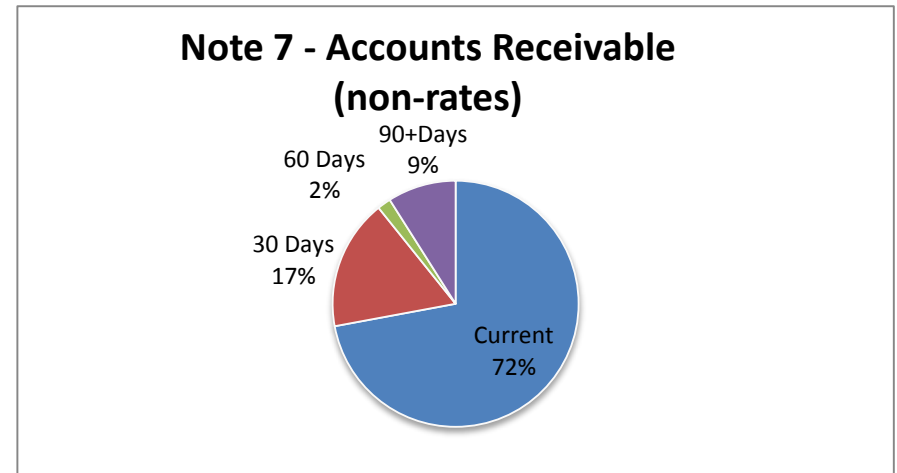


Receivables - Sundry Debtors

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	239,633	57,016	5,919	29,898
Total Outstanding				332,465

Amounts shown above include GST (where applicable)

Rates Pensioner Rebate Claims	13,730
GST Input	63,147
Provision For Doubtful Debts	(60,388)
Total Receivables - Other (Note 3)	348,954



Comments/Notes - Receivables Rates and Rubbish

Comments/Notes - Receivables General

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2017

Note 8: RATING INFORMATION	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
RATE TYPE											
Differential General Rate											
GRV											
Urban	0.104090	1,689	28,365,972	2,952,614	18,958	0	2,971,572	2,952,614		0	2,952,614
Rural	0.056866	63	1,108,380	63,029	0	0	63,029	63,029		0	63,029
General Rate											
UV	0.005693	367	165,526,000	942,340	0	0	942,340	942,340		0	942,340
Sub-Totals		2,119	195,000,352	3,957,983	18,958	0	3,976,942	3,957,983	0	0	3,957,983
Minimum Payment	Minimum \$										
GRV											
Urban	1041.00	442	4,554,640	460,122	0	0	460,122	460,122	0	0	460,122
Rural	643.00	35	276,139	22,505	0	0	22,505	22,505	0	0	22,505
UV	643.00	109	8,376,100	70,087	0	0	70,087	70,087	0	0	70,087
Sub-Totals		586	13,206,879	552,714	0	0	552,714	552,714	0	0	552,714
Total Rates Levied (Note 7)							4,529,656				4,510,697
Discounts							0				0
Rates Adjustments							0				0
Movement in Excess Rates							(59,772)				0
Amount from General Rates							4,469,883				4,510,697
Ex Gratia Rates							0				7,114
Specified Area Rates							0				0
Totals							4,469,883				4,517,811

Comments - Rating Information

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2017

Note 9: GRANTS AND CONTRIBUTIONS

Program/Details	Provider	Approval	2016-17 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status	
						Received	Not Received
		(Yes/No)	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING							
RATES - Reimbursement of Debt Collection Costs (Inc GST)			0		0	(62)	62
RATES - Reimbursement of Debt Collection Costs (Exc GST)		Yes	(18,000)		(18,000)	(38,652)	20,652
GENGRANT - Financial Assistance Grant - General	Grants Commission (Untied)	Yes	(1,689,730)		(1,689,730)	(1,264,232)	(425,499)
GENGRANT - Financial Assistance Grant - Roads	Grants Commission (Roads)	Yes	(561,404)		(561,404)	(421,349)	(140,056)
MEMBERS							
MEMBERS - Reimbursements	Reimbursements		0		0	(164)	164
OTHGOV - Contributions & Donations	Reimbursements		0		0	(596)	596
OTHER GOVERNANCE							
OTHGOV - Reimbursements	Reimbursements	Yes	(5,000)		(5,000)	(25,839)	20,839
OTHGOV - Grant Funding - Council		Yes	(91,000)		(91,000)	(91,000)	0
OTHGOV - Grant Funding - Council			0		0	0	0
LAW, ORDER, PUBLIC SAFETY							
FIRE - Reimbursements	FESA (SES)	Yes	(50)		(50)	(195)	145
FIRE - Grants	FESA (SES)	Yes	0		0	(182,526)	182,526
ESL - SES Subsidy (Operating) Grant	FESA (SES Subsidy)	Yes	(1,730)		(1,730)	(6,430)	4,700
ESL - Bush Fires Subsidy (Operating) Grant	FESA (SES Subsidy)	Yes	(13,617)		(13,617)	(9,907)	(3,710)
EDUCATION & WELFARE							
HACC - Recurrent Grant Funding	Dept. of Heath & Ageing		(828,371)		(828,371)	(853,409)	25,038
HACC - Contributions & Donations	Dept. of Heath & Ageing	Yes	(1,000)		(1,000)	0	(1,000)
HACC - Other Grants			0		0	0	0
CHCP - Recurrent Grant Funding	Dept. of Heath & Ageing	Yes	(86,505)		(86,505)	(72,760)	(13,745)
CHCP - Reimbursements			0		0	0	0
CHSP - Recurrent Grant Funding		Yes	(207,645)		(207,645)	(210,760)	3,115
AGEDSNRS - Reimbursements	Reimbursements	Yes	(500)		(500)	(1,353)	853
AGEDOTHER - PATS Voucher Income		Yes	(2,000)		(2,000)	(183)	(1,817)
AGEDOTHER - CATS Contributions & Donations (inc GST)	Dept. of Veterans Affairs/CATS Travel Rebate	Yes	(2,000)		(2,000)	0	(2,000)
AGEDOTHER - CATS Contributions & Donations (inc GST)	Donations		0		0	(2,620)	2,620
AGEOTHER - Commonwealth Carers Respite Fees & Charges	Fees		0		0	0	0
AGEOTHER - Juniper Community Income	Juniper Community Income	Yes	(24,000)		(24,000)	(7,926)	(16,074)
HACC - Non-Recurrent Grant Funding	Dept. of Heath & Ageing	Yes	0		0	0	0
AGEDOTHER - Grant Funding			0		0	(35,662)	35,662
AGEDOTHER - Aged Friendly Communities Regional Grant			0		0	(3,030)	3,030
WELFARE - Contributions & Donations	Donations		0		0	0	0
WELFARE - Grants	Donations		0		0	0	0
WELFARE - Grants	Donations	Yes	(24,000)		(24,000)	0	(24,000)

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2017

Note 9: GRANTS AND CONTRIBUTIONS

Program/Details	Provider	Approval	2016-17 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status	
						Received	Not Received
		(Yes/No)	\$	\$	\$	\$	\$
COMMUNITY AMENITIES							
SAN - Reimbursements		Yes	(3,000)		(3,000)	(718)	(2,282)
PLAN - Reimbursements		Yes	0		0	(253)	253
COM AMEN - Grants		Yes	0		0	(30,000)	30,000
RECREATION AND CULTURE							
HALLS - Reimbursements	Reimbursements	Yes	(440)		(440)	135	(575)
NRRC - Pool Subsidy	Dept Sport and Recreation	Yes	(30,000)		(30,000)	(35,200)	5,200
NRRC - Reimbursements	Reimbursements	Yes	(1,000)		(1,000)	(1,853)	853
REC - Grants - Kids Sports	Dept Sport and Recreation		0		0	(32,990)	32,990
REC - Grants - Regional Talent Program	Dept Sport and Recreation		0		0	0	0
REC - Reimbursements - Other Recreation	Reimbursements	Yes	(61,980)		(61,980)	(67,710)	5,730
REC - Grants - Other Recreation	Dept Sport and Recreation	Yes	(20,000)		(20,000)	(20,000)	0
REC - Grants - Other Recreation	Dept Sport and Recreation	Yes	(274,460)		(274,460)	(20,000)	(254,460)
LIB - Reimbursements Lost Books	Reimbursements	Yes	(500)		(500)	0	(500)
LIB - Contributions & Donations		Yes	(5,000)		(5,000)	0	(5,000)
LIB - Contributions & Donations	Reimbursements		0		0	(0)	0
LIB - Grant - Regional Library Services	State Government		0		0	0	0
LIB - Other Grants			0		0	0	0
HERITAGE - Contributions & Donations			0		0	(1,026)	1,026
OTHCUL - Grants - Other Culture			0		0	(8,932)	8,932
OTHCUL - Grants - Other Culture			0		0	0	0
OTHCUL - Fees & Charges			0		0	0	0
TRANSPORT							
ROADC - Regional Road Group Grants (MRWA)	Main Roads WA (RRG)	Yes	(474,014)		(474,014)	(349,374)	(124,640)
ROADC - Roads to Recovery Grant	Roads to Recovery	Yes	(626,041)		(626,041)	(627,412)	1,371
ROADC - Flood Damage Income	Roads to Recovery	Yes	(323,229)		(323,229)	0	(323,229)
ROADM - Direct Road Grant (MRWA)	Main Roads WA (Direct/Lights)	Yes	(133,900)		(133,900)	(133,900)	0
ROADM - Street Lighting Subsidy	Main Roads WA (Direct/Lights)	Yes	(5,000)		(5,000)	0	(5,000)
ROADM - Reimbursements	Main Roads WA (Direct/Lights)	Yes	0		0	(16,699)	16,699
ECONOMIC SERVICES							
TOUR - Reimbursements (Exc GST)	Reimbursements		0		0	(10,250)	10,250
ECONOM - Reimbursements	Reimbursements	Yes	(1,000)		(1,000)	(791)	(209)

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2017

Note 9: GRANTS AND CONTRIBUTIONS

Program/Details	Provider	Approval	2016-17 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status	
						Received	Not Received
		(Yes/No)	\$	\$	\$	\$	\$
OTHER PROPERTY AND SERVICES							
PWO - Other Reimbursements	Reimbursements	Yes	0		0	(588)	588
POC - Fuel Tax Credits Grant Scheme	Reimbursements	Yes	(40,000)		(40,000)	(50,978)	10,978
ADMIN - Reimbursements	Reimbursements	Yes	0		0	(13,393)	13,393
ADMIN - Reimbursements (No GST)	Reimbursements	Yes	0		0	(72)	72
ADMIN - Paid Parental Leave	Reimbursements	Yes	0		0	(10,762)	10,762
COMMUNITY - Reimbursements	Reimbursements	Yes	0		0	(126)	126
SAL - Reimbursement - Workers Compensation	Reimbursements	Yes	0		0	(20,645)	20,645
TOTALS			(5,556,116)	0	(5,556,116)	(4,682,189)	(873,927)

Comments - Grants and Contributions

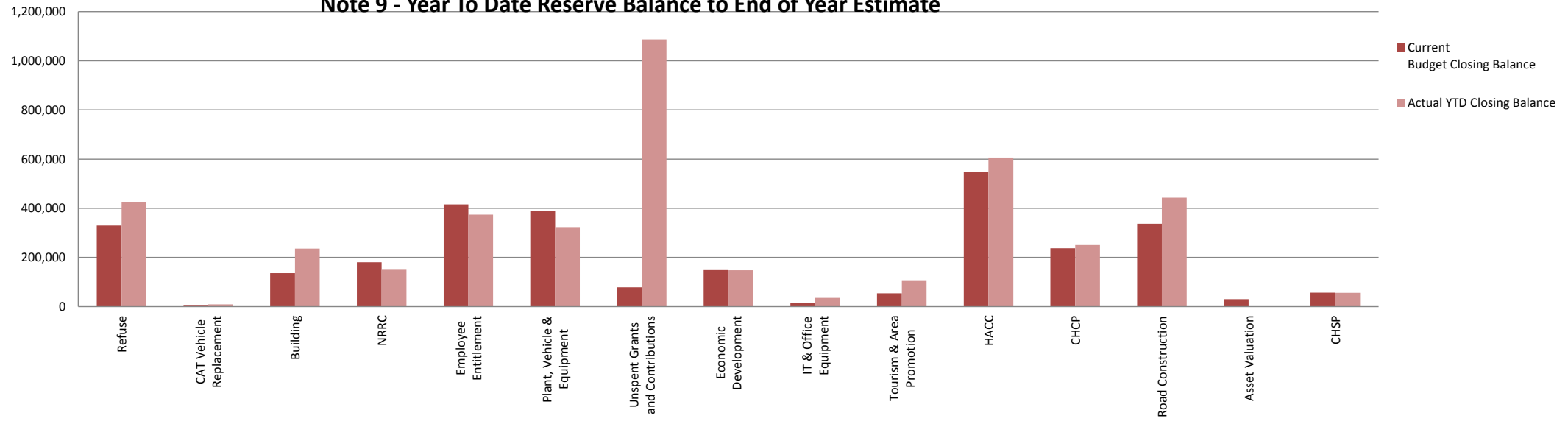
The above table of grants and contributions is not exhaustive but does contain that activity deemed important enough for inclusion in this table.

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2017

Note 10: Cash Backed Reserve

Name	Old ToN Opening Balance	Old SoN Opening Balance	Current Budget Interest Earned	Actual Interest Earned	Forecast Interest Earned	Current Budget Transfers In (+)	Actual Transfers In (+)	Forecast Transfers In (+)	Current Budget Transfers Out (-)	Actual Transfers Out (-)	Forecast Transfers Out (-)	Transfer out Reference	Current Budget Closing Balance	Actual YTD Closing Balance
Refuse	\$ 338,389	\$ 81,938	\$ 7,336	\$ 6,050	\$ 7,336	\$ 0	\$ 0	\$ 0	\$ 98,000	\$ 0	\$ 98,000		\$ 329,664	\$ 426,378
CAT Vehicle Replacement	9,001	0	157	136	157	0	0	0	5,500	0	5,500		3,658	9,137
Building	224,265	7,590	4,047	4,318	4,047	50,000	0	50,000	150,000	0	150,000		135,902	236,173
NRRC	112,267	35,623	2,581	2,116	2,581	30,000	0	30,000	0	0	0		180,472	150,007
Employee Entitlement	334,685	34,305	6,440	5,341	6,440	40,737	0	40,737	0	0	0		416,167	374,330
Plant, Vehicle & Equipment	103,984	208,895	5,461	7,986	5,461	70,000	0	70,000	0	0	0		388,340	320,865
Unspent Grants and Contributions	1,075,830	0	18,777	10,901	18,777	0	0	0	1,016,155	0	1,016,155		78,452	1,086,731
Economic Development	146,190	0	2,551	2,130	2,551	0	0	0	0	0	0		148,741	148,320
IT & Office Equipment	20,550	14,521	612	500	612	0	0	0	20,000	0	20,000		15,683	35,571
Tourism & Area Promotion	102,638	0	1,791	1,500	1,791	0	0	0	50,000	0	50,000		54,429	104,138
HACC	597,360	0	11,314	8,849	11,314	0	0	0	60,000	0	14,000		548,674	606,209
CHCP	246,487	0	4,690	3,902	4,690	0	0	0	14,000	0	60,000		237,177	250,389
Road Construction	0	437,336	7,633	5,945	7,633	0	0	0	107,743	0	107,743		337,226	443,281
Asset Valuation	0	0	0	0	0	30,000	0	30,000	0	0	0		30,000	0
CHSP	55,198	0	1,610	916	1,610	0	0	0	0	0	0		56,808	56,114
	3,366,844	820,208	75,000	60,589	75,000	220,737	0	220,737	1,521,398	0	1,521,398		2,961,392	4,247,642

Note 9 - Year To Date Reserve Balance to End of Year Estimate



SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2017

Note 11: CAPITAL ACQUISITIONS

Summary Acquisitions	Current Budget						Variance (Under)Over	
	This Year							
	Original Budget	Revised Budget	YTD Budget	Actual	Forecast			
	\$	\$	\$	\$	\$	\$		
Inventories								
Land for Resale	0	0	0	0	0	0	0	↑↑↑
Property, Plant & Equipment								
Land and Buildings	1,940,939	1,940,939	680,329	654,569	1,962,261	(25,759)	▼	
Plant & Equipment	487,000	547,000	477,000	561,723	511,378	84,723	▲	
Furniture & Equipment	74,000	69,000	58,585	52,346	74,284	(6,239)	▼	
Tools	0	0	0	0	0	0	↑↑↑	
Infrastructure								
Roads	2,637,621	2,314,392	1,814,138	1,610,033	2,270,911	(204,105)	▼	
Footpaths	50,000	50,000	50,000	48,272	50,000	(1,728)	▼	
Road Drainage	65,000	65,000	0	0	65,000	0	↑↑↑	
Parks & Ovals	20,000	20,000	14,006	14,028	14,088	22	▲	
Townscape	0	0	0	0	0	0	↑↑↑	
Other Infrastructure	955,735	955,735	581,426	593,313	956,248	11,887	▲	
Totals	6,230,295	5,962,066	3,675,483	3,534,285	5,904,170	(141,198)		

Land & Buildings	Current Budget						Variance (Under)Over	
	This Year							
	Original Budget	Revised Budget	YTD Budget	Actual	Forecast			
	\$	\$	\$	\$	\$	\$		
OTHGOV - Capital Administration Building								
Administration Building (Capital)	311,000	311,000	311,000	332,322	332,322	21,322	▲	
Building Renovation Administration	405,500	405,500	303,395	263,048	405,500	(40,347)	▼	
ANIMAL - Building (Capital)								
Animal Pound Building (Capital)	15,000	15,000	8,522	5,283	15,000	(3,239)	▼	
WELFARE - Building (Capital)								
Disability Toilet - Changing Places	96,000	96,000	0	200	96,000	200	▲	
STF HOUSE - Building (Capital)								
Staff Housing Building (Capital)	20,000	20,000	0	0	20,000	0	↑↑↑	
HALLS - Building (Capital)								
Town Hall (Federal St) Building Capital	72,500	72,500	5,760	5,760	72,500	0	↑↑↑	
NRRC - Building (Capital)								
NRRC Building (Capital)	50,000	50,000	0	0	50,000	0	↑↑↑	
LIB - Building (Capital)								
Library Building (Capital)	60,000	60,000	17,130	20,530	60,000	3,400	▲	
HERITAGE - Building (Capital)								
Museum Building (Capital)	20,000	20,000	0	0	20,000	0	↑↑↑	
TOUR - Building (Capital)								
Caravan Park Campers Kitchen Building Capital	18,000	18,000	0	5,637	18,000	5,637	▲	
Accommodation Units (NCP)	350,000	350,000	1,790	1,790	350,000	0	↑↑↑	
Caravan Park Renovations	92,939	92,939	32,732	20,000	92,939	(12,732)	▼	
ECONOM - Building (Capital)								
Purchase of Land	350,000	350,000	0	0	350,000	0	↑↑↑	
ADMIN - Building (Capital)								
Old Shire Office Building Capital	80,000	80,000	0	0	80,000	0	↑↑↑	
Totals	1,940,939	1,940,939	680,329	654,569	1,962,261	(25,759)		

Plant & Equipment	Current Budget						
	This Year						
	Original Budget	Revised Budget	YTD Budget	Actual	Forecast	Variance (Under)Over	
OTHGOV - Capital Plant & Equipment	\$	\$	\$	\$	\$	\$	\$
1NGN CEO Vehicle	50,000	50,000	50,000	53,054	53,054	3,054	▲
ONGN DCCS Vehicle	38,000	38,000	38,000	33,927	33,927	(4,073)	▼
FIRE - Plant & Equipment (Capital)							
1GDT882 Isuzu NPSDB-B15 Fire Unit	0	0	0	182,526	0	182,526	▲
HACC - Plant & Equipment (Capital)							
NGN839 CHCP Vehicle	24,000	24,000	24,000	0	24,000	(24,000)	▼
NGN11555 Volkswagen Caddy Trendline 2016	0	60,000	60,000	52,001	52,001	(7,999)	▼
AGEDOTHER - Plant & Equipment (Capital)							
NGN219 CATS Vehicle	24,000	24,000	24,000	21,818	24,000	(2,182)	▼
PLAN - Plant & Equipment							
NGN00 EMDRS Vehicle 2016	38,000	38,000	38,000	36,527	36,527	(1,473)	▼
NRRC - Plant & Equipment (Capital)							
NRRC Airconditioner	70,000	70,000	0	0	70,000	0	↑↑↑
ROADC - Plant & Equipment (Capital)							
Depot Security Upgrade	15,000	15,000	15,000	13,838	13,838	(1,162)	▼
PLANT - Plant & Equipment (Capital)							
Bobcat Stump Grinder	13,000	13,000	13,000	11,300	11,300	(1,700)	▼
MAZDA BT50 UTE 2017 (WORKS) (P62)	45,000	45,000	45,000	34,000	45,000	(11,000)	▼
ON0 EMTRS Vehicle 2016	38,000	38,000	38,000	33,927	33,927	(4,073)	▼
NO01 MO Vehicle 2016	52,000	52,000	52,000	52,195	52,195	195	▲
Tipper Truck 3 Tonne	0	0	0	0	0	0	↑↑↑
BUILD - Plant & Equipment							
Utility Building Surveyor 2016	30,000	30,000	30,000	18,918	18,918	(11,082)	▼
ADMIN - Plant and Equipment (Capital)							
002 NGN MF Vehicle 2016	25,000	25,000	25,000	17,691	17,691	(7,309)	▼
COMMUNITY - Plant & Equipment (Capital)							
NGN 0 MLC Vehicle 2016	25,000	25,000	25,000	0	25,000	(25,000)	▼
Totals	487,000	547,000	477,000	561,723	511,378	84,723	

Furniture & Equipment	Current Budget						
	This Year						
	Original Budget	Revised Budget	YTD Budget	Actual	Forecast	Variance (Under)Over	
OTHGOV - Capital Furniture & Equipment	\$	\$	\$	\$	\$	\$	\$
Corporate Software Upgrade & Server	50,000	45,000	34,585	34,585	50,000	0	↑↑↑
CHCP - Furniture & Equipment (Capital)							
Mobile Works Solution (HACC)	10,000	10,000	10,000	3,828	10,000	(6,172)	▼
LIB - Furniture & Equipment (Capital)							
Library Front Counter	8,000	8,000	8,000	7,650	8,000	(350)	▼
TOUR - Furniture & Equipment (Capital)							
Clothes Drier (NCP)	6,000	6,000	6,000	6,284	6,284	284	▲
Totals	74,000	69,000	58,585	52,346	74,284	(6,239)	

Roads	Current Budget						Variance (Under)Over	
	This Year							
	Original Budget	Revised Budget	YTD Budget	Actual	Forecast			
	\$	\$	\$	\$	\$	\$		
ROADC - Roads (Capital) - Council Funded								
Furnival Street - Upgrade (Local)	87,356	65,652	49,900	52,832	87,356	2,932	▲	
Fox Street - Upgrade (Local)	25,745	17,189	14,320	10,660	25,745	(3,660)	▼	
Havelock Street - Renewal (Local)	39,576	37,102	30,920	19,489	39,576	(11,431)	▼	
Hansard Street - Upgrade (Local)	31,764	29,183	24,320	17,346	31,764	(6,974)	▼	
Lock Street - Upgrade (Local)	29,444	21,578	17,980	18,773	29,444	793	▲	
May Street - Upgrade (Rural)	12,133	8,159	6,800	8,617	12,133	1,817	▲	
Butler Street - Upgrade (Local)	14,675	9,845	8,200	16,495	14,675	8,295	▲	
Eston Street - Upgrade (Local)	9,345	6,309	5,260	2,767	9,345	(2,493)	▼	
Narrakine Road - Upgrade (Rural)	25,227	25,227	21,030	22,808	21,719	1,778	▲	
Whimbin Rock Road - Renewal (Rural)	0	38,514	32,100	27,775	38,514	(4,325)	▼	
Rushy Pool Road - Upgrade (Rural)	64,526	64,526	53,780	4,113	64,526	(49,667)	▼	
Birdwhistle Road - Renewal (Rural)	32,263	32,263	26,890	11,636	32,263	(15,254)	▼	
Chomley Road - Renewal (Rural)	73,127	73,127	60,940	12,727	73,127	(48,213)	▼	
Highbury East Road - Renewal (Rural)	105,950	105,950	88,300	10,058	105,950	(78,242)	▼	
Highbury West Road - Renewal (Rural)	112,552	112,552	93,790	94,967	87,554	1,177	▲	
Borgas Road - Renewal (Rural)	13,695	13,695	11,420	5,520	13,695	(5,900)	▼	
Wanerie Road - Upgrade (Rural)	0	0	0	7,292	35,768	7,292	▲	
Wangeling Gully Road - Renewal (Rural)	35,768	35,768	0	3,513	35,768	3,513	▲	
Graham Road - Renewal (Local)	45,405	45,405	0	0	45,405	0	↑↑↑	
McDougall Road - Renewal (Local)	51,042	51,042	42,540	7,636	51,042	(34,904)	▼	
Quarry Road - Renewal (Rural)	40,420	40,420	33,680	8,727	40,420	(24,953)	▼	
Cannell Road - Renewal (Rural)	18,255	18,255	15,210	3,273	18,255	(11,937)	▼	
	0	0	0	0		0	↑↑↑	
ROADC - Roads (Capital) - Roads to Recovery								
Fairway Street - Renewal (Local) (R2R)	74,349	68,829	57,370	47,514	68,829	(9,856)	▼	
Clayton Road - Renewal (Local) (R2R)	72,483	72,483	60,410	63,077	72,483	2,667	▲	
Wagin-Wickepin Road - Renewal (Rural) (R2R)	0	26,587	26,587	25,981	10,794	(606)	▼	
Dongolocking Road - Renewal (Rural) (R2R)	156,009	144,417	120,350	178,614	144,417	58,264	▲	
Narrogin Valley Road - Renewal (Rural) (R2R)	190,529	151,556	126,300	179,540	198,200	53,240	▲	
Highbury West Road - Renewal (Rural) (R2R)	0	(1,584)	(1,584)	1,068	1,068	2,652	▲	
Narrakine Road South - Renewal (Rural) (R2R)	133,990	131,569	109,640	55,276	131,569	(54,364)	▼	
	0	0	0	0		0	↑↑↑	
ROADC - Roads (Capital) - Regional Road Group								
Forrest Street - Renewal (Local) (RRG)	0	0	0	500	395	500	▲	
Federal Street - Renewal (Local) (RRG)	210,885	210,885	210,885	207,834	210,885	(3,051)	▼	
Tarwonga Road - Renewal (Rural) (RRG)	178,950	227,868	189,890	226,878	178,950	36,988	▲	
Narrogin-Harrismith Road - Renewal (Local) (RRG)	79,740	58,140	48,460	45,101	79,740	(3,359)	▼	
Wandering-Narrogin Road - Upgrade (Local) (RRG)	241,446	214,138	178,450	138,623	241,446	(39,827)	▼	
ROADC - Roads (Capital) - Flood Damage								
Roads (Capital) - Flood Damage (SPARE)	0	50,000	50,000	600	18,091	(49,400)	▼	
Chomley Road - Flood Damage	32,585	8,146	0	5,553		5,553	▲	
Highbury West Road - Flood Damage	44,233	11,058	0	5,818		5,818	▲	
Narrakine Road South - Flood Damage	95,741	23,935	0	9,091		9,091	▲	
Warren Road - Flood Damage	50,322	12,581	0	7,039		7,039	▲	
Manning Road - Flood Damage	40,753	10,188	0	5,455		5,455	▲	
Hyde Road - Flood Damage	11,162	2,791	0	909		909	▲	
Groves Road - Flood Damage	26,093	6,523	0	3,636		3,636	▲	
Graham Road - Flood Damage	96,510	24,128	0	7,699		7,699	▲	
Jones Road - Flood Damage	33,573	8,393	0	27,204		27,204	▲	
ROADC - Roads (Capital) - Flood Damage	0	0	0	0	0	0	↑↑↑	
Totals	2,637,621	2,314,392	1,814,138	1,610,033	2,270,911	(204,105)		

Footpaths	Current Budget						Variance (Under)Over	
	This Year							
	Original Budget	Revised Budget	YTD Budget	Actual	Forecast			
	\$	\$	\$	\$	\$	\$		
ROADC - Footpaths (Capital)								
Mokine St - Footpath Construction	10,000	10,000	10,000	8,272	10,000	(1,728)	▼	
Footpaths (Capital) - (SPARE)	40,000	40,000	40,000	40,000	40,000	0	↑↑↑	
Totals	50,000	50,000	50,000	48,272	50,000	(1,728)		

Road Drainage	Current Budget						Variance (Under)Over	
	This Year							
	Original Budget	Revised Budget	YTD Budget	Actual	Forecast			
ROADC - Drainage (Capital)	\$	\$	\$	\$	\$	\$	\$	
Drainage Works	50,000	50,000	0	0	50,000	0	0	↑↑↑
Drainage - Federal Street	15,000	15,000	0	0	15,000	0	0	↑↑↑
Totals	65,000	65,000	0	0	65,000	0	0	

Parks & Ovals	Current Budget						Variance (Under)Over	
	This Year							
	Original Budget	Revised Budget	YTD Budget	Actual	Forecast			
REC - Infrastructure Parks & Gardens (Capital)	\$	\$	\$	\$	\$	\$	\$	
Cricket Practice Nets (Clayton Road Oval)	10,000	10,000	4,006	4,006	4,066	0	0	↑↑↑
Clayton Road Oval - Replace Fencing	10,000	10,000	10,000	10,022	10,022	22	22	▲
Totals	20,000	20,000	14,006	14,028	14,088	22	22	

Other Infrastructure	Current Budget						Variance (Under)Over	
	This Year							
	Original Budget	Revised Budget	YTD Budget	Actual	Forecast			
ANIMAL - Infrastructure Other (Capital)	\$	\$	\$	\$	\$	\$	\$	
Animal Pound Exercise Area	5,000	5,000	0	0	5,000	0	0	↑↑↑
AGEDOTHER - Infrastructure Other (Capital)								
Aged Disability Access Upgrade	0	0	0	0	0	0	0	↑↑↑
SAN - Infrastructure Other (Capital)								
Refuse Site Transfer Station	148,000	148,000	0	0	148,000	0	0	↑↑↑
SEW - Infrastructure Other (Capital)								
Waste Water Treatment Facility	50,000	0	0	0	0	0	0	↑↑↑
COM AMEN - Infrastructure Other (Capital) - Other Community Amenities								
Cemetery Upgrade	110,000	110,000	23,228	23,228	110,000	0	0	↑↑↑
HALLS - Infrastructure Other (Capital)								
Town Hall Outdoor Furniture	0	0	0	0	0	0	0	↑↑↑
NRRC - Infrastructure Other (Capital)								
NRRC Infrastructure Other (Capital)	28,000	28,000	0	0	28,000	0	0	↑↑↑
REC - Infrastructure Other (Capital)								
Sydney Hall Way - Playground Equipment	15,000	15,000	15,000	18,498	15,000	3,498	3,498	▲
Jersey Park - Playground Equipment	45,000	45,000	45,000	45,000	45,000	0	0	↑↑↑
Yale Park - Playground Equipment	15,000	15,000	15,000	18,498	15,000	3,498	3,498	▲
Town Clock	10,000	10,000	0	0	10,000	0	0	↑↑↑
Railway Dam	10,000	10,000	3,804	3,804	10,000	0	0	↑↑↑
Skate Park Design and Plan	5,125	5,125	5,125	7,438	5,638	2,313	2,313	▲
Skate Park Construction	408,460	458,460	417,223	419,784	458,460	2,561	2,561	▲
Drainage - Highbury Tennis Courts	10,000	10,000	6,553	6,553	10,000	0	0	↑↑↑
ROADC - Infrastructure Other (Capital)								
Street Furniture	12,000	12,000	0	18	12,000	18	18	▲
TOUR - Infrastructure Other (Capital)								
NCP Infrastructure Upgrade	24,000	24,000	19,330	19,330	24,000	0	0	↑↑↑
Banner Poles	60,150	60,150	31,162	31,162	60,150	0	0	▲
Totals	955,735	955,735	581,426	593,313	956,248	11,887	11,887	

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2017

Note 12: CAPITAL DISPOSALS

Actual				Disposals	Current Budget						
Cost	Accum Depr	Proceeds	Profit (Loss)		This Year						
					Original Budget	Revised Budget	YTD Budget	Actual	Forecast	Variance (Under)Over	
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
				OTHGOV - Proceeds on Disposal of Assets							
42,000	1,059	39,091	(1,850)	Proceeds on Disposal - CEO Vehicle	38,000	38,000	38,000	39,090.91	39,091.00	1,091	▲
31,000	781	21,995	(8,224)	Proceeds on Disposal - DCCS Vehicle	27,500	27,500	27,500	21,994.75	21,995.00	(5,505)	▼
				FIRE - Proceeds on Disposal of Assets							
7,000	657	5,000	(1,343)	Proceeds on Disposal - NO0 1984 Isuzu JCS Water Cart	0	0	0	5,000.00	0.00	5,000	▲
				HACC - Proceeds on Disposal of Assets							
10,000	0	8,000	(2,000)	Proceeds on Disposal - Renault Kangoo X76 MY07	0	10,000	10,000	8,000.00	8,000.00	(2,000)	▼
				CHCP - Proceeds on Disposal of Assets							
0	0	0	0	Proceeds on Disposal - Toyota Altise 839	10,000	10,000	10,000	0.00	10,000.00	(10,000)	▼
				AGEDOTHER - Proceeds on Disposal of Assets							
21,632	1,465	13,636	(6,530)	Proceeds on Disposal - NGN219 CATS Vehicle	14,000	14,000	0	13,636.36	14,000.00	13,636	▲
				NRRC - Proceeds on Disposal of Assets							
5,000	419	0	(4,581)	Proceeds on Disposal - Asset written off	0	0	0	0.00	0.00	0	↑↑↑
				PLAN - Proceeds on Disposal of Assets							
28,000	706	20,909	(6,385)	Proceeds on Disposal - EMDRS Vehicle	25,000	25,000	0	20,909.09	20,909.00	20,909	▲
				PLANT - Proceeds on Disposal of Assets							
45,922	2,084	43,636	(201)	Proceeds on Disposal - ON0 EMTRS Vehicle	43,600	43,600	43,600	43,636.36	43,636.00	36	▲
38,200	1,901	34,545	(1,754)	Proceeds on Disposal - NO01 MO Vehicle	34,545	34,545	34,545	34,545.45	34,545.00	0	▲
0	0	0	0	Proceeds on Disposal - Tipper Ute NGN97	10,000	10,000	10,000	0.00	10,000.00	(10,000)	▼
86,716	838	0	(85,878)	Proceeds on Disposal - P & E Under Capitalisation Threshold	0	0	0	0.00	0.00	0	↑↑↑
				BUILD - Proceeds on Disposal of Assets							
15,000	315	5,627	(9,058)	Proceeds on Disposal - Library Vehicle	15,000	15,000	0	5,626.73	5,627.00	5,627	▲
				ECONOM - Proceeds on Disposal of Assets							
400,000	0	348,606	(51,394)	ECONOM - Proceeds on Disposal	350,000	350,000	0	348,605.51	350,000.00	348,606	▲
25,000	2,344	0	(22,656)		0	0	0	0.00	0.00	0	↑↑↑
10,000	938	0	(9,062)		0	0	0	0.00	0.00	0	↑↑↑
1,500	141	0	(1,360)		0	0	0	0.00	0.00	0	↑↑↑
180,000	9,933	0	(170,067)		0	0	0	0.00	0.00	0	↑↑↑
				ADMIN - Proceeds on Disposal of Assets							
16,200	408	12,128	(3,664)	Proceeds of Disposal - 002 NGN MF Vehicle	16,500	16,500	16,500	12,127.82	12,128.00	(4,372)	▼
0	0	0	0	Proceeds on Disposal - NGN0 MLC Vehicle	14,000	14,000	14,000	0.00	14,000.00	(14,000)	▼
7,760	0	0	(7,760)	Proceeds on Disposal - F & E Under Capitalisation Threshold	0	0	0	0.00	0.00	0	↑↑↑
				COMMUNITY - Proceeds on Disposal of Assets							
0	0	0	0		0	0	0	0.00	0.00	0	↑↑↑
970,930	23,988	553,173	(393,769)	Totals	598,145	608,145	204,145	553,172.98	583,931.00	349,028	

Comments - Capital Disposal

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2017

Note 13: TRUST FUND

Not included in this statement are as follows:

Trust Items	Opening Balance 1-Jul-16	Amount Received	Amount Paid	Closing Balance 30-Apr-17
	\$	\$	\$	\$
DoT Licensing	0	0	0	0
TransWA	0	0	0	0
Councillor Nomination Fees	0	1,120	(1,120)	0
Cultural Development	0	0	0	0
Public Open Space Bonds	72,599	0	0	72,599
Trust Other	500	2,090	(2,090)	500
BSL Levy	0	14,993	(12,966)	2,027
BCITF Levy	0	18,007	(15,382)	2,625
Crossover/Footpath	15,250	14,714	(6,050)	23,914
Town Hall Facility Bonds	3,450	4,855	(3,855)	4,450
Musical Society	0	0	0	0
Narrogin Abattoir Committee	0	0	0	0
Meat Inspection	0	0	0	0
Retention Bonds	0	0	0	0
	91,799	55,779	(41,463)	106,115

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2017

Note 14: INFORMATION ON BORROWINGS

Debt Repayments	Principal 1-Jul-16	New Loans			Principal Repayments			Principal Outstanding			Interest Repayments	
		2016-17 Budget	2016-17 Actual	2016-17 Forecast	2016-17 Budget	2016-17 Actual	2016-17 Forecast	2016-17 Budget	2016-17 Actual	2016-17 Forecast	2016-17 Budget	2016-17 Actual
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Governance												
Loan 125 - Corporate Software & Server Upgrade	92,381	0	0	0	45,428	22,526	45,428	46,953	69,855	46,953	3,289	2,001
Loan 128 - Administration Building Upgrade	450,000	0	0	0	39,784	19,759	39,784	410,216	430,241	410,216	14,896	6,871
Recreation & Culture												
Loan 49 - Narrogin Regional Leisure Centre (*)	9,972	0	0	0	9,972	9,972	9,972	0	0	0	322	322
Loan 121B - Narrogin Regional Leisure Centre	357,441	0	0	0	43,526	36,101	43,526	313,915	321,340	313,915	20,961	17,471
Loan 126 - Town Hall Renovations	207,950	0	0	0	26,411	13,079	26,411	181,539	194,871	181,539	9,126	4,767
Transport												
Loan 51 - Shire Depot (*)	67,621	0	0	0	32,617	16,021	32,617	35,004	51,600	35,004	4,767	2,697
Economic Services												
Loan 124 - Commercial Property	40,341	0	0	0	13,854	13,054	13,854	26,487	27,287	26,487	14,863	1,504
Loan 127 - Industrial Land Purchase	150,543	0	0	0	9,718	4,805	9,718	140,825	145,738	140,825	7,627	4,301
Loan 129 - Accommodation Units	0	350,000	0	350,000	0	0	0	350,000	0	350,000	0	0
	1,376,249	350,000	0	350,000	221,310	135,317	221,310	1,504,939	1,240,932	1,504,939	75,851	39,933

(*) Loan was transferred to the Shire on 1 July 2016 as a result of the merger.

(SS) Self supporting loan financed by payments from third parties.

(SAR) Self Supporting Loan where financed by combination of Specified Area Rate and payment from third parties.

All other loan repayments are to be financed by general purpose revenue.

10.2.048 SHIRE OF NARROGIN DIFFERENTIAL RATING 2017-18

File Reference:	12.4.1 and 25.5.6
Disclosure of Interest:	Nil
Applicant:	Not Applicable
Previous Item Nos:	Nil
Date:	11 May 2017
Author:	Frank Ludovico – Executive Manager Corporate and Community Services
Authorising Officer:	Aaron Cook – Chief Executive Officer

Attachments

- Notice of Intention to Levy Differential Rates 2017/18.

Summary

This agenda item discusses setting of Differential Rates for the 2017/18 financial year.

Several models have been developed to explore different scenarios, each with their own merit.

Background

During the merger negotiations between the Town and Shire of Narrogin, it was agreed to a phasing in period of 10 years to achieve the same Gross Rental Value (GRV) rate in the dollar between the Shire and Town ratepayers. It was also agreed that the Shire's Highbury residents GRV Minimum would be set to 75% of the Town's Minimum Payments at year 10. To achieve this outcome, differential rating was introduced in the 2016/17 financial year. The parity rate increase will be in addition to any across-the-board rating increase that will be imposed on all rate payers.

Differential rating is required when a local government wishes to have two or more different rates in the dollar for the same rating category e.g. Unimproved Value (UV) and/or GRV. The *Local Government Act 1995* sets out which characteristics must be used to determine how individual rating assessments can be grouped together.

Basically, those approved characteristics can be summarised as follows:

- Town planning zone,
- Purpose or land usage,
- Vacant land, and
- Newly amalgamated/merged local governments.

The *Local Government Act 1995* does place several constraints on the setting of both a differential rate in the dollar and minimum payments as well as advertising and other reporting requirements.

To achieve the agreed 10 year rate parity, Council has adopted Policy 3.6 Rating – Merger Parity Transition. This policy describes the methodology of achieving rating equity between the two former Local Governments.

Whilst the policy reflects the Memorandum of Understanding between the former Shire and Former Town of Narrogin (MOU), Council should be aware that *Local Government (Financial Management) Regulations 1996 Regulation 52A - Characteristics prescribed for differential general rates (Act s. 6.33)* limits the use of those characteristics described in the MOU for a maximum of five years. After this time the Shire would have the option to use the town planning zone characteristics or purposes and land usage for the final five years.

Comment

The purpose of this report is to determine the rate in the dollar and minimum payments to advertise them for a minimum period of 21 days so the local community will have an opportunity to provide feedback to Council about this matter.

There is no obligation for the Council to actually impose the advertised rates in the dollar or minimum payments when adopting the budget. Council must take into consideration any submissions received from the community before any final decision is made about imposing a differential rate.

Consultation

- Aaron Cook – Chief Executive Officer
- Nicole Bryant – Manager Finance (Acting)

Statutory Environment

Local Government Act 1995 –

S 6.32 Rates and service charges

S6.33 Differential general rate.

S6.35 Minimum payment

S6.36 Local government to give notice of certain rates

S5.63 (1)(b) Some Interests need not be Disclosed

Local Government (Financial Management) Regulations 1996

Part 3 - 23 Rates information required

Part 5 - 52A Characteristics prescribed for differential general rates (Act s. 6.33)

Part 5 - 56 Rate notice, content of etc. (Act s. 6.41)

Department of Local Government and Communities Rating Policies

Differential Rates

Minimum Payments

The proposed differential rate schedule must be advertised for a minimum of 21 days.

The first day it is possible to publicly advertise the proposed rates in dollar, is Saturday 27 May 2017 (followed by a more detailed advertisement in the Narrogin Observer on 1 June 2017) and allowing for 21 days, the advertising would be completed on 19 June 2017.

