

**MINUTES
ORDINARY COUNCIL MEETING**

16 DECEMBER 2014

COMMENCING AT 7:30 PM

**COUNCIL CHAMBERS
THE TOWN OF NARROGIN
89 EARL STREET
NARROGIN WA 6312**

Meaning of and CAUTION concerning Council's "In Principle" support:

When Council uses this expression it means that: (a) Council is generally in favour of the proposal BUT is not yet willing to give its consent; and (b) Importantly, Council reserves the right to (and may well) either decide against the proposal or to formally support it but with restrictive conditions or modifications.

Therefore, whilst you can take some comfort from Council's "support" you are clearly at risk if you act upon it before Council makes its actual (and binding) decision and communicates that to you in writing.

Disclaimer:

"Warning - Verbal Information & Advice: Given the inherent unreliability and uncertainty that surrounds verbal communication, the Town strongly recommends that, if a matter is of importance to you, then you should NOT act upon or otherwise rely upon any VERBAL information or advice you receive from the Town unless it is first confirmed in writing."

These minutes were confirmed at the Ordinary Council Meeting held on 10 February 2015, as amended.

Signed:  Date 10/2/15
(Presiding Member at the meeting at which minutes were confirmed)

ORDINARY COUNCIL MEETING AGENDA

16 DECEMBER 2014

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Mayor opened the meeting at 7:30pm

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

Elected Members

Mayor Leigh Ballard
 Cr Arthur Paternoster – Deputy Mayor
 Cr Clive Bartron
 Cr Colin Ward
 Cr David Russell
 Cr Michael Kain
 Cr Jan McKenzie
 Cr Paul Schutz

Staff

Mr Aaron Cook – Chief Executive Officer
 Mr Brian Robinson – Director of Technical and Environmental Services
 Mr Colin Bastow - Director Corporate and Community Services
 Ms Carolyn Thompson – Executive Assistant

Apologies

Nil

Visitors

Mr Seale
 Mr Turner (Mr Turner arrived at 7:46pm)

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

Name	Item Number	Nature of Interest
Cr Ward	10.1.375	Proximity. The nature of the interest being that Cr Ward resides next to refuse site. Cr Ward was not permitted to vote and departed Chambers.
Cr Schutz	10.1.376	Persons closely associated (Body Corporate). Cr Schutz is Committee Member of Narrogin Rev Heads based at Thomas Hogg Oval. Cr Schutz remained in the Chamber and participated in the discussion and voted.

Name	Item Number	Nature of Interest
Cr Ward	10.1.377	Financial. The nature of the interest being the applicant is a client of Cr Ward from Great Southern Fuel Supplies. Cr Ward was not permitted to vote and departed Chambers.
Cr Schutz	10.1.377	Financial. The nature of the interest being the applicant is a client of Cr Schutz. Cr Schutz was not permitted to vote and departed Chambers.
Cr Schutz	10.1.379	Financial. The nature of the interest being the applicant is a client of Cr Schutz. Cr Schutz was not permitted to vote and departed Chambers.
Mayor Ballard	10.1.379	Proximity. The nature of the interest being that the location of Mayor Ballard's business being within the Proximity Interest Guidelines. Mayor Ballard was not permitted to vote and departed Chambers.
Mayor Ballard	10.1.380	Financial. The nature of the interest being that the location of Mayor Ballard's business being within the Proximity Interest Guidelines. Mayor Ballard was not permitted to vote and departed Chambers.
Cr McKenzie	10.2.381	Financial. The nature of the interest is that of a Financial Interest with an applicant. Cr McKenzie was not permitted to vote and departed Chambers
Mayor Ballard	10.2.381	Person Closely Associated (Ancillary relationship). The nature of the interest is that Mayor Ballard is related to one of the nominated persons. Mayor Ballard was not permitted to vote and departed Chambers.
Mayor Ballard	10.2.382	Financial. The nature of the interest being that Mayor Ballard is a remunerated member of WDC Board. Mayor Ballard was not permitted to vote and departed Chambers.

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Mr Brian Seale asked the question - Does the Net Current Assets – Actuals contain an error?

The financial information contained in the comments section of this report does not contain errors and is accurate. The purpose of the report was to compare year to date actuals against the adopted budget. The report however only referred to these figures as "Actuals" and "Budget" which may have caused some confusion. The Manager of Finance has agreed to amend her report for the minutes of the meeting to better reflect where the financial information has come from.

5. PUBLIC QUESTION TIME

Mr Brian Seal – Narrogin

Question 1

Will the CEO formally respond to questions raised at the last Council meeting held on the 25th November 2014?

Mr Cook responded that no a formal response will not be provided as the questions presented on the 25th were asked verbally and the responses were provided at the time during the meeting and noted in the minutes.

Mr Cook also responded that should Mr Seale wish to present the questions prior to the meeting in writing then the responses can be provided in writing and tabled at the meeting.

Question 2

Will the CEO include Members of Public in Attendance in the Minutes?

Mr Cook responded that this was an error and apologised and stated that the mistake would be corrected in the minutes.

Question 3

With regard to resolution of Item 10.1.376 on page 53, do you mean 2013/14 "Budget"? and also in the Financial Implications regarding this item there is a note regarding making an allocation in the 2015/16 budget, but it is unclear as to how much that is but given the attachment states that Council will be required to pay \$4,100 currently and the total cost of \$25,000 will this budget request be the difference of these two amounts.

Mr Robinson Responded that yes that is what should be stated as per the rest of the agenda item.

Mayor Ballard also responded that this will be addressed when the item is discussed.

Mayor Ballard responded to the second part of the question that the officer has alerted Council to the fact that additional funds will need to be budgeted in the 2015/16 year as the price from Western Power is indicative as stated on the quote.

Question 4

On Page 70, Item 10.1.379 will Council edit the resolution to reflect the approval.

Mayor Ballard commented that the Councillors would consider the matter during the meeting.

Please note: Mr Cook requested the Mayor to cease the questioning from Mr Seale as several questions had already been raised without allowing for a response and the expectation is that responses to these questions these questions will be provided during questions time that it is appropriate to respond as they are raised so that an appropriate response can be made.

Mayor Ballard commented that we don't want to get too far in front of ourselves so yes please go ahead.

Mr Seale commented that as time is limited that the CEO may wish to respond in writing to the points raised.

Mr Cook responded that if this is what Mr Seale wants then the questions should be placed in writing not verbally. But if a question is presented verbally then the response will be provided verbally as I am able to respond to the questions now.

Mr Seale continued questioning:

Question 5

Mr Seale withdrew his question regarding 10.1.380; however, it is noted that this was after a response had been provided.

Question 6

With regard to item 10.2.383 will Council amend the policy so as not to have a gap for delegations between \$500 - \$1000? However, can I strongly proposed that the Policy be amended so that up to \$5,000 is at the managers discretion and up to \$20,000 be two verbal quotes to expedite purchasing?

Mayor Ballard responded that Council will deal with this matter during the item.

Question 7

With regard to the recommendation in item 10.2.384 it is suggested strongly that Council delete the word "reject" and replace with the word "decline". Will Council consider this amendment?

Mayor Ballard responded that Council will deal with this matter during the item.

Question 8

With regard to item 10.2.388 I see an amount for reimbursement to the CEO of for a deed of compromise and question what the deed of compromise is for unless it's sensitive? And also with the purchasing processes that are in place it is questioned why the CEO would need to facilitate this payment from his own account?

Mr Cook responded that this was in fact a very sensitive issue dealing with a staff member who was in hospital at the time.

Mr Cook also responded that as the matter was required to be resolved urgently the fastest possible way of facilitating this was through my own account so as not to be delayed.

Question 9

In regards to 10.2.387 it is statutory that Council approve the following years meeting dates in advance and advertise normally in January and the resolutions does not ask to approve but rather to set the dates.

Mayor Ballard responded that Council will deal with this matter during the item.

Please note: That the responses to the question are provided in a question answer format to be easily read; however some of the questions were answered after Mr Seale ha ceased raising the questions.

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

OFFICER’S RECOMMENDATION

That Council:

Accept the minutes of the Ordinary Council Meeting held on 25 November, 2014 and be confirmed as an accurate record of proceedings.

Council Resolution: 1214.177

Moved: Cr Ward

Seconded: Cr Schutz

That Council:

Accept the minutes as amended of the Ordinary Council Meeting held on 25 November, 2014 and be confirmed as an accurate record of proceedings.

CARRIED: 8/0

Please Note: Reason for change to add the words as amended.

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

10.1.371 PROPOSED SHED – NO 61 (LOT 28) EARL STREET, NARROGIN

File Reference: A139600 & IPA144721
Disclosure of Interest: Nil
Applicant: Ken McDonald
Previous Item Nos: Nil
Date: 3rd November 2014
Author: Brian Robinson, Director Technical & Environmental Services

Attachments:

Copy of submitted application for planning consent.

Summary:

Council is requested to consent to the construction of a substantial shed on the subject land for residential purposes.

Background:

The subject land is a 1,315m² lot located on the eastern side of Earl Street that also has frontage to Eston Street. The site located within the “Other Commercial” precinct located to the north of Clayton Road between Earl Street and Federal Street. The property abuts the northern boundary of the Caltex Service station on Clayton Road.

Although the provisions of Town Planning Scheme No 4 include the land within the “Other Commercial Zone”, the property is currently developed for single residential purposes. The existing development on site comprises:

- a) A single storey dwelling with a 9m setback to Earl Street; and
- b) A 5.8m by 9m shed set behind the dwelling, with setbacks of 34m to Earl Street and 22m to Eston Street.

In 2009 conditional approval was granted for the construction of a 6 metre by 15 metre shed. Details submitted at the time indicated that the additional shed was required to house the landowner’s private collection of motorcycles. The construction of this shed never proceeded and the planning approval has since expired.

Approval is now being sought to construct a more substantial shed being 9m by 12m (108m²). Plans submitted with the application indicate that the shed is to be constructed with a setback of 7 metres to Eston Street. A wall height of 3 metres is proposed.

If this application is approved, the total area of outbuildings will be increased to just over 160m².

Comment:

The provisions of Town Planning Scheme No 2 include the subject land within the Commercial Zone. Although the scheme provisions do not permit the development of “Other Commercial” to be developed for residential purposes, the current residential land use exists under a “Non-Conforming Use Right”.

As stated by clause 4.1, if land was being lawfully used for a purpose prior to the gazettal of TPS No 2, then the use may continue even if it does not comply with the scheme. This “Non-Conforming Use Right” is however subject to a number of restrictions, including, but not limited to:

- (i) The non-conforming use right not extending beyond the boundaries of the lot or lots on which it was carried on at the gazettal date – clause 4.1(a);
- (ii) A building not being altered or extended unless conforms with the scheme – clause 4.1(c);
- (iii) The non-conforming use right shall cease if the use is discontinued for a period of more than 6 months (clause 4.6). in which case the land may then only be used for a purpose permitted by the Scheme (clause 4.2)

Having regard to the fact the land was lawfully being used for residential purposes at the time TPS No 2 was introduced, the residential land use may continue as a non-conforming use right.

In terms of the development complying with the scheme provisions, the zoning and development relating to the “Other Commercial Zone” identifies that the following setbacks are required:

Front:	11 metres
Rear:	7.5 metres
Sizes:	5 metres on side.

Plans submitted with the application detail a setback of 7.0m to Eston Street. Whilst this boundary would normally be considered a rear boundary, as it abuts a street, the provisions of TPS No 2 - clause 3.4.4 apply. Pursuant to this clause, where development is proposed on a lot with more than one street frontage, then:

- (a) Council shall determine which street frontage shall be the primary street frontage; and
- (b) The setback to the street deemed not to be the primary frontage may be reduced by 50% of the front setback requirement.

In this case given the more substantial nature of Earl Street, it is the author’s opinion that Earl Street should be deemed the primary frontage, in which case Council may reduce the setback to Eston Street to as little as 3.75m.

Given the above, it is recommended that Council grant conditional approval to the application and the proposed 7 metre setback to Eston Street.

Consultation: Nil

Statutory Environment:

Applications for Planning Consent are determined in accordance with Part 6 of Town Planning Scheme No 2. In considering applications, clause 6.4 of the scheme requires that Council has regard to numerous matters, including but not limited to:

- (a) The provisions of the Scheme
- (b) The size shape and character of the land; and
- (c) The existing and likely future character and amenity of the area;

With regard to the subject proposal, the land is located in an area where non-residential uses prevail. The development and use of land in the area for "Other Commercial" purposes has resulted in the construction of substantial sheds/workshops.

Construction of a shed on the subject land as proposed is therefore consistent with the amenity of the area.

Policy Implications:

Nil

Financial Implications:

The required application fee has been paid in accordance with the Town of Narrogin Schedules of Fees and Charges adopted as part of the 2014/15 annual budget.

Strategic Implications:

The submitted application identifies that the proposed shed is to be used for residential purposes.

It is recommended that Council impose an appropriate condition on any approval granted to ensure that the building as approved is used for residential/domestic purposes only. Council's further approval must be obtained prior to the premises being used for non-residential purposes in order to ensure that commercial use complies with all requirements of the scheme including car parking.

Voting Requirements:

Simple Majority

Council Resolution: 1214.178

Moved: Cr Schutz

Seconded: Cr McKenzie

That Council:

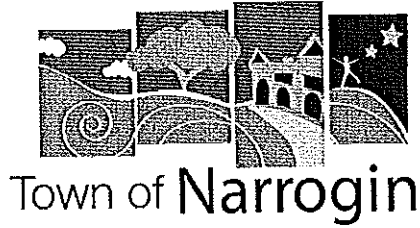
- a) Deem that Earl Street is the primary street frontage for the No 61 (Lot 28) Earl Street and that Eston Street be deemed a secondary street frontage;
- b) Grant planning consent to the proposed shed on No 61 (Lot 28) Earl Street as submitted, subject to compliance with the following conditions:

1. The development hereby approved shall occur generally in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of the Town of Narrogin.
2. All drainage run-off associated with the development hereby approved shall be contained on site or connected to the Council's stormwater drainage system to the satisfaction of the Town of Narrogin.
3. Unless otherwise approved by Council, the outbuilding hereby approved shall be used for domestic purposes only including the storage, garaging of vehicles or other approved purposes associated with the property, excluding human habitation.
4. This approval shall expire if the development hereby permitted is not completed within two years of the date hereof, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Town, is granted by it in writing.

Advice to Applicant:

1. Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
2. The applicant is encouraged to consider connecting the roof of the proposed outbuilding to an appropriate size rainwater storage tank to limit the impact of stormwater.
3. Further to condition No 3 above, the applicant is advised Council's further approval will be required prior to the use of the shed hereby approved for any commercial purposes including the storage of materials.

CARRIED: 8/0



Town of Narrogin
RECEIVED
Directed to Brian
25 NOV 2014
Ref No. IPAL44721
Property File A134600
Subject File
CP Point No.

TOWN PLANNING SCHEME NO. 2
DISTRICT SCHEME

APPLICATION FOR PLANNING CONSENT

I/We KEN McDONALD
(Full Name of Applicant)

of 61 EARL ST NARROGIN WA Postcode 6312
(Address for Correspondence)

hereby apply for planning consent to:

- (1) use the land described hereunder for the purpose of
BUILDING A SHED.
- (2) erect, alter or carry out development on land described hereunder in accordance with the accompanying plans (3 copies attached).

The existing use of the land is: RESIDENTIAL.

The approximate cost of the proposed development is: \$ _____

The estimated time of completion is: 2 WEEKS

The approximate number of persons to be housed/ employed when the development is completed is: 0

TITLES OFFICE DESCRIPTION OF LAND

LOCALITY PLAN (Indicate distance to nearest intersecting street)

HOUSE NO: 61 STREET: EARL

LOT NO: _____ PLAN OR DIAG: _____

LOCATION NO: _____

CERTIFICATE OF TITLE: VOLUME: _____ FOLIO: _____

LOT DIMENSIONS

SITE AREA: 108 square metres

FRONTAGE: 12 metres

DEPTH: 9 metres

AUTHORITY

SIGNATURE OF APPLICANT:

D. H. McDonald

DATE: 25-11-14

NOTE: WHERE THE APPLICANT IS NOT THE OWNER THE OWNER'S SIGNATURE IS REQUIRED.

NOTE: NOTE: ALL OWNERS OF THE PROPERTY MUST SIGN THIS APPLICATION FORM. WHERE PROPERTY IS OWNED BY A COMPANY, AT LEAST TWO DIRECTORS OF THE COMPANY MUST SIGN THE APPLICATION.

SIGNATURE OF OWNER:

D. H. McDonald

DATE: 25-11-14

NOTE: THIS FORM IS TO BE SUBMITTED IN DUPLICATE, TOGETHER WITH THREE COPIES OF PLANS, COMPRISING THE INFORMATION SPECIFIED IN THE PARTICULARS REQUIRED WITH APPLICATION OUTLINED BELOW.

THIS IS NOT AN APPLICATION FOR A BUILDING LICENCE

PARTICULARS REQUIRED WITH APPLICATION FOR PLANNING CONSENT

Where an application involves the erection or alteration of a building or a change in levels of a site, the plans accompanying an application for planning consent shall, unless specifically exempted by the Council:

- (a) indicate the position and describe the existing buildings and improvements on the site and indicate those which are to be removed;
- (b) indicate the position and describe the buildings and improvements proposed to be constructed, their appearance, height and proposed uses in relation to existing and proposed contours;
- (c) indicate the position, type and height of all existing trees on the site and indicate those to be retained and those to be removed;
- (d) indicate the areas to be landscaped and the location and type of shrubs, trees and other treatment proposed;
- (e) indicate site contours and details of any proposed alteration to the natural contour of the area;
- (f) indicate car parking areas, their layout and dimensions and accessways and the position of existing and/or proposed crossovers; and
- (g) indicate site dimensions and be to metric scale.

FOR OFFICE USE ONLY

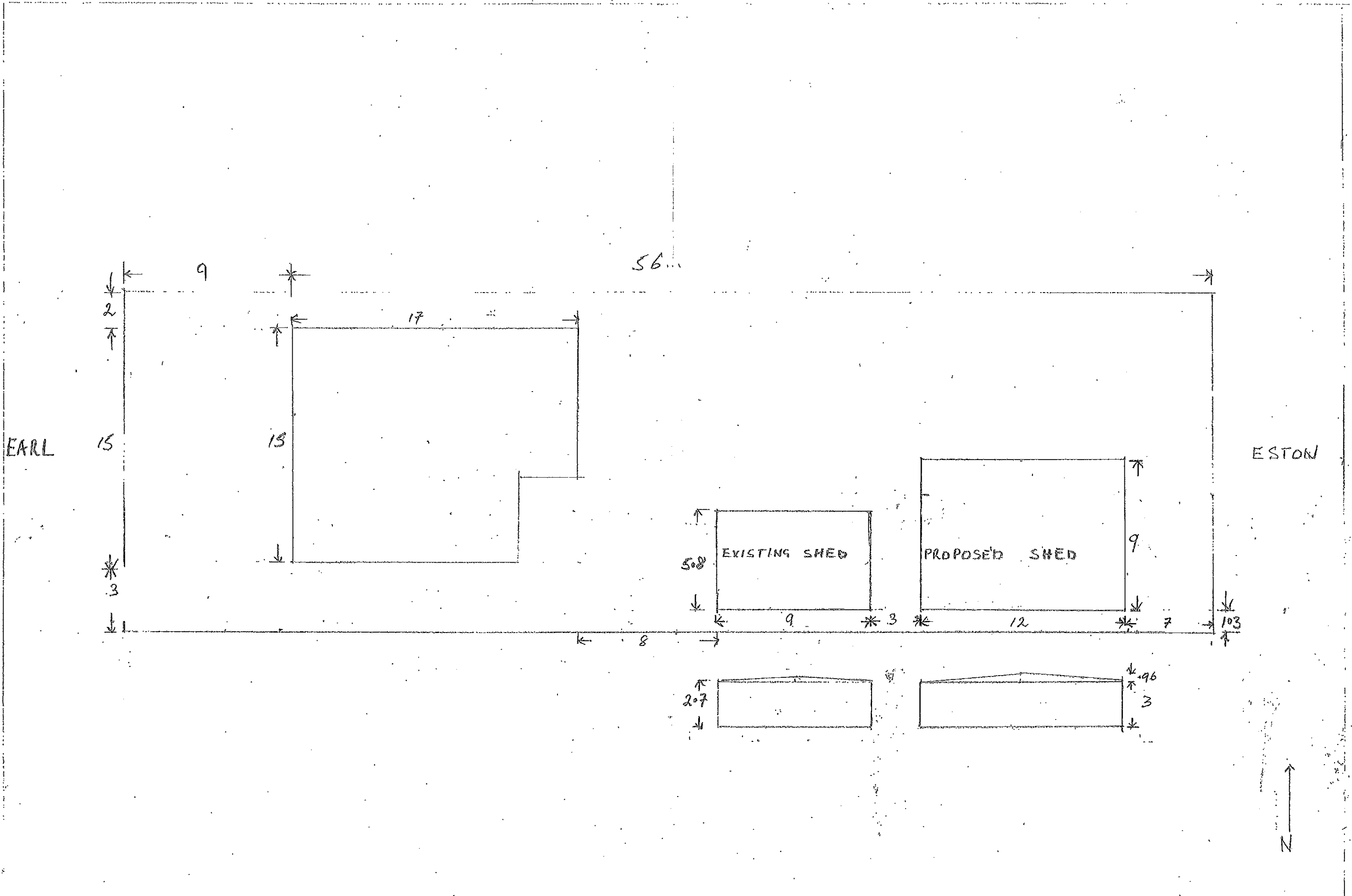
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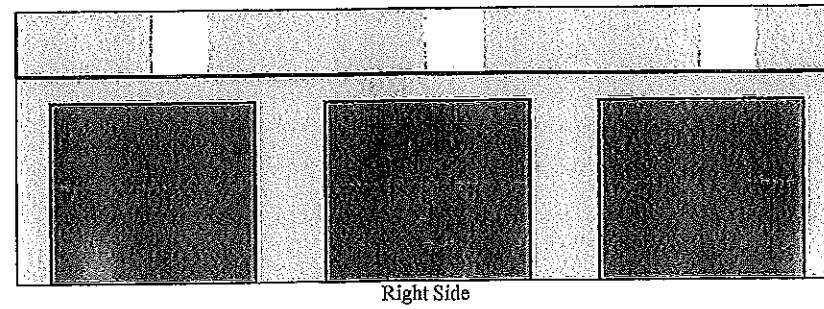
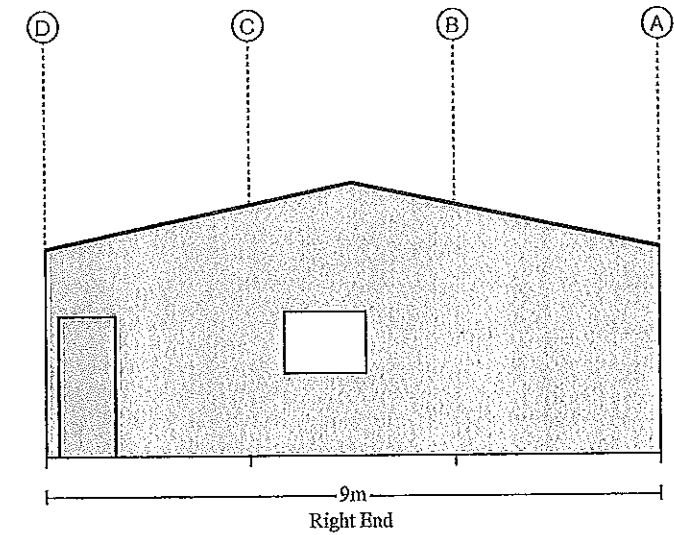
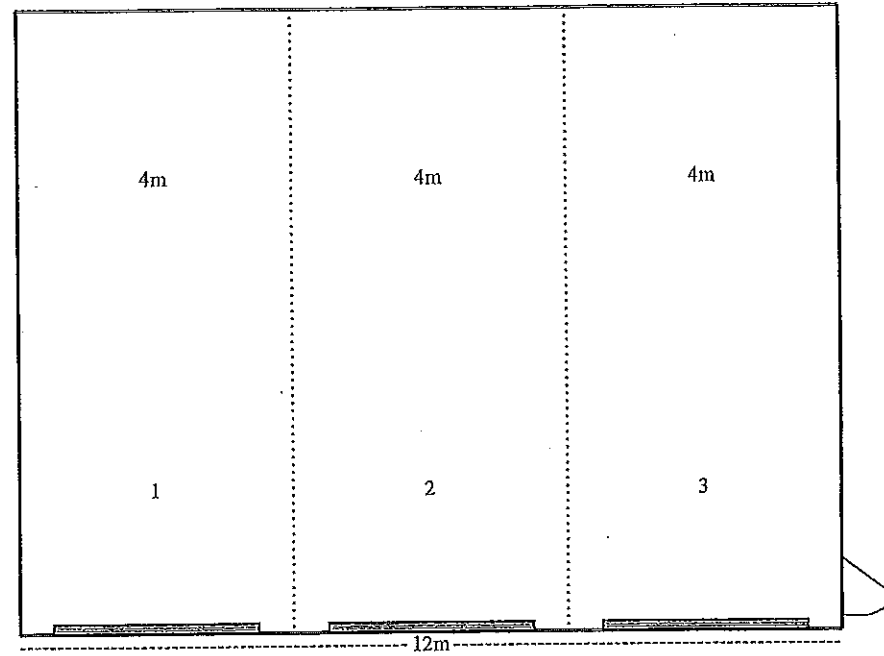
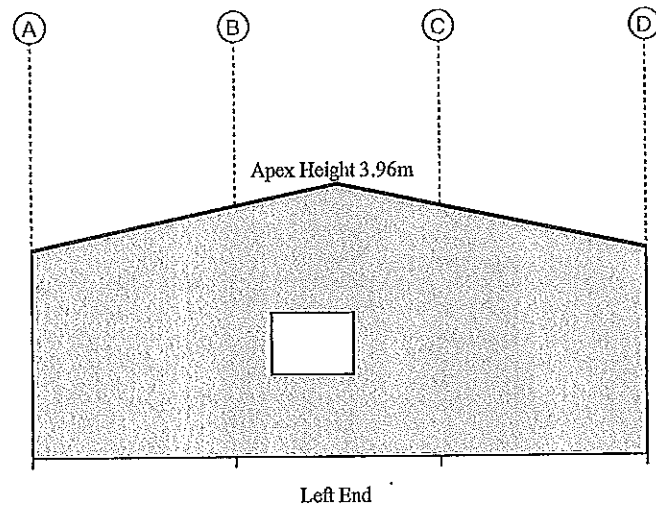
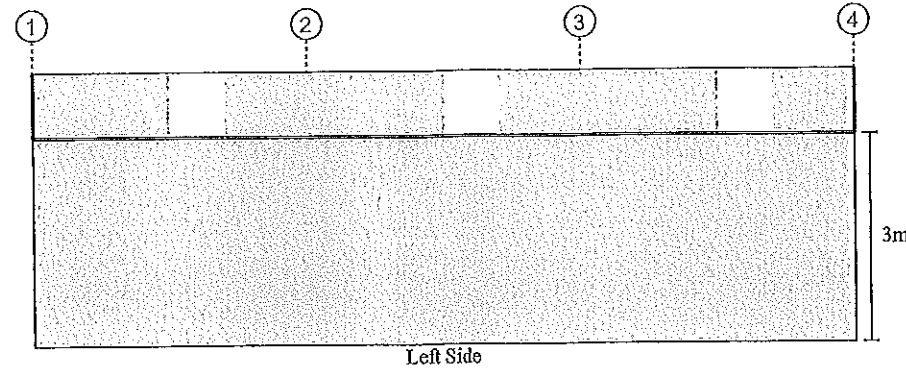
Application Number: _____

Date Received: _____

Date of Approval / Refusal: _____

Date of Notice of Decision: _____





Purchaser Name: Ken McDonald

Site Address: 61 Earl Street, NARROGIN WA Australia 6312

Drawing # Job 143951 - 3

Print Date: 30/09/14

Layout

Seller: Wide Span Sheds

Steelx Pty Ltd

Phone: 07 5657 8888

Fax: 07 5657 8899

Email: admin@sheds.com.au

SHOWERS ENGINEERING PTY LTD

ACN : 075 007 144

MIE Aust. CPEng. (Registered NPER Structural & Civil) 321787

QLD : RPEQ No.1547; VIC : EC24162; TAS : CC4600H; N.T : 46926ES;

Practising Professional Structural & Civil Engineer

Signature:

R.J. Showers

Date: 30/09/14

**10.1.372 PROPOSED GARAGE WITH NIL SETBACKS – NO 14 (LOT 27)
MOORE STREET, NARROGIN**

File Reference: A220700, DA10/14-15 & IPA144597
Disclosure of Interest: Nil
Applicant: Trent Annear
Previous Item Nos: Nil
Date: 9th December 2014
Author: Brian Robinson, Director Technical & Environmental Services

Attachments:

Relevant excerpts from the submitted application for planning consent.

Summary:

Council is requested to consider granting conditional approval to the construction of a double garage on the subject land with a nil setback to the rear boundary and right of way.

Background:

The subject land is a single residential allotment located on the western side of Moore Street between Doney Street and Grant Street. Residential properties developed with single dwellings abut the site to the west and the north.

A Right of Way, being of gravel construction abuts the southern boundary of the property.

Currently the site is developed with a single storey dwelling, which has only recently been completed.

Approval is now being sought to construct a double garage (6.2m by 6.2m) with a nil setback to the laneway and the rear boundary.

Comment:

The provisions of Town Planning Scheme No 2 include the subject land within the single residential zone, where the following setbacks normally apply:

Front: 7.5m
Rear: 7.5m (average); and
Sides: As per R12.5.

In terms of setbacks to the Right of Way, clause 3.4.4 of TPS No 2 states that for lots with frontage to more than one street, Council shall decide which street is the primary street frontage for the purpose of the scheme. The front boundary setback may be reduced by 50% for the secondary street.

Given the above, approval to a nil setback to the rear boundary and secondary street requires a relaxation of the scheme setbacks requirements. Council may approve a relaxation a

standard or requirement of the scheme in accordance with Part 6.2 of the Scheme, provided that it is satisfied that:

- (i) Approval would be consistent with the orderly and proper planning;
- (ii) The non-compliance will not have any adverse effect on the occupiers or users of the development or inhabitants in the locality; and
- (iii) The spirit and purpose of the requirement will not be unreasonably departed from.

Prior to formally assessing the submitted application, the proposal was referred to the adjacent landowners for comment. During the consultation period the landowner of the property abutting the rear of the subject land spoke to the author and expressed concern that the current fence is not constructed on the correct alignment. The author believes that the fence may be constructed within the applicant's property and not on the common boundary.

The following advice is provided to assist Council in determining the application:

Setback to Secondary Street

In accordance with clause 5.2.1 of the Residential Design Codes of Western Australia, *"Garages and carports built up to the boundary abutting a private street or right of way which is not the primary street frontage.."*, are deemed to comply with approved standards. This is provided that a minimum of 6 metres of manoeuvring area is available immediately in front of the garage opening.

The application as submitted complies with the above requirement. It is therefore considered that a nil setback to the right of way is consistent with orderly and proper planning and a relaxation of the scheme requirements is warranted.

Rear Setback

Pursuant to clause 5.4.3 – C3 of the Residential Design codes, it is acceptable for outbuildings with a wall height not exceeding 2.4 metres in height to be setback from the rear boundary a minimum of 1 metre.

As the application seeks approval to an outbuilding with a wall height of 2.7 metres, and a setback of less than 1m, the proposal must be assessed against the performance criteria in clause 5.4.3 of the R-Codes, being:

"Outbuildings that do not detract from the streetscape or the visual amenity of residents or neighbouring properties."

The application as submitted would result in a nil setback to a wall 6.2m long, 2.7 metres high. Given that development on the property to the west is contained within the northern half of the property (abutting Grant Street), approval to the application will not detrimentally impact on the amenity of the adjacent home or open space requirements.

Relaxation of the scheme requirements to permit a nil setback to the rear boundary is therefore consistent with the requirements of Part 6.2 of the Scheme.

In accordance with the comments above, a relaxation of setbacks prescribed by TPS No2 is consistent with the requirements for orderly and proper planning detailed in both TPS and the

Residential Design Codes of Western Australia. Conditional approval is therefore recommended.

As with all proposals for a nil setback, it is recommend appropriate conditions be imposed requiring the boundaries to be surveyed and pegged prior to the commencement of construction.

Consultation:

Correspondence was forwarded to the adjacent landowners providing opportunity to comment on the proposal over a 14 day period. No submissions were received. The Chief Executive Officer was also consulted.

Statutory Environment:

Applications for Planning Consent are required by, and determined under Section 6.0 of Town Planning Scheme No 4. In determining applications for planning consent, clause 6.4 of the Scheme outlines those matters to be taken into account by Council. These matters have been addressed within the comment section of this report.

Policy Implications:

Nil

Financial Implications:

The required application fee has been paid in accordance with the Town of Narrogin's Fee Schedule adopted as part of the 2014/15 financial year.

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Council Resolution: 1214.179

Moved: Cr Schutz

Seconded: Cr Bartron

That pursuant to Clause 6.2 of TPS No 2, Council relax the setback requirements prescribed by the Scheme and approve the proposed garage on No 14 (Lot 27) Moore Street, Narrogin subject to compliance with:

1. This approval shall expire if the development hereby permitted is not completed within two years of the date hereof, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Town, is granted by it in writing.
2. The development hereby approved shall occur generally in accordance with the submitted in support of the application and these shall not be altered or modified without the prior written approval of the Town of Narrogin.

3. The development hereby approved, including its associated footings shall be wholly contained within the property, ensuring the retention of a common boundary fence along the rear boundary of the property.
4. Prior to commencement of the development hereby approved the boundaries of the property shall be surveyed and pegged to ensure compliance with condition No 3 above, to the satisfaction of Council.
5. Unless otherwise approved by Council, the outbuilding hereby approved shall be used for domestic purposes only including the storage, garaging of vehicles or other approved purposes associated with the property, excluding human habitation.
6. Uses and activities undertaken within the outbuilding shall be undertaken so as not to disturb nearby or adjacent residents in the locality.
7. Building materials to be of a colour not detrimental to the character of the natural landscape of the locality, that is colours to be non-reflective and of muted tones, ie. muted tones of colour not zinalume.
8. All drainage run-off associated with the development hereby approved shall be contained on site or connected to the Council's stormwater drainage system to the satisfaction of the Town of Narrogin.

Advice to Applicant:

1. Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
2. The applicant is encouraged to consider connecting the roof of the proposed outbuilding to an appropriate size rainwater storage tank to limit the impact of stormwater.

CARRIED: 8/0

\$147.00

Town of Narrogin
 RECEIVED
 Directed to Brian
 5 NOV 2014
 Ref No. IPA 144597
 Property File A220700
 Subject File _____
 C-Point No. _____



Town of Narrogin

TOWN PLANNING SCHEME NO. 2
 DISTRICT SCHEME

APPLICATION FOR PLANNING CONSENT

I/We Trent Ameer
 (Full Name of Applicant)
 of 14 Moore street Narrogin Postcode 6312
 (Address for Correspondence)

hereby apply for planning consent to:

- (1) use the land described hereunder for the purpose of Shed
- (2) erect, alter or carry out development on land described hereunder in accordance with the accompanying plans (3 copies attached).

The existing use of the land is: Residential

The approximate cost of the proposed development is: \$ _____

The estimated time of completion is: 1 Month

The approximate number of persons to be housed/ employed when the development is completed is: _____

TITLES OFFICE DESCRIPTION OF LAND

LOCALITY PLAN (Indicate distance to nearest intersecting street)

HOUSE NO: 14 STREET: Moore

LOT NO: 27 PLAN OR DIAG: _____

LOCATION NO: _____

CERTIFICATE OF TITLE: VOLUME: _____ FOLIO: _____

LOT DIMENSIONS

SITE AREA: _____ square metres

FRONTAGE: _____ metres

DEPTH: _____ metres

AUTHORITY

SIGNATURE OF APPLICANT: _____ DATE: 4 11 14

NOTE: WHERE THE APPLICANT IS NOT THE OWNER THE OWNER'S SIGNATURE IS REQUIRED.
NOTE: NOTE: ALL OWNERS OF THE PROPERTY MUST SIGN THIS APPLICATION FORM. WHERE PROPERTY IS OWNED BY A COMPANY, AT LEAST TWO DIRECTORS OF THE COMPANY MUST SIGN THE APPLICATION.

SIGNATURE OF OWNER: _____ DATE: 4 11 14

NOTE: THIS FORM IS TO BE SUBMITTED IN DUPLICATE, TOGETHER WITH THREE COPIES OF PLANS, COMPRISING THE INFORMATION SPECIFIED IN THE PARTICULARS REQUIRED WITH APPLICATION OUTLINED BELOW.

THIS IS NOT AN APPLICATION FOR A BUILDING LICENCE

PARTICULARS REQUIRED WITH APPLICATION FOR PLANNING CONSENT

Where an application involves the erection or alteration of a building or a change in levels of a site, the plans accompanying an application for planning consent shall, unless specifically exempted by the Council:

- (a) indicate the position and describe the existing buildings and improvements on the site and indicate those which are to be removed;
- (b) indicate the position and describe the buildings and improvements proposed to be constructed, their appearance, height and proposed uses in relation to existing and proposed contours;
- (c) indicate the position, type and height of all existing trees on the site and indicate those to be retained and those to be removed;
- (d) indicate the areas to be landscaped and the location and type of shrubs, trees and other treatment proposed;
- (e) indicate site contours and details of any proposed alteration to the natural contour of the area;
- (f) indicate car parking areas, their layout and dimensions and accessways and the position of existing and/or proposed crossovers; and
- (g) indicate site dimensions and be to metric scale.

FOR OFFICE USE ONLY

File Reference: _____
Application Number: _____
Date Received: _____
Date of Approval / Refusal: _____
Date of Notice of Decision: _____

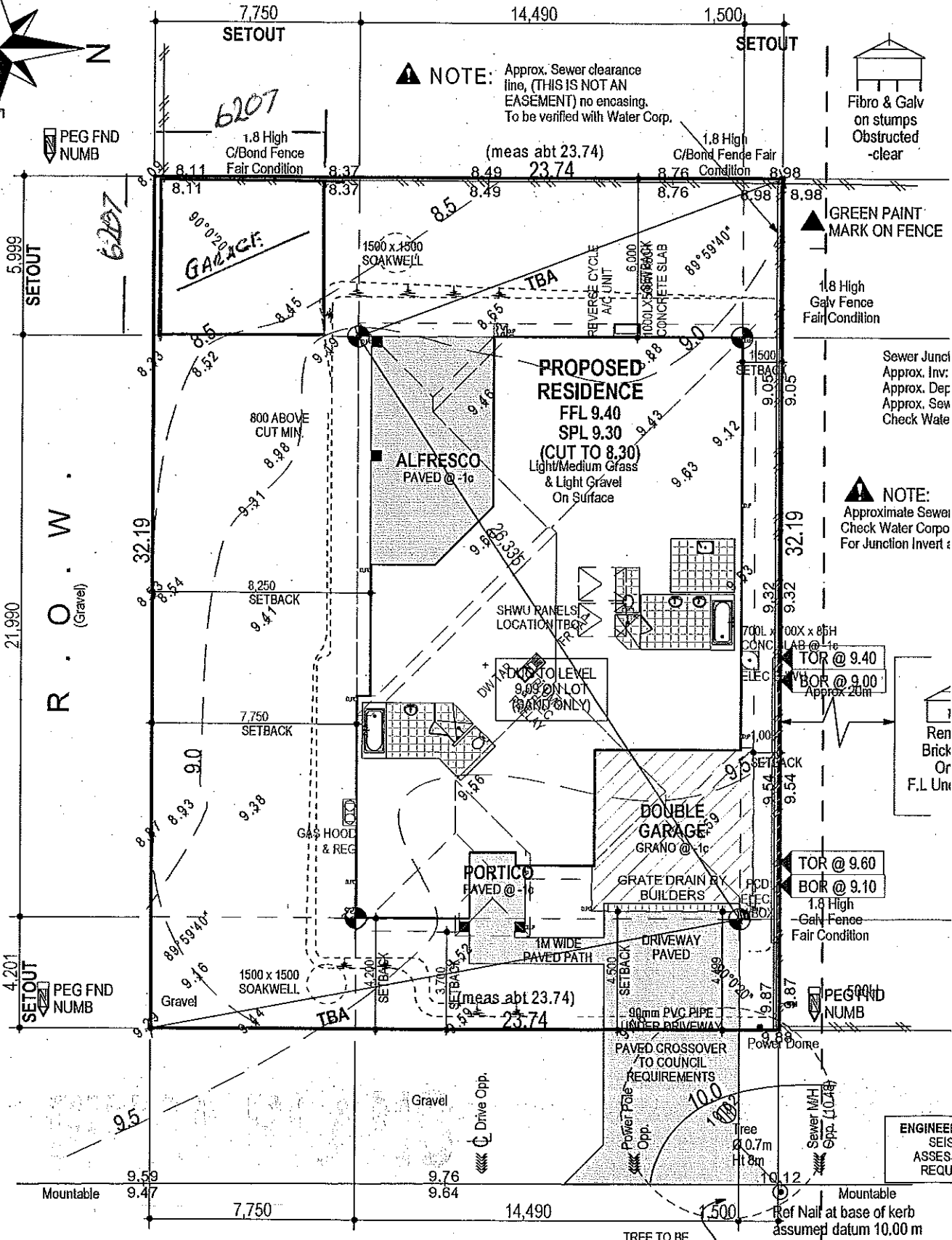
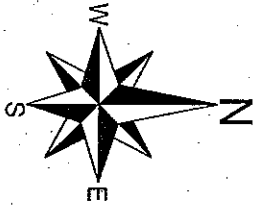
LOT 27
764.16m²

NOTE: ALL FEATURES SHOWN ON SURVEY ARE POSITIONED FROM EXISTING PEGS/FENCES & WALLS WHICH MAY NOT BE ON THE CORRECT ALIGNMENT.

