



**AGENDA  
ORDINARY COUNCIL MEETING**

**26 September 2018**

Commencing at 7:00 pm

Council Chambers  
Shire of Narrogin  
89 Earl Street  
Narrogin WA 6312

## SHIRE OF NARROGIN

### NOTICE OF ORDINARY MEETING OF COUNCIL

Dear Elected Member

Pursuant to resolution 1217.153 of the meeting held 20 December 2017, an ordinary meeting of the Shire of Narrogin will be held on Wednesday, 26 September 2018, in the Shire of Narrogin Council Chambers, 89 Earl Street, Narrogin, commencing at 7:00 pm.



Dale Stewart  
Chief Executive Officer

#### DISCLAIMER

Council's agendas, recommendations, minutes and resolutions are subject to confirmation by Council and therefore prior to relying on them, one should refer to the subsequent meeting of Council with respect to their accuracy.

No responsibility whatsoever is implied or accepted by the Shire of Narrogin for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff.

The Shire of Narrogin disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, any statement or limitation or approval made by a member or officer of the Shire of Narrogin during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Narrogin. The Shire of Narrogin warns that anyone who has an application lodged with the Shire of Narrogin must obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Shire of Narrogin in respect of the application.

Please note that meetings may be recorded for minute taking purposes

## CONTENTS

Agenda Item	Page
1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS .....	5
2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE .....	5
3. DECLARATION OF INTEREST BY ELECTED MEMBERS AND COUNCIL EMPLOYEES IN MATTERS INCLUDED IN THE MEETING AGENDA .....	5
4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....	5
5. PUBLIC QUESTION TIME .....	6
6. APPLICATIONS FOR LEAVE OF ABSENCE .....	6
7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS .....	6
8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION .....	6
9. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS.....	6
10. MATTERS WHICH REQUIRE DECISIONS .....	7
10.1 DEVELOPMENT AND REGULATORY SERVICES.....	7
10.1.1 APPLICATION FOR PLANNING CONSENT – PROPOSED STRATA DEVELOPMENT AT LOT 1109 (NO. 146) FEDERAL STREET, NARROGIN.....	7
10.1.2 APPLICATION FOR PLANNING CONSENT – PROPOSED RETAIL OUTLET AT LOT 10 (NO. 66) FEDERAL STREET, NARROGIN ..	<a href="#">20</a>
10.1.3 REVISED APPLICATION FOR PLANNING CONSENT – GROUPED DWELLING – LOT 210 (NO. 89) FORREST STREET, NARROGIN .....	<a href="#">28</a>
10.1.4 RAILWAY RESERVE MANAGEMENT PLAN – RESERVE 20939 (LOTS 1560, 1133B, 1133 AND 1594) MOKINE ROAD, NARROGIN.....	<a href="#">51</a>
10.1.5 NARROGIN DISTRICT TOWNSCAPE COMMITTEE APPOINTMENTS AND RESIGNATIONS .....	<a href="#">97</a>
10.1.5 NARROGIN DISTRICT TOWNSCAPE COMMITTEE TERMS OF REFERENCE – AMENDMENT .....	<a href="#">100</a>
10.1.6 2018/2019 COMMUNITY CHEST APPLICATIONS .....	<a href="#">106</a>
10.2 TECHNICAL AND RURAL SERVICES.....	176
10.2.1 PROPOSED DOWNGRADING RESTRICTED ACCESS VEHICLES (RAV) STATUS – CLAYTON ROAD AND LEFROY STREET .....	<a href="#">176</a>
10.2.2 FUTURE MANAGEMENT OF STANDPIPES WITHIN THE SHIRE OF NARROGIN.....	<a href="#">195</a>
10.2.3 PURCHASE OF NEW 6X4 TRUCK RFQ 18/19-07 .....	<a href="#">211</a>
10.2.4 WHEATBELT SECONDARY FREIGHT ROUTE (WSFR) PROJECT .....	<a href="#">213</a>
10.3 CORPORATE AND COMMUNITY SERVICES .....	246
10.3.1 SCHEDULE OF ACCOUNTS PAID – AUGUST 2018.....	<a href="#">246</a>
10.3.2 MONTHLY FINANCIAL REPORTS – AUGUST 2018 .....	<a href="#">248</a>
10.3.3 ADOPTION OF POLICIES - INVESTMENTS AND TRANSACTION CARDS .....	<a href="#">264</a>

10.4	CHIEF EXECUTIVE OFFICER .....	<a href="#">274</a>
10.4.1	THE RURAL CLINICAL (MEDICAL STUDENTS) SCHOOL IRELAND EXCHANGE PROGRAM .....	<a href="#">274</a>
11.	ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	<a href="#">278</a>
12.	NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING.....	<a href="#">278</a>
13.	CLOSURE OF MEETING.....	<a href="#">278</a>

# ORDINARY COUNCIL MEETING AGENDA

## 26 SEPTEMBER 2018

---

### 1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, Deputy Shire President Wiese, declared the meeting open at 7:\_\_\_ pm.

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

#### **Elected Members (Voting)**

Cr T Wiese – Deputy Shire President (Presiding Member)  
Cr N Walker  
Cr P Schutz  
Cr M Fisher  
Cr C Bartron  
Cr B Seale  
Cr G Ballard

#### **Staff**

Mr D Stewart – Chief Executive Officer  
Mr A Awang – Executive Manager Development & Regulatory Services  
Mr T Evans – Executive Manager Technical & Rural Services  
Mr F Ludovico – Executive Manager Corporate & Community Services  
Ms W Russell – Executive Assistant (Acting)

#### **Leave of Absence**

Cr C Ward

#### **Apologies**

Mr L Ballard – Shire President

#### **Absent**

#### **Visitors**

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

Name	Item No	Interest	Nature

### 4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

**5. PUBLIC QUESTION TIME**

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

**7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**7.1 Ordinary Council Meeting**

**OFFICER'S RECOMMENDATION**

That the minutes of the Ordinary Council Meeting held 22 August 2018, be confirmed as an accurate record of the proceedings.

**8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION**

**9. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS**

Nil

## 10. MATTERS WHICH REQUIRE DECISIONS

### 10.1 DEVELOPMENT AND REGULATORY SERVICES

#### 10.1.1 APPLICATION FOR PLANNING CONSENT – PROPOSED STRATA DEVELOPMENT AT LOT 1109 (NO. 146) FEDERAL STREET, NARROGIN

<b>File Reference</b>	A170000
<b>Disclosure of Interest</b>	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
<b>Applicant</b>	Plunkett Homes (1903) Pty Ltd
<b>Previous Item Numbers</b>	Nil
<b>Date</b>	14 September 2018
<b>Author</b>	Eric Anderson – Assistant Planning Officer
<b>Authorising Officer</b>	Azhar Awang – Executive Manager Development & Regulatory Services
<b>Attachments</b>	
1. Locality Plan 2. Application for Planning Consent 3. Plans and elevations	

#### Summary

Council is requested to consider the application for planning consent for the proposed strata development at Lot 1109 (No. 146) Federal Street, Narrogin.

#### Background

On 3 July 2018 the Shire of Narrogin received an application for planning consent for a proposed survey strata plan at Lot 1109 (No. 146) Federal Street, Narrogin. The current use of the land is 'Single Residential' with a density code of R12.5 and is currently occupied by a single dwelling.

The proposal is to construct a second dwelling on the subject property, hence the proposed strata plan. This required the proposal to be advertised in accordance with the Former Town of Narrogin Town Planning Scheme No. 2 (FT-TPS No. 2). Public advertising was conducted commencing on 19 July 2018 and closing on 10 August 2018. No submissions were received.

#### Comment

##### Zoning

The subject land is zoned "Single Residential" under the FT-TPS No.2. The adjoining properties to the north and south are also zoned "Single Residential". The use of a "grouped dwelling" is an 'AP' use under the FT-TPS No. 2. An 'AP' use is defined as:

*“a use that is not permitted unless special approval to it is given by the Council after the proposal has been advertised in accordance with Clause 6.4 and it complies with-*

- a) the relevant development standards contained in the Scheme; and*
- b) all conditions (if any) imposed by the Council in granting planning consent to commence development.”*

Lot Area

The minimum lot area required for a grouped dwelling under the FT-TPS No. 2 is a lot area of 1,000m<sup>2</sup> and a minimum affective frontage of 20m. The Lot has a minimum frontage of 21.79m which complies.

The subject lot has a total area of 1,089m<sup>2</sup> and therefore complies.

Under the Residential Design Codes for grouped dwellings (R25), the minimum site area per dwelling is an average of 350m<sup>2</sup> and for the battle-axe lot, the minimum lot area is 425m<sup>2</sup>.

The proposed strata will create a minimum lot area of 453.65m<sup>2</sup> for Lot 1 (existing house) and 533.64m<sup>2</sup> for the battle-axe lot. This complies with the minimum lot area for grouped dwelling with a density code of R25.

Parking

Under the provisions of the FT-TPS No. 2, one (1) visitor parking bay is required for every two (2) dwellings in a grouped dwelling development. However the R-codes, as a State Policy, over rides the provisions of the Scheme.

Part 5 section C3.2 of the Residential Design Codes states that:

*“On site visitors car parking spaces for grouped and multiple dwelling developments provided at a rate of one space for each four dwellings, or part thereof in excess of four dwellings, served by a common access.”*

Given the proposal only has two dwellings (one existing and one new), no visitor parking will be required.

Setbacks

Under the provisions of the zoning table in the FT-TPS No. 2. Grouped dwellings are to be assessed under the R25 standards outlined in the Residential Design Codes. The R25 setback requirements are shown in the following table:

Setbacks	Required	Provided
Primary Street	6m - the stated setback distances may be reduced by half the width of an adjoining right-of-way, pedestrian access way, communal street or battle-axe lot access leg, to a maximum reduction of 2m.	The dwelling is the battle axe lot is located approximately 30m from the primary setback. Complies
North Side	1.5m	5.6m - Complies
South Side	1.5m – Wall with major opening	1.5m - Complies
Rear	1.5m – Wall with major opening	1.5m - Complies



### Outdoor Living Area

Under the R-Codes the minimum outdoor living area for a R25 zoned property is 30m<sup>2</sup>. The applicant has provided 52.07m<sup>2</sup> of outdoor living area, satisfying this requirement.

### Open Space

The minimum required amount of open space for an R-25 zoned property is 50%. The applicant has indicated on the application that 35.98% of the site is to be developed. 64.02% of the site is to be open space, therefore it complies.

### Building Height

The proposed height of the new dwelling is 5.835m which satisfies the maximum permitted height of 10m under FT-TPS No. 2.

### Drainage

The applicant has indicated on the proposal that "Stormwater disposal to soak wells by builder to Shire requirements". The exact location of the soak wells or the capacity has not been indicated on the plans. It is recommended that the drainage be addresses through conditions of approval that all stormwater run-off shall be contained on site.

### Fencing

On the plans (Attachment 3) there is a retaining wall ranging from 400-500mm with a proposed fence to be installed on the high (west) side. The existing fence appears to not be on the cadastral boundary. The applicant has advised that all the survey pegs on the block are missing and it will need to be re-surveyed. Once re-surveying has been completed the fence will be able to be constructed on the cadastral boundary. It is recommended that an advice note be included in the approval advising that boundary re-alignment will be required.

### Storage Area

Under section 5.4.5 of the R-codes (Utilities and facilities) states that:

*"An enclosed, lockable storage area, constructed in a design and material matching the dwelling where visible from the street, accessible from outside the dwelling, with a minimum dimension of 1.5m with an internal area of at least 4m<sup>2</sup>, for each grouped or multiple dwelling(s)".*

The applicant has provided on the plans that a storage area of 4m<sup>2</sup> is to be provided for the existing dwelling. A minor variation demonstrating a storage area for the rear dwelling are to be submitted shortly. It is recommended that a condition of approval be included to request the required storage area.

### **Consultation**

Public advertising as outlined under Clause 6.3 of the FT-TPS No. 2 has been undertaken. The application has also been considered by the Executive Manager Development & Regulatory Services and the Building Surveyor.

### **Statutory Environment**

- Former Town of Narrogin Town Planning Scheme No.2
- Residential Design Codes

### **Policy Implications**

Nil

## Financial Implications

Application for Planning Consent Fee to the value of \$816.65 has been paid. All associated advertising costs are to be borne by the applicant.

## Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	3. Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.4 A well maintained built environment
Strategy:	3.4.1 Improve and maintain built environment

## Voting Requirements

Simple Majority

### OFFICERS' RECOMMENDATION

That with respect to the application for planning consent – proposed strata development at Lot 1109 (No. 146) Federal Street Narrogin, Council approve the application subject to the following conditions:

1. The approval shall expire if the development permitted is not completed within two (2) years of approval, 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 Shire is granted by it in writing.
2. The development approved shall be 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.
3. 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.
4. All stormwater run-off associated with the development shall be contained on site or connected to the Shire's storm water drainage system to the satisfaction of the Chief Executive Officer.
5. All earthworks associated with the development shall be wholly contained within the site to the satisfaction of the Chief Executive Officer.
6. All proposed cross overs are to be constructed, drained and maintained to the satisfaction of the Chief Executive Officer.
7. No access is allowed to adjoining land during construction without the prior written consent of the adjoining land owners.
8. Landscaping within the front setback area shall be established within 60 days of the practicable completion of the building and shall be fully reticulated and maintained to the satisfaction of the Chief Executive Officer.
9. Landscaping areas are to be maintained at all times to the satisfaction of the Chief Executive Officer.

10. The external storage area (4m<sup>2</sup>), shall be established to the satisfaction of the Chief Executive Officer prior to the occupation of the dwelling approved.
11. Strata Lot 1 is to have a constructed access to the primary street. The cross over is to be drained and constructed to the satisfaction of the Chief Executive Officer.
12. Payment of the associated advertising fees.

**Advice Note:**

It is recommended that the applicant undertake surveying works to re-align the southern fence on the cadastral boundary.



# PLANNING CONSENT



89 Earl Street  
PO Box 1145  
Narrogin WA 6312

(08) 9890 0900

www.narrogin.wa.gov.au  
enquiries@narrogin.wa.gov.au

CASHIER HOURS:  
8:30am – 4:30pm  
MONDAY- FRIDAY

## TOWN PLANNING SCHEME NO.2 DISTRICT SCHEME

Name of Applicant	Plunkett Homes (1903) Pty Ltd
Correspondence Address	PO Box 6066, BUNBURY WA 6231
Applicant Phone Number	(08) 9780 9300

I hereby apply for planning consent to:

- Use the land described hereunder for the purpose of: **Proposed strata development – Rear Strata Proposed Lot 2**
- Erect, alter or carry out development on land described hereunder in accordance with the accompanying plans (3 copies attached)

Existing use of land	Residence (at front of lot)
Approximate cost of proposed development	\$255,204.00
Estimated time of completion	June 2019
No of persons to be housed / employed after completion	2

## TITLES OFFICE DESCRIPTION OF LAND

### LOCALITY PLAN

House No	146	Lot No	1109 (Prop S/L 2)	Location No	
Plan or Diag	85460	Street Name	Federal Street, Narrogin		
Certificate of Title	Volume: 1896		Folio: 820		

### LOT DIMENSIONS

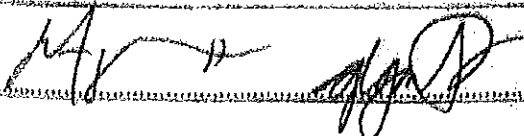
Site area	533.64 Square metres
Frontage	21.79 Metres
Depth	24.94 metres

### AUTHORITY

Applicant's Signature *[Signature]* Date *03/07/2018*

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

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.

Owner's Signature  Date 03/07/2018

NOTE: THIS FORM IS TO BE SUBMITTED IN DUPLICATE, TOGETHER WITH THREE COPIES OF PLANS, COMPRISING THE INFORMATION SPECIFIED IN THE PARTICULARS REQUIRED WITH THE 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 especially exempt by the Shire:

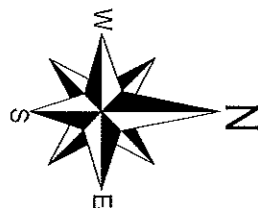
- a. Indicate the position and describe the existing buildings and improvements on the site and indicate those which are to be removed;
- b. Indicate the position and describe the buildings and improvements proposed to be constructed, their appearance, height and proposed uses in relation to existing and proposed contours;
- c. Indicate the position, type and height of all the 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.

**OFFICE USE ONLY**

File Reference		Application No.	
Date Received		Date of Approval / Refusal	
Date of Notice of Decision		Officer's Signature	

LOT 1109

Latitude: 32°56'25"S Longitude 117°10'42"E



**DISCLAIMER:**  
 Lot boundaries drawn on survey are based on landgate plan only. Survey does not include title search and as such may not show easements or other interests not shown on plan. Title should be checked to verify all lot details and for any easements or other interests which may affect building on the property.

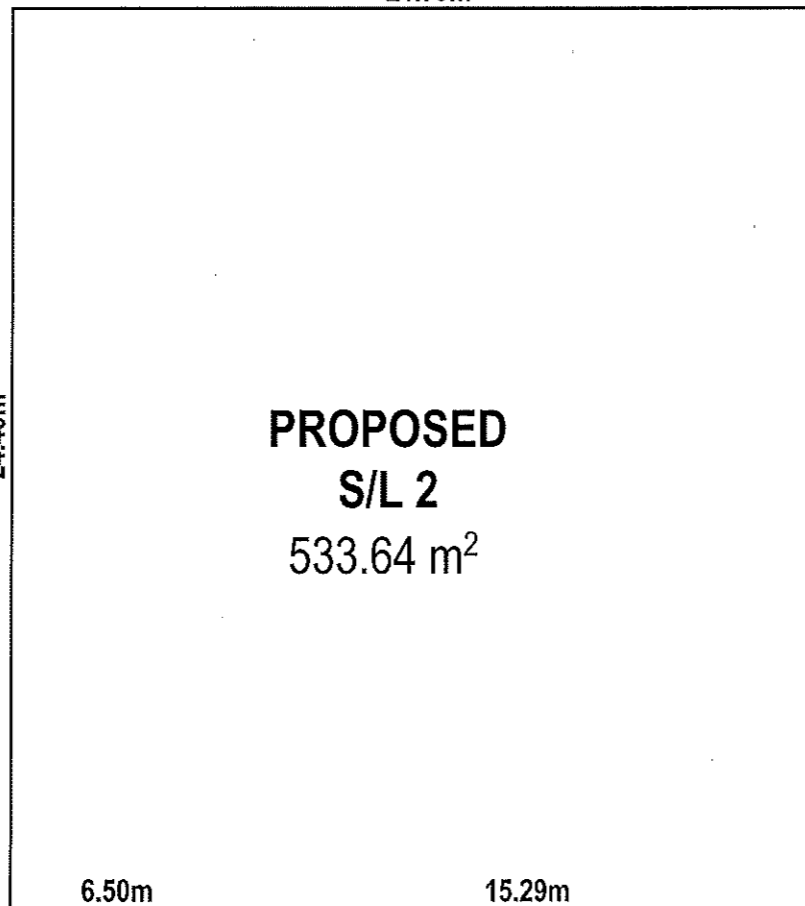
**DISCLAIMER:**  
 Survey does not include verification of cadastral boundaries. All features and levels shown are based on orientation to existing pegs and fences only which may not be on correct cadastral alignment. Any designs based or dependent on the location of existing features should have those features' location verified in relation to the true boundary.

**DISCLAIMER:**  
 Survey shows visible features only and will not show locations of underground pipes or conduits for internal or mains services. Verification of the location of all internal and mains services should be confirmed prior to finalisation of any design work.

**DISCLAIMER:**  
 Cellage & 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. All Sewer details plotted from information supplied by Water Corporation.

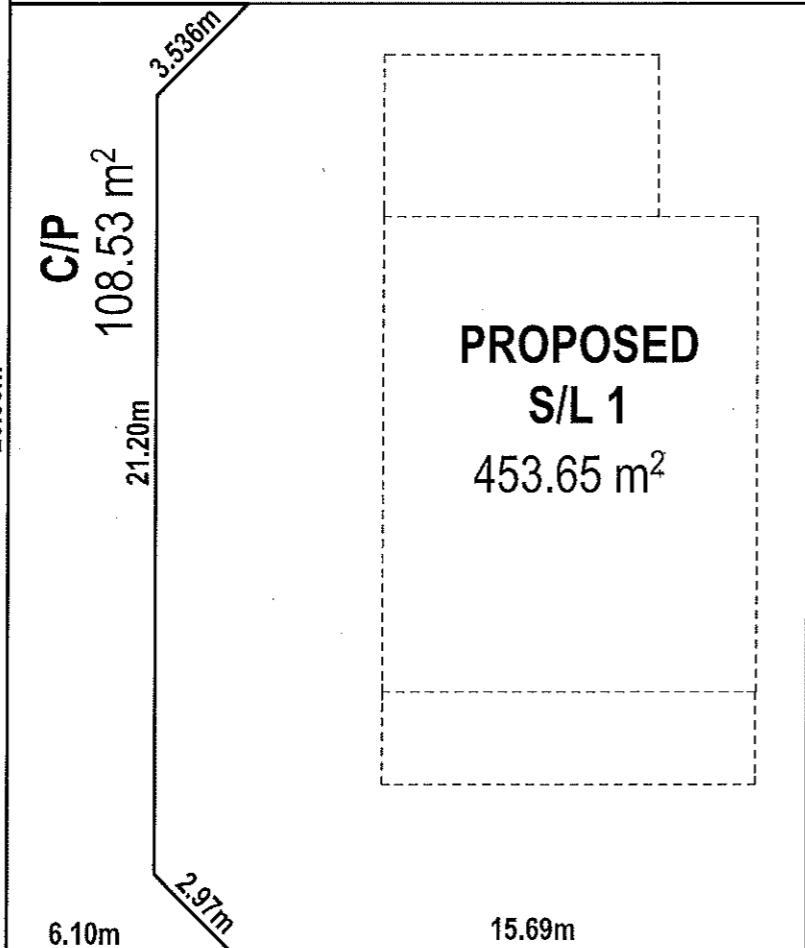
**DISCLAIMER:**  
 Due to lack of survey marks/pegs, all building offset dimensions & features are approximate only and positioned from existing pegs/fences and walls which may not be on the correct alignment and are to be verified when repegged. Any design that involves additions to any structures shown or portion of structures remaining after any demolition has taken place requires boundaries to be repegged and exact offsets provided to your designer/architect before any plans are produced and before any work is started on site.

24.49m



24.49m

25.80m



25.80

Scale 1:200  
 0 2 4 6 8  
 Scale 1:200 Date: 11 Apr 18

**PROPOSED STRATA PLAN**  
 NOT TO SCALE

⊕	SEC Dome
⊖	Power Pole
⊕ ⊖	Phone Pits
⊖	Water Conn.
⊕ ⊖	Top Pillar/Post
⊕ ⊖	Top Wall
⊕ ⊖	Top Retaining
⊕ ⊖	Top Fence



Unit 18, Block 8,  
 HomeMaker Centre,  
 42 Strickland Street,  
 Bunbury, W.A. 6230.  
 PO Box 6066, South  
 Bunbury, W.A. 6231.  
 Ph 08 9780 9300.  
 Fax 08 9780 9399.  
 www.plunkett.com.au  
 Reg. Builder No: 7995.  
 A.B.N. 98 009 258 373.

**WARNING:**  
 PLAN/DIAGRAM NOT YET APPROVED  
 BY TITLES OFFICE. VERIFY LOT  
 DIMENSIONS & ANGLES WITH TITLE.

CLIENT: **TIONGCO & GAMET** CONTRACT / JOB NO. **170351**  
 MAP REF.

SITE SURVEY **LOT 1109** COASTAL NO  
(Stated for Street/Drainage Only - Confers With Shire)  
**OLD AREA**

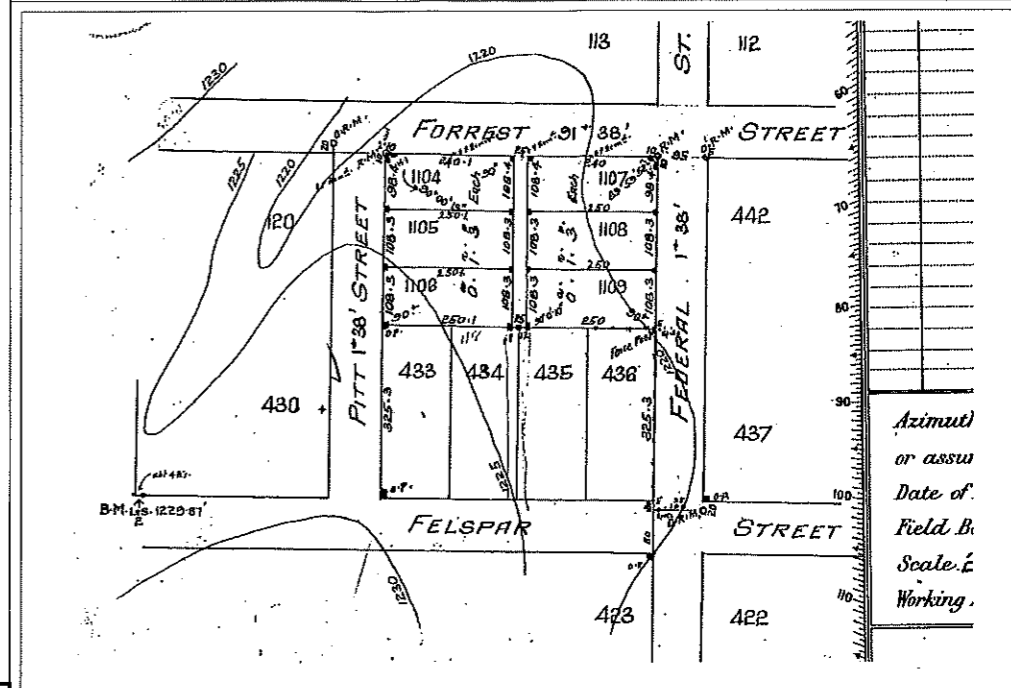
#146 Federal Street

Suburb **Narrogin**

Loc.Auth. **Shire Of Narrogin**

D.Plan **85460** Volume **1896** Folio **820**

Location **Check Title**



*Azimuth  
 or assu  
 Date of  
 Field B  
 Scale &  
 Working.*

REV	VO #	DRN	DATE	CHK
1	SRC	VN-RS AM	29-05-18 20-06-18	AM AM

Sub-contractors to verify all dimensions on site.

**WORKING DRAWINGS**  
 THIS IS ONE OF THE DRAWINGS  
 REFERRED TO IN THE CONTRACT.

DATED:...../...../.....

OWNER ..... WITNESS .....

OWNER ..... WITNESS .....

BUILDER ..... WITNESS .....

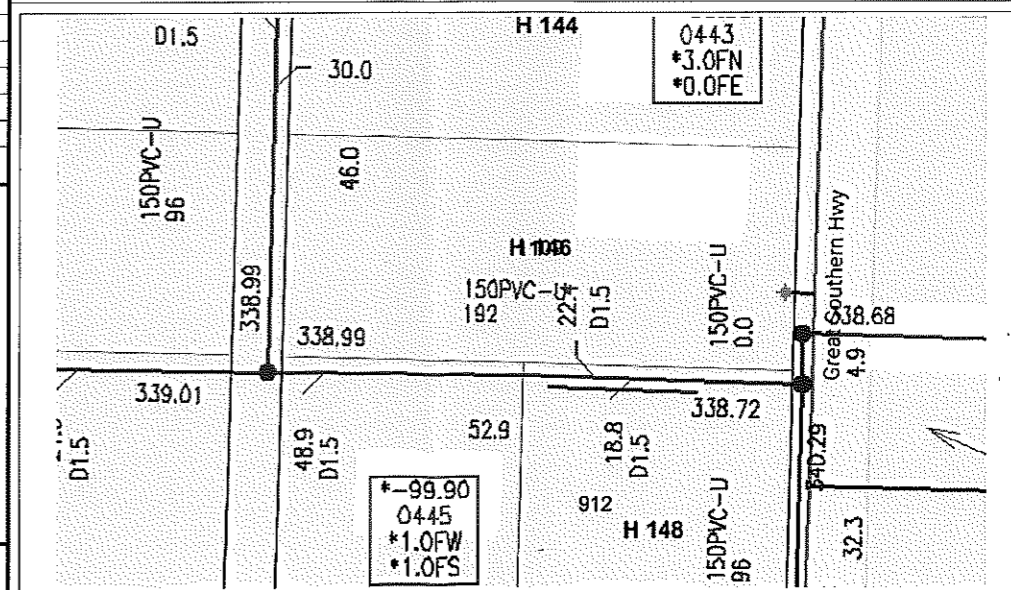
SHEET N° **1 OF 9**  
 JOB N° **170351**  
 REVISION **1** DATE **20-06-18**



Elec.  O/Head Water  Yes Sewer  Yes

Gas  Check Your Lot With Alinta Call 13 13 58 Phone Comms  Yes Footpath  Concrete

Road  Bitumen Kerb  Mountable / Non-Mount Drainage  Poor

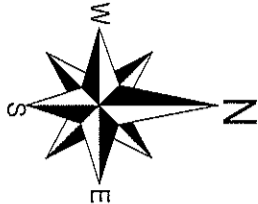


**COTTAGE & ENGINEERING SURVEYS**  
 Licensed Surveyors

87-89 Guthrie Street, Osborne Park, Western Australia  
 Telephone: (08) 9446 7361 Facsimile: (08) 9445 2398  
 Email: perth@cottage.com.au Website: www.cottage.com.au  
 J/N: 434407 Drawn: M. Bateman

**NOTE:** EARTHWORKS SET-OUT DIMENSIONS MAY VARY ON SITE AT BUILDERS DISCRETION. SEWER DRAINAGE MAY VARY FROM SCHEMATIC PRESENTATION / CHECK MINIMUM CLEARANCES, RETAINING NOT INCLUDED IN CONTRACT - REMAINS OWNERS RESPONSIBILITY. THIS SURVEY DOES NOT GUARANTEE THE LOCATION OF BOUNDARY PEGS OR FENCES. CHECK TITLE FOR EASEMENTS / COVENANTS ETC.

OLD AREA	SEC Dome
	Power Pole
	Phone Pits
	Water Conn.
TP 10.00	Top Pillar/Post
TW 10.00	Top Wall
TR 10.00	Top Retaining
TF 10.00	Top Fence



**DISCLAIMER:**  
Lot boundaries drawn on survey are based on landgate plan only. Survey does not include title search and as such may not show easements or other interests not shown on plan. Title should be checked to verify all lot details and for any easements or other interests which may affect building on the property.

**DISCLAIMER:**  
Survey does not include verification of cadastral boundaries. All features and levels shown are based on orientation to existing pegs and fences only which may not be on correct cadastral alignment. Any designs based or dependent on the location of existing features should have those features' location verified in relation to the true boundary.

**DISCLAIMER:**  
Survey shows visible features only and will not show locations of underground pipes or conduits for internal or mains services. Verification of the location of all internal and mains services should be confirmed prior to finalisation of any design work.

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

**DISCLAIMER:**  
Due to lack of survey marks/pegs, all building offset dimensions and features are approximate only and positioned from existing pegs/fences and walls which may not be on the correct alignment and are to be verified when repegged. Any design that involves additions to any structures shown or portion of structures remaining after any demolition has taken place requires boundaries to be repegged and exact offsets provided to your designer/architect before any plans are produced and before any work is started on site.

**LOT MISCLOSE**  
0.001 m

**SOIL DESCRIPTION**  
Sand / Clay(Poss)  
Refer to Survey

**SITE COVERAGE:**  
ZONED - R25 (50% ALLOWABLE COVERAGE)  
SITE AREA: 533.64m<sup>2</sup> + CP/2 52.7m<sup>2</sup> = 586.34m<sup>2</sup>  
HOUSE AREA: 210.97m<sup>2</sup> (EXCLUDES AREA OPEN ON TWO OR MORE SIDES)  
% OF SITE COVERAGE: 35.98%

**NOTE:**  
Approx. Sewer Clearance Line  
(This line is NOT an easement)  
Setbacks MUST be confirmed by Water Corp. before any design work is undertaken.  
This line is NOT definitive.

REV	VO #	DRN	DATE	CHK
1	SRC	VN-RS	29-05-18	AM
		AM	20-06-18	AM

**NOTE:**  
Approximate Sewer Only  
Check Water Corporation For Junction  
Invert and Depth Sewer Junction  
Approx. Inv: 7.2  
Approx. Up: 1.5  
Approx. Depth: 1.5  
Approx. Sewer Only  
Check Water Corp.

Sub-contractors to verify all dimensions on site.