As the highest rate in the dollar in each rating class is not more than twice the lowest, Ministerial approval is not required.

Policy Implications

Council Policy 3.6 Rating – Merger Parity Transition. This policy describes the methodology of achieving rating equity between the two former local Governments.

Financial Implications

The rate level set by Council will underpin its ability to provide services and facilities for the 2016/17 Financial Year (and into the future).

The annualised Consumer Price Index (CPI) for Perth March 2017 is 1.0%. The estimated Local Government Cost Index for 2017/18 is still being calculated by the Western Australian Local Government Association, however it has been estimated to be slightly higher than the CPI.

Council Policy describes the parity annual percentage increase as described below.

Annual Parity Factor Compounding % Increase	Annual % Increase - Compounding
Unimproved Value	3.21%
Unimproved Value - Minimum	5.48%
Gross Rental Value	6.92%
Gross Rental Value - Minimum	5.48%
Minimum – Rural Townsite (75%) Lesser Minimum	2.19%

Several models have been prepared using the methodology of Council Policy 3.6 Rating – Merger Parity Transition.

These are described below and include the Annual Parity Factor increase.

Rating Parameters					
Characteristic	2016/17	Model 1	Model 2	Model 3	Model 4
Natural Increase		2.5%	3%	3.5%	4%
GRV Minimum	1,041.00	1,067.00	1,072.00	1,077.00	1,083.00
GRV Lesser Minimum	643.00	656.00	659.00	662.00	666.00
UV Minimum	643.00	694.00	698.00	701.00	704.00

Rates Income					
Differential Rating Category	Estimated 2016/17 Actual	Model 1	Model 2	Model 3	Model 4
GRV – Urban	3,431,695	3,517,822	3,534,892	3,551,961	3,569,474
GRV – Rural	85,534	92,739	93,176	93,597	94,029
UV	1,009,997	1,073,817	1,078,993	1,084,034	1,089,075
TOTAL	4,527,226	4,684,378	4,707,060	4,729,592	4,752,577
\$ Difference from 2016/17		157,152	179,834	202,366	225,351
%Change from 2016/17		3.5%	4.0%	4.5%	5.0%

Model 2 is supported as it allows for satisfactory levels of asset management to occur and community service levels to be maintained. The development of the Corporate Business Plan and Long Term Financial Plan will enable Council to decide appropriate levels of service which will be reflected in future rating levels.

Strategic Implications

Nil.

Voting Requirements

Simple majority.

COUNCIL RESOLUTION 0517.057 AND OFFICER'S RECOMMENDATION

Moved: Cr Seale

Seconded: Cr Wiese

That Council:

1. Advertise its intention, in accordance with section 6.36 of the Local Government Act 1995, to adopt the following rates in the dollar and minimum rates for the differential rating categories specified for the 2017/18 Financial Year

Rating Class	Rate in the Dollar	General Minimum Payment \$	Lesser Minimum Payment \$
Urban Gross Rental Value	10.7213	1,072.00	659.00
Rural Gross Rental Value	6.2507	698.00	

2. Adopts the Objects and Reasons for proposed Differential Rates as per the attachment.

CARRIED 8/0

Commonly-used abbreviations:	
MOU	Memorandum of Understanding between the former Shire and Former Town of Narrogin.
CPI	Consumer Price Index
GRV	Gross Rental Value
UV	Unimproved Value

NOTICE OF INTENTION OF LEVY DIFFERENTIAL RATES 2017/18
INCLUDING STATEMENT OF RATING INFORMATION

MAY 2017

Shire of Narrogin

NOTICE OF INTENTION TO LEVY DIFFERENTIAL RATES 2017/18

In accordance with section 6.36 of the Local Government Act 1995, the Shire of Narrogin hereby gives notice of its intention to impose the following differential rates and minimum payment.

Rate Code Description	Rate in the \$	Minimum Payment \$	Lesser Minimum Payment \$
GRV Urban	10.7213	1,072.00	659.00
GRV Rural	6.2507	698.00	

The figures shown above are estimates and may change as part of Council deliberations after consideration of any submission. It is noted that the estimates above equate to a 4.0% increase to the rate revenue raised by Council in 2016/17.

Submissions are invited from electors and ratepayers in respect of the proposed rates, minimum payment and any related matters by 12:00 noon Monday.

Submissions are to be addressed to the Chief Executive Officer, Shire of Narrogin PO Box 1145, Narrogin WA 6312 or via email enquiries@narrogin.wa.gov.au

Electors and ratepayers may view a document describing the objects and reasons for each proposed rate and the minimum payment at the Shire of Narrogin offices and libraries during normal working hours or at <http://www.narrogin.wa.gov.au/live/services/rates.aspx>

Chief Executive Officer

SUPPORTING STATEMENT OF RATING INFORMATION 2017/18

(Including Objects and Reasons for the Rating Structure)

This Statement is published by the Shire of Narrogin in accordance with Section 6.36 of the Local Government Act 1995 to advise the public of its objectives and reasons for implementing differential rates.

The purpose of levying property rates is to meet Council's budget requirements in each financial year and in future periods, to deliver services, facilities and community infrastructure to the district as a whole. Property valuations provided by the Valuer General (Landgate) are used as the basis for the calculation of rates each year.

Section 6.36 of the Local Government Act provides the ability to differentially rate properties based on certain characteristics. The application of differential rating maintains equity in the rating of properties across the Shire,.

During the merger negotiations between the Shire and Town of Narrogin, it was agreed that the former Shire Rate Payers will be provided a 10 year period to achieve rating parity with the former Town of Narrogin Rate Payers. It is noted that 2017/18 will be the second year of this 10 year period.

Powers to Rate Property

There are two property valuation methods available under Section 6.28 of the Act, Gross Rental Value (GRV) and Unimproved Value (UV).

GRV is 'the gross annual rental that the land might reasonably be expected to realise if let on a tenancy agreement from year to year upon condition that the landlord is liable for all rates, taxes and other charges thereon and the insurance and other outgoings necessary to maintain the value of the land'.¹

UV land is 'valued as if it has had no improvements (as though) it remains in its original, natural state, any land degradation is taken into account'.¹

As a default, a local government sets a single general rate in the dollar for each valuation type (GRV and UV). This is termed a uniform general rate in the valuation dollar and applied to all properties within a valuation type regardless of their land use.

Rather than adopting a single uniform general rate, a local government may apply different rates in the dollar within either valuation category (GRV or UV). A differential rate can be applied using the following characteristics, or combination thereof:

- The zoning of the land;
- The predominant use (as determined by the local government);
- If the land is vacant or not.

Location can only be used as a characteristic in setting a differential rate in very limited circumstances (namely a Lesser minimum rate).

¹ Landgate, Rating and Taxing Valuations Publication, April 2008
Page 2

Objections and Appeals to a Valuation

Objections to valuations must be lodged with the Valuer General's Office within 60 days after issue of the rates notice. Rates are still required to be paid before the due date if an objection is lodged with a refund paid if the objection is successful. Forms are available from the Shire Office or on the Shire website.

Under the provisions of the Local Government Act 1995, a property owner is able to lodge an objection to rates imposed by a Council on the following grounds:

- There is an error on the rate assessment, either in respect to the owners or property details; or
- The characteristics of the land differ from that used in the differential rating system.

The objection is to be received within 60 days of the issue of the rate notice. Please contact Shire staff if you would like to discuss this matter further.

Exemptions, Instalments, Concessions and Waivers

The Shire requires organisations seeking exemption from rates in accordance with section 6.26 of the Act to make application to the Council for determination.

The Shire will provide concessions to Pensioners in accordance with the requirements of the Rates and Charges (Rebates and Deferments) Act 1992.

The Council will offer three rate payment options as follows:

- Payment in full 35 days after the date of service appearing on the rate notice;
- Two instalments; and
- Four Instalments.

Interest on overdue rates not paid in accordance with the three payment options will be subject to an overdue interest rate set by the Council at the time of adoption the annual budget.

Ratepayers with unpaid and overdue rates may be offered a scheme of arrangement for payment, subject to the approval of the Chief Executive Officer.

GROSS RENTAL VALUES (GRV)

The Local Government Act 1995, provides that properties of a non-rural purpose be rated using the Gross Rental Valuation (GRV) as the basis for the calculation of annual rates. Property values are independently assessed for all GRV properties every three years.

The base GRV valuation is effective from 1 July 2014. Interim valuations are provided to the Shire regularly by the Valuer General if changes, such as subdivisions or strata title of property, amalgamations, building constructions, demolition, additions and/or property rezoning occur during the year. In such instances, the Shire amends the valuation on record and recalculates the rates for the affected properties for the purpose of issuing an interim rate notice.

The general rates for the 2017/18 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also considering the extent of any increase in rating over the level adopted in the previous year.

GRV – Differential Rates

The Council intends to adopt differential rating principles for GRV category properties based upon the land use as follows:

GRV Urban

GRV Urban properties that had been located in the former Town of Narrogin

Objects and Reasons

To allow the Shire to impose a higher rate in the dollar to the Urban Ward ratepayers to allow the phasing in of rate parity with Urban Ward ratepayers.

During the merger negotiations between the Shire and Town of Narrogin, it was agreed that the former Shire Rate Payers will be allowed a 10 year period to achieve rating parity with the formers Town of Narrogin Rate Payers.

Differential Rate Category	Rate in the \$	General Minimum Payment
<i>GRV Urban</i>	10.7213	1,072.00

GRV Rural

GRV Rural Properties that had been located in the former Shire of Narrogin.

Objects and Reasons

To allow the Shire to set a lower rate in the dollar to Rural Ward ratepayers to allow for the phasing in of rating parity over a 10 year period.

During the merger negotiations between the Shire and Town of Narrogin, it was agreed that the former Shire Rate Payers will be allowed a 10 year period to achieve rating parity with the formers Town of Narrogin Rate Payers.

Differential Rate Category	Rate in the \$	General Minimum Payment
<i>GRV Rural</i>	6.2507	698.00

VALUES (Unimproved Valuations)

The Shire does not intent to differentially rate UV category properties.

Minimum Payments

Applying a minimum payment seeks to ensure all ratepayers contribute to basic services and facilities and Council has determined two levels of General minimums and one Lesser minimum.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

Lesser Minimum Payment

A Lesser minimum of \$659 has been set for assessment in the Highbury Townsite. During the merger negotiations between the Shire and Town of Narrogin, it was agreed that the former Shire Ratepayers will be allowed a 10 year period to achieve rating parity with the formers Town of Narrogin Ratepayers.

10.2.049 PROPOSED 2017/18 FEES & CHARGES

File Reference:	12.4.1
Disclosure of Interest:	Nil
Applicant:	Nil
Previous Item Nos:	Nil
Date:	12 May 2017
Author:	Nicole Bryant – Manager Finance (Acting)
Authorising Officer:	Frank Ludovico – Executive Manager Corporate and Community Services

Attachments

- Fees and Charges 2017/18 Proposed

Summary

The Shire's proposed Fees and Charges are presented to Council for consideration for the financial year 2017/18. The proposal is required to be advertised for a period of seven (7) days so the new fees and charges will become effective from the start of the 2017/18 financial year (1 July 2017).

Background

The proposed Fees and Charges have been collated and compiled in consultation with Executive Management responsible for providing the relevant services to the community and ensuring appropriate levels of income/cost recovery are generated for the Shire.

Attached is a Schedule of the proposed Fees and Charges for 2017/18. The 2016/17 Fees and Charges have been included for Council's reference along with percentage change for each fee, to highlight the changes considered for next financial year. Proposed newly introduced fees and charges for 2017/18 year are indicated as "new" in the schedule.

Comment

Overall, Fees and Charges in most program areas have remained the same as for 2016/17 year, with some adjustments made.

Programs that have proposed increases include the following: Ranger Services (average 1%); Health Services (average 1%); Sanitation (average 3%); Other Recreation (average 3%); Private Works (average 56% – This large increase is resultant from the inclusion of labour to all plant hire rates. Previously labour was included only in some hire rates).

New charges have also been introduced for numerous areas and include the following; Ranger Services, Health Services, Sanitation, Town Planning, Town Hall, Transport, Building Services and Private Works. Some of these are because of the continued consolidation of the two municipal entities and others to account for new activities.

A complete list of fees and charges (including statutory) have been included in the schedule to provide user with a single point of reference for fees and charges. Please note that Statutory Fees and Charges can be altered at any time by relevant government departments and if this occurs the schedule will be updated.

Consultation

- Aaron Cook – Chief Executive Officer
- Frank Ludovico – Executive Manager Corporate and Community Services
- Azhar Awang – Executive Manager Development and Regulatory Services
- Torre Evans – Executive Manager Technical and Rural Services
- John Warburton – Manager Operations
- Lynne York – Manager Community Care Services

Statutory Environment

Local Government Act 1995, Section 6.16(Imposition of Fees and charges), 6.17 (Setting level of fees and charges) and 6.19 (Local government to give notice of fees and charges).

Local Government Act 1995, Section 1.7 (Local public notice).

Policy Implications

Nil

Financial Implications

The revenue raised from fees and charges set by Council will underpin, to a degree, its ability to provide services and facilities for the 2017/18 financial year and into the future.

Strategic Implications

Nil

Voting Requirements

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

Adopt the 2017/18 Fees and Charges Schedule as presented.

COUNCIL RESOLUTION 0517.058 AND OFFICER'S RECOMMENDATION

Moved: Cr Seale

Seconded: Cr G Ballard

That Council:

Adopt the 2017/18 Fees and Charges Schedule as presented with amendments.

**CARRIED 8/0
BY ABSOLUTE MAJORITY**

Note: An amended schedule was presented to include Meals on Wheels, Jessie House hire charge and removal of CHCP administration fee.

Schedule of Fees and Charges 2017/18

Council info only

GL CODE	DESCRIPTION	GST Y/N	Statutory fee "S"	2017/18 \$	2016/17 \$	% Increase
BUSINESS UNIT: GENERAL PURPOSE FUNDING						
Rates						
3030125.1502	Penalty Interest			11.00%	11.00%	0%
3030126.1502	Instalment interest			5.50%	5.50%	0%
3030128.1304	Instalment Charge (Statutory 4 instalments)			48.00	36.00	33%
Ad hoc payment arrangements						
3030132.1304	1 to 2 payments			0.00	0.00	0%
3030132.1304	2 to 5 payments			15.00	12.00	25%
3030132.1304	Greater than 5			48.00	36.00	33%
3040204.1304	Electoral roll copy			11.00	11.00	0%
3030129.1304	Rate enquiries			70.00	70.00	0%
3100605.1304	Orders & Requisitions			130.00	130.00	0%
3030129.1304	Request for additional copies of a Rate Notice			15.00	15.00	0%
3030131.1103	Debt Collection Fee - Landgate Search Fee			25.00	24.60	2%
3030131.1103	Debt Collection Fee - Caveat Withdrawal			164.00	164.00	0%
3030131.1103	Debt Collection Fee - Caveat Lodgement			164.00	164.00	0%
3030131.1103	Debt Collection Fee - Property Seize & Sale Order			164.00	164.00	0%
Other General Purpose Funding						
	Outstanding Sundry Debtors			11.00%	11.00%	0%
BUSINESS UNIT: LAW, ORDER & PUBLIC SAFETY						
Ranger Services						
3050302.1301	Seizure impoundment registered dog/cat		S	30.00	30.00	0%
3050302.1301	Seizure impoundment unregistered dog/cat		S	100.00	50.00	100%
3050300.1304	Daily Impound Fee			15.50	15.00	3%
3050305.1304	Destruction/disposal of dog/cat			200.00	100.00	100%
3050300.1304	Surrender of dog/cat			103.00	100.00	3%
3050300.1304	Out of hours release fee		S	100.00	60.00	67%
3050300.1304	Sale of dog/cat (excluding license)		Y	51.50	50.00	3%
3050301.1304	Unsterilised dog/cat registration fee 1 year		S	50.00	50.00	0%
3050301.1304	Unsterilised dog/cat registration fee 3 years		S	120.00	120.00	0%
3050301.1304	Unsterilised dog/cat registration fee life time		S	250.00	250.00	0%
3050301.1304	Sterilised dog/cat registration fee 1 year		S	20.00	20.00	0%
3050301.1304	Sterilised dog/cat registration fee 3 years		S	42.50	42.50	0%
3050301.1304	Sterilised dog/cat registration fee life time		S	100.00	100.00	0%
3050301.1304	Dangerous dog registration fee 1 year		S	50.00	NEW	N/A
3050301.1304	Annual application for approval or renewal of approval to breed cats (per cat)		S	100.00	100.00	0%
3050305.1304	Application to keep more than standard number of cats - Residential		S	20.00	NEW	N/A
3050305.1304	Application to keep more than standard number of cats - Cat management facility		S	500.00	NEW	N/A
3050305.1304	Renewal of permit - Cat management facility or cat breeder		S	100.00	NEW	N/A
					50% of the fee payable	
3050301.1304	Cats Registered after 31 May in any year, for that registration year		S	50% of the fee payable		0%
3050305.1304	Application for a kennel licence		S	700.00	NEW	N/A
3050305.1304	Issue of a kennel licence or renewal of a kennel licence		S	100.00	NEW	N/A
3050305.1304	Application to transfer a kennel licence		S	100.00	NEW	N/A
3050305.1304	Application to keep more than standard number of dogs		S	50.00	NEW	N/A
Dogs kept in approved kennel establishment licensed under section 27 of the Act, where not otherwise registered						
3050301.1304	registered		S	200.00	200.00	0%
3050301.1304	Penalty: Unregistered dog/cat		S	200.00	200.00	0%
3050301.1304	Penalty: Dog in public place without a collar or tags		S	200.00	200.00	0%
3050301.1304	Penalty: Dog not on leash in certain public places		S	200.00	200.00	0%
3050301.1304	Penalty: Dog causing a nuisance		S	200.00	200.00	0%
3050301.1304	Penalty: Failure of alleged offender to give full name and address		S	200.00	200.00	0%
3050304.1304	Ranger hourly rate (including travel time)		Y	82.50	80.00	3%
3050304.1304	Mileage Rate per KM		Y	1.00	0.97	3%
3050305.1304	Removal of trapped animal		Y	20.50	20.00	2%
3050305.1304	Hire of small animal trap per week		Y	20.50	20.00	2%
3050305.1304	Hire of large animal trap per week		Y	31.00	30.00	3%
Bond for animal trap						
3050305.1304	Anti Barking Device per month		Y	31.00	30.00	3%
Anti Barking Device Bond						
Dangerous dog collar:						
3050305.1304	- Small		Y	34.50	NEW	N/A
3050305.1304	- Medium		Y	52.00	NEW	N/A
3050305.1304	Danergous dog sign		Y	29.50	NEW	N/A
Abandoned / Impounded Vehicles						
3050400.1301	- Towing Charge			At cost	NEW	N/A
3050400.1301	- Storage of impounded vehicle (per month or part thereof)			67.00	NEW	N/A
3050400.1301	- Administration			33.00	NEW	N/A

Schedule of Fees and Charges 2017/18

Council info only

GL CODE	DESCRIPTION	GST Y/N	Statutory fee "S"	2017/18	2016/17 \$	% Increase
BUSINESS UNIT: HEALTH						
Health Services						
3070300.1300	Application to install waste water treatment system		S	118.00	118.00	0%
3070300.1300	Permit to use waste water treatment system			121.50	118.00	3%
3070300.1300	Report to Health Department on waste water system			121.50	118.00	3%
3070301.1304	Annual Food Business Registration Fee		S	110.00	110.00	0%
3070301.1304	Follow up inspection - Breach of License		S	110.00	110.00	0%
3070300.1300	Annual Caravan Park Licence		S	220.00	220.00	0%
3070300.1300	Itinerant Food Vendor/Stallholder Fee Initial License Fee		S	110.00	110.00	0%
3070300.1300	Annual Itinerant Food Vendor/Stallholder Fee License Renewal		S	55.00	55.00	0%
3070300.1300	Food Business Notification Fee			51.50	50.00	3%
3070301.1304	EHO Charge Out per hour	Y		82.50	80.00	3%
3070301.1304	Liquor Act Certification Section 39 (Commercial)		S	122.00	NEW	N/A
3070301.1304	Liquor Act Certification Section 39 (Not for Profit)		S	61.00	NEW	N/A
3070301.1304	Meat Inspection Fee				EHO Charge Out Rate	N/A
BUSINESS UNIT: EDUCATION & WELFARE						
Homecare						
	HACC as set by Department of Health and Ageing Schedule of fees and Charges		S			
	CHSP as set by the Department of Health and Ageing Schedule of fees and Charges					
	CHCP (Department of Social Services)					
	Admin Fee (client cost)			18.00	18.00	
	- Contingency Internal 5%					
	- Contingency External 10%					
	Support Worker (week day) per hour			46.00	46.00	
	Support Worker (week day after 6pm) per hour			51.00	51.00	
	Support Worker (Saturday)			51.00	51.00	
	Support Worker (Sunday / Public Holiday) per hour			81.00	81.00	
	Centre Based Day Care per day			101.00	101.00	
	Centre Based Day Care (after 6pm) per day			121.00	121.00	
	Centre Based Day Care (Saturday) per day			151.00	151.00	
	Centre Based Day Care (Sunday / Public Holiday)			201.00	201.00	
	Centre based Day Care Transport 10km per trip			21.00	21.00	
	Meals provided per meal			11.00	11.00	
	Travel per service			31.00	31.00	
	Brokerage (Up to) per hour	Y		101.00	101.00	
	Rosa Bus hire per hour (No Dry hire)	Y		45.00		
	Rosa Bus Driver rate per km	Y		1.10		
Other Welfare						
	Veterans as set by the Department of Veterans Affairs	Y				
	CATS Vehicle	Y		75.00	75.00	
BUSINESS UNIT: STAFF HOUSING						
Staff Housing						
	Staff will be charged the difference between the Housing Subsidy and the cost to the Town of renting the residential building.	Y				
BUSINESS UNIT: COMMUNITY AMENITIES						
Sanitation - Household & Other						
Rubbish Charges						
3100100.1304	Domestic Refuse Services (First Service)			221.50	215.00	3%
3100200.1304	Commercial Refuse Services (First Service)			226.50	220.00	3%
3100204.1304	Special Refuse Service (First Service)			332.50	323.00	3%
3100101.1304	Additional service - household			221.50	215.00	3%
3100201.1304	Additional service - commercial			248.00	241.00	3%
3100203.1304	Additional service - Special Refuse Service			333.00	323.00	3%
3100105.1304	Domestic Recycling Service			82.00	79.50	3%
Refuse Site Fees						
3100202.1304	Waste per cubic metre			15.50	15.25	2%
3100202.1304	Demolition waste per cubic metre			75.00	NEW	N/A
3100202.1304	Truck bodies			206.00	200.00	3%
3100202.1304	Passenger Tyre			8.00	7.75	3%
3100202.1304	Car/Truck Battery			3.50	3.00	17%
3100202.1304	Car bodies			38.50	37.50	3%
3100202.1304	Small animal carcasses			26.50	26.00	2%
3100202.1304	Large animal carcasses			79.50	77.00	3%
3100202.1304	Liquid Waste (oils) non-commercial per litre (dollars per litre)			0.50	0.25	100%
3100202.1304	Liquid Waste (oils) Commercial Disposal per litre (dollars per litre)			0.10	0.070	43%
3100202.1304	Liquid Waste (excludes oils) per litre (dollars per litre)			0.10	0.080	25%
3100202.1304	Green Waste per 2.4m x 1.8m trailer			6.50	6.00	8%

Schedule of Fees and Charges 2017/18

Council info only

GL CODE	DESCRIPTION	GST Y/N	Statutory fee "S"	2017/18	2016/17 \$	% Increase
3100202.1304	Green Waste (Commercial) per cubic meter			6.50	6.00	8%
3100202.1304	Asbestos waste per cubic meter (minimum Charge of \$50 applies)			149.50	145.00	3%
3100202.1304	Clinical/soiled waste per cubic metre (minimum Charge of \$50.00 applies)			149.50	145.00	3%
3100202.1304	First 6 x Tip Passes Town of Narrogin Ratepayer (Residential properties only)			Free	Free	
3100202.1304	6 x Tip Passes Shire of Narrogin Ratepayer (Residential properties only)			----	----	
3100202.1304	Additional 6 x Tip Passes			91.50	89.00	3%
3100202.1304	9 x Green Waste Passes Town of Narrogin Ratepayer (Residential properties only)			Free	Free	
3100202.1304	9 x Green Waste Passes Shire of Narrogin Ratepayer (Residential properties only)			----	----	
3100202.1304	Additional 9 x Green Waste Passes			51.00	49.50	3%
	A Discount of 10% off the normal purchase price of additional Green Waste and Tip Passes will apply when purchased from the Town's Administration Centre					
3100202.1304	Power Pole Butts per cubic metre (Contaminated timber)			145.00	NEW	N/A
	General Waste from Outside the Shire of Narrogin					
3100202.1304	Per cubic metre			77.50	75.00	3%
	Recycled Water					
3130100.1304	Sale of recycled water per kilo litre	Y		1.50	1.50	0%
	Narrogin Racing as per lease agreement	Y				
Town Planning						
	Planning Services					
3100600.1304	Home Occupation - Initial Application Fee		S	222.00	222.00	0%
3100600.1304	Home Occupation - Annual Renewal Fee		S	73.00	73.00	0%
3100600.1304	Zoning Certificates, Property Settlements & Enquiries (Zoning)		S	73.00	73.00	0%
3100600.1304	Planning Application Fees based on cost of development					
3100600.1304	(a) Not more than \$50,000		S	147.00	147.00	0%
3100600.1304	(b) more than \$50,000 but not more than \$500,000 based on estimated costs		S	0.32%	0.32%	0%
3100600.1304	(c) more than \$500,000 but not more than \$2.5 million		S	\$1,700.00 plus 0.257% for every \$1 in excess of \$500,000	\$1,700.00 plus 0.257% for every \$1 in excess of \$500,000	0%
3100600.1304	(d) more than \$2.5 million but not more than \$5 million		S	\$7,161.00 plus 0.206% for every \$1 in excess of \$2.5m	\$7,161.00 plus 0.206% for every \$1 in excess of \$2.5m	0%
3100600.1304	(e) more than \$5 million but not more than \$21.5 million		S	\$12,633.00 plus 0.123% in excess of every \$1 in excess of \$5 million	\$12,633.00 plus 0.123% in excess of every \$1 in excess of \$5 million	0%
3100600.1304	(f) more than \$21.5 million		S	34,196.00	34,196.00	0%
3100600.1304	Subdivision/Strata Clearance Fees					
3100600.1304	(a) Not more than 5 lots - per lot		S	73.00	73.00	0%
3100600.1304	(b) more than 5 lots but not more than 195 lots - per lot over 5		S	35.00	35.00	0%
3100600.1304	(c) more than 195 Lots		S	7,393.00	7,393.00	0%
3100600.1304	Change of Use Fee		S	295.00	295.00	0%
3100600.1304	Fee for use/development already commenced		S	Twice the schedule fee	Twice the schedule fee	0%
3100600.1304	Provision of Written Planning Advice		S	73.00	73.00	0%
3100600.1304	Determining an application to amend or cancel development approval		S	295.00	295.00	0%
3100600.1304	Executive Manager/Town Planner - per hour		S	88.00	88.00	0%
3100600.1304	Environmental Health Officer/other staff - per hour		S	60.00	60.00	0%
3100600.1304	Secretary Administrative Officer - per hour		S	45.00	45.00	0%
3100600.1304	Executive Manager Development & Regulatory Services Charge Out - per hour		S	130.00	130.00	0%
3100600.1304	Itinerant Vendor License Fee per day		S	250.00	250.00	0%
	Structure Plan					N/A
	Scheme Amendment					N/A
3100600.1304	- Basic			2,800.00	NEW	N/A
3100600.1304	- Standard			4,200.00	NEW	N/A
3100600.1304	- Complex			5,500.00	NEW	N/A
3100600.1304	Sign Application			147.00	NEW	N/A
3100600.1304	Extractive Industry - New			739.00	NEW	N/A
3100600.1304	Extractive Industry - Commenced or carried out			1,478.00	NEW	N/A
3100600.1304	Liquor Act Certification Section 40		S	122.00	NEW	N/A

Schedule of Fees and Charges 2017/18

Council info only

GL CODE	DESCRIPTION	GST Y/N	Statutory fee "S"	2017/18	2016/17 \$	% Increase
Other Community Amenities						
Cemetery						
Single Burial Permits:						
3100800.1304	Application	Y		50.00	50.00	0%
3100800.1304	Grant of Right of Burial - Immediate Use Only	Y		250.00	250.00	0%
3100800.1304	Interment in a grave 2.1 metres deep	Y		1,500.00	1,500.00	0%
3100800.1304	Re-opening of an ordinary grave for 2nd or 3rd Burial	Y		1,500.00	1,500.00	0%
3100800.1304	Reinstatement, if required	Y		500.00	500.00	0%
3100800.1304	After hours interment - weekdays	Y		250.00	250.00	0%
3100800.1304	After hours interment - weekend/public holidays	Y		500.00	500.00	0%
Exhumation:						
3100800.1304	Exhumation	Y		2,400.00	2,400.00	0%
3100800.1304	Exhumation reinstatement in existing grave, if required	Y		500.00	500.00	0%
3100800.1304	Interment in a new grave after exhumation	Y		1,500.00	1,500.00	0%
Ashes						
Single Internment Permit:						
3100801.1304	Application (Single Funeral Permit & Permission to place a plaque)	Y		50.00	80.00	-38%
3100801.1304	Grant for use of Niche Wall	Y		250.00	NEW	N/A
3100801.1304	Internment - Niche Wall (Temporary Blank Cover)	Y		200.00	200.00	0%
3100801.1304	Internment - Garden	Y		200.00	200.00	0%
3100800.1304	Internment - Grave	Y		300.00	300.00	0%
3100800.1304	Internment - Scattering	Y		0.00	50.00	-100%
3100800.1304	After hours interment - weekdays	Y		100.00	100.00	0%
3100800.1304	After hours interment - weekend/public holidays	Y		200.00	200.00	0%
Other						
3100800.1304	Permission to erect Memorial - Grave, Garden	Y		80.00	80.00	0%
3100800.1304	Transfer of Right of Burial/Pre-Need Purchase of Certificate	Y		50.00	50.00	0%
3100800.1304	Issue of a copy of Grant Right of Burial /Pre-Need Purchase of Certificate	Y		50.00	50.00	0%
3100800.1304	Pre-Need Services (Booking of a Site)					
3100800.1304	Pre-need Purchase of Certificate for Burial - 5 Years	Y		300.00	300.00	0%
3100801.1304	Pre-need Purchase of Certificate for Niche Wall - 5 Years	Y		300.00	300.00	0%
3100801.1304	Pre-need of Certificate for Garden Memorial Position	Y		not permitted	not permitted	0%
3100801.1304	Pre-need Purchase of Certificate for Memorial Plaque Position	Y		not permitted	not permitted	0%

BUSINESS UNIT: RECREATION & CULTURE

Public Halls & Civic Centres

Town Hall & Reception Centre (Commercial Usage)

3110100.1302	Town Hall Complex full day (Includes Light & Sound Equipment if approved by CEO/EMCCS) (Excludes M:	Y		590.00	590.00	0%
3110100.1302	Town Hall Complex full day (Excludes Mayors Parlour and Nexus Gallery) hourly rate	Y		85.00	85.00	0%
3110100.1302	Town Hall full day	Y		350.00	350.00	0%
3110100.1302	Town Hall hourly rate	Y		75.00	75.00	0%
3110100.1302	Town Hall Setting up full day	Y		115.00	115.00	0%
3110100.1302	Town Hall Rehearsals hourly rate	Y		25.00	25.00	0%
3110100.1302	Kitchen Only per day	Y		195.00	195.00	0%
3110100.1302	Kitchen Only per hour	Y		40.00	40.00	0%
3110100.1302	Cutlery and Crockery Hire per person			---	---	0%
3110100.1302	Damaged cutlery and Crockery will be replaced at a charge of direct replacement cost plus 20%					
	Administration Charge	Y			Direct Cost plus 20%	20%
	Light & Sound Equipment Use (Not for relocation) (Hires to persons deemed by CEO or EMCCS to have the skills to use)	Y		50.00	50.00	0%
3110100.1302	Super Room full day	Y		155.00	155.00	0%
3110100.1302	Super Room per hour	Y		30.00	30.00	0%
3110100.1302	Mayors Parlour full day	Y		155.00	155.00	0%
3110100.1302	Mayors Parlour per hour	Y		30.00	30.00	0%
3110100.1302	Baby Grand piano full day (Not to be removed from site)	Y		100.00	100.00	0%
3110100.1302	Baby grand piano hourly rate	Y		15.00	15.00	0%
3110100.1302	Upright piano hire (Internal) (To be retuned on return to Town Hall)	Y		20.00	20.00	0%
3110100.1302	Upright piano hire (External) (The Hirer is to fund all relocation costs and retune the Piano on return to the Town Hall)	Y		Cost plus 20%	Cost plus 20%	0%
3110100.1302	Reception Centre full day	Y		400.00	400.00	0%
3110100.1302	Reception Centre hourly rate	Y		60.50	60.50	0%
3110100.1302	Cleaning	Y		Cost plus 20%	Cost plus 20%	0%
3110100.1302	Setting up hourly rate (per staff member involved) (Minimum 1 hour charge)	Y		88.00	70.00	26%
3110100.1302	Nexus Gallery full day	Y		---	---	0%
3110100.1302	Nexus Gallery hourly rate	Y		---	---	0%
3110100.1302	Nexus Gallery Art Hire per day	Y		---	---	0%
	CEO is given authority to negotiate a hire fee for significant Functions and Conferences at the JHCC and Town Hall	Y				
	Bond without alcohol			330.00	330.00	0%
	Bond with alcohol			1,100.00	1,100.00	0%

Schedule of Fees and Charges 2017/18

Council info only

GL CODE	DESCRIPTION	GST Y/N	Statutory fee "S"	2017/18	2016/17 \$	% Increase
Town Hall & Reception Centre (Not for Profit*)/Individual Resident or Ratepayer (Not a business)						
3110100.1302	Town Hall Complex full day (Includes Light & Sound Equipment if approved by CEO/EMCCS) (Excludes M:	Y		200.00	200.00	0%
3110100.1302	Town Hall Complex full day (Excludes Mayors Parlour and Nexus Gallery) hourly rate	Y		30.00	30.00	0%
3110100.1302	Town Hall full day	Y		150.00	150.00	0%
3110100.1302	Town Hall hourly rate	Y		25.00	25.00	0%
3110100.1302	Town Hall Setting up full day	Y		150.00	150.00	0%
3110100.1302	Town Hall Rehearsals hourly rate	Y		25.00	25.00	0%
3110100.1302	Kitchen Only per day	Y		100.00	100.00	0%
3110100.1302	Kitchen Only per hour	Y		20.00	20.00	0%
3110100.1302	Damaged cutlery and Crockery will be replaced at a charge of direct replacement cost plus 20%				Direct Cost plus	
3110100.1302	Administration Charge	Y		Direct Cost plus 20%	20%	0%
3110100.1302	Light & Sound Equipment Use (Not for relocation) (Hires to persons deemed by CEO or EMCCS to have the skills to use)	Y		30.00	30.00	0%
3110100.1302	Super Room full day	Y		75.00	75.00	0%
3110100.1302	Super Room per hour	Y		15.00	15.00	0%
3110100.1302	Mayors Parlour full day	Y		75.00	75.00	0%
3110100.1302	Mayors Parlour per hour	Y		15.00	15.00	0%
3110100.1302	Baby Grand piano full day (Not to be removed from site)	Y		50.00	50.00	0%
3110100.1302	Baby grand piano hourly rate	Y		10.00	10.00	0%
3110100.1302	Upright piano hire (Internal) (To be retuned on return to Town Hall)	Y		15.00	15.00	0%
3110100.1302	Upright piano hire (External) (The Hirer is to fund all relocation costs and retune the Piano on return to the Town Hall)	Y		Cost plus 20%	Cost plus 20%	0%
3110100.1302	Reception Centre full day	Y		200.00	200.00	0%
3110100.1302	Reception Centre hourly rate	Y		30.00	30.00	0%
3110100.1302	Setting up hourly rate (per staff member involved) (Minimum 1 hour charge)	Y		88.00	70.00	26%
3110100.1302	Cleaning	Y		Cost plus 20%	Cost plus 20%	0%
	CEO is given authority to negotiate a hire fee for significant Functions and Conferences at the JHCC and Town Hall	Y				
	Bond without alcohol			275.00	275.00	0%
	Bond with alcohol			550.00	550.00	0%
	(*) Any function or event that is subject to the 'Not for Profit' Fees and Charges rates must acknowledge the Shire sponsorship at the function/event.					
John Higgins Community Complex						
3110100.1302	Fees and Charges to be set by the YMCA.					
3110100.1302	Office Standard Size per year (if not on a lease agreement)	Y		1,236.00	1,200.00	3%
3110100.1302	Office Large Size per year (if not on a lease agreement)	Y		1,493.50	1,450.00	3%
Other Recreation						
Sportsgrounds						
3110301.1302	Half day hire (schools & non sporting organisations)	Y		74.00	72.00	3%
3110301.1302	Full day hire (schools & non sporting organisations)	Y		149.50	145.00	3%
3110301.1302	Half day hire commercial	Y		237.00	230.00	3%
3110301.1302	Full day commercial	Y		391.50	380.00	3%
3110301.1302	Narrogin Towns Cricket Club	Y		1,287.50	1,250.00	3%
3110301.1302	Narrogin Hawks Football Club	Y		2,987.00	2,900.00	3%
	Bond for Commercial Use	Y		2,266.00	2,200.00	3%
	Bond for Community Use if required by the EMCCS	Y		566.50	550.00	3%

Schedule of Fees and Charges 2017/18

Council info only

GL CODE	DESCRIPTION	GST Y/N	Statutory fee "S"	2017/18	2016/17 \$	% Increase
Narrogin Regional Recreation Centre						
Narrogin Regional Leisure Centre (NRLC)						
Fees and Charges to be set by the YMCA.						
Libraries						
RW Farr Regional Library						
3110500.1304	Email Access 30 minutes	Y		2.00	2.00	0%
3110501.1301	First Overdue Notice - Book	Y		---	---	0%
3110501.1301	Second Overdue Notice - Book	Y		---	---	0%
3110500.1304	Handling Fee for Invoice	Y		13.00	13.00	0%
3110500.1304	Laminating A4 size	Y		2.00	2.00	0%
3110500.1304	Laminating A3 size	Y		4.00	4.00	0%
3110500.1304	Scanning per page	Y		2.00	2.00	0%
3110500.1304	Disk repair (CD/DVD)	Y		5.00	5.00	0%
3110500.1304	Disk Cleaning (CD/DVD)	Y		2.00	2.00	0%
3110500.1304	A4 Single Sided photocopy per copy	Y		0.40	0.40	0%
3110500.1304	A3 & A4 Double Sided photocopy per copy	Y		0.60	0.60	0%
3110500.1304	A3 Double Sided per copy	Y		0.80	0.80	0%
3110500.1304	A4 Single Sided Colour per copy	Y		2.00	2.00	0%
3110500.1304	A3 Single & A4 Double Sided Colour per copy	Y		4.00	4.00	0%
3110500.1304	Coffee / Tea (if provided by the Town)	Y		2.00	2.00	0%
3110500.1304	Restricted Wireless Internet Access	Y		Free	Free	0%
3110500.1304	Historical Research (Town & Shire of Narrogin Residence) e.g. Family History per hour	Y		35.00	35.00	0%
3110500.1304	Historical Research (Non Town or Shire of Narrogin Residence)e.g. Family History per hour	Y		60.00	60.00	0%
Sale of other Items at RRP or cost plus 20% which ever is the higher.						
BUSINESS UNIT: TRANSPORT						
Transport						
Aerodrome						
3120405.1304	Major User Charge per year	Y		850.00	825.00	3%
3120405.1304	Minor User Charge per year	Y		510.00	495.00	3%
Road Numbering						
3120212.1103	Rural Road Numbering	Y		40.00	NEW	N/A
BUSINESS UNIT: ECONOMIC SERVICES						
Tourism and Area Promotion						
Narrogin Caravan Park						
3130200.1303	Caravan Site Fees per day (up to 2 Adults and 2 Children)	Y		32.50	32.50	0%
3130200.1303	Caravan Site Fees per week (Up to 2 Adults and 2 Children) up to the first four weeks	Y		160.00	160.00	0%
3130200.1303	Caravan Site Fees per week (Up to 2 Adults and 2 Children) after the first four weeks	Y		150.00	150.00	0%
3130200.1303	Each additional Person Caravan Site Single Night	Y		7.00	6.25	12%
3130200.1303	Each additional Person Caravan Site Weekly	Y		37.00	37.00	0%
3130200.1303	Camping Site Fees (No Power) (up to 2 Adults and 2 Children of the same family) per day	Y		12.00	12.00	0%
3130200.1303	Camping Site Fees (Power) (up to 2 Adults and 2 Children of the same family) per day	Y		23.00	23.00	0%
3130200.1303	Additional Person Camping Site (No Power)	Y		5.00	6.25	-20%
3130200.1303	Additional Person Camping Site (Power)	Y		7.00	13.00	-46%
3130200.1303	Caravan Park Site and Camping fees should be paid in advance. However if payment is made in arrears additional fees may apply.					
3130200.1303	Penalty fee for late payment of Site or Camping Fees	Y		5.50	5.50	0%
3130200.1303	Washing Machines per cycle	Y		5.00	3.00	67%
3130200.1303	Driers up to approximately 30 minutes	Y		4.00	6.00	-33%
3130200.1303	Letter Box Rental per month	Y		5.00	5.00	0%
3130200.1303	Caravan Storage (Caravan not to be sited at a Caravan Site and Unoccupied) per week	Y		125.00	125.00	0%
3130200.1303	Self Contained RV (Short Stay) (Not using any of the CP Facilities) per night (Subject to the Official RV Site being within the Narrogin Caravan Site)	Y		5.00	5.00	0%
3130200.1303	Use of Showers and/or Toilet Only (persons not stay in caravan Park) Subject to the approval of the Town	Y		5.00	5.00	0%
Other Tourism & Area Promotion						
3030204.1304	Shire Number Plates (Transfer of plates not included)	Y	Direct Cost plus 20%		Direct Cost plus 20%	0%
3130200.1303	Sale of other promotional Material at RRP or Cost plus 20%	Y				
3130200.1303	RV Permit Fee	Y		5.00	5.00	0%

Schedule of Fees and Charges 2017/18

Council info only

GL CODE	DESCRIPTION	GST Y/N	Statutory fee "S"	2017/18	2016/17 \$	% Increase
Building Control						
<u>Building Services</u>						
3130300.1304	Building Surveyor hourly rate	Y		92.50	90.00	3%
3130300.1304	Trainee Building Surveyor Charge per hour	Y		70.00	68.00	3%
3130300.1304	Vehicles mileage rate (BS)	Y		1.00	0.85	18%
3130300.1304	Vehicles mileage rate (Trainee BS)			1.00	0.85	18%
3130300.1304	Retrieval of Building Plans		S	50.00	50.00	0%
3130300.1304	Class 1 & 10 Building License Fee 0.3182% - minimum		S	96.00	96.00	0%
3130300.1304	Class 2-9 Building License Fee 0.182% - minimum		S	96.00	96.00	0%
190921060	Builders Registration Board Levy		S	61.65	61.65	0%
190921070	Building Industry Fund .2% (once work over \$20,000 value)		S	20.00%	20.00%	0%
T4	Footpath, kerb and road deposit (per street frontage) 1% of value of proposed works with a minimum of \$1,500		S	1,500.00	1,500.00	0%
3130300.1304	# Certificate of Design Compliance As Per Staff Time (\$340 min) or 0.2%, whichever is greater - minimum		S	340.00	340.00	0%
3130300.1304	Certificate of Built Compliance - As Per Staff Time (\$340 min) or 0.2%, whichever is greater - minimum		S	340.00	340.00	0%
3130300.1304	Certificates of Construction Compliance As Per Staff Time (\$340 min) or 0.2%, whichever is greater - minimum		S	340.00	340.00	0%
3130300.1304	Certificates of House & Outbuildings Design Compliance As Per Staff Time (\$95 min) or 0.35%, whichever is greater -minimum		S	96.00	96.00	0%
3130300.1304	Other charges as per the Building Act					
3130300.1304	Swimming Pool Inspection fee (\$57.45/4 years)		S	14.50	14.36	1%
3130300.1304	Bushfire Attack Level Certification					
3130300.1304	- Single dwelling			150.00	NEW	N/A
3130300.1304	- each additional dwelling			120.00	NEW	N/A
Other Economic Services						
3130100.1304	Stand Pipe per 1,000L	Y		2.50	2.20	14%
BUSINESS UNIT: OTHER PROPERTY & SERVICES						
Private Works						
<u>Charge Out Rates for Private Works</u>						
<u>With Operator (Labour rates included in price)</u>						
3140100.1304	Grader per hour	Y		184.00	170.00	8%
3140100.1304	Loader per hour	Y		171.00	162.00	6%
3140100.1304	Backhoe per hour	Y		131.00	145.00	-10%
3140100.1304	Truck (12 SoNne) per hour	Y		172.00	128.00	34%
3140100.1304	Truck (3 SoNne) per hour	Y		172.00	105.00	64%
3140100.1304	Truck & Float per hour	Y		221.00	158.00	40%
3140100.1304	Jet Patcher per hour	Y		164.00	172.00	-5%
3140100.1304	Multi- Roller per hour	Y		164.00	123.00	33%
3140100.1304	Vib Roller per hour	Y		122.00	145.00	-16%
3140100.1304	Excavator per hour	Y		172.00	160.00	8%
3140100.1304	Road Sweeper per hour	Y		164.00	120.00	37%
3140100.1304	Dynapac Roller per hour	Y		142.00	36.00	294%
3140100.1304	JD Tractor per hour	Y		165.00	62.50	164%
3140100.1304	Bomag Vibrating Roller per hour	Y		142.00	36.00	294%
3140100.1304	Cat Multi Terrain Loader per hour	Y		135.00	120.00	13%
3140100.1304	JD Backhoe per hour	Y		131.00	120.00	9%
3140100.1304	Trailers per hour	Y		49.00	36.00	36%
3140100.1304	Tractor Slasher per hour	Y		29.00	26.00	12%
3140100.1304	Tractor Aerator per hour	Y		29.00	26.00	12%
3140100.1304	New Holland Tractor per hour	Y		165.00	NEW	N/A
3140100.1304	JD Ride on Mower (with Trailer) per hour	Y		124.00	46.50	167%
3140100.1304	Toro Ride on Mower (with Trailer) per hour	Y		124.00	46.50	167%
3140100.1304	Isuzu Tip Truck (4 SoNne) per hour	Y		172.00	94.00	83%
3140100.1304	Mitsubishi Side Tipper (8 SoNne) per hour	Y		172.00	120.00	43%
3140100.1304	Tow behind Broom per hour	Y		125.00	NEW	N/A
3140100.1304	Generator hire per day or part there of (Commercial)	Y		500.00	NEW	N/A
3140100.1304	Generator hire per day or part there of (Non Commercial)	Y		250.00	NEW	N/A
3140100.1304	Materials, Contracts, Plant & Labour Rates	Y		Cost plus 20%	Cost plus 20%	0%
3140100.1304	Labour Rate (Normal @ Normal Hours)	Y				
3140100.1304	Works Crew Labour per hour	Y		88.00	80.00	10%
3140100.1304	Works Foreman per hour	Y		110.00	100.00	10%
3140100.1304	Operations Manger	Y		121.00	110.00	10%
3140100.1304	Mileage Rate per KM	Y		1.50	1.08	40%
	* No Dry Hire of plant. Only experienced ticketed Shire staff to operate plant at discretion of CEO or EMTRS					
	All other charges not separately listed in this schedule that is not set by specific legislation	Y		Cost	Cost	0%

Schedule of Fees and Charges 2017/18

Council info only

GL CODE	DESCRIPTION	GST Y/N	Statutory fee "S"	2017/18	2016/17 \$	% Increase
Administration Overheads						
Administration/Office						
3040203.1304	Photocopy charges - Single A4 per copy	Y		0.45	0.45	0%
3040203.1304	Photocopy charges - A4 Double / A3 per copy	Y		0.75	0.75	0%
3040203.1304	Photocopy charges - A4 Single Colour per copy	Y		2.00	2.00	0%
3040203.1304	Photocopy charges - A4 Double / A3 colour per copy	Y		4.00	4.00	0%
3040204.1304	Minutes or Agendas (free at council meeting)	Y		25.00	22.00	14%
3040206.1304	Digital Projector per day	Y		35.00	35.00	0%
3040101.1302	Council chambers full day	Y		390.00	390.00	0%
3040101.1302	Council Chambers per hour	Y		50.00	50.00	0%
3040101.1302	Meeting Room full day	Y		235.00	235.00	0%
3040101.1302	Meeting Room per hour	Y		40.00	40.00	0%
3040205.1304	Secretarial support per hour	Y		70.00	70.00	0%
3040201.1304	FOI as per statutory fees	Y			as per Act	as per Act
3040206.1304	Cleaning	Y		Direct Cost plus 20%	Direct Cost plus 20%	
	Security Key Bond	Y		250.00	250.00	0%
Bonds that have been approved by the CEO or EMCCS to be paid by credit cards will attract a fee equal to that of the bank fees paid by the Town associated with that particular transaction.						