NOTE: LOT MISCLOSE (0.000 m)

NOTE: TELSTRA PIT NOT LOCATED ADJACENT TO LOT AT TIME OF SURVEY. VERIFY AVAILABILITY TO LOT WITH TELSTRA.

SOIL
Sand / Light Gra:



NOTE: COTTAGE & ENGINEERING SURVEYS ACCEPT NO RESPONSIBILITY FOR ANY PHYSICAL ON SITE CHANGES TO THE PARCEL OR PORTION OF THE PARCEL OF LAND SHOWN ON THIS SURVEY INCLUDING ANY ADJOINING NEIGHBOURS LEVELS AND FEATURES THAT HAVE OCCURRED AFTER THE DATE ON THIS SURVEY.

Scale 1:200

0 2 4 6 8 10
Scale 1:200 Date: 22 May 13

NOTE: BEWARE: ADVISE TRADES On overhead power lines

Moore Street
Bitumen

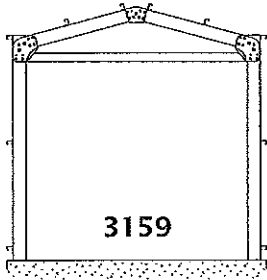
Minutes Ordinary Council Meeting 16 December 2014

NOTE: All Sewer details plotted from information supplied by Water Corporation.

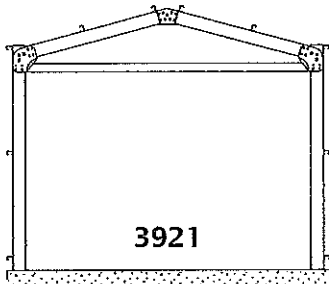
Page | 22

PURLINS & GIRTS

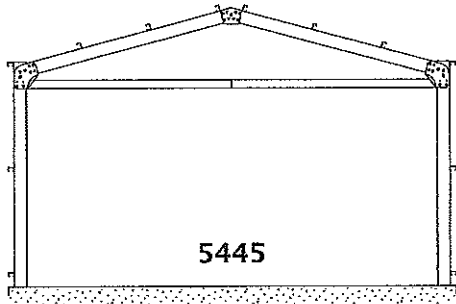
N1 & N2



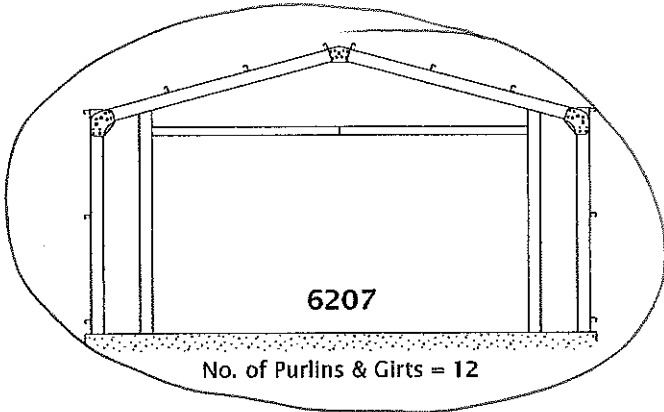
No. of Purlins & Girts = 10



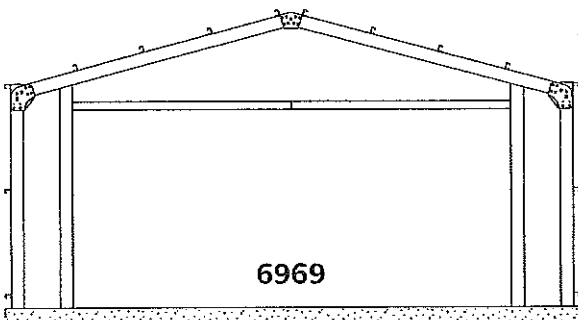
No. of Purlins & Girts = 10



No. of Purlins & Girts = 12

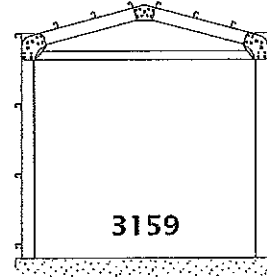


No. of Purlins & Girts = 12

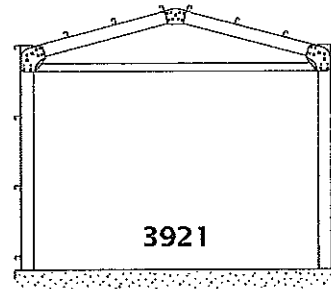


No. of Purlins & Girts = 14

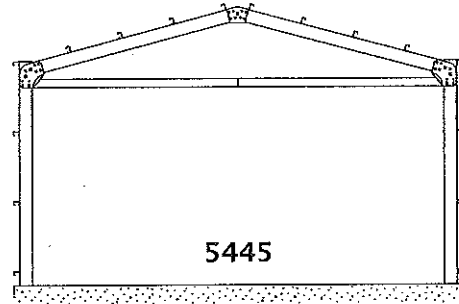
N3



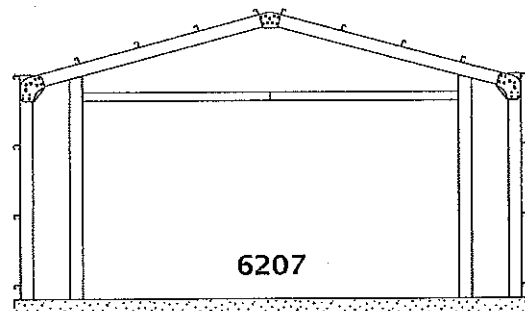
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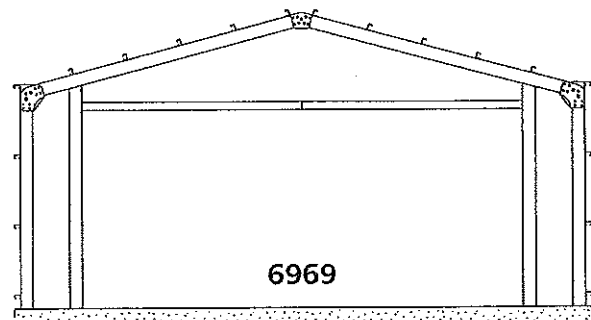
No. of Purlins & Girts = 14



No. of Purlins & Girts = 16



No. of Purlins & Girts = 16



No. of Purlins & Girts = 18

TABLE 4

TYPE 1 & 2 ROLLER DOORS IN GABLE END

Galvanised G550, 1.9mm BMT ROLLER DOOR HEADER BEAM

For connection details refer drawings:

- 6963 – Roller Door Column to Rafter & Header Beam Assembly, pg. 20
- 6964 – Roller Door Column to Ridge & Header Beam Assembly, pg. 21
- 6986 – Roller Door Header Beam (Gable End) For GHS Series, pg. 26
- 6993 – Roller Door Header Beam (Gable End) Connector Sleeve, pg. 27

NOTE: Connector Sleeves used to join Header Beams over 4.0m in length

TYPE 3 SLIDING DOORS IN GABLE END

EAVES HEIGHT (mm)	GARAGE WIDTH (mm)	GABLE END SLIDING DOOR HEADER BEAM WITH VERTICAL STRUT		
		N1	N2	N3
2400	5445	50x50x1.6	50x50x3.0	65x65x2.5
	6207	50x50x3.0	50x50x3.0	65x65x3.0
	6969	50x50x3.0	65x65x2.5	65x65x3.0*
2700	5445	50x50x1.6	50x50x3.0	65x65x2.5
	6207	50x50x3.0	65x65x2.5	65x65x3.0*
	6969	50x50x3.0	65x65x2.5	65x65x3.0*
3000	5445	50x50x3.0	50x50x3.0	65x65x3.0
	6207	50x50x3.0	65x65x2.5	65x65x3.0*
	6969	65x65x2.5	65x65x3.0	65x65x3.0*

*Tube to be reinforced with 50x50x3.0mm SHS

NOTE: For connection details refer drawing 6965, *Sliding Door Header Beam with Vertical Strut Assembly*, pg. 22

TYPES 4-7 SLIDING DOORS IN GUTTER SIDE

Galvanised G450, 1.5mm BMT 150 C-SECTION SLIDING DOOR HEADER BEAM

For connection details refer drawing 8194, *Sliding Door Gutter Side Header Beam Bracket*, pg. 24

Please note: As Mr Turner indicated that he would like to ask a question Mayor Ballard invited Mr Turner to present a question:

Mr Turner asked why is the applicant squeezing four units onto the site?

Mayor Ballard responded that this is the Departments rights and it meets the Town Planning Scheme and the Town has been working with the Department for them to reduce the number of housing stock and if building more to sell them for Key Start Purchasers.

10.1.373 PROPOSED FOUR GROUP DWELLING DEVELOPMENT – NO 121 (LOT 5) CLAYTON ROAD, NARROGIN

File Reference:	A123700 & ICR144489
Disclosure of Interest:	Nil
Applicant:	John Kannis & Associates Architects
Previous Item Nos:	Nil
Date:	8th December 2014
Author:	Brian Robinson, Director Technical & Environmental Services

Attachments:

Relevant excerpts from the submitted correspondence and associated plans. Full copies of the submission will be made available to Councillors on request.

Summary:

Council is requested to consider a proposal to develop the subject land with four grouped dwellings having regard to the comments received during advertising of the proposal.

Background:

The subject land is a 1,834m² lot located on the southern side of Clayton Road, approximately midway between Narrakine Road and Floyd Street. In addition to the sites 30.78m frontage to Clayton Road, a gravel laneway is located at the rear of the property.

The site is clear of vegetation and generally rises upwards from Clayton Road. In total the site rises some 2.6 metres upward from a height of 366.4m AHD (Australian Height Datum) at the properties north east corner abutting Clayton Road to 365m AHD in the south western corner. Until some six months ago, the site contained a dilapidated single storey timber framed residence, which has been demolished.

The Water Corporation's reticulated sewerage line traverses through the centre of the property parallel to Clayton Road.

Plans submitted with the correspondence detail a proposal to develop four single storey group dwellings. Each dwelling is proposed to comprise of 3 bedrooms, two bathrooms, one toilet, living area, meals kitchen, laundry and double carport. Each dwelling will also be provided with an external storeroom.

Two dwellings are proposed to have road frontage being located between the sewerage line and Clayton Road. The second two dwellings will be located between the sewerage line and

the rear boundary. Vehicle access to all of the proposed dwellings is to be provided via a central driveway. A single visitor's car bay is proposed within the front setback.

Correspondence received with the application clarifies that the applicant seeking Council's comment on the proposal. Whilst the Town's prior planning consent would normally be required, the development is exempt from this requirement as it is being proposed as a public work. Further information on this exemption is provided in the Statutory Environment Section of this report.

Comment:

The provisions of Town Planning Scheme No 2 include the subject land within the Single Residential Zone. In accordance with the Zoning and Development for the Single Residential Zone, group dwellings are an "AP" use for lots having a land having a minimum size of 1,000m² within the zone. That is, a use that may be permitted by Council following the consideration of submissions received during advertising of the proposal.

The proposal has been advertised for public comment over 21 days as if it were an application, with a sign erected on site, correspondence to adjacent landowners and an advertisement appearing in the local paper. In response, two submissions were received, which are summarised as follows:

Author/Address	Comment	Officer Response	Recommendation
B Seale C/- Narrogin Motel	I am pleased to support the proposal, provided that it: <ol style="list-style-type: none"> 1. Is zoned residential construction; 2. High density development is permitted; 3. The development does not impede access to the sewer line running midway through the property. 4. The views of close neighbours are received and supports*<i>sic</i> <p>Thanks for the opportunity to comment.</p>	Noted. The development is permissible within the zone. The development is being constructed at less than R25, which is not classified as high density. The application has been designed to take the service into account. Comments have been sought from immediate neighbors to the west and east. Dept owns developments abutting the rear.	The comment be noted. The author be advised accordingly. The author be advised accordingly. The author be advised accordingly. The author be advised accordingly.
M Turner 119 Clayton Road	We the owners of the abutting Lot 4 object to the proposal as follows: <ol style="list-style-type: none"> 1. Clayton Road is a road train route, so not a good idea for family homes unless it's going to be gated to keep children in. 2. Our house rattles from road trains. Can the builders guarantee the houses won't crack up after 6 months? 3. The design is a communal one which has proven too be bad. There are 6 on 	The available sightlines, standard of Clayton Road and speed environment are suitable for servicing the proposed development. The construction will be required to adhere to the requirements of the building code of Australia and the applicable warranties. The design has been prepared in accordance with TPS No 2 and R-	The comment not be supported. The comment be noted. The author's opinion be noted.

	<p>two blocks in Ensign regularly attended by Police.</p> <p>4. The property is too far from town for families without cars.</p>	<p>Code requirements. Lesser density is proposed than Ensign Street development.</p> <p>The development has been designed with two car households in mind and complies with TPS No 2.</p>	<p>The author be advised accordingly.</p>
	<p>5. There are 2 empty blocks in Ensign that would be more suitable given less traffic on that street.</p> <p>6. We are already having problems with sewerage in Clayton Road. The system is already overloaded.</p> <p>7. It is a known fact about the private /Homeswest ratio in Narrogin. 4 more homes won't help. These are a few of our concerns regarding these buildings.</p>	<p>Council must assess proposal as submitted. Availability of other land is not relevant.</p> <p>Water Corporation approval will be required. Applicant and Water corporation should be notified of the concerns.</p> <p>Approximately 12 state owned properties have been sold to private owners in last 12 months as part of a rationalisation program.</p>	<p>The author be advised accordingly.</p> <p>The Applicant, Water Corporation and Author be advised accordingly.</p> <p>The author be advised accordingly.</p>

To assist Council in determining its comments on the proposed development, the following advice is offered:

Density

The Zoning and Development Table for the Single Residential Zone identifies that group dwellings may be permitted at a density of R25. Pursuant to the Residential Design Codes of Western Australia, development at a density of R25 permits a maximum density of one dwelling per 350m² (average). This density result in what is considered to be low-medium density development.

Given the area of the subject land, a maximum of five dwellings may be permitted on the site. The application for four dwellings therefore complies with the maximum permitted density.

Setbacks

The Zoning and Development Table for the Single Residential Zone identifies that the following setbacks are required for group dwelling development.

Front	Rear	Sides
7.5m	7.5m average 1.5m minimum	As per R25

The submitted plans detail that the front two dwellings will be setback a minimum of six metres from Clayton Road. Whilst this setback does not meet the minimum, an average setback of 7.5m is provided.

It is also noted that the provisions of the Residential Design Codes of Western Australia stipulate a minimum front setback of 6m for development at a density of R25.

Car parking

As detailed in the background section of the report, each dwelling is to be constructed with a double carport under the main roof.

In addition, one visitor parking bay is provided, with appropriate reversing area, within the front setback of the most western dwelling. This complies with the requirements of the Residential Design Codes.

It is however recommended that steps be taken to reduce the impact of the car bay on the adjacent dwellings front bedroom. The plans as submitted show the fencing between the car bay and the bedroom window is to be 1.2m pool style fencing on top of twin side retaining walls. It is recommended that solid 1.8 metre fencing be used to eliminate noise associated with visitors arriving or leaving the site. In the author's experience where solid fencing has not been provided, the use of such visitor bays has detrimentally impacted on the adjacent development and resulted in fair and reasonable complaints being made.

Fill levels and Retaining

Given the slope of the property, it is proposed that the development will be established on two fairly distinct levels. This will minimise the need for retaining walls both on the common boundary and internally. The use of twin side retaining walls is proposed throughout the development.

Each of the front two units are proposed with a finished floor level of 363.4m AHD. Up to 80cm of fill will be required to achieve this level. This is likely to result in a retaining wall about 60cm high on the common boundary.

The rear units will be established as will a finished floor level of 364.5m. This will result in the level of the rear half of the property being lowered by some 50-60cm. This again results in the need for retaining walls to be constructed with internally and externally.

Retaining is also proposed along the rear boundary of the property to ensure the provisions of relatively level and useable outdoor space for the rear units. This is further addressed below.

Access

As detailed in the background section, vehicle access to all dwellings will be provided via a central driveway off Clayton Road. This driveway is proposed to be 4.2 metres in width. The driveway will widen adjacent to each dwelling's carport, ensuring that sufficient turning area is provided to allow vehicles to enter and leave in forward gear.

Pedestrian access to the two front units will be provided direct from Clayton Road, whilst pedestrian access to the rear units will be provided via the central driveway.

These arrangements are in compliance with the Residential Design Codes of Western Australia.

No vehicle or pedestrian access is proposed to the rear laneway. Given the existing and proposed site levels, such access would be difficult to achieve.

Landscaping

Landscaping is proposed through the common land areas, including 2m wide garden beds either side of the central driveway. The supporting documentation indicates that landscaping in the common areas will be reticulated.

It is noted that construction of the development will result in the existing street trees being removed. The applicants are however to replace the trees with two new trees, being selected and located to Council satisfaction.

Private Open Space and Amenities

Each dwelling has been designed to have access to a storage room, accessed externally, along with a designated drying area.

In terms of open space, both of the front dwelling units will be provided with two courtyards, each being more than the R-Codes minimum required 30m² courtyard. Their front courtyard will be lower than the remaining open space and be fenced in 1.2m open pool style fencing.

For the rear units, a far more substantial area of private open space is proposed, with each unit to have access to a courtyard being 123m² in area.

By choosing not to develop the site with the maximum permitted number of dwellings (being 5), the design provides for each dwelling to have substantially more open space than normally provided in such developments.

State Ownership

The development is being proposed on behalf of the Department of Housing. Council staff have been informed that the homes are to be sold under housing assistance programs as affordable housing. This is however not guaranteed.

It is noted that one objection received raised a protest on the basis that the development is for the Department of Housing. However in determining its response to this proposal, it must be recognised that the issue before Council is whether the site is suitable for the development as proposed and not the identity of either the applicant, owner, development or ultimate tenure.

The author is aware that several substantial court determinations have confirmed that intentions of any landowner as to whether to rent or sell are not valid planning consideration and therefore tenure is not relevant to the determination of the land use, being four group dwellings.

In any event, members of the public would not necessarily be aware that since August 2013, the State has been rationalising its housing stock in Narrogin disposing of a total of 3 Department of Housing and 11 Government Employees properties. It is recommended that this information be passed onto those persons who lodged submissions.

Consultation:

The proposal has been advertised for a period of 21 days in accordance with clause 6.3.2 of TPS No 2, with a sign being erected on site, advertisement in the local paper and correspondence being forwarded to the adjacent landowners. As detailed in the comment section above.

Statutory Environment:

Pursuant to the provisions of Town Planning Scheme No 2, the Town's prior planning consent would normally be required for the development of group housing. However pursuant to clause 6.1.3 of TPS No 2, public works are exempt from the requirement for Council's prior planning consent to be obtained.

As clarified by the Western Australian Planning Commission in Planning Bulletin No 94 (2008), the construction of housing (even those involving a joint venture) are deemed to be public works that area exempt from the requirements of the Planning and Development Act 2006 and do not require the approval of the local authority.

Notwithstanding this, if an application had been made then clause 6.4.1 would have required Council have regard to numerous matters, including, but not limited to:-

- Compliance with the Scheme provisions;
- The size shape and character of the land;
- The existing and likely future character of the area;
- The nature of the roads giving access;
- The provision of parking;
- Any comments received in response to advertising the proposal.

The proposal as submitted complies with density, setback, landscaping, private open space and parking requirements. Although it is appreciated that Clayton Road is a busy road and heavy haulage routes, provision has been made for vehicles to enter and leave the site in forward gear and sightlines are excellent.

Given the above and the fact many group dwellings are already located in the area, it is the authors opinion that little or no planning justification would exist to warrant refuse of an application for planning consent if one had been lodged.

Policy Implications:

Nil.

Financial Implications:

As no planning application fee has been required, no application fee has been paid. Council officers will seeking to obtain reimbursement of costs incurred in advertising the proposal.

Strategic Implications:

In adoption Town Planning Scheme No 3 for the purposes of advertising Council effectively resolved that the approval of group dwellings is unlikely to be permitted in this area once TPS No 3 has been finalised. However whilst TPS No 2 is in place, the application is consistent with the objectives and requirements of the scheme.

Voting Requirements:

Simple Majority

Council Resolution: 1214.180

Moved: Cr Ward

Seconded: Cr Kain

That Council:

1. Acknowledge that the Town of Narrogin's prior planning consent is not required for the Department of Housings proposal to develop four group dwellings on the subject land as the work is considered Public Works which are exempt under TPS No 2 and the Planning & Development Act 2005.
2. Advise John Kannis & Associates that the Town of Narrogin has no objection to the development of four group dwellings on No 121 (Lot 5) Clayton Road, Narrogin subject to compliance with the following:
 - a. Prior to commencement of the development, the revised plans being modified to provide a solid fence of at least 1.8 metres in height between the proposed visitors parking bay and the adjacent dwelling to reduce the potential impacts on that dwelling of noise and light associated with use of the parking bay.
 - b. Notwithstanding point a) above, the development shall otherwise generally adhere to the plans as submitted.
 - c. The applicant making arrangements for the replacement of two street trees of a species, and planted in a location, to the satisfaction of the Chief Executive Officer.
 - d. The area set aside for the parking of vehicles, together with the associated access lanes as delineated on the endorsed plan shall:
 - i. Be designed, constructed, drained and marked to the satisfaction of the Council prior to the commencement of the use hereby permitted.
 - ii. Thereafter be maintained to the satisfaction of the Council.
 - iii. Be made available for such use at all times and not used for any other purpose.
 - iv. Be properly formed to such levels that it can be used in accordance with the plan.
 - e. The proposed vehicle crossover to Clayton Road is to be designed and constructed to the satisfaction and specifications of Council.
 - f. If lighting is to be installed to the car parking area then it is to be installed to the satisfaction of the Town of Narrogin.
 - g. All stormwater and drainage run off to be contained on site or connected to a council stormwater legal point of discharge.
 - h. The proposed development being connected to the Water Corporation's reticulated Sewerage service.

- i. Submission and approval of a detailed landscaping plan. Such plans to specify details of the vegetation and the landscaping, as shown and approved, to be established within 60 days of the practicable completion of the building and from then on maintained to the specification and satisfaction of the Town of Narrogin. Such landscaping is to be fully reticulated.

Advice to Applicant:

- a. Further to point (c) above, the applicant is requested to liaise with the Director of Technical & Environmental Services over the species and location of the two replacement street trees. Council officers are able to undertake the purchase and works associated with replanting as private works should this be required.
 - b. Further to condition (f), the applicant is encouraged to consider connecting the roof of the each proposed dwelling to an appropriate size rainwater storage tank to limit the impact of stormwater.
 - c. The applicant is requested to liaise closely with the two abutting landowners over site works located to adjacent to the side boundaries and replacement of the procedure and timing associated with replacement of the existing side boundary fencing.
 - d. It is recommended that prior to the commencement of works on site, the boundaries should be established by a suitably qualified surveyor.
3. Formally request the Department of Housing to dispose of the resultant four dwellings to the general public as affordable housing.
 4. Advise those persons who lodged submissions of Council's decision.

Carried 6/2

Names recorded voting against - Cr Kain Cr Paternoster.

Please note:

Mr Turner departed the meeting at 8.43pm.



JOHN KANNIS
AND ASSOCIATES PTY LTD
ARCHITECTS

KASTELLORIZO HOUSE
SUITE 3 / 1298 HAY STREET
WEST PERTH WA 6005
TELEPHONE (08) 94817733
FACSIMILE (08) 94817744
EMAIL KANNIS@KANNIS.COM.AU

Thursday, 9 October 2014

Town of Narrogin -Technical & Environmental Services
Att: Brian Robinson - Director
PO Box 188
Narrogin WA 6312

Dear Brian – DA Submission for # 121 Clayton Road Narrogin

As discussed on behalf of the Department of Housing we propose to construct 4 dwellings on the above mentioned site based on a R25 zoning & request the Town of Narrogin's comments. As we understand the submission has to be advertised as well.

Please find enclosed two (2) copies of A3 plans for the above location, which has been referred to the town of Narrogin as a public works project under the provisions of the Public Works Act and Planning and Development Act.

This subject land is currently zoned R15 / R25 under Town of Narrogin the Town of Narrogin's TPS.

The Department of Housing seeks to consult with the under sections 6(2) and 6(3) of the Planning and Development Act and respectfully seeks your support, comments and conditions as appropriate for the proposed development.

The Department of Housing requests for the Town of Narrogin to conduct the consultation / advertising for comments on behalf of the Department and a tax invoice issued for this process if required. We draw your attention to WAPC Bulletin 94 which explains the exemptions that apply to public housing.

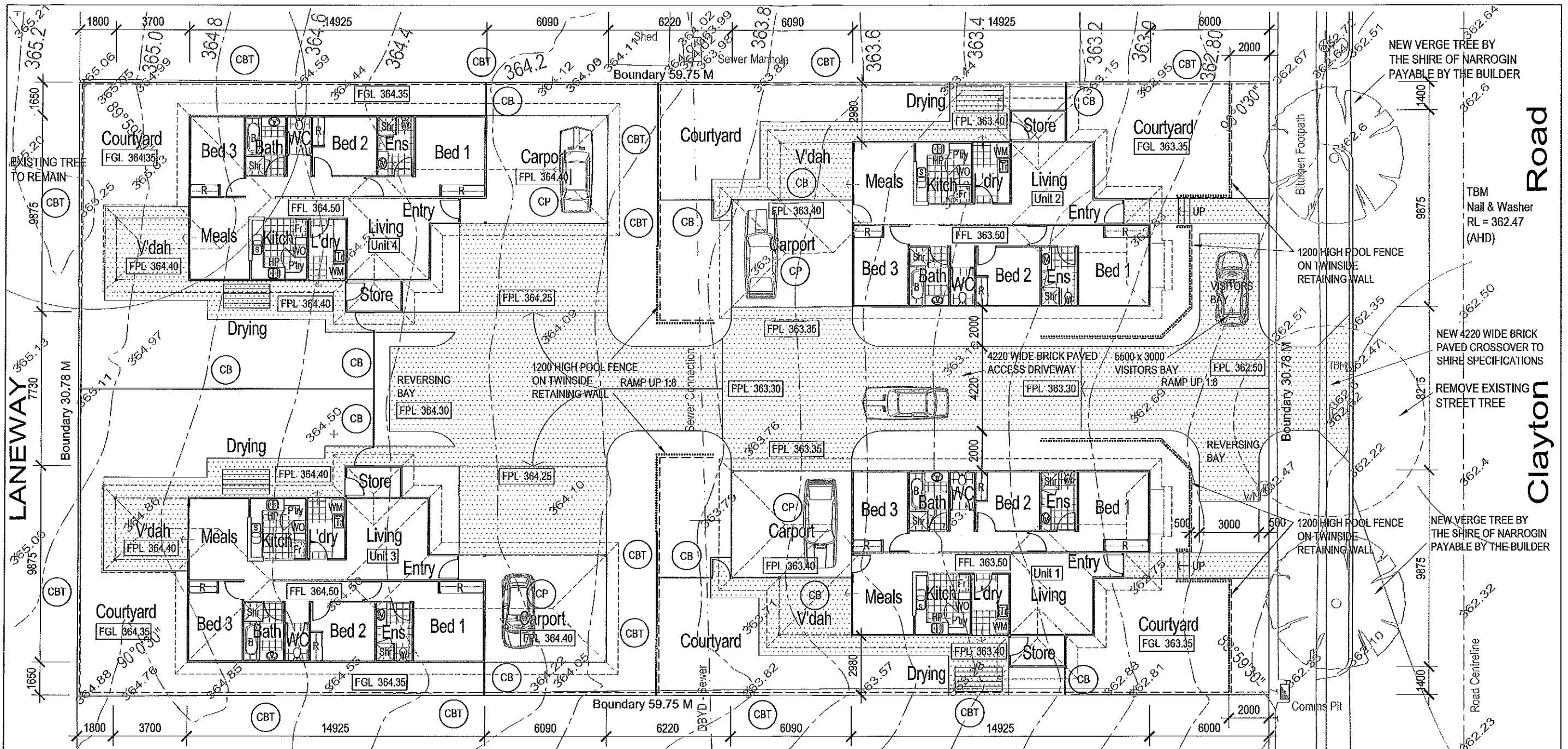
The contact person regarding design issues/compliance for this project is John Kannis (John Kannis & Associates – Architects) on 94817733 or email kannis@kannis.com.au.

Due to our current demands for public housing an early response would be appreciated.

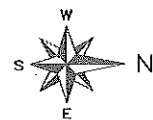
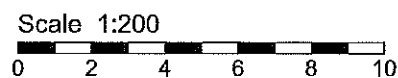
For your records a copy of the final plans will be forwarded back to the Town of Narrogin once the Department has determined the proposal.

Yours faithfully
John Kannis

Attached are:
Certificate of Title
Feature Survey
2 scaled sets of documentation
JK+A Planning Compliance Report
JK+A Performance Criteria Justification
Strata Areas - drawings



Site Plan
1:200



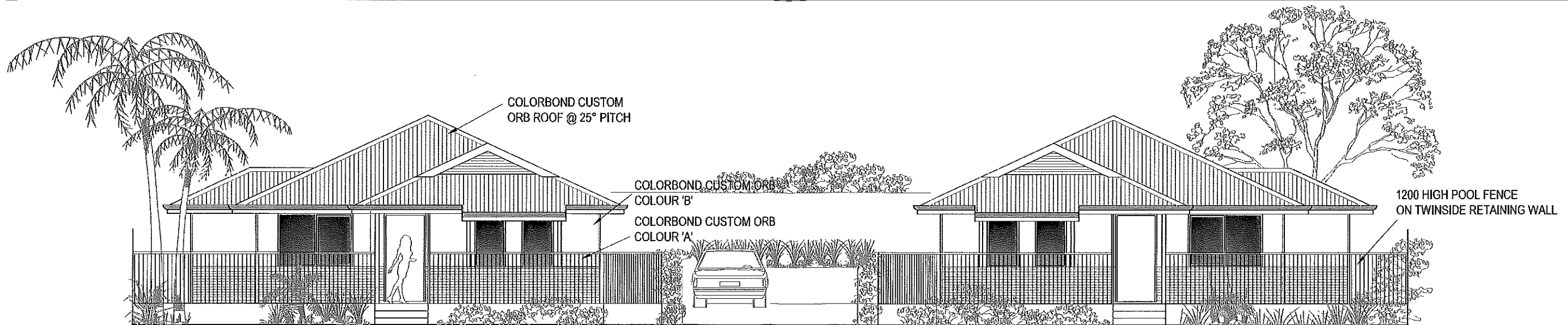
LEGEND

- CB 1800 HIGH COLORBOND FENCE
- CBT 1800 HIGH COLORBOND FENCE ON TWINSIDE RETAINING WALL
- CP CONCRETE PAVING
- DENOTES 1200 HIGH POOL FENCE
- DENOTES TWINSIDE RETAINING WALL
- DENOTES EXTENT OF BRICK PAVING
- FPL 362.00 PROPOSED FINISHED FLOOR LEVEL
- FPL 362.00 PROPOSED FINISHED PAVING LEVEL
- FGL 362.00 PROPOSED FINISHED GROUND LEVEL
- 363.76 EXISTING SPOT LEVELS

4 Unit Development
For The Department Of Housing
Lot 5 (#121) Clayton Road Narrogin

JOHN KANNIS AND ASSOCIATES PTY LTD
ARCHITECTS
A.C.N. 075 419 304
COMMERCIAL / INDUSTRIAL / RESIDENTIAL
ALTERATIONS & ADDITIONS / RESTORATIONS & INTERIORS
SUITE 3 / 129B HAY STREET WEST PERTH WA 6005
TELEPHONE (08) 9481 7733 FACSIMILE (08) 9481 7744
EMAIL KANNIS@KANNIS.COM.AU

SK1
Oct 2014

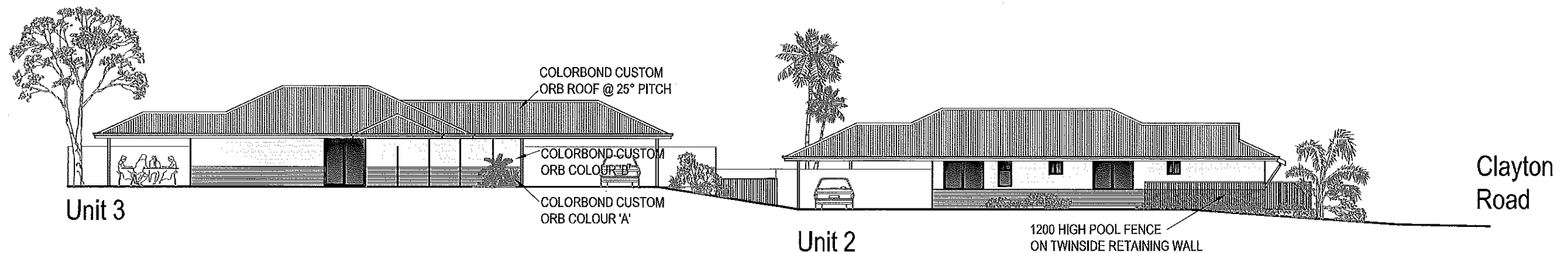


Unit 1

Unit 2

Clayton Road Elevation

1:100



Unit 3

Unit 2

Clayton Road

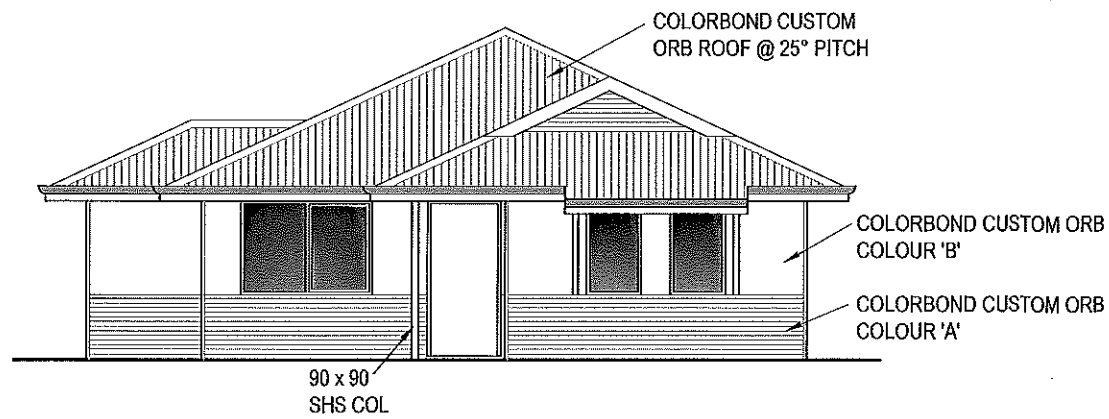
West Elevation Along Driveway

1:200

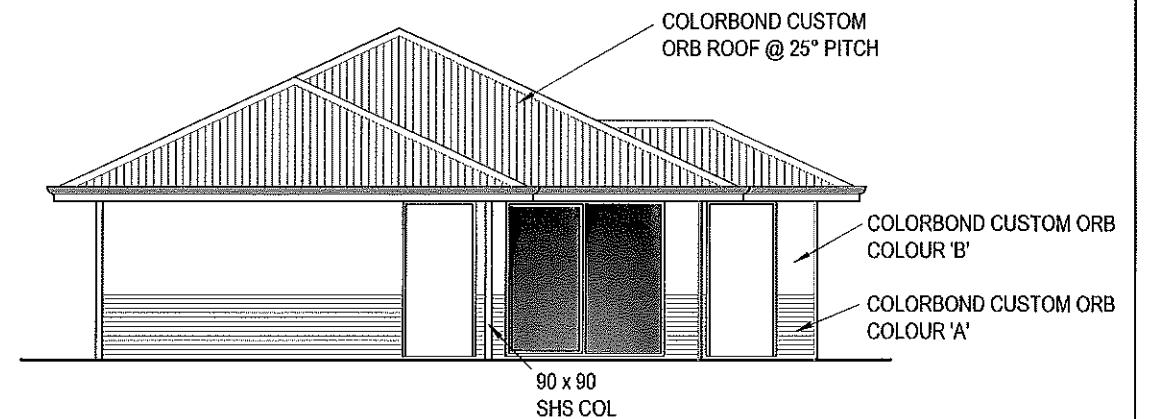
4 Unit Development
 For The Department Of Housing
 Lot 5 (#121) Clayton Road Narrogin

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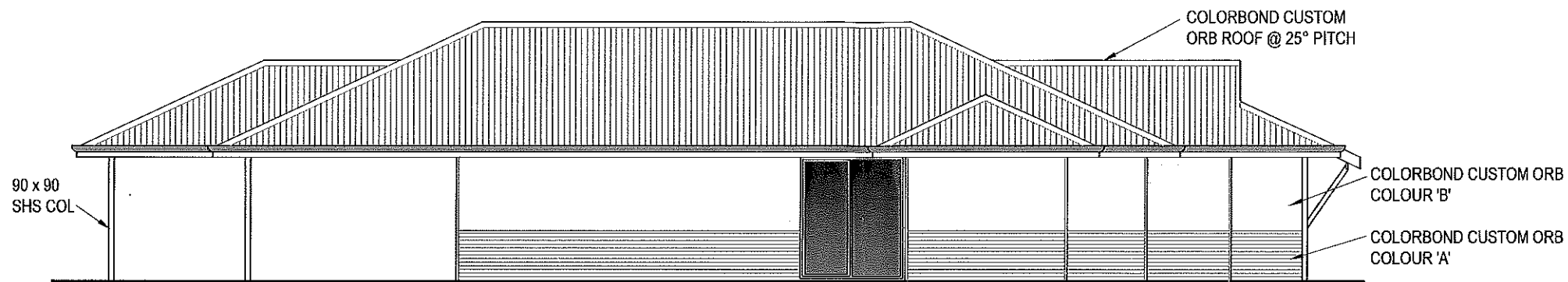
SK2
 Oct 2014



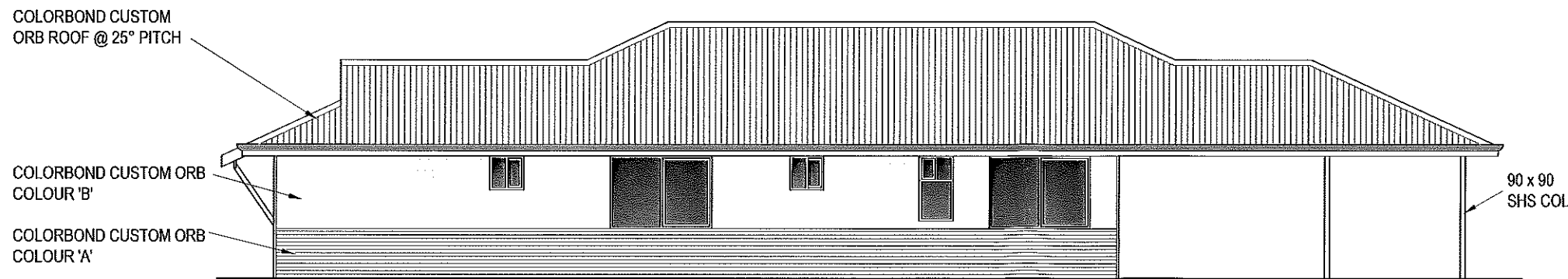
North Elevation
Unit 1 1:100



South Elevation
Unit 1 1:100



East Elevation
Unit 1 1:100

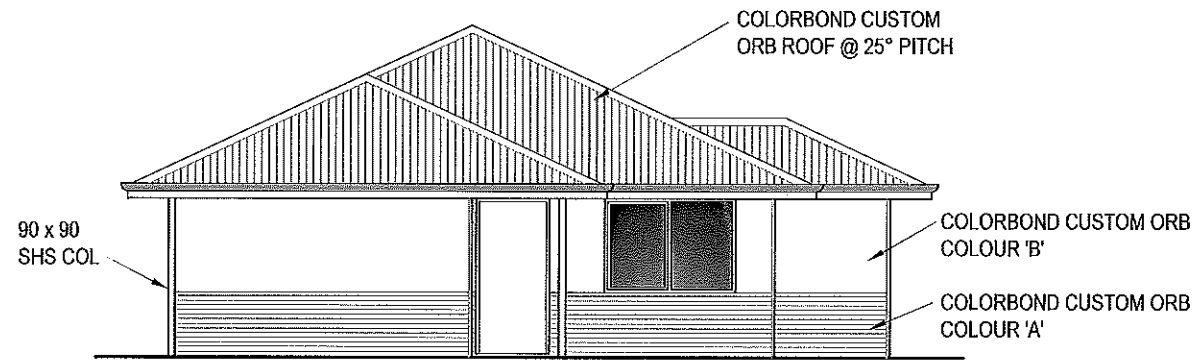


West Elevation
Unit 1 1:100

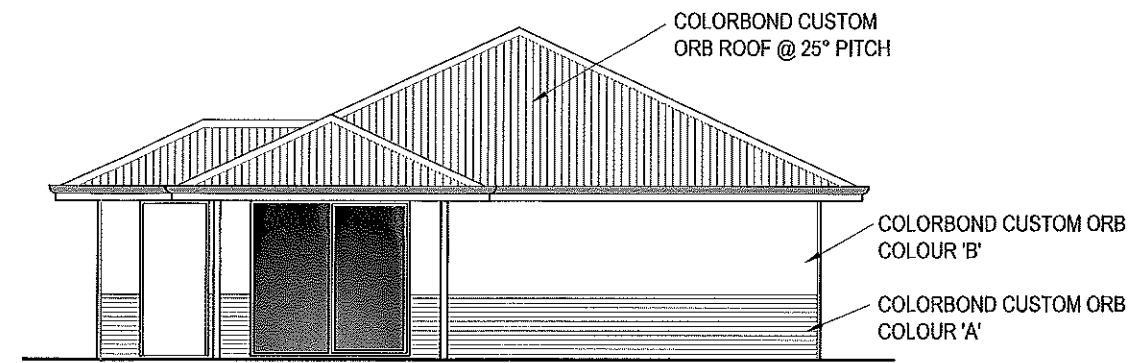
4 Unit Development
For The Department Of Housing
Lot 5 (#121) Clayton Road Narrogin

JOHN KANNIS AND ASSOCIATES PTY LTD
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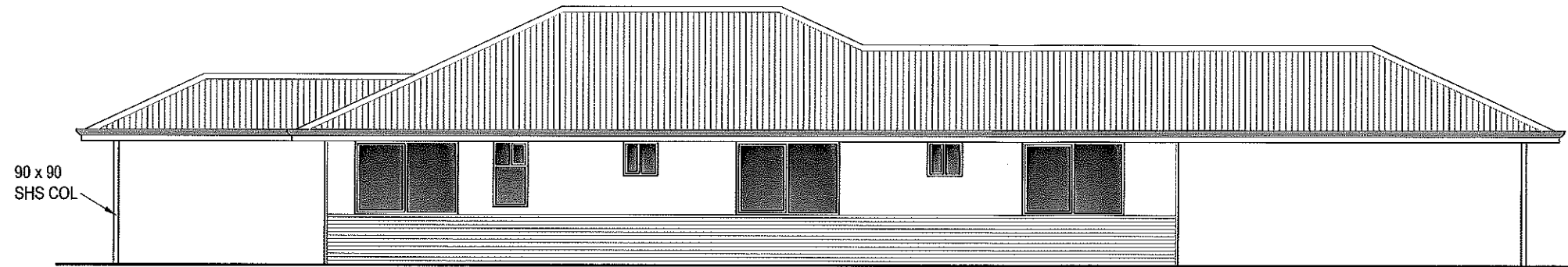
SK3
Oct 2014



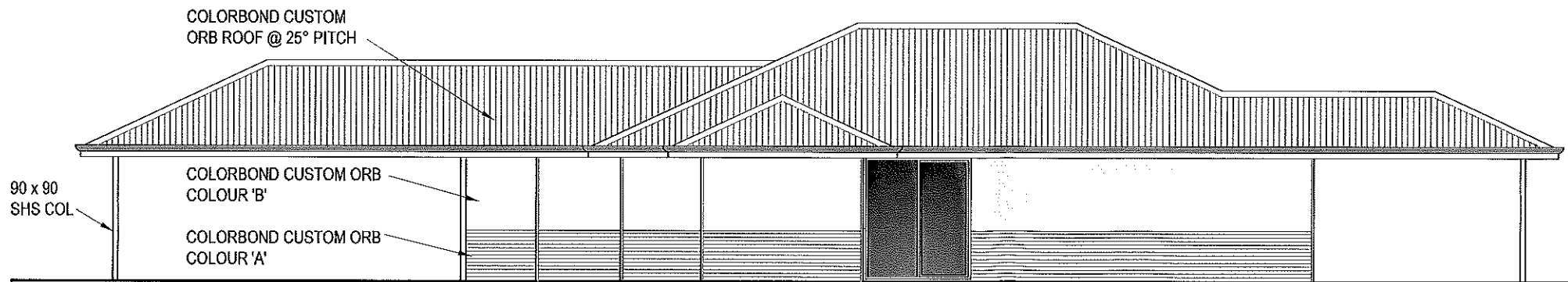
North Elevation
Unit 3 1:100



South Elevation
Unit 3 1:100



East Elevation
Unit 3 1:100



West Elevation
Unit 3 1:100

4 Unit Development
For The Department Of Housing
Lot 5 (#121) Clayton Road Narrogin

JOHN KANNIS AND ASSOCIATES PTY LTD
ARCHITECTS
A.C.N. 075 419 304
COMMERCIAL / INDUSTRIAL / RESIDENTIAL
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SUITE 3 / 129B HAY STREET WEST PERTH WA 6005
TELEPHONE (08) 9481 7733 FACSIMILE (08) 9481 7744
EMAIL KANNIS@KANNIS.COM.AU

SK4
Oct 2014

**10.1.374 PROPOSED STORAGE SHED FOR SALVATION ARMY – NO 13
(LOT 164) DONEY STREET, NARROGIN**

File Reference: A311200, DA11/14-15 & IPA144684
Disclosure of Interest: Nil
Applicant: The Salvation Army
Previous Item Nos: Nil
Date: 4th December 2014
Author: Brian Robinson, Director Technical & Environmental Services

Attachments:

Copy of the submitted application for planning consent.