**WORKING DRAWINGS**  
THIS IS ONE OF THE DRAWINGS REFERRED TO IN THE CONTRACT.

DATED: \_\_\_\_\_

OWNER: \_\_\_\_\_ WITNESS: \_\_\_\_\_

OWNER: \_\_\_\_\_ WITNESS: \_\_\_\_\_

BUILDER: \_\_\_\_\_ WITNESS: \_\_\_\_\_

SHEET # 2 OF 9

JOB # 170351

REVISION 1 DATE 20-06-18

PROPOSED NEW WATER METER LOCATION BY BUILDER

ELEC. M/BOX ON DWARF POLE BY BUILDER

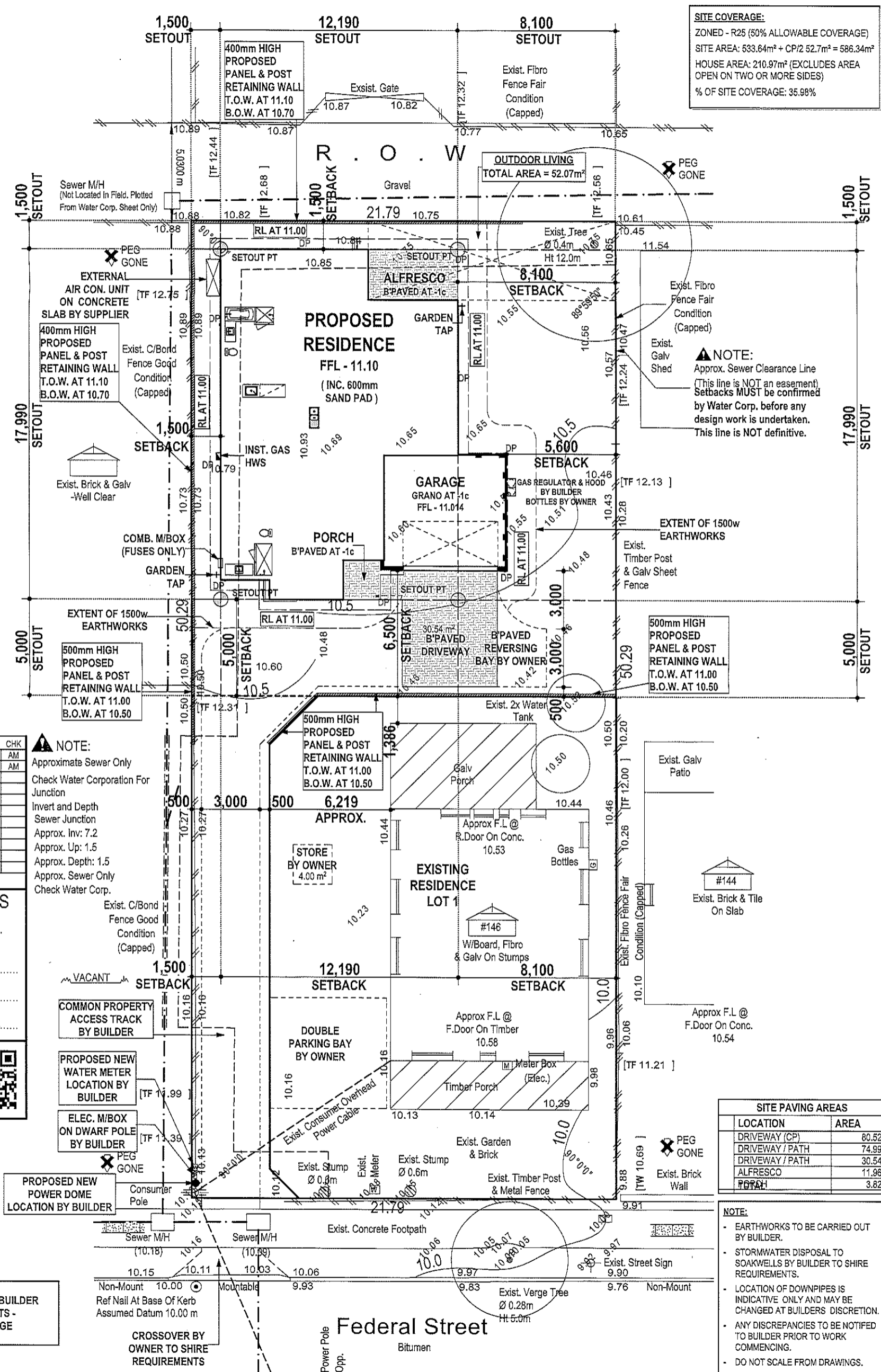
PROPOSED NEW POWER DOME LOCATION BY BUILDER

**STORMWATER DISPOSAL BY BUILDER TO SHIRE REQUIREMENTS - PIPED TO COUNCIL VERGE**

**NOTE/BEWARE: ADVISE TRADES**  
O/Head power lines

Scale 1:200

**SITE PLAN**  
1:200



**SITE PAVING AREAS**

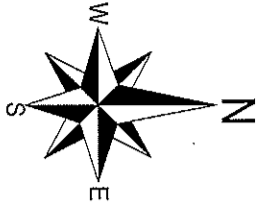
LOCATION	AREA
DRIVEWAY (CP)	80.52
DRIVEWAY / PATH	74.99
DRIVEWAY / PATH	30.54
ALFRESCO	11.96
PORCH	3.82

**NOTE:**

- EARTHWORKS TO BE CARRIED OUT BY BUILDER.
- STORMWATER DISPOSAL TO SOAKWELLS BY BUILDER TO SHIRE REQUIREMENTS.
- LOCATION OF DOWNPIPES IS INDICATIVE ONLY AND MAY BE CHANGED AT BUILDERS DISCRETION.
- ANY DISCREPANCIES TO BE NOTIFIED TO BUILDER PRIOR TO WORK COMMENCING.
- DO NOT SCALE FROM DRAWINGS.
- PLANS TO BE READ IN CONJUNCTION WITH ADDENDA AND WORK ORDER. NOTIFY BUILDER OF ANY DISCREPANCIES PRIOR TO COMMENCING WORK.



+	SEC Dome
○	Power Pole
□	Phone Pits
W	Water Conn.
TP 10.00	Top Pillar/Post
TW 10.00	Top Wall
TR 10.00	Top Retaining
TF 10.00	Top Fence



**DISCLAIMER:**

Lot boundaries drawn on survey are based on landgate plan only. Survey does not include title search and as such may not show easements or other interests not shown on plan. Title should be checked to verify all lot details and for any easements or other interests which may affect building on the property.

**DISCLAIMER:**

Survey does not include verification of cadastral boundaries. All features and levels shown are based on orientation to existing pegs and fences only which may not be on correct cadastral alignment. Any designs based or dependent on the location of existing features should have those features' location verified in relation to the true boundary.

**DISCLAIMER:**

Survey shows visible features only and will not show locations of underground pipes or conduits for internal or mains services. Verification of the location of all internal and mains services should be confirmed prior to finalisation of any design work.

**DISCLAIMER:**

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

**DISCLAIMER:**

Due to lack of survey marks/pegs, all building offset dimensions & features are approximate only and positioned from existing pegs/fences and walls which may not be on the correct alignment and are to be verified when repegged. Any design that involves additions to any structures shown or portion of structures remaining after any demolition has taken place requires boundaries to be repegged and exact offsets provided to your designer/architect before any plans are produced and before any work is started on site.

**LOT MISCLOSE**

0.001 m

**SOIL DESCRIPTION**

Sand / Clay(Poss)  
Refer to Survey

**NOTE:**

Approximate Sewer Only  
Check Water Corporation For Junction  
Invert and Depth  
Sewer Junction  
Approx. Inv: 7.2  
Approx. Up: 1.5  
Approx. Depth: 1.5  
Approx. Sewer Only  
Check Water Corp.

REV	VO #	DRN	DATE	CHK
1	SRC	VN-RS	29-05-18	AM
		AM	20-06-18	AM

**WORKING DRAWINGS**

THIS IS ONE OF THE DRAWINGS REFERRED TO IN THE CONTRACT.

DATED: 20/06/18

OWNER	WITNESS
OWNER	WITNESS
BUILDER	WITNESS

SHEET N° 3 OF 9

JOB N° 170351

REVISION 1 DATE 20-06-18

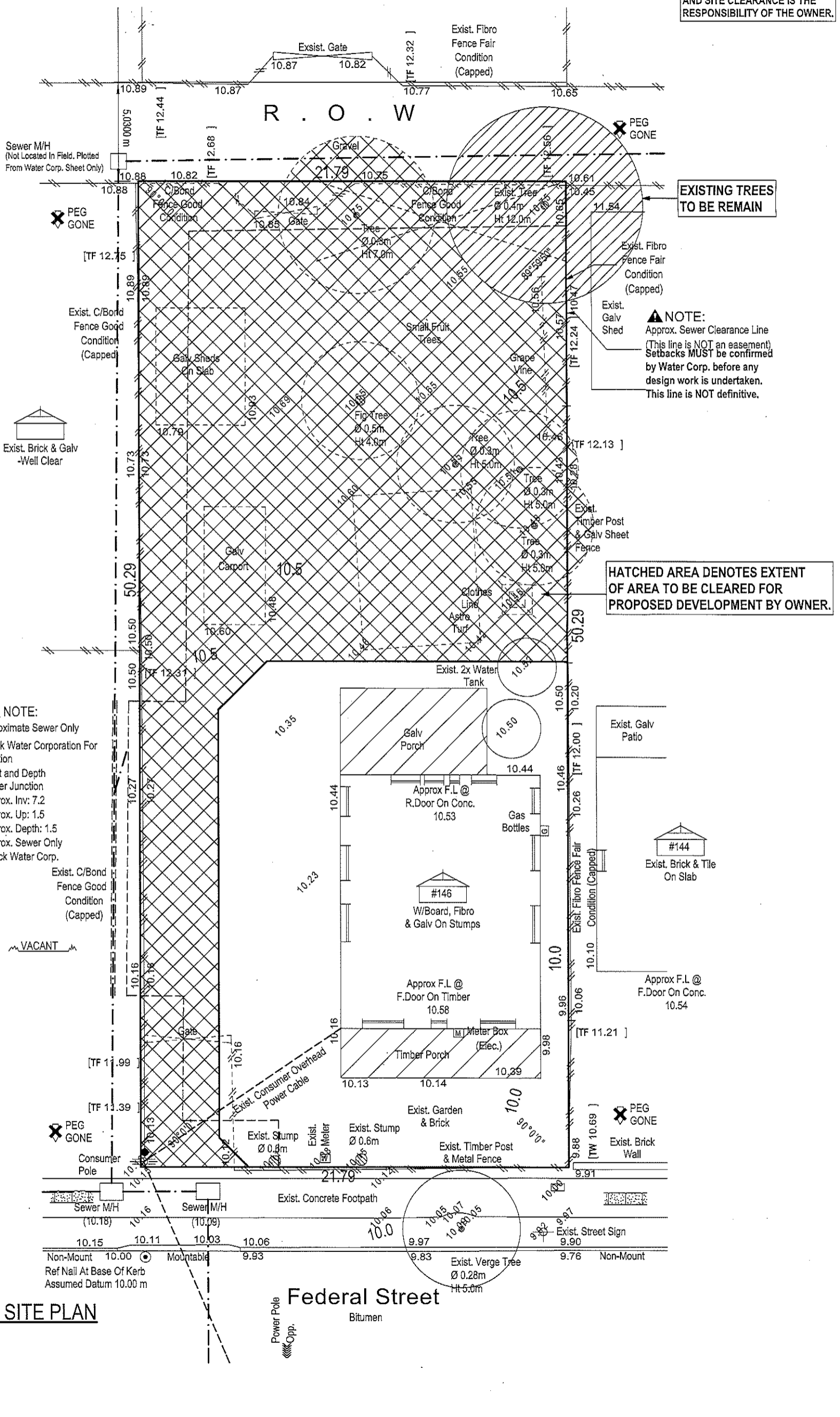
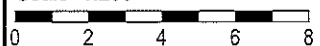


**EXISTING / DEMOLITION SITE PLAN**

1:200

NOTE/BEWARE: ADVISE TRADES  
O/Head power lines

Scale 1:200



**NOTE:**  
ALL EXISTING STRUCTURES AND SITE CLEARANCE IS THE RESPONSIBILITY OF THE OWNER.

**NOTE:**  
Approx. Sewer Clearance Line  
(This line is NOT an easement)  
Setbacks MUST be confirmed by Water Corp. before any design work is undertaken.  
This line is NOT definitive.

**HATCHED AREA DENOTES EXTENT OF AREA TO BE CLEARED FOR PROPOSED DEVELOPMENT BY OWNER.**

TYPE: BRICK VENEER SPECIFICATION: CLASSIC  
MODEL N°

© COPYRIGHT



Unit 18, Block B, Homemaker Centre,  
42 Strickland Street, Bunbury, W.A. 6230.  
PO Box 6060, South Bunbury, W.A. 6231.  
Ph 08 9780 9300.  
Fx 08 9780 9399.  
www.plunkethomes.com.au

Reg. Builder N°: 7895. A.B.N. 98 009 250 373.

REV	VO #	DRN	DATE	CHK
1	SRC	VN-RS	29-05-18	AM
		AM	20-06-18	AM

Sub-contractors to verify all dimensions on site.

**WORKING DRAWINGS**

THIS IS ONE OF THE DRAWINGS REFERRED TO IN THE CONTRACT.

DATED: ...../...../.....

OWNER: ..... WITNESS: .....  
OWNER: ..... WITNESS: .....  
BUILDER: ..... WITNESS: .....

CLIENT:  
**TIONGCO & GAMET**

ADDRESS:  
**LOT 1109 (#146)  
FEDERAL STREET  
NARROGIN**

SHEET N° **5 OF 9** + 1 ANC

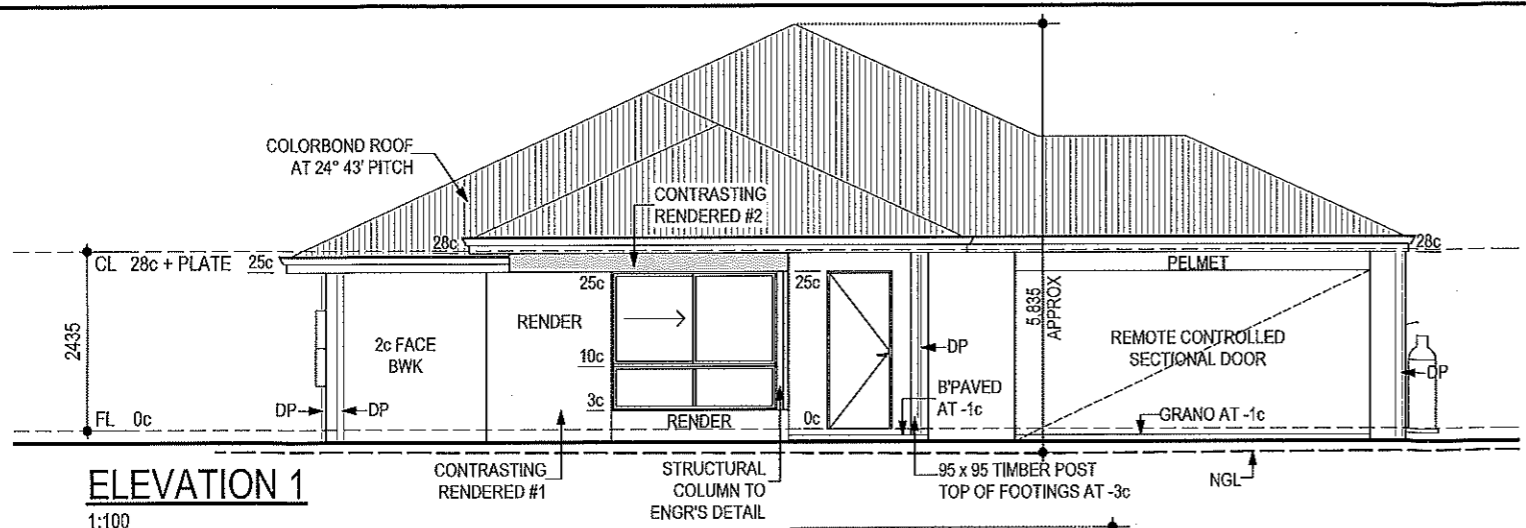
JOB N° **170351**

REVISION **1** DATE **20-06-18**

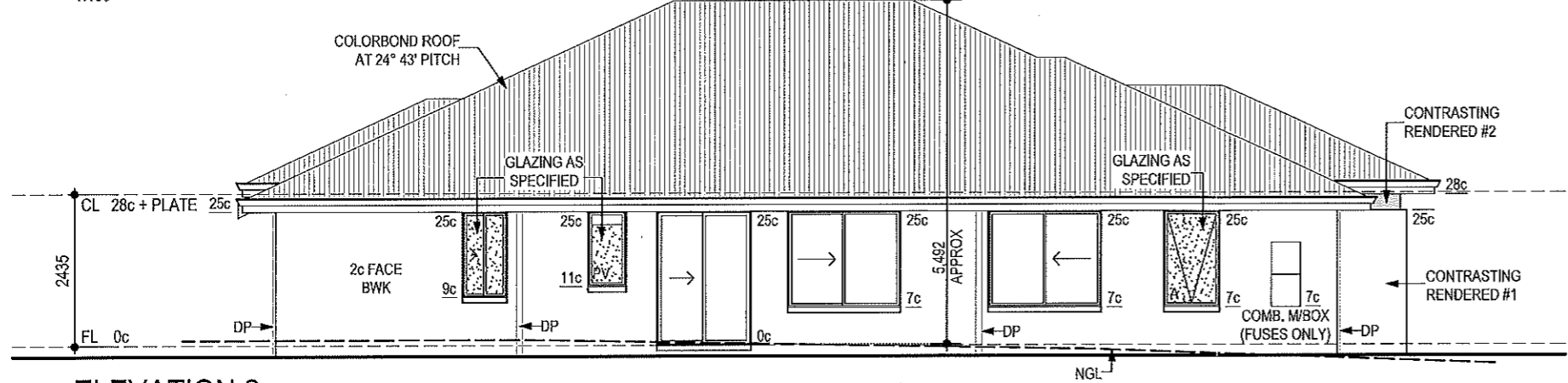


**CONSTRUCTION NOTE:**  
BRICK VENEER CONSTRUCTION WITH 90mm INTERNAL TIMBER STUD FRAMING TO A.S.1684. REFER TO ENGR'S DETAILS FOR DOUBLE STUDS AND BRACING.  
TIMBER ROOF FRAME TO A.S.1684.

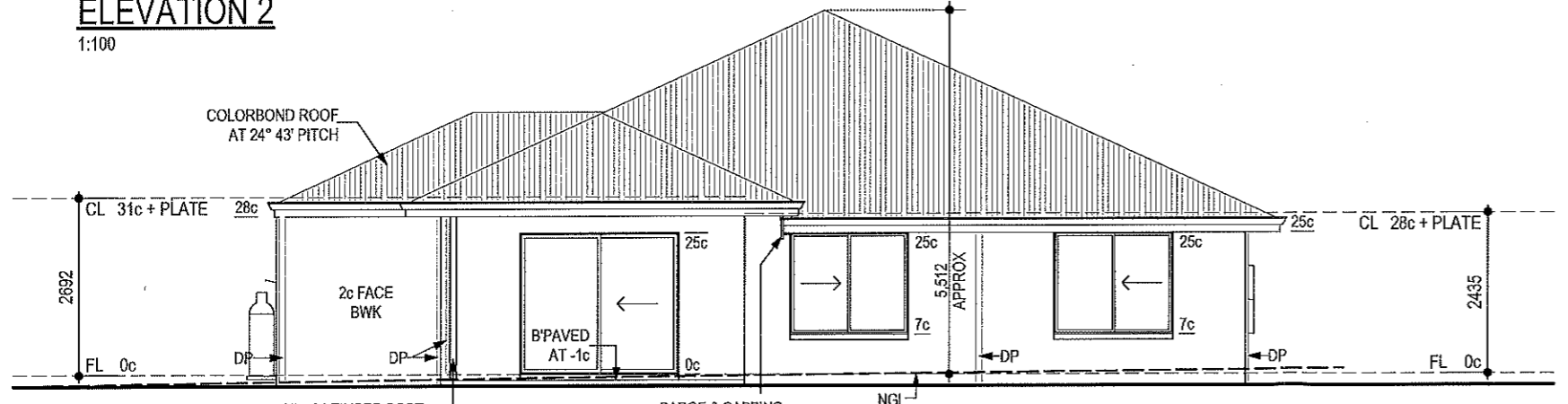
**INSULATION NOTE:**  
• PROVIDE INSULATION AS PER ADDENDA.  
• R4.0 INSULATION TO ALL FLAT CEILINGS INCLUDING GARAGE BUT EXCLUDING ALFRESCO & EAVES.  
• R2.5 INSULATION TO ALL EXTERNAL WALLS.



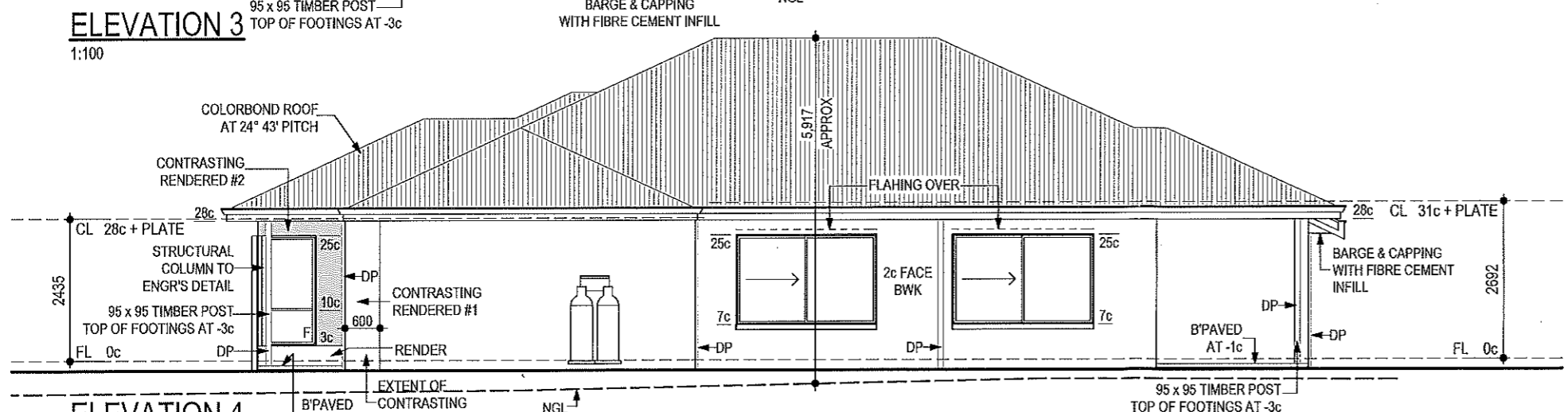
**ELEVATION 1**  
1:100



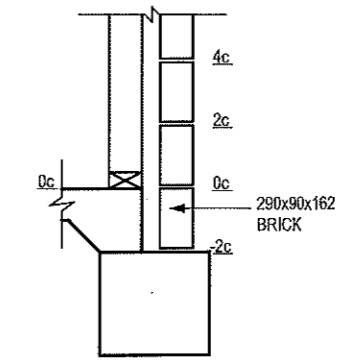
**ELEVATION 2**  
1:100



**ELEVATION 3**  
1:100



**ELEVATION 4**  
1:100

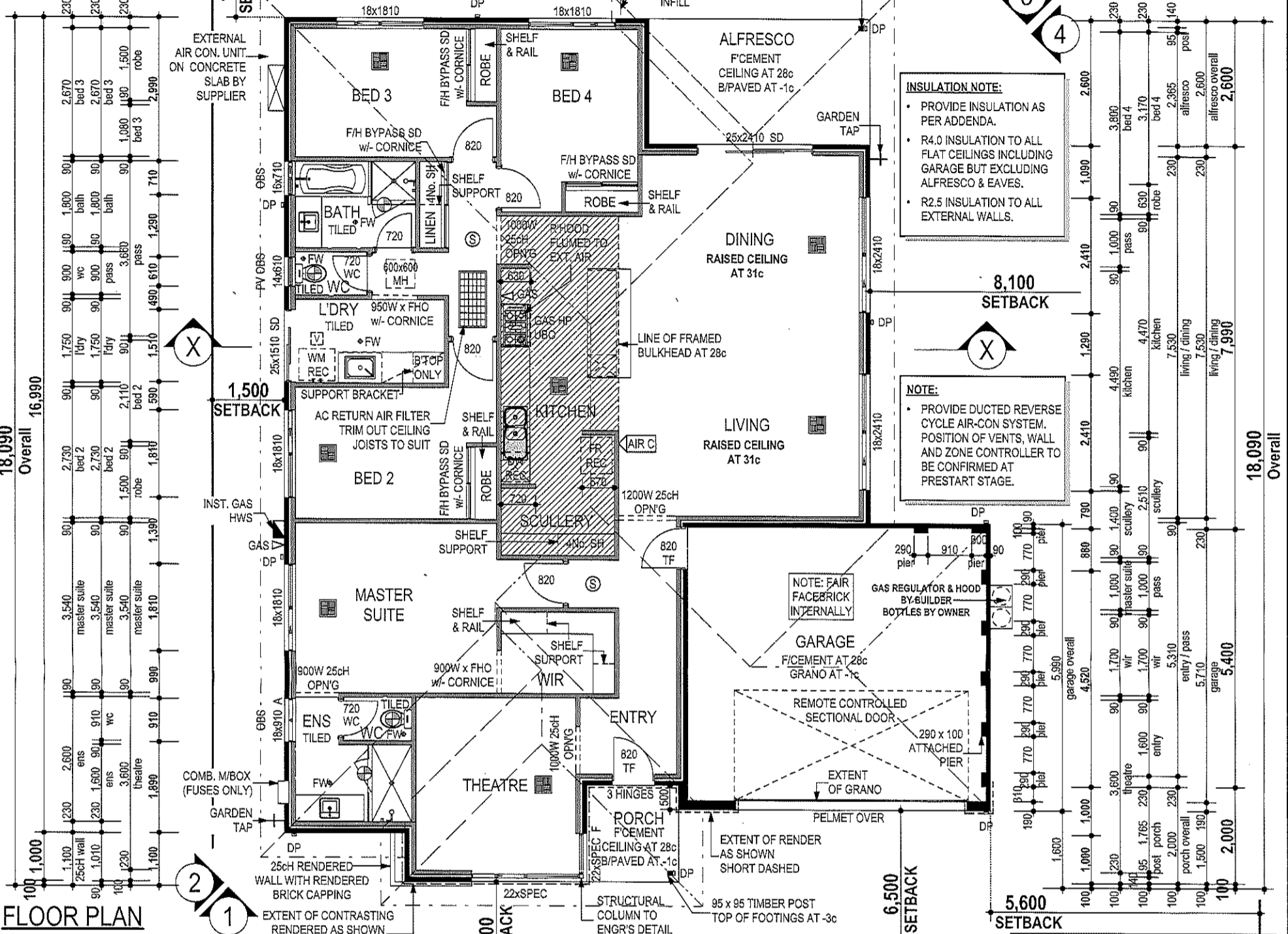


**DETAIL BRICK COURSING**  
SCALE 1:20

**CONSTRUCTION NOTE:**  
BRICK VENEER CONSTRUCTION WITH 90mm INTERNAL TIMBER STUD FRAMING TO A.S.1684. REFER TO ENG'S DETAILS FOR DOUBLE STUDS AND BRACING.  
TIMBER ROOF FRAME TO A.S.1684.

**NOTE:**  
• 28c CEILING THROUGHOUT UNLESS NOTED OTHERWISE.

Floor Areas			
Floor	Location	Area	Perimeter
<b>Ground floor</b>			
	HOUSE	172.52	60.36
	GARAGE	37.49	24.96
	ALFRESCO	11.96	14.40
	PORCH	3.82	7.82
	<b>Total</b>	<b>225.79 m<sup>2</sup></b>	<b>107.54 m</b>
<b>Roof Area Calculation - Ground Floor</b>			
Floor	Pitch	Area (flat)	Area (pitched)
<b>Ground floor</b>			
	24° 43'	252.28	277.99
		<b>252.28 m<sup>2</sup></b>	<b>277.99 m<sup>2</sup></b>



**FLOOR PLAN**  
1:100

**PLAN LEGEND**

- ⊕ EXHAUST FAN - CEILING MOUNTED (FLUMED TO EXTERNAL AIR)
- Ⓢ DIRECT WIRED INTERCONNECTED SMOKE DETECTOR TO A.S. 3786:2014
- ⊞ CEILING VENT - UNFLUMED

**AIR CONDITIONER LEGEND:**

- ⊞ AIR CONDITIONER RETURN AIR FILTER 1180 x 580 TRIM JOIST TO SUIT
- ⊞ AIR CONDITIONER EXTERNAL UNIT
- ⊞ CEILING OUTLET DIFFUSER
- ⊞ AIR CON. CONTROLLER AT 1500AFL (BUILDER TO PROVIDE 25mm CONDUIT ONLY WHERE SHOWN ON AN INTERNAL WALL)

PROVIDE DUCTED REVERSE CYCLED AIR CON.

**NOTE:**

- DO NOT SCALE FROM DRAWINGS.
- VERTICAL BRICK COURSING HEIGHTS ARE RELATED TO STD BRICKS SIZES.
- ALL INTERNAL DIMENSIONS ARE TO BRICK SIZES, NOT FINISHED SIZES.
- THE CONSTRUCTION DETAILS REFERRED TO IN THESE DOCUMENTS DO NOT FORM PART OF THE CONTRACT DOCUMENTS & MAY BE CHANGED AT ANY TIME WITHOUT NOTICE, AT THE BUILDER'S DISCRETION.
- POSITIONS OF DOWNPIPES ARE INDICATIVE ONLY & MAY BE CHANGED AT THE BUILDER'S DISCRETION.
- PROVIDE CORNER CASING BEADS TO ALL INTERNAL PLASTERED CORNERS EXCLUDING WINDOW SILLS, HEADS & REVEALS.
- WC DENOTES LIFT OFF HINGES.
- PROVIDE 67 x 18 MDF BULLNOSE PAINTED SKIRTING THROUGHOUT. (EXCLUDES WET AREAS.)

REVISION: 1  
DATE: 20-06-18

JOB N°: 170351

SHEET N°: 4 OF 9

ADDRESS: LOT 1109 (#146) FEDERAL STREET NARROGIN

CLIENT: TIONGCO & GAMET

BUILDER: [Blank]

OWNER: [Blank]

WITNESS: [Blank]

**WORKING DRAWINGS**

THIS IS ONE OF THE DRAWINGS REFERRED TO IN THE CONTRACT.

DATED: [Blank]

Sub-contractors to verify all dimensions on site.

REV: 1  
VO #: SFC  
DATE: 20-06-18  
CHK: AM

Unit 18, Block B, Homemaker Centre, 42 Strickland Street, Bunbury, W.A. 6230. Ph 08 9780 9300. Fx 08 9780 9399. www.plunkethomes.com.au

**Plunkett Homes**

**CLARENCE**

TYPE: BRICK VENEER  
SPECIFICATION CLASSIC  
MODEL N°

© COPYRIGHT

E & O E

## 10.1.2 APPLICATION FOR PLANNING CONSENT – PROPOSED RETAIL OUTLET AT LOT 10 (NO. 66) FEDERAL STREET, NARROGIN

<b>File Reference</b>	A167600
<b>Disclosure of Interest</b>	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
<b>Applicant</b>	Kane Nankiville
<b>Previous Item Numbers</b>	Item 10.1.079 23 August 2017 (Council Resolution 0817.094)
<b>Date</b>	14 September 2018
<b>Author</b>	Eric Anderson – Assistant Planning Officer
<b>Authorising Officer</b>	Azhar Awang – Executive Manager Development & Regulatory Services
<b>Attachments</b>	
1. Application for Planning Consent	

### Summary

Council is requested to consider the application for planning consent for the proposed retail outlet development on the front portion of Lot 10 (No. 66) Federal Street, Narrogin.

### Background

An item relating to the rear portion of the property was considered by Council at the meeting held on 23 August 2017 for use as consultancy rooms (podiatrist) for one day per week. Condition 2 (6) of the approval states that:

*“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. A further application will be required to develop the front space of the property”.*

A preliminary assessment of the proposal has determined that a variation for landscaping and parking will be required.

### Comment

#### Zoning

The subject land is zoned “Central Business Zone” under the Former Town of Narrogin Town Planning Scheme No. 2 (FT-TPS No. 2). The adjoining properties to the north and south are also zoned “Central Business Zone”. The use of a retail premises fits within the use category of ‘Shop’. The use of a shop is a permitted use under the FT-TPS No. 2. The Lot has a total area of 368m<sup>2</sup>. The gross floor area for the proposed shop is 131m<sup>2</sup>.

#### Parking

The minimum permitted parking within the ‘Central Business Zone’ for a Shop is one (1) bay per 33m<sup>2</sup> gross floor area. The required number of car parks for the retail space is four (4). Condition eight (8) of the approval dated 28 August 2017 (Attachment 1) provides a reduction to four (4) bays to be provided on site and, if parking cannot be contained wholly on site, then a cash in lieu contribution or alternative arrangement to be made. As all four (4) car parking bays provided on site are associated with the podiatry clinic, it is recommended that a cash in lieu contribution be made to the Shire and an alternative arrangement be made for the required four (4) car parking bays.

As per the previous report presented to Council on 20 August 2017, the cash in lieu contribution for one car bay is approximately \$11,000, which is based on the cost of land and asphalt construction.

#### Car Parking Variation

Council can consider a variation to the standards prescribed by the FT-TPS No. 2 by applying Clause 6.2 which states as follows:

*“6.2.1 If a development is the subject of an application for planning consent and does not comply with a standard or requirement prescribed by the Scheme, the Council may approve the application unconditionally or subject to such conditions as the Council thinks fit, always provided that the council is satisfied that:*

- i) Approval of the proposed development would be consistent with the orderly and proper planning of the locality, the preservation of the amenity of the area and be consistent with the objectives of the Scheme;*
- ii) The non-compliance will not have any adverse effect upon the occupiers or users of the development or inhabitants of the locality or upon the likely future development of the locality; and*
- iii) The spirit and purpose of the requirements or standards will not be unreasonably departed from thereby.”*

Council at the 20 August 2017 in considering the application for the Podiatrist to the rear portion of this premises, resolved to vary the car parking requirement from a total of eight (8) to four (4) car parking. Council may if it wish allow a similar variation for the requirement of the car parking provision for the proposed retail outlet from a total of four (4) to two (2) car parking.

It is noted from the applicant that the Podiatrist which has provided a total of four (4) car parking spaces to the rear of the property only operates the business one (1) day a week and therefore would allow the car parking to be used by the Retail outlet business to the front portion of the property when the Podiatrist is not open for business. However it should be stressed that the applicant is still required to provide the shortfall of car parking for the proposed Retail Outlet that do not have the required car parking on site.

It is the Officer’s recommendation that the applicant provide the required shortfall of four (4) car parking for the proposed Retail Outlet through a cash in lieu contribution to be held in a relevant Restricted Asset Reserve Account. This Account should be establish as “Central Business District Car Parking Research Account” for the acquisition and development of land for public car parks within the Central Business District Zone.

#### Landscaping

Under the FT-TPS No.2 zoning table, the minimum permitted landscaping for a ‘Shop’ use within the ‘Central Business Zone’ is seven percent (7%) of the site area. The required area of landscaping for this site is 25.75m<sup>2</sup>. Clause 3.3.3 of the FT-TPS No.2 states:

*“Notwithstanding any other provisions of this Scheme, the minimum landscaping required within the Town Centre Area may be paved area in the form of a courtyard, plaza, arcade or walkway and shall contain such tree, other planting, seating and other furniture as may be determined by the council”.*

Similarly as per the previous report to Council, given that the property is already existing and the percentage of the site designated as open space, the standard prescribed by the FT-TPS has been satisfied.