Additional Items about the Town's Fees and Charges

Rounding	Fees and Charges are to be rounded down to the nearest 50c.
Concession Rate	A person who can prove at the time of purchase they are either under 18 years of age or a holder of a Seniors or Health Care Card.
Bonds	<p>Bonds are to be paid before the hire of facilities, equipment or the supplying of keys.</p> <p>All Bonds are to be paid by Cash or Bank Cheque unless approved by the CEO or EMCCS.</p> <p>If the CEO or EMCCS approve payment of Bond by Credit Card then additional fees will apply and the bond will be increase by 3% to cover the loss of bank fees.</p> <p>The CEO or EMCCS may amend or impose an additional bond for the use of the Town facilities by any group or individuals where they believe it is in the best interest of the Town to do so.</p>
Cleaning Requirements	Unless special arrangements have been agreed to by the Town, all facilities are to be tidied to the same standard as the facility was originally hired, at the end of the hire.
Other	All above figures are in Australian Dollars (AUD).

10.2.050 ADOPTION OF THE STRATEGIC COMMUNITY PLAN 2017-27

File Reference: 4.2.1
Disclosure of Interest: Nil
Applicant: Chief Executive Officer
Previous Item Nos: Nil
Date: 15 May 2017
Author: Mr Aaron Cook - Chief Executive Officer
Authorising Officer: Nil

Attachments

Two formal submissions were received that provided comments on the Draft Strategic Community Plan.

Attachment 1 – Submission from Department of Parks and Wildlife Narrogin

Attachment 2 – Submission from Narrogin Residents and Ratepayers Association

Attachment 3 – Final Draft Strategic Community Plan

Summary

It is presented to Council to endorse the attached final draft of the Strategic Community Plan 2017-27.

Background

The Shire of Narrogin engaged Moore Stephens (Consultant) to facilitate the engagement process as required by the Local Government Act 1995. This process was commenced several months ago and concluded after Community Workshops were facilitated, surveys collated which Elected Members workshopped and developed draft strategies.

The Consultant then provided a draft plan that was reviewed by the Elected Members and then released for final public comment that closed 15 May 2017.

Comment

The comments made by the two submissions have been assessed and potentially addressed in the draft document. If accepted as presented, the Consultant will update the document for formatting and preparation for final signing.

Below is a table of the comments made and the officer's action.

Department of Parks and Wildlife

Page Number	Comment Made	Officer Action
Page 10	Third paragraph, line 1 change "native" to "natural"	Included
	Third paragraph, line 1 add after "Dryandra Woodland" the words (proposed National Park); and	Included

	<p>Line 2 delete “Nature Reserve” and add “Foxes lair reserve complex” (note;- the area known as foxes lair is a complex of many reserves and does not fit the legislative definition of a nature reserve”</p> <p>Line 2 after “24 mammal species” add the words “including our State Emblem the numbat”</p>	<p>Included – Change to “Foxes Lair Reserve’s” Did not use the word complex as it provides the reader with the outlook that there are facilities in the reserve.</p> <p>Included</p>
	<p>Third paragraph or new paragraph consider why the reserves around Narrogin are species rich? “Narrogin is located on the boundary of two botanical provenances and is therefore rich in species diversity and often there is a mix of species from the wheatbelt and jarrah forest communities living together.”</p>	<p>Included</p>
Page 10	<p>There is no acknowledgement of noongar heritage or culture in the document.</p> <p>Suggest a new paragraph be inserted before the existing one to say something like: “ Narrogin is the noongar word from the Wilman Noongar, first recorded in 1869 as “Narroging” for a pool in this area. The meaning of the name is uncertain. Different sources state that it means “bat camp”, “plenty of everything” or it derived from “gnargagin” which means “place of water https://www.noongarculture.org.au/narrogin”</p> <p>Add “European” before “first settlers”</p> <p>The first Europeans in the area were probably sandalwood cutters as described by E.O Pustkuchen.</p> <p>Should the history of the Town and Shire and amalgamation be mentioned so as to acknowledge the context of where the Shire has come from?</p> <p>Historical context: It may be useful to reference the book on page 30 “The Way Through” O.E. Pustkuchen 1981: <i>Artlook Books Trust</i></p>	<p>Included- Acknowledgement on page 8. Consultant to improve look.</p> <p>Included advices on page 10.</p> <p>Included</p> <p>Included altered text</p> <p>Included</p> <p>Not included</p>
Page 16 and 21	<p>Objectives: Environment. Add “Conserve” into objective statement: “Conserve, protect and enhance”</p>	<p>Included</p>
Page 22	<p>Outcome 3.1: 3.1.1 Suggest wording “Conserve and promote the natural environment and where necessary undertake restoration”</p>	<p>Included the word “conserve” to be consistent. The remainder has not been included</p>
Page 28	<p>Environment Objective: change to other reference for consistency.</p>	<p>Included</p>

Narrogin Resident and Ratepayers Association – Due to being provided the document in hard copy a reference number is included on the side of the attachment.

Reference Number	Page Number	Officer Comment
1	16	The wording is correct as the layers of the document are Objectives – Outcomes – Strategies.
2		The comments made are looking at the Outcomes on page 16 as Strategies. The Strategies for this area are located on page 19. The comments regarding schools – there is an outcome and strategies within the Social Objective.
3		The comments made are looking at the Outcomes on page 16 as Strategies. The Strategies for this area are located on page 21.
4		The comments made are looking at the Outcomes on page 16 as Strategies. The Strategies for this area are located on page 23.
5	29	No comment received.
6		Council consider this during the workshop and resolved to utilise the KPI's that are included.
7		The comment "reduction in anti-social behaviour" could be considered by Council. It is included but highlighted.
8		Refer to page 23 for the strategies.
9	5	The word "document" is included to provide clarity around the word remainder.
10	6	The Shire of Narrogin is a growing Regional Centre and increased pressure on the Townsite is occurring. This document is also about looking forward and having positive aspirations.
11	9	No comment required.
12	10	Altered to read Natural
13	10	Please see above comments within the Department of Parks and Wildlife.
14		Included
15	11	This would breach copyright laws.
16	17	This is a community member comment.
17		It will be presented to the Consultant to review and improve the diagram included on page 6 showing how the Objectives – Outcomes and Strategies work. Text is highlighted.

The major issues arising from the submissions are highlighted in the following list and have been included in the draft Strategic Community Plan.

Page Number	Original Text / proposed action	Item for assessment
Page 6	Inclusion of new Text and diagram	It is proposed to include the highlighted text and diagram to better explain the process of the Objectives, Outcomes and Strategies.

Page 8	Inclusion of new Text	It is proposed that the Acknowledgement of the Noongar People is included on this page.
Page 10	Inclusion of new Text	An additional paragraph be included to recognise the Indigenous community and where the Name Narrogin originates from.
Page 7	Inclusion of new Text	Text added to recognise the recent merger of the Town and Shire.
Page 17, 22, 23 and 29	Inclusion of new Text	To include the word "Conserve"
Page 19	Encourage Tourism	1.2 Increased Tourism
Page 19	Inclusion of new text	1.3 To include the word "An"
Page 19	Maintain and develop agricultural opportunities	To now read "Agricultural opportunities maintained and developed"
Page 21	Build a healthy and safe community	2.2 To now read "build a healthier and safer community"
Page 21	Inclusion of new text	2.3 inclusion of the word "is"
Page 21	Inclusion of new text	2.5 To include the word "Range"
Page 29	Inclusion of new text	Under the Social Key Performance Measures to include the new dot point "Reduction in anti-social behaviour"

Other minor grammatical changes have been made to the document and with the minimal changes presented within the core of the document, being the Objectives, Outcomes and Strategies. It is observed that general acceptance of the document has been provided by the Narrogin community and, as such, it is presented to Council for final endorsement.

Consultation

- A raft of consultation has been facilitated in the preparation of this document.
- The final draft was advertised on social media and the Narrogin Observer.

Statutory Environment

Local Government Act 1995 – Section 5.56(1) Plan for the Future

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

If adopted, the Strategic Community Plan 2017-27 will become the main Strategic document for the Shire of Narrogin providing Council and staff direction into the future.

Voting Requirements

Absolute Majority

COUNCIL RESOLUTION 0517.059 AND OFFICER'S RECOMMENDATION

Moved: Cr Seale

Seconded: Cr Ward

That Council:

Endorse the attached Strategic Community Plan 2017-27.

**CARRIED 8/0
BY ABSOLUTE MAJORITY**

Carolyn Thompson

From: Durell, Greg <Greg.Durell@dpaw.wa.gov.au>
Sent: Monday, 15 May 2017 8:59 AM
To: Enquiries
Subject: ICR1710568 - Narrogin Draft Strategic Community Plan

Dear Aaron

The Department of Parks and Wildlife provide the following comments for consideration.

Page 10: The Natural landscape.

Third paragraph, line 1 change "native" to "natural"

Third paragraph, line 1 add after "Dryandra Woodland" the words (proposed National Park); and
Line 2 delete "Nature Reserve" and add "Foxes lair reserve complex" (note;- the area known as foxes lair is a complex of many reserves and does not fit the legislative definition of a nature reserve"

Line 2 after "24 mammal species" add the words "including our State Emblem the numbat"

Third paragraph or new paragraph consider why the reserves around Narrogin are species rich? "Narrogin is located on the boundary of two botanical provenances and is therefore rich in species diversity and often there is a mix of species from the wheatbelt and jarrah forest communities living together."

Page 10: The built Environment.

There is no acknowledgement of noongar heritage or culture in the document. Maybe it is worth considering for the purposes of reconciliation?

Suggest a new paragraph be inserted before the existing one to say something like: "Narrogin is the noongar word from the Wilman **Noongar**, first recorded in 1869 as %Narroging+for a pool in this area. The **meaning** of the name is uncertain. Different sources state that it **means** %at camp+, %plenty of everything+or it derived from %nargagin+which **means** %place of water <https://www.noongarculture.org.au/narrogin>

Add "European" before "first settlers"

The first Europeans in the area were probably sandalwood cutters as described by E.O Pustkuchen.

Should the history of the Town and Shire and amalgamation be mentioned so as to acknowledge the context of where the Shire has come from?

Historical context: It may be useful to reference the book on page 30 "The Way Through" O.E. Pustkuchen 1981: *Artlook Books Trust*

Page 16: Objectives: Environment. Add "Conserve" into objective statement: "Conserve, protect and enhance" and also page 21.

Page 21: Community feedback: Change "nature reserve" to "natural reserve areas" and in the sentence commencing with "The community aspires its natural reserve areas.

Page 22 Outcome 3.1: 3.1.1 Suggest wording "Conserve and promote the natural environment and where necessary undertake restoration"

Page 28: Environment Objective: change to other reference for consistency.

Happy to discuss anything that may be needed.

15 MAY 2017 4.2-1 ICR 1710575

SUGGESTIONS FOR THE STRATEGIC PLAN

Page	Para	Text	Comment
16	Chart	Objectives and outcomes	-should be...objectives, strategies and outcomes. These are mixed up in the current chart.
2 3 4	Economic	Outcomes	<p>Growth in revenue – is it strategy? i.e. seek growth in revenue, or an outcome? – there will be a growth in revenue – if so, from where?</p> <p>-Strategy - Should we look for <u>expert opinion</u> on promoting growth of population, economy etc. Local community opinion, or look at other successful towns.</p> <p>Encourage tourism – how will this be done – by creating or increasing facilities, advertising, networking? Will there be marketing to see what is needed?</p> <p>Effective well maintained transport network – do we have one, are we needing one or making one? Or is this an outcome?</p> <p>Schools should be included in this as they are a major contributor to the economic, social and growth factors of the town. (One of our biggest employers). Schools also create a tie between the town and the students which often encourages them to return. (Or not if we make them unhappy!)</p> <p>All government departments – major contributor to the population and therefore the social and economic aspects of the town.</p>
	Social		<p>Build a healthy and safe community –</p> <p>- In what way?</p> <p>-and the Safetown committee?</p>
	Environmental		<p>A preserved natural environment – is this an outcome? If so, an outcome from what?</p> <ul style="list-style-type: none"> - What does the council consider is needed? - Are we addressing loss of native vegetation, tree loss and rising groundwater?

15
26
7
8

Page	Para	Text	Comment
28	Chart	Key performance measures	
	Economic	Objective was a growth in revenue, tourism and agricultural opportunities.	One of the measures perhaps should be a growth in revenue.
	Social		- Possible measure also a reduction in anti-social behaviour?
	Environmental		A preserved natural environment - Need to know what the council considers is needed before it can be measured <ul style="list-style-type: none"> - Tree cover - Health of reserves – both natural and parkland - Air quality - Health of residents - Level of rising groundwater

	Page	Para	Text	comment
9	5	2it is the principal guiding document for the <i>remainder</i> of the shires strategic planning as community....	Not sure what the remainder is
10	6	5	Under the heading of structure of the plan, dot point Civic Leadership: continually enhance the shiresof a growing community	Somewhat of a hopeful expression given the town appears to be losing population
11	9	1	Narrogin is a progressive, thriving...	May be a minor point, but in what about shop closures and the loss of the equestrian centre and the closure of the towns pool
12	10	2 + 3	Agricultural farmland and <i>native reserves</i> ...	Strange wording – in previous times has meant aboriginal reserves.
13	10	4	The first settlers....	There is no mention of aboriginal people, or population size, age, and diversity
14		8	Narrogin has ample shopping....	No mention of being the home of many important government agencies
15	11		Images from a new Wheatbelt book called 50 bales of hay	☺
16	17	Comments from community	Narrogin is a special place because it has everything you need and it will hopefully have more – a bit confused.	This would be a better comment: <i>“To become a vibrant regional hub that champions economic diversity and forward thinking...”</i>
17		Throughout document	Objectives and outcomes Key performance measures	This is probably most important single point as it mixes the lists up. It doesn't consistently show strategies and outcomes or, in some places, doesn't match well with the key performance measures.

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Our Vision:

***“To be a leading regional economic driver
and a socially interactive and inclusive
community”***

Our Mission: Provide leadership, direction and opportunities for the community.

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

- respect the points of view of individuals and groups;
- build on existing community involvement;
- encourage community leadership;
- promote self-reliance and initiative;
- recognise and celebrate achievement;
- support the principles of social justice; and
- acknowledge the value of staff and volunteers.

Foreword

We are proud to present the Shire of Narrogin Strategic Community Plan 2017 - 2027. The Plan shares our visions and aspirations for the future and outlines how we will, over the next decade, work towards a brighter future for the Narrogin community.

This Plan could not have been produced without the input of the local community. We are grateful to the community for their response and especially to those who took the time to provide input into the Plan. Your responses gave us valuable insight into your aspirations for the future.

We believe we have captured the community's aspirations and have reflected these in our desired outcomes. We will work as a local government, in partnership with the community and other key stakeholders to deliver these outcomes using the strategies we have detailed in this Plan.

We look forward to continuing our focus to ensure the Narrogin community is 'a leading regional economic driver and a socially interactive and inclusive community.'

Leigh Ballard
Shire President

Aaron Cook
Chief Executive Officer

March 2017

Integrated Planning and Reporting Framework

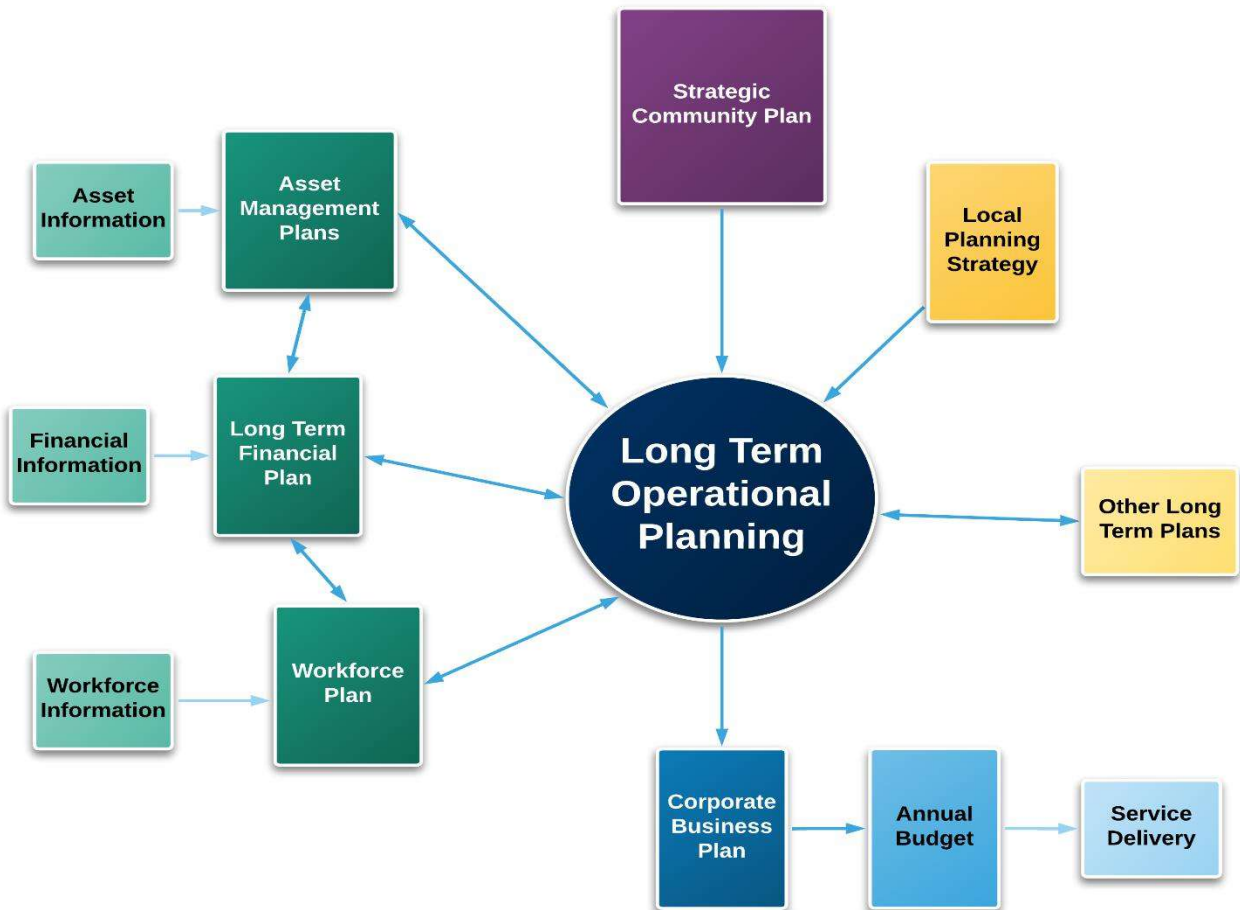
All local governments are required to prepare a Plan for the Future for their district under *Section 5.56(1) of the Local Government Act 1995*. The Plan for the Future comprises the following two key strategic documents¹:

Strategic Community Plan – Council’s principal 10-year strategy and planning tool. It is the principal guiding document for the remainder of the Shire’s strategic planning documents as community engagement is central to the Plan.²

Corporate Business Plan – Council’s four-year planning document. The core components of this Plan include a four-year delivery program, aligned to the Strategic Community Plan and accompanied by four-year financial projections.²

Importantly, the Strategic Community Plan and Corporate Business Plan are informed by several other key strategy documents and processes shown in the following diagram.

Diagram: The Strategic Planning Framework



¹Local Government (Administration) Regulations 1996, Paragraph 19BA.

²Department of Local Government and Communities, Integrated Planning and Reporting: Framework and Guidelines, September 2016

What is the Strategic Community Plan

The Strategic Community Plan is the highest level planning document in the Integrated Planning and Reporting process. This Plan is designed to be a 'living' document that guides the development of the Shire of Narrogin community for at least the next ten years.

One of the key features of the Strategic Community Plan is community engagement and the part it plays in influencing the Shire's strategic direction as it seeks to achieve the community's long term vision and aspirations.

Strategic planning is a recurring process, requiring constant refinement and review. Every second year a minor review is scheduled to occur which will alternate with a comprehensive review every four years.

Structure of the Plan

Based on community engagement, the Plan sets out the vision for the Shire's future and captures the community's aspirations and values.

A strategic objective has been developed for each of the four key themes of the community interest, being:

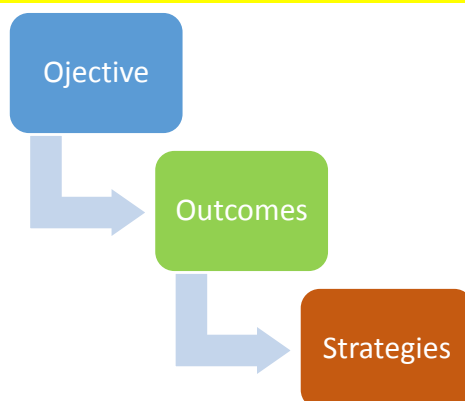
- **Economic:** Support growth and progress, locally and regionally;
- **Social:** To provide community facilities and promote social interaction;
- **Environment:** Protect and enhance our natural and built environment; and
- **Civic Leadership:** Continually enhance the Shire's organisational capacity to service the needs of a growing community.

Desired outcomes for each objective have been determined and strategies to meet the objectives established. This occurred after considering future demographics and the Shire's current and future resources and capacity.

For each strategic objective, the following information has been provided:

- a summary of the major issues highlighted by the community;
- a selection of community comments;
- tables of strategies to achieve the desired outcomes; and
- key performance measures to monitor achievement of desired outcomes.

The document is prepared in a manner where a Objective is formed with Outcomes aligned and the final step is Strategies are identified.



How the Plan will be used

This Plan outlines how the Shire will, over the long term, work towards a brighter future for the Shire of Narrogin community as it seeks to achieve its vision inspired by the community's aspirations for the future.

Looking to the future, the Strategic Community Plan will influence how the Shire uses its resources to deliver services to the community. The Plan forms the primary driver for all other planning undertaken by the Shire.

The Shire of Narrogin intends to use the Strategic Community Plan in several ways, including:

- Guide Council priority-setting and decision-making;
- A mechanism for the ongoing integration of local planning initiatives;
- Inform the decision making of other agencies and organisations, including community and State Government;
- Provide a rationale to pursue grants and other resources by demonstrating how specific projects align with the aspirations of our community, within the strategic direction of the Shire;
- Inform potential investors and developers of our community's key priorities, and the way we intend to grow and develop;
- Engage local businesses, community groups and residents in various ways to contribute to the Shire's future; and
- Provide a framework for monitoring progress against our vision, values and aspirations.

Importantly, plans are only effective if adequate resources are dedicated to ensure they can be delivered.

The strategies are prioritised and actions applied (after a further assessment of available resources) through the development of a Corporate Business Plan. Key performance indicators will be used to report back to the community on the Shire's performance in achieving the outcomes.

The Shire of Narrogin acknowledges the Noongar people as the traditional custodians of this land and their continuing connection to land and community.

We pay our respect to them, to their culture and the Elders past and present.

This event is supported by



Shire of
Narrogin

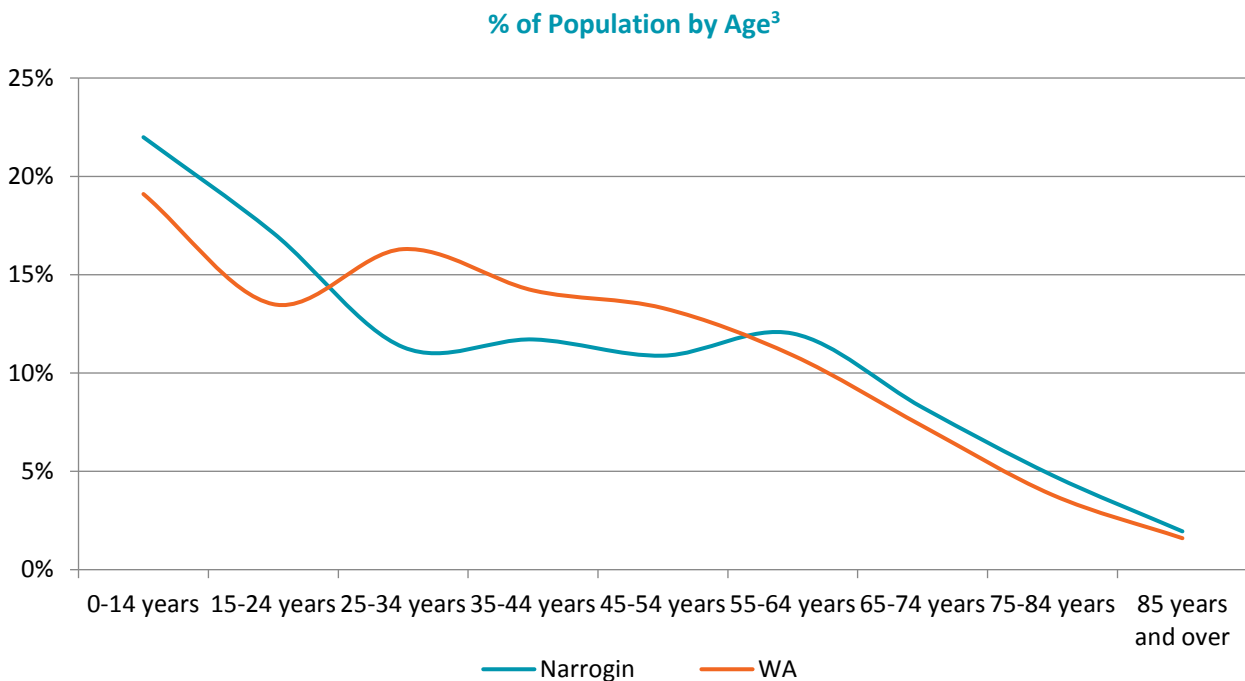
Love the life

Profile of the Shire of Narrogin

Narrogin is a progressive thriving rural community in the South Central Wheatbelt Region of Western Australia, just under 200km south east of Perth. With a population of approximately 5,000 the Shire is a regional centre providing many services to other communities in the South Central Wheatbelt.

Narrogin has a diverse range of cultures within its community. The Shire of Narrogin embraces its culturally diverse community and seeks to meet the vision and aspirations of all within its community.

The chart below reflects the percentage of the estimated resident population within each age grouping for the Shire of Narrogin³ (represented by the blue line) and Western Australia (represented by the orange line). This reflects the Shire of Narrogin has a higher proportion of young people under 24 when compared to the West Australian average and a lower percentage of the population between 24 and 55. Retaining young adults within the district has been considered when formulating this Strategic Community Plan.



³ Australian Bureau of Statistics Census 2011 (Est 2014) Total for former Shire of Narrogin and Town of Narrogin

Narrogin Natural and Built Environment

The Natural Landscape

The Shire of Narrogin is located approximately 192 kilometres south east of Perth, 171 kilometres north west of Bunbury and 178 kilometres south east of Mandurah. The district is bordered by the Shires of Williams to the west, Wagin and West Arthur to the south, Wickepin to the east and Cuballing to the north.

Located in the South Central Wheatbelt Region of Western Australia, the Shire of Narrogin covers an area of 1,630 km² of agricultural farmland, natural reserves, crown land and town sites. Narrogin has a Mediterranean climate characterised by hot, dry summers and cool, wet winters.

The Shire of Narrogin is located on the boundary of two botanical provinces, Dryandra Woodland (Proposed National Park) and Foxes Lair Reserve's, and is therefore rich in species and diversity where species from the Wheatbelt and Jarrah Forest Communities living together. The Dryandra Woodland is home to over 100 bird species, 24 mammal species including our State Emblem the Numbat and many varieties of wildflowers. It's an excellent opportunity to view some of Western Australia's native animals in their natural habitat, including possums, echidnas, woylies and kangaroos. Foxes Lair Nature Reserve, bordering the Narrogin townsite, is a 60-hectare bushland area that's home to 300 varieties of wildflower and over 40 species of birds.

The Built Environment

Narrogin has a strong Indigenous community and culture and the name Narrogin is derived from the Wilman Noongar people and was first recorded in 1869 as Narroging as meaning pool in this area.

The European first settlers in the area were Sandalwood cutters or sheep herders who followed water courses and selected property suitable for grazing. Edward Hamersley took up the first pastoral and tillage lease of 5,000 acres in 1853. The lease lapsed in 1858 which may indicate that it was never stocked. It is known that Elijah Quartermaine took up and settled on 5,000 acres in 1860. A number of other settlers soon took up land.

The town started as a small group of buildings centred on the railway station on the Albany - Beverley line. The 'Father of Narrogin' Michael Brown was responsible for a great deal of building construction in the town and this in turn attracted new settlers. Narrogin was one of the largest towns on the fringe of the Wheatbelt region.

Narrogin's emergence as a regional centre for the Central South region can be traced back to the construction of the Great Southern Railway Line between Albany and Beverley in the late 1880's. Between 1905 and 1926 new railway lines were constructed to Collie, Wickepin, Kondinin, Dwarda and points beyond. Narrogin remained a major rail centre until the late 1970's when competition from road transport saw a reduction in the railways workforce from some 280 people to less than a dozen in 1995. Narrogin's previous role as a major railway junction served to attract agricultural service industries as well as government departments and agencies.

Over the years Narrogin has accumulated significant public infrastructure - mainly in the health and education areas. This infrastructure serves as the base for the modern regional centre that Narrogin has become today with several purpose-built buildings such as the highly recognised Regional Hospital and pro-active aged care services, an active Regional Library and Heritage Museum and several venues for hire. Narrogin's high standard of infrastructure including rail, sealed and unsealed road network, water supply, power and connection to the optical cable network provide a solid base for a strong vibrant economy and community.

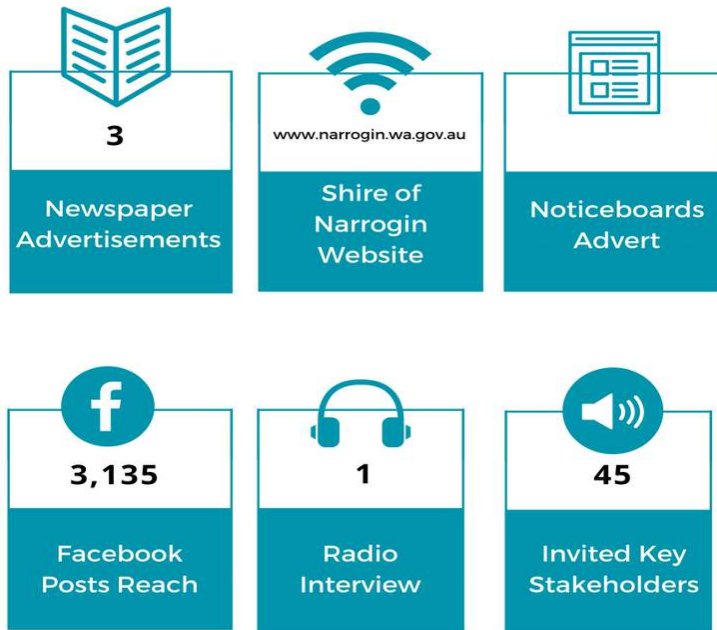
In 2016 the former Town and Shire of Narrogin Local Governments merged to form the Shire of Narrogin. Narrogin has ample shopping facilities including retail outlets, restaurants, bakeries, fast food outlets, supermarkets, specialty shops, cafes, pubs and many important Government Agencies which service the wider region. There are a range of education providers including public and private schools to year 12, a residential college, TAFE college, child care and kindergartens. The recreation and sporting facilities available in Narrogin are extensive and include a fully equipped Recreation Complex with heated indoor pool, well maintained sports grounds and sports clubs.



Community Engagement

The 2017 Strategic Community Plan review process commenced in January 2017 and focused on obtaining feedback in relation to Shire services and facilities.

The community engagement campaign was promoted and advertised in the local newspaper, The Narrogin Observer, on local notice boards, the Shire of Narrogin website and Facebook page, with a link to the electronic survey provided. A summary of the community communications and engagement which occurred is provided below.



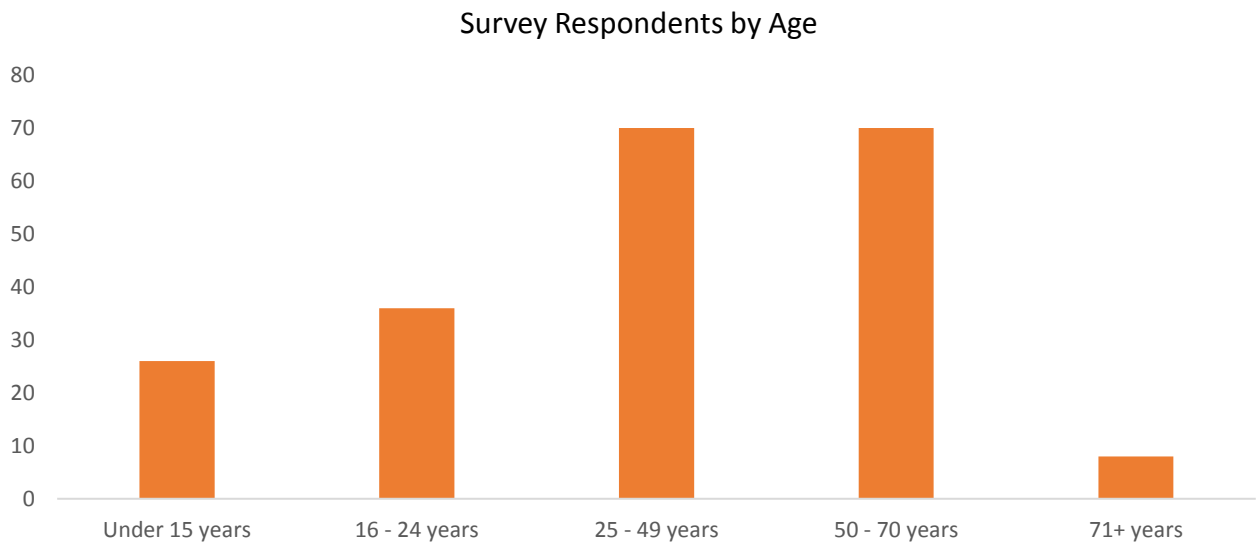
Two community workshops and a separate key stakeholder’s workshop were held 20 February 2017. This was combined with a community survey, in electronic and paper form with links available on the Shire’s website to maximise the opportunities for the community to respond. Narrogin community members were asked to share their visions and aspirations for the future. Respondents were also requested to provide their level of satisfaction with Shire services and facilities along with their views on the importance of each.



Community Response

The community engagement has provided valuable insight into the key issues and aspirations as identified by the local residents and ratepayers. Importantly for the Council, these views helped establish clear priorities and subsequently shaped the visions, values, objectives and strategies documented in this report. The community survey responses were from a range of age groups, as represented in the chart below.

The age demographic of survey respondents is reflected in the chart below.



A summary of the community responses received from the two engagement processes is provided below.

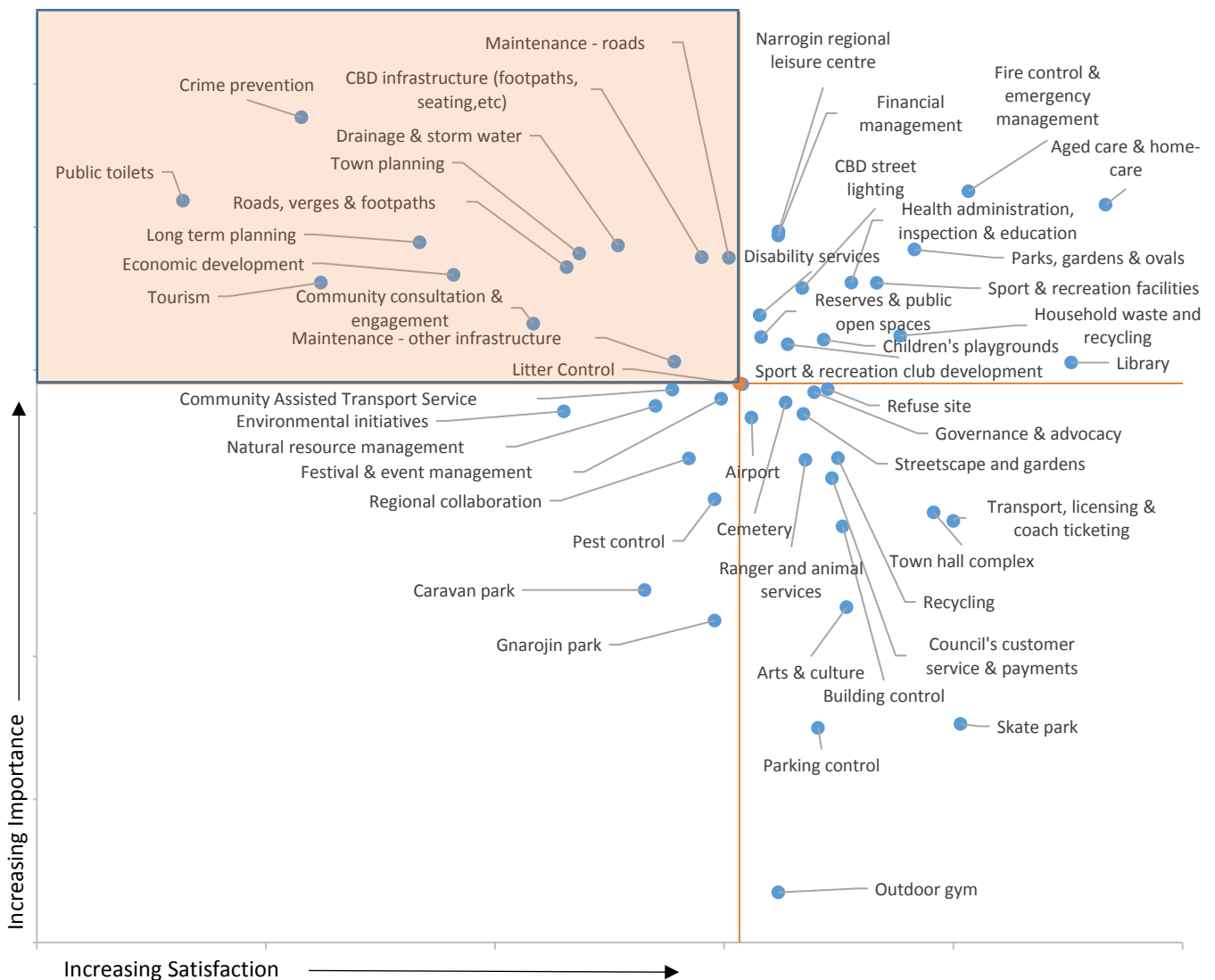


Community Response (continued)

Survey respondents rated their perspective of the importance and their level of satisfaction with current and anticipated Shire services. Based on the survey results, the relative importance and satisfaction with various Shire services, community facilities and infrastructure is presented in the chart below.