Summary:

Council is requested to consider approving a storage shed at the rear of the Salvation Army Church and Thrift Shop location at No 13 (Lot 164) Doney Street, Narrogin.

Background:

The subject land is a 2,248m² lot located on the northern side of Doney Street, opposite Heath Street. The property is currently developed and utilised for the Salvation Army Church and Thrift Shop.

Land to the west is developed for commercial purposes, including the Narrogin Tuckshop, whilst land to the east forms part of the CY O'Connor TAFE – Visual Arts premises. Chipper Street to the rear provides a secondary access to the subject land and adjacent properties. Whilst the most western position of Chipper Street is currently sealed, the portion abutting the subject land is of gravel construction.

Council's planning consent is requested to the establishment of a 9m by 6m shed to be used for storage purposes. Plans submitted in support of the application indicate that shed will be setback 9.5 metres from the Chipper Street boundary.

Comment:

The provisions of Town Planning Scheme No 2 identifies the subject land as being for "Community Purposes". In accordance with the Zoning and Development Table:

- a place of public worship (church) is a "P" use. That is a use which is permitted subject to compliance with the identified development standards; and
- a shop is an "IP" use, being a use that is incidental to the predominant use.

As the storage shed is to be used in association with the thrift shop, it may be permitted as an IP use.

In terms of development standards the required setbacks are 11m to the front boundary, 7.5 metres to the rear boundary and 2m per storey to the side boundaries. The application as submitted complies with these requirements.

On the above basis it is recommended that Council grant planning consent subject to appropriate conditions.

Consultation: Nil

Statutory Environment:

Prior planning consent is required for the proposed development in accordance with part 6 of Town Planning Scheme No 4. As detailed in clause 6.4, in determining applications for planning consent, Council must have regard to the following, amongst other things:

- (a) the provisions of the scheme;
- (b) the size, shape and character of the land to which the application relates; and
- (d) the existing and likely future character and amenity of the area.

Given the location of the proposed development, the proposed setbacks and adjacent land uses, the shed as proposed is unlikely to result in any detrimental impact on the adjacent land.

The application as submitted complies with the requirements of Town Planning Scheme No 2, conditional approval is recommended.

Policy Implications: Nil

Financial Implications:

The required application fee has been paid in accordance with the schedule of fees and charges contained within the adopted 2014/15 annual budget.

Strategic Implications: Nil

Voting Requirements:

Simple Majority

Council Resolution: 1214.181

Moved: Cr Russell

Seconded: Cr Paternoster

That Council grant approval to the proposed shed at No 13 (Lot 164) Doney Street, Narrogin subject to compliance with the following conditions:

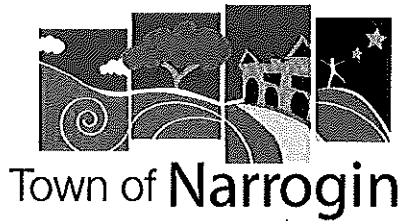
1. The development hereby approved shall occur generally in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of the Town of Narrogin.
2. All drainage run-off associated with the development hereby approved shall be contained on site or connected to the Council's stormwater drainage system to the satisfaction of the Town of Narrogin.
3. Unless otherwise approved by Council, the outbuilding hereby approved shall be used for storage purposes associated with the church and thrift shop only.
4. Uses and activities undertaken within the outbuilding shall be undertaken so as not to disturb the residents of the development or the wider locality.

5. This approval shall expire if the development hereby permitted is not completed within two years of the date hereof, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Town, is granted by it in writing.

Advice to Applicant:

1. Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
2. The applicant is encouraged to consider connecting the roof of the proposed outbuilding to an appropriate size rainwater storage tank to limit the impact of stormwater.

CARRIED: 8/0



Town of Narrogin
RECEIVED
Directed to Brian
21 NOV 2014
Ref No. IPA144684
Property File A311200
Subject File _____
C-Point No. _____

TOWN PLANNING SCHEME NO. 2
DISTRICT SCHEME

APPLICATION FOR PLANNING CONSENT

I/We THE SALVATION ARMY
(Full Name of Applicant)
of Box 325, Narrogin Postcode 6312.
(Address for Correspondence)

hereby apply for planning consent to:

- (1) use the land described hereunder for the purpose of
Erecting a steel storage shed.
- (2) erect, alter or carry out development on land described hereunder in accordance with the accompanying plans (3 copies attached).

The existing use of the land is: Church and Thrift Shop.

The approximate cost of the proposed development is: \$ 11,500.

The estimated time of completion is: December 2014.

The approximate number of persons to be housed/ employed when the development is completed is: NIL.

TITLES OFFICE DESCRIPTION OF LAND

LOCALITY PLAN

(Indicate distance to nearest intersecting street)

HOUSE NO: 13 STREET: DONEY STREET

LOT NO: 164 PLAN OR DIAG: _____

LOCATION NO: _____

CERTIFICATE OF TITLE: VOLUME: _____ FOLIO: _____

LOT DIMENSIONS

SITE AREA: 2428.48 square metres

FRONTAGE: 40.24 metres

DEPTH: 60.35 metres

AUTHORITY

SIGNATURE OF APPLICANT: *A. P. Wilson* DATE: 23.10.14

Corps Officer - The Salvation Army

NOTE: WHERE THE APPLICANT IS NOT THE OWNER THE OWNER'S SIGNATURE IS REQUIRED.

NOTE: NOTE: ALL OWNERS OF THE PROPERTY MUST SIGN THIS APPLICATION FORM. WHERE PROPERTY IS OWNED BY A COMPANY, AT LEAST TWO DIRECTORS OF THE COMPANY MUST SIGN THE APPLICATION.

SIGNATURE OF OWNER: *A. P. Wilson* DATE: 23.10.14

NOTE: THIS FORM IS TO BE SUBMITTED IN DUPLICATE, TOGETHER WITH THREE COPIES OF PLANS, COMPRISING THE INFORMATION SPECIFIED IN THE PARTICULARS REQUIRED WITH APPLICATION OUTLINED BELOW.

THIS IS NOT AN APPLICATION FOR A BUILDING LICENCE

PARTICULARS REQUIRED WITH APPLICATION FOR PLANNING CONSENT

Where an application involves the erection or alteration of a building or a change in levels of a site, the plans accompanying an application for planning consent shall, unless specifically exempted by the Council:

- (a) indicate the position and describe the existing buildings and improvements on the site and indicate those which are to be removed;
- (b) indicate the position and describe the buildings and improvements proposed to be constructed, their appearance, height and proposed uses in relation to existing and proposed contours;
- (c) indicate the position, type and height of all existing trees on the site and indicate those to be retained and those to be removed;
- (d) indicate the areas to be landscaped and the location and type of shrubs, trees and other treatment proposed;
- (e) indicate site contours and details of any proposed alteration to the natural contour of the area;
- (f) indicate car parking areas, their layout and dimensions and accessways and the position of existing and/or proposed crossovers; and
- (g) indicate site dimensions and be to metric scale.

FOR OFFICE USE ONLY

File Reference: _____
Application Number: _____
Date Received: _____
Date of Approval / Refusal: _____
Date of Notice of Decision: _____

WESTERN AUSTRALIA DIVISION

AUSTRALIA SOUTHERN TERRITORY



24th October 2014

Envoy Peter McRae
The Salvation Army – Narrogin Corps
C/o 13 Doney St
NARROGIN WA 6312

Dear Peter

SHED

This letter is my authorisation that you (Peter McRae) may sign letters on my behalf as The Salvation Army representative relating to any matters that pertain to the permit/s and installation of the shed on The Salvation Army property at: 13 Doney St Narrogin.

I trust this letter will be adequate to your needs, however, should the person/s concerned require any further information, please do not hesitate to direct them to me personally.

Yours sincerely

Gordon P Jones (Major)
DIVISIONAL SECRETARY

G:\DHQ\DIVISIONAL SECRETARY\Letters\2014 Letters\20141024 Narrogin Corps Quarters - letter to shed at hall Narrogin Council authority to sign.doc

Western Australia Division
Australia Southern Territory
Level 4/333 William St, Northbridge, Perth, WA 6003
PO Box 8498, Perth Business Centre, WA 6849
Telephone 08 9260 9500 Fax 08 9227 7134

William Booth Founder
André Cox General
Floyd J Tidd Territorial Commander

Transforming Lives
Caring for People
Making Disciples
Reforming Society

salvationarmy.org.au

CHIPPER STREET.
40.24m.

V

K

A

A

9.5m

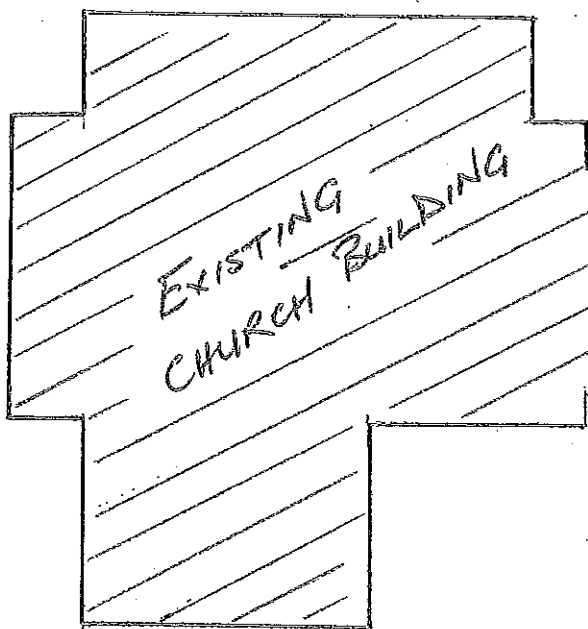
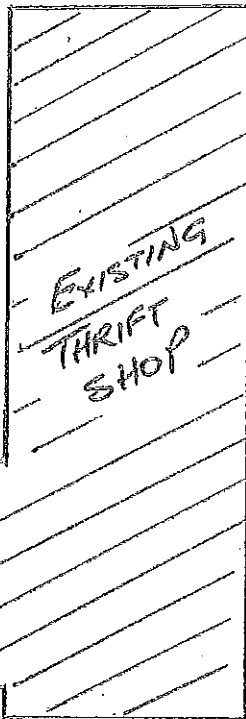
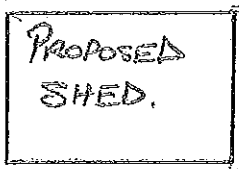
6m

9m

17.4m

9m

12m



Total Area of Block 2428m².

60.35m.

Scale 1:300.

13 DONEY STREET.
NARROGIN CORPS
THE SALVATION ARMY.

Please Note: Councillor Ward declared a Proximity Interest and departed the meeting at 8.14pm.

10.1.375 PROPOSED REGIONAL REFUSE SITE – PORTION OF NO 3118 (LOT 23) WANDERING-NARROGIN ROAD, CUBALLING

File Reference: 31.1.3
Disclosure of Interest: Nil
Applicant: Wagin Group of Councils
Previous Item Nos: Item 10.2.332 – 26th August 2014
Item 10.2.264 – 26th March 2014
& various other items
Date: 10th December 2014
Author: Brian Robinson, Director Technical & Environmental Services

Attachments:

Correspondence received from Shire of Cuballing including relevant excerpts from the application for planning consent.

Summary:

Council is requested to consider commenting on an application for planning consent, lodged with the Shire of Cuballing for the proposed Regional Waste Disposal Site.

Background:

The Town of Narrogin is a member of the Wagin Voluntary Group of Council's, a regional waste group which has been working together for some six years to establish a regional waste facility

Council has over this period considered numerous agenda items on matters relating to the group, including the three items listed above relating to the resultant waste management processes and the progress identifying and purchasing land for a regional waste facility.

As detailed in the report to Council's 26th August 2014 meeting, the land was identified, a memorandum of understanding had been entered for the purchase of the land and the required environmental investigations were in the process of being completed. Subsequent to Council's August meeting, a new Memorandum of Understanding has been entered into, securing the land until the 31st August 2015, whilst the necessary approvals are obtained.

With environmental investigations now complete, it has been identified that there are two areas suitable within the 65ha site that are suitable for landfill. A 3.6ha cell has been identified which will be used for stage 1 of the waste disposal site. A second cell of approximately 6.6ha has been identified, which is to be developed in 3 stages. In total these cells are expected to cater for 60 years of waste disposal.

An application for planning consent has been lodged with the Shire of Cuballing on behalf of the landowners and the Wagin Voluntary Group of Council's. The Shire of Cuballing has now forwarded correspondence advising that the application is being advertised for public comment (refer attached). The advertising period closes on the 22nd January 2014.

Council is requested to consider offering comments on the proposal.

Comment:

To assist Council in determining any comments it may have on the proposed Regional Landfill Site, the following comments are offered:

Environmental Impact

Comprehensive Environmental Investigations have been undertaken in support of the proposal. The application as submitted to the Shire of Cuballing is supported by geotechnical, land capability and groundwater studies, all of which identify the land being suitable for the proposed use.

Whilst ultimately it is for the Department of Environmental Regulation and Environmental Protection Authority to determine, it appears that a landfill operation as proposed can be undertaken with no detrimentally environmental impacts resulting.

Land Use & Buffer Considerations

The subject land is a 65ha parcel of land located between the Wandering-Narrogin Road and Nebrikinning Road, approximately 10km north/north-west of the Narrogin town site.

Being located within the Shire of Cuballing, the responsibility for determining the proposal rests with them. Land use buffers associated with the proposed land use do not physically impact on the Town of Narrogin.

Given the above, it is recommended that Council have no comment to offer in respect of the land use or associated buffers.

Traffic Impact

If approved, the Regional landfill site will be accessed from Nebrikinning Road, which connects the Wandering-Narrogin Road with the Congelin-Narrogin Road.

Given the location of site and road network, it is anticipated that local authorities to the south and west will be using Williams Road to access Wandering-Narrogin Road via Narrakine Road. Some minor increases in traffic is anticipated with vehicles transporting waste to the site.

Being identified as a Road of Regional Significance, Regional Road Group funding is available towards significant maintenance/upgrading of Narrakine Road. Funding is provided on the basis of 1/3 cost to the Local Authority, 2/3 being payable through regional road group funding.

Very minor increases in vehicle traffic on Kipling Street, the Great Southern Highway, the Link Road and Garfield Street. The care and control of these road surfaces is the responsibility of Main Roads Western Australia. It is unlikely that the operation of the regional facility from the site will result in any other impact within the town site of Narrogin.

Benefits of Regional Waste Facilities

Each local authority within the Wagin Voluntary Group of Councils currently operate independent waste management facilities with varied life spans. Each local authority will, in a relatively short period, be forced to identify and establish a new site.

Given the ever increasing environmental regulations there is economic benefit in the establishment of regional facilities with each Council contributing to the required acquisition, approvals and construction costs.

Economic benefits also exist for operation of a regional facility, with each Council avoiding the cost of establishing and operating their own sites to the same standard. For example the acquisition and operation of required heavy machinery is better justified for the combined volume of waste, rather than each Council owning or contracting similar equipment.

It must however be noted that the regional facility is being proposed as landfill for putrescible waste only. Other materials including recyclables, asbestos, animal, oils and chemical wastes will still be the individual responsibility of each local authority.

Impact on White Road Refuse Site

Although not quantified at this stage, it is anticipated that the Town of Narrogin's refuse site at White Road could continue its current operation for some 5-10 years.

Once the Regional Landfill site is operational, Council will have the option of ceasing all landfill operations associated with general waste. Once this occurs the land use buffer associated with the refuse site will be substantially reduced.

A buffer of some description will however still be applicable given the need to operate a waste transfer station and to disposal of other waste such as animal waste on site. Depending on management arrangements it is hoped that any result buffer can be largely contained on site.

It is planned that in early 2015 a report will be prepared for Council consideration in respect of the proposal for a waste transfer station. Further information on resultant reduction in land use buffers this will be provided to Council as part of that agenda item.

Benefits of Location to Town

Whilst roadside general waste collections will be transported, at some in the future, general waste deposited at White Road will be transported to the Regional Landfill site.

The proposed Regional Landfill site is located less than 10km from Council's white Road refuse site. With relatively direct access available to the site via either Narrakine/Wandering-Narrogin or the extension of White Road being Congelin-Narrogin Road. In the author's opinion, the site could not be better located for the transfer of waste from the Town.

Having regard to Council's previous resolutions supporting the establishment of a Regional Landfill Site and the acquisition of the subject land, it is recommended that Council lodge a submission supporting the application. Given that the proposal as advertised will not detrimentally impact on the Town of Narrogin to its residents, it is recommended that this support be unconditional.

Consultation:

Chief Executive Officer

Statutory Environment:

Council is being requested to comment on the proposal as an adjacent local authority. In accordance with section 3.1 of the Local Government Act 1995, the general function of a local government is to provide for the good government of persons in the district. On this basis, it is the author's opinion that Council is obliged to examine the detail of the application and offer comment on the proposal.

Policy Implications: Nil**Financial Implications:**

Costs associated with the preparation of this report and offering comments on the proposal will be wholly contained within the adopted budget for the 2014/15 financial year.

As only Council's comments on the land use proposal are being sought, there are no other financial implications.

Strategic Implications:

In accordance with the Wagin Voluntary Group of Council's MOU, once the regional site is operational, all kerbside general waste collections will be disposed of at the Regional Site. It will however be up to each Council to then make arrangements for disposal.

At that time, Council will be required to determine whether to continue with landfill operations at White Road or commencing transportation of such waste to the Regional Site.

A report on establishment of a Waste Transfer Station at the White Road refuse site will be prepared for Council consideration in early 2015.

Voting Requirements:

Simple Majority

Council Resolution: 1214.182

Moved: Cr Bartron

Seconded: Cr Paternoster

That Council:

- a) Advise the Shire of Cuballing that it unconditionally supports the establishment of a Regional Landfill Facility on Part Lot 23 Wandering-Narrogin Road as proposed.
- b) Await a report on the establishment of a Waste Transfer Station and the future operations of the White Road refuse site in early 2015.

CARRIED: 7/0



File Ref: TP2

Town of Narrogin
Chief Executive Officer
PO Box 188
NARROGIN WA 6312

Town of Narrogin RECEIVED	
Directed to	Torre
4 DEC 2014	
Ref No.	ICR144769
Property File	
Subject File	18.4.5/14.9.45
C-Point No.	

Dear Aaron,

Planning Application - Proposed Landfill Facility – Portion of Lot 23 (3118) Wandering Narrogin Road, Cuballing

I write to advise that you have the opportunity to provide your written comments to the Shire regarding the above proposed development, by 22nd January 2015.

By way of background, the Shire has recently received a Planning Application to establish a landfill facility capable of accepting 5,000 tonnes/year of putrescibles waste for burial. The applicant advises the facility is expected to have an operating life of approximately 60 years. Prior to the application being assessed by the Shire and determined by the Council, you have the opportunity to provide your views.

I have attached an extract of the documentation provided by the applicant. The complete documentation submitted by the applicant is set out at www.cuballing.wa.gov.au or is available for inspection at the Shire Administration office.

Please contact myself should you wish to clarify or discuss.

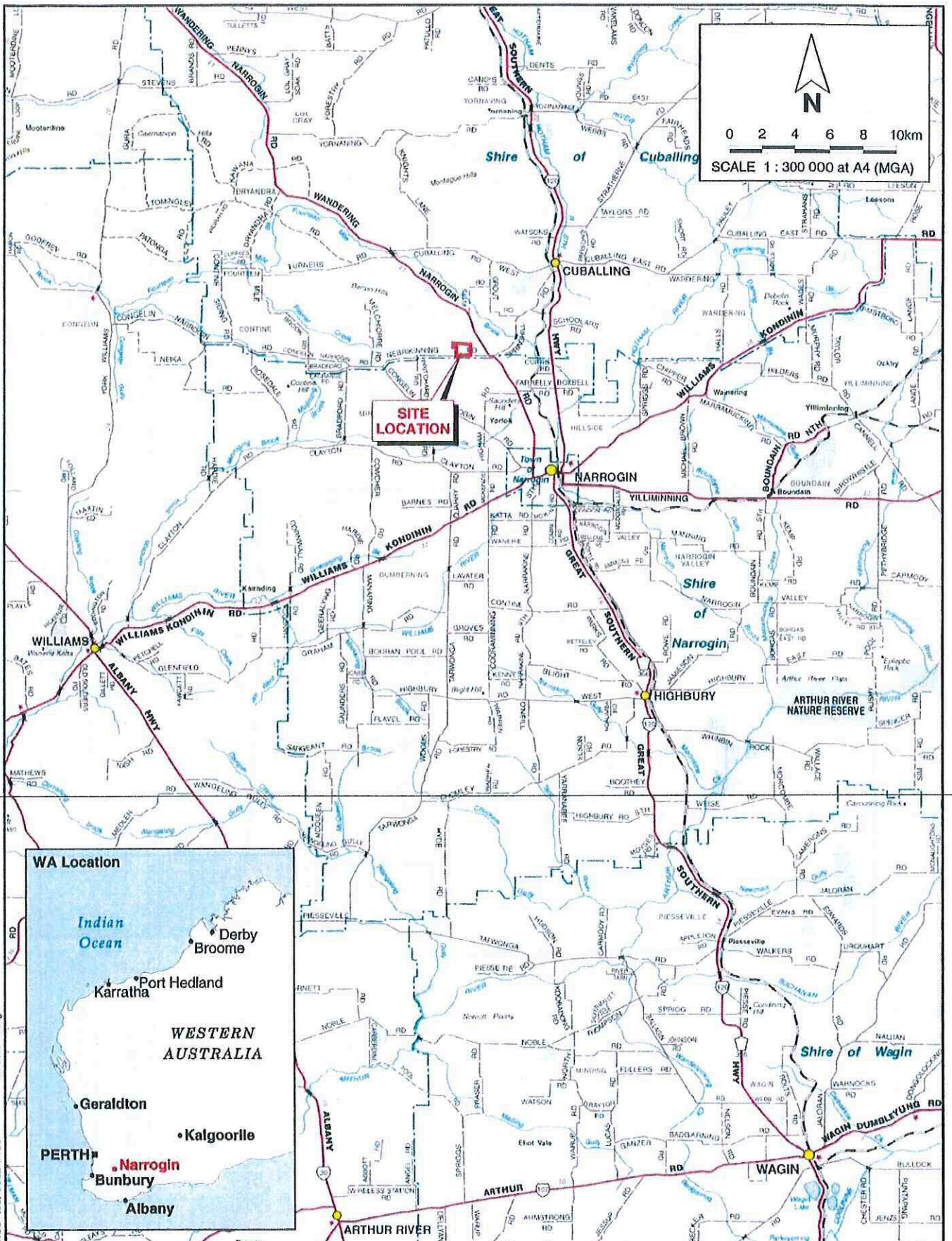
The Shire looks forward to receiving your written comments by 22nd January 2015.


Yours faithfully

Gary Sherry
CHIEF EXECUTIVE OFFICER

2nd December 2014

enc




 0 2 4 6 8 10km
 SCALE 1 : 300 000 at A4 (MGA)

SITE LOCATION



Wagin Group of Councils
NEBRIKINNING LANDFILL GROUNDWATER MONITORING BORES
 PORTION OF LOT 23, NEBRIKINNING ROAD, CUBALLING

Figure 1

Drawn: S. Burton
 Date: 29 Aug 2013



Project No. WGC001

REGIONAL LOCATION

PINPOINT CARTOGRAPHICS (08) 9562 7136 WGC001-401.dgn

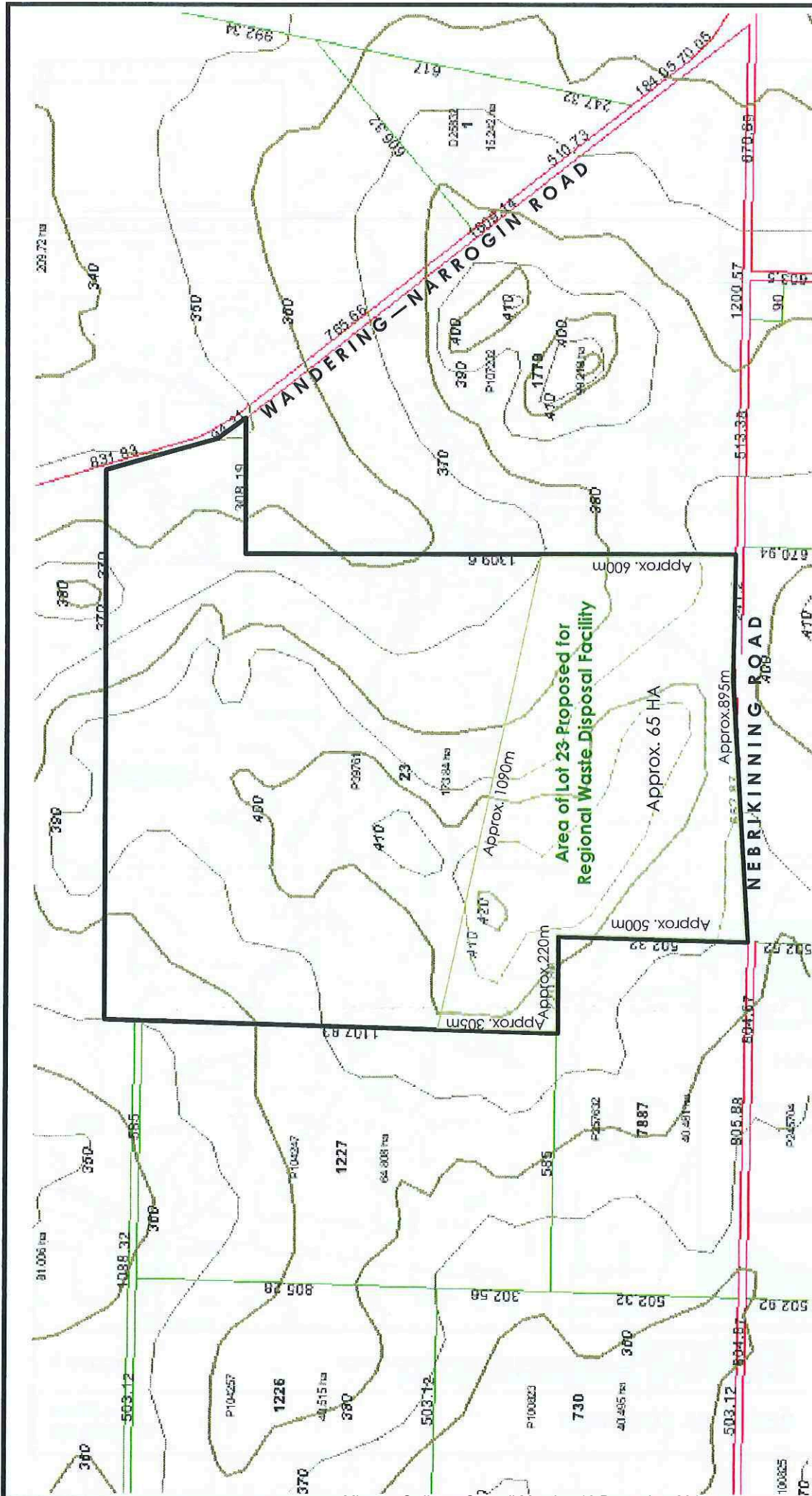
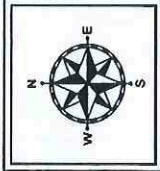


FIGURE 2
SCALE: N.T.S



urban & rural perspectives

TOWN PLANNERS & BUILDING DESIGNERS
Unit 8, 16 Kent Way, MALAGA WA 6000 Tel: (08) 9248 8777 Fax: (08) 9248 4040

CADASTRAL SITE PLAN
PROPOSED REGIONAL WASTE FACILITY
LOT 23 (NO.3118) WANDERING-NARROGIN ROAD, CUBALLING
(SHIRE OF CUBALLING)

SOURCE: LANDGATE



AERIAL SITE PLAN
 PROPOSED REGIONAL WASTE DISPOSAL FACILITY
 LOT 23 (NO.3118) WANDERING-NARROGIN ROAD, CUBALLING
 (SHIRE OF CUBALLING)

urban & rural perspectives
URP
 TOWN PLANNERS & BUILDING DESIGNERS
 Unit 8, 16 Kent Way MALAGA WA 6090 Tel: (08) 9248 8777 Fax: (08) 9248 4040

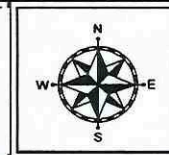


FIGURE 3
 SCALE. N.T.S

SOURCE: LANDGATE



Please Note: Cr Ward returned to the meeting at 8:15pm.

Please Note: Cr Schutz declared a Persons Closely Associated Interest.

Council Resolution: 1214.183

Moved: Cr Paternoster

Seconded: Cr Ward

That Council:

Allow Cr Schutz to remain within the meeting and participate in the vote as the interest raised is deemed to be insignificant as per section 5.68 of the Local Government Act 1995.

CARRIED: 7/0

Please Note: Cr Schutz did not vote.

10.1.376 WESTERN POWER QUOTATION FOR UNDERGROUND POWER SUPPLY – THOMAS HOGG RESERVE

File Reference: R20433 & 5.4.23
Disclosure of Interest: Nil
Applicant: N/A
Previous Item Nos: Nil
Date: 10th December 2014
Author: Brian Robinson, Director Technical & Environmental Services

Attachments:

Copy of Western Power Quotation

Summary:

Council is requested to consider endorsing an application for Western Power to complete the design work necessary for the provision of underground power to facilities located on the Thomas Hogg Reserve

Background:

The Thomas Hogg Reserve being reserve 20443 is located on the northern side of Bannister Street in the north eastern portion of the Narrogin town site.

As Council may be aware, currently the power supply on Bannister Street is an overhead supply. Overhead power lines then connect the internal facilities to the supply.

Storms in 2011 brought down the overhead power lines, highlighting the need for ongoing maintenance of the internal power poles. Since that time Council has, at the suggestion of Western Power, desired conversion of the overhead line to an underground supply.

Preliminary investigations undertaken in 2011 by a contractor working on behalf of Council advised that if sufficient power existed in the Bannister Street power line to provide a suitable power source for all facilities. This would result in an unacceptable volt drop at lights on the northern side of the oval. As a solution, it was recommended a new underground supply be

established off the Cuballing Line to the east of the reserve. This option was an unviable option with costs of over \$130,000 being quoted.

By removing portion of the oval lighting system from the current network, it is possible to provide an underground power service from Bannister Street. In adopting the 2014/15 budget, Council identified \$40,000 towards the installation of an underground service.

Narrogin Electrical have on behalf of the Town of Narrogin obtained a formal estimate for the provision of an underground power service from Western Power. The estimate indicates that the provision of an underground power service will require an indicative contribution of \$25,000.00. As an estimate, this may vary.

Acceptance of the quotation requires payment of an upfront fee of \$4,100.00. Following payment of the fee, a formal quotation agreement will be provided by Western Power for Council's endorsement prior to commencement of the works.

Comment:

The 2014/15 budget allocation was based on a preliminary estimate provided by Narrogin Electrical plus a small allowance for Western Power works. The estimate by Narrogin electrical was for internal electrical works and did not include any costs associated with Western Power's modification of the current service.

The costs now quoted by Western Power can be wholly contained within the approved budget allocation. However the balance of the budget will not be sufficient for Council to have the balance of works within the reserve completed.

Given that the Western Power works are essential to the process, it is recommended that Council accept the quote and have Western Power proceed with the formal design work. Once the Western Power design works are completed, the Town will be provided with a formal quote. Provided that the resultant quote is accepted, Western Power will then program the works to be completed.

Consultation:

Chief Executive Officer – Aaron Cook; and
Director of Corporate and Community Services – Colin Bastow

Statutory Environment:

Pursuant to section 3.54 of the Local Government Act 1995 states that the local government, for the purpose of controlling and managing crown land vested in the care and control of Council, may do anything permitted under the Parks and Reserves Act 1895,

Policy Implications: Nil

Financial Implications:

The payment of \$4,100.00 is required for Western Power to complete the detailed design work to provide the Thomas Hogg Reserve with an underground power supply. The fee is non-refundable but should the project proceed, the non-GST portion of this fee will be used as a contribution toward the consumer contribution.

The consumer contribution has been estimated by Western Power as being around \$25,000. This however is only indicative and is non-binding on Western Power.

As a result of Western Power costs, electrical works within the reserve may have to be staged to ensure costs are contained within the budget.

Council will be requested to make an allocation for additional funds as part of the 2015/16 budget process. This is not considered a major issue given that it will still take several months for Western Powers design and construction work to be completed, only leaving a few months in the financial year for internal works to commence.

Strategic Implications:

The installation of an underground power service will reduce annual maintenance costs associated with the internal overhead power lines and ensure a continuous power supply to the reserve.

Voting Requirements:

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

- a) Accept the Western Power design quote of \$4,100.00 for the provision of an underground power supply to Thomas Hogg Reserve being in accordance with the adopted 2014/15;
- b) Acknowledge that subject to compliance with the adopted budget, the Chief Executive Officer will be endorsing a formal quotation and agreement for works associated with providing an underground power supply to Thomas Hogg Reserve.
- c) Endorse the use of a staged approach being used for the completion of the internal works to ensure that costs are wholly contained within the adopted 2014/15 budget;
- d) Consideration be given to the allocation of additional funds for completion of the internal electrical works as part of the 2015/16 budget process, should they be required.

Council Resolution: 1214.184

Moved: Cr Paternoster

Seconded: Cr Bartron

That Council:

- a) Accept the Western Power design quote of \$4,100.00 for the provision of an underground power supply to Thomas Hogg Reserve being in accordance with the adopted 2014/15 budget;
- b) Acknowledge that subject to compliance with the adopted budget, the Chief Executive Officer will be endorsing a formal quotation and agreement for works associated with providing an underground power supply to Thomas Hogg Reserve.
- c) Endorse the use of a staged approach being used for the completion of the internal works to ensure that costs are wholly contained within the adopted 2014/15 budget;

- d) Consideration be given to the allocation of additional funds for completion of the internal electrical works as part of the 2015/16 budget process, should they be required.

CARRIED: 8/0

Please Note: Reason for change – that the word “budget” be inserted after 2014/15 in paragraph a).

Please Note: That during the item it was noted that under section 5.63 of the Local Government Act 1995 that Cr Schutz did not need to declare this interest due to membership of the Narrogin Rev Heads entity as it is a “body with non-profit making objects”.


Date: 20/11/2014



WESTERN POWER REF: SP040218

Electricity Networks Corporation
ABN 18 540 492 861
Locked Bag 2520 Perth WA 6001

Enquiries

 **13 10 87**

TTY 1800 13 13 51

 **TIS 13 14 50**
Interpreter services

enquiry@westernpower.com.au
westernpower.com.au

CUSTOMER: Adrian Beidatsch

SITE ADDRESS: 95 Bannister St Narrogin WA 6312

Dear Adrian

We acknowledge your request for the above project.

The following is indicative advice subject to our consultation and based on a desktop review of your requirements and the existing electrical network. This advice is non-binding and a detailed design will be required to produce a firm Access Offer

ASSESSMENT ADVICE: Supply 100 amps three phase, Uni Pillar and cable.

The indicative customer contribution (desktop, non-binding) is **\$25,000.00**. 100amps

If you wish to proceed with these works a design fee of **\$4,100.00** is payable after which a detailed design and access offer will be produced. If this project proceeds to construction, the non-GST component of the design fee will be offset against the contribution. GST is not refunded on design fees. If the design fee is greater than the quote, the difference will be refunded (excluding GST).

The expected time for the completion of the detailed design and access offer is approximately **5 weeks** from receipt of design fee.

If you wish to proceed with this please let me know and a tax invoice for the design fee will be issued.

Alternatively if you do not wish to proceed can you also please let me know, noting that if there is no response this application will not be progressed.

Regards,

Steve Iwach – 08 98410856

Engineering & Design

Please Note: Cr Ward and Cr Schutz declared a Financial Interest and departed the meeting at 8:26pm.

10.1.377 PROPOSED TRANSPORTABLE OFFICE – NO 5 (LOT 11) HARBOUR STREET, NARROGIN

File Reference: A236300 & IPA144789
Disclosure of Interest: Nil
Applicant: RM & AN Noakes
Previous Item Nos: Item 10.1.350 – 28th October 2014
Date: 10th December 2014
Author: Brian Robinson, Director Technical & Environmental Services

Attachments:

Copy of submitted application for planning consent.

Summary:

Council is requested to consider approving the location of a transportable office at the rear of the existing caretaker's residence on the subject land.

Background:

The subject land is a 6,573m² lot located on the southern side of Harbour Street some 50 metres west of Havelock Street. The site is currently developed with a dwelling and a substantial shed which were previously used as part of a bus depot located on the site.

At its meeting on the 28th October 2014 Council was requested to consider a proposal to base Narrogin Freightlines at the property. Council was also requested to consider the unauthorised use of the site as a transport depot by Narrogin Hay Transport. In summary Council resolved:

- To advise the applicant it could not approve the application; and
- Defer consideration of the proposed transport depot pending TPS No 3; and
- It would take no action in respect of the unauthorised use of the property by Narrogin Hay Transport and Narrogin Freightlines provided certain restrictions were adhered to.

One of the conditions required that no further infrastructure associated with the transport depot was to be located on the site. Council furthermore resolved to advise the applicant that in its opinion the site was not suitable for use as a transport depot in the long term.

Approval is now sought to extend the existing caretakers dwelling through the installation of a transport office on the site.

Comment:

The provisions of Town Planning Scheme No 2 include the subject land within the Rural-Residential Zone with an additional use zone (A7) permitting the operation of a Bus Depot and Caretakers Cottage.

The proposed office may be used in association with the transport depot activities on site. However it is the author's opinion that the existence of the caretakers residence provides

justification for a small office to be located on site. On this basis the office is not directly related to the transport depot. Given this and the fact the building will be transportable, approval to the application would not contradict Council's August 2014 decision advising that no additional infrastructure associated with the transport depot was to be established.

Extension of the caretaker's dwelling to provide an office is in the author's opinion is therefore consistent with the current zoning.