## Consultation

This proposal has been discussed with Executive Manager Development & Regulatory Services.

## Statutory Environment

Former Town of Narrogin Town Planning Scheme No.2.

## Policy Implications

Council has no local planning policy with respect to cash in lieu of car parking requirements in the Central Business District Zone. Council has traditionally considered the merits of waiving deemed requirements on a case-by-case basis, and this appears to be working satisfactorily.

## Financial Implications

Application for Planning Consent Fee to the value of \$147 to be made payable to the Shire of Narrogin and borne by the applicant.

Should the application proceed, the required cash in lieu contribution, based on \$11,000 per car bay, will be required to be restricted in the Shire's Accounts for the purpose for future identification within the Central Business Zone.

## Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	3. Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.4 A well maintained built environment
Strategy:	3.4.1 Improve and maintain built environment

## Voting Requirements

Simple Majority

### OFFICERS' RECOMMENDATION

That with respect to the Application for Planning Consent – proposed retail outlet at Lot 1109 (No. 66) Federal Street, Narrogin, Council approve the application subject to the following conditions:

1. This approval shall expire if the development hereby permitted is not completed within two (2) 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 Shire, is granted by it in writing.
2. The development hereby approved shall occur generally in accordance with the submitted plans in support of the application and these shall not be altered or modified without the prior written approval of the Chief Executive Officer.
3. All drainage run-off associated with the development shall be contained on site or connected to the Shire's storm water drainage system to the satisfaction of the Chief Executive Officer.

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. All signage is to be in accordance with the Shire of Narrogin's Local Laws, unless further approval is granted by the Shire of Narrogin.
6. All parking associated with the activity approved shall be wholly contained on site to the satisfaction of the Chief Executive Officer.
7. The existing parking bays are to be clearly marked on site to the satisfaction of the Chief Executive Officer.
8. Disability access is to be provided on the premises for the changes in floor level.
9. A cash in lieu contribution (\$11,000 per car bay) or suitable arrangement is to be made for the short fall of four (4) parking bays on site to be held as a "Central Business District Car Parking Reserve Account" for the acquisition and development of land for public car parks within the Central Business District Zone to the satisfaction of the Chief Executive Officer.
10. A cash in lieu contribution (\$11,000 per car bay) or suitable arrangement is to be made for the short fall of four (4) parking bays on site to the satisfaction of the Chief Executive Officer.
11. A planning application fee of \$147 is required to be made payable to the Shire of Narrogin prior to issuing of Planning Approval.
12. Bins and storage areas shall be screened from public view to the satisfaction of the Chief Executive Officer.
13. Rowley Street shall be kept clear at all times for the purpose of loading and unloading of goods.

# PLANNING CONSENT



89 Earl Street  
PO Box 1145  
Narrogin WA 6312

(08) 9890 0900

www.narrogin.wa.gov.au  
enquiries@narrogin.wa.gov.au

CASHIER HOURS:  
8:30am – 4:30pm  
MONDAY- FRIDAY

TOWN PLANNING SCHEME NO.2  
DISTRICT SCHEME

Name of Applicant	KANE NANKVILLE
Correspondence Address	13B POPLAR ST, WILLETTON WA 6155
Applicant Phone Number	0419939984

I hereby apply for planning consent to:

- Use the land described hereunder for the purpose of \_\_\_\_\_
- Erect, alter or carry out development on land described hereunder in accordance with the accompanying plans (3 copies attached)

Existing use of land	vacant shops front facing 66 Federal St. Consultancy rooms at rear facing Rowley St.
Approximate cost of proposed development	\$ nil to structure, just shop shelving.
Estimated time of completion	within 6 weeks
No of persons to be housed / employed after completion	one shop assistant

## TITLES OFFICE DESCRIPTION OF LAND

### LOCALITY PLAN

House No	Lot No	Location No
Plan or Diag	Street Name	
Certificate of Title	Volume: _____	Folio: _____

### LOT DIMENSIONS

Site area	Square metres
Frontage	Metres
Depth	metres

### AUTHORITY

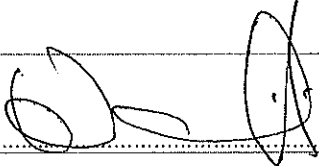
Applicant's Signature		Date	25 Aug 2018
-----------------------	--	------	-------------

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

c:\users\reception\appdata\local\microsoft\windows\inetcache\content.outlook\rz19e31\application for planning consent (2).docx



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.

Owner's Signature  Date 25 Aug 2018

NOTE: THIS FORM IS TO BE SUBMITTED IN DUPLICATE, TOGETHER WITH THREE COPIES OF PLANS, COMPRISING THE INFORMATION SPECIFIED IN THE PARTICULARS REQUIRED WITH THE 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 especially exempt by the Shire:

- 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 the 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.

**OFFICE USE ONLY**

File Reference		Application No	
Date Received		Date of Approval / Refusal	
Date of Notice of Decision		Officer's Signature	

c:\users\reception\appdata\local\microsoft\windows\inetcache\content.outlook\rz19e31c\application for planning consent (2).docx



## ACTIVE PODIATRY VIC PARK

## NARROGIN PODIATRY

1079 Albany Hwy  
(next to corner Victoria St)  
St James WA 6102

4 Rowley Street  
Narrogin WA 6312

**Kane D. Nankiville**  
B.Sc(Pod) M.A.Pod.A  
**PODIATRIST**

**Phone: (08) 9458 6999**  
**Mobile: 041 993 9984**

**Phone: (08) 9458 6999**

Sat 25th August 2018.

Dear Sir/ Madam,

**Re: Planning consent for the leasing of retail space located  
at 66 Federal St, Narrogin.**

**Proposed use: Health Food Store.**

Please see the attached planning consent document, I felt further explanation may be required.

In August 2017 I received planning permission to create consulting rooms at the rear of the building located at 66 Federal St, Narrogin. The idea was to create a podiatry clinic facing Rowley St. The original shop fronting Federal St could then be considered for lease to a separate retail business. Narrogin Podiatry began operating from this site ( now considered to be 4 Rowley St) in early April 2018. **I now wish to apply to Council to consider my application to lease the original shop front. The McBeath family whom currently operate the Goodlife Health Food store now wish to relocate to my larger shop in Narrogin's main street.**

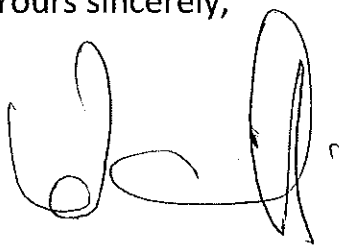
I have also supplied a copy of my original planning consent notice as it contains several conditions which may affect this current application. These specific conditions are:

1. "Further site intensification will require council planning and consent of use", hence this current application.
2. Parking provisions. The existing car park has sufficient capacity to allow for the single Goodlife employee to park onsite. The podiatry clinic operates only one day per week however on that single day we may not meet the minimum parking requirements. In seeking a solution to this, I have received several offers from nearby land owners ( including Cr. Brian Seale) whom will allow us to park one vehicle on their own site for each Tuesday if needed. I hope that the Council see this as a suitable and workable alternative?
3. As per advice note 2, works for disability and mobility access throughout the public floor spaces are continuing. To date, the front step into the shop has been replaced by ramped paving consistent with surrounding business entries. A new door and surround has been fitted with clear entry and exit greater than 850mm.

Goodlife have advised me that their current lease is expiring soon. It would be greatly appreciated if this application could be considered as soon as possible.

Please feel free to contact me at any stage if further clarification is required.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Kane Nankiville', written in a cursive style.

Kane Nankiville

### 10.1.3 REVISED APPLICATION FOR PLANNING CONSENT – GROUPED DWELLING – LOT 210 (NO. 89) FORREST STREET, NARROGIN

<b>File Reference</b>	A105237
<b>Disclosure of Interest</b>	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
<b>Applicant</b>	Willem Joubert
<b>Previous Item Numbers</b>	Item 10.1.124 – 20 December 2017 (Council resolution 0418.031) Item 10.1.002 – 28 February 2018 (Council resolution 0218.003) Item 10.1.026 – 24 April 2018 (Council resolution 1217.142)
<b>Date</b>	17 August 2018
<b>Author</b>	Eric Anderson – Assistant Planning Officer
<b>Authorising Officer</b>	Azhar Awang – Executive Manager Development & Regulatory Services
<b>Attachments</b>	
<ol style="list-style-type: none"> <li>1. Application for planning consent &amp; amended plans</li> <li>2. Minutes Ordinary Council Meeting 24 April 2018</li> </ol>	

#### Summary

Council is requested to consider a revised application for planning consent for the grouped dwelling development (three grouped dwellings) at Lot 210 (No. 89) Forrest Street, Narrogin.

#### Background

The matter was first considered by Council at its meetings held 20 December 2017. Council, at that meeting, did not support the Officer's recommendation and requested that the applicant incorporate the following matters in the design:

*“No street frontage access to Forrest Street for the two dwellings located at the rear of the property as this will be required for: the street property address; provision for kerbside rubbish collection and emergency services.*

*No access is provided for the rear two dwellings to utilise the visitor bay on Forrest Street.*

*Council is concerned regarding the amount of stormwater emanating from the development and the possible ingress of stormwater from the laneway into the property.”*

The item was then re-presented to Council at the meeting held on 28 February 2018 after receiving the revised plans. Council resolved to advertise the proposed grouped dwelling in accordance with clause 6.3 of the Former Town of Narrogin Town Planning Scheme No. 2.

During the advertising period, seven (7) submissions were received requiring the proposal to be re-presented at the Ordinary Council Meeting held on 24 April 2018.

At the meeting held on 24 April 2018 Council resolved to conditionally approve the development. Condition 2 c) of that approval stated:

*“The development approved shall be 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”.*

Since Council granted its approval for the use of a grouped dwelling, the application has been reduced from four (4) dwellings to three (3) dwellings at the request of the Western Australian Planning Commission, in order to satisfy the strata application. The revised plans are re-presented to Council for consideration.

## **Comment**

### Advertising

The requirement for Council approval to advertise the proposal in accordance with Clause 6.3.2 of the FT-TPS No. 2 will not be necessary as the use of a grouped dwelling has already been advertised and approved by Council. Furthermore, to reduce the number of dwellings from four (4) to three (3), the reduction of one dwelling therefore will not, in the opinion of the officers, adversely impact the surrounding amenity.

### Visitor Parking

Under the provisions of the FT-TPS No. 2, visitor parking is to be provided at a rate of one (1) for every two (2) dwellings. However under Part 5 section C3.2 the R-Codes visitor parking is to be provided at a rate of one bay for every four dwellings.

The amended plan now has sufficient space to contain the visitor parking bay on site and it is therefore recommended that parking be contained wholly on site.

### Setbacks

The FT-TPS No.2 stipulates that grouped dwellings are to be assessed as R-25. The required front setback for R-25 is 6m. The proposed unit 89B has a primary setback of 4.5m. Under section 5.1.2 (C2.1 iii) A building setback can be:

*“reduced by up to 50 percent provided that the area of any building, including a carport or garage, intruding into the setback area is compensated for by at least an equal area of open space between the setback line drawn parallel to it at twice the setback distance”.*

The area of compensation that has been provided for unit 89B is 25m<sup>2</sup>, the area of encroachment from the primary street setback is 31m<sup>2</sup>. Given that a variation has previously been considered by Council and approved it is recommended that Council support the variation as it is minor in nature.

### Variation to retaining walls

In the approved plans dated 1 May 2018 there are five (5) retaining walls to be built on site. In this revised proposal retaining walls C and E are removed. There was concern raised in particular to the height of retaining walls D and E.

### Variation in the pedestrian access way

The pedestrian access way on the approved plans dated 1 May 2018 is 1.2m wide. The proposed new plans show the pedestrian access way to be 1.8m wide and allocated to unit 89A. This is wider than the original proposal and therefore is supported.

It is noted by the Officer that there is a discrepancy in the dimensions of the pedestrian access way that have been lodged to the Western Australian Planning Commission (WAPC) and the plans being presented in this application for Council consideration. It is recommended that the applicant seek further clarification from the WAPC as to if a revised survey strata plan will be required.

## Consultation

Consultation was undertaken with the applicant and the Executive Manager Development & Regulatory Services.

## Statutory Environment

Former Town of Narrogin Town Planning Scheme No.2.

## Policy Implications

- State Planning Policy – Residential Design Codes
- Planning Bulletin 33/2017 – Rights-of-way of laneways in established areas

## Financial Implications

An administrative fee for determining an application to amend or cancel development approval to the value of \$295 will be required to be paid prior to the issuing of a building permit.

## Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	3. Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.4 A well maintained built environment
Strategy:	3.4.1 Improve and maintain built environment

## Voting Requirements

Absolute Majority

### OFFICERS' RECOMMENDATION

That with respect to Application for Planning Consent – Grouped Dwelling – Lot 210 (No. 89) Forrest Street, Narrogin, Council approve the revised application subject to the following conditions:

1. The approval shall expire if the development permitted is not completed within two (2) years of approval, 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 Shire is granted by it in writing.
2. All drainage and storm water run-off associated with the development shall be contained on site or connected to the Shire's stormwater drainage system to the satisfaction of the Chief Executive Officer.
3. The development approved shall be 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.
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. All earthworks associated with the development shall be wholly contained within the site to the satisfaction of the Chief Executive Officer.

6. All proposed cross overs are to be constructed, drained and maintained to the satisfaction of the Chief Executive Officer.
7. Landscaping within the front setback area shall be established within 60 days of the practicable completion of the building and shall be fully reticulated and maintained to the satisfaction of the Chief Executive Officer.
8. All planning fees are required to be borne by the applicant and made payable to the Shire of Narrogin prior to the issuing of this approval and/or a building permit.
9. All fencing abutting vehicle access points shall be no higher than 0.75 metres.
10. All fencing within the front setback areas shall be visually permeable above 1.2 metres.
11. All driveways and visitor bays are to be drained and paved to the satisfaction of the Chief Executive Officer.
12. Support the 1.8 metre wide pedestrian access way leg between Units B and C to allow access to Unit A.
13. No access is allowed to adjoining land owners during construction without the prior written consent of the adjoining land owners.

**Advice Note:**

It is recommended that the applicant seek further advice from the WAPC regarding the discrepancy between the site layout plan and sub-division layout plan, in regard to the variation in the pedestrian access-way.

# PLANNING CONSENT



Shire of Narrogin  
Love the life

89 Earl Street  
PO Box 1145  
Narrogin WA 6312

(09) 9890 0900

www.narrogin.wa.gov.au  
enquiries@narrogin.wa.gov.au

CASHIER HOURS:  
8:30am - 4:30pm  
MONDAY - FRIDAY

## APPLICATION FOR PLANNING CONSENT

TOWN PLANNING SCHEME NO.2  
DISTRICT SCHEME

Name of Applicant: **WILLEM JOUBERT**  
Correspondence Address: **51 MARADU CRESCENT, WANNEROO, 6065**

I hereby apply for planning consent to:

1. Use the land described hereunder for the purpose of **BUILDING, 3 DWELLINGS**
2. Erect, alter or carry out development on land described hereunder in accordance with the accompanying plans (3 copies attached)

Existing use of land: **RESIDENTIAL HOUSING - VACANT LOT**  
Approximate cost of proposed development: **\$ 880 000**  
Estimated time of completion: **06/2019**  
No of persons to be housed / employed after completion: **UP TO OR AROUND 12 PEOPLE.**

### TITLES OFFICE DESCRIPTION OF LAND


#### LOCALITY PLAN

House No: **89** Lot No: **210** Location No:  
Plan or Diag: **DP 54 319** Street Name: **FORREST STREET**  
Certificate of Title Volume: **2682** Folio: **210**

#### LOT DIMENSIONS

Site area: **1859.40 m<sup>2</sup>** Square metres  
Frontage: **28.44** Metres  
Depth: **65.38** metres

#### AUTHORITY

Applicant's Signature:  **WILLEM JOUBERT**  
Date: **16/09/2018**  
**ON BEHALF OF OWNER, SEE AUTHORITY ATTACHED**


\\19.shared2.ccs.sharedadmin\form.development - admin\onlynew.customer.forms\new.approved.form\application for planning consent.docx



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

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.

Owner's Signature



ON BEHALF OF OWNER, SEE AUTHORITY ATTACHED

Date 16/09/2018

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

### THIS IS NOT AN APPLICATION FOR A BUILDING LICENCE

#### PARTICULARS REQUIRED WITH APPLICATION FOR BUILDING 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 especially exempt by the Shire:

- 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 the 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.

#### OFFICE USE ONLY

File Reference

Date Received

Date of Notice of Decision

Application No

Date of Approval / Refusal

Officer's Signature

w:\9\_shared\2\_ccs\_shared\admin\form\_development - admin's only\new\_customer\_forms\new\_approved\_forms\application for planning consent.docx



PERTHGROW  
Where Dreams Come Home

## Perthgrow Investments

U11, 30 Dellamarta Road, Wangara WA 6065

[admin@perthgrow.com.au](mailto:admin@perthgrow.com.au)

ABN 973 781 893

## AUTHORITY:

89 FOREST STREET NARROGIN

**23/10/2017**

---

TO WHOM IT MAY CONCERN:

**THE PROPERTY: 89 FOREST STREET, NARROGIN (THE PROPERTY)**

I Gert Botha Enslin, Title Holder of 89 Forest street Narrogin, hereby Authorize Willem Joubert (**Project Manager** for Perthgrow PTY LTD) to be my representative in dealing with the Shire of Narrogin with regards to the joint venture development of The property.

This authority will allow the Project manager to apply for Development applications, information sheets pertaining to the development of **The property**, service agreements regarding service supply to the property for the purpose of sub division, and sign such documents on my behalf.

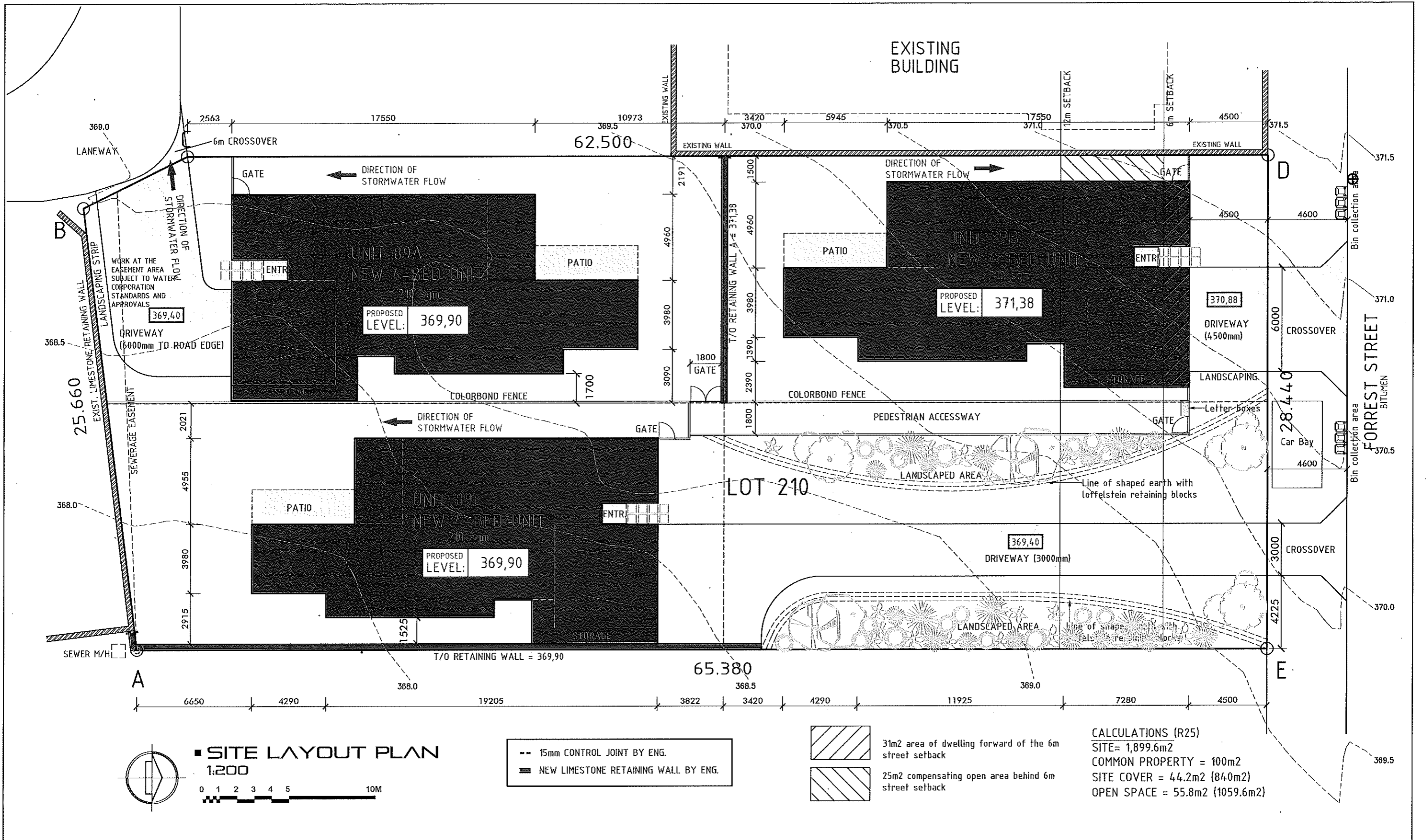
This document is not a power of attorney and may not be used as such



---

Gert Botha Enslin

23/10/2017



**SITE LAYOUT PLAN**  
1:200

**new line architecture**

The information contained in this document is privileged and confidential and is intended for the exclusive use of the designated addressee and this project only. The contained information shall not be copied or reproduced in any form without the prior consent of NLA. Do not scale drawings - all dimensions to be verified by the Lessee on site prior to commencement of any works. Refer any discrepancies on this architectural plan to the tenant or Lend Lease. NLA IS NOT LIABLE FOR ANY INCORRECT INFORMATION PROVIDED WITH THE ORIGINAL DRAWINGS

2018-08-13	1	1ST ISSUE FOR DISCUSSION
2018-08-16	2	FINAL ISSUE FOR PLANNING APPROVAL

**CLIENT**

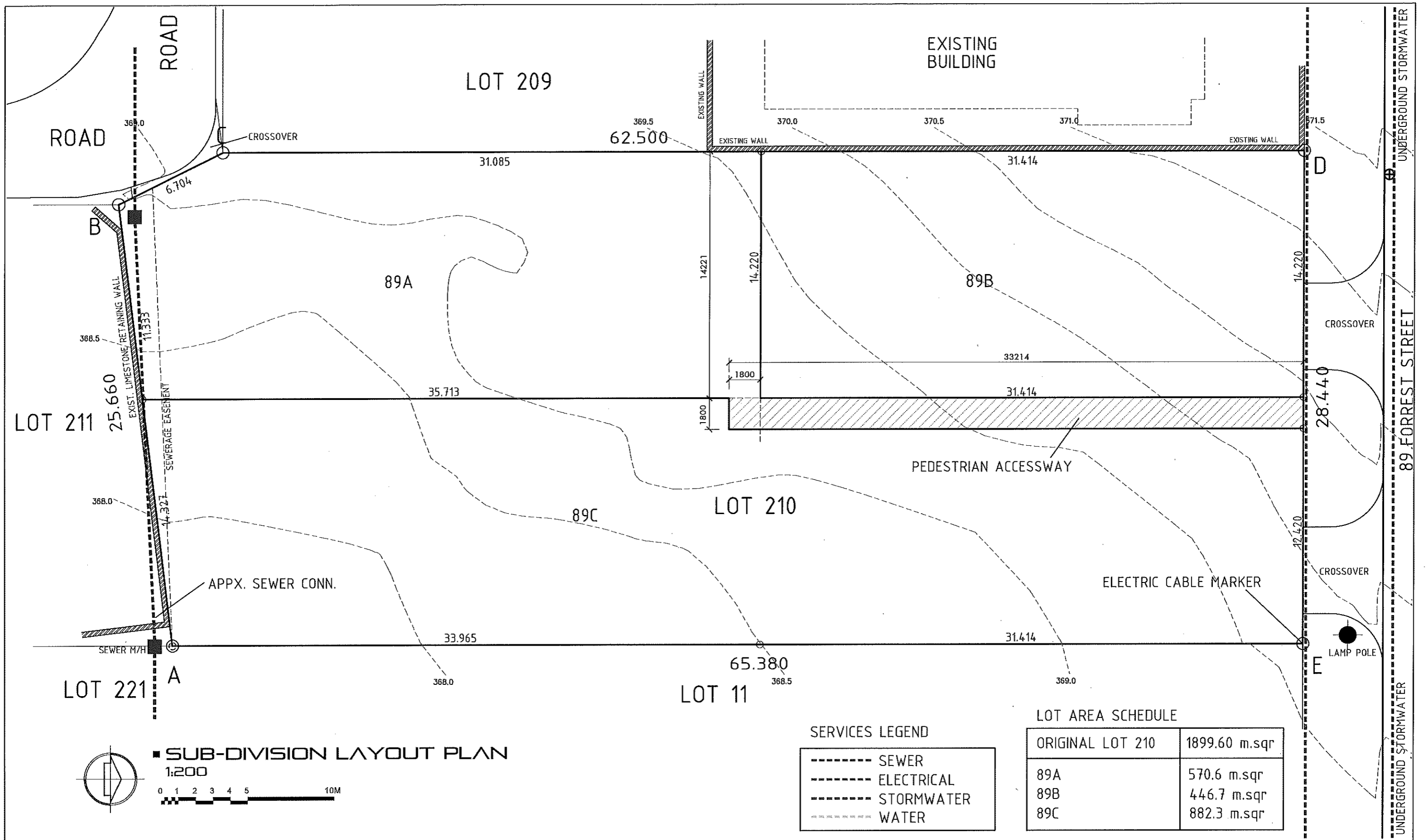
**PROJECT**

Description: **NEW PROPOSED 3 HOUSE DEVELOPMENT AT 89 FORREST STREET**

Title: **SITE LAYOUT PLAN**

Site Address: **LOT 210 - 89 Forrest Str, Narrogin, WA 6312**

PARTICULARS		
Date: REV. COLUMN	Scale: AS SHOWN	Drawn: JB for NLA
Project No: 14152	Sheet Size: A3	Nr of sheets: N/A
	Drawing No: 001	
		DOC TYPE: <b>WD</b>
		PHASE: <b>4</b>
		REVISION: <b>2</b>

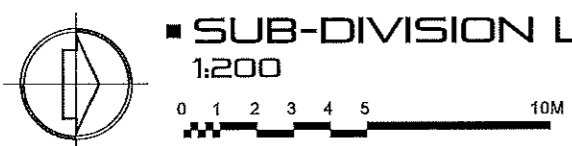


**LOT AREA SCHEDULE**

ORIGINAL LOT 210	1899.60 m.sqr
89A	570.6 m.sqr
89B	446.7 m.sqr
89C	882.3 m.sqr

**SERVICES LEGEND**

-----	SEWER
-----	ELECTRICAL
-----	STORMWATER
-----	WATER



**SUB-DIVISION LAYOUT PLAN**

**new line architecture**

The information contained in this document is privileged and confidential and is intended for the exclusive use of the designated addressee and this project only. The contained information shall not be copied or reproduced in any form without the prior consent of NLA. Do not scale drawings - all dimensions to be verified by the Lessee on site prior to commencement of any works. Refer any discrepancies on this architectural plan to the tenant or Lead Lease. NLA IS NOT LIABLE FOR ANY INCORRECT INFORMATION PROVIDED WITH THE ORIGINAL DRAWINGS

2018-08-13	1	1ST ISSUE FOR DISCUSSION
2018-08-16	2	FINAL ISSUE FOR PLANNING APPROVAL
2018-08-17	3	FINAL ISSUE FOR PLANNING APPROVAL

**CLIENT**

**PROJECT**

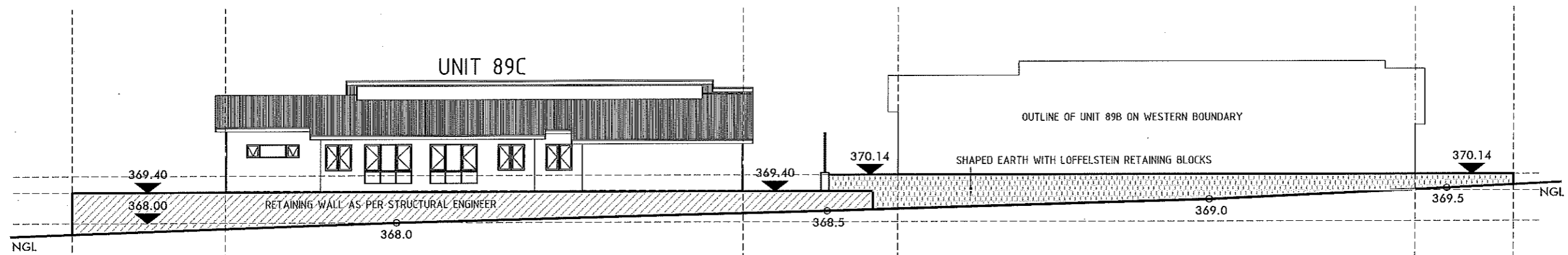
Description: **NEW PROPOSED 3 HOUSE DEVELOPMENT AT 89 FORREST STREET**

Title: **SUB-DIVISION LAYOUT PLAN**

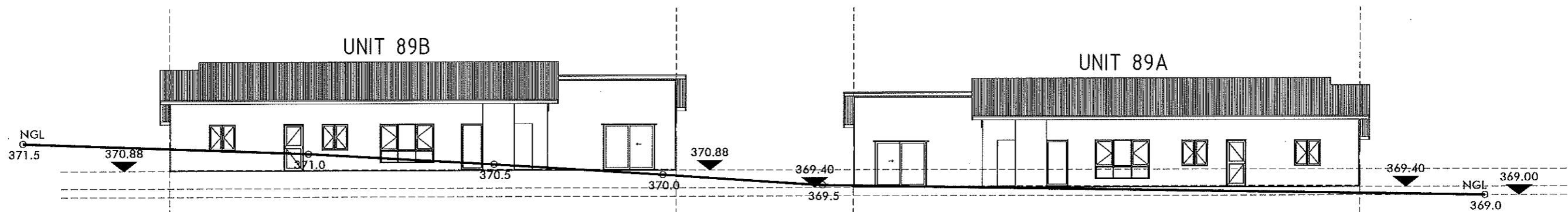
Site Address: **LOT 210 - 89 Forrest Str, Narrogin, WA 6312**

**PARTICULARS**

Date: REV. COLUMN	Scale: AS SHOWN	Drawn: JB for NLA	DOC TYPE: <b>WD</b>
Project No: 14152	Sheet Size: A3	Nr of sheets: N/A	PHASE: <b>4</b>
Drawing No: 010			REVISION: <b>3</b>



■ SITE ELEVATION - EASTERN BOUNDARY  
1:200



■ SITE ELEVATION - WESTERN BOUNDARY  
1:200

*new line architecture*

The information contained in this document is privileged and confidential and is intended for the exclusive use of the designated addressee and this project only. The contained information shall not be copied or reproduced in any form without the prior consent of NLA. Do not scale drawings - all dimensions to be verified by the Lessee on site prior to commencement of any works. Refer any discrepancies on this architectural plan to the tenant or Land Lease. NLA IS NOT LIABLE FOR ANY INCORRECT INFORMATION PROVIDED WITH THE ORIGINAL DRAWINGS

2018-08-13	1	1ST ISSUE FOR DISCUSSION

CLIENT

PROJECT	
Description: <b>NEW PROPOSED 3 HOUSE DEVELOPMENT AT 89 FORREST STREET</b>	
Title: <b>SITE BOUNDARY ELEVATIONS</b>	
Site Address: <b>LOT 210 - 89 Forrest Str, Narrogin, WA 6312</b>	

PARTICULARS		
Date: REV. COLUMN	Scale: AS SHOWN	Drawn: JB for NLA
	Sheet Size: A3	Nr of sheets: N/A
Project No: 14152	Drawing No: 020	