Services and facilities with a higher than average importance to the community and a lower than average level of community satisfaction are reflected in the shaded quadrant in the chart below.

Relative Importance and Satisfaction with Shire Services and Facilities





Objectives and Outcomes

The Shire of Narrogin has set out four key objectives within this Plan as it delivers services to the community. An objective has been defined for each of four key themes, being: Social; Economic; Environment; and Civic Leadership.

Each of the four objectives contain the desired outcomes the Shire is aiming to achieve over the 10+ years of this Plan.

The desired outcomes were developed after consideration of the community response and other external factors including available planning by other government agencies.

The following table summarises the desired outcomes of working toward the strategic objectives in achieving the Shire's vision. The tables on the following pages detail the strategies developed to achieve these desired outcomes.

	Objectives	Outcomes
ECONOMIC	<i>Support growth and progress, locally and regionally</i>	<ul style="list-style-type: none"> • Growth in revenue opportunities • Encourage tourism • Effective well maintained transport network • Maintain and develop Agriculture opportunities
SOCIAL	<i>To provide community facilities and promote social interaction</i>	<ul style="list-style-type: none"> • Provision of youth services • Build a healthy and safe community • Existing strong community spirit and pride will be fostered, promoted and encouraged • Recognise our cultural and heritage diversity • Broad, quality education services and facilities servicing the region
ENVIRONMENT	<i>Conserve, protect and enhance our natural and built environment</i>	<ul style="list-style-type: none"> • A preserved natural environment • Effective waste services • Efficient use of resources • A well maintained built environment
CIVIC LEADERSHIP	<i>Continually enhance the Shire's organisational capacity to service the needs of a growing community</i>	<ul style="list-style-type: none"> • An efficient and effective organisation • An employer of choice

Economic Objective

Support growth and progress, locally and regionally

Community Feedback

The Narrogin community values its large agricultural industry and local businesses whilst remaining open to new development and industry. The government agencies and facilities, including the medical and education services available in Narrogin are highly valued by both the community and the region.

Creating economic growth and employment opportunities is challenging for the district, with increased promotion of the region seen as a priority.

Economic Aspirations and Opportunities

The Narrogin community would like to see an increase in economic diversity with growth of education and tourism in the district. This creates many opportunities for cultural tours and eco-tourism. The development of infrastructure to support economic prosperity is viewed by the community as key to the district's future.

Retaining the youth within the district through the availability of employment opportunities is considered essential for the growth and progress of the region.

Maintaining and improving the transport network throughout the district is seen as essential to the continued economic prosperity.

Comments from the Community:

“Narrogin is a special place because it has everything you need and it will hopefully have more.”

“A peaceful, happy place to live. Economically sound and prosperous which is inviting for others...”

“To expand its economic base and employment opportunities...”

“To grow as an important regional centre for education, business, health and sport...”

“To become a vibrant regional hub that champions economic diversity and forward thinking...”

Economic Objective

Support growth and progress, locally and regionally.

The following outcomes and strategies have been identified to achieve this objective.

Outcome 1.1 Growth in revenue opportunities

- | | |
|-------|--|
| 1.1.1 | Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business |
| 1.1.2 | Promote Narrogin and the Region |
| 1.1.3 | Promote Narrogin's health and aged services including aged housing |

Outcome 1.2 Increased Encourage Tourism

- | | |
|-------|---|
| 1.2.1 | Promote, develop tourism and maintain local attractions |
|-------|---|

Outcome 1.3 An effective well maintained transport network

- | | |
|-------|--|
| 1.3.1 | Maintain and improve road network in line with resource capacity |
| 1.3.2 | Review and implement the Airport Master Plan |

Outcome 1.4 Agriculture opportunities maintained and developed

- | | |
|-------|--|
| 1.4.1 | Support development of agricultural services |
|-------|--|

Social Objective

To provide community facilities and promote social interaction

Community Feedback

There is clearly a strong sense of community in the Shire of Narrogin which is highly valued. High quality regional sporting and recreational facilities available in Narrogin are well recognised and assist in the sense of community and general well-being of residents.

Narrogin's multicultural community is highly valued, with community events and groups. The arts and cultural events are important to the community, with retention and expansion of these events highlighted as important.

The social impacts of alcohol and drug abuse are of major concern to the community, including the associated level of crime and violence.

Social Aspirations and Opportunities

The Narrogin community aspires to retain strong sense of community, engage the youth to retain them in the district and minimise anti-social behaviour.

There is a strong creative culture with a significant presence of artistic and creative endeavours in the community. Potential to grow Narrogin events including sports, arts and culture, music and festivals were highlighted by the community.

These two features provide opportunities for high levels of social interaction through sporting and cultural events and showcase Narrogin's culture and community. Narrogin's multicultural community is highly valued, with the potential to increase awareness and events in this area.

Growth of both the education and health services is viewed as not only providing economic benefits but more importantly social benefits for all of the community.

Comments from the Community:

"Fresh air and friendly people."

"There is a wonderful sense of community...."

"It's a nice country community away from the hustle and bustle..."

"The regional nature of the community makes Narrogin a welcoming and comfortable place to live with all the resources and facilities needed for families."

"My vision: a place to live, work, rest and play, to raise a family in a healthy, caring community."

"My desire: retain the rural atmosphere and outlook, expand opportunities for young people."

Social Objective

To provide community facilities and promote social interaction

The following outcomes and strategies have been identified to achieve this objective.

Outcome 2.1 Provision of youth services

2.1.1 Develop and implement a youth strategy

Outcome 2.2 Build a healthier and safer community

2.2.1 Support the provision of community security services and facilities

2.2.2 Advocate for mental health and social support services

2.2.3 Continue and improve provision of in-home care services

Outcome 2.3 Existing strong community spirit and pride is fostered, promoted and encouraged

2.3.1 Develop and activate Sport and Recreation Master Plan

2.3.2 Engage and support community groups and volunteers

2.3.3 Facilitate and support community events

2.3.4 Provide improved community facilities (eg library/recreation)

2.3.5 Encourage and support continued development of arts and culture

Outcome 2.4 Cultural and heritage diversity is recognised

2.4.1 Maintain and enhance heritage assets

2.4.2 Support our Narrogin cultural and indigenous community

Outcome 2.5 A broad range of quality education services and facilities servicing the region

2.5.1 Advocate for increased education facilities for the region

2.5.2 Advocate for and support increased education services

Environment Objective

Conserve, protect and enhance our natural and built environment

Community Feedback

The community appreciate and value the natural environment and particularly the amazing natural reserve areas.

The town's history, in the heritage architecture and built form, is also enjoyed, largely because it is a key part of Narrogin's identity and style and gives the heritage of the area a living quality.

Environment Aspirations and Opportunities

The community aspires to protect and preserve its nature reserves and further develop walking trails, parks and gardens and sports facilities. To achieve balanced growth for the community, planning is required to ensure adequate consideration of the social and environmental impacts of future development.

There are opportunities to further develop the built environment and provide increased community facilities and services, whilst protecting the natural environment.

Comments from the Community:

"the Shire of Narrogin has many beautiful parks to visit..."

"The sporting facilities are great and encourage participation in a variety of forms..."

"My desire: retain status as a Shire with vibrant farming sector and rural hub town with a good community spirit and facilities to retain residents and service agriculture."

"to expand the natural bush land and promote it as a unique place to visit..."

Environment Objective

Protect and enhance our natural and built environment

The following outcomes and strategies have been identified to achieve this objective.

Outcome 3.1 A preserved natural environment

3.1.1 | **Conserve,** enhance, promote and rehabilitate the natural environment

Outcome 3.2 Effective waste services

3.2.1 | Support the provision of waste services

Outcome 3.3 Efficient use of resources

3.3.1 | Increase resource usage efficiency

Outcome 3.4 A well maintained built environment

3.4.1 | Improve and maintain built environment

Civic Leadership Objective

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

Community Feedback

The Narrogin community values its small-town character, including a welcoming and friendly community. To retain these important traits, the community acknowledges unity is essential. Anti-social behaviour is an increasing concern and must be proactively addressed in partnership with key stakeholders and agencies.

Civic Leadership Aspirations and Opportunities

Continuing to build an efficient effective organisation with strong communication is clearly a community and Council aspiration. The community wants the Shire to continue to advocate for increased services and infrastructure on its behalf.

Comments from the Community:

“The Shire is able to maintain the level of services it provides to the community. The Shire is able to identify, develop and promote a unique identity....”

“... Shire attracts high calibre personnel, everything else will fall into place.”

“Good governance and enhanced communications”

The following outcomes and strategies have been identified to achieve the leadership objective.

Outcome 4.1 An efficient and effective organisation

- | | |
|-------|---|
| 4.1.1 | Continually improve operational efficiencies and provide effective services |
| 4.1.2 | Continue to enhance communication and transparency |

Outcome 4.2 An employer of choice

- | | |
|-------|---|
| 4.2.1 | Provide a positive, desirable workplace |
|-------|---|



Services and Facilities

Services and facilities provided by the Shire are linked with the relevant strategy of the Strategic Community Plan in the following table. The table provides a connection between the services and facilities and the desired outcomes and community vision for the Shire of Narrogin.

Services/Facilities	Associated Strategic Reference	Services/Facilities	Associated Strategic Reference
Community Facilities		Shire Services	
Caravan park	1.2.1 3.4.1	Building control	4.1.1
Children's playgrounds	2.3.4 3.4.1	Community consultation & engagement	2.4.2 4.1.2
Gnarojin park	1.2.1 2.3.4 3.4.1	Council's customer service & payments	4.1.1
Library	2.3.4 3.4.1	Economic development	1.1.1 1.1.2 1.1.3 1.2.1 1.4.1 3.1.1
Narrogin Regional Leisure Centre	1.1.2 1.2.1 2.3.1 3.4.1	Environmental initiatives	3.1.1 3.2.1 3.3.1
Outdoor gym	2.3.1 2.3.4	Festival & event management	2.3.3
Parks, gardens & ovals	2.3.4 3.4.1	Financial management	4.1.1
Public toilets	2.3.4 3.4.1	Fire control & emergency management	2.3.2 3.1.1
Reserves & public open spaces	1.2.1 3.1.1	Governance & advocacy	1.1.1 1.1.3 2.2.1 2.2.2 2.2.3 2.3.2 2.4.1 2.4.2 3.1.1 4.1.1 4.1.2 4.2.1
Skate park	2.1.1 2.3.1 2.3.4		
Sport & recreation facilities	2.3.1 2.3.4	Health administration, inspection & education	4.1.1
Town hall complex	2.3.4 3.4.1	Household waste and recycling	3.2.1
		Litter Control	1.2.1 3.2.1
Community Support & Services		Long term planning	4.1.1
Aged care & home-care	1.1.3 2.2.3	Maintenance - other infrastructure	3.4.1
Arts & culture	1.1.2 1.2.1 2.3.2 2.3.3 2.3.5 2.4.2	Maintenance - roads	1.3.1 3.4.1
Community Assisted Transport Service	1.1.3	Natural resource management	3.1.1
Crime prevention	2.2.1	Parking control	1.1.2
Disability services	1.1.3 2.2.2	Pest control	3.1.1 4.1.1
Sport & recreation club development	2.3.1 2.3.2 2.3.3 2.3.5	Ranger and animal services	4.1.1
		Refuse site	3.2.1
Infrastructure		Regional collaboration	1.1.1 1.1.2 1.4.1
Airport	1.3.2	Streetscape and gardens	1.2.1 2.3.4 3.4.1
CBD infrastructure (footpaths, seating, etc.)	1.2.1 3.4.1	Tourism	1.2.1
CBD street lighting	3.4.1	Town planning	1.4.1 3.4.1
Cemetery	3.4.1	Transport, licensing & coach ticketing	4.1.1
Drainage & storm water	1.3.1		
Roads, verges & footpaths	1.3.1 3.4.1		

Resource Capacity

This Strategic Community Plan was developed with an understanding of our current resource capacity, both financial, workforce and asset resources. Whilst future resource capacity is not known, expectations of relative future resource capacity were considered.

Current Resource Capacity

At the 30 June 2016, the Shire had the following resource profile⁴.

Resource	Level
Workforce	62 FTE
Infrastructure Assets	\$96,947,578
Property, Plant and Equipment	\$44,132,899
Cash Backed Reserves	\$4,187,052
Borrowings	\$1,376,249
Annual Rates Revenue	\$4,304,299
Annual Revenue	\$15,687,506
Annual Expenditure	\$14,694,477

Future Resource Capacity

Future resource capacity is partially dependent on other levels of government however the following long term trends are expected in each resource level.

Resource	Relative Future Level
Workforce	Stable
Infrastructure Assets	Increasing
Property, Plant and Equipment	Stable
Cash Backed Reserves	Increasing
Borrowings	Reducing
Annual Rates Revenue	Stable
Annual Revenue	Stable
Annual Expenditure	Stable

Review and further development of Asset Management Plans, the Workforce Plan and the Long Term Financial Plan will influence future resource levels for consideration during the Corporate Business Planning and Annual Budget processes.

⁴ Shire of Narrogin and Town of Narrogin 2015-16 Annual Financial Reports

Strategic Risk Management

It is important to consider the external and internal context in which the Shire of Narrogin operates, relative to risk, in order to understand the environment in which the Shire seeks to achieve its strategic objectives.

The external and internal factors identified and considered during the preparation of this Plan are set out below:

External Factors	Internal Factors
Increasing community expectations in relation to service levels and service delivery.	The objectives and strategies contained in the Council's current Strategic Community Plan.
Rapid changes in information technology changing the service delivery environment.	The timing and actions contained in the Council's Corporate Business Plan.
Increased compliance requirements due to Government Policy and Legislation.	Organisational size, structure, activities and location.
Cost shifting by Federal and State Governments.	Human resourcing levels and staff retention.
Reducing external funding for infrastructure and operations.	Current organisational strategy and culture.
Increasing population and economic development resulting in greater pressure on the natural environment and its resources.	The financial capacity of the Shire.
Resource development and the associated social impacts.	Allocation of resources to achieve strategic outcomes.
Increasing community expectations and regulations in relation to waste management.	Maintenance of corporate records.
Government responses in relation to social services.	Current organisational systems and processes.
Climate change and subsequent response.	

Measuring Success

The aim of this Plan is to align the community's visions and aspirations for the future of the Shire of Narrogin to the Shire's objectives. These objectives will be measured by both quantifiable and non-quantifiable outcomes.

As part of the formulation of this Plan, the community was asked to provide feedback on the level of importance and satisfaction with the services the Shire provides.

Key performance measures provide an indication of whether the Shire is meeting the objectives and will be monitored and reported. The measures for each objective are provided in the table below.

	Objectives	Key Performance Measures
ECONOMIC	<i>Support growth and progress, locally and regionally</i>	<ul style="list-style-type: none"> Population statistics No. of development approvals Assessed vacancy rates (business and residential) No. of building approvals
SOCIAL	<i>To provide community facilities and promote social interaction</i>	<ul style="list-style-type: none"> Social media activity Community participation levels in recreation activities and events Recreation Centre usage rates Reduction in anti-social behaviour
ENVIRONMENT	<i>Conserve, protect and enhance our natural and built environment</i>	<ul style="list-style-type: none"> Statutory asset management ratios Compliance with statutory reviews required by the Local Planning Framework Compliance with statutory requirements for the review of the Municipal Heritage Inventory
CIVIC LEADERSHIP	<i>Continually enhance the Shire's organisational capacity to service the needs of a growing community</i>	<ul style="list-style-type: none"> Statutory financial ratios Employee retention rates Volunteer levels

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References and Acknowledgements

Acknowledgement and a thank you is made to the people of the Shire of Narrogin for their time and effort in being a part of our community engagement and for their invaluable input into our Strategic Community Plan.

The Shire of Narrogin Strategic Community Plan 2017 - 2027, has been developed by engaging the community and other stakeholders. Council's Elected Members, management and staff have also had input to the development of the Plan. Much of the information contained in this Plan has been derived from documents in the public domain and liaison with key stakeholders and the community.

Reference to the following documents or sources was made during the preparation of the Plan:

Shire of Narrogin Strategic Community Plan 2013 - 2023;

Town of Narrogin Strategic Community Plan 2011 -2022

Council website: www.narrogin.wa.gov.au;

Australian Bureau of Statistics;

Town of Narrogin Annual Financial Report 2015 - 2016; and

Shire of Narrogin Annual Financial Report 2015-16.

Review of the Plan

In accordance with statutory requirements the Strategic Community Plan is reviewed and updated on a four-year review cycle including community consultation, with a desktop review being undertaken every two years.

Prepared with the assistance of:

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10.2.051 HIGHBURY INCLUSION IN 2016 NARROGIN TOWNSCAPE STUDY REVIEW

File Reference: 26.3.8
Disclosure of Interest: Nil
Applicant: Chief Executive Officer
Previous Item Nos: Nil
Date: 12 May 2017
Author: Mr Aaron Cook – Chief Executive Officer
Authorising Officer: Nil

Attachments

Nil

Summary

This item is presented to Council to consider utilising the services of Howard and Heaver Architects to include the town site of Highbury in the 2016 Narrogin Townscape Study Review.

Background

In 2016 the former Town of Narrogin engaged Howard and Heaver Architects (H+H) to facilitate the revision of the aged Townscape Plan. This revision was ultimately completed in July 2016 after performing public consultation and workshops.

Comment

It is presented to Council to consider utilising H+H to include Highbury in the Townscape Study so that town site upgrades and works in Highbury will be performed in conjunction with this plan and be facilitated in a coordinated manner with the town site of Narrogin.

As H+H performed the original review in 2016 and were assessed as providing the most appropriate price and scope of work it is requested that Council engage H+H without the requirement to seek quotations as per the policy of Council.

Council Policy requires officers to seek three quotes for this work; however, there are three main facets as to why it is recommended to utilise H+H, being:

1. H+H have an intricate knowledge of the revised Townscape plan and the same consultants would perform the Highbury review. Any other consultant would need to review the document and be familiar with the intent prior to being able to commence work increasing cost.
2. H+H have all the digital data of the original review and this will assist them in their workings.
3. The consistency of the consultant will result in a Townscape plan that will not vary greatly in its direction and a similar process to engagement will be facilitated.

The price provided by H+H is \$5,014 + GST.

Consultation

- Nil

Statutory Environment

Nil

Policy Implications

Council Policy 3.1 – Purchasing Framework enables the procurement on a value-for-money basis considering whether it enhances operational efficiency and is opportunistic (ie eliminates otherwise applicable costs). In this situation engaging H&H is considered the best value-for-money procurement for this project.

Financial Implications

This expenditure is contained within the adopted budget.

Strategic Implications

The inclusion of Highbury in the Revised Townscape Plan allows the Townscape Committee and Highbury residents to have a document that they can utilise for planning and consider works in the future.

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 0517.060 AND OFFICER'S RECOMMENDATION

Moved: Cr Ward

Seconded: Cr Schutz

That Council:

Authorise the appointment of Howard and Heaver Architects, for the amount of \$5,014 + GST, to perform a Townscape review of Highbury and include this in the 2016 Townscape Study Review Document.

CARRIED 8/0

The following item was brought forward so that item 10.2.052 could be discussed when UGSHA members were present. UGSHA members were scheduled to arrive at 8.00pm

10.2.053 YMCA PROPOSED ANNUAL SUBSIDY BUDGET FOR 2017/18

File Reference: 5.6.3
Disclosure of Interest: Nil
Applicant: Chief Executive Officer
Previous Item Nos: Nil
Date: 15 May 2017
Author: Mr Aaron Cook – Chief Executive Officer
Authorising Officer: Nil

Attachments

- Budget document provided by the YMCA for the annual subsidy. Please note that the attachment will be provided under separate cover as the contents include salaries and wages and, as such, is being treated as commercial-in-confidence.

Summary

It is presented to Council to approve the proposed budget provided by the YMCA for the facilitation of the operations of the Narrogin Regional Leisure Centre for the 2017/18 financial year.

Background

The former Town of Narrogin facilitated a tender for the provision of Contract Services to run the Narrogin Regional Leisure Centre. The Tender was awarded for a period of 5 years and has an option of an additional five years.

Each year the YMCA is to provide to Council, for approval the following financial year's budget and the proposed Fees and Charges.

Comment

The proposed budget presented by the YMCA for the facilitation of the Narrogin Regional Leisure Centre includes an increase of \$8 per month from what was applied last financial year. The total yearly subsidy proposed is \$262,281.

With expenses ever increasing to have this subsidy expense essentially remain the same is a positive outcome for the Shire and clearly shows the result that the YMCA are increasing the amount of revenue raised through the Centre's activities.

Also attached and provided for endorsement is the proposed Fees and Charges that the YMCA are to implement for the next financial year.

Consultation

- YMCA Representatives.
- Azhar Awang – Executive Manager of Development and Regulatory Services.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

There are no additional financial implications to Council proposed within the 2017/18 financial year.

Strategic Implications

Key Objective 1 – Economic Development

1.5 Support Tourism, Arts and sport initiatives, recognising the economic impact that they provide to the businesses and general community.

Key Objective 2 – Community Development/Services

2.1 Continue to expand the Town's capacity and reputation as a venue for events, sports and seminars of local and regional significance.

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 0517.061 AND OFFICER'S RECOMMENDATION

Moved: Cr Schutz

Seconded: Cr Fisher

That Council:

Accept the proposed Operating Budget Subsidy of \$262,281 and endorse the Schedule of Fees and Charges provided by the YMCA Inc for the facilitation of the Narrogin Regional Leisure Centre for the 2017/18 financial year.

CARRIED 8/0

8:00 pm – Visitors from the UGSHA arrived.

10.2.052 UPPER GREAT SOUTHERN HOCKEY ASSOCIATION FUTURE FUNDING COMMITMENT

File Reference: 26.8.21
Disclosure of Interest: Nil
Applicant: Mr Andrew Corner – President Upper Great Southern Hockey Association
Previous Item Nos: Nil
Date: 20 April 2017
Author: Mr Aaron Cook – Chief Executive Officer
Authorising Officer: Nil

Attachments

- Letter from Mr Andrew Corner - President Upper Great Southern Hockey Association (UGSHA).

Summary

It is presented to Council to consider committing future resources to a portion of the replacement costs of the next Hockey playing surface and subsequent required works estimated to be required in the year 2025.

Background

A delegation of representatives from the UGSHA met with the Shire President and CEO to discuss the implications of the future hockey surface replacement costs.

The meeting's representatives from the UGSHA advised that the current agreement is proving to be unfeasible owing to its volunteers and not being able to continue to commit to the large expense. For elected members information, the current agreement in place allows for the UGSHA to facilitate the bar and kitchen from the pavilion at no cost to them so that they can raise funds to contribute to the future pitch replacement costs.

The recent upgrade to the pitch was funded by the UGSHA and a grant from the Department of Sport and Recreation (The Department). As funding was first received for the initial installation of the synthetic pitch The Department would not normally fund any further replacements; however, as the replacement was considered an "upgrade" the Department funded one-third of the cost. It is expected that any future grant would not be accepted by The Department as this would be considered a "replacement" and the UGSHA would be required to fund the whole *replacement*.

Elected Members should be aware that the recent upgrade to the pitch was a key factor in Narrogin securing the International hockey match between Australian and Great Britain in 2016. The hosting of this match in Narrogin brought many benefits to Narrogin including a significant impact on the general community and economy. The UGSHA have advised they

are negotiating for additional future high grade/international matches to be facilitated in Narrogin.

The letter attached from the UGSHA outlines further background into the proposed request and some of their future aspirations to grow and develop the Association.

Comment

The request for future funding received from the UGSHA is pre-emptive as the requirement for Council to fund any replacement is expected in a minimum of 8-10 years into the future. However, the commitment sought will potentially affect Council financial by allowing for a yearly budget allocation to be made so that the organisation does not need to find large scale funding or take a loan when the replacement is required.

Normally when a sporting group considers preparing a Department of Sport and Recreation grant the Local Government is informed and as part of the grant process then considers, by way of an agenda item, if the Local Government is willing to fund 1/3 of the cost with the remaining two thirds coming from the Department and the Sporting Group. This process is facilitated approximately 12 months prior to the grant being awarded. This can result in the Local Government requiring to utilise built up Reserves or loan funds.

Unfortunately under the Department of Sport and Recreation guidelines the future replacement of the Hockey Pitch would not be funded as this is seen as the responsibility of the Club and Local Government. The UGSHA were successful in the last pitch replacement due to the facilitation being considered a major upgrade. It is considered very unlikely that the UGSHA and the Shire will be provided 1/3 funding for another replacement.

As such, the early advice to Council and potential approval of the request of this nature allows the Shire the ability to allocate funding each year to be prepared for this known future upgrade. The difficulty is that the cost of the next upgrade is unknown as additional works to the sub-base needs to be facilitated and cost from suppliers will alter considerably. The UGSHA have estimated that the cost could reach \$500,000 or more.

As such, it is difficult for Council to commit to 50% of a cost that is largely unknown. Due to this several options are provided for consideration:

Option 1) Council support the UGSHA by committing funding of 50% of the replacement of the Hockey Pitch up to a maximum dollar value of \$250,000.

Option 2) Council support the UGSHA by committing to 33.33% or 1/3 of the replacement of the Hockey Pitch up to a maximum dollar value of \$200,000.

Option 3) Council deliberate and advise of a maximum amount that it is willing to fund towards the replacement of the Hockey Pitch.

Option 4) Council do not support the UGSHA by committing funding to the next replacement of the Hockey Pitch due to the agreement in place regarding the pavilion and the bar area.

If Council resolves to support and commit to funding a portion of the Hockey Pitch replacement, it would be advised that Council allocate funding to the Reserve Account over the coming years to remove the requirement of Council needing to locate large scale funding,

or taking out a loan, when the pitch needs replacing. This allocation to the Reserve, depending on the commitment, will have an impact of approximately 0.5% to 0.75% increase on the required rate in the dollar.

The UGSHA is a proactive, professionally-run sporting association that has large numbers of players from within Narrogin and from outside of the Shire. This has an economic impact to the businesses of Narrogin through players, partners and parents shopping during and around the games and, during large scale carnivals (eg much of the accommodation in Narrogin is utilised for several nights.). Please note that the economic impact is hard to define but would have to be similar to the amounts quoted by the Dryandra Country Visitors Centre of approximately on average \$80 spend per visiting player so being conservative a dollar spend of \$50 has been utilised below.

For example there are 15 non-Narrogin Shire teams that consist of 13 players who play 10 games per year in Narrogin. As such, for the normal season it is estimated at $15 \times 13 \times 10 \times \$50 =$ Conservative Economic Impact of \$97,500. In addition for the major carnival there are 42 teams from outside of the Shire at $42 \times 13 \times \$50 =$ Conservative Economic Impact of \$27,300. As stated it is felt that this is very conservative impact on the Narrogin Economy of \$124,800 per annum from players and families from outside of the Shire of Narrogin.

The decision of Council in this matter will have a large impact on the UGSHA and would also potentially create a precedent in that other sporting associations need to be proactive in advising Council of their long term potential requests.

Consultation

- Leigh Ballard – Shire President
- Glenn Paddick – Manager of the Narrogin Regional Leisure Centre YMCA
- UGSHA representatives

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

If Council is to approve the recommendation, it is proposed that a minimum allocation of \$50,000 is made to the Narrogin Regional Leisure Centre Reserve account for future requirements at the Leisure Centre and or Sporting Association Upgrades.

This minimum allocation of \$50,000 would increase the current day balance of \$180,471 to encapsulate the future UGSHA requirements and would provide Council with a strong ongoing reserve. It should be noted that the Town of Narrogin commenced allocating funds to this Reserve several years ago to protect its ratepayers in case of plant failure.

Please note that in addition to the \$50,000 minimum allocation Council's contract with the YMCA requires an allocation of \$30,000 to this Reserve for additional maintenance that is in excess of the YMCA's contractual budgeted amount. If the YMCA does not exceed their

allocation Council is able to retain the \$30,000 within the Reserve. Resultantly it is expected that in some years the Reserve could have \$80,000 allocated.

As such, in the estimated 10 years of funding the Reserve, Council could have funds approaching \$850,000 plus. For Council to hold a strong secure position within this Reserve it is the officer's opinion that the account should hold \$1,000,000. Once this amount was reached it would be recommended to divert these funds to other important reserves.

It must be noted that due to the nature and age of the Leisure Centre facility and plant should an unexpected major item fail the Reserve would be called on to potential fund a purchase of hundreds of thousands of dollars. For example should the boiler require replacement this is expected to be a \$500,000 + expense.

Strategic Implications

Key Objective 2 – Community Development/Services

- 2.1 Continue to expand the Town's capacity and reputation as a venue for events, sports and seminars of local and regional significance.
- 2.2 Continue to develop and facilitate activities, engaging all age demographics, at the Narrogin Regional Leisure Centre that are sustainable and beneficial to the Community and the Centre.
- 2.5 Further develop and encourage and support youth activities and initiatives within Narrogin.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

1. Approve the request by the Upper Great Southern Hockey Association to allocate funding to its Narrogin Regional Recreation Centre Reserve to partially fund the future hockey pitch replacement through 50% total funding allocation of the project up to a maximum allocation of \$250,000.
2. Advise the applicant that the funding allocation in point 1 is dependent upon the Upper Great Southern Hockey Association providing evidence that they have applied for grants for the replacement of the pitch to reduce the funding required of both parties through the Department of Sport and Recreation and other State and Federal agencies. If the grant applications are successful the allocation from Council would be renegotiated.
3. Authorises Council officers to allocate \$50,000 within the draft budget to the Narrogin Regional Leisure Centre Reserve Account, on a yearly basis, for Council consideration.

COUNCIL RESOLUTION 0517.062 AND OFFICER'S RECOMMENDATION

Moved: Cr Wiese

Seconded: Cr Ward

That Council:

1. Approve the request by the Upper Great Southern Hockey Association to allocate funding to its Narrogin Regional Recreation Centre Reserve to partially fund the future hockey pitch replacement through 50% total funding allocation of the project up to a maximum allocation of \$250,000.
2. Advise the applicant that the funding allocation in point 1 is dependent upon the Upper Great Southern Hockey Association providing evidence that they have applied for grants for the replacement of the pitch to reduce the funding required of both parties through the Department of Sport and Recreation and other State and Federal agencies. If the grant applications are successful the allocation from Council would be renegotiated.
3. Authorises Council officers to commence allocating \$50,000 within the draft 2017/18 budget to the Narrogin Regional Leisure Centre Reserve Account on a yearly basis, for Council consideration.

CARRIED 8/0

Reason for change: Amended the text in resolution point 3.

Leigh Ballard
President
Shire of Narrogin

Shire of Narrogin RECEIVED	
Directed to	<u>Aaron</u>
19 APR 2017	
Ref No	<u>ICR1710354</u>
Property File	
Subject File	<u>6.1.4</u>
Ref	

Dear Mr Ballard,

Proposal: That the Shire of Narrogin underwrites 50% of the cost of the turf upgrade at the Narrogin Hockey Stadium, estimated to occur in 2025. This includes the replacement of the synthetic playing surface, any repairs to the shock pad and base material, and any other necessary works to the area confined by the 1.2m turf boundary fence.

BACKGROUND

The Upper Great Southern Hockey Association is an extremely progressive association that is run by a team of very dedicated, very driven volunteers. In May 2016 we were selected to host two international matches between the Kookaburra's and Great Britain. Following the event, we received overwhelmingly positive feedback from Hockey Australia, the teams and the general public, with around 3,800 people entering the Narrogin Hockey Stadium over two days. As part of the Australia Day celebrations in 2017, the UGSHA was awarded the Shire of Narrogin Community Group Award for its efforts to put Narrogin on the map when it hosted these international matches.

The UGSHA also hosts the annual Narrogin Junior Carnival. This event sees up to 40 junior teams and their families coming to Narrogin over two days.

In 2014 we applied for a CSRFF grant through the Department of Sport and Recreation to replace an aging and worn synthetic playing surface. When the UGSHA was announced as a recipient of the grant (\$146,692), it was noted that our application was one of the most comprehensive seen by the Department of Sport and Recreation. The UGSHA contributed \$325,897 towards that turf upgrade, money that had mostly been generated through the bar and canteen facilities at the Bevan George Pavilion at the Narrogin Hockey Stadium. This bar and canteen has been managed ruthlessly by volunteers for the last 15 years, but this is unlikely to be sustainable in the future.

As can be seen, the UGSHA works tirelessly to ensure that we have the best facilities possible to bring as many local, state, national and international teams through the gates of the Narrogin Hockey Stadium as possible. We have been terrifically successful in doing so in the recent past, and we certainly strive to continue to do so in the future.

The executive of the UGSHA recently met to update our Strategic Plan which includes our Facilities Improvement Plan. Central to the Facilities Improvement Plan is the next turf replacement, due around 2026-2029. However, what is very apparent to the executive of the UGSHA is that we are unable to pay one of the highest turf hire fees in WA (\$135/hour) and put aside enough money to single-handedly replace the turf in 10-12 years. This also comes at a time when our volunteers are being stretched to the limits as our association grows and hosts more events. More paid employees of the association is a very realistic possibility in the future; this will obviously reduce our ability to

save for the turf replacement. We have also been notified that we would be unlikely to secure more Department of Sport and Recreation funding for the next turf replacement.

The UGSHA is a progressive and successful association and we don't want this to change. In fact, we want to grow bigger and better and host even more local, state, national and international games. We are also attempting to grow hockey outside of the normal winter season. We therefore ask the Shire of Narrogin to join forces with the UGSHA and ensure a sustainable future by contributing 50% of the cost of the next turf replacement, estimated to occur in 2025. This includes the replacement of the synthetic playing surface, any repairs to the shock pad and base material, and any other necessary works to the area confined by the 1.2m turf boundary fence.

Yours sincerely,



Andrew Corner
President of the UGSHA
18 April 2017

8:22 pm – Cr Fisher left the meeting and returned at 8:24 pm.

10.2.054 SHIRE OF NARROGIN - AMENITY LOCAL LAW – ADVERTISE OF INTENT TO ADOPT

File Reference: 19.6.4
Disclosure of Interest: None
Applicant: Not Applicable
Previous Item Nos: N/A
Date: 15 May 2017
Author: Niel Mitchell, Merger Project Manager
Authorising Officer: Aaron Cook – Chief Executive Officer

Attachments

- Draft Amenity Local Law 2017

Summary

The purpose of this report is –

1. To allow the Presiding Person to give notice to the meeting of the intention to make the proposed Local Law as follows –
 - Draft Shire of Narrogin Amenity Local Law 2017
2. For Council to give notice of the purpose and effect of the proposed local law;
3. For Council to resolve intent to advertise the proposed local law,
4. To allow for advertising of the proposed local law for public comment.

Background

The proposed local law is set out in the attachment to this report. In making a new local law, Council must comply with the provisions of section 3.12 of the *Local Government Act 1995*, and any specific requirements of other legislation.

The *Local Government (Functions and General) Regulations* Regulation 3 states that for the purpose of Section 3.12(2) of the Act, the person presiding at a council meeting is to give notice of the purpose of the local law by ensuring that the purpose and effect of the proposed local law is included in the agenda for that purpose and the minutes of the meeting of the council include the purpose and effect of the proposed local law.

- Purpose – to make provisions for control of animals, impact on community and nuisances, and provision for penalties.
- Effect – to restrict the keeping of livestock and birds in residential sectors, control of environmental factors such as discharge of water, overspill and reflected light, and nuisances such as improper control of refuse, dust, noise and odour.

As required by section 3.12 *the Local Government Act 1995*, the next steps include –

- Statewide public notice required inviting submissions

- Local public notice required inviting submissions
- Minister/s to be advised immediately after advertising for public comment –
 - o Minister for Local Government
- supporting documentation required to be sent to Minister/s–
 - o minutes of resolution of intent to adopt;
 - o copy of advert of intent to adopt;
 - o copy of the proposed local laws,

Notices are to invite the public to comment on the proposed local law, with submissions being open for a period of not less than six weeks. Internal submissions may also be made during this time.

Comment

The draft local law is intended to ensure quality of living in the Shire by controlling animals, birds and activities that often create a significant annoyance for other residents, and in some instances are dangerous. Much of the local law does not apply to areas outside the Narrogin and Highbury townsites, as the size of land owned by the resident is generally sufficient to alleviate any issue.

Portions of the Model Health 'A' Series Bylaws, updated in 1963, adopted by the former Town of Narrogin in 1966 and amended on several occasions are repealed. In addition the Model Health 'A' Series Bylaws adopted by the former Shire of Narrogin in 1974 are also repealed in full.

Many of the provisions were formerly controlled under Health legislation, and many local governments had provisions included in their Health Local Laws. Over the past 10-15 years, local government have tended to separate out of their Health Local Laws, matters that were collectively termed animals, environment and nuisance, as these are largely ranger type functions, rather than issues requiring an Environmental Health Officer or a qualified Building Surveyor.

As such, they are made under the *Local Government Act 1995*, with delegation to the CEO, rather than being made under the *Health Act 1911* (now in transition to the *Public Health Act 2016*) where delegation could previously only be made to a qualified person, i.e. an Environmental Health Officer (EHO).

It is common for rural townsites to have regular issues around keeping of livestock, roosters or geese etc, in a residential back yard, creating issues of unreasonable noise and potential health problems for adjoining neighbours.

- The local law sets out clear restrictions on these, as well as controlling –
- Overspill of light from spotlights, security lights, or all night lighting
- Reflected light
- Truck noise at night or early morning
- Requirement for refrigerators etc to have doors removed and de-gassed prior to disposal
- Backyard burning to the detriment of neighbours

Consultation

- Aaron Cook – Chief Executive Officer
- Azhar Awang – Executive Manager Development and Regulatory Services
- Shiralee Magor – Environmental Health Officer
- Guy Maley & Noel White – Rangers

Statutory Environment

Local Government Act 1995 –

- *3.12 – Procedure for making local laws*
 - (2) *Notice of purpose and effect of local law to be given by the person presiding*
 - (3) *Statewide public notice required, and copies to Minister/s immediately after notice given, minimum 6 weeks notice*
 - (3a) *Local Public notice also required to be given*
 - (4) *After notice period, all submissions to be considered, and local law may then be made by absolute majority*
 - (5) *Publication in Government Gazette required*
 - (7) *Parliament to be advised within 10 working days of Gazettal*
- *s.3.13 – Significant changes require recommencement of proposal*
- *s.3.14 – Unless otherwise provided for, local laws come into effect 14 days after Gazettal*
- *s.3.15 – local public notice of the final adoption/making of a local law to be given*

Policy Implications

Nil

Financial Implications

Cost of giving State-wide and local public notice – approx. \$1,000

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

1. Pursuant to the *Local Government Act 1995 section 3.12(3) and (3a)*, and all other legislation enabling it, give Statewide and local public notice that it intends to make the following local law –
 - Shire of Narrogin Amenity Local Law 2017;

Purpose – to make provisions for control of animals and birds, their impact on community, control of nuisances, and provision for penalties.

Effect – to restrict the keeping of livestock and birds in residential sectors, control of environmental factors such as discharge of water, overspill and reflected light, and nuisances such as improper control of refuse, dust, noise and odour.

2. In accordance with of the *Local Government Act 1995 section 3.12(3)* advise the Minister for Local Government of the proposed Shire of Narrogin Amenity Local Law 2017.

COUNCIL RESOLUTION 0517.063 AND OFFICER'S RECOMMENDATION

Moved: Cr Schutz

Seconded: Cr Seale

That Council:

1. Pursuant to the *Local Government Act 1995 section 3.12(3) and (3a)*, and all other legislation enabling it, give Statewide and local public notice that it intends to make the following local law –
 - Shire of Narrogin Amenity Local Law 2017;
Purpose – to make provisions for control of animals and birds, their impact on community, control of nuisances, and provision for penalties.
Effect – to restrict the keeping of livestock and birds in residential sectors, control of environmental factors such as discharge of water, overspill and reflected light, and nuisances such as improper control of refuse, dust, noise and odour.
2. In accordance with of the *Local Government Act 1995 section 3.12(3)* advise the Minister for Local Government of the proposed Shire of Narrogin Amenity Local Law 2017 as amended.

CARRIED 8/0

Reason for change: The words 'as amended' included in resolution point 2.

Commonly-used abbreviations:	
CEO	Chief Executive Officer
DLGC	Dept of Local Government and Communities

LOCAL GOVERNMENT ACT 1995

SHIRE OF NARROGIN

AMENITY LOCAL LAW 2017

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LOCAL GOVERNMENT ACT 1995

SHIRE OF NARROGIN

AMENITY LOCAL LAW 2017

Under the powers conferred the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Narrogin resolved on _____ 2017 to make the following local law.

PART 1 - PRELIMINARY

1.1 Citation

This local law may be cited as the *Shire of Narrogin Amenity Local Law 2017*.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Application

This local law applies throughout the district.

1.4 Repeal

The following local laws are repealed –

- (a) The Health Local Laws made by the Shire of Narrogin adopting the *Model By-Laws Series 'A'* published in the *Government Gazette* on 11 October 1974; and
- (b) By-laws 17, 18, 19, 26, 27, 28, 29, 29A and 29B of Part 1 of the Health Local Laws made by the Town of Narrogin adopting the *Model By-Laws Series 'A'* published in the *Government Gazette* on 8 March 1957; and
- (c) the *By-Laws Relating to Signs, Hoardings and Bill Posting* made by the Municipality of the Town of Narrogin published in the *Government Gazette* on 18 July 1986.