In terms of development standards, as detailed in the Zoning and Development Table for the Rural-Residential Zone the following setbacks are required:

Front: 10m
Rear: 7.5m
Sides: 5m

Examination of the submitted plans indicates that the proposal complies with the setback requirements.

As the proposed development relates to the existing caretaker's residence, no additional standards (i.e. car parking) apply.

Consultation:

Chief Executive Officer – Aaron Cook, Mayor Ballard and Narrogin Freight have been consulted.

Statutory Environment:

Applications for Planning Consent are required and determined in accordance with Part 6 of Town Planning Scheme No 2.

Policy Implications: Nil

Financial Implications:

The required application has been paid in accordance with the schedule of fees and charges adopted as part of the 2014/15 annual budget.

Strategic Implications:

As a transportable building, the structure may be removed from the site in the future. As such the development as proposed will not prejudice the future development and/or use of the site.

Voting Requirements:

Simple Majority

Council Resolution: 1214.185

Moved: Cr Paternoster

Seconded: Cr McKenzie

That Council grant planning consent to the extension of the caretakers residence on No 6 (Lot 11) Harbour Street, Narrogin subject to compliance with the following conditions:-

1. The development hereby approved shall occur generally in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of Council.
2. The extension of the caretaker's residence (office space) hereby approved shall not be subleased.
3. All drainage run-off associated with the development hereby approved shall be contained on site or connected to the Council's stormwater drainage system to the satisfaction of the Town of Narrogin.
4. This approval shall expire if the development hereby permitted is not completed within two years of the date hereof, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Town, is granted by it in writing.

Advice to Applicant:

1. Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
2. The applicant is encouraged to consider connecting the roof of the proposed outbuilding to an appropriate size rainwater storage tank to limit the impact of stormwater and maximise water re-use within the property.

CARRIED: 6/0



Town of Narrogin

Town of Narrogin
RECEIVED
Directed to Brian
9 DEC 2016
15:14:47
Ref No. IP1144789
Property File A236300
Subject File
C Point No.

TOWN PLANNING SCHEME NO. 2
DISTRICT SCHEME

APPLICATION FOR PLANNING CONSENT

I/we RICHARD MALCOLM NOAKES & ANN ELIZABETH NOAKES
(Full Name of Applicant).

of PO Box 1065 NARROGIN Postcode 6312
(Address for Correspondence)

hereby apply for planning consent to:

- (1) use the land described hereunder for the purpose of
CARETAKERS RESIDENCE EXTENSION
- (2) erect, alter or carry out development on land described hereunder in accordance with the accompanying plans (3 copies attached).

The existing use of the land is: BUS DEPOT & CARETAKERS RESIDENCE
ADDITIONAL TO CARETAKERS RESIDENCE

The approximate cost of the proposed development is: \$10,000

The estimated time of completion is: 15.12.14

The approximate number of persons to be housed/ employed when the development is completed is: 2

TITLES OFFICE DESCRIPTION OF LAND

LOCALITY PLAN (Indicate distance to nearest intersecting street)

HOUSE NO: 6 STREET: HARBOUR ST NARROGIN

LOT NO: 11 PLAN OR DIAG: 62489

LOCATION NO: _____

CERTIFICATE OF TITLE: VOLUME: 2018 FOLIO: 480

LOT DIMENSIONS

SITE AREA: 6573 square metres

FRONTAGE: 100.58 metres

DEPTH: 65.38 metres

AUTHORITY

SIGNATURE OF APPLICANT: Moaks DATE: 14/11/14

NOTE: WHERE THE APPLICANT IS NOT THE OWNER THE OWNER'S SIGNATURE IS REQUIRED.
NOTE: NOTE: ALL OWNERS OF THE PROPERTY MUST SIGN THIS APPLICATION FORM. WHERE PROPERTY IS OWNED BY A COMPANY, AT LEAST TWO DIRECTORS OF THE COMPANY MUST SIGN THE APPLICATION.

SIGNATURE OF OWNER: Moaks DATE: 14/11/14

NOTE: THIS FORM IS TO BE SUBMITTED IN DUPLICATE, TOGETHER WITH THREE COPIES OF PLANS, COMPRISING THE INFORMATION SPECIFIED IN THE PARTICULARS REQUIRED WITH APPLICATION OUTLINED BELOW.

THIS IS NOT AN APPLICATION FOR A BUILDING LICENCE

PARTICULARS REQUIRED WITH APPLICATION FOR PLANNING CONSENT

Where an application involves the erection or alteration of a building or a change in levels of a site, the plans accompanying an application for planning consent shall, unless specifically exempted by the Council:

- (a) indicate the position and describe the existing buildings and improvements on the site and indicate those which are to be removed;
- (b) indicate the position and describe the buildings and improvements proposed to be constructed, their appearance, height and proposed uses in relation to existing and proposed contours;
- (c) indicate the position, type and height of all existing trees on the site and indicate those to be retained and those to be removed;
- (d) indicate the areas to be landscaped and the location and type of shrubs, trees and other treatment proposed;
- (e) indicate site contours and details of any proposed alteration to the natural contour of the area;
- (f) indicate car parking areas, their layout and dimensions and accessways and the position of existing and/or proposed crossovers; and
- (g) indicate site dimensions and be to metric scale.

FOR OFFICE USE ONLY

File Reference: _____

Application Number: _____

Date Received: _____

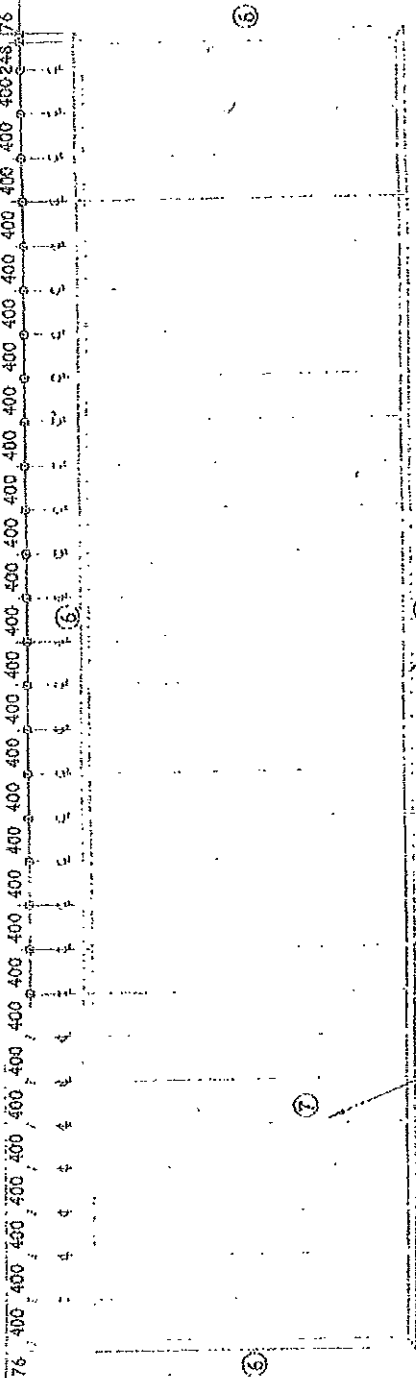
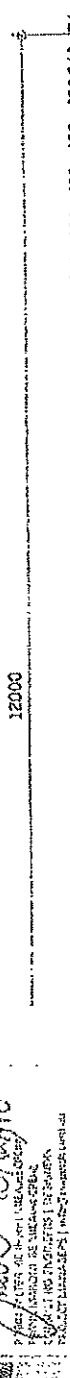
Date of Approval / Refusal: _____

Date of Notice of Decision: _____

Z PLAN 10/04/10

THE ENGINEER'S OFFICE
 21 STATION STREET, WILMINGTON, N.S.W.
 (02) 9212 5200

12000

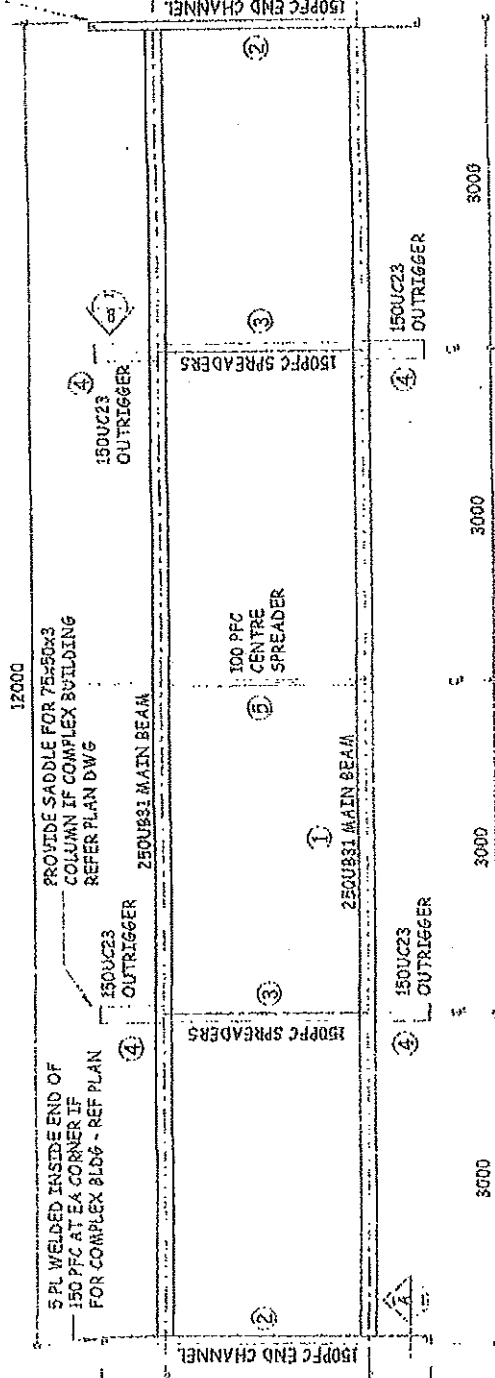


PLAN VIEW - JOIST LAYOUT

5 PL WELDED INSIDE END OF 150 PFC AT EA CORNER IF FOR COMPLEX BLDG - REF PLAN

PROVIDE SADDLE FOR 75x50x3 COLUMN IF COMPLEX BUILDING REFER PLAN DWG

12000



PLAN VIEW - CHASSIS MAIN FRAME

ENGINEER'S REP

RSA 2010-503

CYCLONIC DESIGN
 BUILDING DESIGN CRITERIA
 WIND LOAD - IN ACCORDANCE
 WITH AS 1170-2002 REGION D
 TERRAIN CATEGORY 2
 WIND SPEED - 45.00 = 58 m/s

DATE	REVISION
31.12.09	ADDED CUTTING SCHEDULE
24.12.09	RE-ISSUED FOR CONSTRUCTION
15.05.07	ORIGINAL ISSUE

AUTHORS / USER TITLE:

CHASSIS PLAN
 12.0 x 3.0 MULTI PURPOSE CHASSIS

EX YARD
 SITE LOCATION:

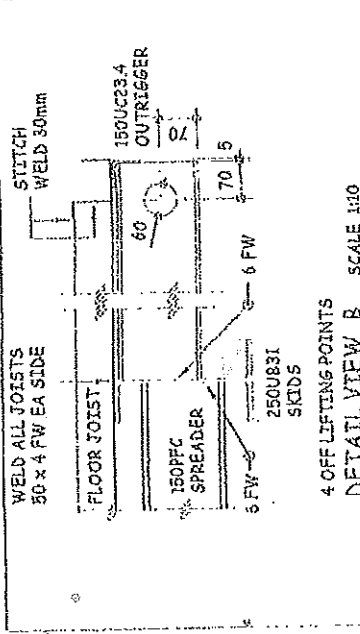
COMPANY / CLIENT:

Pigdon Portable Restorations
 PH: (08) 9382 6511 Fax: (08) 9382 6411
 114 PRESIDENT STREET WILSONS CREEK WA 6105
 [CORNER PRESIDENT & CORNING] WAUR
 EMAIL: restorations@pigdonportable.com.au

DESIGN NOTE NO:

CHA-12x3-MPB

DATE: 15.05.07
 PKI
 BY: 15.05.07

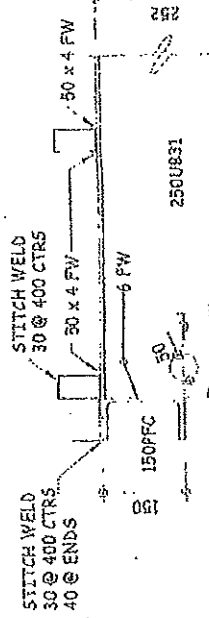


4 OFF LIFTING POINTS
 DETAIL VIEW B SCALE 1:10

INT 76 28

GALV.
 1.6mm

PERIMETER CHANNEL SCALE 1:10



SPLY ENDS OF MAIN BEAMS FOLDS UP FLANGE AND WELD 4 FW

DETAIL VIEW A SCALE 1:10

EQUIPMENT LIST:

- D1 - 2040 x 870 PLAIN METAL EXTERNAL DOOR WITH PASSAGE SET FULL DOOR SEAL SYSTEM PLUS HASP & STAPLE.
- W1 - 900 x 1175 w HORIZONTAL SLIDING WINDOW WITH LAM. GLASS, KEY LOCK & FLY SCREEN & STEEL MESH SECURITY SCREEN.
- SOME MAY REQ. ALUMIN. MESH CYCLONE SCREENS.
- AC - NO CUT OUT AT THIS STAGE. GPC ONLY
- TECO WALL MESH AIR CONDENSER
- 135-W COORING CAR - JIMBEL LA-1604H
- LINE 4220-420-660W

SHORT SPECIFICATION -

- STEEL CHASSIS 260U831 MAIN CHASSIS BEAMS WITH TAPERED ENDS
- 150 PFC END CHANNELS & SPREADERS - 4 OFF 350UC23 OUTRIGGER
- LIFTING POINTS - 100x75x6 U/ANGLE CENTRE SPREADER,
- CHASSIS PAINTED 2 COATS RED OXIDE.
- GALV. FLOOR JOISTS 75x40x1.5 AT MAX. 400 CTRS.
- 25mm AQUATITE FLOORING - THERMITE TREATED - R0.8
- 2.0mm VINYL FLOOR FINISH WITH PVC SKIRTING, VINYL TO BE SEALED - VINYL R0.2
- WALLS EXT. 75mm PANEL WITH 0.5mm C/BOND FACINGS - R197
- INT WALLS IF FITTED 50mm PANEL WITH 0.4mm C/BOND FACINGS.
- 75x2.5 SHS COLUMNS TO EACH CORNER BOLTED TO CHASSIS AND A WELDED STRAP FIXED OVER ROOF FRAME.
- ALL WINDOWS AND EXT. DOOR FRAMES TO HAVE FIXINGS DOUBLED INTERNALLY & EXTERNALLY.
- WINDOWS & DOORS TO HAVE NOTED TO HAVE CONCEALED CHANNEL FITTED TO PANEL JOINTS
- ADJACENT CONCEALED CHANNEL TO BE FIXED AT TOP & BOTTOM CHANNELS.

- INSULATION BATTIS TO CEILING - R3.0.
- GALV. STEEL CEILING / ROOF FRAME.
- ZINCALUME SUPERDECK PROFILE - 0.48mm B&T.
- END OF ROOF BECKING.
- C/BOND ROOF FLASHINGS AND CORNER TRIMS.
- PRE-FINISHED PLYWOOD CEILINGS WITH ALUMIN. 40x40 CORNICE - R0.3
- ALL PLUMBING HOLES SEALED AROUND FIRE.
- CEILING HEIGHT 2400.

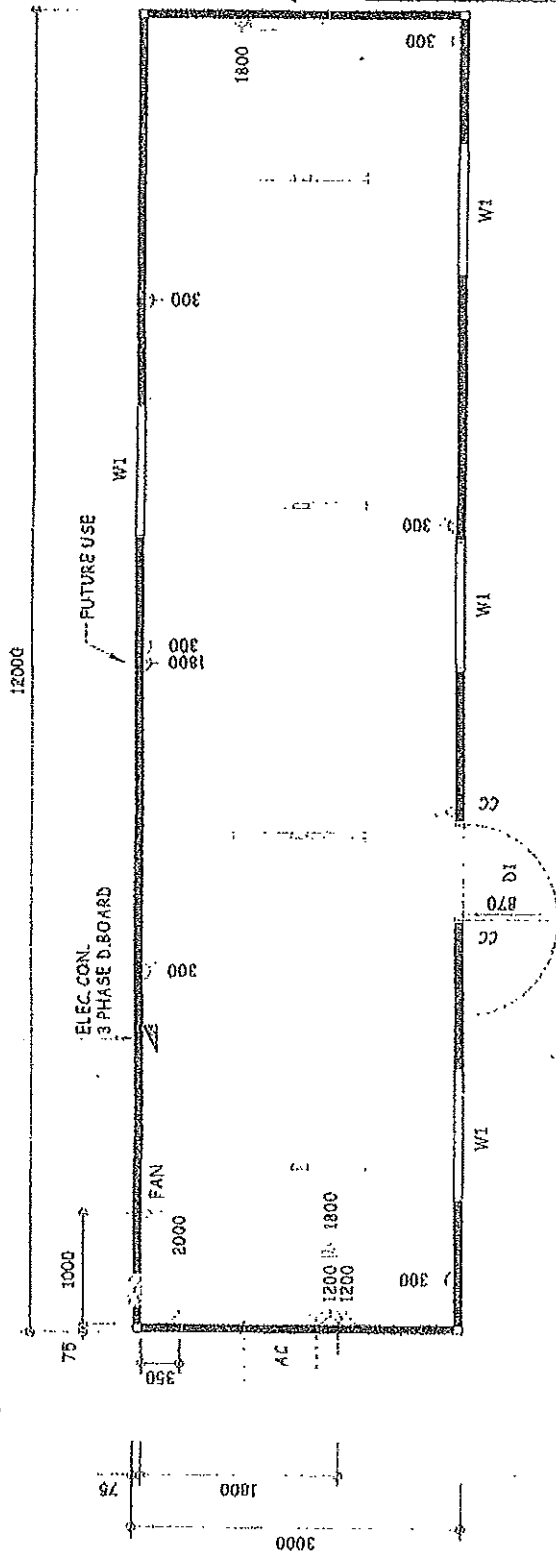
COLOUR SCHEDULE -

- ROOF BECKING
- EXTERNAL PANEL
- ROOF FLASHINGS
- WINDOWS
- DOOR FRAME
- ALUMIN.
- VINYL
- LOGO
- CEILING
- CABINETRY TOP
- CAB. DOORS

- ZINCALUME
- SURFALIST
- COTTAGE GREEN
- P/C PEARL WHITE
- GALV.
- METL
- KIMBERLY
- NO
- DORRIGO
- N/A

ROOF SLOPE 2° PITCH

75 190



Pigdon Portable Restorations
 PH: (08) 9362 6511 FAX: (08) 9362 6411
 114 PRESIDENT STREET MELB-SCHOOL WA 5166
 (CORNER PRESIDENT & BORDING)
 EMAIL: OFFICE.ADMIN@pigdonportables.com

ENGINEERS REF:
RSA 2010-503
CYCLONIC DESIGN
 BUILDING DESIGN CRITERIA
 WIND LOAD - IN ACCORDANCE
 WITH AS 1170.2 2002 REGION 2
 TERRAIN CATEGORY 2
 WIND SPEED - V50 = 88 m/s

REV.	DATE	DETAIL	BY
C	18.04.10	CHANGED SERIAL / DME No.s	DCT
B	17.04.10	ADDED COLOURS	DCT
A	17.04.10	ISSUED FOR CONSTRUCTION	DCT

PROJECT NO: 10199-214
 PROJECT LOCATION: EX YARD [NORTH WEST]
 COMPANY / CLIENT: PIGDON PORTABLES
 DRAWN BY: A3 @ 1:50
 CHECKED BY: DF

BBE
 DESIGN WIND SPEED TO AS 1170.2-2002
 ANNUAL PROBABILITY OF EXCEEDANCE -
 WIND REGION - 5 (CYCLONIC) TERRACE C
 TOPOGRAFC MULTIPLIER - 1.0
 PROJECT MANAGERS | info@bnpertech.co
 FRANK MARONI | BE MECAUT CRETE
 CONSULTING ENGINEERS | DESIGNERS
 ROSA SALTER DE (HONS) MIEAUST CRETE
 16 AUG 11

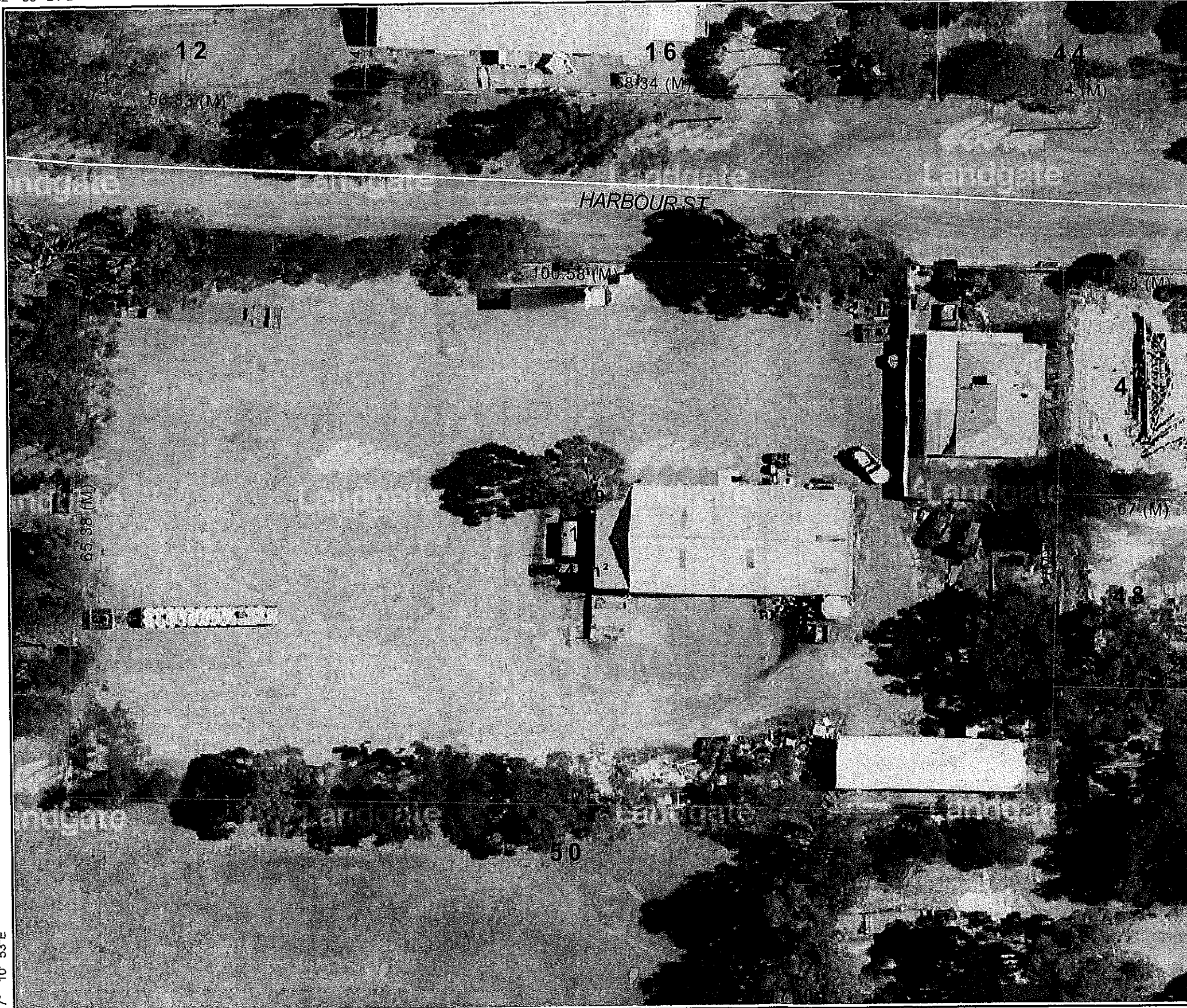
Map Viewer

Created 17 Nov 2014

32° 56' 24"S

32° 56' 24"S

117° 10' 53"E



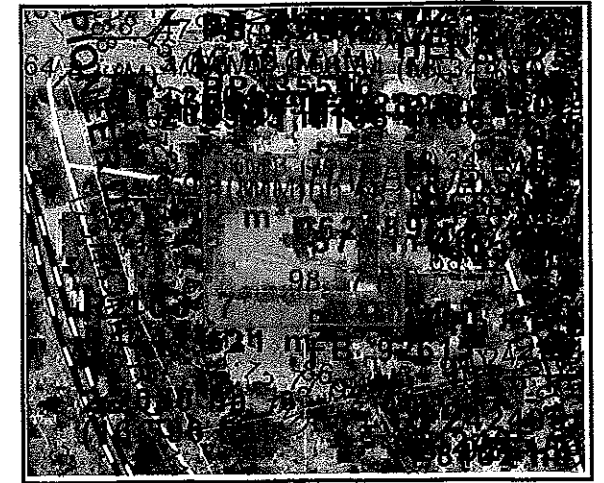
117° 11' 06"E

117° 10' 53"E

32° 56' 30"S

117° 11' 06"E

32° 56' 30"S



Scale: 1:600

Description

*LOCATION of 12x3m
TRANSPORTABLE BLOG*

Map Projection: GDA 94 (Lat/Long)

Datum: Geocentric Datum of Australia
1994

1 Midland Square
Midland WA 6056
(08) 9273 7341
customerservice@landgate.wa.gov.au
www.landgate.wa.gov.au



© Western Australian Land Information Authority 2007

Please note: Cr Ward and Schutz returned to the meeting at 8:28pm

Please Note: Cr Bartron was required to depart the meeting due to work commitments at 8:29pm and did not return.

10.1.378 PROPOSED ADDITION TO OVERSIZE OUTBUILDING – NO 27 (LOT 1221) HAVELOCK STREET, NARROGIN

File Reference: A233000
Disclosure of Interest: Nil
Applicant: WA & BG Kennington
Previous Item Nos: Nil
Date: 11th December 2014
Author: Brian Robinson, Director Technical & Environmental Services

Attachments:

Copy of submitted application form and plans.

Summary:

Council is requested to consider a 19.5m² extension to an existing shed on the subject land. Approval to the application may only be granted by Council given the existing floor area of outbuildings on the property.

Background:

The subject land, being Lot 1221, is located on the eastern side of Havelock Street, being the second property north of Horace Street. The property also has frontage to Barron Street along the rear boundary. Similar size residential properties are located to the north south and east, whilst the disused Railway Barracks are located opposite the site on the western side of Havelock Street.

Currently development on the site is described as consisting of a single storey residence, with four existing outbuildings as follows:

- a) A 47.5m² outbuilding on the northern side of the dwelling, used as a Games Room;
- b) A 80m² shed in the north eastern corner of the property; and
- c) A 9m² Garden Shed on the southern side of the dwelling; and
- d) A 25m² shed located in the south eastern corner.

The property therefore currently contains a total of 161.50m² of outbuildings.

Approval is now being sought for the construction of a 19.5m² extension of the 25m² shed. Plans submitted with the application show that the extension will occur in the form of a 3 metre deep extension, decreasing the current side setback from 4 metres to 1 metre.

Comment:

The provisions of Town Planning Scheme No 2 include the subject land within the single residential zone.

In accordance with clause 3.4.9 of the Scheme, the total area of outbuildings on a property within the Single Residential Zone shall be limited to 75m². Approval to the application as submitted will increase the floor area of outbuildings to a total of 181m².

On this basis, the application may only be approved through a relaxation of the Scheme requirements.

In order to guide the assessment of applications for outbuildings exceeding the Scheme requirements, Council adopted Planning Policy No 8. As detailed in this policy, applications for outbuildings totalling not more than 10% of the site may be assessed and approved under delegated authority. Applications resulting in outbuildings being more than 10% of the site may only be determined by Full Council.

In accordance with Part 6.2 of the Scheme, Council may relax a standard or requirement of the scheme provided that it is satisfied that the variation will not detrimentally impact on the amenity of the adjacent land or the area in general.

With a land area of 1171m², the resultant area of outbuildings will represent more than 15% of the site.

Consultation:

Chief Executive Officer – Aaron Cook

Statutory Environment:

As detailed in the comment section above, in accordance with Part 6.2 of the Scheme, Council may relax a requirement prescribed by Town Planning Scheme No 2. The clause however requires that Council must be satisfied that:

- a) approval to the development would be consistent with the orderly and proper planning of the area;
- b) the resultant development will not detrimentally impact on the amenity of the area or adversely impact on the inhabitants of the locality or the areas future development.
- c) The spirit and purpose of the requirements will not be unreasonably departed from.

It is the author's opinion that the maximum sizes for outbuildings were introduced to the Scheme to ensure the outbuildings were consistent with the residential amenity (ie avoid Industrial Style Sheds) and did not detrimentally impact on adjacent land.

Given the small nature of the proposed outbuilding extension, conditional approval is recommended.

However it is also recommended that the landowners be advised that it is unlikely that the Town of Narrogin will support any further outbuildings being located on the land.

Policy Implications:

In accordance with this policy, the CEO is delegated authority to approve outbuildings having an area of up to 10% of the lot size. Given that the proposed shelter will result in outbuildings totalling more than 15% of the site area, the application may only be approved by Council.

Financial Implications:

The required application fee of \$147.00 has been paid.

Strategic Implications: Nil**Voting Requirements:**

Absolute Majority

OFFICER'S RECOMMENDATION

That Council grant planning consent to the proposed Patio on No 50 (Lot 1448) Northwood Street, subject to compliance with the following conditions:

- 1 This approval shall expire if the development hereby permitted is not completed within two years of the date hereof, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Town, is granted by it in writing.
- 2 The development hereby approved shall occur generally in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of the Town of Narrogin.
- 3 Uses and activities undertaken within the outbuilding shall be undertaken so as not to disturb nearby or adjacent residents in the locality.
- 4 All drainage run-off associated with the development hereby approved shall be contained on site or connected to the Council's storm water drainage system to the satisfaction of the Town of Narrogin.

Advice to Applicant:

- 1 Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
- 2 The applicant is encouraged to consider connecting the roof of the proposed outbuilding to an appropriate size rainwater storage tank to limit the impact of stormwater.
- 3 The landowners are advised that given the existing area of outbuildings located on the property (including the extension subject of this approval), it is highly unlikely that the Town of Narrogin will be prepared to support any additional outbuildings being established within the property.

Council Resolution: 1214.186

Moved: Cr Paternoster

Seconded: Cr Russell

That Council grant planning consent to the proposed outbuilding extension on No 27 (Lot 1221) Havelock Street, subject to compliance with the following conditions:

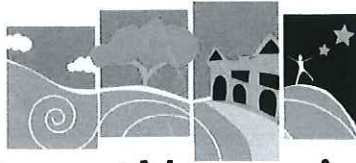
- 5 This approval shall expire if the development hereby permitted is not completed within two years of the date hereof, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Town, is granted by it in writing.
- 6 The development hereby approved shall occur generally in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of the Town of Narrogin.
- 7 Uses and activities undertaken within the outbuilding shall be undertaken so as not to disturb nearby or adjacent residents in the locality.
- 8 All drainage run-off associated with the development hereby approved shall be contained on site or connected to the Council's stormwater drainage system to the satisfaction of the Town of Narrogin.

Advice to Applicant:

- 4 Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
- 5 The applicant is encouraged to consider connecting the roof of the proposed outbuilding to an appropriate size rainwater storage tank to limit the impact of stormwater.
- 6 The landowners are advised that given the existing area of outbuildings located on the property (including the extension subject of this approval), it is highly unlikely that the Town of Narrogin will be prepared to support any additional outbuildings being established within the property.

**CARRIED: 7/0
ABSOLUTE MAJORITY**

Please Note: The reason for change was that the wrong property was noted in the first line of the resolution.



Town of Narrogin

Town of Narrogin
 Received
 Directed to TORVE
 4 DEC 2014
 Ref No. IP4144770
 Property File A233000
 Subject File _____
 C-Point No. _____

TOWN PLANNING SCHEME NO. 2 DISTRICT SCHEME

APPLICATION FOR PLANNING CONSENT

I/We William Albert & Barbara Gail Kennington
 (Full Name of Applicant)
 of PO Box 264 Narrogin WA Postcode 6312
 (Address for Correspondence)

hereby apply for planning consent to:

- use the land described hereunder for the purpose of
Extension of Small GARAGE used AS wood workshop.
- erect, alter or carry out development on land described hereunder in accordance with the accompanying plans (3 copies attached).

The existing use of the land is: HOUSE, GAMES ROOM, Large Shed.
Small Garage used as wood work shop, & GARDEN Shed.

The approximate cost of the proposed development is: \$ 6277-00

The estimated time of completion is: 2-3 WEEKS.

The approximate number of persons to be housed/ employed when the development is completed is: 2 - ORIGINAL OWNERS.

TITLES OFFICE DESCRIPTION OF LAND

LOCALITY PLAN

(Indicate distance to nearest intersecting street)

HOUSE NO: 27 STREET: Havelock ST Narrogin

LOT NO: 1221 PLAN OR DIAG: _____

LOCATION NO: _____

CERTIFICATE OF TITLE: VOLUME: _____ FOLIO: _____

LOT DIMENSIONS

SITE AREA: 1173.5 square metres

FRONTAGE: 29.17 metres

DEPTH: 40.23 metres

AUTHORITY

SIGNATURE OF APPLICANT: _____

[Handwritten Signature] DATE: 4/12/14

NOTE: WHERE THE APPLICANT IS NOT THE OWNER THE OWNER'S SIGNATURE IS REQUIRED.

NOTE: NOTE: ALL OWNERS OF THE PROPERTY MUST SIGN THIS APPLICATION FORM. WHERE PROPERTY IS OWNED BY A COMPANY, AT LEAST TWO DIRECTORS OF THE COMPANY MUST SIGN THE APPLICATION.

SIGNATURE OF OWNER: _____

[Handwritten Signature] DATE: 4/12/14

NOTE: THIS FORM IS TO BE SUBMITTED IN DUPLICATE, TOGETHER WITH THREE COPIES OF PLANS, COMPRISING THE INFORMATION SPECIFIED IN THE PARTICULARS REQUIRED WITH APPLICATION OUTLINED BELOW.

THIS IS NOT AN APPLICATION FOR A BUILDING LICENCE

PARTICULARS REQUIRED WITH APPLICATION FOR PLANNING CONSENT

Where an application involves the erection or alteration of a building or a change in levels of a site, the plans accompanying an application for planning consent shall, unless specifically exempted by the Council:

- (a) indicate the position and describe the existing buildings and improvements on the site and indicate those which are to be removed;
- (b) indicate the position and describe the buildings and improvements proposed to be constructed, their appearance, height and proposed uses in relation to existing and proposed contours;
- (c) indicate the position, type and height of all existing trees on the site and indicate those to be retained and those to be removed;
- (d) indicate the areas to be landscaped and the location and type of shrubs, trees and other treatment proposed;
- (e) indicate site contours and details of any proposed alteration to the natural contour of the area;
- (f) indicate car parking areas, their layout and dimensions and accessways and the position of existing and/or proposed crossovers; and
- (g) indicate site dimensions and be to metric scale.

FOR OFFICE USE ONLY

File Reference: _____

Application Number: _____

Date Received: _____

Date of Approval / Refusal: _____

Date of Notice of Decision: _____

Please Note: Mayor Ballard and Cr Schutz declared interests in this item and departed the meeting at 8:32pm.

Please Note: Deputy Mayor Cr Paternoster presided as Chair.

10.1.379 PROPOSED ROAD CLOSURE – PORTION OF GRANITE ROAD, NARROGIN

File Reference: 28.7.2
Disclosure of Interest: Nil
Applicant: Barry & Roxanne McNab
Previous Item Nos: Nil
Date: 11th December 2014
Author: Director Technical & Environmental Services

Attachments: Copy of submitted correspondence

Summary:

Council is requested to commencing the process to close portion of Granite Road reserve that contains development associated with 172 and 174 Federal Street.

Background:

The owner of No 174 Federal Street (the Butter Factory) recently acquired the adjacent property being No 172 Federal Street from the Crown. The property previously being used for Government Employee Housing.

As part of the settlement process, a normal Rates and Zoning query was received by the Town. During the preparation of the documentation, it was noted by Council staff that development associated with No 172 has been placed on an area of land forming portion of the Granite Road Reserve.

As a result the matter was brought to the attention of the purchaser and suggested that they may wish to request the Town to commence a road closure process, allowing the owners to acquire the additional land containing their development.

Correspondence has now been received from the landowner requesting that Council initiate a road closure process.

Comment:

As shown on the aerial photograph overleaf, the gravel access road commonly known as Granite Road is not constructed within the gazetted road reserve.

In fact the road reservation has been developed in association with the two adjacent properties. Developments contained within the road reserve include:

- a) Fencing and a portion of the backyard of No 172;
- b) An outbuilding on No 172;
- c) An outbuilding associated with No 174;
- d) Hardstand areas (blue metal) associated with the two properties; and
- e) A Dam associated with No 174.

Examination of the site and available aerial photography confirms that these works have historically existed.



It is the author's opinion that construction of Granite Road on its gazetted alignment is no longer viable given that the adjacent development. As an alternative is strongly recommended

that Council consider closing portion of the gazetted road reserve and gazette a road reserve more suited the current alignment of the access road.

As part of the road closure process, Council must advertise its intent to do so pursuant to the requirements of Section 58 of the Land Administration Act and regulation 9 of the Land Administration Regulations.

Consultation:

Chief Executive Officer

Statutory Environment:

Section 58 of the Land Administration Act and Regulation 9 of the Land Administration Regulations prescribe the procedures and legal requirements associated with road closures.

Policy Implications:

Nil

Financial Implications:

Prior to proceeding with a road closure, agreement should be obtained from the applicant that they will be responsible for meeting all costs, including but not limited to:

- a) Advertising of the proposed closure;
- b) Surveying of the land; and
- c) Acquisition of the land.

Within the submitted correspondence, the owners have undertaken to acquire the land. However no undertaking has been provided in terms of meeting the costs associated with the action.

Strategic Implications:

The rationalisation of the Granite Road reserve is strongly recommended to address the location of private infrastructure and ensure that road users are in fact driving within the gazetted road reserve.

The process is likely to take some six months to complete.

Voting Requirements:

Simple Majority

OFFICER'S RECOMMENDATION

That:

- a) Council Seek agreement/acknowledgement from the owners of No 172 and 174 Federal Street that they will be responsible for all costs associated with the road closure action;
- b) A draft disposal plan be prepared for the purposes of public consultation; and

- c) Following receipt of correspondence in accordance with clause (a) above proceed with advertising its intent to consider closing portion of Granite Road Reserve pursuant to section 58 of the Land Administration Act as associated regulations.

Council Resolution: 1214.187

Moved: Cr Michael Kain

Seconded: Cr Colin Ward

That:

- a) Council advise the applicant that it is prepared to proceed with the partial closure of granite road subject to agreement/acknowledgement from the owners of No 172 and 174 Federal Street that they will be responsible for all costs associated with the road closure action;
- b) A draft disposal plan be prepared for the purposes of public consultation; and
- c) Following receipt of correspondence in accordance with clause (a) above proceed with advertising its intent to consider closing portion of Granite Road Reserve pursuant to section 58 of the Land Administration Act as associated regulations.

CARRIED: 5/0

Please Note: Mayor Ballard resumed the Chair at 8.37pm.



NARROGIN EARTHMOVING & CONCRETE Pty Ltd

ABN: 34 854 760 756

ATF: The McNab Family Trust
174 Federal Street
Narrogin WA 6312
Ph: (08) 9881 6777 Fax: (08) 9881 6679

Mobile: 0447 816 777
Mobile: 0427 813 215

26/11/14

Brian Robinson
Town of Narrogin
89 Earl St
Narrogin WA 6312

Town of Narrogin RECEIVED	
Directed to	TORRE EMU
	28 NOV 2014
Ref No.	A170500 A170800
Property File	ICR144733
Subject File	
C-Point No.	

Dear Brian

re: 172&174 Federal St

We are writing to you in regards to the road reserve that runs behind our two properties on Federal St. Both property fences extend into the road reserve and have been that way since we first bought 174 Federal St in 1997.

Granite Rd is the existing road that runs behind our house and provides access to the property behind ours. This road has been shut off to traffic at that property and can only be accessed past that point by bike or foot.

We would like to request that the road reserve be closed and offer to purchase the parts of the road reserve where our properties encroach. If this is possible please contact us at your earliest convenience.

We look forward to hearing from you.

Kind regards
Barry and Roxanne McNab

Please Note: Mayor Ballard declared a Proximity Interest and departed the meeting at 8:39pm.

Please Note: Deputy Mayor Cr Paternoster presided as Chair.

10.1.380 POTENTIAL PURCHASE OF RESERVE 28598

File Reference: A314300
Disclosure of Interest: Nil
Applicant: Chief Executive Officer
Previous Item Nos: Nil
Date: 11th December 2014
Author: Aaron Cook – Chief Executive Officer

Attachments: Nil

Summary:

Council is requested to consider approaching the Valuer General's Office to seek a price for the purchase of R28598 from the Department of Lands.

Background:

Council has been in discussions for some time with a prospective developer regarding land within the Town and as a result have been formally approached by a potential developer to purchase Reserve 28598 for the purposes of establishing a business entity on this block.

In addition to the above, meetings between internal staff and the Mayor have been held to discuss the potential rationalisation of the "Goods Shed", currently the Town's Works Depot building, when the Town staff relocate to the Shire Depot due to the merger of the two organisations. The recommendation was that the best use of the Goods Shed and land was for the restoration group to relocate to this site after Council provide additional shed space.

This would allow for a good-sized museum to be created in the Goods Shed and excellent potential opportunities for the restoration group to take advantage of being within the CDB and directly opposite the Visitor's Centre and could create a tourism hub. In addition to this the Restoration Group are working to have the Train Engine PM706 returned to Narrogin and the Goods Shed is the only building structure that could house this large asset.

Comment:

This item has been prepared from an economic development perspective and rationalisation of two of Council's reserves. The trigger for this item is the formal approach from a potential developer; however, should Council progress formally the land would be offered for development to the general public via expressions of interest or public tender. These matters will be dealt with in later agenda items should Council choose to proceed.