DOC TYPE: **WD**

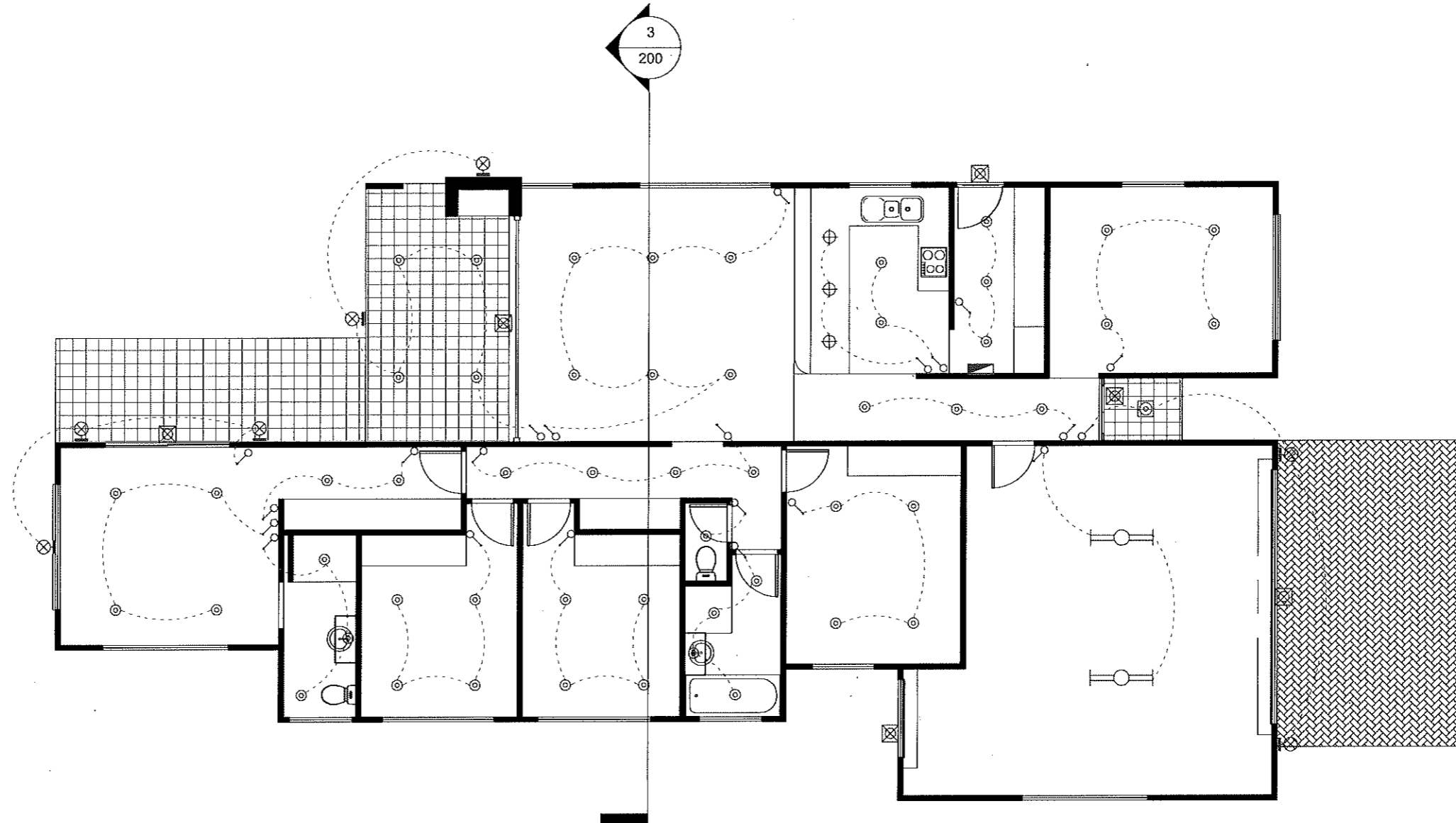
PHASE: **4**

REVISION: **01**

**LIGHTING INSTALLATION LEGEND**

	1200mm DOUBLE FLOURESCENT
	LOW VOLTAGE SUSPENDE PENDANTS
	CEILING / SLAB FLUSH DOWNLIGHTERS
	IN SLAB BOX 60/100W DOWNLIGHTERS
	WALL MOUNTED EXTERNAL SECURITY LIGHTS
	SUSPENDE INTERIOR CEILING LIGHTS
	CEILING MOUNTED LIGHT FITTING
	PENDANT / CHANDELIER
	OVER COUNTER PENDANT
	LIGHT SWITCH
	2-WAY LIGHT SWITCH
	LIGHT SWITCH WITH DIMMER
	ELECTRICAL DISTRIBUTION BOX
	PHOTO CELL
	WATERPROOF LIGHT POND/SWIMMING POOL
	SENSOR LIGHTS AT EXTERNAL DOORS
	WALL MOUNTED RECESSED LIGH FITTINGS (50mm) ABOVE STAIR TREADS

1. 1000mm ABOVE FINISHED FLOOR LEVEL



**1 LIGHTING LAYOUT**  
1 : 100

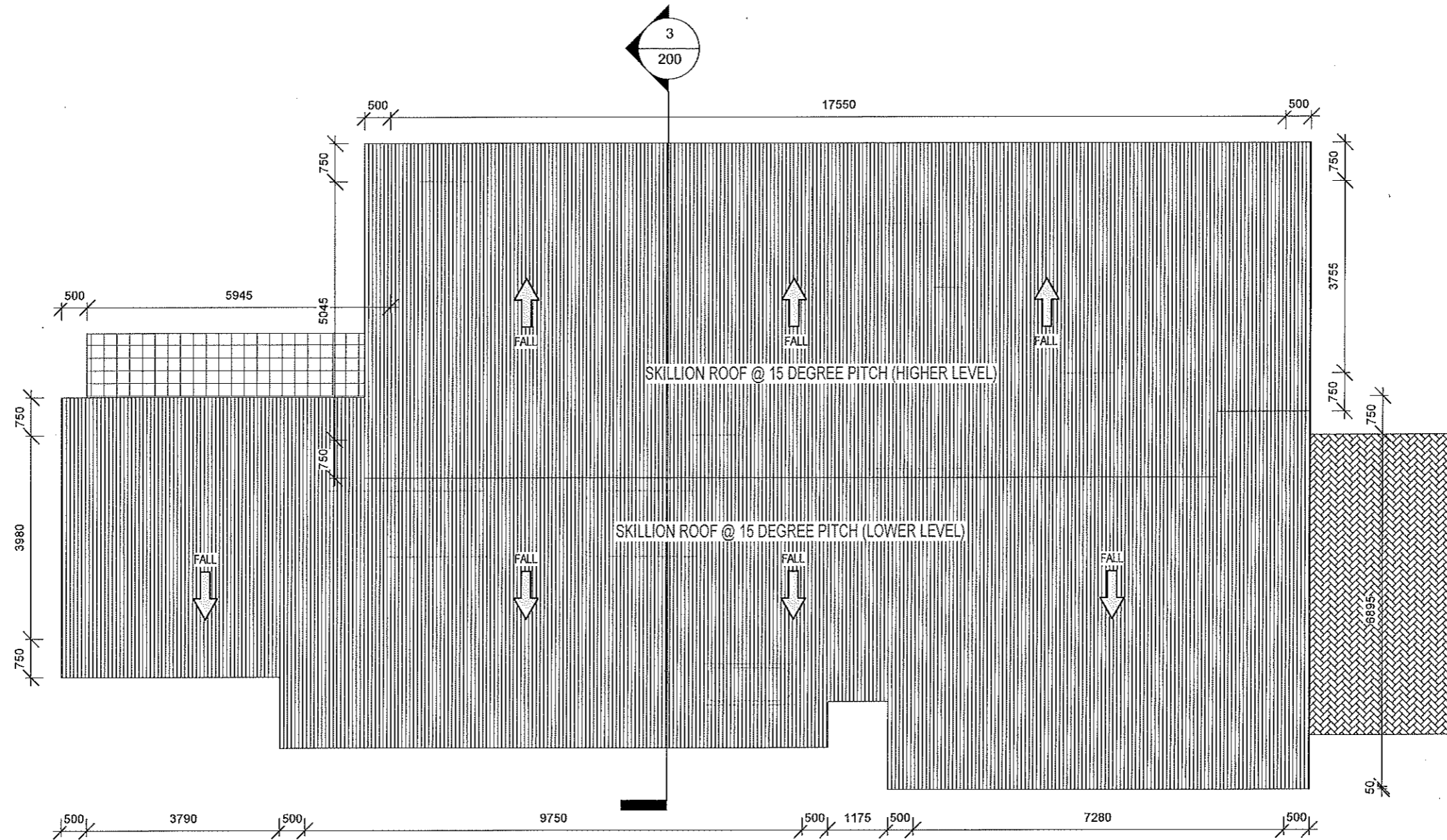
*new line architecture*

The information contained in this document is privileged and confidential and is intended for the exclusive use of the designated addressee and this project only, the contained information shall not be copied or reproduced in any form without the prior consent of NLA.

Do not scale drawings - all dimensions to be verified by the Lessee on site prior to commencement of any works. Refer any discrepancies on this architectural plan to the NLA IS NOT LIABLE FOR ANY INCORRECT INFORMATION PROVIDED WITH THE ORIGINAL DRAWINGS

1	1st Issue for discussion	2017-05-24
3	Draft issue for planning approval	2017-06-21
4	Revised issue for planning approval	2017-07-06
5	Revised issue for planning approval	2017-09-08
6	Revised unit layout - decreased size	2017-09-11
7	Wall sizes updated / stores added	2017-09-28
8	Store layout options updated	2017-10-06
9	Floor layout revised as per markup	2017-10-14
10	Revised as per GROH requirements	2017-10-23
11	WD Set for planning approval & building lic.	2017-11-15

PROJECT		PARTICULARS			
4 HOUSE DEVELOPMENT AT 89 FORREST STREET		Date	Scale	Drawn	DOC TYPE: WD
		REV. COLUMN	AS SHOWN	JB	
LIGHTING LAYOUT			Sheet Size	Nr of sheets	PHASE: 4
			A3	N/A	
LOT 210 - 89 Forrest Str, Narrogin, WA 6312		Project nr.	14152	Drawing nr.	100-L
					REVISION: 11



**1** ROOF PLAN  
1 : 100

*new line architecture*

The information contained in this document is privileged and confidential and is intended for the exclusive use of the designated addressee and this project only. The contained information shall not be copied or reproduced in any form without the prior consent of NLA.

Do not scale drawings - all dimensions to be verified by the Lessee on site prior to commencement of any works. Refer any discrepancies on this architectural plan to the NLA. NLA IS NOT LIABLE FOR ANY INCORRECT INFORMATION PROVIDED WITH THE ORIGINAL DRAWINGS

1	1st Issue for discussion	2017-05-24
3	Draft issue for planning approval	2017-06-21
4	Revised issue for planning approval	2017-07-06
5	Revised issue for planning approval	2017-09-08
6	Revised unit layout - decreased size	2017-09-11
7	Wall sizes updated / stores added	2017-09-28
8	Store layout options updated	2017-10-06
9	Floor layout revised as per markup	2017-10-14
10	Revised as per GROH requirements	2017-10-23
11	WD Set for planning approval & building lic.	2017-11-15

PROJECT
4 HOUSE DEVELOPMENT AT 89 FORREST STREET
ROOF PLAN
LOT 210 - 89 Forrest Str, Narrogin, WA 6312

PARTICULARS			DOC TYPE:
Date	Scale	Drawn	WD
REV. COLUMN	AS SHOWN	JB	PHASE:
	Sheet Size	Nr of sheets	4
	A3	N/A	REVISION:
Project nr.	Drawing nr.		11
14152	100-R		

### Room Schedule

Name	Area
BATH	6 m <sup>2</sup>
BEDROOM 2	12 m <sup>2</sup>
BEDROOM 3	12 m <sup>2</sup>
BEDROOM 4	15 m <sup>2</sup>
COVERED PATIO	14 m <sup>2</sup>
DOUBLE GARAGE	44 m <sup>2</sup>
EN-SUITE	5 m <sup>2</sup>
ENT	2 m <sup>2</sup>
FOYER	8 m <sup>2</sup>
KITCHEN	11 m <sup>2</sup>
LAUNDRY	7 m <sup>2</sup>
LIVING / DINING AREA	27 m <sup>2</sup>
LOUNGE	16 m <sup>2</sup>
MASTER SUITE	23 m <sup>2</sup>
PASSAGE	9 m <sup>2</sup>
WC	1 m <sup>2</sup>
<b>Grand total: 16</b>	<b>211 m<sup>2</sup></b>

#### FOUNDATIONS

CONCRETE STRIP FOUNDATIONS BY STRUCTURAL ENGINEER  
 MIN. STRENGTH 20 MPa, CLASS 2 AFTER 28 DAYS  
 FOUNDATION WALLS: MIN STRENGTH 7 MPa, CLASS 2. DEPTH OF BASE OF FOUNDATION NOT TO BE LESS THAN 500mm BELOW FINISHED GROUND LEVEL.  
 ALL FOUNDATIONS TO BE BUILT STRICTLY IN ACCORDANCE WITH STRUCTURAL ENG. DRAWINGS & SPECIFICATIONS.

#### FLOORS

CONC. SURFACE BED BY STRUCTURAL ENGINEER (15 MPa AFTER 28 DAYS, 19mm STONE) ON BACKFILL COMPACTED IN LAYERS NOT MORE THAN 150mm WATERED AND WELL RAMMED.  
 250 MICRON POLYETHYLENE DPC UNDERNEATH SURFACE BED.  
 30mm CEMENT SCREED, FINISHED FLOOR LEVEL TO BE AT LEAST 170mm ABOVE FINISHED GROUND LEVEL.

#### WALLS

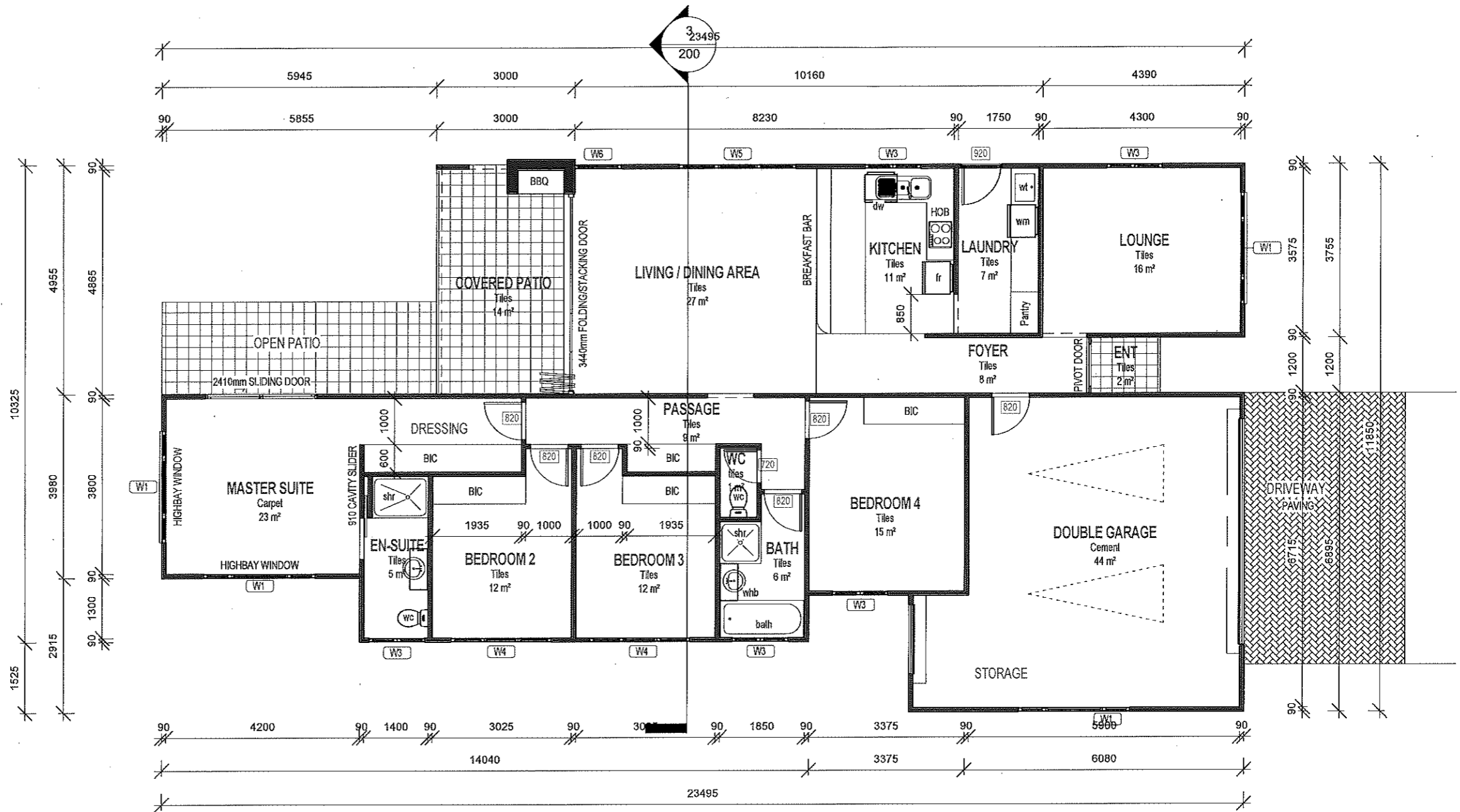
INTERIOR: 90mm RENDERED / PAINTED STUD WALLS  
 EXTERIOR: 90mm MASONRY OUTER SKIN TO MIDLANDS BRICK COURSE STANDARDS WITH 90mm STUD WALL INNER SKIN WITH INSULATION TO CONFORM TO AUSTRALIAN NATIONAL STANDARDS.

#### ROOFS

COLORBOND SHEETMETAL ROOFING ON TIMBER TRUSS  
 STRUCTURE TO BE CERTIFIED BY STRUCTURAL ENGINEER

#### CEILINGS

ALL CEILINGS TO BE GYPSUM PLASTERBOARD FIXED IN BETWEEN EXPOSED RAFTERS. ALL CEILINGS TO RECEIVE GLASS STONE SKIM COATS WITH 63mm WIRE SKRIM OVER JOINTS. ALL GYPSUM CEILINGS TO BE FINISHED OFF WITH STD. 75mm GYPSUM CONCAVE CORNICES (PAINTED)  
 EXPOSED CONCRETE CEILINGS TO BE PLASTERED & PAINTED.



## 1 GROUND FLOOR PLAN

1 : 100

**new line architecture**

The information contained in this document is privileged and confidential and is intended for the exclusive use of the designated addressee and this project only. The contained information shall not be copied or reproduced in any form without the prior consent of NLA.

Do not scale drawings - all dimensions to be verified by the Lessee on site prior to commencement of any works. Refer any discrepancies on this architectural plan to the NLA IS NOT LIABLE FOR ANY INCORRECT INFORMATION PROVIDED WITH THE ORIGINAL DRAWINGS

1	1st Issue for discussion	2017-05-24
3	Draft issue for planning approval	2017-06-21
4	Revised issue for planning approval	2017-07-06
5	Revised issue for planning approval	2017-09-08
6	Revised unit layout - decreased size	2017-09-11
7	Wall sizes updated / stores added	2017-09-28
8	Store layout options updated	2017-10-06
9	Floor layout revised as per markup	2017-10-14
10	Revised as per GROH requirements	2017-10-23
11	WD Set for planning approval & building lic.	2017-11-15

#### PROJECT

4 HOUSE DEVELOPMENT AT 89 FORREST STREET

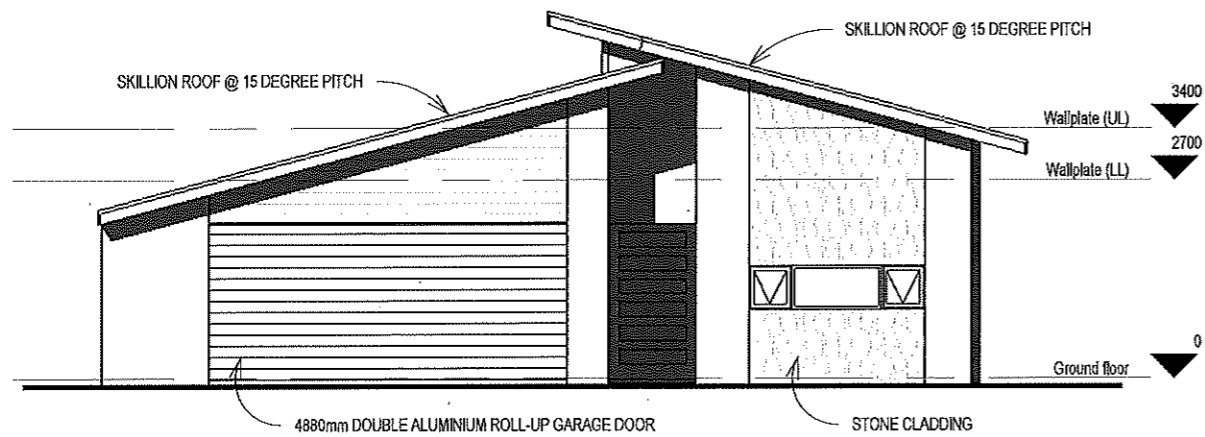
#### GROUND FLOOR PLAN

LOT 210 - 89 Forrest Str, Narrogin, WA 6312

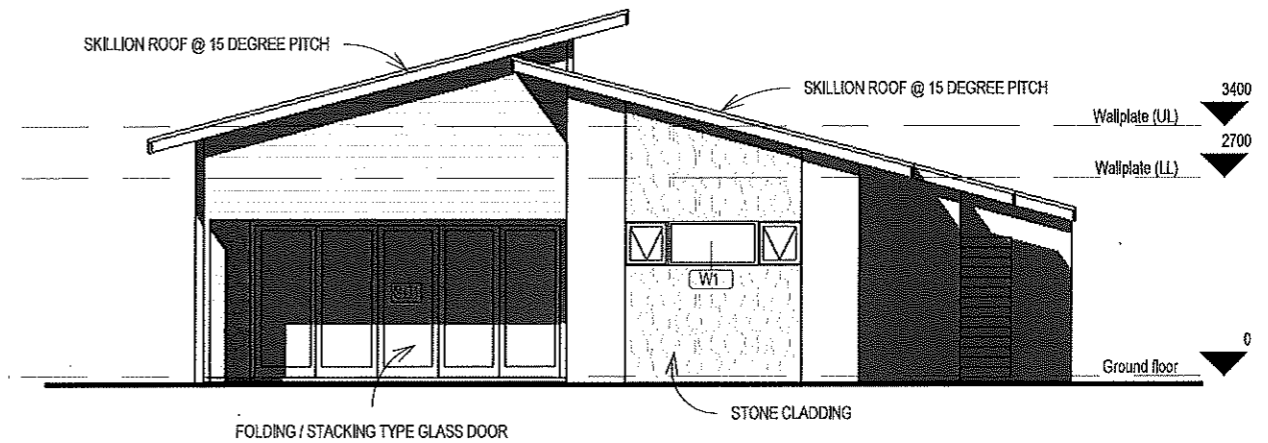
#### PARTICULARS

Date	Scale	Drawn	DOC TYPE:
REV. COLUMN	AS SHOWN	JB	WD
	Sheet Size	Nr of sheets	PHASE:
	A3	N/A	4
Project nr.	Drawing nr.		REVISION:
14152	100		11

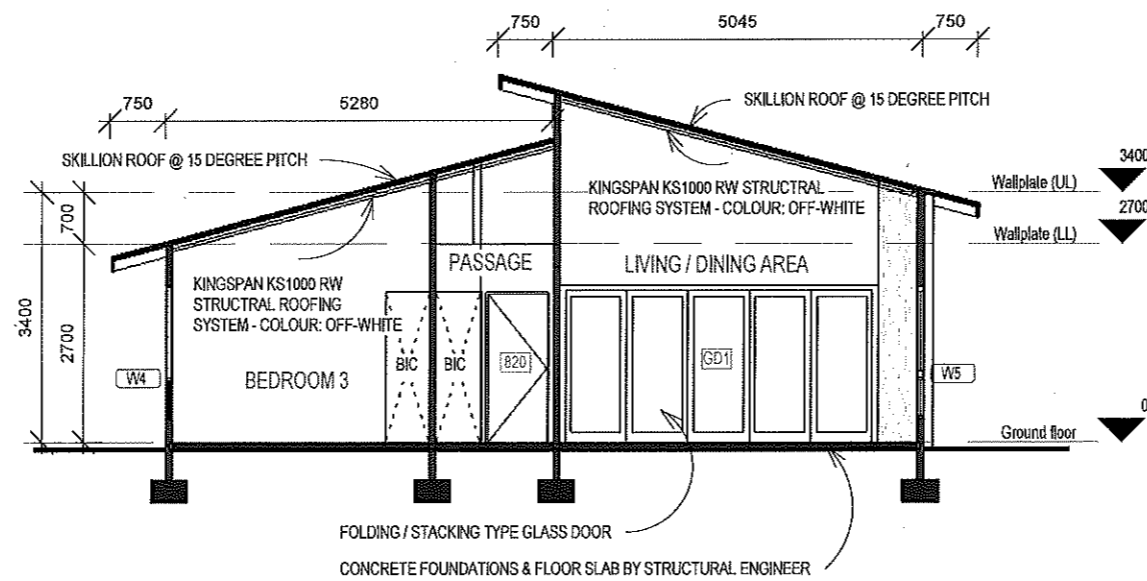




2 Elevation 4  
1 : 100



1 Elevation 3  
1 : 100



3 Section 1  
1 : 100

*new line architecture*

The information contained in this document is privileged and confidential and is intended for the exclusive use of the designated addressee and this project only. The contained information shall not be copied or reproduced in any form without the prior consent of NLA.

Do not scale drawings - all dimensions to be verified by the Lessee on site prior to commencement of any works. Refer any discrepancies on this architectural plan to the NLA. NLA IS NOT LIABLE FOR ANY INCORRECT INFORMATION PROVIDED WITH THE ORIGINAL DRAWINGS.

1	1st Issue for discussion	2017-05-24
3	Draft issue for planning approval	2017-06-21
4	Revised issue for planning approval	2017-07-06
5	Revised issue for planning approval	2017-09-08
6	Revised unit layout - decreased size	2017-09-11
7	Wall sizes updated / stores added	2017-09-28
8	Store layout options updated	2017-10-06
9	Floor layout revised as per markup	2017-10-14
10	Revised as per GROH requirements	2017-10-23
11	WD Set for planning approval & building lic.	2017-11-15

PROJECT

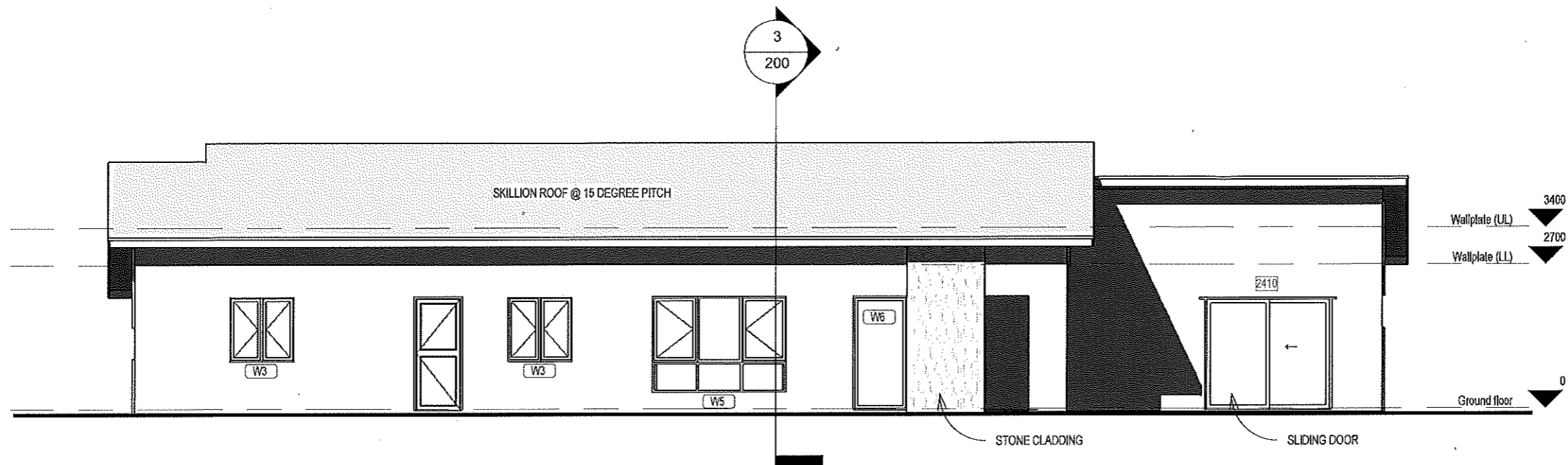
4 HOUSE DEVELOPMENT AT 89 FORREST STREET

ELEVATIONS & SECTION

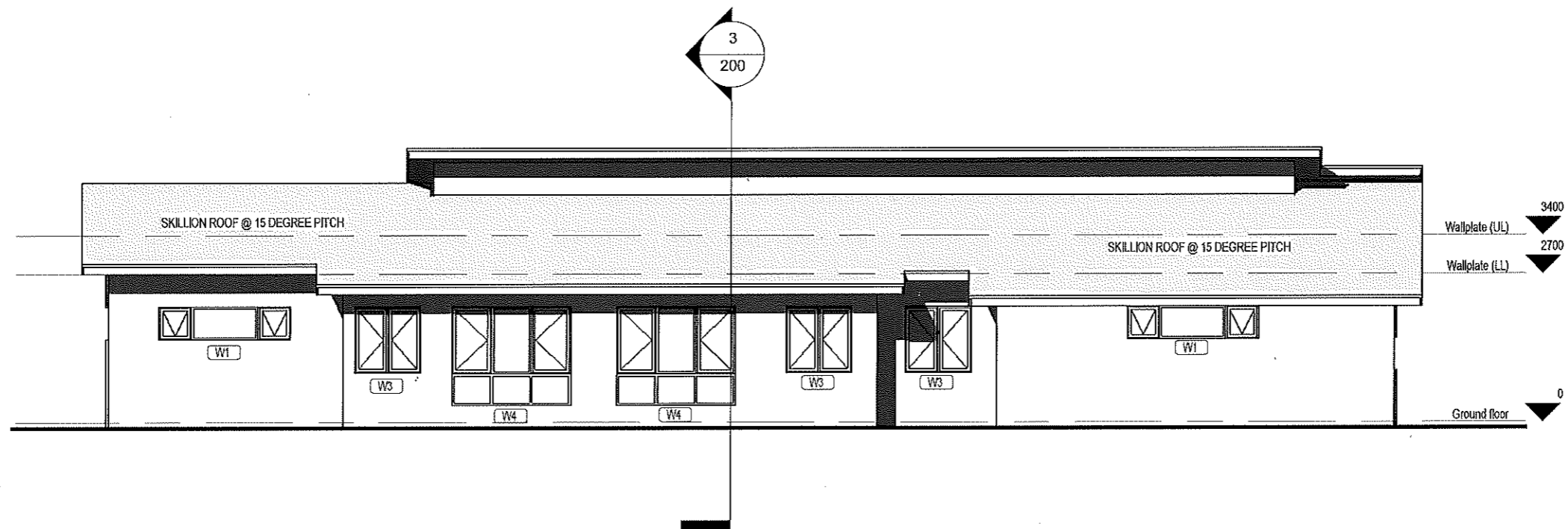
LOT 210 - 89 Forrest Str, Narrogin, WA 6312

PARTICULARS

Date	Scale	Drawn	DOC TYPE:
REV. COLUMN	AS SHOWN	JB	WD
	Sheet Size	Nr of sheets	PHASE:
	A3	N/A	4
Project nr.	Drawing nr.		REVISION:
14152	200		11



2 Elevation 1  
1 : 100



1 Elevation 2  
1 : 100

*new line architecture*

The information contained in this document is privileged and confidential and is intended for the exclusive use of the designated addressee and this project only. The contained information shall not be copied or reproduced in any form without the prior consent of NLA.

Do not scale drawings - all dimensions to be verified by the Lessee on site prior to commencement of any works. Refer any discrepancies on this architectural plan to the NLA. NLA IS NOT LIABLE FOR ANY INCORRECT INFORMATION PROVIDED WITH THE ORIGINAL DRAWINGS

1	1st Issue for discussion	2017-05-24
3	Draft issue for planning approval	2017-06-21
4	Revised issue for planning approval	2017-07-06
5	Revised issue for planning approval	2017-09-08
6	Revised unit layout - decreased size	2017-09-11
7	Wall sizes updated / stores added	2017-09-28
8	Store layout options updated	2017-10-06
9	Floor layout revised as per markup	2017-10-14
10	Revised as per GROH requirements	2017-10-23
11	WD Set for planning approval & building lic.	2017-11-15

PROJECT

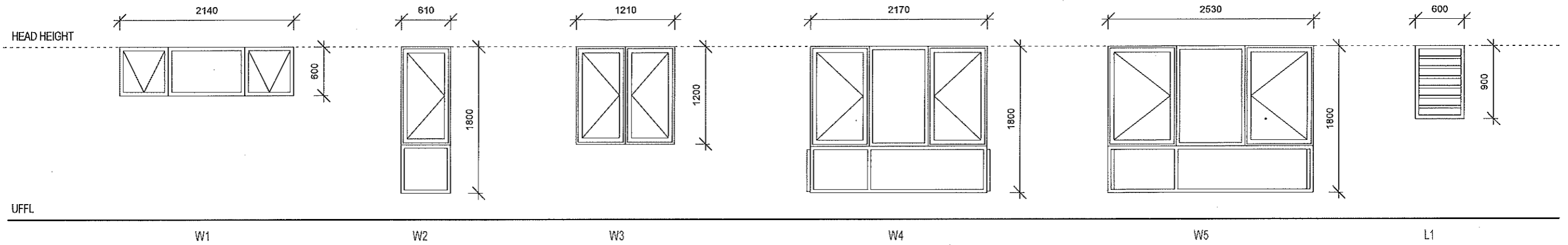
4 HOUSE DEVELOPMENT AT 89 FORREST STREET

ELEVATIONS - SHEET 2

LOT 210 - 89 Forrest Str, Narrogin, WA 6312

PARTICULARS

Date	Scale	Drawn	DOC TYPE:
REV. COLUMN	AS SHOWN	JB	WD
	Sheet Size	Nr of sheets	PHASE:
	A3	N/A	4
Project nr.	Drawing nr.		REVISION:
14152	201		11



# Window Elevations

1 : 50

## Window Schedule

Type Mark	Width	Height	Manufacturer	Manufacturer Code	Description	Count	Head Height	Sill Height
W1	2410	600	Stegbar or Similar	CW0624	Stegbar standard aluminium casement type window	1	2125	1525
W1	2410	600	Stegbar or Similar	CW0624	Stegbar standard aluminium casement type window	1	2125	1525
W1	2410	600	Stegbar or Similar	CW0624	Stegbar standard aluminium casement type window	1	1550	950
W1	2410	600	Stegbar or Similar	CW0624	Stegbar standard aluminium casement type window	1	2125	1525
W3	1210	1200	Stegbar or Similar	CW1212	Stegbar standard aluminium casement type window	1	2115	915
W3	1210	1200	Stegbar or Similar	CW1212	Stegbar standard aluminium casement type window	1	2115	915
W3	1210	1200	Stegbar or Similar	CW1212	Stegbar standard aluminium casement type window	1	2115	915
W3	1210	1200	Stegbar or Similar	CW1212	Stegbar standard aluminium casement type window	1	2115	915
W3	1210	1200	Stegbar or Similar	CW1212	Stegbar standard aluminium casement type window	1	2115	915
W4	2170	1800	Stegbar or Similar	CW1812T	Stegbar standard aluminium casement type window	1	2125	325
W4	2170	1800	Stegbar or Similar	CW1812T	Stegbar standard aluminium casement type window	1	2125	325
W5	2530	1800	Stegbar or Similar	CW1825T	Stegbar standard aluminium casement type window	1	2125	325
W6	1000	2125	Stegbar or Similar	CUSTOM	Stegbar standard aluminium casement type window	1	2125	0

**new line architecture**

The information contained in this document is privileged and confidential and is intended for the exclusive use of the designated addressee and this project only. The contained information shall not be copied or reproduced in any form without the prior consent of NLA.