1.5 Transitional provisions

- (1) An application for, or the renewal of, a licence, permit or other authorisation made under a local law that is in force before the commencement day is to be dealt with and determined as if it were an application under this local law.
- (2) A licence, permit or other authorisation under a repealed local law that is in force before the commencement day is to be regarded on and after that day as a licence under this local law and may be dealt with accordingly.

1.6 Definitions

- (1) In this local law unless the context otherwise requires –

Act means the *Local Government Act 1995*;

amusement activity means anything conducted for amusement at a fair, a carnival or a show, whether conducted at a fair, a carnival or a show or elsewhere;

animal includes cats, dogs, rabbits and ferrets or the like;

authorised person means –

- (a) a person appointed by the local government, under section 9.10 of the Act to perform any of the functions of an authorised person under this local law; or
- (b) an EHO;

aviary bird means any bird, other than poultry or pigeons, kept or usually kept in an aviary or cage;

birds includes poultry;

builder means the holder of a building permit issued in respect of building works on a building site or a person in control of a building site;

Building Code means the latest edition of the *National Construction Code* published by, or on behalf of, the Australian Building Codes Board;

building permit means a permit granted under section 20 of the *Building Act 2011*;

building site means any lot for which a building permit is current;

Class in relation to a building, means the Class of building as defined by the Building Code;

Code of Practice – Pigeon Keeping means the document entitled *A Code of Practice –for Pigeon Keeping and Racing in Western Australia* published by the Pigeon Racing Federation of WA (Incorporated) and the Independent Racing Pigeon Federation (Incorporated), as amended from time to time;

cow includes an ox, calf or bull;

development has the meaning given to it in the *Planning and Development Act 2005*;

development approval means a development approval under a local planning scheme;

development site includes any lot or lots for which there is currently a development or subdivision approval in place, and upon which construction work, earthworks, clearing of scrub, trees or overgrowth or any other site works are taking or have taken place pursuant to or in relation to that approval;

district means the district of the local government;

disused means, in relation to any thing whatsoever, that the thing –

(a) is not in use for the purpose for which it was designed or appears to have been designed or intended; or

(b) has been stored or left stationary on land in the district for more than 1 month;

dust means any visible granular or particulate material which has become airborne or has the potential to become airborne and includes organic and non-organic matter and sand, but does not include smoke;

food has the meaning given in section 9 of the *Food Act 2008*;

horse means a stallion, mare, gelding, shetland pony, pony, colt or foal, and includes an ass, mule, donkey and any beast of whatever description used for burden or draught or for carrying persons;

land includes any building or structure on the land;

liquid waste means waste from any process or activity that is in liquid form and includes paint, fuel, grease, fat, oil, degreaser solvent, detergent, chemical, animal waste, food waste, effluent and all discharges of liquid to land, air or water that are not otherwise authorised by a written law but does not include uncontaminated stormwater;

livestock means any –

(a) horse, cow, sheep, goat, pig, buffalo, deer or other ungulate; or

(b) camel, llama, alpaca or other animal of the Camelidae family;

livestock vehicle means a vehicle that contains livestock or previously has been used for the carriage of livestock;

local government means the Shire of Narrogin;

local planning scheme has the meaning given to it by the *Planning and Development Act 2005*;

lot has the meaning given to it by the *Planning and Development Act 2005*;

manure receptacle means a receptacle of sufficient capacity to receive all manure produced in one week on land upon which a farm animal or farm animals are kept, constructed of smooth, durable, impervious materials, fitted with a fly proof, hinged cover and with no part of the floor lower than the adjoining ground;

miniature horse means a horse which meets the standard and height for a miniature horse as described by the Miniature Horse Association of Australia Inc;

miniature pig means a pig that does not exceed 650 millimetres in height as an adult and weighs less than 55 kilograms;

nuisance means any activity, thing, condition, circumstance or state of affairs caused or contributed to by a person which –

(a) is injurious or dangerous to the health of another person of normal susceptibility; or

(b) which has a disturbing effect on the state of reasonable physical, mental or social well being of another person;

occupier has the meaning given to it in section 1.4 of the Act, and includes a person authorised by the owner, lessee, licensee or any other person empowered to exercise control in relation to land to perform any work in relation to any land and includes a builder or contractor;

owner has the meaning given to it in section 1.4 of the Act;

permit means a permit issued under this local law;

permit holder means a person who holds a valid permit;

pigeon includes homing pigeons and other domesticated breeds of the species *Columba livia*, but does not include native pigeons or doves whether or not the keeping of such birds is subject to the approval of the Department of Parks and Wildlife;

poultry includes fowls, roosters, ducks, peafowls, turkeys, geese, guinea fowls, pheasants and other birds commonly kept for the production of eggs or meat for domestic consumption;

refuse means any waste material including bricks, lime, cement, concrete, rubble, stones, iron, timber, tiles, bags, plastics, ashes, vegetation, timber, wood or metal shavings, sawdust, and waste food, and includes any broken, used, derelict or discarded matter;

Regulations means the *Local Government (Functions and General) Regulations 1996*;

residential building means any building of Classes 1, 2, 3 or 4 as defined by the Building Code;

sand means granules or particles of rock, earth, clay, loam, silt and any other granular, particulate or like material, including dust and gravel;

Schedule means a schedule to this local law;

stormwater means any naturally occurring water that results from rainfall on or around a site, or water flowing onto the site;

subdivision approval means a subdivision approval under the *Planning and Development Act 2005*;

thoroughfare means any highway, thoroughfare or land used for vehicular or pedestrian traffic, and includes all the land lying between property lines, including the verge and footpath;

townsite means all townsites within the district which are –

(a) constituted under section 26(2) of the *Land Administration Act 1997*; or

(b) referred to in clause 37 of Schedule 9.3 of the Act.

truck means a motor vehicle having a tare weight in excess of 3000 kilograms;

unreasonable noise has the meaning given to it by the *Environmental Protection Act 1986*; and

vermin includes rats, mice, flies, fleas, mites, lice, cockroaches and any other animal, whether vertebrate or invertebrate, which is known to be a vector of disease or likely to cause damage to human food, habitation or possessions.

- (2) Any other expression used in this local law and not defined herein shall have the meaning given to it in the Act.

PART 2 - KEEPING OF LIVESTOCK

2.1 Application of this Part

- (1) This Part does not apply to the keeping of livestock in accordance with the provisions of any local planning scheme applicable to that zone, on land zoned as –
- (a) general agriculture;
 - (b) rural residential; or
 - (c) rural smallholding.
- (2) The keeping of pigs is prohibited, except –
- (a) for premises registered by the local government as an abattoir or a piggery under the provisions of section 191 of the *Health (Miscellaneous Provisions) Act 1911*; or
 - (b) a miniature pig in accordance with this Part.

2.2 Keeping of livestock generally

An owner or occupier of land shall not keep, or allow to be kept, any livestock unless –

- (a) on land zoned residential or rural townsite in accordance with –
 - (i) this local law; or
 - (ii) a permit authorising the keeping of such issued under clause 2.5; or
- (b) on land zoned central business, service commercial, industry, special use or tourist unless –

- (i) a veterinary surgery, clinic or hospital; or
- (ii) a pet shop operating in compliance with the local planning scheme, from which birds may be offered for sale.

2.3 Application for permit to keep livestock

An application for a permit required by clause 2.2(a)(ii) shall include –

- (a) a plan of the property, at a scale not less than 1:200, with dimensions clearly marked, showing where it is proposed that the animal is to be kept and the distance of that location from any –
 - (i) residential building; or
 - (ii) Class 6 building; or
 - (iii) Class 9 building
- (b) a sketch plan, at a scale of 1:100, indicating the nature of the shelter or housing to be provided for the animal;
- (c) a details for the management of manure which addresses –
 - (i) control of flies and other vermin;
 - (ii) disease prevention; and
 - (iii) prevention of nuisance odours; and
- (d) the set fee for the application.

2.4 Requirements for keeping livestock

- (1) A permit shall not be granted pursuant to clause 2.5 unless –
 - (a) unless the land for which the approval is sought is of such dimensions and configuration as will permit the livestock to be confined in a minimum cleared area of 150 square metres;
 - (b) the land or portion of the land is fenced –
 - (i) in a manner capable of confining the livestock, to that portion where they are to be kept; and
 - (ii) notwithstanding subclause (1)(b)(i), the minimum fencing requirements is as defined by the *Shire of Narrogin Fencing Local Law 2016*;
 - (c) any livestock to approach within 9 metres of any –
 - (i) residential building;
 - (ii) Class 6 building; or
 - (iii) Class 9 building;
 - (d) in the case of a horse (other than a miniature horse) or cow, unless the land for which the approval is sought has a minimum area of 1 hectare.
- (2) An owner or occupier of land upon which livestock is kept, may apply in writing to the local government to vary the requirements of subclause (1)(c).

2.5 Determination of application to keep livestock

- (1) Subject to clause 2.4, the local government may –
 - (a) refuse to determine an application for a permit which does not comply with clause 2.3;
 - (b) approve an application for a permit subject to such conditions as it considers appropriate; or
 - (c) refuse to approve an application for a permit.
- (2) The local government shall take into account the amenity of occupiers of adjoining properties in determining whether to grant approval for the keeping of livestock.
- (3) Where an application for a permit is approved subject to conditions, the permit holder shall comply with those conditions or cause compliance with those conditions.
- (4) Where the local government approves an application under paragraph (1)(b), it is to issue to the applicant a permit in the form approved by the local government from time to time.
- (5) A permit is valid from the date of issue until 30 June the following year, unless it is cancelled prior to that date under this local law.

2.6 Conditions of approval to keep livestock

- (1) An application approved under clause 2.5(1)(b) to keep livestock may be issued subject to conditions, including –
 - (a) provision of adequate shelter for the livestock;

- (b) all fencing and gates of the enclosure in which livestock is kept –
 - (i) are capable of confining the livestock at all times;
 - (ii) gates are securely kept fastened; and
 - (iii) maintained in good condition and repair at all times;
 - (c) all structures or enclosures in which livestock is kept is at all times –
 - (i) maintained in clean condition and good repair;
 - (ii) kept free from all matter which is or is likely to become offensive or injurious to health or likely to attract vermin;
 - (iii) effectively drained and the drainage flows away from the walls or foundations of any building;
 - (d) require that a manure receptacle is provided –
 - (i) in a position convenient to the shelter or place where livestock is kept;
 - (ii) all manure produced on the land to be collected daily and placed in the receptacle;
 - (iii) the receptacle to be emptied as often as is necessary to prevent it becoming offensive or a breeding place for vermin, but in any case at least once a week; and
 - (iv) keep the lid of the receptacle closed except when manure is being deposited or removed;
 - (e) when so directed by an authorised person, the owner or occupier of the land shall –
 - (i) clean and disinfect any specified portion of the land;
 - (ii) spray with a residual chemical or other effective means of controlling any vermin;
 - (f) ensuring the livestock does not cause a nuisance to any neighbour regarding noise, dust, or odour
 - (g) any other conditions that the local government considers necessary for the protection of the health and amenity of the neighbourhood.
- (2) Conditions under subclause (1) may be imposed at the time of approval or any time subsequent to the initial approval.

2.7 Variation of permit to keep livestock

The local government may vary the conditions of a permit after it has been issued, and shall give notice of such variation to the permit holder.

2.8 Cancellation of permit to keep livestock

The local government may cancel a permit in the event the permit holder –

- (a) fails to comply with any condition set under clause 2.6;
- (b) after being notified of a variation under clause 2.7 fails to comply with the varied condition by the date specified in the notice; or
- (c) fails to comply with a notice of breach issued under clause 7.1.

2.9 Permit not transferable

A permit is not transferable either in relation to the permit holder or the land.

2.10 Keeping a miniature horse

- (1) An owner or occupier of land shall not keep, or allow to be kept, a miniature horse on land zoned –
 - (a) central business, industry, service commercial, special use or tourist; or
 - (b) residential or rural townsite unless –
 - (i) in accordance with a permit authorising the keeping of a miniature horse issued under clause 2.5(1)(b), and
 - (ii) not more than 1 miniature horse is to be kept per 1,000 square metres.
- (2) An owner or occupier of land who keeps a miniature horse shall only keep a sterilised animal, and retain written proof of its sterilisation.

2.11 Keeping a miniature pig

- (1) An owner or occupier of land shall not keep, or allow to be kept, a miniature pig on land zoned –
 - (a) central business, industry, service commercial, special use or tourist; or
 - (b) residential or rural townsite, unless –
 - (i) in accordance with a permit authorising the keeping of a miniature pig issued under clause 2.5(1)(b);and

- (ii) not more than 1 miniature pig is to be kept.
- (2) An owner or occupier of land where a miniature pig is kept shall –
 - (a) only keep a sterilised animal and retain written proof of its sterilisation; and
 - (b) maintain documentary evidence that the animal's veterinary treatment against roundworm and tapeworm is current.

2.12 Livestock not to stray

- (1) The owner or person in charge of livestock shall not allow livestock to stray or to be at large in a street, public place or upon private property without the consent of the property owner.
- (2) The provisions of Part XX of the *Local Government (Miscellaneous Provisions) Act 1960* apply.

2.13 Impounding and destruction of livestock

- (1) An authorised person or a member of the police force may impound livestock found straying in contravention of clause 2.11.
- (2) Livestock being impounded shall be placed in the pound or secured on private property with the consent of the owner.
- (3) The provisions of Part XX of the *Local Government (Miscellaneous Provisions) Act 1960* apply.

2.14 Nuisance cause by livestock

- (1) An owner or occupier of land shall not keep any animal, livestock which –
 - (a) creates a nuisance; or
 - (b) emits an unreasonable or constant noise.
- (2) An authorised person may order an owner or occupier of land to take reasonable steps to prevent or abate any nuisance.

PART 3 - KEEPING OF BIRDS

3.1 Application of this Part

This Part does not apply to the keeping of birds in accordance with the provisions of any local planning scheme applicable to that zone, on land zoned as –

- (a) general agriculture;
- (b) rural residential; or
- (c) rural smallholding.

3.2 Keeping of birds generally

An owner or occupier of land shall not keep, or allow to be kept, any bird unless –

- (a) on land zoned as residential, rural townsite or special use in accordance with –
 - (i) this local law; or
 - (ii) a permit authorising the keeping of birds issued under clause 3.5;
- (b) on land zoned central business, service commercial, industrial or tourist unless –
 - (i) a veterinary surgery, clinic or hospital; or
 - (ii) a pet shop operating in compliance with the local planning scheme, from which birds may be offered for sale,
- (c) an aviary bird.

3.3 Application for permit to keep birds

An application for a permit required by clause 3.2(a)(ii) shall include –

- (a) a plan of the property, at a scale not less than 1:200, with dimensions clearly marked, showing where it is proposed that the birds are to be kept and the distance of that location from any –
 - (i) residential building;
 - (ii) Class 6 building; or
 - (iii) Class 9 building;
- (b) a sketch plan, at a scale of 1:100, indicating the nature of the shelter or housing to be provided for the birds;

- (c) a details for the management of manure which addresses –
 - (i) control of flies and other vermin;
 - (ii) disease prevention; and
 - (iii) prevention of nuisance odours; and
- (d) the set fee for the application.

3.4 Requirements to keep birds

- (1) A permit shall not be granted pursuant to clause 3.5 unless –
 - (a) the land or portion of land for which the permit is sought is of such dimensions and configuration as will permit the subject birds to be confined in a minimum cleared area of 100 square metres;
 - (b) the birds are prevented from reaching within 9 metres of any –
 - (i) residential building;
 - (ii) Class 6 building; or
 - (iii) Class 9 building;
- (2) An owner or occupier of land upon which birds are kept, may apply in writing to the local government to vary the requirements of subclause (1)(b).

3.5 Determination of application to keep birds

- (1) Subject to clause 3.4, the local government may –
 - (a) refuse to determine an application for a permit which does not comply with clause 3.3;
 - (b) approve an application for a permit subject to such conditions as it considers appropriate; or
 - (c) refuse to approve an application for a permit.
- (2) The local government shall take into account the amenity of occupiers of adjoining properties in determining whether to grant approval for the keeping of birds.
- (3) Where an application for a permit is approved subject to conditions, the permit holder shall comply with those conditions or cause compliance with those conditions.
- (4) Where the local government approves an application under paragraph (1)(b), it is to issue to the applicant a permit in the form approved by the local government from time to time.
- (5) A permit is valid from the date of issue until 30 June following, unless cancelled prior to that date.

3.6 Conditions of approval for keeping of birds

- (1) An application approved under clause 3.5(1)(b) to keep birds may be issued subject to conditions, including but not limited to –
 - (a) that a properly constructed shelter or housing is provided for the birds;
 - (b) all structures or enclosures within which birds are kept are securely fastened and are maintained at all times in a clean condition
 - (c) that a manure receptacle is provided in a position convenient to the shelter or place where the birds are kept, and that the receptacle is used for the receipt of all manure produced on the land;
 - (d) all birds are kept confined to the lot, and
 - (e) any other conditions that the local government considers necessary for the protection of the health and amenity of the neighbourhood.
- (2) Conditions under subclause (1) may be imposed at the time of approval or any time subsequent to the initial approval.

3.7 Variation of permit to keep birds

The local government may vary the conditions of a permit after it has been issued, and shall give written notice of such variation to the permit holder.

3.8 Cancellation of approval to keep birds

- The local government may cancel a permit in the event the permit holder –
- (a) fails to comply with any condition of the approval set under clause 3.6;
 - (b) after being notified of a variation under clause 3.7 fails to comply with the varied condition by the date specified in the notice; or
 - (c) fails to comply with a notice of breach issued under clause 7.1.

3.9 Permit not transferable

A permit is not transferable either in relation to the permit holder or the land.

3.10 Keeping of ostrich or emu

- (1) An owner or occupier of land shall not keep, or allow to be kept, an ostrich or emu on land zoned –
 - (a) special use, central business, industry, service commercial or tourist; or
 - (b) residential or rural townsite unless in accordance with a permit authorising the keeping of ostrich or emu issued under clause 3.5(1)(b).
- (2) An owner or occupier of land who keeps ostrich or emu shall ensure that –
 - (a) no ostrich or emu is kept on less than 1 hectare of land, and
 - (b) not more than not more than 3 adult pairs of ostrich or emu is kept for each 2 hectares of land and
 - (c) no single pair shall be confined in a temporary holding area or pen less than 0.1 hectare.

3.11 Keeping of poultry

An owner or occupier of land shall not keep or allow to be kept on land zoned –

- (a) central business, industry, service commercial or tourist, any poultry; or
- (b) residential, rural townsite or special use –
 - (i) if more than 12 poultry, or
 - (ii) unless in accordance with a permit authorising the keeping of poultry, issued under clause 3.5(1)(b), on land with a minimum area of 1 hectare, any –
 - roosters;
 - geese;
 - turkeys; or
 - peafowls.

3.12 Keeping of pigeons

- (1) An owner or occupier of land shall not keep or permit to be kept on land zoned –
 - (a) central business, service commercial or tourist, any pigeons;
 - (b) residential, rural townsite, special use or industry, more than 12 pigeons.
- (2) An owner or occupier of land in subclause (1) who is a member of a poultry or pigeon club incorporated under the *Associations Incorporation Act 1987* may be permitted to keep a maximum number of 100 pigeons, subject to clause 3.6(1).
- (3) An owner or occupier of land who keeps pigeons or permits pigeons to be kept shall ensure that –
 - (a) all pigeons are kept in a properly constructed pigeon loft, except where registered homing pigeons are freed for exercise;
 - (b) all structures or enclosures within which pigeons are kept are maintained at all times in a clean condition;
 - (c) no opening to a pigeon loft, including openings for ventilation, is within 9 metres of any residential building; and
 - (d) no opening to a pigeon loft, including openings for ventilation, is within 15 metres of –
 - (i) a thoroughfare;
 - (ii) a Class 5 building;
 - (iii) a Class 6 building; or
 - (iv) a Class 9 building.
- (4) A person approved under subclause (2) who keeps pigeons, or permits pigeons to be kept, shall do so in accordance with the Code of Practice – Pigeon Keeping, subject to the provisions of this local law.

3.13 Keeping of aviary birds

A person who keeps, or permits to be kept, aviary birds shall ensure that –

- (a) the aviary or cage in which the birds are kept is located at least –
 - (i) 1 metre from any lot boundary; and
 - (ii) 5 metres from a residential building on any other lot;

- (b) there is a floor beneath the roofed area of the aviary or cage which is constructed of smooth, impervious material with a gradient of at least 1 in 50 to the front of the aviary or cage;
- (c) the aviary or cage is kept in clean condition and good repair at all times;
- (d) all feed for the birds other than that intended for immediate consumption is stored in vermin proof containers; and
- (e) effective measures are taken to prevent the attraction or harbourage of vermin.

3.14 Nuisance caused by birds

- (1) An owner or occupier of land shall not keep any bird or birds which –
 - (c) are or create a nuisance; or
 - (d) emit an unreasonable or constant noise.
- (2) An authorised person may order an owner or occupier of land to take reasonable steps to prevent or abate any nuisance.
- (3) An authorised person may order an owner or occupier of land on which pigeons are, or are in the habit of nesting or perching, to take reasonable steps to prevent them from continuing to do so.

PART 4 - ENVIRONMENT

4.1 Application of this Part

This Part does not apply to the keeping of birds in accordance with the provisions of any local planning scheme applicable to that zone, on land zoned as –

- (a) general agriculture;
- (b) rural residential; or
- (c) rural smallholding.

4.2 Provision of refuse receptacles on building or development sites

The owner or occupier of a building or development site shall at all times provide and maintain available for use on the site a refuse receptacle, to the satisfaction of an authorised person, and be of such design as will –

- (a) contain any refuse likely to be produced on the site; and
- (b) prevent refuse being blown from the receptacle by wind.
- (c) ensure the refuse receptacle is emptied when full.

4.3 Control of refuse on building or development sites

- (1) From the time of commencement of works on a building site or development site until the time of completion of such work, the owner or occupier of the site shall –
 - (a) ensure all refuse on the site is placed and contained in the refuse receptacle and prevented from being blown from the site by wind;
 - (b) keep the site as free from any refuse as is practicable;
 - (c) maintain the thoroughfare verge, and any other reserve, immediately adjacent to the site free of refuse generated or originating from the building or development site.
- (2) The owner or occupier of a building or development site shall ensure that within 2 days of completion of works on the site –
 - (a) the site and the thoroughfare verge immediately adjacent to it is cleared of all refuse generated or originating from the building or development site; and
 - (b) that all refuse receptacles are permanently removed from the site.

4.4 Burning of refuse or vegetation on building or development sites

An owner or occupier of any building or development site shall ensure that no vegetation or other material cleared from the site is burnt on the site unless consent in writing is given by an authorised person.

4.5 Prevention of dust and liquid waste nuisance

- (1) An owner and or occupier of land must take effective measures to –
 - (a) stabilise dust on the land;

- (b) contain all liquid waste on the land; and
 - (c) ensure no dust or liquid waste is released or escapes from the land, by means of wind, water or any other cause.
- (2) A notice issued under clause 7.1 may require the owner and or occupier to do one or more of the following –
- (a) comply with subclause (1);
 - (b) clean up and properly dispose of any released or escaped dust or liquid waste;
 - (c) clean up and make good any damage resulting from the released or escaped dust or liquid waste; and
 - (d) take effective measures to stop any further release or escape of dust or liquid waste.
- (3) Where an authorised person is of the opinion that dust or liquid waste may be released or escape as a result of an activity which is likely to be carried on from any land, the authorised person may give to the owner and or occupier a notice providing that the activity may only be carried on subject to conditions specified in the notice.

4.6 Dust management when clearing land

An owner or occupier of land who intends to undertake any work involving the clearing of land, from which any sand or dust is likely to be released whether by means of wind, water or any other cause, shall –

- (a) submit to an authorised person a Dust Management Plan in accordance with the Department of Environmental Regulation document “*A guideline for managing the impacts of dust and associated contaminants from land development sites, contaminated sites remediation and other related activities*” (March 2011), or any updated version of this document;
- (b) obtain written approval of the Dust Management Plan from an authorised person before commencement of any work.

4.7 Unsightly land – removal of refuse and disused materials

The owner or occupier of a lot shall not keep, or permit to remain on the lot, any refuse, rubbish or disused material of whatever nature or kind, which in the opinion of an authorised person, is likely to give the lot an untidy appearance and does not conform with the general appearance of other adjoining land.

4.8 Unsightly land – removal of overgrown vegetation

The owner or occupier of a lot shall not permit to remain on a lot, any unsightly overgrowth of vegetation that gives the lot an untidy appearance and does not conform with the general appearance of other adjoining land.

4.9 Storage of vehicles, vessels and machinery

The owner or occupier of a lot shall not –

- (a) store, or allow to remain, in public view on any lot more than 1 vehicle, vessel or machinery (whether licensed or not) in a state of disrepair;
- (b) store, or allow to remain, in public view on any lot any vehicle, vessel or machinery in a state of disrepair for a period in excess of 1 month;
- (c) store, or allow to remain, in public view on any lot any vehicle, vessel or machinery parts (including tyres);
- (d) wreck, dismantle or break up any vehicle, part or body of a vehicle, vessel or machinery except where performed –
 - (i) inside a building; or
 - (ii) within an area enclosed by a fence or wall of not less than 1.8 metres in height and of such a nature as to screen all vehicles, parts or bodies of vehicles, vessels or machinery from the street and from adjoining properties; or
- (e) wreck, dismantle or break up a vehicle, vessel or machinery so as to cause a nuisance.

PART 5 - NUISANCES AND DANGEROUS THINGS

5.1 Emission or reflection of light

- (1) An owner or occupier of land shall ensure that –
 - (a) floodlights or other exterior lights are erected or used shall not allow the floodlights or other exterior lights to shine directly onto any other land;
 - (b) artificial light is not emitted or reflected from anything on the land so as to illuminate land outside that land to more than 50 lux; and
 - (c) natural light is not reflected from anything on the land so as to create or cause a nuisance to the occupier of any other land or to an owner or occupier of land lawfully using a thoroughfare.
- (2) A notice issued under clause 7.1 may require the owner and or occupier to do one or more of the following –
 - (a) floodlights or other exterior lights are used only during the hours specified in the notice;
 - (b) the direction in which the lights shine be altered as specified in the notice;
 - (c) any reflective surfaces be painted or otherwise treated so as to abate the nuisance; or
 - (d) any combination of these measures that an authorised person believes to be appropriate to the circumstances.

5.2 Escape of smoke, fumes, odours and other emissions

An owner or occupier of land or premises shall take all practicable steps to prevent the escape of smoke, fumes or odours from the land so as to cause a nuisance to any person.

5.3 Deposit of refuse

A person shall not deposit or cause or permit to be deposited any refuse in or on any street or on any land other than a refuse disposal site or a waste service or waste facility as defined in the *Waste Avoidance and Resource Recovery Act 2007* that is operated by the local government or by an approved contractor.

5.4 Burning rubbish, refuse or other material

- (1) This clause does not apply to land zoned –
 - (a) general agriculture;
 - (b) rural residential; or
 - (c) rural smallholding.
- (2) An owner or occupier of land shall not set fire to rubbish, refuse or other material either in an incinerator or on the ground, except in accordance with the conditions of the local government.
- (3) The burning of rubbish, refuse or other material is subject to the following conditions –
 - (a) the person has demonstrated to the satisfaction of an authorised person that reasonable alternatives for the disposal of the rubbish, refuse or other material do not exist and the potential for pollution is low;
 - (b) at least 3 metres from a fence, building or inflammable matter;
 - (c) in such a position so as not to create a nuisance or be offensive to other persons,
 - (d) written approval has first been obtained from the local government;
 - (e) the material does not include any plastic, rubber, food scraps, green garden materials or other material likely to cause the generation of smoke or odour in such quantity as to cause a nuisance to other persons;
 - (f) a haze alert has not been issued by the Bureau of Meteorology for the period during which burning is to take place; and there is no current air dispersion alert, outside the hours of 10.00am to 6.00pm; and
 - (g) the burning complies with the *Bush Fires Act 1954*, any annual fire break and fuel hazard reduction notice issued by the local government under that Act and any conditions of approval as determined by the local government.
- (4) Subclause (2) shall not apply to any barbeque, solid fuel water heater, space heater or ovens fired with dry paper, dry wood, synthetic char or charcoal type fuel.
- (5) Subclause (2) is subject to any fire danger rating as determined by the Bureau of Meteorology.
- (6) Notwithstanding subclause (2), and subject to any requirements of a Fire Break Notice issued by the local government and any directions issued by the Department of Fire and Emergency Services, the local government may grant a permit to clear by burning fire breaks or vacant blocks of grass, straw, hay, undergrowth, herbage and other similar vegetation.

5.5 Containment of stormwater

- (1) The owner or occupier of a lot shall ensure that all stormwater received by any building, house, or other structure or any paved or sealed or other surfaced areas including any vehicle access ways on the lot is contained within the lot and is not permitted to discharge onto or run-off onto adjacent land so as to cause a nuisance, or cause damage to any structures situated on adjacent land.
- (2) Subclause (1) shall not prevent the discharge of stormwater from a lot into a local government approved stormwater drain.

5.6 Stormwater disposal systems

- (1) The owner or occupier of a lot shall ensure that all stormwater from the roof of each building, house or other structure on the lot, or the overflow from rainwater storage tanks, is discharged into stormwater drainage system, or discharged by other methods approved by the local government.
- (2) The owner or occupier of a lot shall ensure that all stormwater from paved areas or other surfaced areas including any vehicle access ways of the lot is discharged into a stormwater drainage system of adequate capacity approved by the local government.
- (3) The owner or occupier of a lot shall ensure that all stormwater drainage systems on the lot are maintained in a good state of repair and free from obstruction.

5.7 Containment and disposal of swimming pool and other wastewater

- (1) The owner or occupier of a lot shall ensure that all wastewater and backwash water from swimming pool filtration systems or other water storage systems associated with a swimming pool shall be contained within, and disposed onto or into the lot on which the swimming pool is located.
- (2) The owner or occupier of a lot shall ensure that the disposal of wastewater and backwash water from a swimming pool filtration system or other water storage system associated with a swimming pool into an approved disposal system or a soakwell system having a minimum capacity of 140 litres, and located a minimum of 1.8 metres away from any building or lot boundary, satisfies the requirement of subclause (1).

5.8 Livestock vehicles

- (1) A person shall not park a vehicle containing livestock in a townsite for a period in excess of 30 minutes.
- (2) A person shall not park a vehicle which contains or has been used for the carriage of livestock so as to create or be a nuisance to any person, by reason of the odour emanating from the vehicle.
- (3) If a person parks a vehicle containing livestock in a townsite in accordance with subclause (1), then the person does not contravene subclause (2).

5.9 Truck noise from residential land

A person shall not start or drive a truck on land or adjacent to land which is zoned, approved or used for residential purposes between the hours of 10.30 pm and 6.30 am on the following day without first obtaining the written consent of the local government.

5.10 Disposing of disused refrigerators or similar containers

A person shall not place, leave or dispose of a disused refrigerator, ice chest, ice box, trunk, chest or other similar article having a compartment with a capacity of 0.04 cubic metres or more, on any land unless –

- (a) every door and lid and every lock, catch and hinge attached to a door or lid has been removed; and
- (b) any refrigerants removed in accordance with the requirements of the *Environment Protection (Ozone Protection) Policy 2000*.

PART 6 - OBJECTIONS AND APPEALS

6.1 Objections and appeals

The provisions of Division 1 of Part 9 of the Act and regulation 33 of the Regulations shall apply to a decision made by the local government under this local law as to whether it will –

- (a) grant a person a permit or authorisation;

- (b) vary or cancel a permit or authorisation; or
- (c) give a person a notice.

PART 7 - ENFORCEMENT

7.1 Notice of breach

- (1) Where a breach of any provision of this local law has occurred, an authorised person may give a notice in writing to the person alleged to be responsible for such breach.
- (2) A notice issued pursuant to subclause (1) shall –
 - (a) specify the provision of this local law which has been breached;
 - (b) specify the particulars of the breach; and
 - (c) state the manner in which the recipient is required to remedy the breach to the satisfaction of the local government within a time period stipulated in the notice.
- (3) It is an offence to fail to comply with a notice issued by the local government pursuant to subclause (1).

7.2 When local government may undertake work required by notice

- (1) Where an owner or occupier of land fails to comply with a notice referred to in clause 7.1 the local government may, subject to compliance with the requirements of subdivision 3 of Division 3 of Part 3 of the Act, do anything that it considers necessary to achieve, so far as is practicable, the purpose for which the notice was given.
- (2) The local government may recover the cost of anything it does under subclause (1) as a debt due from the person who failed to comply with the notice.

7.3 Offences

A person commits an offence who –

- (a) fails to do anything required or directed to be done under this local law;
- (b) fails to comply with the requirements of a notice issued under this local law by an authorised person; or
- (c) does anything which under this local law that person is prohibited from doing.

7.4 General penalty

Any person who commits an offence shall be liable, upon conviction, to a penalty not exceeding \$5,000, and a maximum daily penalty not exceeding \$500 for each day or part of a day during which the offence has continued.

7.5 Modified penalties

- (1) An offence against a clause specified in Schedule 1 is a prescribed offence for the purposes of section 9.16(1) of the Act.
- (2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 1 –
 - (a) in the case of a first offence the modified penalty will be that prescribed in column 4 of Schedule 1; and
 - (b) in the case of a subsequent offence the modified penalty will be that prescribed in column 5 of Schedule 1.

7.6 Form of infringement notices

For the purposes of this local law –

- (a) where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the Act is that of Form 1 in Schedule 1 of the Regulations;
- (b) the form of the infringement notice given under section 9.16 of the Act is that of Form 2 in Schedule 1 of the Regulations; and
- (c) the form of the notice given under section 9.20 of the Act withdrawing an infringement notice is that of Form 3 in Schedule 1 of the Regulations.

Schedule 1 – Modified penalties
[cl.7.5]

Item	Clause No.	Nature of offence	Modified penalty – first offence \$	Modified penalty – subsequent offence \$
1	2.2	Keeping of livestock without approval	100	250
2	2.6(1)	Failure to comply with conditions of approval to keep livestock	100	250
3	2.9(1)	Keeping of a miniature horse other than as approved	100	250
4	2.9(2)	Failure to provide evidence of sterilisation of a miniature horse	100	250
5	2.10(1)	Keeping of a miniature pig other than as approved	100	250
6	2.10(2)	Failure to provide evidence of sterilisation or vaccination of a miniature pig	100	250
7	3.2	Keeping of birds without approval	100	250
8	3.6(1)	Failure to comply with conditions of approval to keep birds	100	250
9	3.9	Keeping of an ostrich or emu other than as approved	100	250
10	3.10(b)	Keeping of poultry other than as approved	100	250
11	3.10(b)(i)	Keeping of more than 12 poultry	100	250
12	3.10(b)(ii)	Keeping of a rooster, goose, turkey or peafowl other than as approved	100	250
13	3.11	Keeping of pigeons other than as approved	100	250
14	3.12	Keeping of aviary birds other than as approved	100	250
15	3.13(1)	Birds creating a nuisance	100	250
16	4.2	Failure to provide or maintain a refuse receptacle on a building or development site	250	500
17	4.3(1)(a)	Failure to clear all refuse generated by building site	250	500
18	4.3(2)(b)	Failure to remove refuse receptacles from site	250	500
19	4.4	Burning cleared vegetation or other material on site	100	250
20	4.5(1)	Release or escape of dust or liquid waste from land	100	250
21	4.6	Failure to obtain approval of a Dust Management Plan for clearing of land	100	250
22	4.7	Failure to remove refuse, rubbish or disused material from land	100	250

23	4.8	Failure to remove overgrowth of vegetation from land	100	250
24	4.9(a)	Store or allow to remain on land more than one vehicle, vessel or machinery in a state of disrepair	100	250
25	4.9(b)	Store or allow to remain on land any vehicle, vessel or machinery in a state of disrepair for a period in excess of 1 month	100	250
26	4.9(c)	Store or allow to remain on land any vehicle, vessel or machinery parts (including tyres)	100	250
27	4.9(d)(i)	Wreck, dismantle or break up any vehicle part or body, vessel or machinery not inside a building	100	250
28	4.9(d)(ii)	Wreck, dismantle or break up any vehicle part or body, vessel or machinery not behind a sufficient fence or wall	100	250
29	4.9(e)	Wreck, dismantle or break up a vehicle, vessel or machinery so as to cause a nuisance	100	250
30	5.1(1)(a)	Erection or use of lighting installations other than in accordance with requirements	100	250
31	5.1(1)(b)(c)	Emitting or reflecting excessive artificial light, or reflecting natural light that causes nuisance	100	250
32	5.2	Cause of permit the escape of smoke, fumes, odours and other emissions so as to cause a nuisance	100	250
33	5.3	Disposal of refuse other than in an approved manner	100	250
34	5.4(2)	Set fire to rubbish, refuse or other materials other than in an approved manner	100	250
35	5.5(1)	Failure to ensure that all rainwater or storm water received by a lot and any building, house or structure on the lot, is contained within the lot	100	250
36	5.6(1)	Failure to have adequate guttering and downpipes sufficient to receive all stormwater	100	250
37	5.6(2)	Failure to maintain all guttering and down pipes in a good state of repair and free from obstruction	100	250
38	5.6(3)	Failure to maintain all subsurface stormwater disposal systems in a good state of repair and free from obstruction	100	250
39	5.7(1)	Failure to contain or dispose of swimming pool wastewater on the lot on which the swimming pool is located	100	250
40	5.7(2)	Failure to have approved disposal system or soakwell with minimum capacity of 140 litres	100	250
41	5.8	Parking a livestock vehicle in a townsite in excess of 30 minutes	100	250
42	5.9	Starting or driving a truck on residential land, or adjoining residential land, without consent	100	250

43	5.10(a)	Disposing of disused refrigerator or similar container with door or lid that can be fastened	250	500
44	5.10(b)	Disposing of disused refrigerator or similar container without removing refrigerant	250	500
45	7.1(3)	Failure to comply with notice	100	250
46	7.3	All other offences	100	250

Dated _____ 2017.

The Common Seal of the Shire of Narrogin was affixed by authority of a resolution of Council in the presence of –

L.N. BALLARD, President

A.J. COOK, Chief Executive Officer.

10.2.055 REGISTER OF DELEGATIONS – REVIEW FOR 2017/2018 FINANCIAL YEAR

File Reference:	13.5.7
Disclosure of Interest:	Nil
Applicant:	N/A
Previous Item Nos:	N/A
Date:	13 May 2017
Author:	Niel Mitchell, Merger Project Manager
Authorising Officer:	Aaron Cook, Chief Executive officer

Attachments

- Register of Delegations as reviewed for 2017/2018
- CEO Report – Authorisations, Secondary Delegations and Purchasing Limits approved by CEO

Summary

To adopt the Register of Delegation for the 2017/2018 Financial Year

Background

The *Local Government Act 1995* requires that the Register of Delegations be reviewed in full by Council at least once each year.

Further delegations made by the CEO are also required to be reviewed by the CEO.

Comment

In line with Department of Local Government & Communities' (DLGC) and Civic Legal's advice, the delegations are prepared on the basis that the CEO should have as broad an operating authority as is possible, consistent with legislation, Council's strategic directions, and the level of control and management desired. Accordingly, the Delegations are written to provide the CEO with that broad ability, but are subject to a range of limitations or requirements specified in the delegation.

As these limitations and requirements are part of the delegated decision, the CEO has no discretion to modify them. Amendment must be made by absolute majority of Council.

Each delegation cites the head of power to be exercised, and generally a number of additional citations are made for ease of reference with the delegation is used.

The *Local Government Act 1995* requires –

- each delegation to be in writing both when given by Council or on further delegation by the CEO
- each delegation to be approved by absolute majority of Council when made to CEO or other officer –
 - o generally all delegations are made to CEO, regardless of authorising legislation
 - o in some instances, particularly food and buildings, a delegation may only be made to a qualified or registered person.

- the use of the delegation to be recorded in writing –
 - o this does not imply a listing of each use of the delegated authority to be completed, only that there is a written record of its use
 - o accordingly, each delegation also specifies what the written record is to be.
- the CEO may only delegate to employees
 - o this has been taken to include employees under contract, such as a Registered Building Surveyor etc, but does not include a consultant contracted to the Shire

Other authorising legislation requires that delegations may only be made to officers having specific qualifications or specific duties –

- Food Act – delegations may only be made to an Environmental Health Officer (EHO), or a person having specified qualifications.
- Building Act – delegations for certifications must be to a qualified person, as opposed to issue of permits.
- Bush Fires Act – delegation to alter prohibited burning times must be to the Shire President and Chief Bush Fire Control Officer jointly.

In these circumstances, delegation to the CEO is clearly in conflict with the legislative head of power.

The arrangement of the document is –

- Part A – all delegations made to CEO, regardless of authorising legislation
 - o Further delegations by the CEO is permitted to officers as noted.
 - o The CEO is not obligated to delegate permitted delegations to officers, and may place further limits on secondary delegations as is considered appropriate.
- Part B – delegations made to by Council to other officers as required by legislation
 - o Further delegation by other officers is not permitted.

The former Part C, a record of secondary delegations and their extent/limits, and of authorised officers is removed from the Register as it is information only and does not require specific authorisation. This information together with the approved purchase limits is presented as a separate documentation for information.

Amendments made are –

PART A

New –

- 3.11 - Donations - Financial and in-kind Works / Services
 - o to support Policy 14.1 After hours use of depot, plant, vehicles, equipment and tools
- 3.12 - Ex-Gratia Payments
 - o also to support Policy 3.4 Exgratia payments
- 6.1 - transferred from 18.1 as new Public Health Act permits delegation to CEO

Amendments –

- title of DCCS changed to EMCCS throughout, but as an administrative change and not contextual, not noted formally as an amendment
- similarly change of terminology from Council Context to Corporate Context - consistent with Policy Manual and Executive Instructions.
- 1.1 - various legislative reference in the Delegation Statement

- 3.8 - Schedules now shifted to Exec Instructions
- 6.2 and 6.3 renumbered to make way for new 6.1 having a greater priority
- Section 8 – preliminary information inserted as per Policy Manual
- 10.4 - minor modifications to fit with Planning Policy being finalised
- 16.1 – several contextual changes to fit with the Policy now adopted

PART B

Deleted –

- Section 18 – Health Act 1911
 - the Public Health Act 2016 now permits delegation to the CEO.
 - Various tasks must then be delegated to a qualified person as required by the Act.

Amended –

- 18.1 – renumbered from 19.1
- Section 19 – renumbered from Section 20
- 19.3 – legislative references and corrections

PART C

Deleted in total –

- specific delegations now require report to Council once a year for -
 - sub-delegations approved,
 - employees appointed as authorised officers and
 - approved purchasing limits
- separate report developed and presented

APPENDIX

Insertion, amendments, deletion of various sections

Delegations may be adopted, amended or revoked at any time, by an absolute majority of Council.