It should be noted that the Restoration Group hold a peppercorn lease over R28598 and developed significant portions of the infrastructure on the land. If they were to relocate to the "Goods Shed" site it would be expected that the lease conditions would be the same and Council would need to provide appropriate shed space that they would be foregoing.

Initial discussions with several of the senior members of the Restoration Group have been positive to the relocation and development; however, a formal resolution has not been obtained.

As stated above, should Council progress past the quotation stage and purchase the land to on sell to a developer, a major portion of the funds received would be used to facilitate the redevelopment of the Narrogin Restoration Group at the Goods Shed site.

To reiterate, this item is presented for Council to request a purchase price from the Valuer General's Officer for R28598 from the Department of Lands. Any and all further action will be returned to Council for endorsement.

Consultation:

Mayor Ballard
Senior Members of the Narrogin Restoration Group

Statutory Environment:

Land Administration Act Part 6, and associated Regulations

Policy Implications: Nil

Financial Implications:

There are no financial implications with this item to request a purchase price for R28598.

Should the item proceed there will be financial implications through the purchase of the land, sale of the land and development of the Goods Shed site for the Restoration Group.

Strategic Implications:

The potential long term development of this site sits strongly within the following portion of the Community Strategic Plan.

1.4	Promote Narrogin to the Business Community, State Government and the general public as a strong and positive economic entity.
1.5	Support Tourism, Arts and sport initiatives, recognising the economic impact that they provide to the businesses and general community.

Voting Requirements:

Simple Majority

OFFICER'S RECOMMENDATION

That:

Council obtain a price from the Valuer General's Office to purchase R28598 from the Department of Lands

Council Resolution: 1214.188

Moved: Cr Russell

Seconded: Cr Ward

That:

Council obtain a price from the Valuer General's Office to potentially purchase R28598 from the Department of Lands

CARRIED: 6/0

Please Note: Reason for change is to add the word potentially to the resolution.

Please Note: Mayor Ballard resumed the Chair at 8:40pm.

10.2 CORPORATE AND COMMUNITY SERVICES

Council Resolution: 1214.189

Moved: Cr Paternoster

Seconded: Cr Schutz

That Council

Defer the next item 10.2.381 until prior to item 10.2.388.

CARRIED: 7/0

Please Note: Mayor Ballard declared a financial interest and departed the meeting at 8:44pm.

Please Note: Deputy Mayor Arthur Paternoster presided as Chair.

10.2.382 GROWING OUR COMMUNITY – GROWTH PLAN

File Reference:

Disclosure of Interest:

Nil

Applicant:

Wheatbelt Development Commission

Previous Item Nos:

Nil

Date:

10th December 2014

Author:

Mr Aaron Cook – Chief Executive Officer

Attachments:

Provided as a separate attachment to the agenda due to the size of the file is the Greater Narrogin Region – Growing our Community document created by the Wheatbelt Development Commission with Landcorp.

Summary:

It is presented to Council to endorse the Greater Narrogin Region – Growing Our Community (Narrogin Growth Plan).

Background:

The Town of Narrogin along with the Shires of Narrogin and Cuballing were approached by the Wheatbelt Development Commission (WDC) to participate in the formation of the attached document. The Mayor and CEO participated along with stakeholder representatives from and outside of Narrogin including Council representation.

Approximately five meetings were held over a twelve month period to develop and review the documentation.

The Report has been prepared to assist the Greater Narrogin Region to utilise the opportunities that are present within the Narrogin Region to develop the area economically. Within the report a large number of projects have been identified with the top 25 being identified to guide activity and works as monies become available.

Comment:

As stated, Council is presented with the Narrogin Growth Plan to consider providing endorsement to the WDC prior to the document being launched early next year. The document has been prepared by the WDC in consultation with Landcorp and although the Mayor and CEO have participated in the preparation of the plan the WDC retains the ownership and will continue to drive the updates.

The Narrogin Growth Plan, once released by the WDC, will provide additional information for Council and other stakeholders when discussing and promoting Narrogin and the Narrogin Region with external business entities. It clearly shows the potential of the Narrogin Region and proposed works that will be facilitated over the coming years as funding becomes available. The Plan also provides the backing documentation for Narrogin Region Councils to make applications for grant monies to facilitate projects listed within the document.

It is proposed that this document will be reviewed on a regular basis where the projects identified will be reconsidered and amended where required.

Consultation:

- Wheatbelt Development Commission
- Landcorp
- Shire of Narrogin
- Shire of Cuballing
- Other Stakeholders

Statutory Environment: - Nil

Policy Implications: - Nil

Financial Implications: - Nil

Strategic Implications:

The Narrogin Growth Plan will assist Council through providing additional information to be utilised by Elected Members, Staff and other stakeholders in promoting the Narrogin Region to potential entities that may be looking to locate within Narrogin and its surrounds.

The following points are from the Community Strategic Plan:

1.4	Promote Narrogin to the Business Community, State Government and the general public as a strong and positive economic entity.
1.6	Investigate the refurbishment of the Narrogin Railway Station and the development of a short stay parking site for self-contained RV's.
1.9	Further investigate the development potential of the Industrial Area

Voting Requirements: Simple Majority

Council Resolution: 1214.190

Moved: Cr Schutz

Seconded: Cr McKenzie

That Council:

Endorse the attached Greater Narrogin Region, Growing our Community document and advise the Wheatbelt Development Commission.

CARRIED: 6/0

Please Note: Mayor Ballard returned to the meeting and resumed the Chair at 8:45pm.

10.2.383 AMENDMENT TO C.2 PURCHASING AND TENDER POLICY

File Reference: 23.1.1
Disclosure of Interest: Nil
Applicant: Director of Corporate and Community Services
Previous Item Nos: Nil
Date: 9 December 2014
Author: Colin Bastow – Director Corporate and Community Services

Attachments: Nil

Summary:

Council to consider amending the Town's Purchasing and Tender Policy.

Background:

The Town current C.2 Purchasing and Tender Policy requires the following actions with regards to Purchasing Thresholds:

	Policy
Up to \$1,000	Direct purchase from suppliers requiring only two verbal quotations
\$1,001 - \$19,999	Obtain at least three verbal or written quotations.
\$20,000 - \$99,999	Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations including the buy local policy)
\$100,000 and above	Conduct a public tender process as per the Local Government Act.

Comment:

To reduce the amount of time officers are required to seek prices for the purchase of minor items, the following amendments are recommended by the Author to the Town's Purchasing and Tender Policy:

Value	Policy
Up to \$500	Obtain at least one verbal or written quotation
\$1,001 - \$5,000	Direct purchase from suppliers requiring only two verbal or written quotations
\$5,001 - \$19,999	Obtain at least three verbal or written

	quotations.
\$20,000 - \$99,999	Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations including the buy local policy)
\$100,000 and above	Conduct a public tender process as per the Local Government Act.

The Town does engage a number of contractors to carry out basic maintenance works for under \$500 such as plumbing, and electrical works. In many cases the Town uses an unofficial preferred supplier list to determine which contractor will be requested to undertake the work. It is not practical to obtain a quote from the contractor before issuing a purchase order, because of the urgency and minor nature of the work involved. In most cases, the Officer can reasonably estimate the cost of the works. Obtaining two verbal quotes for purchasing minor items may cost more in wages and phone calls than is actually saved by obtaining a lower purchasing price.

Any of the Town's current purchases which are under \$5,000 do not require Officers to obtain specifications of goods and services due to the basic/minor nature of the purchase. The recommended changes to this threshold does in fact better reflect the Town's current purchasing practices. There are no adverse financial impacts anticipated from this amendment as Officers are still required to only purchase goods and/or services that has been allowed for in the Town's budget.

Consultation:

Aaron Cook - CEO

Statutory Environment:

Nil

Policy Implications:

Amend the Town's C.2 Purchasing and Tender Policy

Financial Implications:

Nil

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

OFFICER RECOMMENDATION

That Council:

Amends C.2 Purchasing and Tender Policy's Purchasing Thresholds as follows:

Value	Policy
Up to \$500	Obtain at least one verbal or written quotation where practical
\$1,001 - \$5,000	Direct purchase from suppliers requiring only two verbal or written quotations
\$5,001 - \$19,999	Obtain at least three verbal or written quotations.
\$20,000 - \$99,999	Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations including the buy local policy)
\$100,000 and above	Conduct a public tender process as per the Local Government Act.

Council Resolution: 1214.191

Moved: Cr Kain

Seconded: Cr Ward

That Council:

Amends C.2 Purchasing and Tender Policy's Purchasing Thresholds as follows:

Value	Policy
Up to \$1,000	Obtain at least one verbal or written quotation where practical
\$1,001 - \$5,000	Direct purchase from suppliers requiring only two verbal or written quotations
\$5,001 - \$19,999	Obtain at least three verbal or written quotations.
\$20,000 - \$99,999	Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations including the buy local policy)

\$100,000 and above	Conduct a public tender process as per the Local Government Act.
----------------------------	---

CARRIED: 7/0

Note: Reason for change – the first row is amended to capture a delegation of up to \$1,000.

10.2.384 RATES EXEMPTION REQUEST – KOORAMINNING COMMITTEE OF NARROGIN INCORPORATED

File Reference: A230400 & A165711
Disclosure of Interest: Nil
Applicant: Kooraminning Committee of Narrogin Incorporated.
Previous Item Nos: 10.2.467
Date: 18 November 2014
Author: Narelle Rowe, Finance Officer - Rates

Attachments:

Rating Exemption Request Form – 7 Hartoge Street, Narrogin
Rating Exemption Request Form – 2-4 Hansard Street, Narrogin
Generic Letter Template
Photographs of properties

Summary: Kooraminning Committee of Narrogin have submitted an application seeking exemption on rates levied on Assessment A230400 (Lots 401 and 402) and A165711 (Lot 403) on the basis that property is being used exclusively for charitable purposes.

Background:

In July 2006 Council meeting, Council approved rates exemption on properties owned by Kooraminning Committee of Narrogin Incorporated being A230400 (Lots 401 and 402 Hansard Street, Narrogin) and A165711 (Lot 403 Hartoge Street, Narrogin) as from 1 July 2014 whilst it is used exclusively for charitable purposes.

2-4 Hansard Street, Narrogin is comprised of two lots being Lots 401 and 402. A building is situated on Lot 402. A shed has been constructed which straddles the common boundary between Lots 402 and Lot 401.

The Committee are requesting exemption on the basis the property continues to be used exclusively for charitable purposes. The application describes the events and activities currently conducted at the premises as follows:

- Learning Place – Building skills. Local Noongar men currently receiving Land Management training one day per week at CY O'Connor College of TAFE are using the premises to provide hands on training from skills learnt at TAFE such as weed killing, gardening, tree lopping and fauna training.
- Healing Place – Caring for community – Mental Health (PHAM's) projects

Discussions with Ms Hayden have revealed future activities and projects planned for the premises are:

- Keeping Place – Restoring and protecting culture. The Committee anticipate aboriginal artefacts and tools will be stored and displayed at the premises.
- Gathering place – Building Noongar Community through CANWA projects and running workshops.

7 Hartoge Street, Narrogin is comprised of Lot 403 and is vacant land.

The Committee is seeking exemption on the basis that the property is still being used exclusively for charitable purposes. A description of the events and activities currently conducted at the premises has stated land was previously used by local Noongar men as a community garden however due to lack of funding was discontinued. The application received has advised the property is currently used:

- By local Noongar men to provide hands-on training from skills learnt at TAFE such as weed-killing, fencing, propagation and nursery .

The application states the future use of the property as:

- Developing a play area for children.

Comment:

Due to the fact that it has been in excess of 8 years since approval for rating exemption was granted by Council, it is recommended that a review of the current use of the property is performed to determine if the premises continues to meet the criteria of 'charitable status'. The Town did not levy any rates during the 2014/15 financial year and the outcome of the review is intended to be effective from 1 July 2015.

The Town had been advised that the Committee disbanded some years ago however it has been reformed in more recent times.

It has been the usual practice in the past for any organisation seeking exemption under Section 6.26 (2)(g) to be a registered Charitable Organisation under the "Charitable Collections Act" to ensure the organisation is conducting activities of a charitable nature.

Currently Kooraminning are not a registered charitable organisation however it is understood this registration is currently being sought.

It is generally accepted that a purpose is charitable if it is for the relief of poverty, the advancement of education, the advancement of religion or for any other purpose beneficial to the community.

If the land is being used for any purpose, other than charitable or religious uses, then the land cannot be deemed to be "used exclusively for" the claimed purpose, so exemption from rates cannot apply.

An on-site inspection for the properties was performed on 9 December 2014 to verify the uses stated within the application submitted by the Committee. The photographic evidence taken during that inspection has shown that weed control maintenance has not been performed on the property for some time due to excessive weed growth and missing and/or broken fence panels surrounding the property. In addition, a conversation with a representative from Kooraminning has also revealed that funding previously available to conduct community workshops has now ceased. As a result of the above, it is the Author's view that the use of the property fails to meet the criteria required to satisfy being used exclusively for charitable purposes.

Defining Charitable Purpose

The Local Government Act states that land is not rateable if the land is used exclusively for charitable purposes. The words “used”, “exclusively” and “charitable purposes” would need further clarification in a court.

Kooramining Committee have provided a copy of Certificate of Incorporation.

The Constitution of Kooramining Committee of Narrogin Incorporated states that the objectives are:

(a) to promote the overall community development of the Community

(b) To achieve the total self support of the Community by the development of viable economic projects and industries....”

“...(d) to provide support for adequate education, vocational training, health services, employment and housing for the Community...”

“...(f) To assist and encourage the individual members of the Community to preserve and renew their traditional culture.

(g) To foster mutual trust and friendly relationships between the Community and the Community at large...”

“...(i) To provide an appropriate meeting place for the community...”

Ms Hayden advised during phone conversation on 18 November 2014 she believed there was an Aboriginal Act which stated Aboriginal organisations formed prior to 1976 were given an exemption from rates and was seeking a copy of that Act from Michael Carter from the Office of Prime Minister & Cabinet.

A copy of a generic letter template has been supplied to this office outlining various explanations of charitable purposes and citing past legal cases. A copy has been included with this item. An investigation by the Author into exemptions which fall outside the Local Government Act 1995 providing for land to be exempt under any other Act, has failed to identify an Aboriginal Act that is entitled to exemption from rates.

Consultation:

Local Government Act 1995

Charities Act 2013

Ms Geri Hayden – Community Arts Network WA (CANWA)

Mr Colin Bastow – Director of Corporate and Community Services

Statutory Environment:

The Local Government Act 1995 6.26 (2) (j) states as follows:

“6.26 Rateable land

(2) The following land is not rateable land

- (j) land which is exempt from rates under any other written law; and*
- (k) land which is declared by the Minister to be exempt from rates.”*

The Charities Act 2013, Part 2 Division 1 states as follows:

“5 Definition of charity

In any Act:

Charitable: an entity is **charitable** if the entity is a charity...

Charity means an entity:

- (a) that is not-for-profit entity; and
- (b) all of the purposes of which are:
 - (I) charitable purposes (see Part 3) that are for the public benefit (see Division 2 of this Part); or
 - (II) purposes that are incidental or ancillary to, and in furtherance or in aid of, purposes of the entitle covered by subparagraph (i); and..”

Policy Implications:

Nil.

Financial Implications:

A230400 - Non-rateable during the 2014/15 year.

A165711 - Non-rateable during the 2014/15 year.

Strategic Implications:

Nil.

Voting Requirements:

Absolute Majority

OFFICERS RECOMENDATION

That Council:

Rejects Kooraminning Committee of Narrogin Incorporated application for rate exemption for the properties situated at 2-4 Hansard Street and 7 Hartoge Street, Narrogin as the Committee are not a registered charitable institution at the time of applying for exemption and the land is not used exclusively for charitable purposes.

Should circumstances change that the Kooraminning Committee of Narrogin Incorporated be encouraged to re-apply for the exemption status.

Council Resolution: 1214.192

Moved: Cr Schutz

Seconded: Cr Bartron

That Council:

Decline Kooramining Committee of Narrogin Incorporated's application for rate exemption for the properties situated at 2-4 Hansard Street and 7 Hartoge Street, Narrogin as the Committee are not a registered charitable institution at the time of applying for exemption and the land is not used exclusively for charitable purposes.

Should circumstances change that the Kooramining Committee of Narrogin Incorporated be encouraged to re-apply for the exemption status.

**CARRIED 7/0
ABSOLUTE MAJORITY**

Note: Reason for Change: To replace the word "rejects" with "decline".

7 Hartoge Street, Narrogin



2-4 Hansard Street, Narrogin



A165711

RATING EXEMPTION REQUEST FORM

NAME/ORGANISATION: KCON.

ADDRESS: 7 Hartog Street,
Namogun

PHONE NO. 61445630 EMAIL ADDRESS: 7. Hartog St. off.
geri@carwa.com.au

RATE EXEMPTION REQUESTED FOR PROPERTY SITUATED AT: 7. Hartog St.
Namogun

(a) Is the property still being used exclusively for charitable purposes? If yes please provide a description of the events and activities currently conducted at the premises and the frequency of these activities.

~~This property was being used for local
Noongar men "Community Garden"
due to lack of funding closed down.~~
This property will be a location to
doing Land Management on the job training
"Weeding" - through training (Propagation)
"Nursery" - " "
"Fencing" - " "
"Developing Play Area for Children" - Future

(b) Property no longer meets the criteria of any of the above.

NAME Graeme Miller

POSITION Chairperson

SIGNATURE Graeme Miller

DATE 14-10-14

A230400

RATING EXEMPTION REQUEST FORM

NAME/ORGANISATION: KOORAMINING COMMITTEE OF NARROGIN

ADDRESS: 2-4 HANSARD STREET
NARROGIN

PHONE NO. 61445630 EMAIL ADDRESS: geri@canwa.com.au

RATE EXEMPTION REQUESTED FOR PROPERTY SITUATED AT: 2-4 HANSARD
STREET, NARROGIN

(a) Is the property still being used exclusively for charitable purposes? If yes please provide a description of the events and activities currently conducted at the premises and the frequency of these activities.

- 1 Gathering Place: Building Noongar Community through CANWA projects, running workshops.
- 2 Learning Place: Building Skills - Local Noongar men doing Land Management training ex'O'Connor - Weed killing, Gardening, tree lopping courses using Kooramining as on hands training.
- 3 Healing Place: Caring for Community - PHAMS Projects.
- 4 Keeping Place: Resolving & Protecting Culture: - Future

(b) Property no longer meets the criteria of any of the above.

NAME Graeme Miller
 POSITION Chairperson
 SIGNATURE Graeme Miller
 DATE 14.10.14

Town of Narrogin	
RECEIVED	
Directed to	<u>Narelle</u>
14 OCT 2014	
Ref No.	<u>ICR144490</u>
Property File	<u>A230400</u>
Subject File	<u>25.5.7</u>
C-Point No.	

ENQUIRIES: Trevor Carleton – 9235 8000

OUR REF:

YOUR REF:

Mr [REDACTED]
Chief Executive Officer

Dear Mr [REDACTED]

[REDACTED] ABORIGINAL CORPORATION AND RATES

The Department of Indigenous Affairs has recently been discussing the issue of rating with representatives of [REDACTED] Aboriginal Corporation. The Shire may not be aware that the corporation was deregistered as an entity by the Commonwealth Government on 24 October 2009. However, efforts are underway to have the corporation reregistered later this year in acknowledgement of the fact that it represents a good cross-section of Aboriginal interests in [REDACTED] and is sorely needed to advise on, and assist in addressing, a number of Aboriginal related issues at [REDACTED].

The role of the Department is to help the corporation re-establish itself and build capacity for it to operate effectively with a range of stakeholders – including the Shire.

I understand the Shire has in the past sought to recover rates from the corporation's property at [REDACTED], which is the subject of Certificate of Title Volume [REDACTED], Folio [REDACTED]. The Department has assisted many Aboriginal organisations in Western Australia faced with local government rates and offers the following advice.

What land is rateable?

Obviously, Local Governments can only levy rates on rateable land. As with government agencies; the Shire only has the powers conferred upon it by legislation. It cannot act outside those powers. The Shire has no authority to levy rates on unrateable land. The *Local Government Act* provides that all land is rateable, unless it comes within one of the exceptions in Section 6.26(2).

Section 6.26(2) reads:

- 2) *The following land is not rateable land --*
 - a) *Land which is the property of the Crown and --*
 - i) *is being used or held for a public purpose; ...*
 - g) *Land used exclusively for charitable purposes;*
 - 6) *Land does not cease to be used exclusively for a purpose mentioned in subsection (2) merely because it is used occasionally for another purpose which is of a charitable, benevolent, religious or public nature.*

When is land used for charitable purposes?

Section 6.26(2)(g) confirms that land used (and see 6.26(6)) for charitable purposes is not rateable. This exception is not limited to Crown land. Any kind of land used for charitable purposes is unrateable. The land tenure is not material. The use of the land is the relevant factor.

The charitable purposes exception was considered in the 1999 Supreme Court Case *Shire of Ashburton v Bindi Bindi Community Aboriginal Corporation*.

There is a long line of cases recognising that the advancement of Aboriginal people is generally a charitable purpose. In deciding whether the use of land is charitable, the objects of the Aboriginal association and the purpose for which it uses the land are relevant.

The objects set out in the constitution of Bindi Bindi were:

- "(a) *To further the advancement and well being of Aboriginal people in Australia generally, and on the Bindi Bindi Housing Development of Onslow, Western Australia in particular;*
- (b) *To help and encourage its members to keep and renew their traditional culture;*

- (c) *To help bring about the self support of its members by the development of economic projects and industries;*
- (d) *To support education, job training, health services, work and housing for its members;*
- (e) *To encourage its members to manage their own affairs upon their own land;*
- (f) *To encourage and promote sporting, social and recreational activity amongst Aboriginal people;*
- (g) *To participate with other Aboriginal associations in projects for their mutual benefit; and*
- (h) *To receive and spend grants of money from the Government of the Commonwealth or of the State or from other sources."*

The Court accepted that most of the objects were of a charitable nature. Many Aboriginal organisations have similar objects.

The Court noted that there must also be a sufficient public benefit and this was satisfied in the case of Bindi Bindi Aboriginal Corporation. In addition, the activities on the land in Bindi Bindi were exclusively charitable in nature. The land was used for the provision of low cost rental housing for economically disadvantaged Aboriginal people. A number of projects were undertaken on the land and the community had previously operated some small scale and unsuccessful businesses.

Would [REDACTED] Aboriginal Corporation land come within the charitable use exemption?

The land held by the corporation at [REDACTED] could potentially come within the charitable use exemption regardless of its freehold tenure.

The objects of the [REDACTED] Aboriginal Corporation, *inter alia*, are:

- *To advance, promote and improve the standard of living, standard of health, standard of housing, standard of employment, general welfare and community development of the Aboriginal people living in and around the town and Shire [REDACTED] in Western Australia.*
- *To preserve, renew and develop awareness and appreciation of traditional Aboriginal culture, languages and customs.*
- *To foster communication, mutual trust and understanding and to promote and encourage harmonious and constructive relations between Aboriginal people and the community in general.*

- *To promote and develop an effective and efficient system of self-management for the Association's ventures and projects consistent with these rules.*
- *To enter into arrangements with any government or authority, statutory, Federal, State, municipal, Local or otherwise, that may seem conducive to the Association's objects and to obtain from any government or authority any rights, privileges and concessions which the Association may think it desirable to obtain and to carry out any exercise and comply with arrangements, rights and privileges and concessions.*
- *To enter into contracts of service, for services or to employ or engage the service or services of any person in furtherance of their objects.*
- *To do all such things as are incidental and conducive to the attainment of the objects and the exercise of the powers of the corporation.*

The objects of the corporation would appear to be charitable in nature. Membership is open to any Aboriginal person who pays the annual subscription. I understand this usually covers a significant number of Aboriginal people in [REDACTED] which would appear to qualify as a public benefit.

It is also important to note that [REDACTED] Aboriginal Corporation does not receive any income and solely relies on grant applications for program and event delivery. The corporation rents out office space to [REDACTED] at a charge which assists in the recovery of costs associated with electricity, water and telephone services.

I note that the land and infrastructure at [REDACTED] has, in the past, supported a range of community and cultural activities. Land that is not used for profit generation and is used in a similar manner to Bindi Bindi is likely to come within the charitable purposes exception.

Summary

- [REDACTED] Aboriginal Corporation can establish that its land is unrateable as it comes within the:
 - charitable purposes and/or
 - exceptions in section 6.26 *Local Government Act*.
- Any type of land is unrateable if it is **used** exclusively for charitable purposes – it doesn't matter if it is freehold or Crown land.
- The objects of [REDACTED] Aboriginal Corporation are relevant – these would appear to be charitable in nature and to come within the **Bindi Bindi** situation.

- The advancement of Aboriginal people is generally accepted as a charitable purpose.
- The charitable purpose must be for the benefit of the community or an appreciably important class of it and not merely for the benefit of particular private individuals. [REDACTED] Aboriginal Corporation would appear to satisfy this requirement.
- From the description of activities carried out on the [REDACTED] land, most, if not all, would come within the charitable purposes exemption.

If you require any further information, please do not hesitate to contact the writer.

Yours sincerely

Trevor Carleton
DIRECTOR
REGIONAL OUTCOMES - SOUTH

12 July 2010

10.2.385 ACCOUNTS FOR AUTHORISATION – NOVEMBER 2014

File Reference: 12.1.1
Disclosure of Interest: Nil
Applicant: Nil
Previous Item Nos: Nil
Date: 10/12/2014
Author: Rhona Hawkins – Manager Finance

Attachments:

Accounts for Authorisation – November 2014

Background:

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

Comment:

The attached “Accounts for Authorisation – November 2014” is presented to Council for approval. Below is a summary of activity.

Total Creditor Payments November 2014	\$417,576.56
Total Payroll Payments November 2014	\$176,580.31
Total Payments November 2014	\$594,156.87
Percentage paid by EFT November 2014	63%
Percentage paid by Cheque November 2014	7%
Percentage paid by Payroll November 2014	30%
Percentage of Local Suppliers and Payroll November 2014	47%
Dollar Value spent with Local Suppliers November 2014	\$107,591.41
Percentage of Non-Local Suppliers November 2014	53%

Please note ‘F’ is fully funded, ‘P’ is partially funded, ‘R’ is reimbursements and ‘I’ is insurance claims

Council Resolution: 1214.193

Moved: Cr Schutz

Seconded: Cr McKenzie

That Council:

Approve the Accounts for Authorisation for the month of November 2014, for the Municipal Fund totalling \$594,156.87.

CARRIED: 7/0

No	Chq/EFT	Date	Name	Description	Amount	Type		
1	EFT2929	05/11/2014	Ray White Narrogin	DTES BOND RENTAL 46 Doney Street	-1000.00	CSH	L	
2	EFT2930	07/11/2014	Narrogin Hire & Reticulation	CLAYTON ROAD OVAL Parts Reticulation	-1117.09	CSH	L	
3				MEMORIAL PARK Parts Reticulation, SYDNEY HALL WAY PARK Parts Reticulation, TWIS MAINTENANCE Parts Reticulation, MACKIE PARK Parts Reticulation, SUNDRY PARKS Parts Reticulation, NCP Parts Reticulation, CLAYTON ROAD OVAL Parts Reticulation				
4	EFT2931	07/11/2014	Best Office Systems	ADMIN Cash Draw Brackets	-808.78	CSH	L	
5				LIBRARY PHOTOCOPYING MPC3001 Black Copies, LIBRARY PHOTOCOPYING MPC3001 Colour Copies				
6				ADMIN PHOTOCOPYING Black Copies x 6925, ADMIN PHOTOCOPYING Colour Copies x 1677				
7				ADMIN PHOTOCOPYING Black Copies x 7481				
8	EFT2932	07/11/2014	Ray White Narrogin	DTES STAFF HOUSING RENT 46 Doney Street	-740.00	CSH	L	
9				DTES STAFF HOUSING BOND Shortfall (should be 4weeks rent)				
10	EFT2933	07/11/2014	Dynamic Print	ADMIN PRINTING Cat Registrations Forms	-489.00	CSH		
11	EFT2934	07/11/2014	E & H Staphorst	NGN0 HOLDEN CRUZE Tyres x 2	-448.80	CSH	L	
12	EFT2935	07/11/2014	Narrogin Auto Electrics	NGN9722 Toyota Tipper Ute Repairs Bulbs and Plug	-47.40	CSH	L	
13	EFT2936	07/11/2014	Anderson, Munro & Wyllie	GOVERNANCE AUDIT Final Visit and Completion 30 June 2014	-11325.60	CSH		
14	EFT2937	07/11/2014	Australia's Golden Outback	TOURISM ADVERTISING Golden Outback Subscription 2014/2015	-1675.00	CSH		
15	EFT2938	07/11/2014	Brian Ronald Robinson	DTES HOUSING REIMBURSEMENT Electricity 20 Forrester St	-142.45	CSH		R
16	EFT2939	07/11/2014	Narrogin Electrical Services	TOWN HALL MAINTENANCE Check female toilet lights	-210.10	CSH	L	
17	EFT2940	07/11/2014	IT Vision	ADMIN IT Upgrade SynergySoft to October Release	-1257.30	CSH		
18	EFT2941	07/11/2014	Thing-A-Me-Bobs	ADMIN Melbourne Cup supplies	-52.45	CSH	L	
19	EFT2942	07/11/2014	Liquor Barons	MEMBERS Council Refreshments Meeting 11/11/2014	-180.93	CSH	L	
20				GOVERNANCE Refreshments 14/10/14				
21	EFT2943	07/11/2014	Royal Life Saving Society WA Inc	NRLC TRAINING Shortfall Josh Rowley 16/10/14	-20.00	CSH		
22	EFT2944	07/11/2014	Narrogin and District Senior Citizens Centre	NHC HACC HIRE Hall and Facilities 31/03/14, NHC HACC HIRE Hall and Facilities 05/03/14 AND 19/03/14	-480.00	CSH	L	
23	EFT2945	07/11/2014	Narrogin Bearing Service	NO4141 JD LOADER PARTS Shackle and spray for backhoe	-40.70	CSH	L	
24	EFT2946	07/11/2014	Narrogin Pump Sales & Service	PUMP PARTS Hose and clamp, PUMP PARTS Lay flat, KN2189 EMULSION TRAILER PVC Hose, TWIS MAINTENANCE Ball Valve, ROAD MAINTENANCE EQUIPMENT Leaf Rake	-420.67	CSH	L	
25	EFT2947	07/11/2014	ORICA	TWIS CHEMICALS Service Fee 1 x 920kg Cylinder 01/10/14 - 31/10/14, NRLC CHEMICALS Service Fee 4 x 920kg Cylinder 01/10/14 - 31/10/14	-697.00	CSH		
26	EFT2948	07/11/2014	Great Southern Waste Disposal	REFUSE SITE MANAGEMENT 29/09/14 - 27/10/14	-43424.53	CSH	L	
27				REFUSE SITE RECYCLE BIN COLLECTION 15 x Bins				

				REFUSE COLLECTION Households & Shops, Street Bins, CBD, Parks & Reserves, Street Bins Hospital, RECYCLING KERBSIDE PICKUP Households				
28	EFT2949	07/11/2014	Great Southern Towing	LITTER CONTROL DONEY STREET Contractor costs for towing abandoned vehicle	-88.00	CSH	L	
29	EFT2950	07/11/2014	Narrogin Toyota	DEPOT MAINTENANCE Fogger for weed and pest control	-1237.80	CSH	L	
30				CHAINSAW Service, WHIPPER SNIPPER PARTS Heads x 2 and 2 spools				
31	EFT2951	07/11/2014	CY O'Connor Institute	STAFF TRAINING Municipal Law Enforcement B (John Warburton)	-512.00	CSH		
32	EFT2952	07/11/2014	Goodyear Dunlop Tyres Pty Ltd	NGN11845 TORO Tyre	-106.00	CSH	L	
33	EFT2953	07/11/2014	Community Arts Network W.A ILtd	COMMUNITY CHEST Donation CANWA 2014/15	-2000.00	CSH		
34	EFT2954	07/11/2014	Narrogin Junior Basketball Association	KIDSPORT Vouchers 31/10/14	-6570.00	CSH	L	R
35	EFT2955	07/11/2014	Narrogin Pumps Solar And Spraying	KN2189 EMULSION TRAILER Fittings	-71.50	CSH	L	
36				PUMP PARTS Suction hose				
37	EFT2956	07/11/2014	Jeni Anning	ADMIN FINANCIAL SERVICES October 2014, HACC FINANCIAL SERVICES October 2014	-2901.25	CSH		
38	EFT2957	07/11/2014	YMCA of Perth Inc	NRLC CONTRACT MANAGEMENT FEE August 2014, NRLC CONTRACT MANAGEMENT FEE September 2014, NRLC CONTRACT MANAGEMENT FEE October 2014	-74079.89	CSH		
39	EFT2958	07/11/2014	Educational Art Supplies	LIBRARY MATERIALS Art's & Crafts Children's Activities 2014/15	-585.50	CSH		
40	EFT2959	07/11/2014	Elite Signs	NHC CATS SIGNAGE Frame Corflute inserts for Volunteer Drivers	-187.00	CSH		F
41	EFT2960	07/11/2014	Paul Stanley Dyson	NRLC OUTDOOR NETBALL COURTS MAINTENANCE Repair Posts	-165.00	CSH	L	
42	EFT2961	14/11/2014	Best Office Systems	LIBRARY STATIONERY Label tapes for Brother label making machine	-653.26	CSH	L	
43				LIBRARY PHOTOCOPIER Black Copies, LIBRARY PHOTOCOPIER Colour Copies X 543				
44				ADMIN Cash Draw Brackets, ADMIN Cash Draws with individual keys				
45	EFT2962	14/11/2014	WALGA	MEMBERS ADVERTISING Council Decisions - August (Shortfall GST payment)	-25.33	CSH		
46	EFT2963	14/11/2014	Anderson, Munro & Wyllie	HACC AUDIT 30 June 2014	-1100.00	CSH		F
47	EFT2964	14/11/2014	Narrogin Electrical Services	NCP TRANSPORTABLE REPAIRS Replace Burnt Out Element in Oven	-251.90	CSH	L	
48	EFT2965	14/11/2014	Borgas Engineering	PARKS HIRE Crane to remove goal posts	-319.00	CSH	L	
49				PLANT PARTS Weld thumper				
50	EFT2966	14/11/2014	Narrogin Bearing Service	Community Garden Volunteer Program cantalever 174 pce, hacksaw, folding utility knife, claw hammer, wrecking bar 600mm, club hammer, ibox spirit level, tinsnip pliers, Tape Measure 10m	-395.20	CSH	L	
51	EFT2967	14/11/2014	Edwards Motors Pty Ltd	002NGN HOLDEN MALIBU Service 30,000kms	-261.35	CSH	L	
52								

53	EFT2968	14/11/2014	Wavesound Pty Ltd	LIBRARY SUBSCRIPTION Annual Wavesound One Click Digital ebook service - Band A	-1678.05	CSH		
54	EFT2969	14/11/2014	Melchiorre Plumbing & Gas	SALE YARD SHED MAINTENANCE Hot Water System supply and install	-1716.00	CSH	L	
55	EFT2970	14/11/2014	YMCA of Perth Inc	NRRC MEMBERSHIPS Payment for Memberships and outstanding fees	-37398.41	CSH		
56	EFT2971	14/11/2014	Fulton Hogan	FOOTPATH MAINTENANCE 3 tonne x Red Asphalt	-778.07	CSH		
57	EFT2972	14/11/2014	City of Vincent	LIBRARY Lost Books Beating About The Bush	-11.00	CSH		
58	EFT2973	14/11/2014	AMPAC Debt Recovery Pty Ltd	RATES DEBT COLLECTION Lodgement of GPC's October 2014, RATES DEBT COLLECTION Lodgement of GPC's October 2014	-25932.94	CSH		F
59	EFT2974	14/11/2014	Heritage Today	MUSEUM Deaccession Project Supplies	-150.87	CSH		
60	EFT2975	18/11/2014	E & H Staphorst	NGN0 HOLDEN CRUZE REPAIRS New tyre to replace punctured tyre	-224.40	CSH	L	
61	EFT2976	18/11/2014	WALGA	OTHER GOVERNANCE ADVERTISING NO 02/10/14 and 09/10/14 Executive Assistant	-2630.13	CSH		
62				WORKS RECRUITMENT ADVERTISING NO 09/10/14 Administration Officer/Support				
63				MEMBERS ADVERTISING NO 16/10/14 Decisions of Council September 2014				
64				NRRC ADVERTISING WA 25/10/14 Tender for supply of Bulk LPG, NCP ADVERTISING WA 25/10/14 Tender for supply of Bulk LPG				
65				MEMBERS ADVERTISING NO 16/10/2014, 23/10/2014 Merger Public Meeting				
66				ADMIN ADVERTISING NO 09/10/14 Proposed Lease of Proportion of the Towns Old Depot Site				
67				WORKS ADVERTISING NO 09/10/14 Tender - Disposal of Excess Plant, Equipment and Materials				
68	EFT2977	18/11/2014	Narrogin Agricultural Repairs	NHC HACC EQUIPMENT REPAIRS Husqvarna Blower	-323.00	CSH	L	
69				MOWER REPAIRS Blades for Honda				
70	EFT2978	18/11/2014	Road Signs Australia - Bibby Financial Services Australia Pty Ltd	CEMETERY SIGNAGE Various signs to identify grave sites	-1359.60	CSH		
71	EFT2979	18/11/2014	Aaron Joseph Cook	REIMBURSEMENT CEO STAFF HOUSING 17/08/14 - 13/09/14, REIMBURSEMENT CEO STAFF HOUSING 14/09/14 - 11/10/14, REIMBURSEMENT CEO STAFF HOUSING 12/10/14 - 08/11/14	-6340.63	CSH	L	R
72	EFT2980	18/11/2014	Colin John Bastow	ADMIN EQUIPMENT Batteries for Alarm System, ADMIN EQUIPMENT 4 port USB Hub for CEO	-43.90	CSH	L	R
73	EFT2981	18/11/2014	Narrogin Electrical Services	TOWN HALL MAINTENANCE Repair faulty fluoro light detached from ceiling at Narrogin Arts.	-484.00	CSH	L	
74				NRRC INDOOR POOL REPAIRS Relocate River Pump to Main Pump				
75				RAILWAY INSTITUTE HALL REPAIRS Broken Wiring and Conduit on Outside Wall				
76	EFT2982	18/11/2014	Narrogin Bearing Service	PLANT REPAIRS V-Belt	-62.71	CSH	L	

77	EFT2983	18/11/2014	Allans Bobcat and Truck Hire	CEMETERY Dig Graves x 2 06/11/14	-440.00	CSH	L	
78	EFT2984	18/11/2014	ORICA	WWTP CHEMICALS Chlorine 1 x 900kg	-2510.20	CSH		
79	EFT2985	18/11/2014	Mechanical & Diesel Services	1AEK763 HINO ROADSWEeper Service	-1677.17	CSH	L	
80				NO4234 HONDA ATV Service				
81	EFT2986	18/11/2014	Narrogin Smash Repairs	002 NGN HOLDEN MALIBU REPAIRS R/H Headlamp Supply and Fit	-560.00	CSH	L	
82	EFT2987	18/11/2014	Narrogin Toyota	PLANT New Whipper snipper	-799.00	CSH	L	
83	EFT2988	18/11/2014	MacDonald Johnston - Bucher Municipal Pty Ltd	1AEK763 ROADSWEeper REPAIRS Pump	-52.03	CSH		
84	EFT2989	18/11/2014	Country Paint Supplies	SIGNS Line marking paint	-240.09	CSH	L	
85				CLAYTON ROAD OVAL MAINTENANCE Line marking paint				
86	EFT2990	18/11/2014	T-Quip	NGN11845 TORO REPAIRS Baffle for Toro	-132.84	CSH		
87	EFT2991	18/11/2014	New Security Installations Pty Ltd	HACC SECURITY Annual Alarm Monitoring 28/11/14 - 27/11/15	-1342.00	CSH		
88				ADMIN SECURITY Annual Alarm Monitoring 28/11/14 - 27/11/15				
89	EFT2992	18/11/2014	Dorma Automatics PTY LTD	NRRR MAINTENANCE Automatic Doors	-132.00	CSH		
90	EFT2993	18/11/2014	Signs Plus	ADMIN Name Badges (Rhona, Wendy, Danita), OTHER GOVERNANCE Name Badges (Carolyn), COMMUNITY Name Badges (Loriann), MEMBERS Name Badges (Leigh), MEMBERS Name Badges Postage and Handling	-83.00	CSH		
91	EFT2994	18/11/2014	Lynne Yorke	HACC CBDC Table Cloths and Napkins	-217.96	CSH	L	R
92	EFT2995	18/11/2014	Katanning Security Services Pty Ltd	HACC SECURITY Attendance Late To Close 05/11/14	-264.00	CSH		
93	EFT2996	18/11/2014	Led Lighting Designs Pty Ltd	CHRISTMAS LIGHTS 50m SMD Multiple Colour Tape, Merry Christmas Sign, Motorised Deer, LED Carol and Angle Sign, RGB Commercial String Light, 3D Acrylic Star, Solar Fairy Lights Multicolour - 20 metres long, Solar Fairy Lights Ice White - 20m Delivery	-3137.55	CSH		
94	EFT2997	18/11/2014	WestAir International Pty Ltd	COMPRESSOR REPAIRS New motor	-387.75	CSH		
95	EFT2998	18/11/2014	Heritage Today	MUSEUM TRAINING MOSAIC Deaccession Project Consultant Fees 3 days @ \$500 per day 7, 8, 9 November 2014	-1500.00	CSH		
96	EFT2999	24/11/2014	PF & JA Kealley	Rates Refund	-561.85	CSH	L	R
97	EFT3000	24/11/2014	HGB & E Nottle	Rates Refund	-324.81	CSH	L	R
98	EFT3001	25/11/2014	Aaron Joseph Cook	REIMBURSEMENT Deed of Compromise	-1668.00	CSH	L	R
99	EFT3002	27/11/2014	Best Office Systems	ADMIN OFFICE EQUIPMENT Brother MFC8510 DN Printer	-500.93	CSH	L	
100				NHC HACC PHOTOCOPIER Black Copies x 9501				
101				LIBRARY PURCHASE Laminator A3				
102	EFT3003	27/11/2014	Wright express-(COLES)	REFRESHMENTS October 2014 Governance, John Curtin Volunteers, HACC Groceries, LIBRARY, WORKS DEPOT	-2564.82	CSH	L	
103	EFT3004	27/11/2014	Australia Post	LIBRARY POSTAGE October 2014, ADMIN POSTAGE October 2014, HACC POSTAGE October 2014	-919.19	CSH	L	
104	EFT3005	27/11/2014	Narrogin Dependant Persons Bus Association	NHC HIRE Shoppers Bus October 2014	-244.75	CSH	L	
105	EFT3006	27/11/2014	Great Southern Fuels	FUEL October 2014	-8506.51	CSH	L	