Do not scale drawings - all dimensions to be verified by the Lessee on site prior to commencement of any works. Refer any discrepancies on this architectural plan to the NLA. NLA IS NOT LIABLE FOR ANY INCORRECT INFORMATION PROVIDED WITH THE ORIGINAL DRAWINGS.

1	1st Issue for discussion	2017-05-24
3	Draft issue for planning approval	2017-06-21
4	Revised issue for planning approval	2017-07-06
5	Revised issue for planning approval	2017-09-08
6	Revised unit layout - decreased size	2017-09-11
7	Wall sizes updated / stores added	2017-09-28
8	Store layout options updated	2017-10-06
9	Floor layout revised as per markup	2017-10-14
10	Revised as per GROH requirements	2017-10-23
11	WD Set for planning approval & building lic.	2017-11-15

**PROJECT**

4 HOUSE DEVELOPMENT AT 89 FORREST STREET

---

**WINDOW SCHEDULE**

---

LOT 210 - 89 Forrest Str, Narrogin, WA 6312

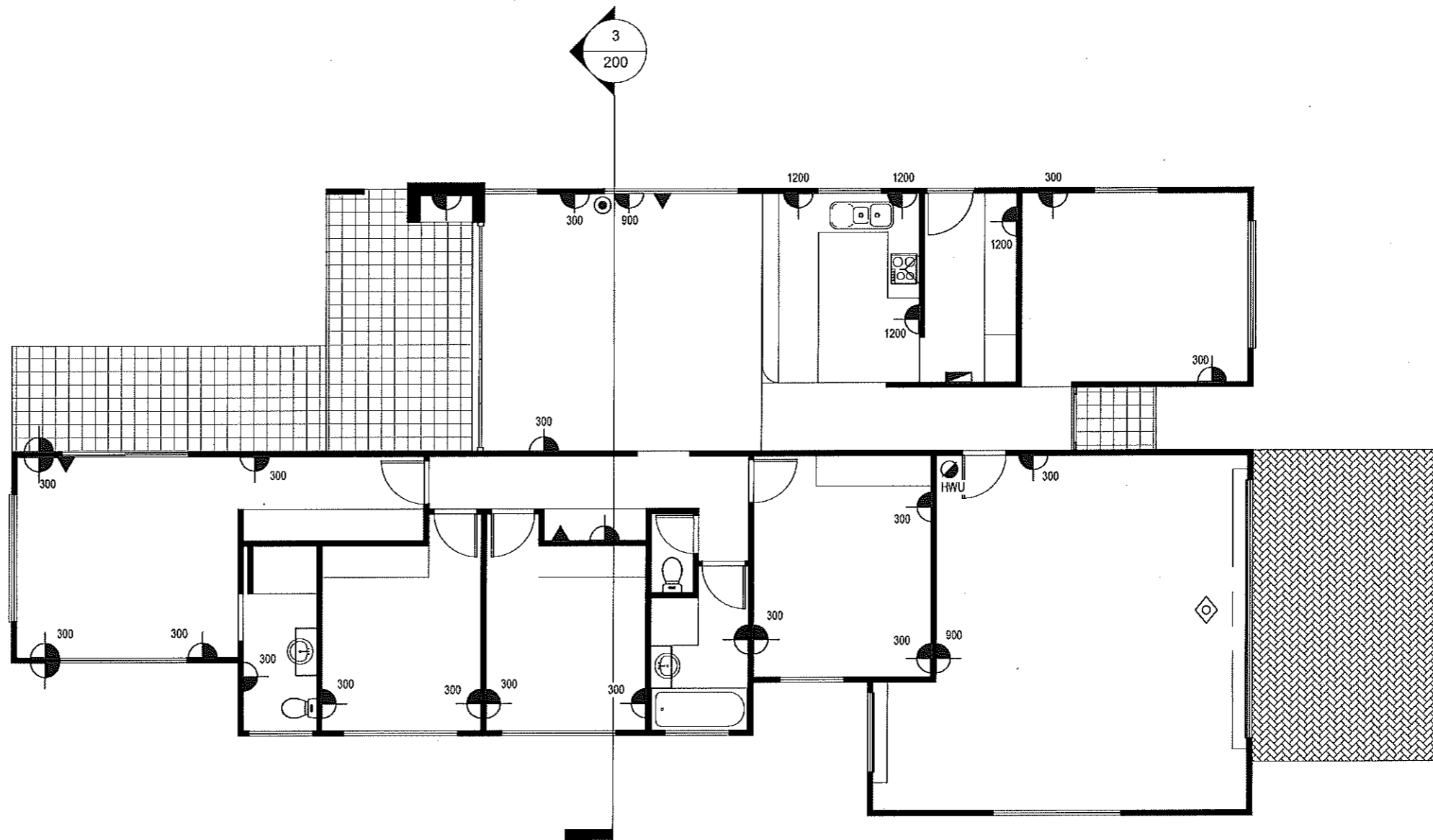
PARTICULARS			DOC TYPE:
Date	Scale	Drawn	WD
REV. COLUMN	AS SHOWN	JB	
	Sheet Size	Nr of sheets	PHASE:
	A3	N/A	4
Project nr.	Drawing nr.		REVISION:
14152	500		11

**POWER INSTALLATION LEGEND**

IF NO NUMERICAL REFERENCES IS SHOWN, THEN PLUGS ARE 300mm ABOVE FINISHED FLOOR LEVEL

	SINGLE PLUG
	DOUBLE PLUG
	TELEVISION OUTLET
	TELEPHONE / DATA OUTLET WITH TERMINATION BOX
	ELECTRICAL DISTRIBUTION BOX
	PRATLEY BOX
	HOT WATER UNIT CONNECTION
	IN CEILING POWER POINT
	GARAGE DOOR MOTOR CONN.
	WATERPROOF SINGLE PLUG
	SHAVER PLUG ONLY
	INTERCOM UNIT
	CEILING MOUNTED FAN
	STOVE CONNECTION
	FOUNTAIN POWER POINT
	SPEAKER POINT WITH OUTLET @ TV POINT

- 1. 1200mm ABOVE FINISHED FLOOR LEVEL
- 2. 600mm ABOVE FINISHED FLOOR LEVEL
- 3. PLUGS ABOVE WORKTOP
- 4. PLUGS BELOW WORKTOP
- 5. 2000mm ABOVE FINISHED FLOOR LEVEL



**1 ELECTRICAL LAYOUT**  
1 : 100

*new line architecture*

The information contained in this document is privileged and confidential and is intended for the exclusive use of the designated addressee and this project only, the contained information shall not be copied or reproduced in any form without the prior consent of NLA.

Do not scale drawings - all dimensions to be verified by the Lessee on site prior to commencement of any works. Refer any discrepancies on this architectural plan to the NLA IS NOT LIABLE FOR ANY INCORRECT INFORMATION PROVIDED WITH THE ORIGINAL DRAWINGS

1	1st Issue for discussion	2017-05-24
4	Revised issue for planning approval	2017-07-06
5	Revised issue for planning approval	2017-09-08
6	Revised unit layout - decreased size	2017-09-11
7	Wall sizes updated / stores added	2017-09-28
8	Store layout options updated	2017-10-06
9	Floor layout revised as per markup	2017-10-14
10	Revised as per GROH requirements	2017-10-23
11	WD Set for planning approval & building lic.	2017-11-15
12	Updated electrical layout	2018-06-21

PROJECT
4 HOUSE DEVELOPMENT AT 89 FORREST STREET
ELECTRICAL LAYOUT
LOT 210 - 89 Forrest Str, Narrogin, WA 6312

PARTICULARS		DOC TYPE:
Date	Scale	WD
REV. COLUMN	AS SHOWN	
Project nr.	Sheet Size	PHASE:
14152	A3	4
Drawing nr.	Nr of sheets	REVISION:
100-E	N/A	12

7.22 pm – The CEO declared an interest and left the meeting.

### 10.1.026 APPLICATION FOR PLANNING CONSENT – GROUPED DWELLING – LOT 210 (NO. 89) FORREST STREET, NARROGIN

**File Reference:** A105237  
**Disclosure of Interest:** Nil  
**Applicant:** Willem Joubert  
**Previous Item Nos:** Item 10.1.124 – 20 December 2017  
 Item 10.1.002 – 28 February 2018  
**Date:** 16 April 2018  
**Author:** Azhar Awang – Executive Manager Development & Regulatory Services  
**Authorising Officer:** Aaron Cook – Chief Executive Officer

#### Attachments

- Attachment 1 – Minutes 28 February 2018
- Attachment 2 – Side Elevation
- Attachment 3 – Schedule of Submissions

#### Summary

Council is requested to reconsider the application for planning consent for the grouped dwelling development (four grouped dwellings) at Lot 210 (No. 89) Forrest Street, Narrogin. Council received a number of negative submission on the development during the advertising period.

#### Background

The matter was previously considered by Council at its meeting held 20 December 2017. Council at that meeting did not support the Officer's recommendation and requested that the applicant incorporate the following matters in the design:

- *“No street frontage access to Forrest Street for the two dwellings located at the rear of the property as this will be required for: the street property address; provision for kerbside rubbish collection; and emergency services.*
- *No access is provided for the rear two dwellings to utilise the visitor bay on Forrest Street.*
- *Council is concerned regarding the amount of stormwater emanating from the development and the possible ingress of stormwater from the laneway into the property.”*

After receiving the revised plans addressing the concerns of Council the application was referred to Council at its meeting held on 28 February 2018 whereby Council resolved to advertise the proposal for the Grouped dwelling in accordance with clause 6.3 of the Former Town of Narrogin Town Planning Scheme No. 2.

Condition 2 of the Council resolution stated that in the event that no negative submissions are received, the Chief Executive Officer is authorised to issue planning approval for the grouped dwelling subject to the conditions as listed in the minutes of the Ordinary Council Meeting held on 28 February 2018.

The proposal was advertised for a period of 21 days in the local paper, a sign on site and letters to adjoining land owners. At the close of the advertising period (29 March 2018), seven written submissions were received objecting to the proposed development which are included in the Schedule of Submissions attached to this report.

Given the number of negative submissions received for the proposed development, the matter is referred back to Council for its further consideration.

### **Comment**

The submissions received during the advertising period can be summarised as follows:

- Height of retaining walls and height of boundary fencing
- Drainage and stormwater issue via the existing laneway
- Using the laneway as main vehicle access to the properties and safety concern to children living in the area
- Concern with the number of dwellings to be developed and the total number of people living in the development.
- No verge parking on Forrest Street
- Development is not consistent with the single dwelling in the area and the materials used are not consistent with the existing new houses contracted in the area.
- Devaluing of surrounding properties
- The lack of car parking spaces for the development
- Restriction that no multiple dwellings permitted, transportable homes and recycled materials to be used in this locality

In response to the objections received the following responses to the summary of issues are provided:

#### *Height of retaining walls and height of boundary fencing*

The applicant, in addressing this issue, has provided side elevations of the development which shows the height of the natural ground level and the height of the retaining wall. According to the plan provided, the height of the retaining wall from the lowest point of the property (south eastern portion of the property) is approximately 1.4m high. A Colourbond boundary fence at a height of 1.8m will be constructed on top of the retaining wall, totalling a height of 3.2m from the natural ground level. The reason for the retaining wall is due to the topography of the land which is quite steep with a fall of 2 metres from the Forrest Street side to the bottom end of the property.

It should also be noted that the existing dwelling to the western side of the property has a very high retaining wall at approximately 2 metres high and a further 1.8 metre high boundary fence.

### Drainage and stormwater issue via the existing laneway

The proposal is for four grouped dwellings, two fronting Forrest Street and the remaining two facing the laneway. It is proposed to divert the water for the development facing Forrest Street via the existing stormwater runoff onto Forrest Street. The rear portion of the development will contain the water via soak well system due to the sandy soil formation as confirmed by the developer as a result of the soil testing undertaken on the site. The soil testing for the site was undertaken by Structerre Consulting Engineer. This means that the development facing the laneway will manage its stormwater runoff through the soak wells and any excessive runoff will be diverted into the laneway. Discussion with the Shire's Manager Operations confirmed that the proposal will meet the stormwater design requirements.

### Using Laneway as main vehicle access to laneway and safety concern to children living in the area

The State planning policy, *Planning Bulletin 33/2017 – Rights-of-way of Laneways in Established Areas*, provide guidelines as to what can be done to right-of-ways in an established area. This includes utilising rights of way as their sole vehicular access to the dedicated street network or for rear access to narrow lots. On this basis, the proposal to use the laneway as a vehicular access to the proposed development for the two rear dwellings is consistent with these guidelines.

In respect to the safety issue, the laneway is similar to a road and has similar rights and responsibilities for all users. Given the design of the laneway, high speed should not be a factor due to its width and length.

### Concern with the number of dwellings to be developed and the total number of people living in the development.

Under the former Town of Narrogin Town Planning Scheme (FT-TPS), for Grouped dwelling, the minimum lot area is 1,000m<sup>2</sup> and the minimum development requirement is as per R25 density. The subject land has a total area of 1,899.6m<sup>2</sup> which meets with the minimum requirements lot area of 1,000m<sup>2</sup>. Under the R25 density the minimum lot area per dwelling is a minimum of 300m<sup>2</sup> with an average of 350m<sup>2</sup>.

Based on the total site area of 1,899.6m<sup>2</sup>, the subject land can accommodate a maximum of five grouped dwellings. Although there is potential for each dwelling to occupy up to eight persons per dwelling (four bedrooms) with possibility of two persons per bedroom, on average according to the WA census, a residential dwelling occupied an average of 2.6 person per dwelling.

### No verge parking on Forrest Street

The applicant has proposed to provide a visitor parking on the verge. The verge is approximately 4.6m in width and would be wide enough to accommodate a 1.5m to 2m wide pedestrian path if required in the future. A footpath on the southern side of the Forrest Street is not planned due to the existing footpath on the northern side of the road.

Development is not consistent with the single dwelling in the area and the materials used are not consistent with the existing new houses constructed in the area.

The FT-TPS provides the discretion for the Council to consider development for a Grouped Dwelling on the subject site subject to the minimum site requirements and advertising. The subject site meets the minimum requirements to allow for grouped dwelling development. There is nothing in the scheme that restricts the types of materials to be used for the development of the dwelling in this area.

#### Devaluing of property

The devaluing of the property is not a valid Planning reasons to refuse a development.

#### The lack of car parking spaces for the development

Part 5 section C3.2 of the Residential Design Codes states that:

*On site visitors car parking spaces for grouped and multiple dwelling developments provided at a rate of one space for each four dwellings, or part thereof in excess of four dwellings, served by a common access.*

On this basis based on the number of dwellings proposed on site, the minimum visitor car bay required is one car parking space.

#### Restriction that no multiple dwellings permitted, transportable homes and recycled materials to be used in this locality

A search on the Certificate of Title did not show any caveat imposing restrictions on the minimum number of dwellings permitted and types of materials to be used in the construction of the development.

Although there may be an agreement of sale between the original land owner and purchaser, this is not binding to the new purchaser unless it is specified in the Certificate of Title through a caveat or memorial.

Based on the submissions received and the responses provided there are no valid planning reasons why this development for a four grouped dwelling should be refused as it complies with the minimum development requirements and design principles as outlined in the Residential Design Codes.

It is therefore recommended that Council grant Planning Approval for the proposed four grouped dwelling at Lot 89 Forrest Street, Narrogin subject to conditions as outlined in the recommendation.

#### **Consultation**

- Azhar Awang – Executive Manager, Development and Regulatory Services.
- Public Advertising in accordance with Clause 6.3
- John Warburton – Manager Operations

#### **Statutory Environment**

Former Town of Narrogin Town Planning Scheme No.2



## Policy Implications

State Planning Policy – Residential Design Codes

Planning Bulletin 33/2017 – Rights-of-way of laneways in established areas

## Financial Implications

Application for Planning Consent Fee to the value of \$4,784 has been made payable to the Shire of Narrogin.

The applicant is required to pay all expenses as per the FT-TPS.

## Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	3. Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.4 A well maintained built environment
Strategy:	3.4.1 Improve and maintain built environment

## Voting Requirements

Absolute Majority

## COUNCIL RESOLUTION 0418.031 AND OFFICER'S RECOMMENDATION

Moved: Cr Seale

Seconded: Cr Walker

That Council:

Approves the development for the grouped dwelling (four dwellings) at Lot 210 (No. 89) Forrest Street, Narrogin subject to the following conditions:

1. The approval shall expire if the development permitted is not completed within two years of approval, 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 Shire is granted by it in writing.
2. All drainage and run-off associated with the development shall be contained on site or connected to the Shire's stormwater drainage system to the satisfaction of the Chief Executive Officer.
3. The development approved shall be 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.
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.

Cont./

5. All earthworks associated with the development shall be wholly contained within the site to the satisfaction of the Chief Executive Officer.
6. All proposed cross overs are to be constructed, drained and maintained to the satisfaction of the Chief Executive Officer.
7. Landscaping within the front setback area shall be established within 60 days of the practicable completion of the building and shall be fully reticulated and maintained to the satisfaction of the Chief Executive Officer.
8. All advertising costs are required to be borne by the applicant and made payable to The Shire of Narrogin prior to the issuing of a building permit.
9. All fencing abutting vehicle access points shall be no higher than 0.75 metres.
10. All fencing within the front setback areas shall be visually permeable above 1.2 metres.
11. All driveways and visitor bays are to be drained and paved to the satisfaction of the Chief Executive Officer.
12. Support the variation to the side setback of Unit C from the pedestrian access way leg to a minimum of 1 metre.
13. Support the 1.2 metre wide pedestrian access way leg between Units C and D to allow access to Units A and B.
14. No access is allowed to adjoining land owners during construction without the prior written consent of the adjoining land owners.

**CARRIED 6/2  
BY ABSOLUTE MAJORITY  
Cr Fisher and Cr Schutz voted against the motion.**

<b>Commonly-used abbreviations:</b>	
FT-TPS	Former Town of Narrogin Town Planning Scheme

#### 10.1.4 RAILWAY RESERVE MANAGEMENT PLAN – RESERVE 20939 (LOTS 1560, 1133B, 1133 AND 1594) MOKINE ROAD, NARROGIN

<b>File Reference</b>	A105243
<b>Disclosure of Interest</b>	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
<b>Applicant</b>	Shire of Narrogin
<b>Previous Item Numbers</b>	Nil
<b>Date</b>	14 September 2018
<b>Author</b>	Azhar Awang – Executive Manager Development and Regulatory Services
<b>Authorising Officer</b>	Dale Stewart – Chief Executive Officer
<b>Attachments</b>	1. Railway Dam Reserve Management Plan

### Summary

Council is requested to consider the Draft Railway Dam Reserve Management Plan located on Reserve 20939 Mokine Road, Narrogin, for the purpose of public advertising prior to formal adoption.

### Background

360 Environmental Pty Ltd has been appointed by the Shire of Narrogin to develop a Management Plan for the Railway Dam Reserve, which is located at the corner of Federal Street and Mokine Road in Narrogin.

The Railway Dam is allocated as Reserve 20939 (Lots 1560, 1133B, 1133 and 1594) with a total area of 26.96 hectares.

The Railway Dam was constructed in 1912 to service steam locomotives travelling from Beverly to Albany and later in the 1940s to 1980s, the site was used for the settlement of European immigrants who were working for the WA Railways and/or Main Roads.

In 1990, portion of the site, was developed as a jet boat race course and saw the development of Archibald Park, noting that this facility is no longer utilised for its established purpose.

The aims and objectives of the Management Plan are to:

- Protect and conserve the native vegetation, flora, fauna and habitats;
- Consolidate work undertaken to date in establishing walk trails and interpretive sites;
- Facilitate, where practical, existing tracks and pathways to be suitable for people with disabilities;
- Rehabilitate areas of erosion located within the reserves and recommended action to prevent future erosion;
- Minimise the impact that reserve users have on the natural environment;
- Minimise weeds, feral animals and the risk of introducing disease to the reserves; and
- Minimise the risk of fire damage outside the reserve while maintaining biodiversity.

The report outlines some of the management measures to enhance, preserve and maintain the Railway Dam Reserve. These include:

*Vegetation Management* – Retaining and preserving existing vegetation within the Railway Dam and to prevent further degradation. Examples include preventing 4WD and motorbike access into the Reserve, formalising existing walking trails, implementing a weed eradicating and monitoring programs and revegetating priority areas.

*Fauna Management* – Retaining and preserving existing significant trees that provide foraging habitat for the Carnaby and Forest Red-Tailed Black Cockatoo species.

*Weed Management* – Introducing a weed control program eradicating species such as Sharp Rush within the drainage channels and wetland areas in the reserve.

*Dieback Management* – Undertaking appropriate soil management for weeds and pathogens in order to prevent the spread of disease and protect the existing vegetation.

*Surface Water Management* – Assessing the function of the existing drains and water source associated with the Railway Dam so as to maintain water flow.

*Erosion Control* – Managing surface water flow and drainage control within the reserve through revegetation of erosion prone areas (banks, dams and dam walls), planting of salt tolerant species along the banks and implementing drainage control measures (swales, rock pitching and diversion drains).

*Bushfire Management* – Railway Dam Reserve is classified as Bushfire Prone Area and will require a bushfire mitigation plan to be put in place.

*Facilities and Access Management* – This includes blocking off access to 4WD's and motorbikes so as to mitigate further environmental degradation. Formalising existing walking trails and installing educational signage.

The Draft Railway Dam Reserve Management Plan also includes an Action Plan that has been developed to guide the future management of the Reserve and prioritising management for the site over a period of three years.

## **Comment**

### Zoning

The Railway Dam Reserve under the former Town of Narrogin Town Planning Scheme No. 2, is zoned as "Recreation", having a total area of 26.96 hectares. Access into the Reserve is via Federal Street and Mokine Road.

### Municipal Heritage Inventory

The Railway Dam is listed in the Shire's Municipal Heritage Inventory as a Management Category B. The site has historical and social significance for its place in Narrogin's railway story and the development of Narrogin in the growth of transport infrastructure and services in Country WA.

In Category B classification it is recommended that it retains and conserves the place and in the event that retention is not possible, it is recommended the place is documented as per Heritage Council WA requirements.

Mr Doug Sawkins from the "Friends of Foxes Lair" has assisted the consultant in providing the background information on the Railway Dam Reserve.

The proposal is to seek Council's support for the Railway Dam Reserve Management Plan to be advertised for public comment for a period of thirty (30) days. Upon the closure of the public submission period the matter will be presented to Council including the submissions received for further consideration.

### Consultation

Consultation has been undertaken by:

- Providing letters to adjoining land owners
- An online Survey Monkey questionnaire
- Consultation with Doug Sawkins from Friends of Foxes Lair

### Statutory Environment

Former Town of Narrogin Town Planning Scheme No. 2 – Policy Statement -*As part of its recreation planning, the Council will produce a management plan for existing and future recreation areas and seek public comment upon those proposals.*

### Policy Implications

Nil

### Financial Implications

There are potential future financial considerations should the Railway Dam Reserve Management Plan be adopted by Council. The details of these financial considerations will be subject to the report to Council relating to its adoption and considered in light of the Long Term Financial Plan priorities and funding.

### Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	1. Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.2 Increased Tourism
Strategy:	1.2.1 Promote, develop tourism and maintain local attractions
Objective	2. Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.1 A preserved natural environment
Strategy:	3.1.1 Conserve, enhance, promote and rehabilitate the natural environment

### Voting Requirements

Simple Majority

**OFFICER'S RECOMMENDATION**

That with respect to the Railway Dam Reserve Management Plan located on Reserve 20939 (Lots 1560, 1133B, 1133 and 1594) Mokine Road, Narrogin, Council advertise the Plan for the purpose of public comments, for a period of thirty (30) days, with the submissions being referred to Council for final consideration.



Railway Dam

Reserve

Management Plan

Prepared for:  
Shire of Narrogin

May 2018

DRAFT

● people ● planet ● professional

Document Reference	Revision	Prepared by	Reviewed by	Admin Review	Submitted to Client	
					Copies	Date
2617AB	A INTERNAL DRAFT	HT/NW	JL	SH	-	04/05/18
2617AB	B CLIENT DRAFT	HT	SoN	SH	1 Electronic (email)	07/05/18
2617AB	C CLIENT FINAL					

#### Disclaimer

This report is issued in accordance with, and is subject to, the terms of the contract between the Client and 360 Environmental Pty Ltd, including, without limitation, the agreed scope of the report. To the extent permitted by law, 360 Environmental Pty Ltd shall not be liable in contract, tort (including, without limitation, negligence) or otherwise for any use of, or reliance on, parts of this report without taking into account the report in its entirety and all previous and subsequent reports. 360 Environmental Pty Ltd considers the contents of this report to be current as at the date it was produced. This report, including each opinion, conclusion and recommendation it contains, should be considered in the context of the report as a whole. The opinions, conclusions and recommendations in this report are limited by its agreed scope. More extensive, or different, investigation, sampling and testing may have produced different results and therefore different opinions, conclusions and recommendations. Subject to the terms of the contract between the Client and 360 Environmental Pty Ltd, copying, reproducing, disclosing or disseminating parts of this report is prohibited (except to the extent required by law) unless the report is produced in its entirety including this cover page, without the prior written consent of 360 Environmental Pty Ltd.

© Copyright 2018 360 Environmental Pty Ltd ACN 109 499 041



## Table of Contents

<b>1</b>	<b>Introduction .....</b>	<b>1</b>
1.1	Background .....	1
1.2	Aims and Objectives .....	1
<b>2</b>	<b>Site Characteristics.....</b>	<b>3</b>
2.1	Site Location .....	3
2.2	Geology and Soils .....	3
2.3	Hydrology .....	3
2.4	Flora and Vegetation.....	3
2.5	Fauna .....	6
2.6	Heritage .....	6
2.7	Existing Infrastructure .....	6
2.8	Current Uses.....	9
<b>3</b>	<b>Railway Dam Management .....</b>	<b>10</b>
3.1	Vegetation Management.....	10
3.2	Fauna Management .....	11
3.3	Weed Management.....	12
3.4	Dieback Management .....	15
3.5	Surface Water Management .....	15
3.6	Erosion Control .....	16
3.7	Bushfire Management.....	18
3.8	Facilities and Access Management .....	18
<b>4</b>	<b>Railway Dam Reserve Action Plan .....</b>	<b>21</b>
<b>5</b>	<b>Maintenance and Monitoring .....</b>	<b>26</b>
5.1	Monitoring Methods and Frequency .....	26
5.2	Monitoring Reports .....	26
5.3	Completion Criteria.....	27
	<b>Conclusion and Future Considerations .....</b>	<b>28</b>
<b>6</b>	<b>Limitations.....</b>	<b>29</b>
<b>7</b>	<b>References .....</b>	<b>30</b>

## List of Tables

Table 1: Taxa Identified within the Site .....	5
Table 2: Railway Dam Reserve Action Plan.....	22
Table 3: Completion Criteria .....	27

## List of Figures

Figure 1: Site Location .....	2
Figure 2: Hydrology .....	3
Figure 3: Drainage System.....	4
Figure 4: Priority Revegetation Areas .....	5
Figure 5: Weed Priority Areas.....	6
Figure 6: Bushfire Management.....	7

## List of Plates

Plate 1: Erosion on banks of Archibald Park .....	7
Plate 2: Erosion at Archibald Park.....	8
Plate 3: The historical drainage network installed at Railway Dam Reserve (Sawkins 2017) .....	8
Plate 4: Walking Trails within Railway Dam Reserve (Sawkins 2017) .....	9
Plate 5: Erosion of banks of Railway Dam.....	17
Plate 6: Erosion on banks of Railway Dam.....	17
Plate 7: 4WD Access contributing to erosion issues.....	18
Plate 8: Map illustrating drainage network at Railway Park (located at car park entry) .	20

## List of Appendices

Appendix A Flora Species List

# 1 Introduction

360 Environmental Pty Ltd was commissioned by the Shire of Narrogin to develop a Management Plan for the Railway Dam Reserve located south west of the Narrogin town site. The aim of the management plan is to protect as well as enhance the conservation values of the reserve by encouraging sustainable use of the reserve for recreation, education and eco-tourism purposes.

## 1.1 Background

The Railway Dam was originally constructed in 1912 for the purposes of servicing steam locomotives which required large amounts of water. These steam trains travelled from Beverly to Albany during the early 1900's and used Railway Dam as a re-filling station. Thus the Narrogin town emerged due to the busy train junction and the employment it provided.

After World War II (1940s – 1950s), European immigrants came to Narrogin mainly from Displaced Persons camps in Germany and Italy on the basis that they were to work for the Western Australian Government organisations WA Railways and/or Main Roads (Norwell 2016). The Railway Dam was used as a local water supply for the immigrant camps. After the replacement of steam trains to electric trains, the Railway Dam no longer served a functional purpose. In the 1990s a Jet Boat racing course, Archibald Park, was developed on the Northern side of the dam; however public interest waned and the site was abandoned.

Currently the dam and reserve is used as a picnic spot for locals and tourists.

## 1.2 Aims and Objectives

The Railway Dam Management Plan (RDMP) has been developed in consultation with the Shire of Narrogin's aims and objectives for the future conservation and management of the reserve.

The objectives of the RDMP are as follows:

- To protect and conserve the native vegetation, flora, fauna and habitats;
- Consolidate work undertaken to date in establishing walking trails and interpretive sites;
- To facilitate, where practical, existing tracks and pathways to be suitable for people with disabilities;
- To rehabilitate areas of erosion located within the reserves and recommended action to prevent future erosion;
- To minimise the impact that reserve users have on the natural environment;

- To minimise weeds, feral animals and the risk of introducing disease to the reserves; and
- To minimise the risk of fire damage outside the reserve while maintaining biodiversity.

DRAFT

## 2 Site Characteristics

### 2.1 Site Location

The Railway Dam Reserve is located within the large farming town of Narrogin in the Wheatbelt region of Western Australia. Narrogin is approximately 192 km southeast of Perth on the Great Southern Highway (Figure 1).

### 2.2 Geology and Soils

The very western boundary of the reserve site supports Felsic geological units, whilst the majority of the reserve sites consists of Alluvial geological units (GSWA 2008):

- **Felsic Intrusives\_74292:** Undifferentiated felsic intrusive rocks, including monzogranite, granodiorite, granite, tonalite, quartz monzonite, syenogranite, diorite, monzodiorite, pegmatite. Locally metamorphosed, foliated, gneissic. Local abundant mafic and ultramafic inclusions; and
- **Alluvium\_38485:** Channel and flood plain alluvium; gravel, sand, silt, clay, locally calcreted.

The soils across the Railway Dam reserve form part of the Narrogin System which can be described as interfluves with significant gradient, aggressively stripped by headward incision, at the headwaters of the Hotham and Blackwood catchments. Numerous dolerite dyke swarms (DAFWA 2012). The soils on the site are red and brown loams, clays and sandy loam duplexes often supporting vegetation including York gums, Jam woodlands with minor wandoo and she-oak (DAFWA 2012).

### 2.3 Hydrology

The Railway Dam is located within the Blackwood River basin. Narrogin Brook is located 500 m north east of the reserve site. Currently the Railway Dam is fed by a rainwater-fed catchment which is channelled through various constructed drains leading into the dam (Figure 2).

The groundwater across the reserve has been mapped as having a total dissolved solids (TDS) measure of 14,000 – 35,000 mg/L which is considered to be saline (DoW 2010).

### 2.4 Flora and Vegetation

360 Environmental undertook a site assessment of the Railway Dam reserve area to a) determine the current vegetation condition of the site, b) assess the existing facilities onsite and c) to identify areas needing particular prioritization in order to further enhance and conserve the reserve. The vegetation in the reserve has been altered by historical land use and ad-hoc management practices. The land-use of the reserve has been a

source of extensive weed infestations, particularly in and around the wetlands, tracks, car park and public access areas. Firebreaks and proximity to the road and unauthorised 4wd and dirt bike access has also contributed to the introduction and spread of weeds and damage to soil structure and vegetation.

#### 2.4.1 Regional Vegetation

The site is within the Katanning Subregion (Avon Wheatbelt) of Interim Biogeographical Regions of Australia (IBRA). Vegetation mapping of WA was completed on a broad scale (1:250,000) by Beard (1972-80). These vegetation units were re-assessed by Shepherd et al. (2001) to account for clearing in the intensive land use zone, dividing some larger vegetation units into smaller units. There is one Beard / Shepherd vegetation unit that intersects the Reserve (DAFWA 2012b). The Shepherd et al. (2001) vegetation association for the site is described below:

- **Narrogin\_1023:** Medium woodland containing York gum, wandoo and salmon gum.

The reserve is within the mapped distribution of the Eucalypt Woodlands of the Western Australia Wheatbelt threatened ecological community (TEC) which is listed as a Critically Endangered under the EPBC Act. The site assessment determined that this TEC was not on the site.

An EPBC PMST database search returned the following threatened species or their habitat may occur within 1 km of the reserve:

- Yornaning Wattle, *Acacia insolita subsp. recurva* (Endangered);
- Wagin Banksia, *Banksia oligantha* (Endangered);
- *Boronia capitata subsp. capitata*, (Endangered);
- Mogumber Bell, Narrogin Bell, *Darwinia carnea* (Endangered);
- Dwarf Bee-orchid, *Diuris micrantha* (Vulnerable); and
- Shy Featherflower, *Verticordia fimbrialepis subsp. fimbrialepis* (Endangered).

The site assessment was not done in spring season and therefore it was not able to be determined whether the above species were present within the reserve.

#### 2.4.2 Flora

A site assessment of the Railway Dam Reserve was undertaken by an experienced 360 Environmental botanist on the 16<sup>th</sup> of March 2018. A total of 21 taxa (including species, subspecies, varieties and forms) from 17 genera and 8 families were recorded within the site, of these 13 were introduced species. The commonly occurring families were; Poaceae (6 taxa), Myrtaceae (5 taxa) and Asteraceae (3 taxa). The flora inventory is provided Table 1.