Consultation

- Aaron Cook – Chief Executive Officer
- Frank Ludovico – Executive Manager Corporate and Community Services
- Shiralee Magor – Environmental Health Officer
- Josiah Farrell – Building Officer

Statutory Environment

Local Government Act 1995 –

- *s.5.42 – Council may delegate certain powers and functions to the CEO by absolute majority, in writing*
- *s.5.43 – Limits on delegations to CEO*
- *s.5.44 – CEO may further delegate the discharge of duties to any employee, in writing*
- *s.5.46 – register of delegations made to CEO or to other staff by CEO –*
 - (1) to be kept,
 - (2) to be reviewed annually
 - (3) record of exercise of the power or discharge of duty to be kept.

Local Government (administration) Regulations 1996 –

- *r.18G – some matters may not be delegated to CEO*
- *r.19 – Delegates to keep certain records*

Policy Implications

The Register of Delegations authorises the CEO to implement Council actions or activities in specified manner

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Absolute Majority

COUNCIL RESOLUTION 0517.064 AND OFFICER'S RECOMMENDATION

Moved: Cr Schutz

Seconded: Cr Ward

That Council:

1. Adopt the draft Register of Delegations; and
2. Formally receives the Report of the CEO of Authorisations, Delegations and Approved Purchasing Limits of staff as required by Delegations 1.1 and 3.8.

**CARRIED 8/0
BY ABSOLUTE MAJORITY**

Commonly-used abbreviations:
CEO Chief Executive Officer
DLGC Dept of Local Government and Communities
EHO Environmental Health Officer

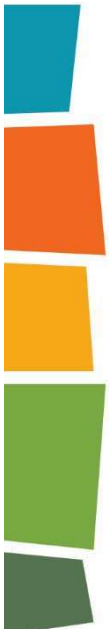
REGISTER OF DELEGATIONS

CEO AND OFFICERS

FOR 2016 / 2017

COMPILED TO 20 DEC 2016

REVIEWED MAY 2017 FOR 2017/2018



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Primary delegation
Secondary delegation by CEO

Certification

Review of Delegations Financial Year 2017/2018

Delegations to CEO and other Officers

The Delegations contained in Parts A and B of this Register were formally reviewed by Council on _____ and adopted by absolute majority.

Leigh Ballard
Shire President

Date

Delegations by CEO to other Officers

The Delegations contained in Part C Section 21 of this Register were formally reviewed by me and approved

Aaron Cook
CEO

Date

PART A – PRIMARY DELEGATIONS – to CEO

Section 1 - Council / Governance

1.1 Appointment of authorised persons

Statutory context	Local Government Act 1995 – <ul style="list-style-type: none"> • s.3.18 – local government to administer its local laws and perform its required functions under the Act • s.9.10(1) – Appointment of authorised persons
Corporate context	None
Primary delegation	CEO
Secondary delegation	Not permitted
Permitted to (Refer Part C)	None
Formal record of use	Authorised person's certificate of authorisation File copy of authorisation
File number	Personnel file Relevant subject file
History	Adopted 12 July 2016 Amended _____ 2017

Functions to be performed

1. Legislation

The CEO is delegated authority to appoint employees (including employees under contract) as authorised persons for the purposes of performing functions under the following Acts and associated Regulations –

- (a) Local Government Act 1995, excluding –
 - s.5.37(1) – determination that an employee or class of employee is or is not designated; and
 - s.5.37(1) – appointment or termination of a person to a designated position without Council's consent
- (b) Local Government (Miscellaneous Provisions) Act 1960
- (c) Health (Miscellaneous Provisions) Act 1911, excluding –
 - s.27(1) – appointment of a Medical Officer of Health
- (d) Building Act 2011
- (e) Bush Fires Act 1954
- (f) Cat Act 2008
- (g) Cemeteries Act 1986
- (h) Dog Act 1976
- (i) Environmental Protection Act & Regulations 1986
- (j) Food Act 2008
- (k) Litter Act 1979
- (l) Planning and Development Act 2005
- (m) Control of Vehicles (Off-road Areas) Act 1978
- (n) Caravan Parks & Camping Grounds Act 1995
- (o) Public Health Act 2016

2. Local Laws

The CEO is delegated authority to appoint employees (including employees under contract) as authorised persons for the purposes of performing functions under the following local laws –

- (a) Cats Local Law 2016;
- (b) Cemetery Local Law 2016
- (c) Dogs Local Law 2016,
- (d) Fencing Local Law 2016,
- (e) Public Places and Local Government Property Local Law 2016;
- (f) Parking Local Law 2016

- (g) Health Model “A” series Bylaws, adopted 1966, (former Town of Narrogin)
 - Stables Bylaw 1978,
 - Mobile Rubbish Carts Bylaw 1989.
- (h) Health Model “A” series Bylaws, adopted 1974, (former Shire of Narrogin)
- (i) Signs, Hoardings and Billposting Bylaw 1986,

3. Planning

The CEO is delegated authority to appoint employees (including employees under contract) as authorised persons for the purposes of performing functions under –

- (a) Local Planning Scheme;
- (b) Local Planning Policy.

4. General

Appointments made by the CEO are limited to employees of the Shire, and are to state the appointment is for –

- (a) the duration of employment by the Shire,
- (b) the duration of the contract with the Shire, or
- (c) specified time, event or purpose.

Appointment to a position by Council or CEO, in either a substantive or temporary capacity, includes the authority to administer and perform the functions delegated to that position, subject to –

- (a) any limitations specified in the relevant general delegation to the person or position;
- (b) any specific limitations imposed by the Council or CEO in making the appointment.

All proposals to commence prosecution are to be referred to Council for decision, unless specifically authorised under delegated authority or by specific decision.

Authorised persons appointed by the CEO are to be advised to Council at least once every 12 months.

– End of Delegation

Notes

No delegated authority for –

- legislation not listed,
- persons who are not employees.
- Meeting Procedure Local Law – not required

Authorised persons exercise their authority directly from the Act, Regulation or local law that refers to “an authorised person”, and may be appointed directly by Council, or by the CEO under delegated authority.

Where the Act, Regulation or local law refers to “local government” the function must be exercised through a formal delegation.

Where the Act, Regulation or local law refers to “Council”, it means the elected members in session.

Appointments of person other than employees are to be referred to Council for determination.

Some appointments can be made independent of employment with the Shire, and unless revoked or otherwise limited, the appointment continues to remain valid. This is the case with Fire Control Officers, Authorised Dog Control Officers etc. Their appointment means –

- the community member is an officer of Council,
- as an officer of Council, there is a duty of care to the person, as well as to the community, and must ensure that the person is adequately resourced for the task, including training, equipment etc, as necessary,
- as an officer of the Shire, there is a legal responsibility for their actions, and in making the appointment there is an obligation to be satisfied that the person is appropriate and competent to exercise the authority.

As these appointments mean that the person is an officer of Council for that specific purpose, they have the statutory authority to commit Council to particular actions, initiate various proceedings etc, as listed in the authorising Act, and as permitted or limited by Council.

When making an appointment, the CEO must be certain that the person appointed is capable of undertaking the role, is a suitable, and provide the necessary resources for the role to be carried out such as training, equipment, etc.

This delegation does not apply to allocation of statutory functions made by the CEO to fulfil legislative requirements undertaken as a component of administrative tasks.

Local Laws remaining under development –

- (a) Bush Fire Brigades Local Law
- (b) Extractive Industries Local Law
- (c) Amenity Local Law
- (d) Health Local Law

1.2 Acting CEO – Appointment

Statutory context	Local Government Act 1995 – <ul style="list-style-type: none"> • s.5.35 – Appointment of CEO requires absolute majority • s.5.37 – Designation as senior employee to have Council consent • s.5.42 – Council may delegate functions to CEO
Corporate context	None
Primary delegation	CEO
Secondary delegation	Not permitted
Permitted to (Refer Part C)	None
Formal record of use	Written record on personnel file
File number	Personnel file
History	Adopted 12 July 2016

Functions to be performed

The CEO is delegated authority to appoint an officer designated under the Local Government Act 1995 s.5.37 as Acting CEO when the CEO is on periods of leave, over a minimum of 5 days and up to a maximum period of 20 working days.

In the case of the unavailability of the CEO due to emergency, the EMCCS is automatically appointed as Acting CEO for up to 2 weeks from commencement, and continuation is then subject to confirmation by President/Council.

– End of Delegation

Notes

Council may only delegate authority to a CEO under the Local Government Act s.5.42 who is appointed in accordance with s.5.35(1)&(2) requiring an absolute majority. Accordingly, a person who is to exercise the responsibilities and delegations of CEO while acting in that position must also have specific Council approval.

Designation as a senior employee under s.5.37 complies with this requirement, as it specifies that Council must consent to the employment of a designated senior employee.

Generally, employees designated under the Act s.5.37 will only be –

- Executive Manager Corporate & Community Services
- Executive Manager Development & Regulatory Services
- Executive Manager Technical & Rural Services

A senior employee in the organisation is not automatically a designated employee under s.5.37.

Section 2 - Administration / Organisation

2.1 Common Seal – Execution of documents

Statutory context	Local Government Act 1995 – <ul style="list-style-type: none"> • s. 5.43(ha) – CEO cannot authorise a person to sign documents on behalf of the local government • s.9.49A(1) –only affixed as authorised by Council • s.9.49A(2) – only to documents as authorised by Council • s.9.49A(3) – affixed in presence of President and CEO or senior employee authorised by CEO • s.9.49A(4) – Council may authorise person to sign documents • s.9.49A(5) – Document does not have legal status as a deed unless permitted and executed as a deed <p>Local Government (Functions & General) Regulations 1996 –</p> <ul style="list-style-type: none"> • r.34 – Common seal, unauthorised use of
Corporate context	None
Primary delegation	CEO
Secondary delegation	Not permitted
Permitted to (Refer Part C)	None
Formal record of use	File copy of document executed Common Seal – Register of Use
File number	Various according to subject
History	Adopted 12 July 2016

Functions to be performed

Council delegates authority to the President and the CEO to affix the Common Seal without prior approval by Council where the document is –

- a) a renewal or extension of an original document, and there is no significant variation in clauses or conditions in the renewal;
- b) an agreement to provide funding to the Shire and the project/item to be funded is disclosed in the budget or previously approved by Council.

Subject to the conditions above on use of the Common Seal, the CEO is delegated authority to sign and make all necessary arrangements including lodgement, removal, withdrawal, surrender or modification to –

- (a) Notifications, covenants and easements under the Transfer of Land Act 1893;
- (b) reciprocal access and/or parking agreements;
- (c) rights of carriageway agreements;
- (d) caveats under the Transfer of Land Act 1893; and
- (e) easements or deeds under the Land Administration Act 1997 or Strata Titles Act 1985.

The Common Seal is to be kept in the custody of the CEO.

– End of Delegation

Notes

The Local Government Act s.5.43 (ha) prohibits the CEO delegating the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government (i.e. to make a decision whether to sign/affix the seal or not).

This is not to be confused with the power of the CEO under 9.49A(3)(b) to authorise a senior employee to sign a document to attest that the common seal was so affixed (i.e. the decision to affix the seal was made by authorised persons prior).

Most contracts for supply of services, including contracts of employment, do not legally require the Common Seal to be affixed, although its use may be usual practice.

2.2 Destruction of records

Statutory context	State Records Act 2000 – <ul style="list-style-type: none"> • s.16 (2) – mandatory compliance of record keeping plans with principles and standards of the State Records Commission • s.19 – requirement for a record keeping plan • Sch.1 cl.12 – local governments are a government organisation Local Government General Disposal Authority
Corporate context	Record Keeping Plan
Primary delegation	CEO
Secondary delegation	Permitted
Permitted to (Refer Part C)	Executive Manager Corporate & Community Services
Formal record of use	Signed authority for destruction of records
File number	16.3.1 / 16.3.2 / 16.3.5
History	Adopted 12 July 2016

Functions to be performed

The CEO is delegated authority to destroy records subject to compliance to –

- the Local Government General Disposal Authority as prepared by the State Records Office, and
- Shire of Narrogin Record Keeping Plan.

– End of Delegation

Notes

2.3 Confidential records – Inspection

Statutory context	<p>Local Government Act 1995 –</p> <ul style="list-style-type: none"> • s.5.92 – <u>Council or committee members</u> may access confidential information only if, and to the extent necessary, to fulfil their function • s.5.93 – penalties if Council or committee member, or employee misuses information • 5.94 – public inspection of information permitted, with some restrictions • s.5.94 (1) to (3) – information that is required to remain confidential • s.5.95 (1) to (6) and (8) – exclusions from public inspection • s.5.95 (7) – some previously confidential information may be made available in some circumstances <p>Administration Regulations 1996 –</p> <ul style="list-style-type: none"> • r.29A – limits on confidential information that may be inspected <p>Rules of Conduct Regulations 2007 –</p> <ul style="list-style-type: none"> • r.6 – use of information, including confidential information, by council members • r.7 – prohibition on improper use, for personal advantage or to someone's detriment • r.8 – misuse of local government resources
Corporate context	Shire of Narrogin Record Keeping Plan
Primary delegation	CEO
Secondary delegation	Permitted
Permitted to (Refer Part C)	Executive Manager Corporate & Community Services
Formal record of use	File copy of written request and decision by CEO
File number	16.3.1 / 16.3.2
History	Adopted 12 July 2016

Functions to be performed

The CEO is delegated authority to make available information determined by Council or the CEO to be confidential, and not available for public inspection.

Prior to making a decision, the CEO is to determine –

- (a) whether or not the information should remain confidential or public inspection permitted;
- (b) the extent of information that may be released.

The CEO is to use discretion in exercising the authority, taking note that –

- (a) there is no compulsion to release confidential information,
- (b) some information is required to remain confidential.

– End of Delegation

Notes

Examples of information that is required to remain confidential includes –

- (a) employee details, conditions, negotiations etc
- (b) supplier's bank information;
- (c) details required by legislation to be omitted from electoral roll;
- (d) information regarding debts owed to the Shire

CEO may consider some information to remain confidential, due to –

- (a) commercial in confidence;
- (b) potential for misuse;
- (c) insufficient reasons/justification to access the information.

Note – refusal of access does not prevent application being made under the Freedom of Information Act.

Section 3 - Financial Management

3.1 Tenders – authority to set specifications, criteria, call, accept, vary

Statutory context	<p>Local Government Act 1995 –</p> <ul style="list-style-type: none"> • s.3.57– Tenders for providing goods or services • s.3.58 – Disposing of property • 5.43(b) – Limits on delegation to accept tenders <p>Local Government (Functions and General) Regulations 1996 – Part 4 – provision of goods and services</p> <ul style="list-style-type: none"> • Division 1 – Purchasing policies for local government <ul style="list-style-type: none"> ○ r.11A – requirement for a purchasing policy • Division 2 – Tenders for providing goods and services, specifically – <ul style="list-style-type: none"> ○ r.14(2a) – criteria for deciding on tender to be determined in writing prior ○ r.14(4) – information to be disclosed, specifications, own tender to be determined prior ○ r.14(5) – vary information disclosed subject to all being informed ○ r.20 – Minor variation of requirements before entry into contract ○ r.23 – Rejecting and accepting expressions of interest • Division 3 – Panels of pre-qualified suppliers, specifically – <ul style="list-style-type: none"> ○ r.24AD(2a) – requirements to join panel of pre-qualified suppliers <p>Part 4A – Regional Price Preference Part 6 - Miscellaneous</p> <ul style="list-style-type: none"> ○ 30 (3) – exempt disposition of property 						
Corporate context	<table border="0"> <tr> <td style="padding-right: 20px;">Delegation</td> <td>3.8 – Municipal Fund – Incurring expenditure</td> </tr> <tr> <td>Policy</td> <td>3.1 – Purchasing – Framework</td> </tr> <tr> <td>Policy</td> <td>3.2 – Local Price Preference</td> </tr> </table>	Delegation	3.8 – Municipal Fund – Incurring expenditure	Policy	3.1 – Purchasing – Framework	Policy	3.2 – Local Price Preference
Delegation	3.8 – Municipal Fund – Incurring expenditure						
Policy	3.1 – Purchasing – Framework						
Policy	3.2 – Local Price Preference						
Primary delegation	CEO						
Secondary delegation	Permitted						
Permitted to (Refer Part C)	<p>Executive Manager Corporate & Community Services Executive Manager Technical & Rural Services Executive Manager Development & Regulatory Services</p>						
Formal record of use	<p>Report to Council via monthly briefing papers Tender register and documentation on file</p>						
File number	1.2.1						
History	<table border="0"> <tr> <td style="padding-right: 20px;">Adopted</td> <td>12 July 2016</td> </tr> </table>	Adopted	12 July 2016				
Adopted	12 July 2016						

Functions to be performed

The CEO is delegated authority, subject to prior budget provision having been made or to give effect to a Council decision, to –

- (a) prepare and finalise specifications for calling all tenders, expressions of interest and panels for pre-qualified suppliers in accordance with Budget provision and at the appropriate time;
- (b) determine the criteria for assessment of all tenders, expressions of interest and panels for pre-qualified suppliers;
- (c) invite all tenders, expressions of interest and applications for panels of pre-qualified suppliers; or

- (d) approve a minor variation to an accepted tender, provided the intentions and purposes of the tender are not substantially altered, and where the effect on the total contract is a –
- (i) reduction;
 - (ii) increase in cost to a cumulative total of \$25,000 ex GST or 5% whichever is the greater, where the adjusted total remuneration remains within Budget provision; or
 - (iii) reasonable and unforeseen increase in duration of the contract.

The CEO is delegated authority to accept tenders called where the value of the proposed purchase is less than the tender threshold stipulated by Regulations, without further reference to Council.

All tenders and expressions of interest are to be approved by Council.

Acceptance and variation of tenders is limited to CEO only.

All matters dealing with purchase or disposal of land (sale or lease) are to have the specific authorisation of Council, subject to any prior directions of Council.

– End of Delegation

Notes

Expression of interest is not a quote – refer Functions & General Regulations r.21(3). The mandatory requirements are equivalent to those for a tender.

As clarification –

- Panels of suppliers – (a), (b) and (c) only apply
- Expressions of interest – (a), (b), (c) and (d) only apply

This delegation applies to all tenders – whether acquisition or disposal.

3.2 Contracts – Variations

Statutory context Local Government (Functions and General) Regulations 1996 –

- r.21A – Varying a contract for the supply of goods or services
- r.24AJ – Contracts with pre-qualified suppliers

Corporate context None

Primary delegation CEO

Secondary delegation Permitted

Permitted to Executive Manager Corporate & Community Services
(Refer Part C) Executive Manager Technical & Rural Services
Executive Manager Development & Regulatory Services

Formal record of use File copy of authorised variation

File number Various according to subject matter

History Adopted 12 July 2016

Functions to be performed

The CEO is delegated authority subject to prior budget provision having been made or to give effect to a Council decision to accept a minor variation of a contract entered into, subject to the intentions and purposes of the tender are not substantially altered, and where the effect on the total contract is a –

- a) reduction;
- b) increase in cost to a cumulative total of \$25,000 or 5% whichever is the greater, where the adjusted total remuneration remains within Budget provision; or
- c) reasonable and unforeseen increase in duration of the contract.

– End of Delegation

Notes

3.3 Disposing of property, and impounded, confiscated or uncollected goods

Statutory context	<p>Local Government Act 1995 –</p> <ul style="list-style-type: none"> • s.3.39 – Power to remove an impound • s.3.40 – Vehicle may be removed if goods to be impounded are in or on it • s.3.40A – Abandoned vehicle wreck – disposal • s.3.41 – Impounded perishable goods • s.3.42 – Impounded non-perishable goods • s.3.43 – Impounded non-perishable goods, court may confiscate • s.3.44 – Notice to collect goods if not confiscate • s.3.47(1) – Confiscated or uncollected goods, disposal of • s.3.47(2b) – Periods of retention before disposal • s.3.48 – Impounding expenses, recovery of • s.3.58 – Disposing of property <p>Local Government (Functions and General) Regulations 1996 –</p> <ul style="list-style-type: none"> • r.29A – Abandoned vehicle wrecks, value etc. prescribed for • r.30 – Disposition of property excluded from Act s.3.58 • r.31 – Anti-avoidance provision for Act s.3.58
Corporate context	None
Primary delegation	Chief Executive Officer
Secondary-delegation	Permitted
Permitted to (Refer Part C)	Executive Manager Corporate & Community Services Executive Manager Technical & Rural Services Executive Manger Development & Regulatory Services
Formal record of use	Acceptance of offer on disposal file
File number	23.4.1
History	Adopted 12 July 2016

Function/s to be performed

The CEO is delegated authority to dispose of a vehicle considered to be an abandoned vehicle wreck under section 3.40A(3).

The CEO is delegated authority to dispose of goods confiscated under section 3.43.

The CEO is delegated authority to take all appropriate action under section 3.48 that may be necessary to recover the costs of impounding good or vehicles.

The CEO is delegated authority to dispose of property under section 3.58.

This delegated authority –

- (a) is subject to the operation of Delegation 3.1 Tenders.
- (b) applies to property other than land and buildings;
- (c) applies to property less than \$20,000 ex GST (individually or collective of associated similar items), unless prior authorisation given by Council specifically or by reference (such as trade-in vehicle or replacement vehicle);

- (d) applies to property that is surplus to requirements, unlikely to be used, damaged, or impounded;
- (e) is to be exercised ensuring disposal of assets is by offering them for public sale by any fair means, or to an appropriate not-for-profit community group;

Restrictions –

- (a) Where the “income” from the asset being disposed of is to be used as part of consideration for the acquisition of a new asset, both disposal and acquisition must be disclosed in Budget;
- (b) If required, transfer of the property is subject to the asset not being available to the purchaser until such time as the replacement asset is available for Shire use;
- (c) And price offered is paid

– End of Delegation

Notes

All matters dealing with purchase or disposal of land (sale or lease) are to have the specific authorisation of Council, subject to any prior directions of Council.

3.4 Disposing of land – leases, rentals etc

Statutory context	Local Government Act 1995 – <ul style="list-style-type: none"> • s.3.58 – disposition of assets <p>Local Government (Function and General) Regulations 1996 – <ul style="list-style-type: none"> • r.30 – limited exemption for disposition of assets </p>
Corporate context	None
Primary delegation	CEO
Secondary delegation	Permitted
Permitted to (Refer Part C)	Executive Manager Corporate & Community Services
Formal record of use	File copy of notice
File number	5.1.5
History	Adopted 12 July 2016

Functions to be performed

The CEO is delegated authority to determine leases, licences or rental of land or property for periods of 12 months or less, in accordance with any policy, guidelines or conditions as set by Council from time to time.

This delegation applies where the consideration is less than \$20,000 ex GST, unless prior authorisation given by Council specifically or by reference.

All leasing or rental of property for more than 12 months to be referred to Council for decision, except for staff in Shire owned housing.

All sale of land requires authorisation by Council resolution.

– End of Delegation

Notes

Dept of Local Government and Communities considers leasing and rentals to be disposal of land under LG Act s.3.58 as it is a grant of exclusive right for the period agreed.

3.5 Rates record, extensions and objections

Statutory context	Local Government Act 1995 – <ul style="list-style-type: none"> • s.6.39 (2) – amend rate records for up to 5 years • s.6.40 (3) – refund of rates after overpayment • s.6.76 (4) – extension of time to make objection to rate record • s.6.76 (5) – determination of objection to rate record
Corporate context	None
Primary delegation	CEO
Secondary delegation	Permitted
Permitted to (Refer Part C)	Executive Manager Corporate & Community Services
Formal record of use	File copy of rates notice, payment, agreement or determination
File number	25.3.1 Property / Assessment file
History	Adopted 12 July 2016

Functions to be performed

The CEO is delegated authority to –

- a) amend rate records for the past five years preceding the current year,
- b) refund of rates overpaid following an adjustment to the rate record if requested,
- c) extend the time for making the objection for such period as the CEO thinks fit, on application by a person proposing to make an objection to the rate record
- d) consider any objection to the rate record and may either disallow it or allow it, wholly or in part.

– End of Delegation

Notes

3.6 Sundry and rate debtors – Recovery and agreements

Statutory context	Local Government Act 1995 – <ul style="list-style-type: none"> • s.6.49 – Agreement as to payment of rates and service charges • s.6.56 (1) – recovery of rates by complaint or action • s.6.60 (2) – recovery of rates by requiring payment of rent to Shire
Corporate context	None
Primary delegation	CEO
Secondary delegation	Permitted
Permitted to (Refer Part C)	Executive Manager Corporate & Community Services Manager Finance
Formal record of use	File copy of instruction to court or debt collection agency etc, written agreement with debtor, notice tenant etc
File number	12.7.1 / 25.5.2 / Property file
History	Adopted 12 July 2016

Functions to be performed

The CEO is delegated authority to negotiate an agreement for the payment of rates, service charge and sundry debts, together with the costs of proceedings, if any, for that recovery, subject to any administrative or instalment charges, penalty interest etc being incorporated into the agreement.

The CEO is delegated authority to recover unpaid rates or service charges after becoming due and payable, together with the costs of proceedings, if any, for that recovery –

- by use of a debt collection agency,
- in a court of competent jurisdiction;
- by serving notice on a tenant to pay rent to the Shire;
- other such means as is provided for and appropriate.

The CEO is delegated authority to recover unpaid sundry debtors, together with the costs of proceedings, if any, for that recovery –

- by use of a debt collection agency,
- in a court of competent jurisdiction;
- other such means as is provided for and appropriate.

– End of Delegation

Notes

3.7 Write off of sundry debts

Statutory context	Local Government Act 1995 – <ul style="list-style-type: none"> • s.5.95– information that is required to remain confidential • s.6.12(c) – Power to write off any amount of money
Corporate context	None
Primary delegation	CEO
Secondary delegation	Permitted
Permitted to (Refer Part C)	Executive Manager Corporate & Community Services
Formal record of use	Listing of debts written off to be signed by CEO Report to Council via monthly briefing papers of the number of debts and total amount only
File number	12.7.1
History	Adopted 12 July 2016

Functions to be performed

The CEO is delegated authority to write off small amounts to a maximum of \$100.00 ex GST per individual debt for –

- (a) sundry debtors and any interest, charges and associated cost where the debtor can no longer be traced, or recovery is deemed unlikely;
- (b) interest on rates or service charges, or rate instalment charge where there is satisfactory evidence of attempt to pay by the required date –
 - (i) where as a result of daily interest calculations, the rates were intended to be paid in full, but an error occurred, or the payment was received by mail after the calculation was made; or
 - (ii) on transfer of the property from one owner to the next.

This delegation does not apply to an amount of rates or any service charge levied on the annual rate notice.

– End of Delegation

Notes

This delegation is not authority for the write-off of rates or service charges, but rate interest and administration charges and sundry debts. Where a write-off is intended for rate interest/charges, there must be evidence that reasonable attempts were made to pay the amount by the date of calculation.

Debt information is to be kept confidential under the Local Government Act s.5.95(2), and therefore no identifying details should be in public documents such as Agendas or Minutes. Debt information includes rate debts as well as sundry debts.

3.8 Municipal Fund – Incurring expenditure

Statutory context	<p>Local Government Act 1995 –</p> <ul style="list-style-type: none"> • s.6.8 – expenditure from Municipal Fund • s.6.8(1)(c) – Payment in an emergency <p>Local Government (Financial Management) Regulations 1996 –</p> <ul style="list-style-type: none"> • r.5 – CEO’s duties as to financial management • r.11 – Payments, procedures for making etc • r.12 – Payments from municipal fund or trust fund, restrictions on making • r.13 – Duties of CEO <p>Local Government (Audit) Regulations</p> <ul style="list-style-type: none"> • r.16 – CEO to review certain systems and procedures 				
Corporate context	<table border="0"> <tr> <td>Council Policy</td> <td>3.1 – Purchasing – Framework</td> </tr> <tr> <td>Council Policy</td> <td>3.2 –Purchasing – Local Price Preference</td> </tr> </table>	Council Policy	3.1 – Purchasing – Framework	Council Policy	3.2 –Purchasing – Local Price Preference
Council Policy	3.1 – Purchasing – Framework				
Council Policy	3.2 –Purchasing – Local Price Preference				
Primary delegation	CEO				
Secondary delegation	Permitted				
Permitted to (Refer Part C)	Executive Manager Corporate & Community Services				
Formal record of use	<p>Issue of purchase order.</p> <p>Receipt of expenditure</p> <p>Reconciled credit card or store card statement signed by the authorised user</p>				
File number	Not applicable				
History	Adopted 12 July 2016				

Functions to be performed

The CEO is delegated authority to incur expenditure from the Municipal Fund subject to –

- (a) being compliant with the Local Government Act and Regulations,
- (b) being in accordance with the adopted Budget,
- (c) being authorised by a resolution of Council,
- (d) and being compliant with –
 - i) Delegation 3.1 Tenders, and
 - ii) Council Policy 3.1 and 3.2,
- (e) being authorised emergency expenditure.

The CEO is to ensure –

- (a) systems and procedures required by FM Reg. r.5 are in place;
- (b) compliance with procedures developed in accordance with FM Reg r.11;
- (c) constant review of procedures in accordance with Audit Reg. r.17

The CEO may authorise the issue of a second credit card to a senior executive officer.

The CEO is authorised to approve appropriate staff to issue purchase orders, and use of credit cards and store cards –

- (a) within limits as considered appropriate,

- (b) Use of credit cards to a maximum of \$15,000 in total and store cards to a maximum account value of \$2,000.

Limits and persons approved by the CEO are to be advised to Council at least once every 12 months.

– End of Delegation

Notes

This delegation is not for authorisation of payments from Municipal Fund Bank Account or Trust Fund Bank Account, or the procedures required for the processing of creditors invoice.

3.9 Municipal Fund and Trust Fund – Payments from Bank Accounts

Statutory context	<p>Local Government Act 1995 –</p> <ul style="list-style-type: none"> • s.6.8 – expenditure from Municipal Fund • s.6.8(1)(c) – Payment in an emergency <p>Local Government (Financial Management) Regulations 1996 –</p> <ul style="list-style-type: none"> • r.5 – CEO’s duties as to financial management • r.11 – Payments, procedures for making etc • r.12 – Payments from municipal fund or trust fund, restrictions on making • r.13 – Duties of CEO <p>Local Government (Audit) Regulations</p> <ul style="list-style-type: none"> • r.16 – CEO to review certain systems and procedures
Corporate context	None
Primary delegation	CEO
Secondary delegation	Permitted
Permitted to (Refer Part C)	<p>Executive Manager Corporate & Community Services Executive Manager Technical & Rural Services Executive Manager Development & Regulatory Services Manager Finance</p>
Formal record of use	<p>Copy of approval, authorisation, payment of invoice etc. with financial transaction Monthly report to Council Meeting</p>
File number	Not applicable
History	Adopted 12 July 2016

Functions to be performed

The CEO is delegated authority to make payments from the Municipal Bank Account and Trust Bank Account subject to –

- (a) being in accordance with the adopted Budget;
- (b) being authorised by a resolution of Council;
- (c) disbursement as authorised, of funds lodged to the Trust Account, or
- (d) being authorised emergency expenditure.

The CEO is to ensure –

- (a) systems and procedures required by FM Reg. r.5 are in place;
- (b) compliance with procedures developed in accordance with FM Reg r.11;
- (c) constant review of procedures in accordance with Audit Reg. r.17

All transactions are to have the authorised signatures or secure electronic passwords by any two of the following authorised person, jointly –

Position	Authorising Signature / Electronic Password	
	Initial	Secondary
CEO	All	All
EMCCS	All	All
EMDRS	All	All
EMTRS	All	All
MF	All	All

– End of Delegation

Notes

This delegation is not for the issue of purchase orders, use of credit cards, store cards or fuel cards, or procedures for the processing of creditors invoice.

3.10 Investments

Statutory context	Local Government Act 1995 – <ul style="list-style-type: none"> • s.6.14 – Power to invest Local Government (Financial Management) Regulations <ul style="list-style-type: none"> • r.19 – Investments, control procedure for • r.19C – Investments of money, restrictions on
Corporate context	None
Primary delegation	CEO
Secondary delegation	Permitted
Permitted to (Refer Part C)	Executive Manager Corporate & Community Services Executive Manager Technical & Rural Services Executive Manager Development & Regulatory Services Manager Finance
Formal record of use	Record of lodgement of funds for investment, and instructions given
File number	12.3.2
History	Adopted 12 July 2016

Functions to be performed

The CEO is delegated authority to invest money held in any Council fund that is not required for immediate use, provided that sufficient working funds are retained at all times.

All transactions are to have two authorised signatures or secure electronic passwords, at least one of whom must be –

- (a) CEO;
- (b) Executive Manager Corporate & Community Services; or
- (c) Manager Finance

Second signatories may be –

- (d) Executive Manager Development & Regulatory Services
- (e) Executive Manager Technical & Rural Services

– End of Delegation

Notes

FM Reg r.19C imposes limits on institutions, duration of investment, type etc.

3.11 Donations – Financial and In-kind Works / Services

Statutory context	Local Government Act 1995
Corporate context	Delegation 3.8 Municipal Fund – Incurring expenditure
Primary delegation	CEO
Secondary delegation	Not permitted
Permitted to	None
Formal record of use	Office copy of approval / authorisation
File reference	2.10.1
History	Adopted _____ 2017

Functions to be performed

The CEO is delegated authority to –

1. Financial

Where a donation is provided for by name in the adopted Budget, the CEO may make payment at the appropriate time or on application by the recipient.

Financial donations within the non-specified amount in the adopted Budget may be made by the CEO where –

- the amount does not exceed \$300 ex GST in any financial year;
- the recipient is a community group, sporting club or non-profit organisation;
- the recipient is based locally, or the purpose has particular benefit or application to the district.

Financial and works/service in-kind donations will not be considered for –

- businesses,
- individuals;
- recipients of funding from the “Community Chest” annual Budget allocation.

Donations for specific appeals such as a crisis appeal, will be considered individually by Council.

2. In-kind

In-kind works or services may be authorised by the CEO where –

- the amount does not exceed \$500 ex GST in any financial year;
- the recipient is a community group, sporting club or non-profit organisation;
- the recipient is based locally, or the purpose has particular benefit or application to the district.

– End of Delegation

Notes

3.12 Ex-Gratia Payments

Statutory context	Local Government Act 1995
Corporate context	Delegation 3.8 – Municipal Fund – Incurring Expenditure Council Policy 3.4 – Ex-gratia payments
Primary delegation	CEO
Secondary delegation	Not permitted
Permitted to	None
Formal record of use	Office copy of letters on subject file
File reference	2.10.1
History	Adopted _____ 2017

Functions to be performed

The CEO is delegated authority to determine ex-gratia payment claims made on the Shire if the claim –

- complies with the conditions stipulated in Council Policy 3.4 – Ex-Gratia Payments,
- is less than the relevant insurance policy excess.

Should the claim be declined by the CEO, the matter is to be referred to Council if requested by the claimant.

– End of Delegation

Notes

Section 4 - Order / public safety

4.1 Disposal of sick or injured animals

Statutory context	Local Government Act 1995 – <ul style="list-style-type: none"> • s.3.47A – Sick or injured animals, disposal of
Corporate context	None
Primary delegation	CEO
Secondary delegation	Permitted
Permitted to (Refer Part C)	Executive Manager Corporate & Community Services Executive Manager Development & Regulatory Services Executive Manager Technical & Rural Services Rangers
Formal record of use	File copy of written instruction or record of destruction
File number	19.1.3
History	Adopted 12 July 2016

Functions to be performed

The CEO is delegated authority to arrange for an impounded animal that is ill or injured to an extent that treatment is not practical, to be humanely destroyed.

The CEO is delegated authority to take all appropriate action that may be necessary to recover the costs of destroying the animal.

– End of Delegation

Notes

4.2 Cat Act 2011

Statutory context	Cat Act 2011 – <ul style="list-style-type: none"> • s.44 – Council may delegate to CEO • s.45 – CEO may delegate to any employee • s.48 – an authorised person may perform functions under the Act • s.70 – dealing with objections – to be by Council • s.73(1) – Prosecutions under the Act
Corporate context	None
Primary delegation	CEO
Secondary delegation	Permitted
Permitted to (Refer Part C)	Executive Manager Development & Regulatory Services Executive Manager Corporate & Community Services Rangers Customer Service Officers
Formal record of use	File copy of notice, approval etc.
File number	19.7.5
History	Adopted 12 July 2016

Functions to be performed

The CEO is delegated authority to exercise all discretionary matters in the Cat Act 2011, including –

- (a) issue of all notices and infringements etc;
- (b) granting, refusal, cancellation and setting conditions of approval to conduct activities;
- (c) extending the time period within which infringement notices may be paid.
- (d) withdrawal of an infringement notice issued by an authorised officer, following consideration of any submissions of special circumstances relating to it received from the authorised officer, the notice recipient or other persons;
- (e) carrying out of works in default of a duly served notice;

The delegation excludes –

- (a) determination of any fee or charge
- (b) dealing with an objection.

Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –

- (a) is of such severity that the action is appropriate or
- (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

– End of Delegation

Notes

The Act (e.g. s.63, s.64, s.65) restricts some matters to CEO.

For the purposes of the Act s.48(2), s.62 and this delegation, a person under contract is considered to be an employee.

Objections and review are those matters refused under delegated authority which the applicant requests Council to reconsider.

4.3 Cats Local Law 2016

Statutory context	Cats Local Law 2016 <ul style="list-style-type: none"> • s.44 – Council may delegate to CEO • s.45 – CEO may delegate to any employee • s.48 – an authorised person may perform functions under the Act • s.73(2) – Prosecutions under a local law <p>Local Government Act 1995 –</p> <ul style="list-style-type: none"> • s.9.6 – Dealing with objection – to be by council <p>Shire of Narrogin Cats Local Law 2016</p>
Corporate context	None
Primary delegation	CEO
Secondary delegation	Permitted
Permitted to (Refer Part C)	Executive Manager Development & Regulatory Services Executive Manager Corporate & Community Services Rangers Customer Service Officers
Formal record of use	File copy of approval of discretionary use
File number	19.7.5
History	Adopted 9 August 2016

Functions to be performed

The CEO is delegated authority to approve all discretionary matters in the Shire of Narrogin Cats Local Law 2016 including –

- (a) granting, refusal, cancellation and setting conditions of approval to conduct activities;
- (b) issue of all notices and infringements etc;
- (c) extending the time period within which infringement notices may be paid.
- (d) withdrawal of an infringement notice issued by an authorised officer, following consideration of any submissions of special circumstances relating to it received from the authorised officer, the notice recipient or other persons;
- (e) carrying out of works in default of a duly served notice;

The delegation excludes –

- (a) determination of any fee or charge
- (b) dealing with an objection.

Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –

- (a) is of such severity that the action is appropriate or
- (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

– End of Delegation

Notes

For the purposes of the local law and this delegation, a person under contract is considered to be an employee.

Objections and review are those matters refused under delegated authority which the applicant requests Council to reconsider.

4.4 Dog Act 1976

Statutory context	Dog Act 1976 – <ul style="list-style-type: none"> • s.11 – appointment of dog registration officer • s.10AA – delegations must be to CEO, who may delegate functions • s.29 – appointment of authorised person to perform functions under Act • s.33F – dealing with objections (dangerous dogs) • s.44(2)(b) – enforcement proceedings by an authorised person
Corporate context	None
Primary delegation	CEO
Secondary delegation	Permitted
Permitted to (Refer Part C)	Executive Manager Development & Regulatory Services Executive Manager Corporate & Community Services Rangers Customer Service Officers
Formal record of use	File copy of notice
File number	19.7.4
History	Adopted 12 July 2016

Functions to be performed

The CEO is delegated authority to exercise all discretionary matters in the Dog Act 1976, including –

- (a) granting, refusal, cancellation and setting conditions of approval to conduct activities;
- (b) issue of all notices and infringements etc;
- (c) extending the time period within which infringement notices may be paid.
- (d) withdrawal of an infringement notice issued by an authorised officer, following consideration of any submissions of special circumstances relating to it received from the authorised officer, the notice recipient or other persons;
- (e) carrying out of works in default of a duly served notice

The delegation excludes –

- (a) determination of any fee or charge
- (b) dealing with an objection.

Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –

- (a) is of such severity that the action is appropriate or
- (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

The CEO has authority to waive the registration fee for a maximum of 12 months where a dog is rescued from impoundment by a new owner.

– End of Delegation

Notes

For the purposes of the Act s.10AA(5) and this delegation, a person under contract is considered to be an officer.

Objections and review are those matters refused under delegated authority which the applicant requests Council to reconsider.

4.5 Dogs Local Law 2016

Statutory context	Dogs Act 2016 – <ul style="list-style-type: none"> • s.10AA – delegations must be to CEO, who may delegate functions • s.29 – appointment of authorised person to perform functions under Act • s.44(2)(b) – enforcement proceedings by an authorised person Local Government Act 1995 – <ul style="list-style-type: none"> • s.9.6 – Dealing with objection – to be by council Shire of Narrogin Dogs Local Law 2016 – <ul style="list-style-type: none"> • cl.4.15 – dealing with objections – to be by Council
Corporate context	None
Primary delegation	CEO
Secondary delegation	Permitted
Permitted to (Refer Part C)	Executive Manager Development & Regulatory Services Executive Manager Corporate & Community Services Rangers Customer service officers
Formal record of use	File copy of approval of discretionary use
File number	19.7.4
History	Adopted 9 August 2016

Functions to be performed

The CEO is delegated authority to approve all discretionary matters in the Shire of Narrogin Dogs Local Law 2016 including –

- granting, refusal, cancellation and setting conditions of approval to conduct activities;
- issue of all notices and infringements etc;
- extending the time period within which infringement notices may be paid.
- withdrawal of an infringement notice issued by an authorised officer, following consideration of any submissions of special circumstances relating to it received from the authorised officer, the notice recipient or other persons;
- carrying out of works in default of a duly served notice;

The delegation excludes –

- determination of any fee or charge
- dealing with an objection.

Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –

- is of such severity that the action is appropriate or
- an infringement notice remains unpaid after reasonable attempts to obtain payment.

– End of Delegation

Notes

For the purposes of the local law and this delegation, a person under contract is considered to be an employee.

Objections and review are those matters refused under delegated authority which the applicant requests Council to reconsider.

4.6 Impounding of vehicles and goods

Statutory context	Local Government Act 1995 – Part 3, Division 3, Subdivision 4 – Impounding abandoned vehicles wreck and goods involved in certain contraventions <ul style="list-style-type: none"> • s.3.37 to s.3.48
Corporate context	None
Primary delegation	CEO
Secondary delegation	Permitted
Permitted to (Refer Part C)	Executive Manager Technical & Rural Services Executive Manager Corporate & Community Services Executive Manager Development & Regulatory Services Rangers
Formal record of use	File copy of notice
File number	19.4.2
History	Adopted 12 July 2016

Functions to be performed

The CEO is delegated authority to the power to remove and impound goods from a public place if –

- the goods or vehicle present a hazard to public safety;
- the goods or vehicle obstruct the lawful use of any place;
- the goods ore vehicle have been, or appear to have been abandoned

The CEO is delegated authority to take all appropriate action that may be necessary to recover the costs of impounding vehicles and goods.