106	EFT3007	27/11/2014	Narrogin Fruit Market	COUNCIL CATERING Meeting 28 October 2014	-155.40	CSH	L	
107	EFT3008	27/11/2014	Courier Australia	HEALTH FREIGHT Pathwest 01/10/14	-1269.71	CSH		
108				LIBRARY FREIGHT September 2014, SIGNSFREIGHT September 2014				
109				HEALTH FREIGHT Pathwest, ADMIN FREIGHT Dynamic Print, SIGNAGE FREIGHT Road Signs				
110				ADMIN POSTAGE Ricoh, ADMIN POSTAGE Ricoh				
111				HEALTH FREIGHT Chem Centre, HEALTH FREIGHT Path West, NGN11845 PARTS FREIGHT T-Quip, LIBRARY FREIGHT State Library, ADMIN FREIGHT Dynamic Print				
112				ADMIN FREIGHT Dynamic Print, HEALTH FREIGHT Pathwest, ROAD MAINTENANCE FREIGHT Boral, LIBRARY FREIGHT Access Office				
113				PARKS FREIGHT Burrup Fertiliser, HEALTH FREIGHT Pathwest, ROAD MAINTENANCE FREIGHT Iplex Pipe				
114	EFT3009	27/11/2014	Narrogin Taxis	NHC TAXI Clients October 2014	-578.00	CSH	L	F
115	EFT3010	27/11/2014	Dynamic Print	NHC HACC STATIONERY Plainface Reply Paid Envelopes	-236.00	CSH		F
116	EFT3011	27/11/2014	Knightline Computers	NHC Fix Computer issues	-5840.75	CSH	L	
117				LIB Mosaic Software				
118				ADMIN Resolve General IT Issues including Backup and support Customer Service PC's				
119				ADMIN Resolve General IT Issues including Backup and support Customer Service PC's				
120				ADMIN DigiTech UPS 1500VA, ADMIN DigiTech UPS 650VA				
121				ADMIN IT Purchase and setup new Computers				
122				ADMIN 10m Network Cable, ADMIN 10m HDMI Cable, ADMIN Presentation Laser Pointer				
123	EFT3012	27/11/2014	ARtS Narrogin Inc	PUBLICATION - A survey of Western Australia Art from 1696 - Purchased by Mayor	-50.00	CSH	L	
124	EFT3013	27/11/2014	Westrac Equipment	1CYQ644 Caterpillar Multi Terrain Loader Coolant	-73.62	CSH		
125	EFT3014	27/11/2014	Road Signs Australia - Bibby Financial Services Australia Pty Ltd	SIGNS Narrogin Homecare and Jessie House	-127.60	CSH		F
126	EFT3015	27/11/2014	Narrogin Meals On Wheels	NHC HACC MOW Provision of Meal delivery for month of October 257 Meals.	-447.18	CSH	L	F
127	EFT3016	27/11/2014	Brian Ronald Robinson	DTES REIMBURSEMENT GAS 46 Doney Street	-117.00	CSH	L	R
128	EFT3017	27/11/2014	Narrogin Newsagency	LIBRARY PAPERS September 2014	-127.50	CSH	L	
129				ADMIN STATIONERY AND PAPERS October 2014				
130				OTHER CULTURE Thank A Volunteer Certificates				
131	EFT3018	27/11/2014	IT Vision	ANIMAL CONTROL Cat Registration Template Set Up in Synergy	-457.60	CSH		
132	EFT3019	27/11/2014	Narrogin and District Senior Citizens Centre	NHC HIRE Senior Citizens Hall 1,15 and 29 October 2014	-735.00	CSH	L	F
133	EFT3020	27/11/2014	Kulker Plumbing Service	SALE YARD BUILDING MAINTENANCE Repair Plumbing Toilet Block	-374.00	CSH	L	

134				Egerton Street Museum Male Toilet - Unblock Toilet				
135				NCP ABLUTION BLOCK PLUMBING Unblock Drains				
136	EFT3021	27/11/2014	McLeods Barristers & Solicitors	ADMIN Legal Advice on 12 Short Street, Narrogin	-711.97	CSH		
137	EFT3022	27/11/2014	MacDonald Johnston - Bucher Municipal Pty Ltd	1AEK763 ROADSWEeper REPAIRS Pump	-1012.00	CSH		
138	EFT3023	27/11/2014	Farmworks Rural Pty Ltd	CEMETERY MAINTENANCE Rapid set cement for signs	-578.00	CSH	L	
139				NRCC GROUNDS MAINTENANCE Gate for netball court				
140	EFT3024	27/11/2014	Argus Pest Control	NHC HACC MAINTENANCE Pest Control Jessie House inside and outside	-330.00	CSH	L	F
141	EFT3025	27/11/2014	COTA WA	NHC PROMOTION Consumer Booklets x 100	-136.00	CSH		F
142	EFT3026	27/11/2014	Narrogin Boilermakers	WORKS UNIFORMS Staff Clothing, safety glasses, dust masks etc	-1958.00	CSH	L	
143				TAFE - SITE REMEDIATION WORKS - Stormwater data collection - PPE				
144	EFT3027	27/11/2014	Boral Asphalt	ROAD MAINTENANCE Emulsion x 820L	-1172.60	CSH		
145	EFT3028	27/11/2014	Peerless Jal Pty Ltd	NHC CLEANING Products	-65.89	CSH		F
146	EFT3029	27/11/2014	Nicholls Bus Service	NHC HACC HIRE Trailer 10/10/14 - 14/10/14	-55.00	CSH	L	F
147	EFT3030	27/11/2014	Bob Waddell Consultant	ADMIN CONSULTANTS Assistance with October 2014 Financial Statements	-198.00	CSH		
148	EFT3031	27/11/2014	Signs Plus	HACC VOLUNTEERS Name Badges CATS Volunteers (Lyn, Ben, Tom, Jan and Gwenda)	-66.00	CSH		F
149	EFT3032	27/11/2014	Belvedere Nursery	CENTENARY ROSE GARDEN Additional Plants	-99.00	CSH	L	
150	EFT3033	27/11/2014	Earl Street Surgery	WORKS STAFF Medical Certificate (Torre)	-132.00	CSH	L	
151	EFT3034	27/11/2014	Aurora Environmental	TAFE SITE REMEDIATION Detailed Site Investigation August 2014	-3046.78	CSH		F
152	EFT3035	27/11/2014	CaravansWest (WA Caravan and Camping)	NCP ADVERTISING WA Caravan & Camping Magazine Vol 15 No 2	-395.00	CSH		
153	EFT3036	27/11/2014	Quick Corporate Australia	ADMIN STATIONERY November 2014	-33.19	CSH		
154	EFT3037	27/11/2014	Humes - Holcim (Australia) Pty Ltd	WASTE WATER TREATMENT 1 box culvert, STORMWATER DRAINAGE MAINTENANCE 1 pre cast headwall	-759.00	CSH		
155	EFT3038	27/11/2014	Torchbearers for Legacy	NHC OTHER Christmas puddings	-112.50	CSH		F
156	EFT3039	27/11/2014	James Foley	LIBRARY OTHER EXPENSES Workshop	-3212.99	CSH		F
157	EFT3040	27/11/2014	Narrogin Technology Solutions (NTS)	ADMIN SALARY SAC Laptop (Loriann Bell)	-988.95	CSH	L	F
158	EFT3041	27/11/2014	Carolyn Thompson	MEMBERS REIMBURSEMENT Stationery, OTHER GOVERNANCE REIMBURSEMENT Police Clearance (Carolyn), OTHER GOVERNANCE REIMBURSEMENT Stationery, OTHER GOVERNANCE REIMBURSEMENT Stationery Citizenship Ceremony	-104.35	CSH	L	R
159	EFT3042	27/11/2014	St John Ambulance - Williams Sub Centre	HACC TRAINING First Aid Course 26/03/2014 (Brewster)	-179.10	CSH		F
160	EFT3043	27/11/2014	St John Ambulance - Boddington Sub Centre	BAPTIST CARE TRAINING First Aid Course 22/10/14 (English)	-165.00	CSH		F
161	EFT3044	28/11/2014	BT SuperWrap	Superannuation contributions	-60.71	CSH		
162	EFT3045	28/11/2014	Concept One the Industry Superannuation Fund	Superannuation contributions	-952.38	CSH		
163	EFT3046	28/11/2014	Hesta Superannuation	Superannuation contributions	-865.84	CSH		
164	EFT3047	28/11/2014	Onepath Custodians Pty Ltd	Superannuation contributions	-306.12	CSH		

165	EFT3048	28/11/2014	Rest Superannuation	Superannuation contributions	-53.90	CSH		
166	EFT3049	28/11/2014	WA Local Government Super Plan	Superannuation contributions	-17870.61	CSH		
167	EFT3050	28/11/2014	AustralianSuper	Superannuation contributions	-549.28	CSH		
168	EFT3051	28/11/2014	Host Plus	Superannuation contributions	-240.38	CSH		
169	EFT3052	28/11/2014	Prime Super	Superannuation contributions	-381.63	CSH		
170	EFT3053	28/11/2014	Department of Human Services	Superannuation contributions	-904.20	CSH		
171	EFT3054	28/11/2014	BT Lifetime Super	Superannuation contributions	-764.43	CSH		
172	EFT3055	28/11/2014	Reardeen Campbell Superannuation Fund	Superannuation contributions	-358.46	CSH		
173	EFT3056	28/11/2014	Ray White Narrogin	DTES STAFF HOUSING RENT 46 Doney Street 19/11/14 - 02/12/14	-1160.00	CSH	L	P
174	EFT3057	28/11/2014	Narrogin Fruit Market	OTHER GOVERNANCE REFRESHMENTS Milk	-8.60	CSH	L	
175	EFT3058	28/11/2014	Dynamic Print	CARAVAN PARK STATIONERY Tax Invoice Books - each 50 leaves in Duplicate	-834.00	CSH		
176	EFT3059	28/11/2014	Kleenheat Gas	NRRC LPG Bulk Supply 24/11/14	-4822.04	CSH		
177	EFT3060	28/11/2014	Narrogin Newsagency	NHC HACC Stationery October 2014	-168.50	CSH	L	F
178				LIBRARY PAPERS October 2014				
179	EFT3061	28/11/2014	RJ Smith Engineering	OTHER GOVERNANCE REFRESHMENTS Water 7 x 15L	-112.00	CSH	L	
180	EFT3062	28/11/2014	Narrogin Chamber of Commerce	THANK A VOLUNTEER DAY - gift vouchers	-1175.00	CSH		
181	EFT3063	28/11/2014	Fegan Building Surveying	BUILD Contract Building Surveyor Certificate of Design Compliance November 2014	-3679.50	CSH		F
182	DD682.1	25/11/2014	Synergy	ELECTRICITY Various sites September to November 2014	-7685.25	CSH		
183	DD688.1	30/11/2014	Australian Taxation Office	OCTOBER 2014 BAS LIABILITY	-36155.00	CSH		
184	DD689.1	27/11/2014	Synergy	REFUSE SITE WHITE ROAD ELECTRICITY 26/09/14 - 26/11/14, ASHWORTH CRES PARK ELECTRICITY 26/09/14 - 24/11/14, REFUSE SITE WHITE ROAD ELECTRICITY 26/09/14 - 26/11/14	-370.45	CSH		
185	DD689.2	27/11/2014	Water Corporation	DEPOT, LIONS PARK, MUNICIPAL POWER HOUSE, STANDPIPE FAIRWAY STREET, RAILWAY INSTITUTE HALL, TOWN HALL, ADMINISTRATION, LIBRARY, MEMORIAL PARK, MACKIE PARK, MUSEUM, CEMETERY, CARAVAN PARK	-5713.38	CSH		
186	45153	14/11/2014	Tutoring Australasia Pty Ltd	LIBRARY SUBSCRIPTIONS Your Tutor online tutoring for school students	-1001.00	CSH		
187	45154	14/11/2014	Food with Flair	MUSEUM TRAINING MOSAIC Catering 07/11/14 - 09/11/14	-275.00	CSH	L	
188	45155	14/11/2014	Information Services and Technology Pty Ltd	LIBRARY SUBSCRIPTIONS Upgrade existing Mosaic subscription - computer program for local history collection	-660.00	CSH		
189	45156	18/11/2014	Geoff Perkins Farm Machinery Centre	NHC HACC EQUIPMENT Honda HRU216K2 Lawnmower	-1881.50	CSH	L	
190				NHC HACC MAINTENANCE Mower Clean and Replace Broken Rotar				
191	45157	18/11/2014	John Parry Medical Centre	OTHER GOVERNANCE RECRUITMENT Pre-Employment Medical (Carolyn)	-126.00	CSH	L	
192	45158	21/11/2014	Synergy	NRRC ELECTRICITY November 2014, STREET LIGHTS ELECTRICITY November 2014	-27982.80	CSH		

193	45159	21/11/2014	Telstra	LANDLINE September/October 2014 ADMIN, HISTORY HALL, TOWN HALL, CARAVAN PARK, NRRC, NRRC, MUSEUM, HACC, CHCP, NRCP, DEPOT, REC OFFICER	-5043.65	CSH		
194				MOBILE October 2014 CEO, DCCS, HACC, DTES, TE, WF, NCP, HEALTH, WORKS, COMMUNITY, CHCP				
195	45160	21/11/2014	Water Corporation	TOWN HALL WATER Service Charges 01/11/14 - 31/12/14, BANNISTER ST OVAL WATER Service Charges 01/11/14 - 31/12/14	-243.69	CSH		
196	45161	27/11/2014	Town Of Narrogin	HACC PETTY CASH Reimbursement 2/10/14 - 24/11/14, HACC PETTY CASH Reimbursement 2/10/14 - 24/11/14, HACC PETTY CASH Reimbursement 2/10/14 - 24/11/14	-325.15	CSH	L	R
197	45162	27/11/2014	St John Ambulance - Lake Grace Sub Centre	JUNIPER TRAINING First Aid Course 21/10/14 (Pinchback)	-187.00	CSH		
198	45163	28/11/2014	Australian Ethical Superannuation	Superannuation contributions	-2600.00	CSH		
199	45164	28/11/2014	Commonwealth Bank	Superannuation contributions	-540.76	CSH		
200	45165	28/11/2014	MLC Nominees	Superannuation contributions	-342.00	CSH		
201	45166	28/11/2014	St Andrews Retirement Plan	Superannuation contributions	-247.81	CSH		
202	45167	28/11/2014	Colonial First State Investments	Superannuation contributions	-131.34	CSH		
203	45168	28/11/2014	AMP Life Limited	Superannuation contributions	-59.48	CSH		
204	45169	28/11/2014	Telstra Super Pty Ltd	Superannuation contributions	-332.12	CSH		
205	311014	28/11/2014	Sunsuper	Superannuation contributions	-316.98	CSH		

Payroll Date	Nett Paid
5/11/2014	\$ 84,230.84
19/11/2014	\$ 90,681.47
25/11/2014	\$ 1,668.00
TOTAL	\$ 176,580.31
F	Funded
R	Reimbursement
I	Insurance
PRB	Partially Reimbursed
L	Local Supplier

Cheque Total	41,979.30	7%
EFT Total	375,597.26	63%
Payroll Total	176,580.31	30%
Total	<u>594,156.87</u>	
Local Suppliers	103,911.91	17%
Employees	176,580.31	30%

10.2.386 MONTHLY FINANCIAL REPORTS – NOVEMBER 2014

File Reference: 12.8.1
Disclosure of Interest: Nil
Applicant: Nil
Previous Item Nos: Nil
Date: 10 December 2014
Author: Rhona Hawkins – Manager Finance

Attachments:

Monthly Financial Report for the period ended 30 November 2014.

Summary:

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

Comment:

The Monthly Financial Statements for the Month of November have been prepared in order to provide year to date comparisons to the 2014/15 Budget.

Consultation:

Colin Bastow, Director of 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 2014/15 Annual Budget, or resulting from a Council Motion for a budget amendment.

Strategic Implications: Nil

Voting Requirements: Simple Majority

Council Resolution: 1214.194

Moved: Cr Ward

Seconded: Cr Kain

That Council:

Receive the November 2014 Monthly Financial Reports as presented.

CARRIED: 7/0



MONTHLY FINANCIAL REPORT

FOR THE PERIOD ENDED 30 NOVEMBER 2014

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Statement of Financial Activity

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

TOWN OF NARROGIN
STATEMENT OF FINANCIAL ACTIVITY
(Nature or Type)
FOR THE PERIOD ENDED 30 NOVEMBER 2014

	Note	Adopted Annual Budget	Revised Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b) - (a)	Var. % (b) - (a) / (b) 300%	
Operating Revenues								
		\$	\$	\$	\$	\$	%	
Grants, Subsidies and Contributions	8	2,861,468	2,861,468	1,286,476	1,394,588	108,112	8%	
Profit on Asset Disposal	10	19,340	19,340	8,055	1,092	(6,963)	(638%)	
Fees and Charges		1,380,518	1,380,518	984,505	1,112,356	127,851	11%	▲
Service Charges		0	0	0	0	0		
Interest Earnings		96,300	96,300	41,035	40,966	(69)	(0%)	
Other Revenue		105,000	105,000	43,745	64,234	20,489	32%	
Total (Excluding Rates)		4,462,626	4,462,626	2,363,816	2,613,235	249,419		
Operating Expense								
Employee Costs		(3,724,892)	(3,724,892)	(1,581,446)	(1,385,850)	195,596	14%	▼
Materials and Contracts		(3,115,874)	(3,115,874)	(1,331,945)	(867,871)	464,074	53%	▼
Utilities Charges		(738,110)	(738,110)	(355,675)	(252,989)	102,686	41%	▼
Depreciation (Non-Current Assets)		(1,324,892)	(1,324,892)	(552,010)	(406,576)	145,434	36%	▼
Interest Expenses	12	(50,796)	(50,796)	(21,150)	(10,078)	11,072	110%	
Insurance Expenses		(194,494)	(194,494)	(191,280)	(113,787)	77,493	68%	▼
Loss on Asset Disposal	10	(40,686)	(40,686)	(16,940)	(29,156)	(12,216)	(42%)	
Other Expenditure		(267,030)	(267,030)	(135,517)	(127,453)	8,064	6%	
Total		(9,456,774)	(9,456,774)	(4,185,963)	(3,193,760)	992,203		
Funding Balance Adjustment								
Add Back Depreciation		1,324,892	1,324,892	552,010	406,576	(145,434)	(36%)	▼
Adjust (Profit)/Loss on Asset Disposal	10	21,346	21,346	8,885	28,064	19,179	68%	
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	115	115	100%	
Adjust Rounding		0	0	0	0	0		
Net Operating (Ex. Rates)		(3,647,910)	(3,647,910)	(1,261,252)	(145,770)	1,115,482		
Capital Revenues								
Grants, Subsidies and Contributions	8	217,194	217,194	90,495	0	(90,495)	(100%)	▼
Proceeds from Disposal of Assets	10	228,600	228,600	95,230	132,931	37,701	28%	▲
Proceeds from New Debentures	12	0	0	0	0	0		
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	9	1,132,231	1,132,231	471,740	105,837	(365,903)	(346%)	▼
Total		1,578,025	1,578,025	657,465	238,768	(418,697)		
Capital Expenses								
Land Held for Resale	10	0	0	0	0	0		
Land and Buildings	10	(428,050)	(428,050)	(178,325)	(94,415)	83,910	89%	▼
Plant and Equipment	10	(668,302)	(668,302)	(278,440)	(234,533)	43,907	19%	▼
Furniture and Equipment	10	(45,650)	(45,650)	(19,015)	(7,130)	11,885	167%	
Infrastructure Assets - Roads	10	(369,919)	(369,919)	(154,120)	(7,639)	146,481	1918%	▼
Infrastructure Assets - Footpaths	10	(71,790)	(71,790)	(29,910)	(56,959)	(27,049)	(47%)	▲
Infrastructure Assets - Drainage	10	(41,500)	(41,500)	(17,290)	(3,200)	14,090	440%	
Infrastructure Assets - Parks & Ovals	10	0	0	0	0	0		
Infrastructure Assets - Townscape	10	0	0	0	0	0		
Infrastructure Assets - Other	10	(202,030)	(202,030)	(84,155)	(19,133)	65,022	340%	▼
Purchase of Investments		0	0	0	0	0		
Repayment of Debentures	12	(138,357)	(138,357)	(57,640)	(15,951)	41,689	261%	▼
Advances to Community Groups		0	0	0	0	0		
Transfer to Reserves	9	(199,221)	(199,221)	(82,990)	(1,393)	81,597	5858%	▼
Total		(2,164,819)	(2,164,819)	(901,885)	(440,353)	461,532		
Net Capital		(586,794)	(586,794)	(244,420)	(201,585)	42,835		
Total Net Operating + Capital		(4,234,704)	(4,234,704)	(1,505,672)	(347,355)	1,158,317		
Rate Revenue		3,184,313	3,184,313	3,183,438	3,179,975	(3,463)	(0%)	
Opening Funding Surplus(Deficit)		1,055,431	1,089,912	1,089,912	1,089,912	0	0%	
Closing Funding Surplus(Deficit)	3	5,040	39,521	2,767,678	3,922,532	1,154,854		

TOWN OF NARROGIN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
FOR THE PERIOD ENDED 30 NOVEMBER 2014

	Adopted Annual Budget	Revised Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b) - (a)	Var. % (b) - (a) / (b) 300%	Var
Note	4	4	(a)	(b)	3	300%	
Operating Revenues	\$	\$	\$	\$	\$	%	
Governance	6,200	6,200	495	74,104	73,609	99%	▲
General Purpose Funding	1,386,813	1,386,813	684,626	715,389	30,763	4%	
Law, Order and Public Safety	30,700	30,700	20,645	14,726	(5,919)	(40%)	
Health	8,750	8,750	5,535	3,764	(1,771)	(47%)	
Education and Welfare	1,447,107	1,447,107	606,745	602,484	(4,261)	(1%)	
Housing	7,800	7,800	3,250	6,300	3,050	48%	
Community Amenities	878,745	878,745	758,975	794,901	35,926	5%	
Recreation and Culture	300,253	300,253	118,455	237,947	119,492	50%	▲
Transport	332,194	332,194	138,405	(2,597)	(141,002)	5430%	
Economic Services	214,617	214,617	89,410	110,008	20,598	19%	
Other Property and Services	66,641	66,641	27,765	56,209	28,444	51%	▲
Total (Excluding Rates)	4,679,820	4,679,820	2,454,306	2,613,235	158,929		
Operating Expense							
Governance	(967,382)	(967,382)	(438,662)	(297,339)	141,323	48%	▼
General Purpose Funding	(167,592)	(167,592)	(72,905)	(81,498)	(8,593)	(11%)	
Law, Order and Public Safety	(238,488)	(238,488)	(107,017)	(129,365)	(22,348)	(17%)	
Health	(97,655)	(97,655)	(42,965)	(33,988)	8,977	26%	
Education and Welfare	(1,539,998)	(1,539,998)	(662,997)	(469,690)	193,307	41%	▼
Housing	0	0	(1,950)	(9,500)	(7,550)	(79%)	
Community Amenities	(1,083,881)	(1,083,881)	(460,274)	(481,094)	(20,820)	(4%)	
Recreation and Culture	(2,784,637)	(2,784,637)	(1,263,836)	(1,018,650)	245,186	24%	▼
Transport	(1,443,439)	(1,443,439)	(615,114)	(464,447)	150,667	32%	▼
Economic Services	(1,076,848)	(1,076,848)	(457,668)	(238,777)	218,891	92%	▼
Other Property and Services	(56,854)	(56,854)	(62,575)	30,589	93,164	(305%)	
Total	(9,456,774)	(9,456,774)	(4,185,963)	(3,193,760)	992,203		
Funding Balance Adjustment							
Add back Depreciation	1,324,892	1,324,892	552,010	406,576	(145,434)	(36%)	▼
Adjust (Profit)/Loss on Asset Disposal	21,346	21,346	8,885	28,064	19,179	68%	
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	115	115	100%	
Adjust Rounding	0	0	0	1	1	100%	
Net Operating (Ex. Rates)	(3,430,716)	(3,430,716)	(1,170,762)	(145,769)	1,024,993		
Capital Revenues							
Proceeds from Disposal of Assets	228,600	228,600	95,230	132,931	37,701	28%	▲
Proceeds from New Debentures	0	0	0	0	0		
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	1,132,231	1,132,231	471,740	105,837	(365,903)	(346%)	▼
Total	1,360,831	1,360,831	566,970	238,768	(328,202)		
Capital Expenses							
Land Held for Resale	0	0	0	0	0		
Land and Buildings	(428,050)	(428,050)	(178,325)	(94,415)	83,910	89%	▼
Plant and Equipment	(668,302)	(668,302)	(278,440)	(234,533)	43,907	19%	▼
Tools	0	0	0	0	0		
Furniture and Equipment	(45,650)	(45,650)	(19,015)	(7,130)	11,885	167%	▼
Infrastructure Assets - Roads	(369,919)	(369,919)	(154,120)	(7,639)	146,481	1918%	▼
Infrastructure Assets - Footpaths	(71,790)	(71,790)	(29,910)	(56,959)	(27,049)	(47%)	▲
Infrastructure Assets - Drainage	(41,500)	(41,500)	(17,290)	(3,200)	14,090	440%	
Infrastructure Assets - Parks & Ovals	0	0	0	0	0		
Infrastructure Assets - Townscape	0	0	0	0	0		
Infrastructure Assets - Other	(202,030)	(202,030)	(84,155)	(19,133)	65,022	340%	▼
Purchase of Investments	0	0	0	0	0		
Repayment of Debentures	(138,357)	(138,357)	(57,640)	(15,951)	41,689	261%	▼
Advances to Community Groups	0	0	0	0	0		
Transfer to Reserves	(199,221)	(199,221)	(82,990)	(1,393)	81,597	5858%	▼
Total	(2,164,819)	(2,164,819)	(901,885)	(440,353)	461,532		
Net Capital	(803,988)	(803,988)	(334,915)	(201,585)	133,330		
Total Net Operating + Capital	(4,234,704)	(4,234,704)	(1,505,677)	(347,354)	1,158,323		
Rate Revenue	3,184,313	3,184,313	3,183,438	3,179,975	(3,463)	(0%)	
Opening Funding Surplus(Deficit)	1,055,431	1,089,912	1,089,912	1,089,912	0	0%	
Closing Funding Surplus(Deficit)	5,040	39,521	2,767,673	3,922,533	1,154,860		

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2014

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 comprising the contributions. Control over assets acquired from rates is 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.

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2014

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.

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2014

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.

(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.

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2014

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications (Continued)

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.

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.

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2014

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications (Continued)

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.

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.

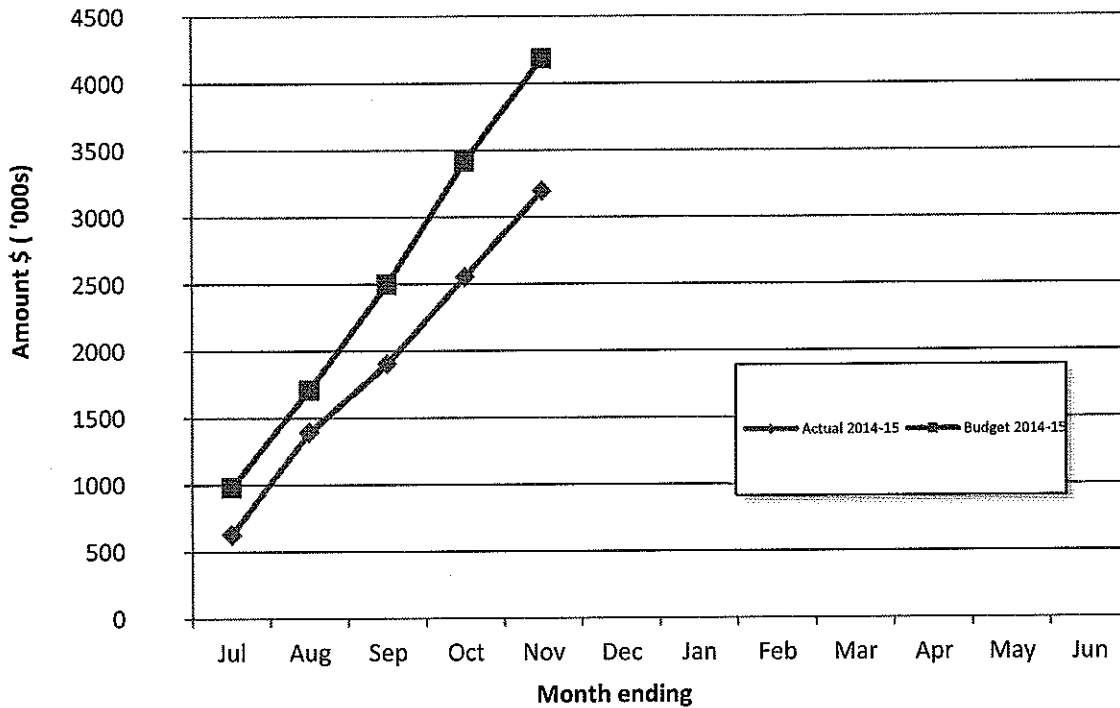
OTHER PROPERTY & SERVICES

Private Works, Stocks and Miscellaneous Items.

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2014

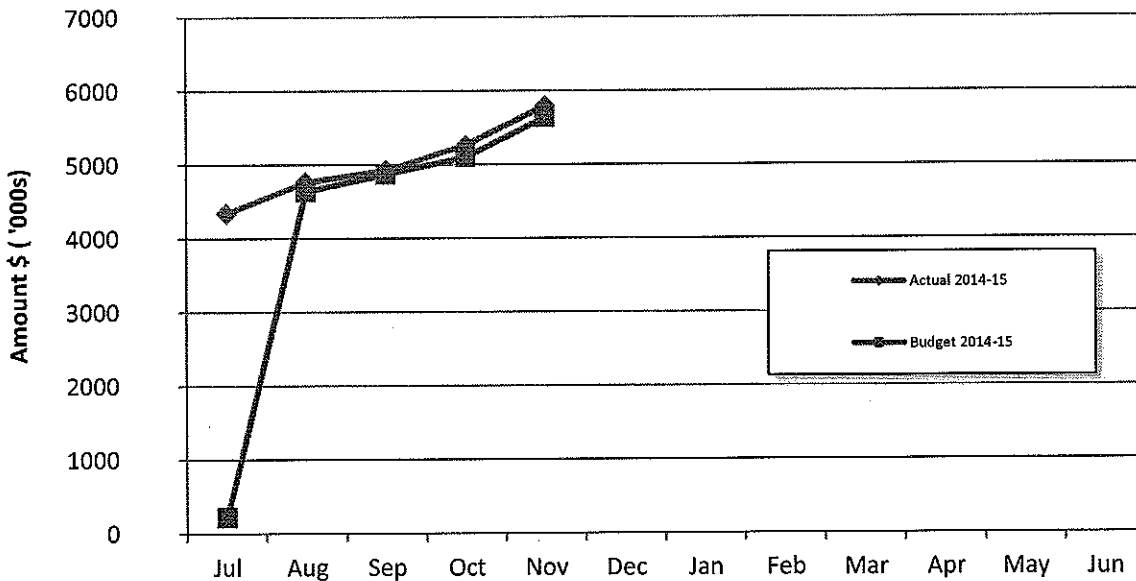
Note 2 - Graphical Representation - Source Statement of Financial Activity

Budget Operating Expenses -v- YTD Actual



Comments/Notes - Operating Expenses

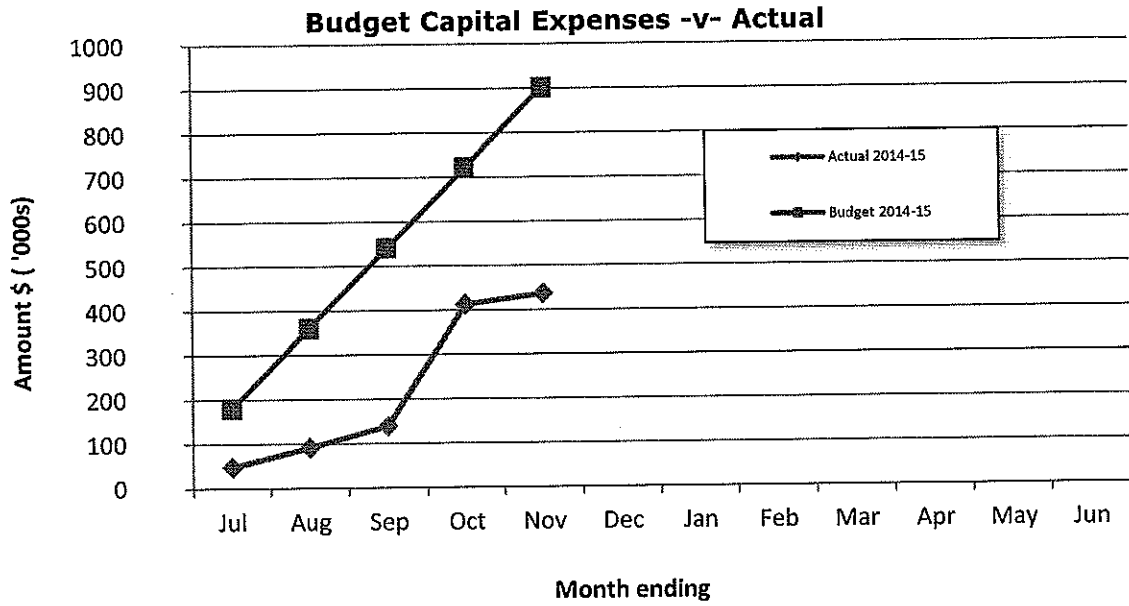
Budget Operating Revenues -v- Actual



Comments/Notes - Operating Revenues

**TOWN OF NARROGIN
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 30 NOVEMBER 2014**

Note 2 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Capital Expenses

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2014

Note 3: SURPLUS/(DEFICIT) POSITION

	Positive=Surplus (Negative=Deficit)		
	30/11/2014	31/10/2014	30/11/2013
	This Period	Last Period	Same Period Last Year
	\$	\$	\$
Current Assets			
Cash Unrestricted	3,238,260	3,214,424	2,474,782
Cash Restricted	2,443,606	2,443,606	2,703,016
Receivables - Rates and Rubbish	962,420	1,139,577	956,370
Receivables -Other	229,933	147,719	305,105
Inventories	0	0	0
	6,874,219	6,945,325	6,439,272
Less: Current Liabilities			
Payables	(309,027)	(243,287)	(503,093)
Loan Liability	(122,406)	(125,626)	(108,874)
Provisions	(425,541)	(425,541)	(350,149)
	(856,974)	(794,454)	(962,116)
Net Current Asset Position	6,017,245	6,150,871	5,477,156
Less: Cash Restricted	(2,443,606)	(2,443,606)	(2,703,016)
Add Back: Component of Leave Liability not Required to be funded	229,923	229,923	50,000
Add Back: Current Loan Liability	122,406	125,626	108,874
Adjustment for Trust Transactions Within Muni	0	0	(425)
Net Current Funding Position	3,925,968	4,062,814	2,932,589

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2014

Note 4: CASH AND INVESTMENTS

	Interest		Restricted		Trust		Total		Institution	Maturity Date
	Rate	Unrestricted \$	\$	\$	\$	Amount \$	Amount \$			
(a) Cash Deposits										
Municipal Account	2.45%	3,235,960					3,235,960	NAB	On-Call	
Cash Floats - Admin Library		1,000					1,000			
Homecare		150					150			
NRLC - Till 1		100					100			
Refuse Site		0					0			
Petty Cash - Admin Library		100					100			
Homecare		300					300			
Reserve Account		200					200			
Trust Account		350					350			
(b) Term Deposits										
Municipal Reserve Term Deposit	0.05%	0		4,653	67,625		4,653	NAB NAB	On-Call	
(c) Investments										
Municipal Reserve Term Deposit	2.87%	0		2,438,953			2,438,953	NAB	31/12/2014	
Total		3,238,160		2,443,606		67,625	5,681,765			

Comments/Notes - Investments

**TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2014**

Note 5: MAJOR VARIANCES

Comments/Reason for Variance

5.1 OPERATING REVENUE (EXCLUDING RATES) - PROGRAM

5.1.1 GOVERNANCE

Permanent - Revenue has exceeded expectation due to reimbursements not budgetted.

5.1.2 GENERAL PURPOSE FUNDING

Nil

5.1.3 LAW, ORDER AND PUBLIC SAFETY

Timing - Revenue in Animal Control is higher than expected and Fire Control is lower however it is anticipated this will even out over the year.

5.1.4 HEALTH

Timing - Regulatory Fees and Charges and Penalties are lower than anticipated for this time of year.

5.1.5 EDUCATION AND WELFARE

Nil

5.1.6 HOUSING

Nil

5.1.7 COMMUNITY AMENITIES

Nil

5.1.8 RECREATION AND CULTURE

Permanent - Rental/Lease income is higher than anticipated in the Town Hall for this time of year.

5.1.9 TRANSPORT

Timing - The Works Construction Program has not commenced.

5.1.10 ECONOMIC SERVICES

Permanent - Income from the Caravan Park is higher than expected, as is Building Licence Fees and Charge Out for Building Services.

5.1.11 OTHER PROPERTY AND SERVICES

Permanent - Private Works is higher than budgetted.

**TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2014**

Note 5: MAJOR VARIANCES

Comments/Reason for Variance

5.2 OPERATING EXPENSES - PROGRAM

5.2.1 GOVERNANCE

Timing - All expenditure for Members of Council has been averaged during the budget process.

5.2.2 GENERAL PURPOSE FUNDING

Nil

5.2.3 LAW, ORDER AND PUBLIC SAFETY

Nil

5.2.4 HEALTH

Nil

5.2.5 EDUCATION AND WELFARE

Timing - All expenditure under the Home and Community Care Program has been averaged during the budget process.

5.2.6 HOUSING

Nil

5.2.7 COMMUNITY AMENITIES

Nil

5.2.8 RECREATION AND CULTURE

Timing - All expenditure for the Narrogin Regional Leisure Centre has been averaged during the budget process.

5.2.9 TRANSPORT

Timing - Expenditure in Road Maintenance is lower than anticipated at this time of year.

5.2.10 ECONOMIC SERVICES

Timing - Expenditure on the TAFE Land Assembly Project is lower than expected.

5.2.11 OTHER PROPERTY AND SERVICES

Permanent - Private Works expenditure is higher as is expected due to increase revenue.

**TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2014**

Note 5: MAJOR VARIANCES

Comments/Reason for Variance

5.3 CAPITAL REVENUE

5.3.1 PROCEEDS FROM DISPOSAL OF ASSETS

Timing - Change over of vehicles has been slower than anticipated.

5.3.2 PROCEEDS FROM NEW DEBENTURES

Nil

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 - Transfers have not be completed as planned.

**TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2014**

Note 5: MAJOR VARIANCES

Comments/Reason for Variance

5.4 CAPITAL EXPENSES

Timing - Capital Expenditure was averaged over twelve months when uploading the budget, this will be rectified for the December 2014 quarter.

5.4.1 LAND HELD FOR RESALE

Nil

5.4.2 LAND AND BUILDINGS

Nil

5.4.3 PLANT AND EQUIPMENT

Nil

5.4.4 TOOLS

Nil

5.4.5 FURNITURE AND EQUIPMENT

Nil

5.4.6 INFRASTRUCTURE ASSETS - ROADS

Nil

5.4.7 INFRASTRUCTURE ASSETS - FOOTPATHS

Nil

5.4.9 INFRASTRUCTURE ASSETS - 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 - Transfers have not be completed as planned.