Table 1: Taxa Identified within the Site

FAMILY	TAXA	NOTES
Asteraceae	* <i>Cotula coronopifolia</i>	
Asteraceae	* <i>Hypochaeris glabra</i>	
Asteraceae	* <i>Sonchus oleraceus</i>	
Chenopodiaceae	* <i>Chenopodium album</i>	
Chenopodiaceae	<i>Maireana</i> sp.	
Fabaceae	* <i>Lupinus</i> sp.	
Fabaceae	<i>Acacia rostellata</i>	
Juncaceae	* <i>Juncus acutus</i>	
Myrtaceae	<i>Eucalyptus accedens</i>	
Myrtaceae	<i>Eucalyptus loxophleba</i>	
Myrtaceae	<i>Eucalyptus stoatei</i>	planted
Myrtaceae	<i>Eucalyptus rudis</i>	
Myrtaceae	<i>Eucalyptus woodwardii</i>	planted
Pinaceae	* <i>Pinus</i> sp.	
Poaceae	* <i>Avena barbata</i>	
Poaceae	* <i>Briza maxima</i>	
Poaceae	* <i>Cynodon dactylon</i>	
Poaceae	* <i>Ehrharta calycina</i>	
Poaceae	* <i>Eragrostis curvula</i>	
Poaceae	<i>Themeda triandra</i>	
Typhaceae	* <i>Typha orientalis</i>	

#### 2.4.3 4.2.3 Flora of Conservation Significance

No Threatened species pursuant to the EPBC Act and/or gazetted as DRF pursuant to the WC Act were recorded during the survey. One Priority species, *Eucalyptus stoatei*, was recorded during the survey which is a Priority 4. This specimen is however planted and has a restricted distribution of east and north-east of Ravensthorpe to south of Pyramid Lake. For this reason, its presence within the site does not have any conservation significance. No other Priority species were located at the time of the field survey.

#### 2.4.4 Weeds

A total of 13 introduced species were recorded during the survey (Table 1). None of these species are listed as Declared under the BAM Act or listed as a WONS.

#### 2.4.5 Vegetation

One natural vegetation community was described for the site. The vegetation lacks structure with the dominant feature being the tree canopy of *Eucalyptus loxophleba* and

*Eucalyptus accedens* with *Eucalyptus rudis* in the wetter parts of the site. The understorey is nearly devoid of native species and is dominated by grass weed species.

## 2.5 Fauna

The majority of the site is in a moderately degraded condition and lacking a native understorey, the potential for suitable habitat to occur for conservation significant fauna species is limited. However the reserve is within the Forest Red-tailed and Carnaby's Black Cockatoo distribution range; the flooded gum (*Eucalyptus Rudis*), York gum (*Eucalyptus loxophleba*), salmon gum (*Eucalyptus salmonophloia*) trees record within the reserve can provide potential foraging habitat for the black cockatoo species. No black cockatoo species were recorded or observed during the survey.

During the site assessment, there were signs of two pest fauna species – Fox (*Vulpes vulpes*) and domestic dogs (*Canis lupus*).

There were also signs of kangaroo (*Macropus fuliginosus*) within the reserve as well as a number of bird species:

- Pacific Black duck (*Anas superciliosa*);
- Galah (*Eolophus roseicapillus*);
- Australian Ringneck (*Barnardius zonarius*);
- Common bronzewing (*Phaps chalcoptera*);
- Crow (*Corvus coronoides*);
- Wattle bird (*Anthochaera* sp.);
- Australian Magpie (*Gymnorhina tibicen*); and
- New Holland honeyeater (*Phylidonyris novaehollandiae*).

## 2.6 Heritage

A search of the Department of Planning, Lands and Heritage (DPLH) Aboriginal Heritage Inquiry System did not identify any registered or lodged sites within the Site. The Main Roads Migrant Camp has been registered as a State Register Place (1302); however it is located 100 m to the east of the reserve boundary (east of Mokine Road) (DPLH 2017)

The Locomotive Shed Camps are listed as an Aboriginal Heritage place; this is located approximately 100 m north east of the reserve (DAA 2017).

## 2.7 Existing Infrastructure

The site assessment determined that the current infrastructure within the reserve includes:



- A small carpark area;
- Historical interpretive signage;
- Railway Immigrant Camp memorial;
- Two picnic benches with non-gas barbeque facilities;
- Signs stating no swimming;
- A bridge across the two dams;
- A network of historical drains and weirs leading into the dam;
- Archibald Park - a historical jet boat park; and
- Two walking trails created by a community member.

### 2.7.1 Archibald Park

Archibald Park (a secondary dam/water feature) was constructed in the early 1990s as a jet boat race course in which boats competed in time trial events. Twice a year, water was pumped from Railway Dam into Archibald Park for the events. However the public interest waned after two years and the site has since been abandoned (Sawkins 2017).

There is ephemeral water in the park and islands of York Gum (*Eucalyptus loxophleba*) and bulrushes (*Typha orientalis*) which provide some habitat value to birds and frogs. The informal walls of the park are subject to erosion from inappropriate and unmanaged drainage and creating a hazard to walkers and possibly small fauna (Plates 1 and 2).

There is opportunity to rehabilitate this park to provide a more diverse wetland type habitat.



Plate 1: Erosion on banks of Archibald Park



Plate 2: Erosion at Archibald Park

**2.7.2 Railway Dam Drainage Network**

The Railway Dam was built for the purpose of providing a water source for the steam locomotives in the early 1900s. The dam is fed from ephemeral streams within the catchment area. As agriculture became the primary land activity in the region, salinity concerns from the catchment led to the construction of a network of drains which aimed to separate saline water and fresh water inflows to the dam. The drainage system began on Graham Road and worked towards the dam. A weir located at the south western edge of the dam attempts to separate fresh (blue) water or saline (orange) water by either entering into the dam or bypassing the dam via a diversion drain (Figure 3; Plate 3). It is understood that the Shire recently cleaned out these drains from vegetation and debris. There is concern that captured water is now permanently being diverted by these drains and the Railway Dam is not receiving water.



Plate 3: The historical drainage network installed at Railway Dam Reserve (Sawkins 2017)

### 2.7.3 Walking Trails

Local community members have created two walking trails within the reserve (Plate 4). These walking trails are used by locals and for the purposes of dog walking.



Plate 4: Walking Trails within Railway Dam Reserve (Sawkins 2017)

## 2.8 Current Uses

Based on site observations, Shire meetings and local community input, the Railway Dam reserve is currently used as a lunchtime picnic spot, dog walking, 4WD driving, dirt bike riding and leisure walks.

These current uses should drive the priorities for the management of the reserve. For example blocking access to 4WD and dirt bikes will assist in combating the erosion control and the spread of weeds. Additionally, enhancing the picnic area and walking trails will assist in increasing the use of the reserve by visitors as well as combating weeds and enhancing native flora species by formalising the walking trails.

## 3 Railway Dam Management

The maintenance and management of the Railway Dam Reserve has been identified as a priority by the local community and Shire of Narrogin. The section below outlines management measures that could potentially enhance, preserve and maintain the reserve. Table 2 provides a management action plan for the Shire of Narrogin to guide the ongoing process of enhancing and maintaining the reserve.

### 3.1 Vegetation Management

Existing native vegetation within the Railway Dam Reserve should be retained, preserved and further degradation needs to be prevented. The key steps to achieving this are as follows:

- Prevent 4WD and motorbike access into the reserve;
- Formalise the two walking trails within the reserve and ensure visitors adhere to these tracks only;
- Implement a weed eradication and monitoring program; and
- Revegetate priority areas (i.e. Archibald Park and picnic area).

#### 3.1.1 Revegetation Strategy

Planting within the Railway Dam Reserve is only proposed within three key areas - Archibald Park, the proposed picnic area and areas surrounding the northern dam (Figure 4). All revegetation areas will be ripped prior to planting.

Revegetation tubestock shrubs will be planted within the island patches within Archibald Park at a rate of 1 tree species per 10 m<sup>2</sup> (groundcover will be planted at a rate of 1 plant per 5m<sup>2</sup>). Within the areas surrounding the dams as well as the picnic area only groundcover species will be planted, groundcover planting will occur at a rate of 1 plant per 5 m<sup>2</sup>.

##### 3.1.1.1 Species Selection

Species selected for planting within the Railway Dam Reserve will be selected from the Species List (Appendix A). The Species List has been compiled base on the species known to occur within the site or based on surrounding vegetation communities and land systems.

All tubestock will be obtained from nurseries accredited under the Nursery Industry Accreditation Scheme of Australia. Any tubestock that is unable to be supplied in the quantities required may be replaced with another native species.

Local indigenous species, or provenance species, are characterised by the slight variations that occur between plants of the same species from area to area. These

variations indicate the species response to the local conditions to which the plants have adapted. Provenant stock ensures plants are better adapted to local conditions, are hardier, more resistant to local pests and diseases and complement other native plants and fauna in the area. Provenance also promotes genetic and ecological sustainability of the local vegetation. All tubestock shall be sourced from local provenance stock as far as it is practicably possible.

### 3.1.1.2 Planting

Planting of tubestock will be undertaken between May and July after the break of the summer season, when sufficient soil moisture is present to adequately support the establishment of tubestock. Timing of planting should occur just prior to and during expected rain events to maximise soil moisture levels. Tubestock will be hardened, vigorous and free of disease and insect pests at the time of planting and will have adequate and healthy root mass readily evident when removed from the tube, sufficient to hold the potting medium together. Tree guards will be installed around tubestock to prevent animals from grazing new growth.

Small augers and drills will be used to install tubestock and will adhere to the following planting method specifications:

- Individual seedlings will be removed from their container as to minimise damage to leaves, stem and root ball;
- The root ball shall not be exposed or left to dry out and will be planted immediately;
- Fertiliser will be placed at the bottom of the hole and cover with soil to ensure there is no contact between the roots and fertiliser;
- The plant will be placed into the hole and backfilled with soil free from weeds, stones, clods of subsoil and other extraneous matter
- The soil will be lightly compacted by hand or foot to remove air pockets; and
- Plants will be set plumb and level with the adjacent soil – ensuring no soil is placed against the stem of the root crown.

It will not be necessary to water the plants on planting provided they are well watered before planting and the planting precedes good winter rainfall.

## 3.2 Fauna Management

The existing flooded gum (*Eucalyptus Rudis*), York gum (*Eucalyptus loxophleba*), salmon gum (*Eucalyptus salmonophloia*) trees recorded within the reserve can provide potential foraging habitat for the Carnaby's and Forest Red-tailed black cockatoo species. These trees will be retained. Planting of these tree species is recommended within Archibald Park- particularly the flooded gum, since the tree is a riparian species which inhabits

riverbanks, seasonal creeks, fringing lakes or swampy areas. *Eucalyptus rudis* is a relatively fast-growing species with potential for remediation of areas affected by moderate levels of salinity and waterlogging which would be ideal for Archibald Park as well as the Railway Dam Reserve as a whole (Marcar & Crawford 2004).

### 3.2.1 Introduced Fauna

There was evidence of feral/introduced fauna species (domestic dog and fox) within Railway Reserve. It is recommended that signs are placed to ensure dog owners keep their dogs on a leash and stick to the created walking paths only. It is also recommended to place dog waste bags within the car park area and ensure dog owners dispose of their dog waste appropriately.

It will be difficult to control the introduced foxes in the reserve with 1080 bait as the community use it to walk their dogs. Control methods can include fumigation of dens, den destruction or trapping using soft jawed/cage traps or shooting of foxes. The most effective fox control is achieved during late winter and spring. At this time foxes are less mobile as they are rearing young and food demands are high. At other times there are more young animals to move into vacated territories (DPIRD 2018).

## 3.3 Weed Management

A site assessment of the Railway Dam Reserve was undertaken in March 2018 and 13 introduced species were identified.

A weed control program is recommended with resources focused towards eradicating the Sharp Rush (*juncus acutus*) species within the drainage channels and in the northern wetland area of the reserve (Figure 5). To facilitate natural regeneration of native species and planted species, weed control will need to be implemented for a minimum of two years. Follow up weed control (including spot spraying and isolated hand removal) should be continued for at least another two years following initial weed control to avoid the re-establishment of weed species.

### 3.3.1 Methods for Weed Control

Weed control should be undertaken by appropriately trained operators following the correct usage, storage, and handling and safety instructions on the herbicide labels.

Weed control will require a mix of hand-removal, herbicide pasting and targeted spot spraying to minimise impacts on any revegetation (FloraBase 2017). Weed management in open areas can include a more broad-scale herbicide treatment due to the degraded condition of the Railway Dam Reserve.

### 3.3.2 Herbicide Application

Herbicide application will be undertaken prior to planting. The aim of herbicide application will be to open up areas for planting. Following completion of the works,

regular herbicide application will be undertaken to increase chances of seedling survival. Herbicide application will cease immediately under the following weather conditions:

- Wind stronger than 10 km per hour; and
- Heavy rain.

Where necessary, a wetting agent or other adjuvant such as spray oil will be mixed into the herbicide in accordance with the herbicide manufacturer's recommendation.

A non-toxic, water-soluble, biodegradable coloured dye will be added to the herbicide spray mix that will be clearly visible for at least 48 hours after the herbicide application.

The pressure of application will be kept to a level that prevents excessive spray drift, accordingly avoiding damage to surrounding vegetation. Extreme care will be taken during works to avoid off-target damage to trees, shrubs, and other native vegetation. The choice of nozzle should be selected based on the manufacturer's specifications for herbicide use.

### 3.3.3 Weed Control Procedures and Safety

All persons engaged in spraying herbicides will have a current Pesticide Operator's license in accordance with the *Health Pesticide Regulations 1956*. The following operating procedures and processes will be used while applying herbicide from a motorised pump:

- Ensure weather conditions are suitable for the spray technique, site and chemicals to be used;
- Erect suitable signage at all major entrances and access ways prior to spraying;
- Select the least toxic chemical to perform the work and the most suitable chemical for the weed species to be controlled;
- Use measuring containers for all liquid herbicides and scales for accurately measuring granulated herbicides;
- Ensure the presence/absence of susceptible, non-target species is known prior to commencing work; and
- Ensure the location of target species is understood to reduce the time spent searching and the amount of chemical used pointlessly blanket spraying.

Preventable procedures will be followed to minimise the risk of accidental spills of hydrocarbons or other hazardous material. However, remediation procedures are in place to contain, and if possible, remove the spill from the site.

The main risk associated with the revegetation project is accidental herbicide spill. The procedures to minimise this and any other accidental spill are as follows:

- All chemical containers are to be regularly inspected for leaks to avoid the possibility of environmental or cross contamination. Leaking containers should have their contents transferred to an intact empty container of the same type, or if none is available, a thoroughly rinsed container which is then clearly labelled and used as soon as possible;
- Attapulgate, a shovel and a recovery drum will be present on all vehicles to clean up any spills; and
- A chemical spill must be reported to the Department of Health if it involves more than one Litre (L) of concentrate chemical or 10 L of mix.

### 3.3.4 Eradicating *Juncus actus* Species

In order to eradicate the large areas of *Juncus actus* in the northern wetland area and drainage channels, the following methods are recommended (DEC 2006):

- Focus on eradicating new populations of the weed first to stop populations spreading (as this is more cost effective);
- Dig out isolated plants within drainage channels in the dry season (ensure plants are taken off site as they could potentially re-root);
- Always bag seed heads, take off site and destroy either by deep burial or burning;
- Spot spray larger areas with glyphosate 360 at a rate of 20 ml:1litre water – plus an addition of a penetrant (e.g. Pulse® at 2 ml/L water);
- Where appropriate, supplement regulator glyphosate with APVMA approved formulations such as Raze® and Roundup Biactive®;
- Arrange follow up spraying to control any missed plants and new seedlings and monitor the area on a regular basis;
- Replant bare areas that have been removed of weeds with native species to prevent the *Juncus* filling in the gaps;
- Control plants upstream as more seed will wash down into the dam and reserve area;
- Burning plants after they have been stressed by herbicide can increase kill rate (however ensure the plants are dead before burning as fire can disperse seeds); and
- A combination of two or more methods might be the best approach for control.

Ensure all equipment is clean before starting works (i.e. free of dirt or weeds and tanks or spray lines must be decontaminated and flushed before use). Ensure herbicides adhere to any regulations or conditions (i.e. approved by Agricultural Pesticides and Veterinary Medicines Authority [APVMA]).



### 3.4 Dieback Management

During the site assessment, no evidence of dieback was recorded (360 Environmental 2018). However, disease in natural ecosystems of Australia, caused by the introduced plant pathogen *Phytophthora cinnamomi* (Dieback), is listed as a key threatening process under the Commonwealth EPBC Act. Dieback is common throughout south-west Australia. Appropriate soil management for weeds and pathogens is required to prevent the spread of disease and protect the vegetation onsite.

The following management measures will be implemented for dieback prevention and control:

- Any soil, mulch or fill to be imported will be certified as dieback and weed free prior to its delivery to site;
- Bulk earthworks activities will be scheduled for dry soil conditions where possible will reduce the spread of pathogens such as *Phytophthora* dieback;
- Earth moving machinery should be inspected upon arrival to ensure it is free from excessive vegetative matter and soil;
- Topsoil movement between sites will be restricted from sites with significant weeds or pathogens;
- Topsoil from areas of high weed density will be isolated and will remain at the source location; and
- Ensure all tubestock used in revegetation activities are sourced from certified dieback free nurseries.

Phosphite is a chemical that can be used in the management of *Phytophthora* dieback. It is a biodegradable fungicide that protects plants against *Phytophthora cinnamomi*. It can be injected or sprayed and works by boosting the plant's natural defence. Phosphite will be used if required.

### 3.5 Surface Water Management

The key surface water management priorities identified for the Railway Dam Reserve are as follows:

- Assess the function of the numerous drains associated with the dam and ensure the drain leading into the dam maintains water flow and the drain diverting water is closed off (Plate 3 and Figure 3);
- Assess water source options for the dam and rectify any uncertainties of water catchment and water flow (this may require an external surface water consultant). Currently there is uncertainty regarding the catchment and flow of water into the dam. There are differing opinions that the Foxes Lair flood mitigation drain will provide a significant supplementary water source for the dam

since it flows into Archibald Park (however this drain may flow west of the Park and therefore may not be a sufficient source of water). It also believed that the natural catchment within which the Railway dam is located, may be a better option for capturing water flow into the dam;

- Once the above points are rectified, maintain sufficient water flow (levels) into the Railway Dam;
- Undertake water quality monitoring for salinity purposes;
- Demarcate the high water mark at the dam, and erect signage not to cross this area;
- Prevent access to 4WD and motorbikes to mitigate erosion caused by surface water flows;
- Provide notification to local residents via newsletter or mail out stating that the Reserve is under rehabilitation and 4WD vehicles are prohibited from entering the reserve; and
- Increase ranger presence at reserve.

### 3.6 Erosion Control

Appropriately managing surface water flow and drainage around and within the reserve is critical to mitigating the erosion control issues on site. The key steps for mitigating erosion control at the reserve are:

- Implementing drainage control measures to address sheet flow (e.g. swales, rock and mesh and diversion drains particularly at Archibald Park);
- Preventing the 4WD access into the reserve (by blocking entries using fencing or bollards);
- Revegetation of the erosion prone areas (i.e. banks of the dams and dam walls); and
- Planting of salt tolerant species (e.g. *acacia acuminata*) along the banks of the dam to surface water erosion such as erosion gullies (Plate 5);



Plate 5: Erosion of banks of Railway Dam



Plate 6: Erosion on banks of Railway Dam



Plate 7: 4WD Access contributing to erosion issues

### 3.7 Bushfire Management

The Site is mapped as a Bushfire Prone Area (DFES 2017); this could be due to the large adjoining bushland areas to the east and west of the site (Figure 6).

There is no bushfire management plan in place for the reserve and no active management is currently being undertaken. There are no official firebreaks or access tracks for response vehicle within the reserve. Mokine Road on the eastern boundary of the reserve and Federal Street on the northern boundary are able to serve as a firebreak and access onto the reserve. Granite Road on the western boundary of the road can also serve a purpose of a firebreak and access point to the reserve. There is currently an access gate from Granite road into the Archibald Park area (Figure 6).

Bushfire and firefighting measures need consideration for the management of the reserve. It is recommended to consult with the local fire brigade to inform best practice measures for bushfire management at the site.

### 3.8 Facilities and Access Management

The current facilities at Railway Dam have the potential to be enhanced and access to the reserve needs to be managed to prevent further degradation of the site as well as preserve the sites' current values.

### 3.8.1 Access

In order to mitigate any further environmental degradation to the site, access to 4WDs and motorbikes needs to be prevented.

The following actions are recommended:

- Block off access in the northern most point of the reserve;
- Block off access in the entrance on Mokine Rd;
- Block off access beyond the designated car park area; and
- Install signage that shows 4WD access is prohibited.

It is recommended that the car park area is increased to allow for more cars to be parked. The car park should also have ballads in place that only allow pedestrians to go beyond the car park area.

### 3.8.2 Trail Walks and Push Bike Trails

It is recommended that the walking trails are formalised and that visitors stick to these paths only (this can be done by erecting maps/signage at the car park). The trails could potentially be shared by pedestrians and push bike riders. A dog waste dispenser should also be erected in the car park area to encourage visitors to clean up after their dogs. Additional waste bins should be placed in the car park and along the walking trails.

### 3.8.3 Education and Signage

It is recommended to have signage erected of maps of the designated walking trails at the car park area and in various locations along the walking trail. This signage should encourage visitors to stick to the designated paths.

It is also recommended to have educational signage along the path for the purposes of identifying native plant species and native fauna. The historical drainage network at Railway Dam is illustrated on the sign at the car park entry; however a new sign at the location of the old weir/separator area may be of interest to visitors and pedestrians and to explain the wider function and history of the reserve (Plate 8 and Figure 3).



Plate 8: Map illustrating drainage network at Railway Park (located at car park entry)

DRAFT

## 4 Railway Dam Reserve Action Plan

An action plan has been developed to guide the future management of the Railway Dam Reserve (Table 2). The action plan provides a step-by-step process using specific timeframes to assist in prioritising management measure at the site.

DRAFT

Table 2: Railway Dam Reserve Action Plan

TIMING	AREA	ACTION	MAINTENANCE AND MONITORING
Year 1	Access	<ul style="list-style-type: none"> <li>● Prevent all access to 4WDs and dirt bikes around the perimeter of the reserve (using a combination of fencing, planting and bollards)</li> <li>● Prevent all vehicle access beyond the car park area (using bollards or fencing)</li> <li>● Put up signage prohibiting 4WD and dirt bikes within the reserve and signage prohibiting vehicles to drive beyond the car park</li> <li>● Send a mail out or article in newspaper notifying residents of the rehabilitation at the reserve and therefore 4WD driving is prohibited</li> </ul>	<ul style="list-style-type: none"> <li>● Monthly inspections of reserve boundary to ensure access is securely blocked for first 6 months and then quarterly inspections</li> <li>● Quarterly inspections of signage for damage or vandalism</li> </ul>
	Leisure	<ul style="list-style-type: none"> <li>● Formalise the two existing walking trails (Archibald Park Walk and Dam Walk) by installing maps and signage prohibiting visitors to walk off the tracks and educating them of the importance of sticking to tracks (Plate 4)</li> <li>● Provide signage that dogs need to be on a leash and that dog waste must be collected and placed in bins</li> <li>● Provide more bins around car park and picnic area and a dog waste bag dispenser</li> </ul>	<ul style="list-style-type: none"> <li>● Monthly inspections of walking trails to ensure pedestrians are adhering to pathways (for first 6 months and then quarterly inspections)</li> <li>● Quarterly maintenance of walking trails and signage</li> <li>● Fortnightly emptying of bins (depending on peak visitor season and volumes of waste being produced)</li> </ul>



TIMING	AREA	ACTION	MAINTENANCE AND MONITORING
	Water Management	<ul style="list-style-type: none"> <li>● Assess the network of drains leading into the dam and ensure water flow into the dam is established (and not being diverted around the dam)</li> <li>● Assess the potential of improving water flow into the dam from natural gravity fed catchments</li> <li>● Demarcate the high water line at the edge of the dam (represented by line of York Gums) and install signage preventing visitors to go beyond this point</li> <li>● Develop a water management plan which includes water quality (salinity) monitoring</li> <li>● Install drainage control measures around the Railway Dam and Archibald Park (bank stabilisation, diversion drains, swales, rock battering etc.)</li> </ul>	<ul style="list-style-type: none"> <li>● Monthly inspections of drains during the wet season to ensure water flow into the dam</li> <li>● Quarterly inspections of signage for damage or vandalism</li> <li>● Seasonal water quality monitoring</li> <li>● Monthly inspections of drainage control measures</li> </ul>
	Weed Management	<ul style="list-style-type: none"> <li>● Develop a weed management plan for the reserve and ongoing weed control</li> <li>● Procure weed management chemicals (glyphosate) and equipment – or engage a weed control contractor</li> <li>● Spot spray the <i>Juncus</i> species in the drainage areas and upstream areas during the dry season</li> </ul>	<ul style="list-style-type: none"> <li>● Follow up spraying of weeds monthly – and then 6 monthly (or after heavy rains)</li> <li>● Adhere to weed management plan</li> </ul>
Year 2	Leisure	<ul style="list-style-type: none"> <li>● Expand car park area to allow more cars to able to park</li> </ul>	<ul style="list-style-type: none"> <li>● Quarterly inspections of signage for damage or</li> </ul>

TIMING	AREA	ACTION	MAINTENANCE AND MONITORING
		<ul style="list-style-type: none"> <li>● Install interpretive signage identifying native flora along the walking paths for visitors</li> <li>● Install interpretive signage at the location of the historical weir/separator drainage area</li> </ul>	<p>vandalism</p>
	Weed Management	<ul style="list-style-type: none"> <li>● Implement weed control plan for the large <i>Juncus</i> infestation in the wetland area in the east of the reserve</li> <li>● Remove pine trees on eastern boundary of reserve, adjacent to Mokine Road</li> </ul>	<ul style="list-style-type: none"> <li>● Undertake follow-up spraying and excavation of weed infested areas</li> <li>● Adhere to weed management plan</li> <li>● Implement monitoring plan to determine effectiveness of weed control</li> </ul>
	Rehabilitation	<ul style="list-style-type: none"> <li>● Procure native plant species seedlings using Appendix A as a reference</li> <li>● Revegetate priority areas as per Figure 4</li> <li>● Revegetate islands in Archibald Park with York Gum species (Figure 4)</li> <li>● Revegetate dam boundary areas with salt tolerant species</li> <li>● Establish 25 m x 25 m quadrats for monitoring purposes</li> </ul>	<ul style="list-style-type: none"> <li>● If conditions after planting are such that rain is infrequent and plants are looking stressed, watering of planted areas shall be undertaken</li> <li>● Quarterly monitoring of rehabilitation progress at quadrat sites</li> </ul>

TIMING	AREA	ACTION	MAINTENANCE AND MONITORING
Year 3	Weed Management	<ul style="list-style-type: none"> <li>● Assess the reserve for any new weed infestations and control these areas</li> <li>● Undertake follow-up spraying and excavation of weed infested areas</li> </ul>	<ul style="list-style-type: none"> <li>● Assess the reserve for any new weed infestations and control these areas</li> <li>● Undertake follow-up spraying and excavation of weed infested areas</li> </ul>
	Rehabilitation	<ul style="list-style-type: none"> <li>● Undertake monitoring of revegetation areas and ensure seedlings are successfully establishing</li> </ul>	<ul style="list-style-type: none"> <li>● Quarterly monitoring of rehabilitation progress at quadrat sites</li> </ul>

DRAFT

## 5 Maintenance and Monitoring

Follow-up maintenance immediately after planting is required in most cases of rehabilitation. The following maintenance shall be undertaken no later than six months after planting and should be continued for a minimum of two years following practical completion:

- **Follow up watering:** If conditions after planting are such that rain is infrequent and plants are looking stressed, watering of planted areas shall be undertaken;
- **Weed Control:** Follow up weed control should be undertaken for up to two years. The level of control and timing will be dependent upon the weed species present. A site visit will be conducted with a qualified weed contractor prior to any control programs to determine weed species present, their location, and appropriate control measures; and
- **Infill planting:** Infill planting should be undertaken where mortalities of more than 30% are encountered.

The following maintenance may also be undertaken, where required:

- Tree guard repairs and replacement: Where tree guards have been damaged or removed as a result of vandalism or other causes;
- Rubbish removal; and
- Erosion control.

### 5.1 Monitoring Methods and Frequency

Monitoring of the rehabilitated areas within the Railway Dam Reserve shall be undertaken every six months by a suitably qualified/experienced contractor for a period of 2 years. Monitoring of the rehabilitated areas shall record the condition of the plants, survival rate of the planted vegetation and individual species, species diversity and an assessment of weed cover. Infill planting should be undertaken where mortalities of more than 30% are encountered.

### 5.2 Monitoring Reports

Reports regarding the condition and success of rehabilitation (including a description of problems encountered and how they were rectified) shall be developed by the Shire (or contractor if one is engaged). The reports should be completed no later than one month after the monitoring period.

At the completion of the two year (or otherwise agreed) maintenance and monitoring period, a closure report discussing rehabilitation outcomes and an assessment of Shire of Narrogin (if a contractor undertakes the work) ready for handover approval.

### 5.3 Completion Criteria

Completion criteria have been developed to provide improved management through the monitoring period. Completion criteria are provided in Table 3.

**Table 3: Completion Criteria**

TYPE	AREA	TARGET
Qualitative	Revegetation and Weed Priority Areas (Figure 4 and 5)	<ul style="list-style-type: none"> <li>● Vegetation is well-formed and exhibits signs of healthy growth;</li> <li>● 70% of plants are free of disease symptoms (yellowing, wilting etc);</li> <li>● Site must be safe, stable &amp; suitable for agreed use without inputs</li> </ul>
Quantitative	Revegetation Priority Area Quadrats	<b>Year 1:</b> Plant foliage cover is more than 30% (excluding weeds) <b>Year 2:</b> Plant foliage cover is more than 60% (excluding weeds)
	Revegetation Priority Area Quadrats	Vegetation structure consists of 30% overstorey, 70% understorey
	Weed Priority Areas	<b>Year 1:</b> Weed foliage cover is less than 30% <b>Year 2:</b> Weed foliage cover is less than 5%
	Revegetation Priority Areas	At least 6 species per quadrat (excluding weed species)

## Conclusion and Future Considerations

The Railway Dam Reserve has the potential to become a frequented leisure site for local residents and tourists. By implementing the Railway Dam Reserve management plan, the site will be preserved and further enhanced thus creating a native vegetation escape. Local residents will appreciate the improved picnic areas and benefit from the educational information regarding the history and nature of the Narrogin area.

DRAFT

## 6 Limitations

This report is produced strictly in accordance with the scope of services set out in the contract or otherwise agreed in accordance with the contract. 360 Environmental makes no representations or warranties in relation to the nature and quality of soil and water other than the visual observation and analytical data in this report.

In the preparation of this report, 360 Environmental has relied upon documents, information, data and analyses ("client's information") provided by the client and other individuals and entities. In most cases where client's information has been relied upon, such reliance has been indicated in this report. Unless expressly set out in this report, 360 Environmental has not verified that the client's information is accurate, exhaustive or current and the validity and accuracy of any aspect of the report including, or based upon, any part of the client's information is contingent upon the accuracy, exhaustiveness and currency of the client's information. 360 Environmental shall not be liable to the client or any other person in connection with any invalid or inaccurate aspect of this report where that invalidity or inaccuracy arose because the client's information was not accurate, exhaustive and current or arose because of any information or condition that was concealed, withheld, misrepresented, or otherwise not fully disclosed or available to 360 Environmental.

Aspects of this report, including the opinions, conclusions and recommendations it contains, are based on the results of the investigation, sampling and testing set out in the contract and otherwise in accordance with normal practices and standards. The investigation, sampling and testing are designed to produce results that represent a reasonable interpretation of the general conditions of the site that is the subject of this report. However, due to the characteristics of the site, including natural variations in site conditions, the results of the investigation, sampling and testing may not accurately represent the actual state of the whole site at all points.

It is important to recognise that site conditions, including the extent and concentration of contaminants, can change with time. This is particularly relevant if this report, including the data, opinions, conclusions and recommendations it contains, are to be used a considerable time after it was prepared. In these circumstances, further investigation of the site may be necessary.

Subject to the terms of the contract between the Client and 360 Environmental Pty Ltd, copying, reproducing, disclosing or disseminating parts of this report is prohibited (except to the extent required by law) unless the report is produced in its entirety including this page, without the prior written consent of 360 Environmental Pty Ltd.

## 7 References

Norwell, G. 2016. *Narrogin's Post World War II European Immigrants*. Available from: [https://www.foxeslair.org/uploads/5/4/9/1/54919621/gary\\_norwell\\_immigrants\\_narrogin\\_2.pdf](https://www.foxeslair.org/uploads/5/4/9/1/54919621/gary_norwell_immigrants_narrogin_2.pdf)

Sawkins, D. 2017. *Railway Dam Revisited*. FoxyPress Blog. Available from: <https://www.foxeslair.org/foxypress/railway-dam-revisited>

Marcar NE, Crawford DF (2004) *Trees for Saline Landscapes*. RIRDC Publication Number 03/108, Canberra.