– End of Delegation

Notes

Disposal of impounded vehicles or goods is covered by Delegation 3.2

4.7 Impounding of cattle etc

Statutory context	Local Government (Miscellaneous Provisions) Act 1960 – <ul style="list-style-type: none"> • s.458 – power to impound trespassing cattle • s.459 – power to destroy cattle in certain circumstances • s.460 – impounding in other than a public pound • s.462 – fees for impounded cattle • s.463 – damage by trespassing cattle • s.464 – local government may vary fees of Sch.2, 3, 4 after notice in Government Gazette
Corporate context	None
Primary delegation	CEO
Secondary delegation	Permitted
Permitted to (Refer Part C)	Executive Manager Technical & Rural Services Executive Manager Corporate & Community Services Executive Manager Development & Regulatory Services Rangers
Formal record of use	Impounding register
File number	19.1.3
History	Adopted 12 July 2016

Functions to be performed

The CEO is delegated authority to enforce the provisions of the Local Government (Miscellaneous Provisions) Act 1960, and Regulations.

The CEO is authorised to make appropriate arrangements for the custody and care of cattle, either within a designated pound, or by written arrangement with a land holder, including any costs or charges the landholder may incur or impose

The CEO is authorised to recover the costs and charges imposed by the landholder from the owner of the cattle.

The CEO is delegated authority to take all appropriate action that may be necessary to recover the costs of impounding the animal.

– End of Delegation

Notes

Although “cattle” is not defined, the Local Govt (Miscellaneous Provisions) Act provides for charges for various animals, that include sheep impounded–

- Schedule 2 – Ranger’s fees
- Schedule 3 – Poundage and sustenance charges
- Schedule 4 – rates for damage by trespass by cattle

Animals listed in the Schedules include in various combinations of descriptions –

- (1) Entire horses, mules, asses, camels, bulls or boars above or apparently above the age of 2 years
- (2) Entire horses, mules, asses, camels, bulls or boars under the age of 2 years
- (3) Mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves, rams or pigs
- (4) Pigs of any description
- (5) Rams, wethers, ewes, lambs, goats
- (6) Sheep of any description
- (7) Goats

4.8 Parking Local Law 2016

Statutory context	Parking Local Law 2016
Corporate context	None
Primary delegation	CEO
Secondary delegation	Permitted
Permitted to (Refer Part C)	Executive Manager Development & Regulatory Services Rangers
Formal record of use	File copy of approval of discretionary use
File number	19.7.3
History	Adopted 9 August 2016

Functions to be performed

The CEO is delegated authority to approve all discretionary matters in the Shire of Narrogin Parking Local Law 2016 including –

- (a) granting, refusal, cancellation and setting conditions of approval to conduct activities;
- (b) issue of all notices and infringements etc;
- (c) extending the time period within which infringement notices may be paid.
- (d) withdrawal of an infringement notice issued by an authorised officer, following consideration of any submissions of special circumstances relating to it received from the authorised officer, the notice recipient or other persons;
- (e) carrying out of works in default of a duly served notice;

The delegation excludes –

- (a) determination of any fee or charge

Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –

- (a) is of such severity that the action is appropriate or
- (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

– End of Delegation

Notes

Section 5 - Fire Control

5.1 Issue of burning permits – CEO

Statutory context	<p>Bush Fires Act 1954 –</p> <ul style="list-style-type: none"> • s.18 – Restricted burning times <ul style="list-style-type: none"> (1) – nothing in this section permits burning in prohibited period (2) – prohibited & restricted times to be published in Government Gazette (5) – Local government may vary burning periods after consultation (5B) – variation for maximum of 14 days (5C) – burning period restrictions apply to variation period (6) – permit required to set fire to bush from either FCO or CEO (7) – person issuing permit may apply requirements or conditions (8) – permit holder to comply with conditions (9) – permit may authorise burning of bush on adjoining road reserve (10A) – local government may adopt enforceable schedule for burning (11) – if fire escapes etc expenses up to \$10,000 may be recouped (12) – penalty on first breach \$4,500, subsequent breaches \$10,000 • s.23(2)(a)(iv) – road verge burning between constructed portion of road and established fire break only • s.24A – clover may be burnt in prohibited burning period with permit <p>Bush Fire Regulations 1954 –</p> <ul style="list-style-type: none"> • r.15(1) – Permit to burn as per section 18 of the Act • r.15(2) – If request to burn is conditional or refused, review is only by the local government or Chief BFCO • r.15A – BFCO to comply with directions of local government • r.15B – Permit holder to comply with permit conditions • r.15C – Local Government may prohibit burning on certain days • r.16 – CEO or specifically authorised person may permit burning of clover in prohibited period • r.17 – permit required to burn clover • r.18 – 7 days notice of clover burn required, under specified restrictions • r.19A – duties of clover burning permit holder • r.20 – local government may prohibit issue of clover burn permits • r.21A – permit holder may be required to advertise clover burn • r.21B – FCO may postpone clover burn <p>Local Government Property and Public Places Local Law 2016</p> <ul style="list-style-type: none"> - activities on land under Council management and control including roads
Corporate context	None
Primary delegation	CEO
Secondary delegation	Permitted
Permitted to (Refer Part C)	Executive Manager Corporate & Community Service Executive Manager Development & Regulatory Services Executive Manager Technical & Rural Services Rangers
Formal record of use	Duplicate copy of permit issued

File number Not applicable

History Adopted 12 July 2016

Functions to be performed

The CEO is delegated authority to issue, vary or prohibit burning permits in accordance with Bush Fires Act s.18 and Bush Fires Regulations r.15(1).

The CEO is delegated authority, in consultation with the Chief Bush Fire Control Officer and the issuing FCO is possible, to review or vary the conditions of a permit issued, or issue a permit if refused.

The CEO is delegated authority to issue, vary or prohibit permits to burn clover in accordance with Bush Fires Act s.18 and Bush Fires Regulations r.16.

The CEO is delegated authority to approve applications to burn a road verge vested in the care, control and management of the Shire, in accordance with the Bush Fires Act 1954 s.18(9), subject to the applicant obtaining the approval of the Dept of Parks and Wildlife.

The CEO is delegated authority, in consultation with the Chief Bush Fire Control Officer, to issue instructions, restrictions or conditions relating to burning permits to apply generally throughout the Shire.

– End of Delegation

Notes

The Act s.16(6)(a) stipulates

...obtained a permit in writing to burn the bush from a bush fire control officer of the local government in whose district the land upon which the bush proposed to be burnt is situated, or from the chief executive officer ...

Refer also Delegation 19.1 and 19.2.

5.2 Fire fighting – Emergency plant hire

Statutory context	Local Government Act 1995 – <ul style="list-style-type: none"> • s.6.8(1)(c) – authorisation of unbudgeted expenditure in an emergency <p>Bush Fires Act 1954 –</p> <ul style="list-style-type: none"> • s.38(3)(4)(5) – appointed BFCO's may exercise specific authorities given to them
Corporate context	None
Primary delegation	CEO
Secondary delegation	Permitted
Permitted to (Refer Part C)	Executive Manager Technical & Rural Services Executive Manager Community & Corporate Services Executive Manager Development & Regulatory Services
Formal record of use	Report to Council via briefing papers Duplicate copy of purchase order issued File copy of notes
File number	9.2.1
History	Adopted 12 July 2016

Functions to be performed

The CEO is delegated authority to commit expenditure for the private hire of plant and equipment necessary for the efficient fighting and control of fires.

– End of Delegation

Notes

The approval to be sought is an administrative function for expenditure purposes only, and does not extend to giving of operational instructions.

Where possible, the CEO is to seek advice from the senior FCO at the fire, and approval from the President or Deputy President. However, since this delegation will only be used in emergency situations, it is acknowledged that this may not be possible.

Adequate resources to fight a fire, for the safety of fire fighters, and for the protection of life and property have the highest priority, and are not to be unnecessarily jeopardised by delay.

Section 6 - Environmental Health / Food

6.1 Control of environmental health matters

Statutory context	Public Health Act 2016 <ul style="list-style-type: none"> • s.4(2) – authorised officer • s.21 – authority to delegate to CEO • s.24 – authorised person must be qualified • s.25 – authorised person must have acceptable qualifications or be an EHO <p><i>Government Gazette</i> 24 Jan 2017 – Designation of Health Authorised Officers</p>
Corporate context	None
Primary delegation	CEO
Secondary delegation	Required
Permitted to (Refer Part C)	Environmental Health Officer
Formal record of use	Report to Council via monthly briefing papers File copy of notice
File number	11.1.1
History	Adopted 12 July 2016

Functions to be performed

The EHO is delegated authority to exercise and discharge all or any of the powers and functions of the local government with regard to the Health Act 1911 and Regulations, including but not limited to –

- (a) Part IV Sanitary Provisions,
- (b) Part V Dwellings;
- (c) Part VI Public Buildings;
- (d) Part VII Nuisances and Offensive Trades;
- (e) Part IX Infectious Diseases;
- (f) Part XV Miscellaneous Provisions;
- (g) Regulations made under the above parts of the Health Act 1911, and in particular the Health (Treatment of Sewage and Disposal of Liquid Waste) Regulations 1974

Where approvals are required, compliance with the Health Act and Regulations, the Building Code of Australia, the Local Planning Scheme and Planning Policies is mandatory.

Any application not complying is to be refused, unless there is a discretion, in which case it is to be referred to Council for decision.

The delegation excludes –

- (a) determination of any fee or charge;
- (b) dealing with an objection,

Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –

- (a) is of such severity that the action is appropriate or
- (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

Any prosecution proposed is to be referred to Council for decision to proceed.

– End of Delegation

Notes

It should be noted that in some instances the EHO may be required to act without reference to Council or CEO, and regardless of Council's or CEO's wishes.

Objections and review are those matters refused under delegated authority which the applicant requests Council to reconsider.

The Public Health Act 2016 –

21. Enforcement agency may delegate

- (1) A power or duty conferred or imposed on an enforcement agency may be delegated –
 - (a) if the enforcement agency is the Chief Health Officer, in accordance with section 9; or
 - (b) if the enforcement agency is a local government, to –
 - (i) the chief executive officer of the local government; or
 - (ii) an authorised officer designated by the local government;

The effect of the delegation is that the CEO is to cause various actions to be taken by an authorised person.

Authorised person must be either –

- a) an EHO in the employ of the Shire at the time of the Public Health Act 2016 coming into force, or
- b) hold an appropriate qualification as published in the Government Gazette of 24 January 2017.

6.2 Health Local Law 2017 – authorised person

Appointment under Model A Series

Adoption of this Delegation deferred until after publication of the Health Local Law 2017 in the Government Gazette.

6.3 Amenity Local Law 2016

Adoption of this Delegation deferred until after publication of the local law in the Government Gazette.

Section 7 - Community Services

7.1 Cemetery Local Law 2016

Statutory context	Cemetery Local Law 2016
Corporate context	None
Primary delegation	CEO
Secondary delegation	Permitted
Permitted to (Refer Part C)	Executive Manager Corporate & Community Services Executive Manager Development & Regulatory Services Employee responsible for cemetery administration Rangers
Formal record of use	File copy of approval of grant of right of burial, pre-need certificate, notice etc Duplicate copy of infringement etc
File number	24.7.1
History	Adopted 9 August 2016

Functions to be performed

The CEO is delegated authority to approve all discretionary matters in the Shire of Narrogin Cemetery Local Law 2016 including –

- (a) granting, refusal, cancellation and setting conditions of approval to conduct activities;
- (b) issue of all notices and infringements etc;
- (c) extending the time period within which infringement notices may be paid.
- (d) withdrawal of an infringement notice issued by an authorised officer, following consideration of any submissions of special circumstances relating to it received from the authorised officer, the notice recipient or other persons;
- (e) carrying out of works in default of a duly served notice;

The delegation excludes –

- (a) determination of any fee or charge

Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –

- (a) is of such severity that the action is appropriate or
- (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

– End of Delegation

Notes

Section 8 - Personnel

Applying to all matters in relation to personnel and employment –

Local Government Act 1995 –

s.5.41 Functions of CEO

The CEO's functions are to –

....

(a) manage the day to day operations of the local government; and

....

(g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and

....

Local Government (Rules of Conduct) Regulations 2007 –

r.10 Relations with local government employees

(1) A person who is a council member must not –

(a) direct or attempt to direct a person who is a local government employee to do or not to do anything in the person's capacity as a local government employee; or

(b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a person who is a local government employee in the person's capacity as a local government employee.

....

Policy 1.1 – Code of Conduct

For clarification regarding appointment, management and direction of employees –

Employee class	Council involvement	Elected member / Committee involvement	CEO involvement
CEO	<u>Required.</u> May delegate selection and interview to a Committee. Appointment must be by Council resolution.	<u>Permitted</u> – to interview and recommend to Council. <u>Prohibited</u> – to appoint, manage or direct.	As directed by Council, usually limited to process, research and reporting on an applicant.
Designated staff LG Act s.3.57	<u>Required</u> – to consent to appointment or dismissal. <u>Permitted</u> – Interview & recommendation can be done by CEO alone or with elected member input. <u>Prohibited</u> – management or direction.	<u>Permitted</u> – to interview and recommend to Council. <u>Prohibited</u> – to appoint, manage or direct.	<u>Required</u> to initiate / consent to appointment or dismissal. <u>Statutory function</u> – to manage and direct.
EHO	<u>If designated senior officer</u> – as above, otherwise – <u>In all cases</u> – qualification must comply with Public Health Act 2016 s.17.		
Other staff (non-designated)	<u>Prohibited</u> – Involvement in appointment, management or direction.	<u>Prohibited</u> – involvement in appointment, management or direction.	<u>Statutory function</u> – to appoint, manage, direct etc.

8.1 Designated senior employee – Vacancy

Statutory context	Local Government Act 1995 – • s.5.37 (3) – advertising of designated senior positions
Corporate context	None
Primary delegation	CEO
Secondary delegation	Not permitted
Permitted to (Refer Part C)	None
Formal record of use	Report to Council recommending appointment File copy of finalised Information Package
File number	Personnel file
History	Adopted 12 July 2016

Functions to be performed

The CEO is delegated authority to determine an appropriate employment package for designated senior staff other than CEO, with consideration to include but not limited to –

- (a) salary,
- (b) salary sacrifice options;
- (c) removal expenses,
- (d) accommodation arrangements,
- (e) private use of vehicle etc, and
- (f) any associated FBT implications.

The CEO is delegated authority to advertise the vacancy when, as and for an appropriate period.

– End of Delegation

Notes

This delegation does not extend to –

- the appointment of a person to the vacancy without Council consent.
- determining the remuneration package for a CEO.

Information Package for a vacancy to include –

- remuneration range;
- other benefits available;
- selection criteria or key position requirements
- closing date and application submission requirements
- any additional information appropriate.

8.2 Long service leave

Statutory context	Local Government Act 1995 – <ul style="list-style-type: none"> • s.5.48 – Long service leave benefits for employees <p>Local Government (Long Service Leave Regulations)</p> <ul style="list-style-type: none"> • r.6A – long service leave on half pay • r.6B – long service leave on double pay • r.7 – taking of long service leave • r.8(2) – Payment for or in lieu of leave
Corporate context	None
Primary delegation	CEO
Secondary delegation	Permitted
Permitted to (Refer Part C)	Executive Manager Corporate & Community Services
Formal record of use	Personnel file copy of letter to employee advising of decision
File number	Personnel file
History	Adopted 12 July 2016

Functions to be performed

The CEO is delegated authority to approve –

- (a) applications for long service leave at half pay;
- (b) applications for long service leave at double pay;
- (c) appropriate period or period for taking of long service leave;
- (d) on application of the employee, to defer taking of long service leave beyond 6 months of becoming entitled subject, subject to the employee's agreement to –
 - (i) deferral being for not more than 2 years, and
 - (ii) rate of pay shall not exceed that applicable to the employee at the end of 6 months of becoming entitled.

On application, the CEO is to advise the employee that deferral of long service leave beyond six months of becoming due may be approved however when the leave is taken it will be paid at the hourly rate earned by the employee at the anniversary of the 10th year plus six months.

– End of Delegation

Notes

Applications that are to be referred to Council –

- (a) deferment of long service leave for more than 2 years;
- (b) request for payment at a rate greater than the rate applicable at 6 months after becoming entitled;
- (c) payment at the higher rate, where long service leave has been deferred at the request of the CEO.

Section 9 - Occupational Safety & Health

This section is currently empty

Section 10 - Building / Development

10.1 Building permits (authorised person)

Statutory context	<p>Local Government Act 1995 –</p> <ul style="list-style-type: none"> • s.5.36 – Local government employees <p>Building Act 2011 –</p> <ul style="list-style-type: none"> • s.3 – authorised person to be designated under s.96 • s.96(3) – the local government may designate a person to be authorised • s.127(3) – delegation by a local government must be to an employee • s.127(6A) – further delegation of authority given to CEO <p>Building Regulations 2012 –</p> <ul style="list-style-type: none"> • r.31B – applicable standards for buildings in bush fire prone areas <p>Building Services (Registration) Act 2011</p> <ul style="list-style-type: none"> • s.17 – registration of building service practitioners <p>Building Services (Registration) Regulations 2011 –</p> <ul style="list-style-type: none"> • r.4 – prescribed levels for building surveying • Part 3A – Building surveyors
Corporate context	None
Primary delegation	CEO
Secondary delegation	Permitted
Permitted to (Refer Part C)	Executive Manager Development & Regulatory Services Registered Building Surveyor Authorised Building Officer
Formal record of use	Report to Council via monthly briefing papers – Items (a), (b), (h), (i) File copy of permit, notice etc issued
File number	Property file
History	Adopted 12 July 2016

Functions to be performed

The CEO is delegated authority to determine matters under –

- (a) sections 18, 20, 22, 23, 24 – Building permits
- (b) sections 21, 22, 23, 24 – Demolition permits
- (c) sections 27 – Conditions for building permit or demolition permit
- (d) sections 32 – Duration of building permit or demolition permit
- (e) sections 58, 59, 60 – occupancy permit
- (f) sections 62 – conditions of occupancy permit
- (g) sections 65 – duration of occupancy permit
- (h) sections 110, 111, 112 – Issue of notices and building orders
- (i) sections 117 – Revocation of building orders
- (j) sections 118 – giving effect to building order if non-compliance

The delegation excludes –

- (a) determination of matter requiring a registered building surveyor

The CEO is to be consulted prior to use of any sub-delegation in relation to items (b), (h), (i) and (j).

A building permit may be issued if –

- (a) a valid Certificate of Design Compliance is presented;
- (b) compliance with requirements for bush fire prone areas;
- (c) all buildings where permitted in accordance with the Building Act 2011 and
- (d) the information required by the Regulations is provided.

A building permit is not to be issued unless payment has been received for –

- (a) the assessed building permit fees
- (b) Building Services Levy
- (c) Building and Construction Industry Training Fund levy, or production of evidence of payment or exemption where applicable

The following matters are to be referred to Council for decision

- (a) s.192 – Dangerous Buildings
- (b) s.193 – Removal of Neglected Building

Any prosecution proposed is to be referred to Council for decision to proceed.

– End of Delegation

Notes

Building permits are separate from the Local Planning Scheme functions, but are governed by them.

Any authorised person can issue a permit or notice etc – certifications can only be issued by a Registered Building Surveyor

For the purposes of this delegation, a Registered Building Surveyor under contract is considered to be an employee.

The Building Act 2011 requires response –

- within 10 days of lodgment, if a valid CDC is presented, as all assessment and preparation is done prior to lodgment in order to obtain the CDC, accordingly there is no reason that the CEO and other appropriate persons cannot be authorised to approve applications.
- for Class 1 and 10 buildings only, within 25 days of lodgement if a valid CDC is not presented, and the local government is required to source/provide the CDC.

With the Building Act 2011, the functions separated are –

- (a) Issue of permits, notices etc –
 - o does not require a registered person (Registered Building Surveyor), since the Certificate of Design Compliance has to be signed by a registered person
 - o the decision is on the basis of whether all the requirements of CDC have been met, and any appropriate person can do that if authorised
 - o delegation to issue permits can be made under this amended delegation
- (b) Building inspection and certification of plans still requires a registered person –
 - o who is registered as per the Act and Regulations and holding appropriate qualifications
 - o to provide a building certification service

Refer Delegation 17.1 Building certifications – Registered person

10.2 Illegal development

Statutory context	<p>Local Government Act 1995 –</p> <ul style="list-style-type: none"> • s.5.42(1)(b) – Delegation to CEO of powers under the Planning and Development Act 2005 s.214(2), (3) and (5) <p>Planning and Development Act 2005 –</p> <ul style="list-style-type: none"> • s.214 – development in contravention of planning scheme or interim development order <ul style="list-style-type: none"> ○ (2) – power to order stop work ○ (3) – power to remove, alter etc and restore land to original condition ○ (5) – if delay interferes with scheme operation, power to order work to be undertaken <p>Town Planning Scheme No. 1 –</p> <ul style="list-style-type: none"> • Part 9 – Applications for Planning Approval
Corporate context	Local Planning Policies
Primary delegation	CEO
Secondary delegation	Permitted
Permitted to (Refer Part C)	Executive Manager Development & Regulatory Services
Formal record of use	Report to Council via monthly briefing papers File copy of notice
File number	Property file
History	Adopted 12 July 2016

Functions to be performed

The CEO is delegated authority to issue notices in relation to illegal or delayed works in accordance with the Planning and Development Act 2005 s 214(2), (3) and (5).

Where a notice is not complied with, the CEO is authorised to commence prosecution without reference to Council.

– End of Delegation

Notes

10.3 Control of planning matters

Statutory context	Planning and Development Act 2005 – Part 5 – Local planning schemes <ul style="list-style-type: none"> • s.68 – Town planning schemes continued as local planning schemes • s.72 – Local government may prepare or adopt scheme • s.73 – Provisions of a local planning scheme • s.214 (2)(3)(5) – development works not in compliance may have written stop work or remedial action order issued Town Planning Scheme No. 1 – <ul style="list-style-type: none"> • Part 9 – Applications for Planning Approval
Corporate context	Local Planning Policies
Primary delegation	CEO
Secondary delegation	Permitted
Permitted to (Refer Part C)	Executive Manager Development & Regulatory Services
Formal record of use	Office copy of notice
File reference	Property file
History	Adopted 12 July 2016

Functions to be performed

The CEO is delegated authority to administer all planning matters or functions for the Shire of Narrogin, subject to compliance with –

- (a) Planning and Development Act,
- (b) Planning Regulations,
- (c) Residential R Codes
- (d) Local Planning Scheme, and
- (e) Local Planning Policy.

Any proposal that is not compliant, where discretionary approval by Council may be considered, is to be referred to Council for decision.

Any proposal requiring a decision but which has been refused is to be notified to Council for information.

The CEO is delegated authority to respond to –

- (a) any appeal against a discretionary decision of Council in accordance with Council's decision on the matter to which the appeal or request for reconsideration relates,
- (b) Development Assessment Panel requirements.

Where a planning approval is not complied with, the CEO is authorised to commence prosecution without reference to Council.

– End of Delegation

Notes

10.4 Applications for subdivision and amalgamations

Statutory context	Planning and Development Act 2005 – <ul style="list-style-type: none"> • s.4 – Subdivision includes amalgamation • s.135 – subdivision (and amalgamation) not permitted without WA Planning Commission approval • s.138(2) – Commission to have due regard to local planning scheme • s.142 – Commission to seek local government’s comments, objections, recommendations Local Planning Scheme
Corporate context	Local Planning Policies
Primary delegation	CEO
Secondary delegation	Permitted
Permitted to (Refer Part C)	Executive Manager Development & Regulatory Services
Formal record of use	File copy of advice of decision to applicant, developer etc
File number	18.6.4
History	Adopted 12 July 2016

Functions to be performed

The CEO is delegated authority in respect to an application received from the *Western Australian Planning Commission (WAPC)* to subdivide, re-subdivide or amalgamate land contained within the local government and to recommend to the WAPC –

- (a) No objection to the granting of approval of an application to amalgamate or subdivide involving five (5) lots or less (including lots forming part of any strata-title scheme), unless prior planning consent has been granted to a co-ordinated development over the land;
- (b) No objection to the granting of approval of an application to rationalise or reconfigure existing allotments where there is no net increase in lots created, and the new lot sizes will conform with the relevant requirements of the local planning schemes and their policies, and policies adopted in accordance with the Planning and Development Act s.26 relating to State planning policies; and
- (c) the imposition of relevant conditions on any approval proposed to be granted by the WAPC, considered necessary to secure the objectives of the local planning scheme, and any land use plan or strategy adopted by Council;

The CEO is delegated authority to certify to the WAPC compliance with conditions imposed on an approval to subdivide, re-subdivide or amalgamate land have been completed to the satisfaction of the Shire.

Standard conditions of subdivision approval as endorsed by the WA Planning Commission are to be used where possible.

– End of Delegation

Notes

Refer Planning Policy 1.1 – Subdivisions and amalgamations (in development)

10.5 Fencing Local Law 2016

Statutory context	Fencing Local Law 2016 <ul style="list-style-type: none"> • cl.7.1 – dealing with objections – to be by Council Town Planning Scheme No. 1 – <ul style="list-style-type: none"> • Part 9 – Applications for Planning Approval
Corporate context	None
Primary delegation	CEO
Secondary delegation	Permitted
Permitted to (Refer Part C)	Executive Manager Development & Regulatory Services Registered Building Surveyor Authorised Building Officer
Formal record of use	File copy of advice of decision to applicant, developer etc
File number	Property file
History	Adopted 20 December 2016

Functions to be performed

The CEO is delegated authority to approve all discretionary matters in the Shire of Narrogin Fencing Local Law 2016 including –

- granting, refusal, cancellation and setting conditions of approval to conduct activities;
- issue of all notices and infringements etc;
- extending the time period within which infringement notices may be paid.
- withdrawal of an infringement notice issued by an authorised officer, following consideration of any submissions of special circumstances relating to it received from the authorised officer, the notice recipient or other persons;
- carrying out of works in default of a duly served notice;

The delegation excludes –

- determination of any fee or charge
- dealing with an objection.

Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –

- is of such severity that the action is appropriate or
- an infringement notice remains unpaid after reasonable attempts to obtain payment.

– End of Delegation

Notes

Objections and review are those matters refused under delegated authority which the applicant requests Council to reconsider.

Section 11 - Public Facilities

11.1 Liquor Control Act

Statutory context	Liquor Control Act 1988 – <ul style="list-style-type: none"> • s.39 – Certificate of local government of compliance with laws • s.40 – Certificate of planning authority of compliance with planning laws • s.156 – Local governments, functions of <p>Town Planning Scheme No. 1 –</p> <ul style="list-style-type: none"> • Part 9 – Applications for Planning Approval
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Corporate context Local Planning Policies

Primary delegation CEO

Secondary delegation Permitted

Permitted to
(Refer Part C) Executive Manager Corporate & Community Services
Executive Manager Development & Regulatory Services
Executive Manager Technical & Rural Services

Formal record of use File copy of notice

File number 3.2.3

History Adopted 12 July 2016

Functions to be performed

The CEO is delegated authority to –

- (a) s.39 – Issue Certificates advising compliance with Food, Health and Local Government laws.
- (b) s.40 – Issue Certificates of the Local Planning Authority
- (c) s.66 (1)(d) and (2) – Respond to applications for Extended Trading Permits;
- (d) s.69 (8) – Make submissions on health grounds regarding a license;
- (e) s.153 (2) – Request copies of reports produced by the Liquor Licensing Authority;
- (f) s.156 – Report to the Liquor Licensing Authority any offences committed by a licensee and ensure appropriate assistance is given to the Authority if requested.

– End of Delegation

Notes

11.2 Discount/waiver/subsidy of facility hire fees

Statutory context	Local Government Act 1995 – <ul style="list-style-type: none"> • s.6.12(1)(b) – Power to defer, grant discounts etc
Corporate context	None
Primary delegation	CEO
Secondary delegation	Permitted
Permitted to (Refer Part C)	Executive Manager Corporate & Community Services
Formal record of use	Copy of approval of written request
File number	12.15.3
History	Adopted 12 July 2016

Functions to be performed

The CEO is delegated authority to approve reduction in fees and charges of Council owned facilities, subject to –

- a) the request is from a local community, charitable or not-for-profit organisation; or
- b) the event is for the specific benefit of the local community; and
- c) each request of the organisation does not exceed \$500 ex GST;
- d) cleaning cost of the venue hire is not to be discounted.

– End of Delegation

Notes

11.3 Public Places and Local Government Property Local Law 2016

Statutory context	Public Places and Local Government Property Local Law 2016
Corporate context	None
Primary delegation	CEO
Secondary delegation	Permitted
Permitted to (Refer Part C)	Director Corporate & Community Services Executive Manager Technical & Rural Services Executive Manager Development & Regulatory Services Manager Operations Environmental Health Officer Rangers
Formal record of use	File copy of hire, approval, notice, etc File copy of advice of decision to applicant, developer etc Duplicate copy of infringement etc
File number	Property file Facility hire record, diary, receipt etc Local government property file
History	Adopted 20 December 2016

Functions to be performed

The CEO is delegated authority to approve all discretionary matters in the Shire of Narrogin Public Places and Local Government Property Local Law 2016 including –

- (a) hire of facilities, including issue of permit for consumption/sale of alcohol;
- (b) granting, refusal, cancellation and setting conditions of approval to conduct activities in public places or on local government property;
- (c) issue of all notices and infringements etc;
- (d) extending the time period within which infringement notices may be paid;
- (e) withdrawal of an infringement notice issued by an authorised officer, following consideration of any submissions of special circumstances relating to it received from the authorised officer, the notice recipient or other persons;
- (f) carrying out of works in default of a duly served notice;

The delegation excludes –

- cl.1.5 – setting of any fee or charge
- cl.2.1 – making of a Determination;
- cl.2.6 – amending or revoking a Determination;
- cl.4.1 – Activities requiring a licence on local government property –
 - (c) erect a structure for amusement in excess of 28 days;
 - (m) erect a building or refuelling site;
 - (o) erect or install a structure for water, power, sewer, communication, television or similar service;
- cl.6.9 – giving notice of crossover in unsafe location;
- cl.11.1 – dealing with an objection;

On written application made under cl.3.3, the CEO is authorised to give permission to hirers of premises or land under the control and management of the local government to consume and sell liquor on the premises or land, under such conditions and in such areas as considered appropriate.

Every permit issued for consumption/sale of alcohol is to be advised to Narrogin Police.

Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
(a) is of such severity that the action is appropriate or
(b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

– End of Delegation

Notes

Refer Delegation 3.7 – Discount/waiver/subsidy of facility hire fees

Refer Delegation 15.2 – Native flora and Fauna

Objections and review are those matters refused under delegated authority which the applicant requests Council to reconsider.

Section 12 - Tourism

This section is currently empty

Section 13 - Works & Services

13.1 Reserves under control of the local government

Statutory context	Local Government Act 1995 – <ul style="list-style-type: none"> s.3.54(1) – Reserves under control of a Local Government Land Administration Act 1997
Corporate context	Policy 13.1 – Standard Crossovers Policy 13.2 – Roads – Developer Conditions Policy 13.3 – Roads – Access to Lots / Locations without Road Frontage Policy 13.4 – Road Reserves – Stormwater Discharge
Primary delegation	CEO
Secondary delegation	Permitted
Permitted to (Refer Part C)	Executive Manager Corporate & Community Services Executive Manager Technical & Rural Services Executive Manager Development & Regulatory Services
Formal record of use	File copy of decision on written application
File number	21.4.2
History	Adopted 12 July 2016

Functions to be performed

The CEO is delegated authority to do anything on land vested or under the control and management of Council –

- (a) subject to prior budget provision having been made, or
- (b) to give effect to a Council decision.

– End of Delegation

Notes

13.2 Things to be done on land not local government property

Statutory context	Local Government Act 1995 – <ul style="list-style-type: none"> • s.3.24 – Authorising person under this subdivision • s.3.27 – Particular things local government can do on land that is not local government property • s.3.33 – Entry under warrant • s.3.34(2) – Entry in an emergency • Sch.3.2 – Particular things local governments can do on land even though it is not local government property
Corporate context	None
Primary delegation	Chief Executive Officer
Secondary delegation	Permitted
Permitted to (Refer Part C)	Executive Manager Technical & Rural Services Executive Manager Corporate & Community Services Executive Manager Development & Regulatory Services Manager Operations
Formal record of use	File copy of notice
File number	Property file
History	Adopted 12 July 2016

Function to be performed

The CEO is delegated authority to carry out work on land that is not local government property subject to –

- a) prior budget provision having been made,
- b) to give effect to a Council decision;
- c) if the matter is considered to be an emergency;
- a) the consent is obtained of –
 - the owner of the land;
 - if the land is occupied, the occupier of the land; and
 - if the land is under the control or management of any other person, that other person.
- b) compensation agreed for the functions is provided for within the adopted Budget or is specifically approved.

– End of Delegation

Notes

The delegation applies to land not under local government control that is within the district, and is in relation to things being done on the land, not taken from the land.

13.3 Works on land outside the district

Statutory context	Local Government Act 1995 – <ul style="list-style-type: none"> • s.3.20 – performing function outside the district • s.3.21 – duties when performing functions • s.3.22 - compensation
Corporate context	None
Primary delegation	CEO
Secondary delegation	Permitted
Permitted to (Refer Part C)	Executive Manager Technical & Rural Services Executive Manager Corporate & Community Services Manager Operations
Formal record of use	File copy of agreement, consent etc
File number	28.4.2
History	Adopted 12 July 2016

Functions to be performed

The CEO is delegated authority to undertake necessary executive functions on land outside the district that is not property of the Shire provided that –

- c) the consent is obtained of –
 - the owner of the land;
 - if the land is occupied, the occupier of the land; and
 - if the land is under the control or management of any other person, that other person.
- d) compensation agreed for the functions is provided for within the adopted Budget or is specifically approved.

– End of Delegation

Notes

Executive functions does not includes private works requested of the Shire by an individual or other local government, but does apply to sourcing of roadmaking materials and water.

The delegation applies to land not under local government control that is outside the district, and is in relation to things being done on the land, not taken from the land.

13.4 Materials from land not under local government control

Statutory context	Local Government Act 1995 – <ul style="list-style-type: none"> • s.3.21 – Duties when performing functions • s.3.22 – Compensation for materials, damage, access etc
Corporate context	None
Primary delegation	CEO
Secondary delegation	Permitted
Permitted to (Refer Part C)	Executive Manager Corporate & Community Services Executive Manager Technical & Rural Services Manager Operations
Formal record of use	Written agreement with land owner/occupier
File number	28.4.2 / Property file where the land is within the district
History	Adopted 12 July 2016

Functions to be performed

The CEO is delegated authority to negotiate with land owners and/or occupiers for access to materials required for local government functions, principally –

- (a) extraction of gravel, sand or other materials from land;
- (b) water, etc.

The agreement reached with the land owner/occupier is to –

- (a) state a specific duration, that it is indefinite or otherwise provide for termination;
- (b) provide for mutually agreed compensation;
- (c) specify rehabilitation responsibilities if appropriate;
- (d) within the budget provision.

The CEO is delegated authority to apply to the Department of Environmental Regulation for permits to clear vegetation as applicable.

– End of Delegation

Notes

The delegation applies to land not under local government control that that may be either within or outside the district, and is in relation to materials to be taken from the land, not things being done on the land.

Until such time as agreement is signed, or compulsory notice of acquisition is given under the Act, employees should not access the materials.

13.5 Notices requiring certain things to be done

Statutory context	<p>Local Government Act 1995 –</p> <ul style="list-style-type: none"> • s.3.24 – Authorising person under this subdivision • s.3.25(1) – Notices requiring certain things to be done by owner or occupier of land • s.3.26(2) – Additional powers when notice is given • s.3.33 – Entry under warrant • s.3.34(2) – Entry in an emergency • s.9.60 – Regulations that operate as local laws • Sch.3.1 – Powers under notices to owners or occupiers of land • Sch 9.1(6) – dangerous excavations in or near public thoroughfare • Sch.9.1(7) – Matters for which regulations under s.9.60 may be made <p>Local Government (Uniform Local Provisions) Regulations 1996 –</p> <ul style="list-style-type: none"> • r.11 – dangerous excavation in or near public thoroughfare • 13 – Requirement to construct or repair crossing
Corporate context	None
Primary delegation	Chief Executive Officer
Secondary delegation	Permitted
Permitted to (Refer Part C)	Executive Manager Technical & Rural Services Executive Manager Corporate & Community Services Executive Manager Development & Regulatory Services
Formal record of use	File copy of notice
File number	Property file
History	Adopted 12 July 2016

Function/s to be performed

The CEO is delegated authority to issue notices requiring certain things to be done by the owner or occupier of land.

The CEO is delegated authority to take any necessary action to achieve the purpose for which the notice was given in the event of non-compliance of the notice recipient.

The CEO is delegated authority to seek a warrant for entry to carry out the works of a notice where the owner or occupier of land has not complied with the notice in the time specified.

Any prosecution proposed resulting from non-compliance with a notice is to be referred to Council for decision to proceed.

– End of Delegation

Notes

Under LG Act s.9.6(1) an objection to a notice must be dealt with by Council and cannot be delegated.

Objections and review are those matters refused under delegated authority which the applicant requests Council to reconsider.

13.6 Notice of local government works

Statutory context	Local Government Act 1995 – • s.3.51(3) – notice to adjoining owners affected by works
Corporate context	None
Primary delegation	CEO
Secondary delegation	Permitted
Permitted to (Refer Part C)	Executive Manager Technical & Rural Services Executive Manager Corporate & Community Services Executive Manager Development & Regulatory Services
Formal record of use	File copy of notice
File number	Advertisement records – 16.2.2 / 16.2.4 Property file
History	Adopted 12 July 2016

Functions to be performed

The CEO is delegated authority to give the required public notice and individual notice to landowners and occupiers adjoining proposed works to –

- (a) fix or alter the levels, or the alignment of a public thoroughfare, or
- (b) drain water from a public thoroughfare or public place onto adjoining land

– End of Delegation

Notes

13.7 Private works/infrastructure on, over or under public land

Statutory context	Local Government Act 1995 – <ul style="list-style-type: none"> • s.3.37 – Contraventions that can lead to impounding • s.9.60 – Regulations that operate as local laws • Sch.9.1(8) – Private works/infrastructure on, over, or under public places • Sch.9.2(5) – gates across public thoroughfares Local Government (Uniform Local Provisions) Regulations 1996 – <ul style="list-style-type: none"> • r.9 – gates across a public thoroughfare • r.17 – Private works on, over, or under public places
Corporate context	None
Primary delegation	CEO
Secondary delegation	Permitted
Permitted to (Refer Part C)	Executive Manager Technical & Rural Services
Formal record of use	Report to Council via monthly briefing papers if significant infrastructure File copy of written approval
File number	Property file of applicant Copy on road/reserve/local government property file
History	Adopted 12 July 2016

Functions to be performed

The CEO is delegated authority to approve private works/infrastructure on, over or under public places subject to –

- (a) written application being made;
- (b) the applicant accepts all liability for every part and aspect of the works/infrastructure;
- (c) impose conditions, such as –
 - building permit, structural engineering certification, environmental assessment etc, where appropriate;
 - any damage or interference to public assets to be made good to the satisfaction of CEO (roadway, fence, other structure etc)
 - traffic management plan to be approved
- (d) where deemed appropriate, an insurance certificate indemnifying the Shire while works are underway, or for any structure, is to be provided;
- (e) estimated value of works does not exceed \$25,000 ex GST.

The CEO may enter into an agreement with the applicant to carry out the works/infrastructure as a private works.

Any prosecution proposed for non-compliance is to be referred to Council for decision to proceed.

– End of Delegation

Notes

Local Government (Uniform Local Provisions) Regulations 1996 –

r.17 – Private works on, over, or under public places

- (4) – approval of local government required
- (5) – conditions may be imposed
- (6) – mandatory conditions – no permanent impairment of public use, public safety to be ensured, damaged to be fully repaired
- (7) – penalty for non-compliance is \$5,000 and \$500 daily
- (8) – person constructing is responsible for maintenance, and must insure structure, specifically indemnifying Council against any claim
- (9) – unauthorised constructions, or contravention of approval/conditions can lead to impounding

If insurance indemnity is required, a certificate is to be provided to the Shire annually. It is to be a condition of approval, that a lapse of insurance means automatic withdrawal of approval, and removal of the previously insured structure is required within 14 days.

This delegation includes minor works on the road such as –

- drilling for soil testing;
- pressure or gravity pipe from a water tank or windmill to a stock trough;
- farm drainage.

13.8 Events on roads

Statutory context	<p>Road Traffic Act 1974 –</p> <ul style="list-style-type: none"> • s.81C(2) – Making order for road closure for event • s.81D – Road closure, how effected by local government <p>Road Traffic (Administration) Act 2008 –</p> <ul style="list-style-type: none"> • s.139(2) – Temporary suspension of road law <p>Road Traffic (Events on Roads) Regulations 1991 –</p> <ul style="list-style-type: none"> • s.4 – local government approval and payment of fee required • r.9 – Erection of barriers, signs and other equipment <p>Local Government Property and Public Places Local Law</p>
Corporate context	None
Primary delegation	CEO
Secondary delegation	Permitted
Permitted to (Refer Part C)	<p>Executive Manager Technical & Rural Services</p> <p>Executive Manager Corporate & Community Services</p> <p>Executive Manager Development & Regulatory Services</p>
Formal record of use	File copy of decision on written application
File number	28.7.1
History	Adopted 12 July 2016

Functions to be performed

The CEO is delegated authority –

- (a) in consultation with the President, to approve with or without conditions or refuse to approve, an event or function on a thoroughfare in accordance with section 81C of the *Road Traffic Act 1974*;
- (b) in consultation with the President, to approve with or without conditions, or refuse to approve, the temporary suspension of written law in accordance with section 83 of the *Road Traffic Act 1974*; and
- (c) make all necessary arrangement to comply with Road Traffic (Events on Roads) Regulations r.9.

The CEO is delegated authority, in consultation with the President, to respond to any request for information made under section 7(1) of the *Public Order in Streets Act 1984*.

In considering any application, the CEO is to have regard to Police and Main Roads WA guidelines.

– End of Delegation

Notes

See Road Traffic (Administration) Act –

135. Protection from liability for wrongdoing

- (1) An action in tort does not lie against a person for anything that the person has done, in good faith, in the performance or purported performance of a function under a road law.

- (3) A local government is also relieved of any liability that it might otherwise have had for another person having done anything as described in subsection (1) in relation to a function of a local government under section 11, 139 or 141.

141. Closure of roads

- (2) A local government may cause a road in its district to be closed for such period that the local government considers necessary if the local government considers that the road is unsafe for traffic but the road cannot be closed by the local government for more than one month without with the Minister's written approval to do so.