5.5 OTHER ITEMS

Nil

5.5.1 RATE REVENUE

Nil

5.5.2 OPENING FUNDING SURPLUS(DEFICIT)

Nil

TOWN OF NARROGIN
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 30 NOVEMBER 2014

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

Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
Budget Adoption			\$	\$	\$	\$
Variation between adopted budget opening position and actual		Opening Surplus (Deficit)				5,040
		Opening Surplus (Deficit)			34,481	39,521
						39,521
						39,521
						39,521
						39,521
						39,521
						39,521
						39,521
						39,521
						39,521
						39,521
						39,521
						39,521
						39,521
						39,521
						39,521
						39,521
Closing Funding Surplus (Deficit)			0	0	34,481	39,521

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2014

Note 7: RECEIVABLES

Receivables - Rates and Rubbish

	Current 30/11/14 \$	Previous 30/06/14 \$
Previous Year	219,204	255,442
Rates Levied this year (YTD)	3,645,375	3,618,000
Less Collections to date	(2,815,444)	(3,654,238)
Equals Current Outstanding	1,049,135	219,204
Net Rates Collectable	72.85%	94.34%
of Collected		

Ordinary Council Meeting 16 December 2014

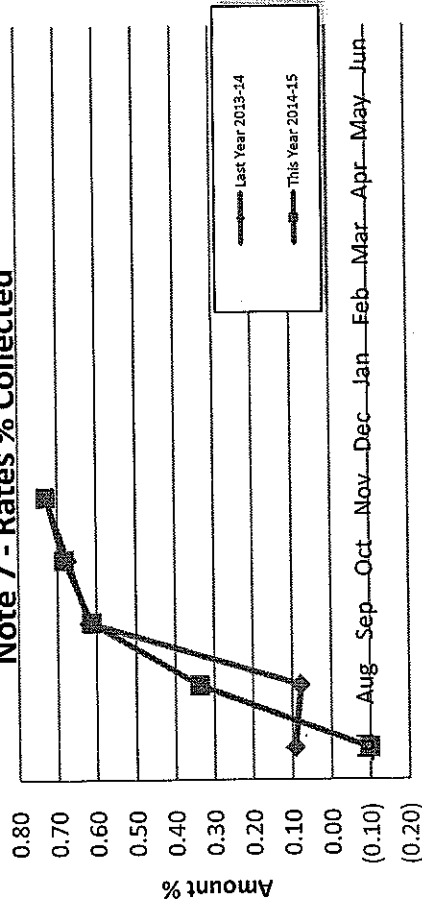
Receivables - General

	Current	30 Days	60 Days	90+Days
	\$ 57,815	\$ 9,132	\$ 4,428	\$ 75,077
Total Outstanding	146,452			

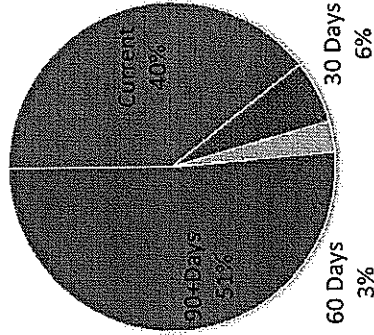
Total Outstanding

Amounts shown above include GST (where applicable)

Note 7 - Rates % Collected



Note 7 - Accounts Receivable (non-rates)



TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2014

Note 9: GRANTS AND CONTRIBUTIONS

Program/Details	Provider	Approval	2014-15 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status	
						Received	Not Received
GENERAL PURPOSE FUNDING							
GENGRANT - Financial Assistance Grant - General	Grants Commission (Untied)	Yes	(1,102,884)		(1,102,884)	(555,084)	(547,800)
GENGRANT - Financial Assistance Grant - Roads	Grants Commission (Roads)	Yes	(156,229)		(156,229)	(78,660)	(77,569)
RATES - Reimbursement of Debt Collection Costs (Inc GST)	Refund	Yes	(10,000)		(10,000)	(22,426)	12,426
MEMBERS							
MEMBERS - Reimbursements	Reimbursements	Yes	(1,100)		(1,100)	(370)	(730)
OTHER GOVERNANCE							
OTHGOV - Reimbursements	Reimbursements	Yes	(5,000)		(5,000)	(7,109)	2,109
LAW, ORDER, PUBLIC SAFETY							
ESL - SES Subsidy (Operating) Grant	FESA (SES Subsidy)	Yes	(6,000)		(6,000)	(3,330)	(2,670)
FIRE - Reimbursements	FESA (SES)	Yes	(800)		(800)	0	(800)
EDUCATION & WELFARE							
HACC - Recurrent Grant Funding	Dept. of Health & Ageing	Yes	(800,358)		(800,358)	(455,823)	(344,535)
CHCP - Recurrent Grant Funding	Dept. of Health & Ageing	Yes	(260,000)		(260,000)	(46,680)	(213,320)
NRCP - Recurrent Grant Funding	Bethanie Care	Yes	(140,160)		(140,160)	(29,063)	(111,098)
AGEDOTHER - Baptist Care Contributions	Neurodegenerative Conditions Coordinating Care Program	Yes	(12,467)		(12,467)	(5,247)	(7,220)
AGEDOTHER - Juniper Community Income	Juniper Community Income	Yes	(100,000)		(100,000)	(14,707)	(85,293)
AGEDOTHER - CATS Contribution	Dept. of Veterans Affairs/CATS	Yes	(8,000)		(8,000)	0	(8,000)
AGEDOTHER - Commonwealth Carers Respite Fees & Charges	Travel Rebate	Yes	(1,595)		(1,595)	0	(1,595)
AGEDOTHER - PATS Voucher Income	Fees	Yes	0		0	(2,086)	2,086
AGEDSNRS - Reimbursements	Fees	Yes	(2,075)		(2,075)	(462)	(1,613)
WELFARE - Contributions & Donations	Reimbursements	Yes	(550)		(550)	0	(550)
Donations	Donations	Yes					
COMMUNITY AMENITIES							

TOWN OF NARRIGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2014

Note 9: GRANTS AND CONTRIBUTIONS

Program/Details	Provider	Approval	2014-15 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status	
						Received	Not Received
SAN - Contributions & Donations	Shire of Narrigin	(Yes/No) Yes	\$ (12,000)	\$	\$ (12,000)	\$ (3,000)	\$ (9,000)
Refuse Contributions	Royalties for Regions	Yes	0	0	0	0	0
COM AMEN - Contributions & Donations	Shire of Narrigin (incl Toilets)	Yes	(8,700)		(8,700)	(2,175)	(6,525)
COM AMEN - Reimbursements	LGIS Reimbursement	Yes	0		0	(4,803)	4,803
RECREATION AND CULTURE							
HALLS - Contributions & Donations	Shire of Narrigin	Yes	(15,200)		(15,200)	(5,214)	(9,986)
HALLS - Reimbursements	Reimbursements	Yes	(230)		(230)	(227)	(3)
NRRC - Contributions & Donations	Shire of Narrigin	Yes	(39,500)		(39,500)	(9,875)	(29,625)
NRRC - Reimbursements	Reimbursements	Yes	(300)		(300)	(24,351)	24,051
REC - Grants - Other Recreation	Dept Sport and Recreation	Yes	(20,000)		(20,000)	(20,000)	0
REC - Contributions & Donations	Shire Contribution	Yes	(38,600)		(38,600)	(9,150)	(29,450)
REC - Reimbursements - Other Recreation	Shire Contribution	Yes	(61,980)		(61,980)	(9,396)	(52,584)
LIB - Contributions & Donations	Shire of Narrigin	Yes	(36,000)		(36,000)	(12,098)	(23,902)
LIB - Grant - Regional Library Services	State Government	Yes	(10,000)		(10,000)	(2,921)	(7,079)
LIB - Other Grants	Reimbursements	Yes	(3,500)		(3,500)	0	(3,500)
LIB - Reimbursements Lost Books	Reimbursements	Yes	(500)		(500)	(298)	(202)
HERITAGE - Contributions & Donations	Shire of Narrigin	Yes	(1,000)		(1,000)	(250)	(750)
OTHUCUL - Contributions & Donations - Other Culture	Shire of Narrigin	Yes	(4,000)		(4,000)	(922)	(3,078)
TRANSPORT							
ROADC - Regional Road Group Grants (MRWA)	Main Roads WA (RRG)	Yes	(113,894)		(113,894)	0	(113,894)
ROADC - Roads to Recovery Grant	Main Roads WA (Direct/Lights)	Yes	(103,300)		(103,300)	0	(103,300)
ECONOMIC SERVICES							
ECONOM - Reimbursements	Reimbursements	Yes	(2,740)		(2,740)	(5,987)	3,247
OTHER PROPERTY AND SERVICES							
PWO - Other Reimbursements	Reimbursements	Yes	0		0	(3,310)	3,310

**TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2014**

Note 9: GRANTS AND CONTRIBUTIONS

Program/Details	Provider	Approval (Yes/No)	2014-15 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status	
						Received	Not Received
			\$	\$	\$	\$	\$
TOTALS			(3,078,662)	0	(3,078,662)	(1,335,021)	(1,743,641)

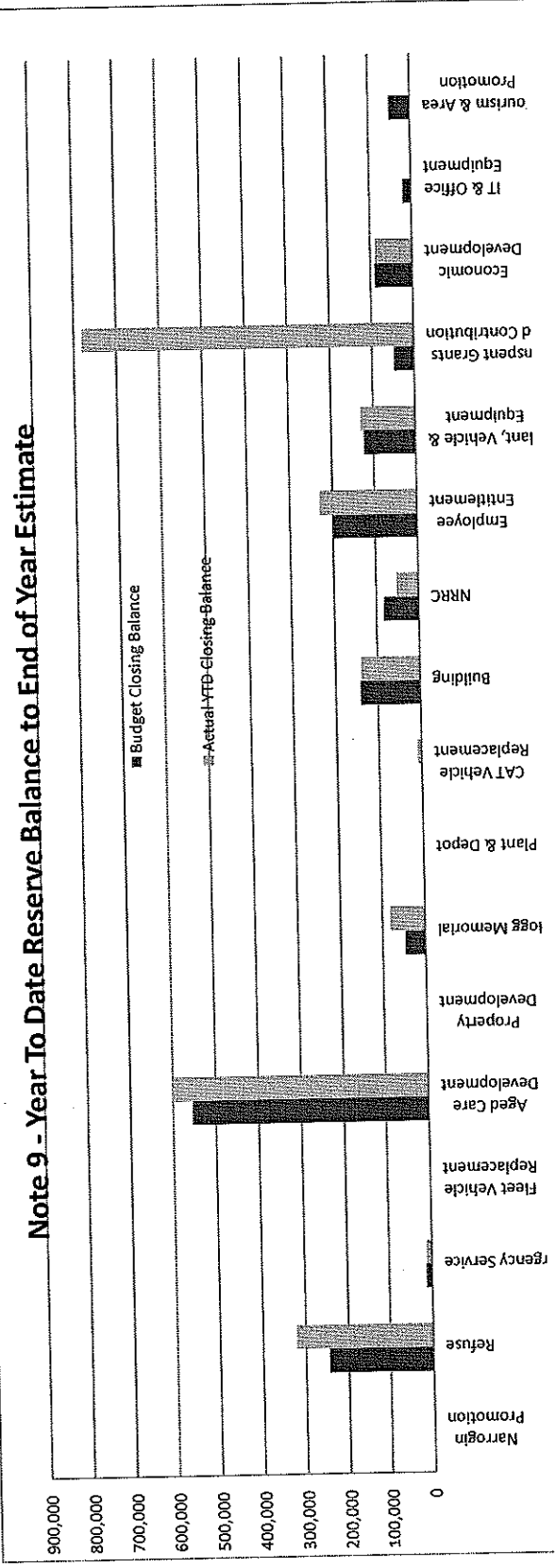
Comments - Grants and Contributions

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

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2014

Note 10: Cash Backed Reserve

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Budget Closing Balance	Actual YTD Closing Balance
Narrogin Promotion	0	0	0	0	0	0	0		\$ 0	\$ 0
Refuse	320,663	4,656	175	0	0	80,000	0		245,319	320,838
Emergency Service	12,590	183	7	0	0	0	0		12,773	12,597
Fleet Vehicle Replacement	0	0	0	0	0	0	0		0	0
Aged Care Development	708,326	10,284	387	0	0	164,000	105,837		554,610	602,876
Property Development	0	0	44	0	0	0	0		0	44
J Hogg Memorial	80,530	1,169	0	0	0	35,000	0		46,699	80,530
Plant & Depot	0	0	0	0	0	0	0		0	0
CAT Vehicle Replacement	8,299	120	5	8,000	0	16,000	0		419	8,304
Building	139,750	3,176	76	0	0	0	0		142,926	139,826
NRRC	50,000	726	27	31,221	0	0	0		81,947	50,027
Employee Entitlement	229,808	3,046	115	50,000	0	32,000	0		200,854	229,923
Plant, Vehicle & Equipment	130,854	2,597	82	0	0	60,000	0		123,451	130,936
Unspent Grants and Contribution	780,230	11,328	427	0	0	745,231	0		46,327	780,657
Economic Development	87,000	2,715	48	0	0	0	0		89,715	87,048
IT & Office Equipment	0	0	0	0	0	0	0		20,000	0
Tourism & Area Promotion	0	0	0	0	0	0	0		50,000	0
	2,548,050	40,000	1,393	159,221	0	1,132,231	105,837		1,615,040	2,443,606



TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2014

Note 11: CAPITAL DISPOSALS AND ACQUISITIONS

Actual			Current Budget				Variance (Under)Over	
Cost	Accum.Dept.	Proceeds	Profit (Loss)	Original Budget	Revised Budget	YTD Budget		Actual
\$	\$	\$	\$	\$	\$	\$	\$	\$
43,351	0	37,273	(6,079)	40,000	40,000	16,665	37,273	20,608
31,828	0	26,511	(5,317)	27,000	27,000	11,250	26,511	15,261
0	0	0	0	15,000	15,000	6,250	0	(6,250)
0	0	0	0	10,000	10,000	4,165	0	(4,165)
0	0	0	0	16,000	16,000	6,665	0	(6,665)
0	0	0	0	16,000	16,000	6,665	0	(6,665)
28,425	2,944	26,573	1,092	27,500	27,500	11,455	26,573	15,118
28,465	0	24,575	(3,891)	0	0	0	24,575	24,575
31,870	0	18,000	(13,870)	20,000	20,000	8,330	18,000	9,670
0	0	0	0	26,600	26,600	11,080	0	(11,080)
0	0	0	0	16,500	16,500	6,875	0	(6,875)
0	0	0	0	14,000	14,000	5,830	0	(5,830)
163,940	2,944	132,931	(28,065)	228,600	228,600	95,230	132,931	37,701

Comments - Capital Disposal

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2014

Note 11: CAPITAL DISPOSALS AND ACQUISITIONS

	Contributions			Total	Current Budget					Variance (Under/Over)
	Grants	Reserves	Borrowing		Original Budget	Revised Budget	This Year		Actual	
							YTD Budget			
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Plant & Equipment										
OTHGOV - Capital Plant & Equipment										
LNGN CEO Vehicle				0	47,000	47,000	19,580	48,784	48,784	29,204
ONGN DCCS Vehicle				0	37,000	37,000	15,415	35,684	35,684	20,269
ANIMAL - Plant & Equipment (Capital)				0	31,000	31,000	12,915	0	0	(12,915)
NGN417 RO Vehicle				0	31,000	31,000	12,915	0	0	(12,915)
HACC - Plant & Equipment (Capital)				0	268,802	268,802	112,000	0	0	(112,000)
Aged Care Bus				0	268,802	268,802	112,000	0	0	(112,000)
CHCP - Plant & Equipment (Capital)				0	24,000	24,000	10,000	0	0	(10,000)
NGN847 Homecare (HACC) Vehicle				0	24,000	24,000	10,000	0	0	(10,000)
AGEDOTHER - Plant & Equipment (Capital)				0	24,000	24,000	10,000	0	0	(10,000)
NGN219 CATS Vehicle				0	24,000	24,000	10,000	0	0	(10,000)
NGN219 CATS Vehicle				0	24,000	24,000	10,000	0	0	(10,000)
PLANT - Plant & Equipment (Capital)				0	35,000	35,000	14,580	31,116	31,116	16,536
NGN00 DTES Vehicle				0	35,000	35,000	14,580	31,116	31,116	16,536
1BBN838 Side Tipping Truck Purchase				0	100,000	100,000	41,665	105,800	105,800	64,135
BUILD - Plant & Equipment				0	27,500	27,500	11,455	0	0	(11,455)
NGN2 BS Vehicle				0	27,500	27,500	11,455	0	0	(11,455)
ADMIN - Plant and Equipment (Capital)				0	25,000	25,000	10,415	0	0	(10,415)
002NGN MF Vehicle				0	25,000	25,000	10,415	0	0	(10,415)
COMMUNITY - Plant & Equipment (Capital)				0	25,000	25,000	10,415	0	0	(10,415)
NGN0 MLC Vehicle				0	25,000	25,000	10,415	0	0	(10,415)
NRRC - Plant & Equipment (Capital)				0						
NRRC Painting and Renovating				0				13,150	13,150	13,150
Totals	0	0	0	0	668,302	668,302	278,440	234,533	278,440	(57,057)

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2014

Note 11: CAPITAL DISPOSALS AND ACQUISITIONS

	Contributions			Current Budget					Variance (Under)/Over
	Grants	Reserves		Original Budget	This Year			Actual	
		Reserves	Borrowing		Total	Revised Budget	YTD Budget		
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
				25,000	25,000	10,415	0	0	(10,415)
				13,500	13,500	5,625	0	0	(5,625)
				7,150	7,150	2,975	7,130	7,130	4,155
				45,650	45,650	19,015	7,130	7,130	(11,885)

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2014

Note 11: CAPITAL DISPOSALS AND ACQUISITIONS

Contributions			Current Budget				Variance (Under)/Over	
Grants	Reserves	Borrowing	Total	This Year				
				Original Budget	Revised Budget	YTD Budget	Actual	
\$	\$	\$	\$	\$	\$	\$	\$	
				103,300	103,300	43,040	3,500	(39,540) ▼
				12,880	12,880	5,365	2,251	(3,114) ▼
				35,380	35,380	14,740	0	(14,740) ▼
				10,000	10,000	4,165	0	(4,165) ▼
				23,280	23,280	9,700	0	(9,700) ▼
				14,238	14,238	5,930	1,760	(4,170) ▼
				0	0	0	0	0 †††
				170,841	170,841	71,180	128	(71,052) ▼
				0	0	0	0	0 †††
				0	0	0	0	0 †††
				369,919	369,919	154,120	7,639	(146,481) ▼
0	0	0	0					

Contributions			Current Budget				Variance (Under)/Over	
Grants	Reserves	Borrowing	Total	This Year				
				Original Budget	Revised Budget	YTD Budget	Actual	
\$	\$	\$	\$	\$	\$	\$	\$	
				71,790	71,790	29,910	41,602	11,692 ▲
				0	0	0	2,967	2,967 ▲
				0	0	0	12,390	12,390 ▲
				0	0	0	0	0 †††
				71,790	71,790	29,910	56,959	27,049 ▲
0	0	0	0					

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2014

Note 11: CAPITAL DISPOSALS AND ACQUISITIONS

	Contributions			Current Budget					
	Grants	Reserves	Borrowing	Total	This Year				Variance (Under)Over
					Original Budget	Revised Budget	YTD Budget	Actual	
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
0	0	0	0	41,500	41,500	17,290	3,200	0	(17,290)
				0	0	0	3,200	0	3,200
Totals	0	0	0	41,500	41,500	17,290	3,200	0	(14,090)

Minutes Ordinary Council Meeting 16 December 2014

	Contributions			Current Budget					
	Grants	Reserves	Borrowing	Total	This Year				Variance (Under)Over
					Original Budget	Revised Budget	YTD Budget	Actual	
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
0	0	0	0	6,562	6,562	2,730	0	0	(2,730)
				35,000	35,000	14,580	0	0	(14,580)
				17,968	17,968	7,485	0	0	(7,485)
				20,000	20,000	8,330	0	0	(8,330)
				15,000	15,000	6,250	6,007	0	(243)
				10,000	10,000	4,165	0	0	(4,165)
				12,500	12,500	5,205	0	0	(5,205)
				0	0	0	13,126	0	13,126
				20,000	20,000	8,330	0	0	(8,330)
				40,000	40,000	16,665	0	0	(16,665)
				25,000	25,000	10,415	0	0	(10,415)
Totals	0	0	0	202,030	202,030	84,155	19,133	0	(65,022)

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2014

Note 12: TRUST FUND

Not included in this statement are as follows:

Trust Items	Opening Balance 1-Jul-14	Amount Received	Amount Paid	Closing Balance 30-Nov-14
	\$	\$	\$	\$
DoT Licensing	0	0	0	0
TransWA	0	0	0	0
Councillor Nomination Fees	0	0	0	0
Cultural Development	4,820	0	0	4,820
Public Open Space Bonds	49,560	0	0	49,560
Trust Other	250	0	0	250
Crossover/Footpath	7,050	1,100	0	8,150
Town Hall Facility Bonds	2,075	0	0	2,075
Musical Society	300	0	0	300
Narrogin Abbatoir Committee	480	0	0	480
Meat Inspection	1,990	0	0	1,990
Retention Bonds	0	0	0	0
BRB Levy	0	0	0	0
BCITF Levy	0	0	0	0
	66,525	1,100	0	67,625

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2014

Note 13: INFORMATION ON BORROWINGS

Debtenture Repayments	Principal 1-Jul-14	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2014-15 Budget	2014-15 Actual	2014-15 Budget	2014-15 Actual	2014-15 Budget	2014-15 Actual	2014-15 Budget	2014-15 Actual
		\$	\$	\$	\$	\$	\$	\$	\$
Governance	178,857	0	0	42,524	0	136,333	178,857	5,605	0
Loan 125 - Corporate Software & Server Upgrade									
Recreation & Culture	437,514	0	0	38,916	15,951	398,598	421,563	23,134	10,078
Loan 121B - Narrogin Regional Recreation Complex									
Loan 126 - Town Hall Renovations	257,837	0	0	24,467	0	233,370	257,837	9,719	0
Economic Services	88,879	0	0	23,556	0	65,323	88,879	4,877	0
Loan 124 - Commercial Property									
Loan 127 - Industrial Land Purchase	168,735	0	0	8,894	0	159,841	168,735	7,461	0
	1,131,822	0	0	138,357	15,951	993,465	1,115,871	50,796	10,078

(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.

10.2.387 2015 COUNCIL MEETING DATES

File Reference: 13.3.8
Disclosure of Interest: Nil
Applicant: Nil
Previous Item Nos: Nil
Date: 11 December 2014
Author: Colin Bastow – Director of Corporate and Community Services

Attachments: Nil

Summary:

Council to consider its 2015 meeting dates.

Background:

The Town is required to advertise its 2015 meeting dates to the local community.

Comment:

It would be prudent for Council to advertise for a full year of meetings as the exact date of the proposed merger with the Shire of Narrogin is not currently known.

Traditionally, Council has not held an ordinary meeting in January and has only one meeting in December. The proposed meeting dates listed below has maintained this practice.

The advertising of the 2015 meeting dates will occur in January 2015.

Consultation:

Aaron Cook - CEO

Statutory Environment:

Local Government (Administration) Regulations Sec.12

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Voting Requirements: Simple Majority

OFFICER'S RECOMMENDATION

That Council:

Sets the following Ordinary Council Meeting dates, commencing at 7:30pm, for 2015:

- 10 February 2015
- 24 February 2015
- 10 March 2015
- 24 March 2015
- 14 April 2015
- 28 April 2015
- 12 May 2015
- 26 May 2015
- 9 June 2015
- 23 June 2015
- 14 July 2015

- 28 July 2015
- 11 August 2015
- 25 August 2015
- 8 September 2015
- 22 September 2015
- 13 October 2015
- 27 October 2015
- 10 November 2015
- 24 November 2015
- 15 December 2015

Council Resolution: 1214.195

Moved: Cr Paternoster

Seconded: Cr McKenzie

That Council:

Approves the following Ordinary Council Meeting dates, commencing at 7:30pm, for 2015:

- 10 February 2015
- 24 February 2015
- 10 March 2015
- 24 March 2015
- 14 April 2015
- 28 April 2015
- 12 May 2015
- 26 May 2015
- 9 June 2015
- 23 June 2015
- 14 July 2015

- 28 July 2015
- 11 August 2015
- 25 August 2015
- 8 September 2015
- 22 September 2015
- 13 October 2015
- 27 October 2015
- 10 November 2015
- 24 November 2015
- 15 December 2015

CARRIED: 6/1

Note: Reason for change – The word “Sets” is replaced with the word “Approves”.

Council Resolution: 1214.196

Moved: Cr Paternoster

Seconded: Cr Schutz

That Council:

As per section 5.23 of the Local Government Act 1995, closed the remainder of the meeting to the public due to the confidential nature of the following two items.

CARRIED 7/0

Please Note: Mr Seale Departed the meeting at 9:24pm.

Council Resolution: 1214.197

Moved: Cr Paternoster

Seconded: Cr Schutz

That Council:

Adjourn the meeting for a period of 5 minutes from 9:25pm.

CARRIED 7/0

Please Note: The meeting resumed at 9:30pm.

10.2.381 AUSTRALIA DAY ACTIVE CITIZENSHIP AWARDS 2015

File Reference: 26.2.1
Disclosure of Interest: NIL
Applicant:
Previous Item Nos: 1213.250
Date: 2 December 2014
Author: Susan Guy - Manager Leisure and Culture

Attachments:

Premier's Australia Day Active Citizenship Award Nominations (to be provided to Councillors at the Monthly Information Meeting on 16 December 2014)

Summary:

Council is requested to vote for the winner of the Premier's Australia Day Active Citizenship Award in each of three categories.

Background:

The Premier's Australia Day Active Citizenship Awards focus on community contribution and participation rather than personal achievement. They are run in many Councils around the State as a joint initiative of the Australia Day Council of Western Australia, the Western Australian Local Government Association (WALGA) and the Office of Premier and Cabinet.

The Town of Narrogin for some years has adopted the awards program and calls for the local community to nominate an inspiring community member or group from Narrogin for an award to be presented at a ceremony on Australia Day - 26 January. There are three award categories which highlight active citizenship, outstanding contribution to the local community and Australian pride and spirit.

The Award categories are as follows:

- outstanding community contribution by a local citizen;
- outstanding community contribution by a local citizen under 25 years of age; and
- outstanding community contribution by a local group or community event .

Comment:

The Town's Australia Day Committee which met on 27 November 2014 recommended that elected Town of Narrogin Councillors be asked to vote for the winners of the Premier's Australia Day Active Citizenship Awards and would be requested to review (but not discuss) the nominations for the Awards at the Monthly Information Meeting on 16 December 2014.

Consultation:

Town of Narrogin Australia Day Committee

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

Vote for the winner of the Premier's Australia Day Active Citizenship Award for 2015 in each of three categories.

Council Resolution: 1214.198

Moved: Cr Paternoster

Seconded: Cr McKenzie

That Council:

Award the Australia Day, "outstanding community contribution by a local group or community event" to the Narrogin Sub Branch of RSL.

CARRIED: 7/0

Please Note: Mayor Ballard and Cr McKenzie declared "Persons Closely Associated Interest and departed the meeting at 9:34pm.

Please note: Deputy Mayor Cr Paternoster presided as chair.

Council Resolution: 1214.199

Moved: Cr Ward

Seconded: Cr Kain

That Council:

Nominate the finalists of the Australia Day “outstanding community contribution by a local citizen” to three persons for further debate.

CARRIED: 5/0

Please Note: As the three persons nominated as finalists did not include the persons nominated that Mayor Ballard and Cr McKenzie within their Persons Closely Associated Interest they were requested to re-join the meeting at 9:43pm.

Please Note: Mayor Ballard resumed the Chair at 9:43pm.

Council Resolution: 1214.200

Moved: Cr Paternoster

Seconded: Cr Ward

That Council:

Award the Australia Day “outstanding community contribution by a local citizen” to Mrs Delia Joy Youngman.

CARRIED: 7/0

10.2.388 CEO PERFORMANCE REVIEW & ADVISORY / AUDIT COMMITTEE

File Reference: As listed in the individual reports
Disclosure of Interest: Nil
Applicant: Nil
Previous Item Nos: Nil
Date: 11 December 2014
Author: Colin Bastow – Director of Corporate and Community Services

Attachments:

Minutes of the CEO Performance Review & Advisory / Audit Committee due to the confidential nature of the document it is not for public release.

Summary:

Council to consider the recommendations of the CEO Performance Review & Advisory / Audit Committee Minutes.

Background:

The CEO Performance Review & Advisory / Audit Committee held a meeting on the 10 December 2014 to consider the following items:

- Cash Handling Policy,
- Legislative Compliance Review,
- Risk Management Review, and
- The annual CEO Performance Review.

The meeting was closed to the public as the meeting does not comply with the requirements of S5.23 of the Local Government Act and contained two confidential reports being the Cash Handling Policy and the CEO Performance Review findings.

Comment:

It is presented for Council to accept the minutes of the CEO Performance Review & Advisory / Audit Committee meeting held on the 10th December 2014.

Council is also requested to accept the recommendations contained in the minutes of the meeting or resolve to amend or reject those recommendations.

Consultation:

Audit Committee

Statutory Environment:

Section S5.23 Local Government Act 1995

Policy Implications:

Council to consider the adoption of a Cash Handling Policy.

Financial Implications:

Nil

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

OFFICER RECOMMENDATION

That Council:

Close the remainder of the meeting to the public as per section 5.23 (2) (a) and (e) of the Local Government Act to discuss items contained within the confidential minutes of the CEO Performance Review and Audit Committee.

Please Note: That this motion lapsed as it was not required as Council was already closed to the public.

OFFICER'S RECOMMENDATION

That Council:

- 1) Accepts the minutes of the CEO Performance Review & Advisory / Audit Committee Meeting held on the 10th December 2014, and
- 2) Accepts all of the resolutions contained in the attached minutes concerning the following agenda items:
 - Cash Handling Policy,
 - Legislative Compliance Review,
 - Risk Management Review, and
 - The annual CEO Performance Review.

Council Resolution: 1214.201

Moved: Cr Paul Schutz

Seconded: Cr Jan McKenzie

That Council:

- 1) Accepts the minutes of the CEO Performance Review & Advisory / Audit Committee Meeting held on the 10th December 2014, and
- 2) Accepts all of the resolutions contained in the attached minutes concerning the following agenda items:
 - Cash Handling Policy,
 - Legislative Compliance Review,
 - Risk Management Review, and

CARRIED: 7/0

Please Note: Reason for change was to resolve all matters other than the CEO Performance Review prior to staff departing the meeting.

Please Note: That Mr Cook declared a Financial Interest and the remaining staff departed the meeting at 10:00pm due to the confidential nature of the remaining item.

Council Resolution: 1214.202

Moved: Cr Paternoster

Seconded: Cr McKenzie

That Council:

Accepts the annual CEO Performance Review and its findings contained on page 20 and 21.

CARRIED 7/0

Council Resolution: 1214.203

Moved: Cr McKenzie

Seconded: Cr Schutz

That Council:

As per section 5.23 of the Local Government Act 1995 re-opens the meeting to the public.

CARRIED 7/0

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

Mayor Ballard raised with the Elected Members the matter of the standing orders point 9.1 requiring Elected Members to stand when addressing the Chair. In addition to this the standing order 9.5 limiting the number of speeches to be made was also discussed.

Council Resolution: 1214.204

Moved: Cr McKenzie

Seconded: Cr Ward

That Council:

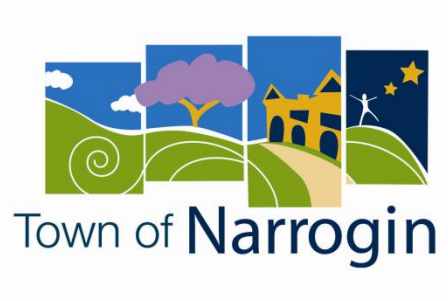
Suspend the requirements of 9.1 and 9.5 of the Town of Narrogin Standing Orders to assist in encouraging debate and information sharing between the Elected Members during Council meetings for the 2015 calendar year. It is noted that the merged entity may wish to rescind this motion and the Chair of the meeting may reinstate these requirements if required during the meeting if behaviour requires this action.

All other standing orders are to remain in place as per the Local Law.

CARRIED 7/0

13. CLOSURE OF MEETING

The Mayor closed the meeting at 10:37pm.



CEO PERFORMANCE REVIEW & ADVISORY / AUDIT COMMITTEE MEETING

(NOT OPEN TO THE GENERAL PUBLIC)

Minutes 10 December 2014

This Audit Committee Meeting is not open to the general public as the meeting does not comply with the requirements of S5.23 of the Local Government Act 1995 which would require the meeting to be open to the general public. The Town's Audit Committee does not have delegated authority to make decisions on behalf of Council. This Agenda also contains confidential reports such as the CEO Performance Review and Cash Handling Policy.

**CEO Performance Review & Advisory /
Audit Committee Meeting
Minutes
10th December 2014**

1. OFFICIAL OPENING

5.36PM

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

In attendance:

Mayor Ballard
Deputy Mayor Paternoster
Cr Schutz
Cr Bartron
Cr McKenzie
Mr Cook – Chief Executive Officer
Mr Bastow – Director of Corporate and Community Services

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

- Mr Aaron Cook – Chief Executive Officer declared a financial interest in 6.0.15.

4. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

COMMITTEE'S RECOMMENDATION

Moved: Cr Schutz

Seconded: Cr McKenzie

That the Committee accepts the minutes of the Audit Committee Meeting held on 6 November 2014 and confirmed as an accurate record of proceedings.

CARRIED 5/0

6. MATTERS WHICH REQUIRE DECISION

- 6.0.12 Cash Handling Policy
- 6.0.13 Legislative Compliance Review
- 6.0.14 Risk Management Review
- 6.0.15 CEO Performance Review

7. NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING

Nil

8. CLOSURE OF MEETING

7.37pm

6.0.12

CASH HANDLING POLICY

File Reference: 12.12.1
Disclosure of Interest: Nil
Applicant: Nil
Previous Item Nos: Nil
Date: 8 December 2014
Author: Colin Bastow – Director Corporate and Community Services

Attachments:

Draft Cash Handling Policy

Summary:

Council to consider adopting a Cash Handling Policy.

Background:

It was identified in the financial systems review that the Town required a cash handling policy to improve its internal controls in this area.

Comment:

The focus of the *draft* cash handling policy is to place a higher level of accountability on those Departments that handle a significant amount of cash and cheques. Currently this would be those departments within the Town's administration building. The Narrogin Regional Leisure Centre (NRLC) is managed by the YMCA and therefore not included in this policy. All other departments are considered to have minor cash transactions but they still need to ensure a minimum acceptable cash handling procedure.

The Town has already implemented many of the cash handling procedures that are listed in the draft policy at its administration centre.

The Town currently has a number of volunteers collecting cash on its behalf for the Meals on Wheels program and CATS vehicle. The Town needs to ensure a minimum cash handling procedures is maintained regardless of who is collecting the money i.e. staff or volunteers.

The main reason for adopting a cash handling policy is to ensure appropriate procedures are undertaken across the Town regardless of which department is collecting the money. A policy also gives more authority to the Managers when enforcing cash handling standards within their own departments.

This report has been kept brief due to the sensitive nature of talking about cash handling practices within the Town. Further information can be submitted verbally at the meeting.

Consultation:

Rhona Hawkins – Manager Finance
Lynne Yorke – Manager Community Care
Kay Weaver – Manager Library Services

Statutory Environment:

Local Government Act 1995

Policy Implications:

Council is asked to consider adopting a new policy for cash handling.

Financial Implications:

No direct financial implications with the adoption of a policy for cash handling, however, strong internal controls will better protect cash assets from errors or misappropriation.

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

COMMITTEE'S RECOMMENDATION

Moved: Cr Paternoster

Seconded: Cr Bartron

That Council:

Adopts the attached Cash Handling Policy.

CARRIED 5/0

Town of Narrogin Draft Cash Handling Policy

Policy Statement

The purpose of the cash handling policy is to protect the Town's cash and cheques from errors, theft or misappropriation.

Administration Centre

All cash and cheques received by the Town including floats monies must be stored in the safe at the end of each working day.

Officers are to only use the individual till that has been allocated to them.

At the end of day the contents of the till is to be counted and the cash float is to be left in the till. The till is then to be locked and sealed before it is placed in the safe.

At the end of day, Officers must place their daily takings into their own sealed bank bag.

Cash, cheques and EFTPOS payments are to be reconciled with the daily receipts to ensure the daily transactions balance at the end of each working day

Officers must ensure that their assigned till and cash draw is to be kept secure at all time

When cash and cheques are removed from the cash draw they are not to be left unattended for any reason unless they are locked away in a secure location. Cash and cheques are not be left in draws or any other unapproved location for any reason.

Any discrepancies in receipting that is identified must to be reported as soon as practical to the Manager of Finance or Director of Corporate and Community Services.

On receipt of cash, cheques or EFTPOS payments the Officer is to issue a receipt in TRELIS or SynergySoft. All TRELIS transactions must then be entered in SynergySoft.

Individual computer passwords and access codes will be assigned to Officers and must be kept confidential at all times.

Banking is to be done on a daily basis.

Other Facilities

All cash and cheques received by the Town including floats monies must be stored in secure location at the end of each working day.

On physical receipt of cash, cheques or EFTPOS payments the Officer is to issue an approved receipt.

Cash, cheques and EFTPOS payments are to be reconciled with the daily receipts to ensure the daily transactions balance.

Only Officers that have a good understanding of cash handling practices are allowed to handle cash.

Any discrepancies in cash balances must to be reported as soon as practical to the Facilities Manager who in turn will advise the Manager of Finance or Director of Corporate and Community Services.

Individual computer passwords and access codes will be assigned to Officers and must be kept confidential at all times.

Banking is to be done on a regular basis with the regularity depending on the total amount of funds to be kept on site.

Volunteers

All cash and cheques received by the Town including floats monies must be stored in secure location at the end of each working day.

On receipt of cash, cheques payments the Volunteer must issue an approved receipt.

The Manager responsible for a volunteer or group of volunteers has the responsibility of ensuring that any funds collected can be appropriately reconciled.

Special Activity or Event

When the Town is collecting cash or cheques from a participant of a special activity or event, the collecting Officer is to issue an approved receipt.

All receipts issued for the special activity or event must be reconciled with the all cash and cheques received.

6.0.13

LEGISLATIVE COMPLIANCE REVIEW

File Reference: 13.3.8
Disclosure of Interest: Nil
Applicant: Nil
Previous Item Nos: Nil
Date: 8 December 2014
Author: Colin Bastow – Director Corporate and Community Services

Attachments: Nil

Summary:

Council to consider the Town's Legislative Compliance Review.

Background:

There have been recent amendments to the Local Government (Audit) Regulations 1996 which requires the CEO to review the Town's Legislative Compliance at least once every two years. The CEO is required to present his report to the Town's Audit Committee, who in turn makes a recommendation about the review to full Council.

The Department of Local Government has not set any specific framework or methodology on how to complete a legislative compliance review.

In discussion with an Officer from the Department of Local Government about the requirements of a legislative compliance review, it was suggested that the Town should focus on reviewing the Local Government Act. As the Department had reduced its compliance items in the annual compliance return, these removed items could be included in the Town's legislative compliance review.

The Regulations are silent about which particular legislation is to be reviewed, therefore it would be safe to assume all relevant legislation must be considered in the review. It is important to note that Western Australian Local Governments are responsible for over 250 separate pieces of legislation. With this volume of information it would be impossible for any local government to ensure it is always compliant with legislation regardless of their size and financial resources.

There are three general areas where legislation is created in Australia:

- Local Laws
- State Laws
- Commonwealth Laws

Local Laws are those laws that are set by the Town for the purpose of good governance of the local community.

State Laws are those that are set by the Western Australian parliament which includes the Local Government Act 1995. This particular Act gives the head of power for the creation of the Town of Narrogin as well as all other local governments within Western Australia. The Town is considered a State Agency and therefore much of the legislation compliance is focused around state based legislation.

Below is a list of the main State based Legislation that the Town is required to manage:

- Local Government Act 1995
- Local Government (Miscellaneous Provisions) Act 1960
- Health Act 1911
- Planning and Development Act 2005
- Building Act 2011
- Cemeteries Act 1986
- Caravan Parks and Camping Grounds Act 1995
- Cat Act 2011
- Dog Act 1976
- Litter Act 1979
- Bush Fire Act 1954
- Occupational Safety and Health Act 1984
- Equal Opportunity Act 1984
- State Records Act 2000
- Waste Avoidance and Resource Recovery Act 2007
- Heritage of Western Australia Act 1990

The Commonwealth sets legislation via the Federal Parliament.

The Town is expected to have specific knowledge about: Commonwealth-based Legislation ie

- A New Tax System (Goods and Services Tax)
- Income Tax
- Superannuation Act 2005
- Cheques Act 1986
- Fringe Benefit Tax 1986

The Town does not currently employ a lawyer or anyone with specific legal training as is the case in a number of the larger city-based local governments. However it does employ a number of staff who have either been university-educated or have considerable local government experience.

Comment:

It is important to recognise the Town's current available resources when considering any changes to legislative compliance. As any proposed changes to processes and procedures must be realistic and within the ability of the Town to achieve.

As the Town is likely to merge with the Shire of Narrogin on 1 July 2015, there will leave little capacity for the Town to undertake any significant changes to processes such as this unless it is

a requirement of the merger. Therefore this review has focused on an overview of the Town's legislative compliance and possible minor changes to improve these processes.

As stated in the background of this report, Western Australian Local Governments have over 250 separate pieces of legislation to comply administer and comply with. Although the Town would not be required to comply with all of this legislation as many would not be relevant. That being said, the Town would still have a considerable number of pieces of legislation to contend with. The biggest challenge will be how to identify that legislation exists if it is currently not known by the Town.

Local Governments of similar size to the Town operate on a decentralised basis with regards to their management of legislative responsibilities. As in the Town case, each internal department has been tasked with the management of the appropriate legislation that is applicable to that department's function. For example the Town's Environmental Health Officer (EHO) is responsible for the Health and Waste Avoidance and Resource Recovery Acts.

Below is a list of activities that the Town currently undertakes to support its objective of legislative compliance:

- Includes in its Council reports a section for Statutory Environment
- subscribes to WALGA's Tax Service
- subscribes to WALGA's Local Law Service
- subscribes to WALGA's Legislative Service
- recruits suitably qualified and experience key staff
- includes its annual budgets for legal advice
- provides funding for professional development/training
- receives bulletins from the Department of Local Government
- receives notification from various Government Agencies about legislative changes
- completes annual compliance return (LG Act)
- undertakes annual financial audits
- has the annual budget reviewed by Department of Local Government

Not all legislation has the same potential impact on the Town if there is non-compliance. For example, when the Town is required to give a document to the Department of Local Government within a set time as opposed to a remittance of a specific amount of PAYG withholding Tax to the ATO within a set time. The latter of these compliance issue will result in potential fines and interest penalties while the first has no prescribed penalty if there was to be a late lodgement.

Officers currently undertake a level of ad hoc risk assessment when estimating the impact of compliance on the Town's operations. The Town has its staff fully employed on specific tasks and would need to either supply additional resources or remove tasks from an Officer if it was required to commit resources to a new requirement. It has been fortunate that the Town has accessed grant funding to produce a number of the new reports such as the Town Long Term Financial and Asset Management Plans. In future years the Town will need to fund these plans itself.