Department of Environment and Conservation 2006. *Managing Sharp Rush (\*Juncus acutus)*. Proceedings of a workshop held at Wollaston College Conference Centre, Mt Claremont Perth, Western Australia

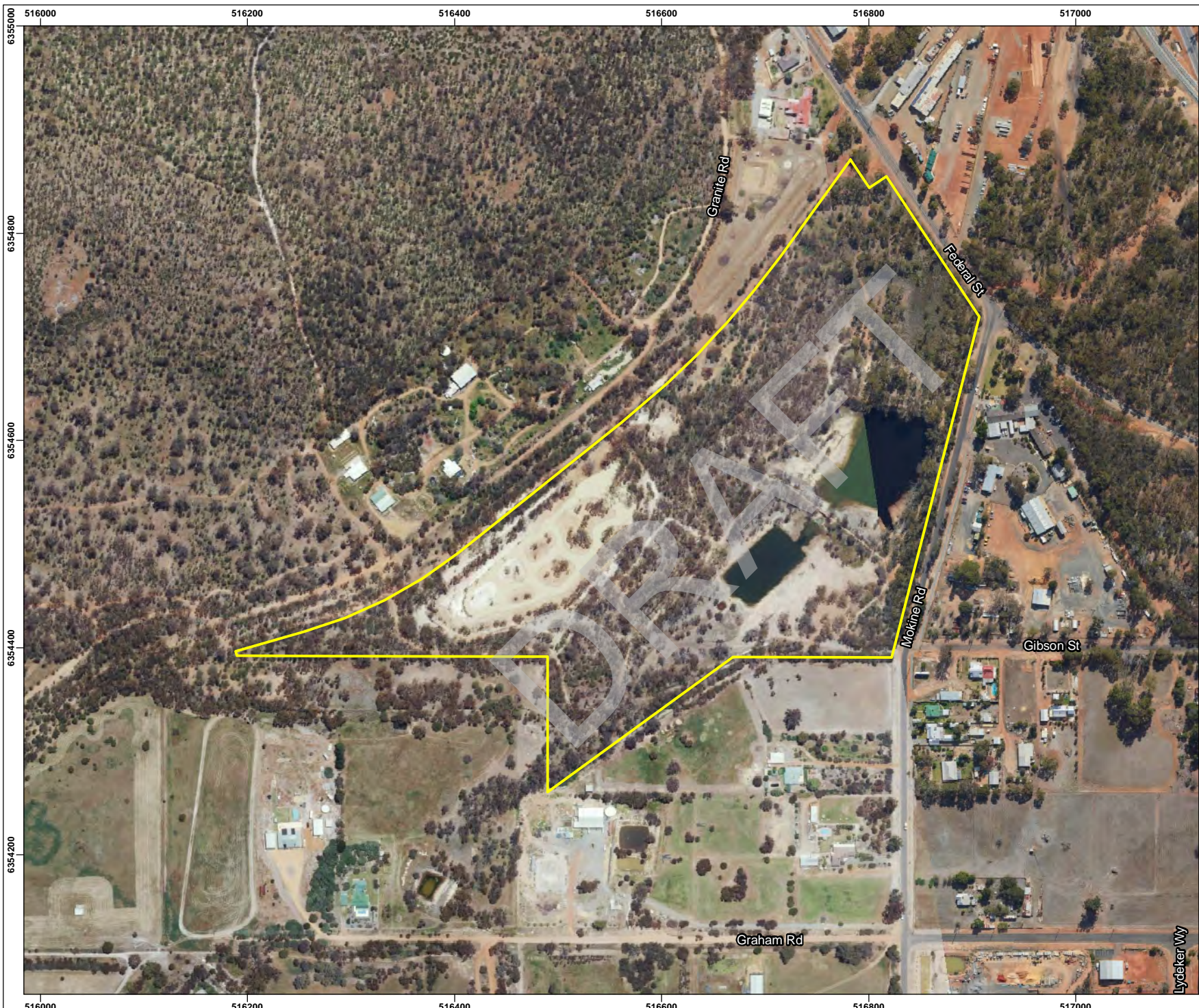
Department of Primary Industries and Regional Development (DPIRD) 2018. Fox Control. Retrieved 30 April 2018 from: <https://www.agric.wa.gov.au/chemicals/fox-control?page=0%2C1>

DRAFT



**DRAFT**

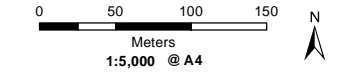
**FIGURES**



**Legend**  
 Site Boundary

- NOTE THAT POSITION ERRORS CAN BE >5M IN SOME AREAS  
 - LOCALITY MAP SOURCED LANDGATE 2017  
 - AERIAL PHOTOGRAPHY SOURCED LANDGATE 2018  
 (© Western Australian Land Information Authority 2017)

**360** environmental  
 a 10 Bermondsey St, West Leederville, 6007 WA  
 t (08) 9388 8360  
 f (08) 9381 2360  
 w www.360environmental.com.au



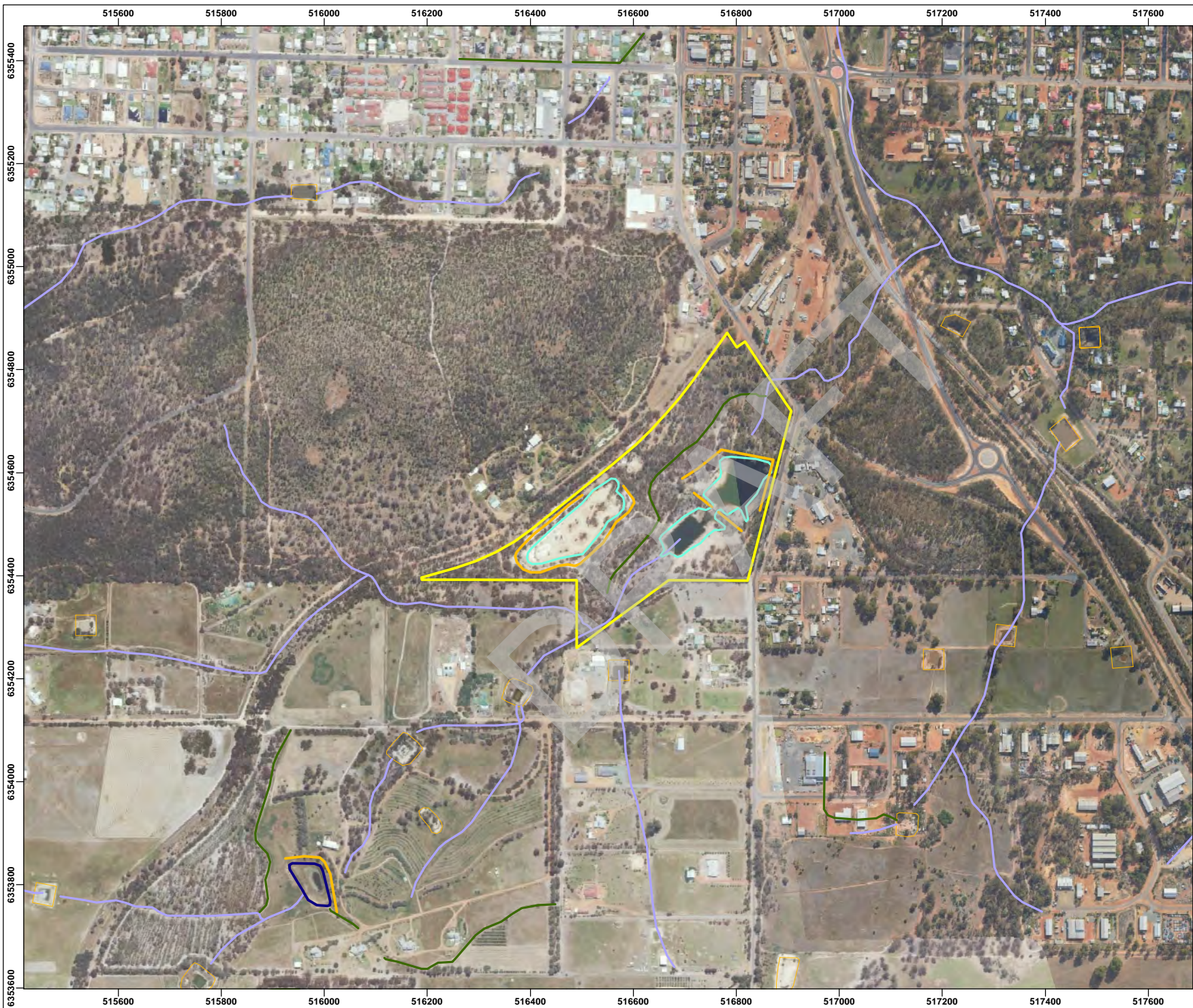
**LOCALITY MAP**



PROJECT ID 2617		DATE 2/05/2018	
HORIZONTAL DATUM AND PROJECTION GDA 1994 MGA Zone 50			
CREATED SL	CHECKED HT	APPROVED FJ	REVISION 0

**Shire of Narrogin**  
**Railway Dam Reserve**  
 Railway Dam Reserve Management  
 Plan

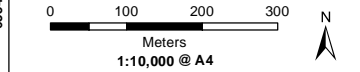
**Figure 1 Site Location**



- Legend**
- Site Boundary
  - Hydrography**
  - Watercourse - minor, non-perennial
  - Drain - minor
  - Lake - artificial
  - Water Reservoir
  - Dam Wall
  - Earth Dam

- NOTE THAT POSITION ERRORS CAN BE >5M IN SOME AREAS  
 - LOCALITY MAP SOURCED LANDGATE 2017  
 - HYDROGRAPHY SOURCED DWER 2018  
 - AERIAL PHOTOGRAPHY SOURCED LANDGATE 2018  
 (© Western Australian Land Information Authority 2017)

**360** environmental  
 a 10 Bermondsey St, West Leederville, 6007 WA  
 t (08) 9388 8360  
 f (08) 9381 2360  
 w www.360environmental.com.au



**LOCALITY MAP**



<b>PROJECT ID</b> 2617		<b>DATE</b> 2/05/2018	
<b>HORIZONTAL DATUM AND PROJECTION</b> GDA 1994 MGA Zone 50			
<b>CREATED</b> SL	<b>CHECKED</b> HT	<b>APPROVED</b> FJ	<b>REVISION</b> 0

**Shire of Narrogin**  
**Railway Dam Reserve**

**Railway Dam Reserve Management Plan**

**Figure 2 Hydrology**  
 Page | 91



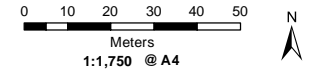
**Legend**

**Drainage System**

- Fresh Water
- Saline Water

- NOTE THAT POSITION ERRORS CAN BE >5M IN SOME AREAS  
 - LOCALITY MAP SOURCED LANDGATE 2017  
 - AERIAL PHOTOGRAPHY SOURCED LANDGATE 2018  
 (© Western Australian Land Information Authority 2017)

**360** environmental  
 a 10 Bermondsey St, West Leederville, 6007 WA  
 t (08) 9388 8360  
 f (08) 9381 2360  
 w www.360environmental.com.au



**LOCALITY MAP**

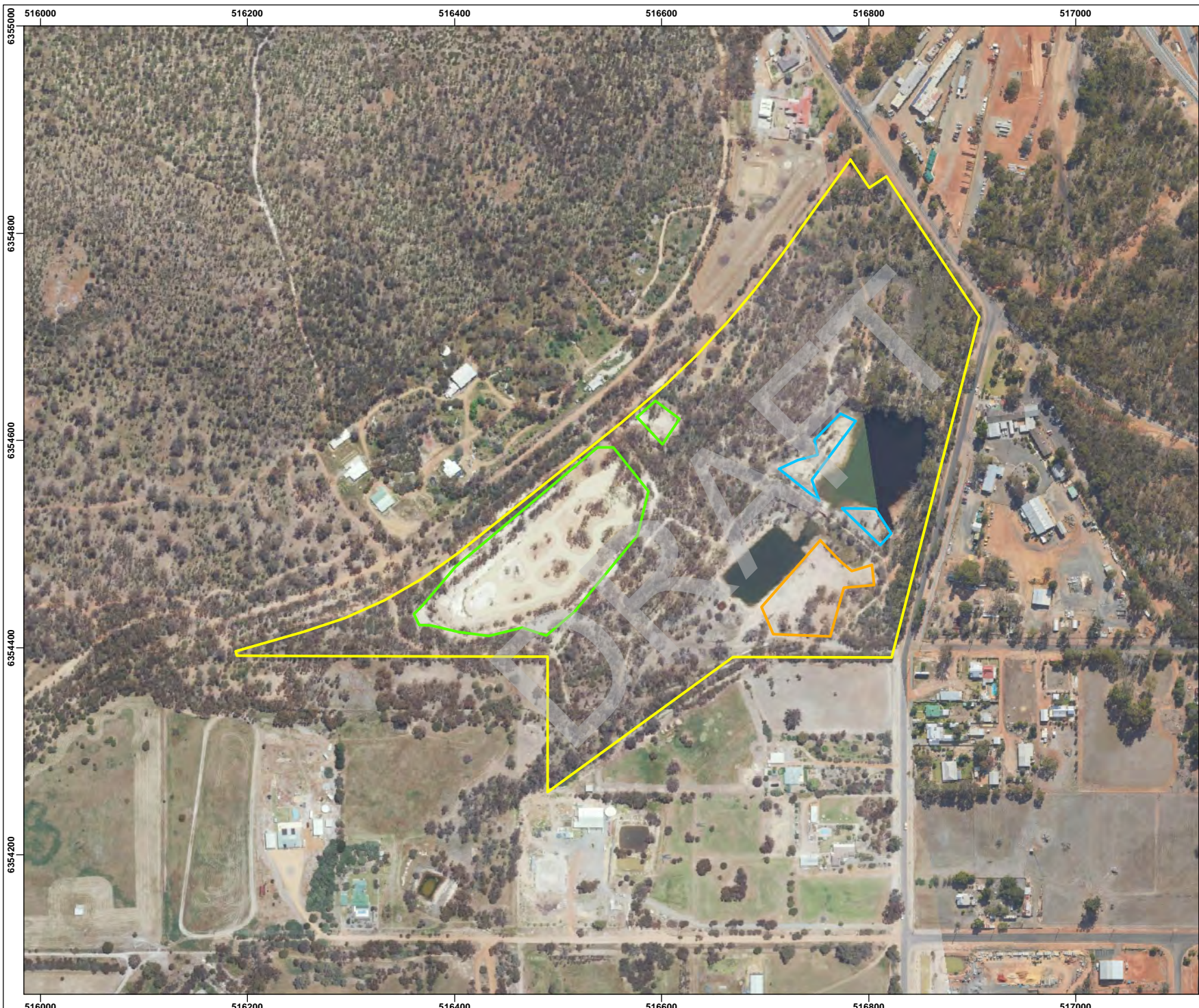


<b>PROJECT ID</b> 2617		<b>DATE</b> 2/05/2018	
<b>HORIZONTAL DATUM AND PROJECTION</b> GDA 1994 MGA Zone 50			
<b>CREATED</b> SL	<b>CHECKED</b> HT	<b>APPROVED</b> FJ	<b>REVISION</b> 0

**Shire of Narrogin**  
**Railway Dam Reserve**

**Railway Dam Reserve Management Plan**

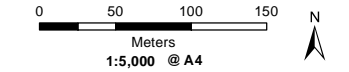
**Figure 3**  
**Drainage System**



- Legend**
- Site Boundary
  - Revegetation Area**
  - Archibald Park
  - Picnic Area
  - Dam Area

- NOTE THAT POSITION ERRORS CAN BE >5M IN SOME AREAS  
 - LOCALITY MAP SOURCED LANDGATE 2017  
 - AERIAL PHOTOGRAPHY SOURCED LANDGATE 2018  
 (© Western Australian Land Information Authority 2017)

**360** environmental  
 a 10 Bermondsey St, West Leederville, 6007 WA  
 t (08) 9388 8360  
 f (08) 9381 2360  
 www.360environmental.com.au



**LOCALITY MAP**



<b>PROJECT ID</b> 2617	<b>DATE</b> 2/05/2018
---------------------------	--------------------------

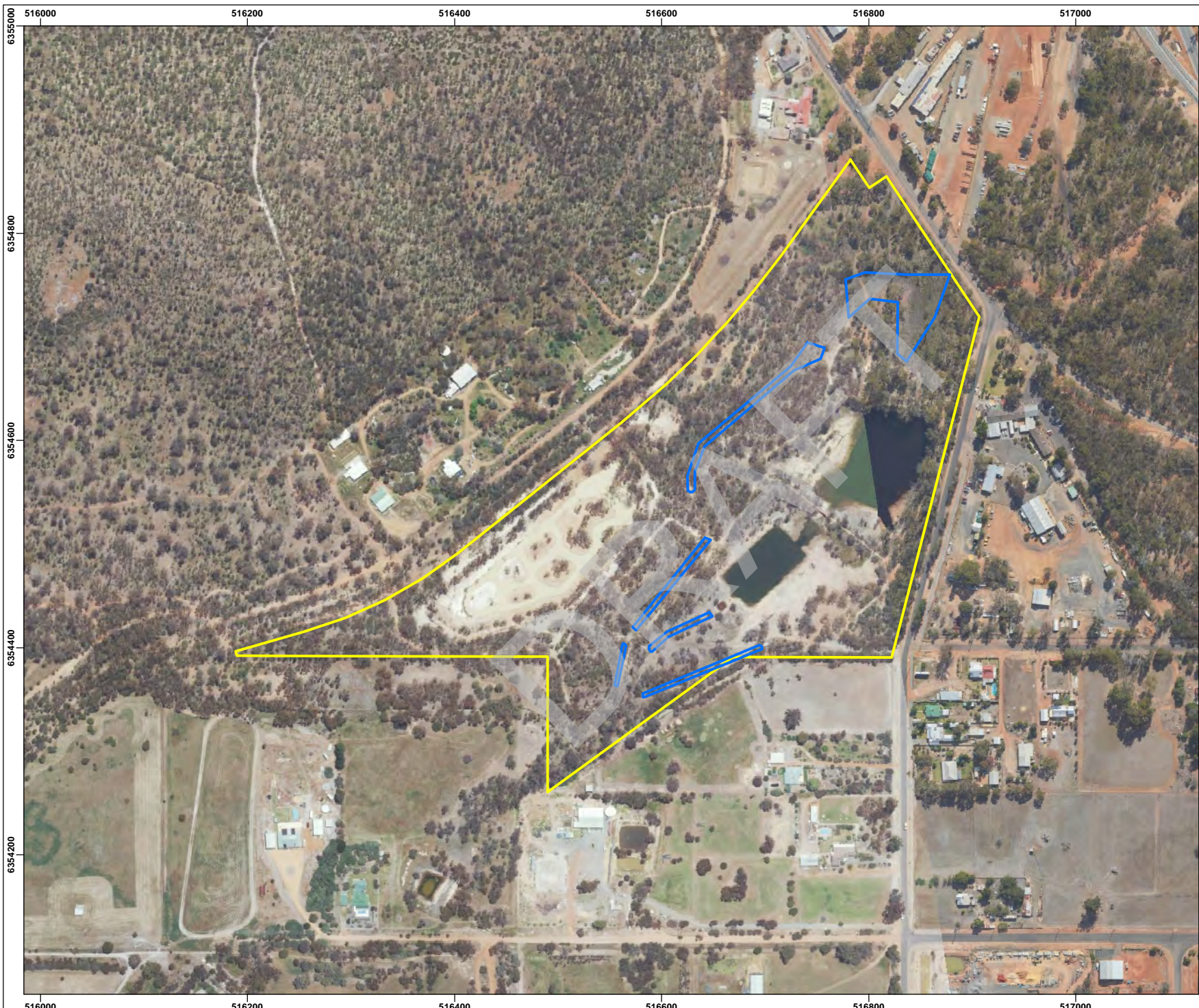
**HORIZONTAL DATUM AND PROJECTION**  
 GDA 1994 MGA Zone 50

<b>CREATED</b> SL	<b>CHECKED</b> HT	<b>APPROVED</b> FJ	<b>REVISION</b> 0
----------------------	----------------------	-----------------------	----------------------

**Shire of Narrogin**  
**Railway Dam Reserve**

**Railway Dam Reserve Management Plan**

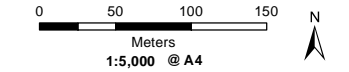
**Figure 4**  
**Priority Revegetation Areas**



- Legend**
- Site Boundary
  - Priority Weed Management Areas

- NOTE THAT POSITION ERRORS CAN BE >5M IN SOME AREAS  
 - LOCALITY MAP SOURCED LANDGATE 2017  
 - AERIAL PHOTOGRAPHY SOURCED LANDGATE 2018  
 (© Western Australian Land Information Authority 2017)

**360**  
 environmental  
 a 10 Bermondsey St, West Leederville, 6007 WA  
 t (08) 9388 8360  
 f (08) 9381 2360  
 www.360environmental.com.au



**LOCALITY MAP**



<b>PROJECT ID</b> 2617	<b>DATE</b> 2/05/2018
---------------------------	--------------------------

**HORIZONTAL DATUM AND PROJECTION**  
 GDA 1994 MGA Zone 50

<b>CREATED</b> SL	<b>CHECKED</b> HT	<b>APPROVED</b> FJ	<b>REVISION</b> 0
----------------------	----------------------	-----------------------	----------------------

**Shire of Narrogin**  
**Railway Dam Reserve**

**Railway Dam Reserve Management Plan**

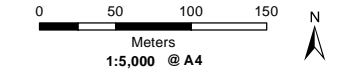
**Figure 5**  
**Weed Priority Areas**



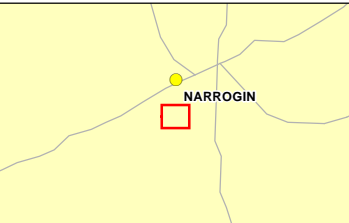
- Legend**
- Site Boundary
  - ▲ Access Gate
  - Potential Firebreaks

- NOTE THAT POSITION ERRORS CAN BE >5M IN SOME AREAS  
 - LOCALITY MAP SOURCED LANDGATE 2017  
 - AERIAL PHOTOGRAPHY SOURCED LANDGATE 2018  
 (© Western Australian Land Information Authority 2017)

**360**  
 environmental  
 a 10 Bermondsey St, West Leederville, 6007 WA  
 t (08) 9388 8360  
 f (08) 9381 2360  
 www.360environmental.com.au



**LOCALITY MAP**



<b>PROJECT ID</b> 2617	<b>DATE</b> 2/05/2018
---------------------------	--------------------------

**HORIZONTAL DATUM AND PROJECTION**  
 GDA 1994 MGA Zone 50

CREATED	CHECKED	APPROVED	REVISION
SL	HT	FJ	0

**Shire of Narrogin  
 Railway Dam Reserve**

**Railway Dam Reserve Management  
 Plan**

**Figure 6  
 Bushfire Management**

DRAFT

## APPENDIX A

### Flora Species List



## 10.1.5 NARROGIN DISTRICT TOWNSCAPE COMMITTEE APPOINTMENTS AND RESIGNATIONS

<b>File Reference</b>	26.3.8
<b>Disclosure of Interest</b>	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
<b>Applicant</b>	Shire of Narrogin
<b>Previous Item Numbers</b>	Nil
<b>Date</b>	14 September 2018
<b>Author</b>	Loriann Bell – Administration Support Officer
<b>Authorising Officer</b>	Azhar Awang – Executive Manager Development and Regulatory Services
<b>Attachments</b>	Nil

### Summary

Council is requested to consider the nomination of Mr Peter White to the Narrogin District Townscape Committee as a Community Member at Large and the resignation of Mr Chris Bolton from the Committee as the Disability Services Representative.

### Background

At the Ordinary Council meeting held on 25 October 2016, it was resolved that the Narrogin District Townscape Committee should comprise of four Community Members at Large, with one representative each from the Disability Services Sector and the Indigenous Community.

The Narrogin District Townscape Committee, at its meeting held on 20 April 2017, recommended that Mr White receive an invitation from the Shire to accept a position on the Committee as a Community Member at Large.

Mr White has extensive knowledge and experience in matters relating to tree species and recommended locations for their planting and management. Mr White has served as a committee member on the former Town of Narrogin's Townscape Committee and has submitted to the Shire documented information relating to street trees.

Mr White was a co-author of the 2010 Street Tree Planning: Selections and Recommendations, which were reviewed by H+H Architects and incorporated into the 2016 Townscape Study Review. The 2010 document was recently incorporated into the Shire of Narrogin's Street Tree Policy as an attachment, together with updated recommendations based on a recent review of some of the earlier recommendations, undertaken by Mr White.

### Comment

Following the recent resignation (5 September 2018) of the Disability Services Sector Representative, Mr Chris Bolton and the departure in 2017 by the Indigenous Community Representative, Mr Andrew Ninyett, Mr White's appointment to the Committee as a Community Member at Large will leave three vacant positions;

- Community Member at Large
- Disability Services Sector Representative
- Indigenous Community Representative

Advertising for nominees for these three positions will commence immediately.

### Consultation

Discussion regarding this matter has been undertaken with the Narrogin District Townscape Committee.

### Statutory Environment

Local Government Act 1995, Section 5.8 – 5.18 Committees and meetings.

Local Government (Administration) Regulations 1996 Regulations 4 to 14 – Committees and Committee meetings.

### Policy Implications

Nil

### Financial Implications

There are no known meaningful financial implications relative to this matter in excess of officer time and minor administrative cost.

### Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	2. Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.4 Cultural and heritage diversity is recognised
Strategy:	2.4.1 Maintain and enhance heritage assets
Strategy:	2.4.2 Support our Narrogin cultural and indigenous community
Objective	3. Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.4 A well maintained built environment
Strategy:	3.4.1 Improve and maintain built environment
Objective	4. Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.1 An efficient and effective organisation
Strategy:	4.1.1 Continually improve operational efficiencies and provide effective services
Strategy:	4.1.2 Continue to enhance communication and transparency

### Voting Requirements

Absolute Majority

## **OFFICERS' RECOMMENDATION**

That with respect to representation on the Narrogin District Townscape Committee, Council:

1. Appoint Mr White to the Narrogin District Townscape Committee as a Community Member at Large.
2. Approve a public advertisement calling for expressions of interest for the vacant positions:
  - a) Community Member at Large (x1 position);
  - b) Disability Services Sector Representative (x1 position); and
  - c) Indigenous Community Representative (x1 position).

## 10.1.5 NARROGIN DISTRICT TOWNSCAPE COMMITTEE TERMS OF REFERENCE – AMENDMENT

<b>File Reference</b>	26.3.8
<b>Disclosure of Interest</b>	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
<b>Applicant</b>	Shire of Narrogin
<b>Previous Item Numbers</b>	Item number 10.3.108, 25 October 2017, Res. 1017.124
<b>Date</b>	12 September 2018
<b>Author</b>	Loriann Bell – Administration Support Officer
<b>Authorising Officer</b>	Azhar Awang – Executive Manager Development and Regulatory Services
<b>Attachments</b>	
1. Narrogin District Townscape Committee Terms of Reference (Draft)	

### Summary

Council is requested to consider endorsing the amended Narrogin District Townscape Committee Terms of Reference to record the change of title for the Senior Officer responsible from the Manager Leisure and Culture, to the Executive Manager Development and Regulatory Services.

### Background

On 8 July 2014 Council endorsed the Terms of Reference for the former Narrogin Townscape Advisory Committee. It was recorded that the Senior Officer responsible was the Director of Technical and Environment Services and the Manager of Leisure and Culture was the Initial contact person.

Following the merger of the Town of Narrogin and the Shire of Narrogin in July 2016, the former Narrogin Townscape Advisory Committee was revoked and replaced with the Narrogin District Townscape Committee.

At the Ordinary Council meeting held on 25 October 2016, the Terms of Reference and the Standard conditions for establishment of Council Committees was endorsed by Council and the appointments to the Narrogin District Townscape Committee for the period of 25 October 2016 – October 2017 was resolved as follows:

Composition resolved by Council	<i>No.</i>
Nomination of	
Elected members, including ex-officio	2
Employees, including ex-officio	0
Other persons – Community	
• at large	2
• Indigenous representative	2
• Expertise in disability or aged sectors	2
Highbury District Community Council	1
Narrogin Chamber of Commerce	1
Arts Narrogin	1

Total Membership	9	
Quorum	5	No additional criteria

Administrative support for the Narrogin District Townscape Committee recorded the Manager Leisure and Culture as the Senior Officer responsible, and the Administration Support Officer as the initial contact person.

On 25 October 2017, Council, at its Ordinary Meeting, endorsed the composition as follows for the period 25 October 2017 – October 2019 recording the Elected Member nominations below and a note that Council may expand the Committee to include two Community at large representatives;

Committee	Members	Deputy/s
Narrogin District Townscape Committee	Cr Clive Bartron	Cr Murray Fisher
	Cr Geoff Ballard	Cr Brian Seale
	Community (Indigenous representative) Mr Andrew Ninyett	n/a
	Community (disabled/aged expertise) Mr Chris Bolton	
	Highbury District Community Council President or delegate	
	Narrogin Chamber of Commerce Chairperson or delegate	
	Arts Narrogin Chair or delegate	

*\*Note Townscape Committee may be expanded by Council in time, to include 2 Community at large representatives.*

Administrative support for the Narrogin District Townscape Committee remained unchanged and recorded the Manager of Leisure and Culture as the Senior Officer responsible, and the Administration Support Officer as the initial contact person.

### Comment

Staff appointments to the Committee are role specific, and the Senior Officer has responsibility for the Committee, overseeing its general operation in accordance with the standard conditions or specific variation as authorised by Council, and ensuring the Committee's minutes are presented to Council. The initial contact provides support for the Committee at the direction of the Senior Officer.

At the Narrogin District Townscape Committee meeting held on 17 May 2018, the Committee supported the recommendation to change the Terms of Reference to record the change of title of Senior Officer Responsible from the Manager Leisure and Culture, to the Executive Manager Development and Regulatory Services.

### Consultation

The matter has been discussed and considered by:

- Mr Dale Stewart – Chief Executive Officer
- Mr Azhar Awang – Executive Manager Development and Regulatory Services
- Mr Niel Mitchell – Governance Consultant

- Narrogin District Townscape Committee

## Statutory Environment

Local Government Act 1995, Section 5.8 – 5.18 Committees and their meetings

Local Government (Administration) Regulations 1996 Regulations 4 to 14 – Committees and Committee meetings

## Policy Implications

Nil

## Financial Implications

There are no know meaningful financial implications relative to this matter in excess of officer time and minor administrative cost.

## Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	4. Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.1 An efficient and effective organisation
Strategy:	4.1.1 Continually improve operational efficiencies and provide effective services
Strategy:	4.1.2 Continue to enhance communication and transparency

## Voting Requirements

Simple Majority

### **OFFICERS' RECOMMENDATION**

That with respect to the Narrogin District Townscape Committee Terms of Reference, Council endorse the change of title for the Senior Officer Responsible from, the Manager Leisure and Culture, to the Executive Manager Development and Regulatory Services.

# DRAFT Revision

## 1.5 Narrogin District Townscape Committee

**Statutory context** Appendix 1 – Standard conditions for establishment of Council Committees

**Council context** Appendix 1 – Standard conditions for establishment of Council Committees

**History** Established 25 October 2016  
Amended \_\_\_\_\_

### Establishment

**Objectives** To consider and recommend to Council proposals to improve the physical infrastructure of the Narrogin and Highbury townsites, and throughout the district with a specific focus on –

- aesthetic presentation of the area,
- access and facilities for elderly and people with disabilities,
- designing out crime or anti-social behaviours.

### Membership

Composition resolved by Council		
Nomination of	No.	
Elected members, including ex-officio	2	
Employees, including ex-officio	0	
Other persons – Community <ul style="list-style-type: none"> <li>o at large</li> </ul>	4	Specific interest to be sought – <ul style="list-style-type: none"> <li>o Indigenous representative (1)</li> <li>o Expertise in disability or aged sectors (1)</li> </ul>
- Highbury District Community Council	1	
- Narrogin Chamber of Commerce	1	
- Arts Narrogin	1	
<b>Total Membership</b>	<b>9</b>	
<b>Quorum</b>	<b>5</b>	Quorum reduced to 4 if one or more vacancies exist in Committee membership, for the period of any vacancy only.

**Meetings** Appendix 1 – Standard conditions for establishment of Council Committees

### Administrative Support

Senior Officer responsible	Executive Manager Development and Regulatory Services
Initial contact person	Administration Support Officer, Development & Regulatory Services



## Role and Scope of Committee

1. To consider the physical infrastructure of the townsites and district, and make recommendations to Council in relation to –
  - Townscape
  - Disability and aged access to, and movement in, public facilities and places
  - Roadwise (infrastructure design matters)
2. To provide advice and expertise on urban design, architecture, landscape design, sustainability and heritage in relation to proposals referred to the Committee for consideration.
3. To be aware of and raise awareness of the structural barriers impacting on the lives and opportunities available to people with a disability.
4. To advise Council on proposals referred to the Committee concerning the impact on the character of the precinct, including its impact upon heritage structures, significant natural features and landmarks including, but not limited to –
  - a) The quality of architectural design including its relationship to the adjoining development;
  - b) The relationship with and impact on the broader public realm and streetscape;
5. To inform and advise Council on the concepts implicit in the heritage of the area and to encourage the use of such concepts and ideas which contribute to sustainable development of the towns and district.
6. To provide a further avenue of communication and consultation between Council and the community.
7. To ensure that the social and economic strategic direction of the area is supported by a flexible and relevant program.
8. To promote issues within the wider community with due consideration and respect for the physical environment of the town and the needs and views of all members of the community.
9. To promote and maintain a CBD area which is recognised as an attractive and functional focus of the town.
10. To enhance the living and working lives of the community through the provision of safe, comfortable, environmentally sustainable and aesthetically pleasing public open spaces, and streets throughout the town.
11. To ensure that issues are given due consideration and value by Council in all its planning, design, implementation and maintenance of the built and natural environment.

– End of TOR

## Notes

Local Government Act 1995 s.5.15 – Council may reduce quorum if there would not otherwise be a quorum –

- Regardless of number vacancies, quorum cannot be reduced to less than 4 without specific Council approval.

## 10.1.6 2018/2019 COMMUNITY CHEST APPLICATIONS

<b>File Reference</b>	15.1.1
<b>Disclosure of Interest</b>	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
<b>Applicant</b>	Shire of Narrogin
<b>Previous Item Numbers</b>	Nil
<b>Date</b>	7 September 2018
<b>Author</b>	Loriann Bell – Administration Support Officer
<b>Authorising Officer</b>	Azhar Awang – Executive Manager Development and Regulatory Services
<b>Attachments</b>	
1. 2018/2019 Community Chest applications	

### Summary

Council is requested to consider the applications received for the 2018/2019 Community Chest.

### Community Chest Applications

	Amount requested (\$)	Amount Recommended by Officer (\$)	Reference Group Recommendation (\$)
Total In-kind	0		
Cash:			
Narrogin Toy Library Inc	1,000.00	1,000.00	1,000.00
Narrogin Community Support Association Inc	2,500.00	2,500.00	0
Narrogin Art Group Inc	1,843.00	1,843.00	1,843.00
Narrogin Junior Basketball Association Inc	2,500.00	2,500.00	2,500.00
Narrogin Croquet Club Inc	3,573.88	0	0
PCYC Narrogin Blue Light Inc	2,500.00	2,500.00	2,500.00
Narrogin Speedway Inc	2,500.00	2,500.00	2,500.00
Dryandra Archery Club Inc	2,500.00	2,500.00	2,500.00
Narrogin Little Athletics Club Inc	2,500.00	2,500.00	2,500.00
<b>2018/2019 Budget</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>25,000.00</b>
<b>Total cash requested/recommended</b>	<b>21,416.88</b>	<b>17,843.00</b>	<b>15,343.00</b>
<b>Late acquittal of 2017/2018 grant</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>2,500.00</b>
<b>Total</b>	<b>23,916.88</b>	<b>20,343.00</b>	<b>17,843.00</b>
<b>Balance</b>	<b>1,083.12</b>	<b>4,657.00</b>	<b>7,157.00</b>

## **Background**

Nine applications requesting cash totalling \$21,416.88 were received for the 2018/2019 Community Chest for a range of projects including equipment and facility upgrades, and coaching clinics for young athletes. There were no requests received for in-kind support.