See Events on Roads Regulations –

9. Erection of barriers, signs and other equipment

- (1) A road closure ordered by the Commissioner of Police under Part VA of the Act shall be effected by the erection and maintenance by the local government for the district within which the road concerned is situated of —
 - (a) barriers, being free standing posts and rails, or other barriers which are substantial and uniform in construction;
 - (b) signs, being substantial and uniform in design, with the words "Road Closed" or similar, clearly printed in black letters upon a reflective background; and
 - (c) such other equipment as the local government considers is reasonably necessary to effect the road closure.
- (2) The costs of erecting, maintaining and removing barriers, signs and other equipment to effect a road closure are payable to the local government by the person or body who applied for the order for that road closure.
- (3) A local government may waive the payment of all or any of the costs referred to in subregulation (2).
- (4) Any costs payable to a local government under subregulation (2) may be recovered as a debt due to that local government in a court of competent jurisdiction.

19 April 2016

Main Roads WA – Traffic Management for Events on Roads: "Code of Practice"

13.9 Temporary road closures

Statutory context	Local Government Act 1995 – <ul style="list-style-type: none"> • s.3.50 – closing to vehicles • s.3.50A – closure for repairs or maintenance <p>Road Traffic Act 1974</p> <ul style="list-style-type: none"> • s.81D – how a road is to be closed • s.92 – power to close unsafe roads <p>Local Government Property and Public Places Local Law 2016 –</p> <ul style="list-style-type: none"> • cl.5.2 – no entry to closed local government property • cl.6.13 – no driving on closed thoroughfare
Corporate context	None
Primary delegation	CEO
Secondary delegation	Permitted
Permitted to (Refer Part C)	Executive Manager Corporate & Community Services Executive Manager Technical & Rural Services Executive Manager Development & Regulatory Services Manager Operations
Formal record of use	File copy of public notice, instruction to staff etc
File number	28.7.1
History	Adopted 12 July 2016

Functions to be performed

The CEO is delegated authority to –

- (a) temporarily close a thoroughfare or a portion of a street for a period not exceeding 28 days (without providing local public notice) if of the opinion –
 - a thoroughfare is likely to be damaged by the passage of traffic generally or traffic of any particular class;
 - that the thoroughfare is unsafe for use.
- (b) temporarily close a road or portion of a road for repairs and maintenance;
- (c) temporarily close a thoroughfare for a period in excess of 28 days by providing local public notice.

Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –

- (a) is of such severity that the action is appropriate or
- (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

– End of Delegation

Notes

Section 14 - Plant / Equipment

This Section is currently empty

Section 15 - Natural Resource Management

15.1 Control of Vehicles (Off-road Areas) Act 1978

Statutory context	Control of Vehicles (Off-road Areas) Act 1978 – <ul style="list-style-type: none"> • s.5(1) – Duty of local government to administer and enforce the Act • s.5(3) – authorised officers
Corporate context	None
Primary delegation	CEO
Secondary delegation	Permitted
Permitted to (Refer Part C)	Executive Manager Corporate & Community Services Executive Manager Technical & Rural Services Executive Manager Development & Regulatory Services Manager Operations Rangers
Formal record of use	File copy of notice
File reference	19.6.5
History	Adopted 12 July 2016

Functions to be performed

The CEO is delegated authority to exercise all discretionary matters in the Control of Vehicles (Off-road Areas) Act 1978, including –

- granting, refusal, cancellation and setting conditions of approval to conduct activities;
- issue of all notices and infringements etc;
- extending the time period within which infringement notices may be paid.
- withdrawal of an infringement notice issued by an authorised officer, following consideration of any submissions of special circumstances relating to it received from the authorised officer, the notice recipient or other persons;
- carrying out of works in default of a duly served notice;

The delegation excludes –

- determination of any fee or charge

Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –

- is of such severity that the action is appropriate or
- an infringement notice remains unpaid after reasonable attempts to obtain payment.

– End of Delegation

Notes

15.2 Native flora and fauna

Statutory context	<p>Environmental Protection Act 1986 –</p> <ul style="list-style-type: none"> • s.51C – Unauthorised clearing of native vegetation <p>Wildlife Conservation Act 1950 –</p> <ul style="list-style-type: none"> • s.14 – Protection of fauna • s.23C – Licences to take protected flora • s.23D – Taking and sales of protected flora on private land <p>Wildlife Conservation Regulations 1970</p> <p>Local Government Property and Public Places Local Law 2016 –</p> <ul style="list-style-type: none"> • cl.4.4(2) – Written authority of local government required to remove, damage, interfere with any flora on local government property
Corporate context	None
Primary delegation	CEO
Secondary delegation	Permitted
Permitted to (Refer Part C)	Executive Manager Technical & Rural Services
Formal record of use	File copy of notice of approval
File number	11.3.1
History	Adopted 12 July 2016

Functions to be performed

The CEO is delegated authority to approve a request for permission to pick wildflowers and / or collect seed on lands under Council's control, under the following conditions –

- written application is to be made;
- it is for their own domestic or hobby use;
- permission is given for a period not exceeding one week;
- the area of picking and/or collection is strictly limited;
- not more than one collector is permitted in any one location;
- a maximum of 10% of seed only to be taken in any one area.

All applications for commercial picking of wildflowers or collection of seed are to be referred to Council for consideration, and required details include –

- collector's credentials and purpose (collector includes the permit holder and up to 2 assistants),
- duration of approval, if any,
- the area of picking and/or collection
- not more than one collector being permitted in any one location
- a maximum of 25% of seed only to be taken in any one area

All applications for the collection of animals, reptiles, amphibians and birds from lands under Council's control, are to be referred to Council for consideration.

All applications to collect flora or fauna are to provide the following information at minimum –

- (a) collector's credentials, including any person acting on the collector's behalf
- (b) purpose of collection – domestic, hobby, display, educational, commercial
- (c) flora/fauna to be collected – rarity, locality, need for preservation etc
- (d) locality of collection – ease of access, likelihood of general public-knowledge or access
- (e) period or duration sought

Where Council has previously permitted an application, the CEO may issue permission in subsequent consecutive years under identical terms and conditions, without further reference to Council.

The following statement is to be included in every approval by the CEO –

The approval of the Department of Parks and Wildlife is mandatory, and Shire permission is invalid without the Department's written consent accompanying Shire approval.

– End of Delegation

Notes

Dept of Parks and Wildlife –

- may issue a permit for a maximum of one year;
- is to be provided a copy of every approved application.

Section 16 - Unclassified

16.1 Restricted Access Vehicles on Shire Roads

Statutory context	Local Government Act 1995 Land Administration Act 1997 – <ul style="list-style-type: none"> • s.56(2) – road reserves under the control of the local government Public Works Act 1902 – <ul style="list-style-type: none"> • s.86(2) – Governor may declare roads to be under the control of the local government Road Traffic (Vehicle Standards) Regulations 2002 Public Places and Local Government Property Local Law
Corporate context	Policy 16.1 Restricted Access Vehicles on Shire Roads
Primary delegation	CEO
Secondary delegation	Permitted
Permitted to (Refer Part C)	Executive Manager Technical & Rural Services
Formal record of use	File copy of decision on written application
File number	3.2.2
History	Adopted 12 July 2016

Functions to be performed

The CEO is delegated authority to determine any application referred from Main Roads WA to use heavy haulage vehicles (Restricted Access Vehicles) on any local road within the district, recommending approval or refusal–

- a) in accordance with Council Policy 16.1 Restricted Access Vehicles on Shire Roads;
- b) where the estimated volume is 50,000 tonnes per year or less,
- c) if the road has already been assessed by Main Roads WA as being suitable for the configuration proposed by the applicant,
- d) recommending CA07 conditions on roads where deemed necessary to manage RAV access in order to preserve the condition of the road and avoid heavy vehicle damage
- e) written agreement of the application accepting liability for damage to the roads that exceeds fair use.

All other applications are to be referred to Council.

Where the CEO declines an application, the applicant has the right to lodge a written appeal which will be presented to Council for consideration.

– End of Delegation

Notes

PART B – PRIMARY DELEGATIONS – to other officers

Section 17 - Building and / Development

17.1 Building certifications – Registered person

Statutory context	<p>Local Government Act 1995 –</p> <ul style="list-style-type: none"> • s.5.36 – Local government employees <p>Building Act 2011 –</p> <ul style="list-style-type: none"> • s.3 – authorised person to be designated under s.96 • s.96(3) – The local government may designate a person to be authorised • s.127(3) – Delegation by a local government must be to an employee • s.127(6A) – Further delegation of authority given to CEO <p>Building Services (Registration) Act 2011</p> <ul style="list-style-type: none"> • s.17 – registration of building service practitioners <p>Building Services (Registration) Regulations 2011 –</p> <ul style="list-style-type: none"> • r.4 – prescribed levels for building surveying • Part 3A – Building surveyors
Corporate context	None
Primary delegation	Registered Building Surveyor
Secondary delegation	Not permitted
Permitted to (Refer Part C)	None
Formal record of use	Report to Council via monthly briefing papers – Items (a), (b), (h), (i) File copy of notice, approval etc
File number	Property file
History	Adopted 12 July 2016

Functions to be performed

The Registered Building Surveyor is delegated authority to issue any certification required by the Building Act 2011 in accordance with the approved registration level held by the individual.

In addition, the Registered Building Surveyor is also delegated all matter in relation to Delegation 10.1 Building Permits (authorised persons).

Any prosecution proposed is to be referred to Council for decision to proceed.

– End of Delegation

Notes

Section 18 - Environmental Health / Food

18.1 Control of food matters – Qualified person

Statutory context	<p>Food Act 2008 –</p> <ul style="list-style-type: none"> - s.118 – authority to delegate functions and obligations to qualified authorised person - s.122(1)(b) – authorised person must hold office as an environmental health officer under the <i>Health Act 1911</i> <p>Food Regulations 2009 –</p> <ul style="list-style-type: none"> - s.5 – a local government is an appropriate enforcement agency for the purposes of certain food businesses, animal processing premises and retail pet meat shops <p>Public Health Act 2016</p> <ul style="list-style-type: none"> • s.4(2) – authorised officer • s.24 – authorised person must be qualified • s.25 – authorised person must have acceptable qualifications or be an EHO <p><i>Government Gazette</i> 24 Jan 2017 – Designation of Health Authorised Officers</p>
Corporate context	None
Primary delegation	Environmental Health Officer
Secondary delegation	Not permitted by EHO Permitted by CEO to qualified person
Permitted to (Refer Part C)	None
Formal record of use	File copy of notice, record of inspection etc
File number	19.6.4 / 24.3.1 / 24.3.2 / Property file
History	Adopted 12 July 2016

Functions to be performed

The EHO is delegated authority to exercise and discharge the powers and functions of the local authority with regard to the Food Act 2008, including but not limited to –

- a) powers of entry to premises,
- b) taking of food samples for analysis,
- c) formal warnings;
- d) improvement notices;
- e) prohibition orders; and
- f) infringement notices.

The delegation excludes –

- (a) determination of any fee or charge;
- (b) dealing with an objection,

Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –

- (a) is of such severity that the action is appropriate or
- (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

Any prosecution proposed is to be referred to Council for decision to proceed.

– End of Delegation

Notes

It should be noted that under the Act, the EHO may be required to prosecute, regardless of Council's direction or wishes.

Objections and review are those matters refused under delegated authority which the applicant requests Council to reconsider.

Section 19 - Fire Control

19.1 Issue of burning permits – Fire Control Officers

Statutory context	<p>Bush Fires Act 1954 –</p> <ul style="list-style-type: none"> • s.18 – Restricted burning times <ul style="list-style-type: none"> (1) – nothing in this section permits burning in prohibited period (2) – prohibited & restricted times to be published in Government Gazette (5) – Local government may vary burning periods after consultation (5B) – variation for maximum of 14 days (5C) – burning period restrictions apply to variation period (6) – permit required to set fire to bush from either FCO or CEO (7) – person issuing permit may apply requirements or conditions (8) – permit holder to comply with conditions (9) – permit may authorise burning of bush on adjoining road reserve (10A) – local government may adopt enforceable schedule for burning (11) – if fire escapes etc expenses up to \$10,000 may be recouped (12) – penalty on first breach \$4,500, subsequent breaches \$10,000 • s.23(2)(a)(iv) – road verge burning between constructed portion of road and established fire break only <p>Bush Fire Regulations 1954 –</p> <ul style="list-style-type: none"> • r.15(1) – Permit to burn as per section 18 of the Act • r.15(2) – If request to burn is conditional or refused, review is only by the local government or Chief BFCO • r.15A – BFCO to comply with directions of local government • r.15B – Permit holder to comply with permit conditions • r.15C – Local Government may prohibit burning on certain days • r.16 – only CEO or specifically authorised person may permit burning of clover in prohibited period • r.21B – FCO may postpone clover burn
Corporate context	None
Primary delegation	Fire Control Officers
Secondary delegation	Not permitted
Permitted to (Refer Part C)	None
Formal record of use	Duplicate copy of permit issued
File number	9.2.1
History	Adopted 12 July 2016

Functions to be performed

Fire Control Officers are delegated authority to issue, vary or prohibit burning permits in accordance with Bush Fires Act s.18 and Bush Fires Regulations r.15(1).

Fire Control Officers are delegated authority, in consultation with the Chief Bush Fire Control Officer, to issue instructions, restrictions or conditions relating to individual burning permits.

Fire Control Officers are delegated authority to approve an applications to burn a road verge vested in the care, control and management of the Shire, subject to –

- compliance with the Bush Fires Act 1954 s.18(9),
- prior consultation with the CEO, and
- the applicant obtaining the approval of the Dept of Parks and Wildlife.

– End of Delegation

Notes

This delegation does not extend to –

- clover burning permits,

The Act s.16(6)(a) stipulates –

...obtained a permit in writing to burn the bush from a bush fire control officer of the local government in whose district the land upon which the bush proposed to be burnt is situated, or from the chief executive officer ...

Refer also Delegation 5.1 and specific matters restricted to CEO, and to Delegation 19.2.

19.2 Issue of clover burning permits – Clover Burning Permit Officers

Statutory context	Bush Fires Act 1954 – <ul style="list-style-type: none"> • s.24 – clover may be burnt during prohibited burning times <p>Bush Fire Regulations 1954 –</p> <ul style="list-style-type: none"> • r.16 – CEO or specifically authorised person may permit burning of clover in prohibited period • r.17 – permit required to burn clover • r.18 – 7 days notice of clover burn required, under specified restrictions • r.19A – duties of clover burning permit holder • r.20 – local government may prohibit issue of clover burn permits • r.21A – permit holder may be required to advertise clover burn • r.21B – FCO may postpone clover burn
Corporate context	None
Primary delegation	Chief Fire Control Officer Deputy Chief Fire Control Officer - Rural
Secondary delegation	Not permitted
Permitted to (Refer Part C)	None
Formal record of use	Duplicate copy of permit issued
File number	9.2.1
History	Adopted 12 July 2016

Functions to be performed

The following Bush Fire Control Officers are delegated authority to issue permits to burn clover in accordance with Bush Fires Act s.18 and Regulations r.16 and to apply such conditions or requirements as is considered appropriate –

- (a) Chief Bush Fire Control Officer
- (b) Deputy Chief Bush Fire Control Officer – Rural

– End of Delegation

Notes

Specified officers may be delegated authority to issue clover burning permits in accordance with Bush Fires Act s.24 and Bush Fires Regulations r.16, and to apply such conditions or requirements as is considered appropriate.

Refer also Delegation 5.1 and specific matters restricted to CEO.

19.3 Prohibited and restricted burning periods – Variations

Statutory context	Bush Fires Act, 1954 – <ul style="list-style-type: none"> - s.17(7) – authority to vary prohibited burning time - s.17(7B) – time may not be varied by more than 14 days - s.17(8) – requirements to give various notice, and Minister may rescind or modify the variation - s.17(9) – publication requirements - s.17(10) – local government may delegate to President and Chief BFCO jointly - s.17(11) – Local government may rescind delegation or vary any delegated decision - s.18(5) – authority to vary restricted burning time - s.18(5B) – time may not be varied by more than 14 days - s.18(5C) – compliance requirements as per s.17(8),(9),(10),(11)
Corporate context	None
Primary delegation	Shire President and Chief Fire Control Officer, jointly
Secondary delegation	Not permitted
Permitted to (Refer Part C)	None
Formal record of use	Written advice to CEO
File number	9.2.1
History	Adopted 12 July 2016

Functions to be performed

The Shire President and Chief Fire Control Officer are delegated authority to jointly exercise the powers of Council under the Bush Fires Act 1954 –

- s.17 (7), (8), (10) – prohibited burning periods,
- s.18(5)– restricted burning periods

Should the Shire President be unavailable or hold joint office as Chief BFCO, the Deputy Shire President is deemed to be Acting Shire President in relation to this matter.

If the Chief BFCO is unavailable, the Deputy Chief BFCO is deemed to be Acting Chief BFCO.

In the absence of Deputy President or a Deputy Chief BFCO, the CEO is authorised to act for that person, but not for both.

The CEO is to be advised in order that public notification may be arranged.

– End of Delegation

Notes

History Summary

Item	Meeting	Purpose	Applies	Delegations affected
1	12 July 2016	Revocation	From 1 July 2016	All previous delegations
2	12 July 2016	Adoption	From 1 July 2016	All delegation in this Register
3	9 August 2016	Adoption	From 10 Aug 2016	Delegations 4.3, 4.5, 4.8 and 7.1 following Gazettal of relevant local laws
4	20 December 2016	Adoption	From 21 Dec 2016	Delegations 10.5 and 11.3 following Gazettal of relevant local laws
5	____ May 2017	Adoption and Review	From 1 July 2017	Adopt – Delegations 3.11 and 3.12 Review – All other delegations in this Register

APPENDIX

This document records the compiled delegations made by Council and the CEO under the authority of the Local Government Act 1995 and other legislative instruments as specified.

This register is the formal written record by which a delegation is made and conferred. Therefore, committees, the CEO and officers are provided with this document as their record of delegation/s made to them.

Statutory Context

This Delegations Register has been prepared in accordance with –

Local Government Act 1995:

s.5.16 – Delegation of some powers and duties to certain committees

- Separate document as differing provisions apply

s.5.17 – Limits on delegations of powers and duties to certain committees

s.5.18 – Register of delegations to committees

s.5.42 – Delegation of some powers and duties to CEO

s.5.43 – Limits on delegations to CEO

s.5.44 – CEO may delegate powers and duties to other employees

s.7.1B – Delegation of some powers and duties to audit committees

Local Government (Administration) Regulations 1996 –

r.19 – Record to be kept by delegates

Other legislation includes, but is not limited to –

Building Act 2011

Bushfires Act 1954

Cat Act

Dog Act 1976

Food Act 2008

Health Act 1911

Local Government (Miscellaneous Provisions) Act 1960

Planning and Development Act 2005

Local Government Local Laws, currently adopted –

Cat Local Law 2016

Cemetery Local Law 2016 (amended)

Dog Local Law 2016

Fencing Local Law 2016

Health Model "A" Series By-laws (Shire 1974, Town 1966, both amended)

Meeting Procedures Local Law 2016

Parking Local Law 2016

Public Places and Local Government Property Local Law 2016

Signs, Hoardings and Bill-Posting By-Law 1986

Local Planning Scheme

Revised Local Planning Scheme for the merged Shire of Narrogin is nearing completion

Unless stated otherwise, the Local Government Act 1995 section 5.42 is the fundamental statutory context for Council to make the delegations in Parts A and B.

Local Government Act 1995 –

5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under –
- (a) this Act other than those referred to in section 5.43; or
 - (b) the Planning and Development Act 2005 section 214(2), (3) or (5).

* *Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

It is inadequate to quote this reference as the specific authority for the function delegated.

Various other legislative instruments empower or require Council to make delegations. The legislative empowerment is stated within each delegation.

Council expects the CEO to apply the provisions of the Local Government Act s.5.44 and other legislation to delegate powers and duties to other employees, including s.5.44(3) powers and duties which have been delegated to the CEO under s5.42.

Corporate context

The Council is responsible for functions and activities under numerous Acts and other legislation, many of which permit Council to delegate responsibilities and authority to various officers, and to stipulate conditions, standards or methods of control and management.

This Delegations Register has been prepared to complement a range of obligations imposed by legislation including local laws, and various document adopted by Council.

The order of priority for compliance is –

1. Federal and State legislation and regulations,
2. the Local Planning Scheme,
3. a specific resolution of Council,
4. Delegations Register – being specific authorisations resolved by Council, and having a statutory context under the Local Government Act,
5. Local Planning Policy – as it is made under the authority of the Local Planning Scheme, by resolution of Council,
6. Council Policy – being instructions resolved by Council on how particular matters are to be dealt with,
7. Executive Instruction – standing instructions or procedures issued by the CEO,
8. administrative directions or instructions.

Although not decisions of Council, and therefore not a requirement of staff, consideration should be given to the following as being best practice –

- DLGRD Guidelines
- WALGA Councillors Manual, Practice Notes etc.

Unless specifically resolved that a delegation is to be included in the Delegations Register, it is considered that it is for a specific matter, and is not a general or on-going Delegation.

There are some Delegations that have specific legislative provision, and these are noted in the individual Delegation.

Definitions

The LG Act has not defined the term “delegation” or “delegated power”. However:

s.5.16 refers to “... the exercise of any of its powers and duties ...”

s.5.42 refers to “... the exercise of any of its powers or the discharge of any of its duties ...”

The following terms used in this document apply insofar as they are consistent with enabling legislation.

authority means the permission or requirement for Council, a Committee or a person to act in accordance with:

- the Local Government Act, Regulation or other legislation,
- a delegation made by Council,
- a policy made by Council, or
- a specific decision by Council, or
- Standard Procedural Direction given or authorised by the CEO.

delegation means the authority for a Committee, the CEO or other person to exercise a power, or discharge a duty, as conferred by absolute majority decision of council under the provisions of the relevant legislation.

Council Policy is the standing instruction resolved by Council as to how a particular matter is to be implemented:

Executive Policy means the requirement for a staff member to act in accordance with a direction given by the CEO.

Planning Policy is established under the Planning & Development Act 2005, and the local planning scheme, and has mandatory procedures to adopt, amend or revoke.

Guidelines No.17 – Delegations (Department of Local Government)

The Department of Local Government and Communities has published Guidelines for the formation of Delegations.

The Guidelines outline the concept of “delegation” and “acting through” in parts 3 and 4, particularly in paragraph 13 where it is stated –

... the key difference between a delegation and “acting through” is that a delegate exercises the delegated decision making function in his or her own right. The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the “acting through” concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

In effect, “acting through” is an action that could reasonably be expected to be carried out as the result of a decision by Council (e.g. advertising of a tender), or as a function reasonably expected of the position that a person holds.

Not all matters which will be recorded in Policy are “acting through” matters. Similarly, not all “acting through” matters will be listed. Policy describes how that action or some other action is to be carried out.

Making, amending and revoking delegations

Delegations from Council may be made, amended or revoked at any time by an absolute majority of Council.

Where permitted by Council in the delegation, the CEO may authorise a secondary delegation at any time.

Delegations from the CEO to other employees are at the discretion of the CEO and do not require a Council resolution. The CEO can delegate a power or duty, the exercise or discharge of which has been

delegated by a local government to the CEO, subject to any conditions imposed by the local government on its delegation to the CEO (s5.44 (3)).

It is a requirement that the use of all delegated authority is recorded but it is not a requirement to report the use of delegated authority to Council.

Council may impose limitations on secondary delegation or the functions delegated as they see fit. The CEO is not obligated to delegate the whole or any delegation authorised by Council, but may choose not to or place further limitations on the delegation.

However, unless specifically resolved that the authority is to be included in the Delegations Register, the authority to act is for a specific matter, and is not a general or on-going delegation.

Use of delegations

Delegations are made to assist with the smooth operation of the organisations, and allow appropriate levels of authority to determine a wide range of matters.

There is no requirement for any authorised person to use a delegation. It is at the person's discretion whether or not to exercise a delegated authority, and they may refer the matter to a higher level at any time, should it appear in their judgement to be the best option.

Record of use of delegations

The Act requires that the use of each delegation is recorded, but does not require that the use is reported to Council, nor does it specify recording the use in a particular format. Such requirements would result in a completely unwieldy volume of unnecessary work that is totally unproductive.

However, in some instances, the use of the delegation is of sufficient importance that Council should be advised so as to be aware of the impact of the decision made.

In order to reduce the unnecessary paperwork burden as far as is possible, the formal record of use of a delegation is the document that is produced in the normal course of administration of the matter. This document may be a form approving or refusing an application, a letter, batch approval for payment of creditors, file note, email or similar.

All these satisfy the requirement of the State Records Office for recordkeeping.

Review of delegations

A delegation has effect for the period of time specified in the delegation or indefinitely if no period has been specified.

It is a requirement of the Local Government Act s5.18 and s.5.46 (1) that all delegations made under the authority of that Act be reviewed by the delegator at least once in each financial year.

Any decision to amend or revoke a delegation by a local government is to be by an absolute majority s.5.45 (1) (b).

Review of delegations from the Council to committees and the CEO will be carried out before the end of each financial year and preferably in conjunction with the annual review of Council policies.

The CEO will review delegations to staff as required on changeover of staff or change of staff functions and will review all delegations at least once in the financial year in accordance with the legislation.

Primary delegation

The primary delegation recipient includes the person acting in that position should the named recipient be absent from duty. This provision does not apply where the named person is on duty, but not present at the office at the time.

Secondary delegation by CEO

The CEO is expected and encouraged to further delegate to appropriate officers, subject to the limitations imposed by the Local Government Act, other enabling legislation, or the conditions of the delegation made to the CEO –

- s.5.43 – limits on delegations to CEO
- s.5.44 (1) – does not permit the CEO to delegate the capacity to further delegate, and further stipulates that the delegation may only be to employees
 - o no such stipulation is made for delegations under other legislation
- s.5.46 – requires the CEO to review sub-delegations to other employees at least annually

The delegation by the CEO is to be –

- by signed document to the person,
- the recipient to return a signed acceptance, which is to be placed on file, and
- a copy to be retained by them.

Persons appointed by the CEO to exercise authority as a secondary delegation are to be advised to Council at least once every 12 months.

Authorisations, Delegations, Approved Purchasing Limits

CEO Annual Report 2017

Review date – 14 May 2017

Effective date – 1 July 2017 to 30 June 2018

As required by –

- Delegation 1.1 – Appointment of Authorised Officers
- Delegation 3.8 – Municipal Fund – Incurring Expenditure
- Individual Delegations

Authorised persons exercise authority directly from the relevant legislation or local law as a result of their appointment as an authorised person, and further delegation is not required, although may be made in order to apply limits or conditions on the use of the authority. Accordingly, reference to legislation and relevant principal delegation is essential.

Delegations are where the person exercises authority instead of the Council.

Arrangement

1. Authorised Persons appointed by CEO under Delegated Authority
2. Secondary delegations by CEO – according to Officer
3. Approved Purchase Order Limits

Abbreviations

ABO	Authorised Building Officer
BFCO	Bush Fire Control Officer
BO	Authorised Building Officer
CBFCO	Chief Bush Fire Control Officer
Cemetery	Officer responsible for cemetery administration
CEO	Chief Executive Officer
CSO	Customer Service Officers
	Includes all staff having duties or responsibilities, and is not limited to front counter
D/Pres	Deputy President
DCBFCO	Deputy Chief Bush Fire Control Officer
EMCCS	Executive Manager Corporate & Community Services
EMDRS	Executive Manager Development & Technical Services
EMTRS	Executive Manager Technical & Rural Services
FCO	Fire Control Officer
MF	Manager Finance
MO	Manager Operations
RBS	Registered Building Surveyor

1. Authorised Persons appointed by CEO under Delegated Authority

As determined by CEO under of Delegation 1.1

1. The following appointments are made by the CEO under delegated authority.
2. The CEO or Council may impose limits or conditions on the exercise of that authority.
3. Maximum period of authorisation is duration of employment by the Shire of Narrogin.

Review – Required annually

Term of Authorisation – Cessation of employment/contract or earlier determination

Previous review by CEO – 12 July 2016

Revised Authorisations by CEO –

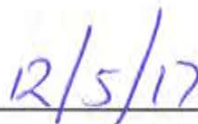
Applicable Legislation	Officer	Relevant Delegation	Limits or Conditions determined by CEO If in addition to that specified in relevant Delegation
Bush Fires Act	Rangers	5.1	Enforcement functions
Building Act	RBO	10.1 17.1	Appointment of Hayley Fegan, Fegan Building Surveying – - By CEO under delegated authority – refer 12 August 2014 item 10.2.326
	ABO	10.1	
Caravan Parks and Camping Grounds Act	Rangers		Enforcement functions
Cat Act	Rangers	4.2	Enforcement functions
Cemeteries Act	Cemetery	7.1	Administrative functions
	Rangers	7.1	Enforcement functions
Control of Vehicles (Off-road Areas) Act	Rangers		Enforcement functions
Dog Act	Rangers	4.4	Enforcement functions
Environmental Protection Act	EHO		
Food Act	EHO	18.1	
Health (Miscellaneous Provisions) Act	EHO	6.1	
Litter Act	Rangers		Enforcement functions
Local Government Act	Rangers	4.6 4.7	Enforcement functions
Local Government (Miscellaneous Provisions) Act	Rangers	4.6 4.7	Enforcement functions
Planning and Development Act	EMDRS	10.2 10.3 10.4	
Public Health Act	EHO	6.1	

Applicable Local Law	Officer	Relevant Delegation	Limits or Conditions determined by CEO If in addition to that specified in relevant Delegation
Cat Local Law	Rangers	4.3	Enforcement functions
Cemetery Local Law	Cemetery	7.1	Administrative functions
	Rangers	7.1	Enforcement functions
Dogs Local Law	Rangers	4.5	Enforcement functions
Fencing Local Law	EMTRS ABO	10.5	
Meeting Procedures Local Law	Not applicable		
Public Places & Local Government Property Local Law	Rangers	11.3	Enforcement functions

CEO



Date



Local Laws in development –

- Amenity local Law 2017
- Bush Fire Brigades Local Law 2017
- Extractive Industries Local Law 2017
- Health Local Law 2017

2. Secondary delegations by CEO – according to Officer

As determined by CEO in accordance with the authority of each Delegation.

1. The following secondary delegations are made by the CEO in accordance with the authority of each primary Delegation.
2. The CEO may impose limits or conditions on the exercise of that authority. The person is to exercise the delegation in accordance with any limits, conditions or instruction by CEO, or Council Policy.
3. No secondary delegations are permitted by Officers other than CEO.
4. Reference to the principal delegation is essential.

Review – Required annually

Term of Secondary Delegation – Shorter of next review effective date or cessation of employment

Previous review by CEO – 12 July 2016

Revised Secondary Delegations –

Delegation Number	Delegation Title	OFFICER	Authority determined by CEO
6.2	Local Law – Amenity 2016	ABO	To be determined
10.1	Building permits – Authorised person	ABO	In full
10.5	Local Law – Fencing 2016	ABO	In full
7.1	Local Law – Cemetery 2016	Cemetery	All matters other than enforcement
4.2	Cat Act 2011	CSOs	All matters relating to registration of cats
4.4	Dog Act 1976	CSOs	All matters relating to registration of dogs
6.1	Health Local Law 2016 – Authorised person	EHO	To be determined
6.2	Amenity Local Law 2016	EHO	To be determined
11.3	Public Places & Local Government Property Local Law 2016	EHO	Part 3 – Activities on LG Property Requiring a Licence Part 9 – where applicable to environmental health or food matters Clause 10.4 Clause 12.1 Clause 12.2 Part 13 – To extent matters relate to delegations made
2.2	Destruction of records	Exec Mgr Corp & Com Services	In full
2.3	Confidential records	EMCCS	In full
3.1	Tenders – Authority to set criteria, specifications, call, accept, vary	EMCCS	Criteria, specification and calling, within their division only
3.2	Contracts – variations	EMCCS	Maximum value of \$10,000 or 5%, within their division only
3.3	Disposing of property, confiscated or uncollected goods	EMCCS	Matters within their division only

Delegation Number	Delegation Title	OFFICER	Authority determined by CEO
3.4	Disposing of land – leases, rentals etc	EMCCS	In full
3.5	Rates record, extensions and objections	EMCCS	In full
3.6	Sundry & rate debtors – Recovery & agreements	EMCCS	In full
3.7	Write off of sundry debts	EMCCS	In full
3.8	Municipal Fund – Incurring expenditure	EMCCS	Store cards and fuel cards only
3.9	Municipal and Trust Funds – Payments from Bank Accounts	EMCCS	In full
3.10	Investments	EMCCS	Restricted, as specified in Delegation
4.1	Disposal of sick or injured animals	EMCCS	In full
4.2	Cat Act 2011	EMCCS	In full
4.3	Cats Local Law 2016	EMCCS	In full
4.4	Dog Act 1976	EMCCS	In full
4.5	Dogs Local Law 2016	EMCCS	In full
4.6	Impounding of vehicles and goods	EMCCS	In full
4.7	Impounding of cattle etc	EMCCS	In full
5.1	Issue of burning permits – CEO	EMCCS	In full
5.2	Fire fighting – Emergency plant hire	EMCCS	In full
7.1	Cemetery Local Law 2016	EMCCS	In full
8.2	Long service leave	EMCCS	All employees other than CEO or Executive Managers
11.1	Liquor Control Act 1988	EMCCS	In full
11.2	Discount/waiver/subsidy of facility hire fees	EMCCS	In full
11.3	Public Places & Local Government Property Local Law 2016	EMCCS	In full
13.1	Reserves under control of the local government	EMCCS	In full
13.2	Things to be done on land not local government property	EMCCS	In full
13.3	Works on land outside the district	EMCCS	In full
13.4	Materials from land not under local government control	EMCCS	In full
13.5	Notices requiring certain things to be done	EMCCS	In full

Delegation Number	Delegation Title	OFFICER	Authority determined by CEO
13.6	Notice of local government works	EMCCS	In full
13.8	Event on roads	EMCCS	In full
13.9	Temporary road closures	EMCCS	In full
15.1	Control of Vehicles (Off-road Areas) Act 1978	EMCCS	In full
3.1	Tenders – Authority to set criteria, specifications, call, accept, vary	Exec Mgr Dev & Reg Services	Specifications, criteria and calling, within their division only
3.2	Contracts – variations	EMDRS	Maximum value of \$10,000 or 5%, within their division only
3.3	Disposing of property, confiscated or uncollected goods	EMDRS	Matters within their division only
3.9	Municipal and Trust Funds – Payments from Bank accounts	EMDRS	In full
3.10	Investments	EMDRS	Restricted, as specified in Delegation
4.1	Disposal of sick or injured animals	EMDRS	In full
4.2	Cat Act 2011	EMDRS	In full
4.3	Cats Local Law 2016	EMDRS	In full
4.4	Dog Act 1976	EMDRS	In full
4.5	Dogs Local Law 2016	EMDRS	In full
4.6	Impounding of vehicles and goods	EMDRS	In full
4.7	Impounding of cattle etc	EMDRS	In full
4.8	Parking Local Law 2016	EMDRS	In full
5.1	Issue of burning permits – CEO	EMDRS	In full
5.2	Fire fighting – Emergency plant hire	EMDRS	In full
6.1	Health Local Law 2016 – Authorised person	EMDRS	In full
6.2	Amenity Local Law 2016	EMDRS	In full
7.1	Cemetery Local Law 2016	EMDRS	In full
10.1	Building permits – Authorised person	EMDRS	In full
10.2	Illegal development	EMDRS	In full
10.3	Local planning scheme	EMDRS	In full
10.4	Application for subdivision or amalgamation	EMDRS	In full
10.5	Fencing Local Law 2016	EMDRS	In full
11.1	Liquor Control Act 1988	EMDRS	In full

Delegation Number	Delegation Title	OFFICER	Authority determined by CEO
11.3	Public Places & Local Government Property Local Law 2016	EMDRS	In full
13.1	Reserves under control of the local government	EMDRS	In full
13.2	Things to be done on land not local government property	EMDRS	In full
13.5	Notices requiring certain things to be done	EMDRS	In full
13.6	Notice of local government works	EMDRS	In full
13.8	Event on roads	EMDRS	In full
13.9	Temporary road closures	EMDRS	In full
15.1	Control of Vehicles (Off-road Areas) Act 1978	EMDRS	In full
3.1	Tenders – Authority to set criteria, specifications, call, accept, vary	Exec Mgr Tech & Rrl Services	Specifications, criteria and calling, within their division only
3.2	Contracts – variations	EMTRS	Maximum value of \$10,000 or 5%, within their division only
3.3	Disposing of property, confiscated or uncollected goods	EMTRS	Matters within their division only
3.9	Municipal and Trust Funds – Payments from Bank Accounts	EMTRS	In full
3.10	Investments	EMTRS	Restricted, as specified in Delegation
4.1	Disposal of sick or injured animals	EMTRS	In full
4.6	Impounding of vehicles and goods	EMTRS	In full
4.7	Impounding of cattle etc	EMTRS	In full
5.1	Issue of burning permits – CEO	EMTRS	In full
5.2	Fire fighting – Emergency plant hire	EMTRS	In full
11.1	Liquor Control Act 1988	EMTRS	In full
11.3	Public Places & Local Government Property Local Law 2016	EMTRS	In full
13.1	Reserves under control of the local government	EMTRS	In full
13.2	Things to be done on land not local government property	EMTRS	In full
13.3	Works on land outside the district	EMTRS	In full

Delegation Number	Delegation Title	OFFICER	Authority determined by CEO
13.4	Materials from land not under local government control	EMTRS	In full
13.5	Notices requiring certain things to be done	EMTRS	In full
13.6	Notice of local government works	EMTRS	In full
13.7	Private works/infrastructure on, over, under public land	EMTRS	In full
13.8	Event on roads	EMTRS	In full
13.9	Temporary road closures	EMTRS	In full
15.1	Control of Vehicles (Off-road Areas) Act 1978	EMTRS	In full
15.2	Native flora and fauna	EMTRS	In full
16.1	Heavy haulage vehicles – Permits	EMTRS	Negotiations for all matters prior to signing of agreement
3.6	Sundry & rate debtors – Recovery & agreements	MF	In full, other than – - agreements over \$5,000, - notice to tenant to pay rent to Shire - court action over \$20,000
3.9	Payments from Municipal and Trust Funds	MF	In full
3.10	Investments	MF	Restricted, as specified in Delegation
11.3	Public Places & Local Government Property Local Law 2016	MO	Part 4 Clause 5.1 Clause 6.1 Clause 6.2 Clause 6.4 Part 13 – To extent matters relate to delegations made
13.2	Things to be done on land not local government property	MO	Negotiations for all matters prior to signing of agreement
13.3	Works on land outside the district	MO	Negotiations for all matters prior to signing of agreement
13.4	Materials from land not under local government control	MO	Negotiations for all matters prior to signing of agreement
13.9	Temporary road closures	MO	Period not exceeding 1 week
15.1	Control of Vehicles (Off-road Areas) Act 1978	MO	Enforcement only
1.1	Appointment of authorised persons	None	n/a
1.2	Acting CEO	None	n/a
2.1	Execution of documents	None	n/a
8.1	Designated senior employee – Vacancy	None	n/a

Delegation Number	Delegation Title	OFFICER	Authority determined by CEO
4.1	Disposal of sick or injured animals	Rangers	In full
4.2	Cat Act 2011	Rangers	In full
4.3	Cats Local Law 2016	Rangers	In full
4.4	Dog Act 1976	Rangers	In full
4.5	Dogs Local Law 2016	Rangers	In full
4.6	Impounding of vehicles and goods	Rangers	In full
4.7	Impounding of cattle etc	Rangers	In full
4.8	Parking Local Law 2016	Rangers	In full
5.1	Issue of burning permits – CEO	Rangers	Burning permits under r.15
6.2	Amenity Local Law 2016	Rangers	To be determined
7.1	Cemetery Local Law 2016	Rangers	Enforcement only
11.3	Public Places & Local Government Property Local Law 2016	Rangers	Part 3 (excl. 3.3) Part 4 Part 5 Clause 6.1 Clause 6.2 Clause 6.4 Part 7 Part 8 Clause 9.17 Clause 10.4 Clause 12.1 Clause 12.2 Part 13 – To extent matters relate to delegations made
15.1	Control of Vehicles (Off-road Areas) Act 1978	Rangers	Enforcement only
6.2	Amenity Local Law 2016	RBS	To be determined
10.1	Building permits – Authorised person	RBS	In full
10.5	Fencing Local Law 2016	RBS	In full

CEO

Date

3. Approved Purchase Order Limits

As determined by CEO under of Delegation 3.8

Review – Required annually

Term of Approval – Shorter of next review effective date or cessation of employment

Previous review by CEO – 31 August 2016

Revised limits –

Staff member	\$ limit authorised	Restrictions on purpose
<u>CEO Office</u>		
CEO	All	None
Executive Assistant	1,500	Executive & corporate services matters only
<u>Corporate & Community Services</u>		
Executive Manager	75,000	Relevant business unit matters only
Records Officer	500	Relevant corporate services matters only
Manager Finance	10,000	Relevant business unit matters only
Manager Leisure & Culture	10,000	Leisure & culture matters only
Manager Library & Info Services	10,000	Library related matters only
Manager Community Care	10,000	Community care matters only
<u>Technical & Rural Services</u>		
Executive Manager	75,000	Relevant business unit matters only
Technical Officer	10,000	Relevant business unit matters only
Manager Operations	30,000	Relevant business unit matters only
Maintenance Foreman	10,000	Works maintenance matters only
Construction Foreman	10,000	Works construction matters only
Depot Storeman	5,000	Workshop (mechanical, stores) only
Depot Administration Officer	1,500	Depot administrative matters only
<u>Development & Regulatory Services</u>		
Executive Manager	75,000	Relevant business unit matters only
DRS Executive Support Officer	1,500	Relevant business unit matters only
DRS Technical Officer	10,000	Relevant business unit matters only
Environmental Health Surveyor	5,000	Environmental health matters only
Authorised Building Officer	5,000	Building matters only

CEO

Date

12/5/17

11. ELECTED MEMBER'S MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12. NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING

Cr Seale raised a suggestion that the wording of resolution 1216/196 from meeting held in December 2016 be amended as he believes it was not the intent of Council to prescribe the Museum dispose of items via public fete, suggesting the following:

"That Council:

In accordance with the Local Government Act Section 3.58 – Disposing of Property in regards to the Narrogin Old Courthouse Museum Items, approve the disposal of the items subject to the following:

- 1. The disposal of the Narrogin Old Courthouse Museum de-accessioned and non-accessioned items as per the attached lists, ~~through offer for sale at a public fete~~; and*
- 2. The Narrogin Old Courthouse Museum Committee retaining the proceeds of sale for Museum purposes. "*

COUNCIL RESOLUTION 0517.065 AND OFFICER'S RECOMMENDATION

Moved: Cr Seale

Seconded: Cr G Ballard

That Council:

Approve the amending of text to the resolution made at ordinary council meeting held 20 December 2016 to read as follows:

That Council:

In accordance with *the Local Government Act Section 3.58 – Disposing of Property* in regards to the Narrogin Old Courthouse Museum Items, approve the disposal of the items subject to the following:

1. The disposal of the Narrogin Old Courthouse Museum de-accessioned and non-accessioned items as per the attached lists, and
2. The Narrogin Old Courthouse Museum Committee retaining the proceeds of sale for Museum purposes.

CARRIED 8/0

13. CLOSURE OF MEETING

8:39 pm – President Ballard declared the meeting closed.