It is rare for the Town to receive additional resource to aid in meeting changes to compliance requirements, however on the odd occasion additional funding has been available but normally only on a one-off grant with the Town being left to fund future compliance requirements.

In the recent past, the Town had been filling key positions with officers who had little or no experience in their roles. This practice has had a major impact on the Town's ability to operate effectively and this included the Town's compliance with various pieces of legislation. The Town also had a culture of challenging legislation to achieve desired outcomes. For example the Town's reserve accounts were not cash-backed, as other assets were used to back these reserves. It is industry standard practice to cash back all reserve accounts and not use other assets for this purpose.

Fortunately in recent times, the Town had implemented a number of industry standard practices and procedures to assist with legislative compliance. For example, the Town's Annual Budget, Financial Statements and Monthly Financial Reports are all based on an industry standard format. The advantage of this approach, and in particular with financial based templates, is the Town can achieve compliance without allocating significant resources into researching changes to legislation as that work has already been done by a third party.

The Town does have a culture that will endeavour to comply with legislation. This has resulted from the recruitment of professional staff who better understand their roles and responsibilities and can support other staff when required.

The Town has managed to maintain a relatively stable staff for the past 18 months. Although there are a few communication issues that need to be addressed between officers, this is being addressed with the use of professional counsellor.

The Town has a number of limitations which has an impact on the Town's ability to improve its legislative compliance which included the following:

- financial constraints
- limited number of professional staff
- limited number of support staff

Although legislative compliance could be improved by addressing the above problems, The Town does need to consider the cost associated with resolving each issue and the anticipated benefit that may be achieved from providing the additional resources.

The Town is only able to provide basic compliance in a number of areas. For example the Town's EHO would at best, only spend two days a week on health-related issues. While the Town is complying with its legislative obligations, it would be desirable to take a more proactive approach to local health care if the opportunity presents itself.

The Town needs to focus more resources on the following legislation to improve compliance:

- Caravan Parks and Camping Grounds Act 1995
- Planning and Development Regulations 2009

Both of the above areas are currently being assessed to ensure future compliance.

To ensure any organisation maintains a satisfactory level of legislative compliance is always a challenge as it does require ongoing investment in human resource development as well as investment in infrastructure upgrades

Considering the Town's current resources and the impending merger with the Shire of Narrogin, the current level of legislative compliance is considered and whether it has appropriate and effective systems in place to ensure an adequate level of legislative compliance can be achieved. The development of appropriate legislative checklists will assist officers in this area, but the current focus of the Town is on the development and upgrade of appropriate procedure manuals within the Corporate Services Directorate.

Consultation:

Aaron Cook – CEO
Brian Robinson - DTES

Statutory Environment:

Local Government Act 1995

Local Government (Audit) Regulations 1995 Sec.17

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

COMMITTEE'S RECOMMENDATION

Moved: Cr Paternoster

Seconded: Cr Schutz

That Council:

Accepts the Town's Review of Legislative Compliance

CARRIED 5/0

6.0.14

RISK MANAGEMENT REVIEW

File Reference: 27.4.1
Disclosure of Interest: Nil
Applicant: Nil
Previous Item Nos: Nil
Date: 8 December 2014
Author: Colin Bastow – Director Corporate and Community Services

Attachments: Nil

Summary:

Council to consider the Town's Risk Management Review.

Background:

There have been recent amendments to the Local Government (Audit) Regulations that require the CEO to review the Town's Risk Management processes at least once every two years. The CEO is required to present his report to the Town's Audit Committee, who in turn makes a recommendation about the review to the full Council.

The Town currently has a basic policy covering Risk Management. The C.26 Risk Management Policy was adopted by Council at an ordinary meeting which was held on the 24 July 2007. The focus on the current policy was to reduce the potential costs of risk by reducing liability, preventing litigation and improving loss control.

There is a number of Australian Standards that cover various aspects of risk management however the main standard is Risk Management – Principals and Guidelines (ISO 31000:2009)

Risk Management is a wide ranging concept and would impact on every aspect of the Town's operations.

Comment:

Risk management involves effectively managing business systems and processes to achieve an appropriate balance between realising opportunities for gain while minimising adverse impacts. It requires the development of an appropriate framework and culture, and application of a logical and a systematic method to identify and manage risks.

Communication of the risk management systems, risk appetite and tolerance, and outcomes required to achieve common goals across the organisation is essential for sustainable risk management that is built in and not built on everyday tasks and duties.

The Town does not currently have access to the Australian Standards but this issue should be resolved shortly as the Technical and Environmental Directorate is investigating subscribing to this service.

The Town and its officers are aware of the need to reduce risk to avoid unfavourable outcomes such as litigation as well as advance common community goals. The local government industry has been pushed to embrace the concept of risk management and include this concept into most aspects of its day-to-day operations.

There are a number of areas of risk that The Town has solid processes in place to manage risk. They include:

- OSH Committee
- Insurance policies
- Tool box/staff meetings
- Prestart meeting
- Customer service software
- Access to a regional risk coordinator
- Risk Management policy
- Regular inspection/servicing of firefighting equipment
- Upgrading of electrical systems/wiring; and
- Regular backup of computer software and data.

The Town would benefit from establishing a risk management matrix that would be used to consistently categorise risk across the organisation. Council may wish to include a separate topic of “Risk Management” in its reports in the same way as “Financial Implications” has been included to ensure any potential financial impacts are appropriately reported before Council makes a decision.

The Town has taken a number of steps to improve its processes to ensure risk management is handled more appropriately. For example the Town has implemented a customer service software to improve the management of requests for service from both staff and the general public. The customer service software not only tracks any service request received by the Town but also lets the customer service officers know if any customer service requests are in fact valid.

Occupational Safety and Health (OSH) is a potential high risk area therefore the Town is required to establish and maintain appropriate systems to ensure its workplaces are well maintained and free of potential hazards. To this end, the Town operates a compulsory OSH committee who meet on a monthly basis to discuss any potential risks and solutions. OSH legislation not only covers the Town’s employees but also any person who may enter a designated work place. The Town does encourage OSH representatives to undertake a five-day training course at the Town’s expense to better able them to actively participate in OSH issues.

The Town has recently had its building and structures independently valued. The purpose of this valuation was to assess the fair value of the asset as well as identify at what value the buildings should be insured. The insurance valuation is critical to avoid the risk of under or over insurance as there can be significant financial implications associated with the Town not appropriately insuring its buildings and structures in the event of an event such as a fire. The Town reassesses its insurance values for all of its assets on a yearly basis.

The Town also funds a number of liability insurance policies to cover any risk associated with public liability, professional indemnity and workers' compensation claims. The insurance coverage for all of the Town's liability policies is currently considered adequate and reassessed on an annual basis.

The Town holds a number of meetings between managers and their staff to assist with the flow of information and improve processes. The Town's outside staff call their meeting a 'Tool Box Meeting', while other sections simply call these type of meetings 'Staff Meetings'. There is also a Managers' meeting which is held once a month and is designed for better communication of organisational issues.

The outside workers as well as Homecare staff undertake pre-start checks of plant and equipment to ensure they operate safely and that obvious problems are identified before the plant or equipment is used.

The Town contracts WALGA's Regional Risk Coordinator to assist with advice at the Town's OSH committee meeting as well as provide additional support with the inspections of various building and facilities.

The Town does have a policy on Risk Management which is now dated and in need of an update. The Town's current Risk Management policy refers to the superseded AS/NZS ISO 4360:2004 Australian Standard. This policy will need to be updated to include the current Australian Standard AS/NZS/ ISO 31000 2009 and current changes to risk management practices in general.

The Town engages the services of Wormald to regularly inspect and service all firefighting equipment that is located in or around its buildings.

The Town Hall, Railway Institute Hall and Narrogin Caravan Park are facilities that have had major electrical upgrades to ensure compliance to new electrical regulations as well as improve safety including reducing the risk of fire.

There are however, two important areas that The Town needs to develop a plan for to reduce the impact of a major incident,

- A Business Continuanace Plan, and
- A Data Backup.Plan.

In the unfortunate event that the Town was to lose the use of its current Administration Building, the Town would need to relocate its administration centre to another building for a period of up to two years. Additional office equipment and furniture would be needed as well as the potential transferring of software and data from the existing servers or backups to new servers. The development and endorsement of a Business Continuanace Plan would cover these and other important issues that would need to be addressed if such a major event did occur. The plan will be needed to ensure important decisions are not made without considering the bigger picture.

The Town currently undertakes a number of processes to backup data and software across all departments. However if a backup was to fail in a critical system, the Town would need to be able to quickly identify an issue in order to take the most appropriate corrective action. The Town has been undertaking audits of its computer system backups on an ad hoc basis, however due to the importance of data backups it would be more desirable to establish a monthly audit to ensure a more timely review is undertaken.

Overall, the Town's Risk Management systems are considered to be appropriate and effective for an organisation the size and financial resources of the Town.

Recommended Improvements

Due to the impending merger with the Shire of Narrogin, it would be prudent for the Town to delay the implementation of any major changes to the Town's current Risk Management practices because this work will need to be undertaken by the new entity. However the current Risk Management policy should be updated by the next policy manual review by Council as the current policy refers to a superseded Australian Standard.

The Town does need to develop a Business Continuity Management Plan in case the Town's Administration Centre was to suffer significant damage or be destroyed and undertake monthly audits of its computer system backups.

Consultation:

Aaron Cook – CEO
Brian Robinson – DTES

Statutory Environment:

Local Government Act 1995
Local Government (Audit) Regulations 1995 Sec.17

Policy Implications:

Update the Town C.26 Risk Management policy.

Financial Implications: Nil

Strategic Implications: Nil

Voting Requirements:

Absolute Majority

COMMITTEE'S RECOMMENDATION

Moved: Cr Schutz

Seconded: Cr McKenzie

That Council:

Accepts the Town's Risk Management Review Report.

CARRIED 5/0

Please note: Mr Cook and Mr Bastow left the meeting at 5.55pm due to Mr Cooks financial interest in the item dealing with his performance review.

6.0.15

CEO PERFORMANCE REVIEW

File Reference:	Personnel
Disclosure of Interest:	Mr Cook – Chief Executive Officer
Applicant:	Nil
Previous Item No's:	Nil
Date:	8 December 2014
Author:	Colin Bastow – Director Corporate and Community Services

Attachments: Nil

Summary:

Council to consider the CEO Performance Review.

Background:

The CEO has undergone a review of his performance with the Mayor and other elected members.

Comment:

The Mayor is to report to the CEO Performance Review/Audit Committee the findings from the CEO Performance Review.

Consultation:

Aaron Cook - CEO

Statutory Environment:

Local Government Act 1995 Sec. 5.38

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Voting Requirements:

Simple Majority

OFFICERS RECOMMENDATION

That Council:

Accepts the CEO performance review.

COMMITTEE'S RECOMMENDATION

Moved: Cr Bartron

Seconded: Cr Schutz

That Council:

Accepts the CEO performance review and recommendations regarding the Key Performance Indicators and Salary Adjustment increase as contained within the attached finalised CEO Performance Appraisal document.

CARRIED 5/0

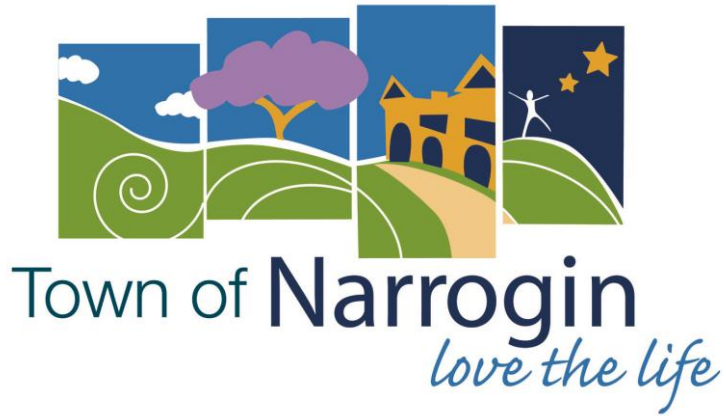
Please note: Mr Cook returned to the meeting at 7.12pm to answer questions of the committee.

7. NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING

Nil

8. CLOSURE OF MEETING

7.37pm



Town of Narrogin

CEO Performance Appraisal

Council's assessment of the Chief Executive
Officer's delivery of results on the
Key Performance Indicators &
Core Competencies — December 2014

Introduction

The CEO Performance Appraisal process was commenced on 6th October 2014 with the documentation completed by the CEO and then distributed to all Councilors on the 21st October 2014 for review and provision of comments. The compiled document will be prepared by the Mayor after the closing date of the 7th November 2014 for the executive committee to review and discuss with the CEO for completion.

The CEO appraisal documentation for Councilor and the CEO consisted of three parts:

- Part 1 examined the key performance indicators (KPI's), or performance criteria, that were set by the Council for the 12 month performance period under review.
- Part 2 examined the core leadership competencies the CEO should possess, display and apply in the performance of his position.
- Part 3 asked for Councilor suggestions on the setting of future key performance indicators to apply to the *next* 12 month period (future year).

Evaluation of each of the key performance indicators (KPIs) was conducted using a five point rating scale:

KEY PERFORMANCE INDICATOR RATINGS				
5	4	3	2	1
KPI completed ahead of schedule and savings achieved in resources & costs.	KPI completed ahead of schedule with resources & costs within budgeted constraints.	KPI progressing according to schedule with responsibilities & costs expected to fall within budgeted constraints.	KPI commenced but behind identified schedule. Resource allocation requires amendment & timeline reviewed and/or extended.	KPI has not progressed at all. Limited or inadequate resources & prioritisation applied.

Evaluation of the core leadership competencies was conducted using a six point rating scale:

EXECUTIVE LEADERSHIP COMPETENCY RATINGS					
5	4	3	2	1	0
Core competency performance being achieved consistently and substantially beyond what is expected; outstanding performance	Core competency performance exceeds expectations; good performance.	Generally meets requirements; satisfactory performance.	Approaches but does not fully meet expectations; needs improvement.	Consistently fails to meet expectations; unsatisfactory performance.	Unable to rate because of no personal knowledge of the performance.

Please return all documentation to the Mayor prior to the 7th November 2014 so that the results can be tabulated and compiled for use by the Committee.

Analysis

An analysis of each Key Performance Indicator and Core Competency rating provided by the Councillors and CEO has been performed and it is these outcomes that form the basis of the formal performance assessment. Each Councilor rating has been totaled and divided by the number of ratings received for that KPI, or core competency, to provide an average rating.

Comments

The Chief Executive's performance appraisal is one of the most critical tasks that a Council as a collective body, and a Councillor as an individual, will perform. This importance derives specifically from the perspective of the CEO being able to lead and manage the organisation, and deliver its objectives — being those set by the Council. Whilst it is not mandatory all Councillors participate in the appraisal process, it does provide a key opportunity for Councillors to provide constructive feedback to their CEO. It is vital then for those Councillors who choose to participate in the review process, to be conscious of their responsibility to make themselves aware of the CEO's KPI's, otherwise the outcomes achievable from the performance appraisal process will be diminished.

The onus of responsibility on keeping Council informed about the progression of the KPI's rests with the CEO.

Conversely, it is expected that Councillors will not be able to rate all core leadership competencies, as they may not be present when the CEO exercises them. The ratings in this area were reflective of this, with some Councillors providing an 'Unable to Rate' score and comment.

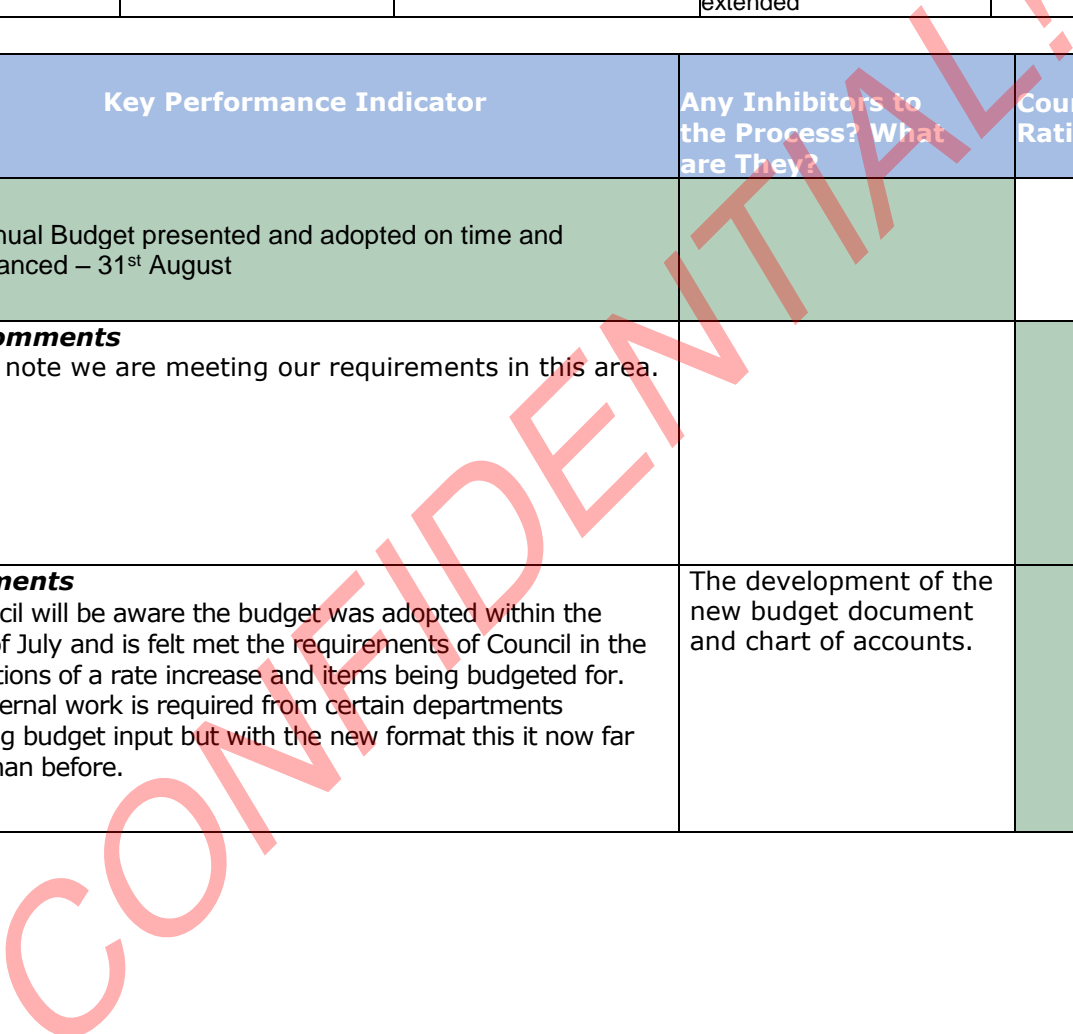
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The Council ratings on the following pages represent the combined average rating given by each Councillor for each KPI and core competency.

1. CEO KEY PERFORMANCE INDICATORS EVALUATION

KEY PERFORMANCE INDICATOR RATINGS				
5	4	3	2	1
KPI completed ahead of schedule and savings achieved in resources & costs	KPI completed ahead of schedule with resources & costs within budgeted constraints	KPI progressing according to schedule with responsibilities & costs expected to fall within budgeted constraints	KPI commenced but behind identified schedule. Resource allocation requires amendment & timeline reviewed and/or extended	KPI has not progressed at all. Limited or inadequate resources & prioritisation applied.

Key Performance Indicator	Any Inhibitors to the Process? What are They?	Council Rating	CEO Rating
1) Annual Budget presented and adopted on time and balanced – 31 st August		5	5
Council Comments Pleasing to note we are meeting our requirements in this area.			
CEO Comments As Council will be aware the budget was adopted within the month of July and is felt met the requirements of Council in the expectations of a rate increase and items being budgeted for. More internal work is required from certain departments regarding budget input but with the new format this it now far easier than before.	The development of the new budget document and chart of accounts.		



Key Performance Indicator	Any Inhibitors to the Process? What are They?	Council Rating	CEO Rating
2) Road construction and maintenance program adequately resourced and completed by end of financial year – 30 June		4.3	4
Council Comments			
CEO Comments The road program within the previous budget was completed on time and within budget as required. Additional minor works and private works jobs with the Shire of Narrogin increased the revenue for this area substantially.	Nil		

Key Performance Indicator	Any Inhibitors to the Process? What are They?	Council Rating	CEO Rating
3) Further advance Town's preparedness in emergency Management in consultation with the Shire of Narrogin - December		4	4
Council Comments We are pleased with Aarons' facilitation and the planned ongoing work in this area.			
CEO Comments The LEMAC Committee has been reestablished and Ms French was planned to be administrating this portfolio however with her departure this will remain with the author. The Committee is being facilitated and the author has updated the required documents and as such this KPI is now ongoing.	Administrative support for the required works for the committee.		

Key Performance Indicator	Any Inhibitors to the Process? What are They?	Council Rating	CEO Rating
4) Completion and adoption of Annual Report – 30 November		5	5
<p>Council Comments It was good to see this achieved. It is good to have the annual report adopted within the time frames required for the department.</p>			
<p>CEO Comments Currently the Annual Financial Statements are with the Auditor and are due to be returned by the 23rd October 2014; however, it is felt that due to the date it is difficult to have an Audit Committee Meeting prior to the Council meeting. As such it hoped that the process will be formally accepted by Council at the first meeting in November and then the annual Electors Meeting to be completed prior to Christmas.</p>			

Key Performance Indicator	Any Inhibitors to the Process? What are They?	Council Rating	CEO Rating
5) Attraction of businesses to Town to create job opportunities through the promotion of the Industrial Development with Landcorp -December		3.3	3
<p>Council Comments Council need to be proactive and give leadership</p>			
<p>CEO Comments The Landcorp development has ceased due to the inhibitors of the lack of funding and the hold up with Native title issues. Council has been advised of the trigger points for the continued development of the site and further discussions on this matter needs to be advanced.</p>	Landcorp commitment to the development.		

Key Performance Indicator	Any Inhibitors to the Process? What are They?	Council Rating	CEO Rating
6) The development of partnerships to promote residential development land within Narrogin.		2.8	3
Council Comments Council need to be proactive and give leadership			
CEO Comments The focus has been placed on the large lot on the Northern section of Narrakine Road. Costing have been slow in being produced for the extension of the Sewerage prior to discussing this matter with the owners of the land to attempt to encourage the development. The Strategic plan has also been slow in producing and this could be argued may also restrict development, but once adopted will open the town centre for additional development.			

Key Performance Indicator	Any Inhibitors to the Process? What are They?	Council Rating	CEO Rating
7) The land assemble component of the CY O'Connor TAFE Project be completed.		4	4
Council Comments Pleasing to note Aarons comments. Council need to be proactive and give leadership			
CEO Comments This project has substantially progressed since the last review. Although not completed the project has been continued to be delayed through the Department of Training and Development and the TAFE advising of requirements. An extension has been applied for but all grant funds are now held by the Town and works are to progress shortly on the installation of the Headwork's for Power, Water and Sewer.			

Key Performance Indicator	Any Inhibitors to the Process? What are They?	Council Rating	CEO Rating
8) Coordinate administratively the Towns positive involvement in the merger process		4.5	4
<p>Council Comments This area of Aarons work has required substantial input and it is to him we need to thank for much of the progress so far.</p>			
<p>CEO Comments The lead roll in the administration of the merger has been taken. This has facilitated the resolve of the Regional Road Group Issue, the budget discussions and finalization of the increased budget from the state. All correspondence to the Minister and Department has been sent by myself and the Shire have not performed any administrative tasks other than their internal requirements.</p>			

KPI Results: Councilor Assessment 32.9/40 =82%
CEO Assessment 32/40 = 80%

2. CHIEF EXECUTIVE OFFICER EXECUTIVE LEADERSHIP COMPETENCIES EVALUATION

EXECUTIVE LEADERSHIP COMPETENCY RATINGS					
5	4	3	2	1	0
Core competency performance being achieved consistently and substantially beyond what is expected; outstanding performance	Core competency performance exceeds expectations; good performance.	Generally meets requirements; satisfactory performance.	Approaches but does not fully meet expectations; needs improvement.	Consistently fails to meet expectations; unsatisfactory performance.	Unable to rate because of no personal knowledge of the performance.

Core Competency	CEO Development Priority (YES/No)	Council Rating	CEO Rating	Comment
1. Creates vision and gives direction Takes an active role in promoting the development of an aspiring, relevant vision for the organisation and influences other to share ownership of the organisation's goals in order to create an ethical environment that delivers value for the community.				
1(a) Contributes and Creates vision: Develops a shared vision and mission for the organisation		4.3	4	<p>Council: This is a difficult area to comment on in the absence of a "Staff Satisfaction Review" and other measurement tools. We have had no staff member make any adverse comment on Aarons ability in this area. Senior staff have a notorious reputation for not being in tune/touch with junior members of teams. We do not believe this to be the situation in Aarons case.</p> <p>CEO: As Council will be aware there are still issues in having key staff perform in the manner expected in completing tasks. All managers and Key staff is felt are committed to the organisation, its projects and the community at large but having them work as a cohesive team has and is proving to be difficult. I have investigated the engagement of a person to try to facilitate team building in this area. Regular meetings of the Managers and Executive Staff are being held to enable strong communications.</p>

<p>1(b) Inspires: Influences others to assume ownership of organisation's goals</p>	<p>3</p>	<p>3</p>	<p>Council: Recognising "internal conflicts" is the first step along a pathway of resolving these problems. Setting in place strategies before these situations arise is even more pro-active.</p> <p>CEO: It is still hoped that this area will continue to progress; however, some changes will occur over time that will expedite this matter. Again all officers have the organisation at heart but the internal conflicts are what holds the organisation back. Although it is felt that through the direct management of certain staff that this has greatly improved.</p>
<p>1(c) Strategic Planning and Implementing Change and Acts Decisively to implement direction: Displays strategic thinking & planning ensure the organisation moves towards its vision.</p>	<p>4</p>	<p>4</p>	<p>Council: Aarons second comment is noted.</p> <p>CEO: The use of the Strategic Plan and the Corporate Business Plan has continued to be encouraged with Managers and Executive Staff. The use of the plan does not filter down much below this level of employee. The Strategic Plan will continue to be developed with Executive Staff for the presentation to Council for consideration and further development.</p> <p>The action of items has been and should be a focus of the CEO, but over the period attention has been forced to be on the merger and expenditure of the CLGF. Both matters has taken considerable effort and time from other matters.</p>

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<p>1(d) Embeds ethical practices: into the organisation's culture & processes.</p>		<p>4</p>	<p>4</p>	<p>Council: Yes, the interactions with the community require both the systems in place to have a structure which is relevant, understandable and timely and staff involved in their delivery to have adequate training to ensure that the system/process adequately meets the needs of our community.</p> <p>CEO: The organisation is continuing to grow in this area and now it is felt that all previous "questionable decisions and actions" have ceased for good it is now honing in on the diamond to really make it shine and this will be achieved through being consistent and providing good communication to the community, internally and external stakeholders.</p>
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Core Competency	CEO Development Priority (YES/No)	NOT FOR PUBLIC RELEASE - Rating	Rating	Comments
<p>2. Develops People Creates a work environment where people are challenged & stretched to develop competencies and encouraged to realise their potential through lifelong learning. Recognises the importance of developing all organisational stakeholders through fostering collaborative work relationships and establishing mutual trust and respect.</p>				
<p>2(a) Builds Competence: Through the empowerment and motivation of staff to foster development.</p>		4	4	<p>Council: We would be interested in seeing the training records. Do they meet peer review requirements? Are there minimums set by the department or others recommended by WALGA?</p> <p>CEO: The staff are now quite stable even with the requirements of many to continue to increase their productivity to bring them into line with their Position Description and industry standard. The Managers are placing focus on this staff development and additional external and internal training has been applied.</p>
<p>2(b) Motivates: Stimulates staff towards achieving quality results.</p>		2.7	3	<p>Council: Utilising the expanding notion of ownership often creates the conditions where employees are more likely to improve their work ethic and be interested in “stepping up” As discussed. Maybe need to be firmer than encouraging – Like this is what is expected</p> <p>CEO: As has been stated previously pressure has been placed on staff to “Step Up” to their potential and the organization’s actual requirements. There are only so many ways to encourage and provide incentives to staff to succeed and this will be a focus of the CEO into the future to ensure that the Town is an employer of choice. This will be discussed internally with the Executive Staff prior to discussing with Council with workings and costings.</p>
<p>2(c) Empowers: Encourages staff to achieve or exceed the organisation's goals by delegating sufficient authority, responsibility & accountability, and by providing support.</p>		2.7	3	<p>Council: Yes , it is the ‘middle managers’ who are best positioned to act on this section. However as noted in the title...providing support through a variety of means e.g.regular staff meetings/suggestions for improving the organization/making time available for staff to raise or discuss issues approach/discuss issues with the CEO To raise or discuss issues.</p> <p>CEO: This has created some level of issue with the author regarding this point but has made other staff more accountable but has freed up the author to progress other important items. Although frustrating it is felt that this has raised their professionalism somewhat and it to continue to be developed. Certain areas have excelled more quickly like the finance section under Rhona and this may be further developed in time. The Building Section with Josiah has redeveloped well and even the Works crew is in most areas progressing well under David, although more development in David’s management skills is required including his knowledge in Local Government.</p>

<p>2(d) Fosters: Contributes to the development of stakeholders external to the organisation.</p>	<p>- NOT FOR PUBLIC RELEASE -</p>	<p>4</p>	<p>Council: Yes ,all interactions ,especially by senior staff ,in the community tends to develop an image of our organization which is broadcast and added to by others experiences. It is hoped this is positive and professional.</p> <p>CEO: I expect myself and the organisation to portray a professional persona within the community and this allows stakeholders to deal with the organization in a professional manner. To some extent this is being reduced due to the delays in achieving dates within the organization. This is a focus of mine at the moment and all levels of staff are receiving the same information regarding this matter.</p>
<p>2 (e) Builds competence of</p>			<p>Council:</p>
<p>elected members: Improves their knowledge & skills</p> <p>through employing a range of advisory & development strategies.</p>		<p>3.3</p>	<p>3</p> <p>The informal knowledge and skill building has been useful to me ,but we agree with Aaron that a more formal approach to training is perhaps a good addition to the base level skill we have.</p> <p>CEO: It is hoped that this can be further progressed over time through the implementation of workshops with Councilors and the Executive Team to work through issues like the Strategic Plan and then enjoy some socialization. This will allow for additional time to explore the issues and potentially resolve longer term problems and understand the organization better.</p>
<p>2(f) Builds Community Capacity: Takes an active role in managing Council's relationships & interactions with groups</p> <p>in the community to support the development of capacity to initiate & implement projects & programs.</p>		<p>3.5</p>	<p>3</p> <p>Council: Aarons comment is very pertinent. I believe that his consistency with groups in the community will bear fruit. Relationships will grow stronger the longer he remains CEO. The "feel" around town is a positive one that the town is going forward, no grumbles about the office, surrounding towns being less aggressive towards TON.</p> <p>CEO: During this period I have continued to try to develop relationships within Narrogin its surrounding area and with its key stakeholders. I feel that I still constantly repairing relationships; although this is lessening with the reputation of Council continuing to grow stronger.</p>

Core Competency	CEO Development Priority (YES/No)	Council Rating	CEO Rating	Comments
3. Manages Resources & Risks Ensures that human and physical resources, including financial, technological and information requirements are available and effectively, efficiently and ethically deployed to meet strategic organisational and customer needs, and to maintain sustained product and/or service delivery.				
3(a) Plans Resource Management: Plans the allocation & management of resources using project management methodologies		4	4	<p>Council: It is pleasing to note the instigation of 'Events meetings' to ensure the smooth running of major events . Certainly seen an improvement on getting results.</p> <p>CEO: I have attempted to leave much of the allocation of resources to the Executive Team but due to competing priorities have been constantly drawn back into this matter especially in relation to the expenditure of the CLGF funds. The Managers Meeting s have worked well to reiterate my requirements to issues but I have also implemented Event meetings two weeks out and two days prior to the event to ensure that all of the Towns requirements are met.</p>
3(b) Negotiates: Obtains resources to achieve outcomes		4	4	<p>Council: I believe that Aarons input in obtaining \$1.2 million dollars for the merger is a great example of his negotiating skills. He comes across very confident which helps.</p> <p>CEO: I feel that a very few outcomes that have been requested of me have not been achieved as requested or with an appropriate outcome. This is achieved through various methods administratively but the result achieved.</p> <p>It is felt that the Regional Road Group Resolution, increased funding for the Merger and the YMCA resolution should be mentioned here as each of these items have resulted in considerable funds for Council.</p>
3(c) Complies: Abides by the law, regulations & policies determining local government activities.		5	5	<p>Council: We remember that last year our statutory requirements were met in the main, but it is much improved which is noticed by public</p> <p>CEO: I have attached a recent letter from the department of Local Government regarding the Towns Compliance with all required Integrated Planning Documents. I know that some of these documents require ongoing work but this was a excellent step forward for the Town. All other Compliance and regulatory matters are being adhered to.</p>

<p>3(d) Implements: Council's Risk Management Policy to address strategic, operational & legislative compliance risks & hazards.</p>		<p>4.3</p>	<p>4</p>	<p>Council:</p> <p>As Aaron has commented this area is extensive. We believe that one area that needs to be looked at is exposure to the impending financial crash which in the main is driven by derivative debt.</p> <p>CEO: Risk is about many issues including OHS matters, Finance, Building management, organization exposure and many more matters. With the complexity of the Town this is a large beast to ensure and takes time to assess and implement and be in front of issues and matters. However it is felt that Council and the Organization is now placed far better than it has been for many years in all areas.</p>
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Core Competency	CEO Development Priority (YES/No)	Council Rating	CEO Rating	Comments
<p>4. From a Community Perspective the Organisation Promotes and Achieves Quality Outcomes Develops a professional, high performance environment through setting, promoting, delivering and evaluating high quality products and/or customer services against benchmarked standards.</p>				
<p>4(a) Sets Standards, Deliver and Evaluate: Establishes high quality product & customer service standards.</p>		<p>3</p>	<p>3</p>	<p>Council: Recent events have highlighted the need to review the communications received from the community and how they are dealt with. Aaron has made some suggestions and instigated some system changes to prevent reoccurrence of the recent problem. The Newsletter and Observer notes are excellent and we are sure going a long way to fill a communication void with the community. We also note that Council minutes and agendas are also widely read via the internet</p> <p>CEO: Council is progressing with the increased exposure from the Paper "Council Monthly Updates" and the Newsletter publication. This has been well received and it is hoped is utilized by the Community.</p> <p>Focus is being placed on the front counter staff in processes to ensure that correct information is being provided and that messages are being passed on as this has been a long term issue. I have expressed the concern o the executive Staff on an ongoing basis and have focused on this with them over time and hope it is going better. My issue in this is that I don't know when they get correspondence and but deal with the complaints when they are not managed. It is hoped the Works and Development side will improve after the appointment of the Assistant in the area. I will oversee the implementation of this position to ensure that a reduction of corro goes to Brian so that he can better manage his priorities.</p>

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<p>4(b) Promotes & Monitors: standards and continuous improvement to achieve highest quality product or service.</p>		<p>3</p>	<p>3</p>	<p>Council: Use of a standardized system to monitor progress and possible improvement is likely to clearly show how the organization is travelling and therefore able to give feedback to staff to show the results of their efforts.</p> <p>CEO: The focus on the improvement on the Finance area has really now taken hold but did take longer than expected. As stated above focus in now being placed on other areas. I have implemented better event management with event meetings so that all matters are covered and each person involved has heard the same inputs. From this further areas will be focused. It is preferred to focus attention rather than utilize a scatter gun approach as this has failed previously.</p>
<p>4(c) Supports: Establishes organisational structures, business plans & procedures that support Council's service quality strategies.</p>		<p>2.8</p>	<p>3</p>	<p>Council: To a certain degree this issue is dealt with in the previous section.</p> <p>CEO: The organization is still progressing through levels of change and the expectations are increasing as officers are up skilled and certain facets begin to meet the requirements of Council and myself. It is understood that I will be required to commence preparing Business Plans for projects to be "Ready" for funding into the future. These projects are to be identified so that focus can be made on particular items that Council is happy to progress or note as being the priority.</p>

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Core Competency	CEO Development Priority (YES/No)	Council Rating	CEO Rating	Comments
<p>5. Understands Relationships Establishes and maintains positive working relationships with government and diverse groups of people within the private and public sectors, and wider community, through employing effective communication strategies.</p>				
<p>5(a) Develops Networks and being politically savvy :</p> <p>maintains positive & beneficial relationships with relevant networks within & outside the local government sector.</p>		4	4	<p>Council:</p> <p>From verbal reports throughout the year Aaron has developed and maintained relationships with others in the Local Government sector ,but also with other levels of Government both elected and officers.</p> <p>Agree with CEO comments</p> <p>CEO: I have had little time to focus on the Local Government Managers Association which is a shame as it is a great networking tool and does promote the Town. However I feel that I have a very strong working relationship with all CEO's in the region and have contacted and been contacted on many occasions for advice and assistance.</p> <p>The Key Stakeholders have a better understanding as to the direction of the Town as well and the working relationship with many of them not only from myself but also importantly Council is starting to pay in rewards.</p>
<p>5(b) Represents: Develops and sustains a positive image profile of the organisation.</p>		4	4	<p>Council:</p> <p>I agree.</p> <p>Agree with CEO comments</p> <p>CEO: I feel that I have maintained the positive image within the community and with Key Stakeholder. This has been realized with positive comments now being made from sectors that was unexpected. I aim to continue this profile into the future and attempt to bring the Organization along with me by leading by example.</p>
<p>5(c) Manages conflict and potential sources of conflict or staff dissatisfaction.</p>		4	4	<p>Council:</p> <p>Managing staff relationships requires patience understanding and the resources to deal with conflict. My guess is that the department can provide some of these resources if required.</p> <p>CEO: Conflicts have been further reduced than in previous years and the team is working more as a cohesive group. I can't deny that there are still lengths to go to be what I consider to be a fluid functioning group. Pressure will remain on staff to work together and discuss problems rather than a conflict arising. The external assistance that is being organized is hoped will greatly assist in this area.</p>

Councilor Assessment

73.3/100 = 73%

CEO Assessment

73/100 = 73%

CEO Comments:

What training or development do you require over the next 12 months.

Other than normal professional development, like the Local Government Week I don't feel that there will be time for additional training with the potential commitments of the Merger.

Comments on the interaction with the Elected Members and the performance of the committees and Council meeting format.

I have appreciated working with all Councilors during the last twelve months period and feel that the Council are progressing well with the new direction and thought processes that the new Mayor and new Councilors bring to the chamber.

Are there any issues and problems within the workplace that need to be addressed or Council be aware of?

Nothing has really changed from last year to this year and as has been stated before. There are some lingering personality issues that I have been working through and I hope have improved over time.

The bigger issue is in the instance that the merger continues that Council need to expect that casualties will occur within the new organization at various levels of the organization. This could have an impact on the progression of the merger and as a result I propose to discuss this with the CEO Review Committee as to how I propose to ensure that we keep several key staff through the journey.

The inherent pressure that will be placed on the staff and Council will be large for a period but the cultural challenges will be far greater and this will require work from a consultant to work through issues and bring the teams together.

Other.

Little mention has been listed within this review regarding the progression of the Merger, YMCA takeover of Leisure Centre and the negotiated funding agreement with the Regional Road Group.

The YMCA has positively progressed the Leisure Centre over the short period that they have been active. Currently they are well in front of the set budget; however this is early days and can change during the Christmas period. The First Management report has been presented to Council and will continue on a monthly basis with a quarterly representation from the Manager at the Mims Session.

The Regional Road Group begrudgingly accepted the Town and Shires request for reassessment of funding status after merger after serious pressure was placed on them. This increased the potential funding allocation up by \$175,000 per year for the 4 year period.

The Merger of the two organisation's has been driven by this office for well over a year now after it was clearly stated to myself that this was the number one priority to resolve and with this focus the progression has reached the point now; however, if this was not facilitated further delays would have occurred. In regards to the merger as well the State were adamant that the funding would be under a Million and success was achieved in getting this back up to \$1,212,000. The promise of additional funds has not been forthcoming but the Minister states that he is committing to assist which will greatly assist the new entity.

Findings of Council:

The executive committee are overall very impressed with the CEO progression with his increased responsibilities and financial constraints. As a leader his performance exceeded council's expectations. This has been recognised through the passion and commitment that is shown through his role and in the wider community.

There are many key areas we believe the CEO has exceeded on. The CEO has been a positive driver of the promotion and management of the town. With his leadership skills we are seeing the improvement of the community perspective of council. Through the development of these areas he has created vision and direction for staff that will foster growth going forward.

The areas the committee would look to support the CEO in developing would be the accountability and responsibility of key staff and their communication strategy with the public.

It is recommended that the CEO's Cash Salary be increased to \$178,000 per annum from the contract anniversary date and that the Mayor prepare a memo to this effect once adopted by Council.

I hereby certify that the above ratings were agreed to between the Council and the Chief Executive

Officer on _____

Mayor

Chief Executive Officer

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3. CHIEF EXECUTIVE OFFICER - 2015 KEY PERFORMANCE INDICATORS

The setting of future Key Performance Indicators provides a clear framework for the Council and the CEO for future performance appraisals, and assists in resource allocation priorities during budget deliberations. The following KPI's are agreed to by the CEO Performance Appraisal Committee and the CEO, and are recommended to Council for adoption.

KPI No.	KPI Description	Target Date for Completion
1	Annual Budget presented and adopted on time and balanced	31 August
2	Merger of Town and Shire be continued to be facilitated to resolution and merger, with this being the Key focus of the CEO	December
3	Further advance Town's preparedness in Emergency Management in consultation with the Shire of Narrogin	December
4	Completion and adoption of Annual Report	30 November
5	Continue to facilitate the attraction of businesses to Town to create job opportunities and the development of residential land through	December
6	Continue the facilitation of the Land Assemble component of the CY O'Connor TAFE Project be completed.	31 st December

The above Key Performance Indicators for the Chief Executive Officer Performance Appraisal due on or before Friday 5th December 2015 were agreed to on _____

Mayor

Chief Executive Officer

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