## **Comment**

The 2018/2019 Budget was adopted by Council at the Ordinary Meeting held on 25 July 2018 with an allocation of \$25,000 to the Community Chest. The 2017/2018 Community Chest grant provided to Narrogin Gymnastics Club was not carried over to the new budget. It therefore needs to be drawn from the 2018/2019 budget, leaving an available balance in the 2018/2019 budget of \$22,500 for eligible community groups.

The Community Chest Reference Group met on 6 September 2018 and reviewed the nine applications received and made the following assessment and recommendations;

<b>Applicant</b>	<b>Project Summary</b>	<b>Total project cost (\$)</b>	<b>Amount requested (\$)</b>	<b>Amount supported (\$)</b>	<b>Recommendation</b>
Narrogin Toy Library Inc	The Toys for Tikes project will purchase new toys for the library. Many of the older toys are suffering from wear and tear; pieces are missing or broken or have just lost their appeal to a new generation of children.		1,000.00	1,000.00	That in relation to the Narrogin Toy Library Inc application for \$1,000 from the 2018/2019 Community Chest for the Toys for Tikes program to purchase new toys and packaging boxes, the Community Chest Reference Group support the application.
Narrogin Community Support Association Inc	Repairs and maintenance to their offices; replace ceilings, re-painting of the internal offices and upgrade the lighting in the offices.	6,958.50	2,500.00	0	That in relation to the Narrogin Community Support Association Inc application for \$2,500 from the 2018/2019 Community Chest, the Community Chest Reference Group recommend:  That the Shire of Narrogin consider to undertake repairs to the value of \$9,000 in the 2019/2020 Building Maintenance Budget to replace and paint the ceilings and install insulation repaint the interior offices, and upgrade the interior office lighting.
Narrogin Art Group Inc	The Narrogin Art Group Inc are seeking \$2,500 from the Community Chest to purchase a quantity of swivel chairs , construct and install handrails for the pottery room and patio steps and purchase a photocopier for their craft rooms.	1,843.00	1,843.00	1,843.00	That in relation to the Narrogin Art Group Inc application for \$1,843 from the 2018/2019 Community Chest, the Community Chest Reference Group support the application to;  <ul style="list-style-type: none"> <li>• purchase a quantity of swivel chairs;</li> <li>• construct and install handrails for the pottery room and patio steps; and</li> <li>• purchase a photocopier for their craft rooms.</li> </ul>
Narrogin Junior Basketball Association Inc	The Narrogin Junior Basketball Association Inc wishes to hold a two day academy to provide eighty children aged 8 – 18 years with an opportunity to increase their skills and confidence in the lead up to the State and Country Championships scheduled to take place in the 2018/2019 season.	2,500.00	2,500.00	2,500.00	That in relation to the Narrogin Junior Basketball Association Inc application for \$2,500 from the 2018/2019 Community Chest, the Community Chest Reference Group support the application to cover the cost of professional coaches to travel from Perth to facilitate a two day coaching academy.

<b>Applicant</b>	<b>Project Summary</b>	<b>Total project cost (\$)</b>	<b>Amount requested (\$)</b>	<b>Amount supported (\$)</b>	<b>Recommendation</b>
Narrogin Croquet Club Inc	The Narrogin Croquet Club Inc are proposing to replace a wall containing asbestos which is located between the clubroom and the recently completed covered outdoor area and install a wider doorway to facilitate wheelchair access between the two areas.	3,573.88	3,573.88	0	That in relation to the Narrogin Croquet Club Inc application for \$3,573.88 from the 2018/2019 Community Chest:  The Community Chest Reference Group do not support the application because the Group received Community Chest funds in the 2017/2018 financial year.  The Shire of Narrogin investigate the occurrence of asbestos contained within the building at Lot 1561 Clayton Road and consider the relative priority of asbestos removal in context to all Shire of Narrogin buildings in the 2019/2020 draft budget
PCYC Narrogin Blue Light Inc	PCYC Narrogin Blue Light are seeking \$2,500 to host a Laser Tag Youth Day in the school holidays in February 2019. To cover the cost to hire the laser tag equipment.	2,500.00	2,500.00	2,500.00	That in relation to the PCYC Narrogin Blue Light 2018/2019 Community Chest application, the Community Chest Reference Group support the request for \$2,500 to host a Laser Tag Youth Day, subject to confirmation of receipt of the organisation having a certificate of incorporation
Narrogin Speedway Club Inc	Narrogin Speedway Club Inc are seeking \$2,500 to purchase a new printer.	3,300.00	2,500.00	2,500.00	That in relation to the Narrogin Speedway Club Inc 2018/2019 Community Chest application, the Community Chest Reference Group support the request for \$2,500 to purchase a new photocopier/printer.
Dryandra Archery Club Inc	The Dryandra Archery Club are seeking \$2,500 to out-fit the clubs equipment trailer	5,500.00	2,500.0	2,500.00	That in relation to the Dryandra Archery Club Inc 2018/2019 Community Chest application, the Community Chest Reference Group support the request for \$2,500 to renovate /out-fit the trailer subject to the provision of an approved budget.
Narrogin Districts Little Athletics Club Inc	The Community Chest funds will be used to cover the travel and accommodation costs for two athletics coaches and catering for participants at the event.	2,500.00	2,500.00	2,500.00	That in relation to the Narrogin Districts Little Athletics Club Inc 2018/2019 Community Chest application, the Community Chest Reference Group support the request for \$2,500 to host an athletics clinic.
<b>TOTAL</b>				<b>15,343.00</b>	

## Consultation

Community Chest Reference Group

## Statutory Environment

Nil

## Policy Implications

Nil

## Financial Implications

The expenditure is wholly contained in the budget, with an allocation of \$25,000 for Community Chest applications (General Ledger 2110810- Community Chest).

## Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	2. Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.3 Existing strong community spirit and pride is fostered, promoted & encouraged
Strategy:	2.3.1 Develop and activate Sport and Recreation Master Plan
Strategy:	2.3.2 Engage and support community groups and volunteers
Strategy:	2.3.3 Facilitate and support community events
Strategy:	2.3.4 Provide improved community facilities (eg library/recreation)
Strategy:	2.3.5 Encourage and support continued development of arts and culture
Outcome:	1.2 Increased Tourism
Strategy:	1.2.1 Promote, develop tourism and maintain local attractions

## Voting Requirements

Simple Majority

### OFFICERS' RECOMMENDATION

That with respect to the 2018/2019 Community Chest applications from eligible community groups, Council:

1. Endorse the received applications totalling \$15,343 for the eligible groups:

- Narrogin Toy Library Inc \$1,000
- Narrogin Art Group Inc \$1,843
- Narrogin Junior Basketball Association Inc \$2,500
- PCYC Narrogin Blue Light \$2,500
- Narrogin Speedway Inc \$2,500
- Dryandra Archery Club Inc \$2,500
- Narrogin Little Athletics Club Inc \$2,500

2. Note the carryover acquittal of the Narrogin Gymnastics Club of \$2,500.

3. In relation to the Narrogin Community Support Association Inc application for \$2,500, the Council consider undertaking repairs to the value of \$9,000 in the 2019/2020

Building Maintenance Budget to replace and paint the ceilings and install insulation, and upgrade the interior office lighting.

4. Not support the application for the Narrogin Croquet Club Inc because the Group received Community Chest funds in the 2017/2018 financial year, however the Chief Executive Officer be requested to investigate the occurrence of asbestos contained within the building at Lot 1561 Clayton Road and consider the relative priority of asbestos removal in context to all Shire of Narrogin buildings in the 2019/2020 Draft Budget.
5. Recommend that a second round of Community Chest funds be advertised in March 2019 to allocate the remaining \$7,157.

**Application Details**

**1. NAME OF ORGANISATION**

Narrogin Toy Library

**Contact Person**

Maria Lee

**Address**

43 Sydney Hall Way, Narrogin WA 6312

**Position**

Treasurer

**Phone**

**Mobile**

0478 644 955

**Email**

MARIAL@WN.COM.AU

**Organisation's ABN**

57 029 537 730

**Registered for GST? (please circle)**

Yes	No
-----	----

**Is your organisation incorporated?**

**(If yes, please provide a copy of Certificate of Incorporation)**

Yes	No
-----	----

**2. HAS YOUR ORGANISATION PREVIOUSLY RECEIVED COMMUNITY CHEST FUNDING? (please circle)**

Yes	No
-----	----

**If yes, please describe the project and the amount of Community Chest funds received**




**3. NAME OF PROPOSED PROJECT OR EVENT:**

Toys for Tikes

**Estimated Start Date**

1 July 2018

**Estimated Completion Date**

30 June 2019

**Requested Community Chest Funds or in-kind support**

\$1000.00

**Do you require the Community Chest funds prior to your proposed event /activity**

Yes

No

**4 BRIEF DESCRIPTION OF PROJECT / EVENT (MAXIMUM OF 100 WORDS)**

The project seeks to purchase new toys and packaging boxes where required for children to focus on developing their skills. NTL would like to purchase toys that contribute in children developing cognitions, communication and physical skills and enhancing their social interaction and sensory awareness.

The Toys for Tikes project seeks to purchase new toys for the library. Many of the older toys are suffering from wear and tear; pieces are missing or broken or have just lost their appeal to a new generation of children.

**5. WHAT WILL THE COMMUNITY CHEST FUNDS PURCHASE?**

1. New toys which stimulate sight, touch, taste, smell and hearing to assist in initial brain development for 0 - 8 year olds.
2. New signage to be placed outside the Narrogin Toy Library with the Shire of Narrogin logo.
3. Equipment and packaging for storage and maintenance of toys.

**6. HOW WILL YOUR PROJECT / EVENT BENEFIT THE NARROGIN COMMUNITY?**

The aim of the project is to enrich daily play environments by providing a wide range of toys and educational games for children and families to discover and enjoy within their home environment. NTL provides an affordable, quality toy-borrowing service to families with children 0-8 years in Narrogin and surrounding communities.

Narrogin Toy Library currently has 21 family memberships, many families with more than one child borrowing toys. These members represent diverse cultural and social backgrounds.

NTL is a great community builder. Children learn about sharing toys, taking toys back and borrowing new toys.

In our current 'throw away' society, NTL promotes sustainability. Instead of having lots of cheap toys at home that breaks after little use and ends up at the tip NTL provides quality toys.

**7. HOW WILL THE PROJECT/EVENT BE ADVERTISED AND PROMOTED?**

NTL has a Facebook page, any successful funding applications will be acknowledged on this page. Regular photos are put up of the toys in use by our children.

The purchase of new toys would also be an opportunity for NTL to attract new members for this Narrogin community group.

NTL welcomes any photo opportunities with the CEO or mayor and newspaper articles.

**8. ACKNOWLEDGEMENT OF SHIRE OF NARROGIN SPONSORSHIP**

*It is a requirement of funding approval that the words "Sponsored by the Shire of Narrogin" and the Shire's logo be displayed at your project/event.*

Please circle below the ways you will be able to acknowledge Shire of Narrogin sponsorship:

- Display Shire of Narrogin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers.
- Display the Shire of Narrogin flag or banner at your event if possible. (Available upon request from Administration Support Officer)
- Verbal announcements at event.
- Other

This funding application includes the purchase of new signage for NTL, if funding is approved NTL would welcome the Shire of Narrogin's logo on our new sign.

NTL has a Facebook page, any successful funding applications would be advertised on our page with acknowledgement of the funding provider.

## BUDGET ESTIMATES

### Name of Organisation

Narrogin Toy Library

### Name of Project

Toys for Tikes

INCOME	\$	EXPENDITURE	\$
*Total of Community Chest Funds requested in cash	1000.00	Materials	
*Total of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).		Hire of equipment:	
Applicant's cash contribution	500.00	Venue hire	
Sponsorship		Advertising	
Donations in cash		Catering costs	
Other grants		Entertainment	
Catering sales		Office/administration	
Fees and charges e.g. stalls		Labour	
Gate / door entry fees			
Other income (please list)		Other expenditure (please list)	
		new toys	1000.00
		signage	200.00
		packaging & equipment	300.00
<b>TOTAL *INCOME</b>	<b>1500.00</b>	<b>TOTAL *EXPENDITURE</b>	<b>1500.00</b>

*\*Income and \*Expenditure amounts must be equal*

*\*The total cash and in-kind request cannot be greater than \$2,500.*

**9. IN-KIND CONTRIBUTIONS:**

Please calculate and list below the value of any in-kind contributions however do not include in the budget above; (e.g. volunteer or donated labour, materials etc.)

*\*Volunteer and donated labour is calculated at \$25 per hour per person\**

Contributions	Estimated value \$
Volunteer and donated labour	
- grant application, financials and acquittal (4 hours)	100.00
- selecting and purchasing toys & signage (24 hours)	600.00
- packaging and cataloging new toys (64 hours)	1600.00
Total In-kind	2300.00 \$

**10. FUNDING CONDITIONS**

1. The grant funds will be expended on the agreed project only.
2. The Shire of Narrogin's support of the project will be acknowledged in any advertising or promotional activities related to the project.
3. Two invitations will be sent to the Shire of Narrogin for your event or project.
4. The project will conform to all relevant Bylaws and Acts in force at the time.
5. Any unexpended grant funds will be returned to the Shire of Narrogin.
6. The funds must be expended and acquitted within the financial year of receiving the grant.
7. Invoices and receipts for the expenditure of the Community Chest funds must be provided to the Shire together with a brief report on your event or project which includes copies of any advertisements, posters, programs or newspaper coverage.

***Please ensure you have read the above Funding Conditions before signing below***

Our organisation (*insert name below*)

Narrogin Toy Library

agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit this application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.

**Print Name**

Maria Lee

**Position**

Treasurer

**Signature**

**Date**

1 August 2018



# Australian Business Register

Australian business number(ABN) : **57 029 537 730**

Entity name : **NARROGIN TOY LIBRARY INCORPORATED**

Trading Name : **not applicable**  
(See reverse for additional trading names.)

ABN Status : **Registered**

ABN Registration Date : **15 October 2009**

Postal Address : **PO BOX 379  
NARROGIN WA 6312**

Business Address : **NARROGIN LEISURE CENTRE  
50 CLAYTON ROAD  
NARROGIN WA 6312**

Type of Entity : **Incorporated Entity**

Industry Code (ANZSIC) : **66390**

Trustee Name : **not applicable**  
(See reverse for additional trustee names.)

Application Details

1. NAME OF ORGANISATION

NARROLIN Community Support Association (INC)

Contact Person

GERALD SAUNDERS

Address

PO BOX 28 NARROLIN 6312

Position

CHAIRPERSON

Phone

98 811 363

Mobile

0427 811 927

Email

ngn@incoun@westnet.com.au

Organisation's ABN

29 208452753

Registered for GST? (please circle)

Yes No

Is your organisation incorporated?

(If yes, please provide a copy of Certificate of Incorporation)

Yes No

2. HAS YOUR ORGANISATION PREVIOUSLY RECEIVED COMMUNITY CHEST FUNDING? (please circle)

Yes No

If yes, please describe the project and the amount of Community Chest funds received


3. NAME OF PROPOSED PROJECT OR EVENT:

Estimated Start Date

Estimated Completion Date

Requested Community Chest Funds or in-kind support

\$ 2500 - 00

Do you require the Community Chest funds prior to your proposed event /activity

<input checked="" type="radio"/> Yes	<input type="radio"/> No
--------------------------------------	--------------------------

4. BRIEF DESCRIPTION OF PROJECT / EVENT (MAXIMUM OF 100 WORDS)

NARROBIN Community Support Association (INC) has been providing a valued community financial counselling service for twenty plus years in the same building which is requiring repairs, office coking, installing brighter lighting in all areas, and painting throughout will improve working condition. The REFURBISHMENT will provide a welcoming facility for staff & clients.

5. WHAT WILL THE COMMUNITY CHEST FUNDS PURCHASE?

- 1) Purchase materials for repair of ceilings
- 2) Purchase paint
- 3) Secure tradesperson to carry out tasks

6. HOW WILL YOUR PROJECT / EVENT BENEFIT THE NARROGIN COMMUNITY?

7. HOW WILL THE PROJECT/EVENT BE ADVERTISED AND PROMOTED?

Acknowledgment of contribution from Narrogin Shire will be displayed by placing flyer in window and on notice board in waiting room.

8. ACKNOWLEDGEMENT OF SHIRE OF NARROGIN SPONSORSHIP

*It is a requirement of funding approval that the words "Sponsored by the Shire of Narrogin" and the Shire's logo be displayed at your project/event.*

Please circle below the ways you will be able to acknowledge Shire of Narrogin sponsorship:

- Display Shire of Narrogin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers.
- Display the Shire of Narrogin flag or banner at your event if possible. (Available upon request from Administration Support Officer)
- Verbal announcements at event.
- Other



## BUDGET ESTIMATES

Name of Organisation

Narrogin Community Support Association

Name of Project

Repairs & Maintenance to office

INCOME	\$	EXPENDITURE	\$
*Total of Community Chest Funds requested in cash	2,500	Materials	
*Total of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).		Hire of equipment:	
Applicant's cash contribution		Venue hire	
Sponsorship		Advertising	
Donations in cash		Catering costs	
Other grants		Entertainment	
Catering sales		Office/administration	
Fees and charges e.g. stalls		Labour	
Gate / door entry fees			
Other income (please list)		Other expenditure (please list)	
<b>TOTAL *INCOME</b>	<b>2,500</b>	<b>TOTAL *EXPENDITURE</b>	

*\*Income and \*Expenditure amounts must be equal*

*\*The total cash and in-kind request cannot be greater than \$2,500.*

**9. IN-KIND CONTRIBUTIONS:**

Please calculate and list below the value of any in-kind contributions however do not include in the budget above; (e.g. volunteer or donated labour, materials etc.)

*\*Volunteer and donated labour is calculated at \$25 per hour per person\**

Contributions	Estimated value \$
Total In-kind	\$

**10. FUNDING CONDITIONS**

1. The grant funds will be expended on the agreed project only.
2. The Shire of Narrogin's support of the project will be acknowledged in any advertising or promotional activities related to the project.
3. Two invitations will be sent to the Shire of Narrogin for your event or project.
4. The project will conform to all relevant Bylaws and Acts in force at the time.
5. Any unexpended grant funds will be returned to the Shire of Narrogin.
6. The funds must be expended and acquitted within the financial year of receiving the grant.
7. Invoices and receipts for the expenditure of the Community Chest funds must be provided to the Shire together with a brief report on your event or project which includes copies of any advertisements, posters, programs or newspaper coverage.

**Please ensure you have read the above Funding Conditions before signing below**

Our organisation (insert name below)

NARROGIN COMMUNITY SUPPORT ASSOCIATION (INC).

agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit this application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.

**Print Name**

GERALD SAUNDERS

**Position**

CHAIRPERSON

**Signature**



**Date**

27/8/2018



# QUOTE

Financial Counselling Services

**Date**  
29 Aug 2018

Roger Hall  
PO BOX 497

**Expiry**  
28 Oct 2018

NARROGIN WA 6312  
MOBILE: 0429811655

**Quote Number**  
QU-0592

**ABN**  
37 552 320 793

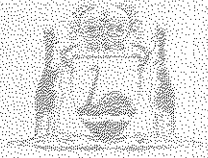
*wear & tear  
collapse*

## Ceilings

TO REMOVE DAMAGED CEILING & REPLACE WITH NEW GYPROCK. 1 COAT OF UNDERCOAT AND TWO COATS OF CEILING WHITE. INSULATION CAN BE ALSO INSTALLED. PLEASE NOTE ROOMS TO HAVE ALL FURNITURE REMOVED. WE HAVE AN ELECTRICIAN TO REMOVE AND REINSTALL THE LIGHTS AND CAMERA

Description	Quantity	Unit Price	GST	Amount AUD
<u>OFFICE 1</u>				
LABOUR	1.00	1,500.00	10%	1,500.00
GYPROCK	1.00	150.00	10%	150.00
CORNICE	1.00	90.00	10%	90.00
PAINT	1.00	120.00	10%	120.00
INSULATION	1.00	120.00	10%	120.00
ELECTRICIAN	1.00	100.00	10%	100.00
<u>WAITING ROOM</u>				
LABOUR	1.00	1,300.00	10%	1,300.00
GYPROCK	1.00	120.00	10%	120.00
CORNICE	1.00	70.00	10%	70.00
PAINT	1.00	110.00	10%	110.00
INSULATION	1.00	85.00	10%	85.00
ELECTRICIAN	1.00	150.00	10%	150.00
<u>OFFICE 2</u>				
LABOUR	1.00	1,800.00	10%	1,800.00

Description	Quantity	Unit Price	GST	Amount AUD
GYPROCK	1.00	170.00	10%	170.00
CORNICE	1.00	120.00	10%	120.00
INSULATION	1.00	150.00	10%	150.00
ELECTRICIAN	1.00	180.00	10%	180.00
			Subtotal	6,335.00
			TOTAL GST 10%	633.50
			<b>TOTAL AUD</b>	<b>6,968.50</b>



**WESTERN AUSTRALIA**

*Associations Incorporation Act 1987*  
(Section 18(6))

Registered No: A0822790V

**Certificate of Incorporation  
On Change of Name**

This is to certify that

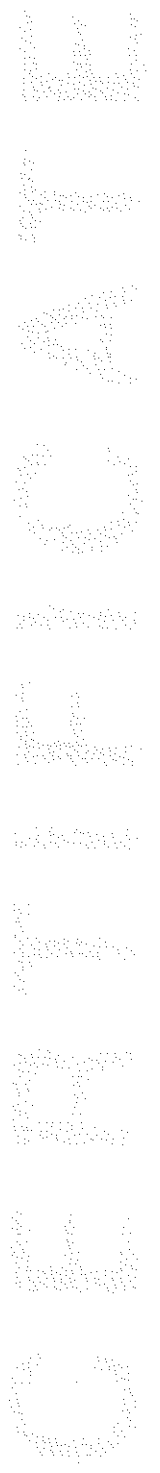
**NARROGIN YOUTH SUPPORT ASSOCIATION INC**

which was on the twenty sixth day of May 1987  
incorporated under the *Associations Incorporation Act 1987*  
changed its name to:

**NARROGIN COMMUNITY SUPPORT ASSOCIATION (INC)**

on this eighteenth day of June 2013

Commissioner for Consumer Protection



Application Details

1. NAME OF ORGANISATION

NARROGIN ART GROUP INC

Contact Person

LYN HENRY

Address

PO Box 227 NARROGIN 6312

Position

PRESIDENT & GRANTS OFFICER

Phone

98836717

Mobile

042 983 6 217

Email

lyngrah2@bigpond.com

Organisation's ABN

8524 1434 179

Registered for GST? (please circle)

Yes  No

Is your organisation incorporated?

(If yes, please provide a copy of Certificate of Incorporation)

Yes  No

2. HAS YOUR ORGANISATION PREVIOUSLY RECEIVED COMMUNITY CHEST FUNDING? (please circle)

Yes  No

If yes, please describe the project and the amount of Community Chest funds received

\$2,500 FOR TOPPING OUR DRIVES AND BACKYARD WITH SOME ROAD FILL TO ENABLE PARKING. Very good.

2010/2011

3. NAME OF PROPOSED PROJECT OR EVENT:

SECURITY RAILS FOR POTTERY ROOM AND PATIO STEPS.  
 SWIVEL CHAIRS FOR MAIN ROOM  
 PHOTOCOPIER FOR OFFICE + use by members

Estimated Start Date

AS SOON AS GRANT RECEIVED

Estimated Completion Date

Requested Community Chest Funds or in-kind support

NARROGIN BETTA Home - CHAIRS	- 924.00	
NARROGIN MEN'S SHED - SECURITY RAILS	501.00	
BEST OFFICE SYST. - PHOTOCOPIER	418.00	
		<u>TOTAL:</u>
		\$1843.00

Do you require the Community Chest funds prior to your proposed event/activity

Yes  No

4. BRIEF DESCRIPTION OF PROJECT / EVENT (MAXIMUM OF 100 WORDS)

we have a membership of 80 LADIES MAINLY FROM NQN who meet each week IN OUR HOUSE. SECURITY IS NECESSARY AND COMFORT IN SEATING. HENCE THE HAND RAILS AND FIRM CHAIRS. OFTEN PATTERNS OR RECIPES ARE NEEDED TO BE COPIED AS WELL AS AGENDAS ETC. WE OWN OUR ART HOUSE - 4 ELLIOT ST, NQN. AND ARE RESPONSIBLE FOR MAINTAINING AND CARING FOR IT.

5. WHAT WILL THE COMMUNITY CHEST FUNDS PURCHASE?

SECURITY HAND RAILS  
 6 FIRM SWIVEL CHAIRS  
 1 SMALL PHOTOCOPIER.

6. HOW WILL YOUR PROJECT / EVENT BENEFIT THE NARROGIN COMMUNITY?

OUR 50 MEMBERS WILL BE DELIGHTED. THE BIG MAJORITY ARE FROM NGN. AND OTHERS FROM OTHER AREAS EVERY LIS. OUR AVERAGE WOULD BE ABOUT 60+ EACH WEEK.

7. HOW WILL THE PROJECT/EVENT BE ADVERTISED AND PROMOTED?

Bi-monthly Newsletter to over 100 homes and by word of mouth amongst the group.

8. ACKNOWLEDGEMENT OF SHIRE OF NARROGIN SPONSORSHIP

*It is a requirement of funding approval that the words "Sponsored by the Shire of Narrogin" and the Shire's logo be displayed at your project/event.*

Please circle below the ways you will be able to acknowledge Shire of Narrogin sponsorship:

- Display Shire of Narrogin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers.
  - Display the Shire of Narrogin flag or banner at your event if possible. (Available upon request from Administration Support Officer)
- Verbal announcements at event.
  - Other

Bi monthly Newsletter - over 100 copies. To ALL members & interested parties.



## BUDGET ESTIMATES

Name of Organisation

NARROGIN ART GROUP INC

Name of Project

FURNISHINGS FOR OUR MEMBERS SECURITY.

INCOME	\$	EXPENDITURE	\$
*Total of Community Chest Funds requested in cash	1843.00	Materials	1843.00
*Total of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).		Hire of equipment:	
Applicant's cash contribution		Venue hire	
Sponsorship		Advertising	
Donations in cash		Catering costs	
Other grants		Entertainment	
Catering sales		Office/administration	
Fees and charges e.g. stalls		Labour	
Gate / door entry fees			
Other income (please list)		Other expenditure (please list)	
<b>TOTAL *INCOME</b>	<b>1843.00</b>	<b>TOTAL *EXPENDITURE</b>	<b>1843.00</b>

*\*Income and \*Expenditure amounts must be equal*

*\*The total cash and in-kind request cannot be greater than \$2,500.*

**9. IN-KIND CONTRIBUTIONS:**

Please calculate and list below the value of any in-kind contributions however do not include in the budget above; (e.g. volunteer or donated labour, materials etc.)

\*Volunteer and donated labour is calculated at \$25 per hour per person\*

Contributions	Estimated value \$
Collecting Quotes	25
MEASURING UP FOR RAILS &	50
LABOUR FOR RAILS	50.
ORGANIZING PICKING UP OF ITEMS	25
Total In-kind	150 \$

**10. FUNDING CONDITIONS**

1. The grant funds will be expended on the agreed project only.
2. The Shire of Narrogin's support of the project will be acknowledged in any advertising or promotional activities related to the project.
3. Two invitations will be sent to the Shire of Narrogin for your event or project.
4. The project will conform to all relevant Bylaws and Acts in force at the time.
5. Any unexpended grant funds will be returned to the Shire of Narrogin.
6. The funds must be expended and acquitted within the financial year of receiving the grant.
7. Invoices and receipts for the expenditure of the Community Chest funds must be provided to the Shire together with a brief report on your event or project which includes copies of any advertisements, posters, programs or newspaper coverage.

**Please ensure you have read the above Funding Conditions before signing below**

Our organisation (insert name below)

NARROGIN ART GROUP INC.

agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit this application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.

**Print Name**

MRS. LINDSAY H. HENDRY

**Position**

PRESIDENT + GRANTS OFFICER

**Signature**

LH Hendry

**Date**

3.9.18

**QUOTE**

Receipt #  
10070648

**TRANSACTION DETAILS**

<b>Register</b>	11	<b>Operator</b>	LAUREN
<b>Date</b>	23/08/2018 1:03 PM	<b>Page</b>	1 of 1
<b>Transaction</b>	10043285	<b>Location</b>	63123

**CUSTOMER**

NARROGIN ART GROUP  
4 ELLIOTT STREET

NARROGIN WA 6312

Phone 98836217  
Reference# ARTGROUP 1305551754  
lyngrah2@bigpond.com.au

**Narrogin Betta Home Living**  
**32-36 Fortune Street**  
**Narrogin WA 6312**

Phone: 08 9881 3455  
Fax: 08 9881 3656  
Email: narrogin@my.betta.com.au  
ABN: 20 009 453 301  
Like us on Facebook  
<http://www.facebook.com/BettaAU>  
Shop online at <http://www.betta.com.au>  
BSB: 066 522 \*\*\* PLEASE NOTE THE NEW BANK DETAILS \*\*\*  
Account No: 1014 9739

Item	Description	Qty	Unit Price	Line Price
1305553148	TYPIST OFFICE CHAIR MODEL YS08	6.0	\$149.00	\$894.00
27304	DELIVERY MODEL DELIVERY	1.0	\$30.00	\$30.00

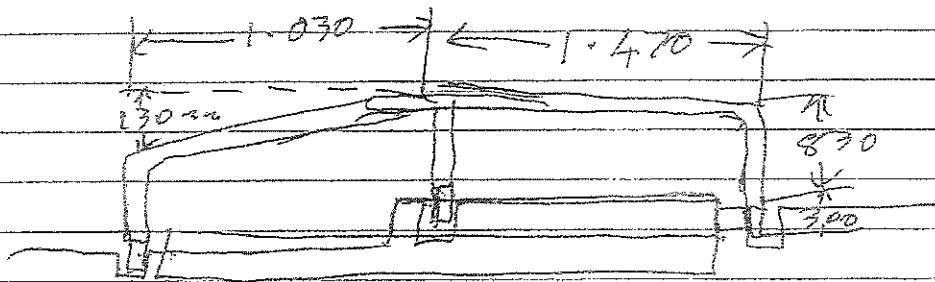
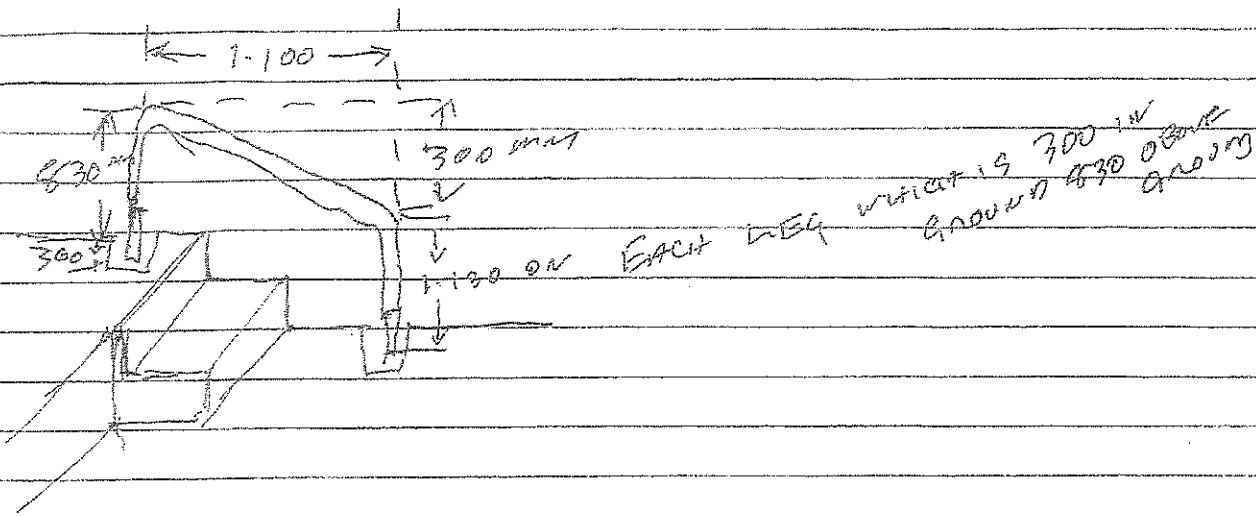
Sub Total \$924.00  
Total Includes GST \$84.00  
Quote \$924.00

VALID TO 27/08/2018

All Prices Include GST

Whilst risk in the goods shall pass on delivery to the buyer, legal and equitable title shall remain with the vendor until payment in full for all debts accrued or owed to the vendor is made

NARROGIN ART GROUP INC  
 QUOTE FOR SAFETY RAILS  
 MENSHEDES NGN  
 1-7-2018  
 BRUCE CAMODY



2 LENGTHS 40mm PIPE	\$157.00
10 BAGS RATIO SET CEMENT	\$90.00
WELDING ROAS	\$110.00
2 MEN <sup>EST</sup> LABOUR TO WELD AND ERECT	\$250.00
<b>TOTAL</b>	<b>\$507.00</b>

**lyngrah2**

**From:** "Reception Albany" <Reception@bestoffice.com.au>  
**Date:** Thursday, 21 June 2018 2:44 PM  
**To:** <lyngrah2@bigpond.com>  
**Cc:** "Reception Narrogin" <Reception2@bestoffice.com.au>  
**Attach:** MFC-L2730DW\_Brochure.pdf  
**Subject:** Copier Quote

Good afternoon Lyn,

Thank you for your enquiry in regards to purchasing a small A4 copier.  
As discussed we stock the Brother range of these types of devices and can offer a model quite similar to what you have now but just a bit more modern.  
Please see below for pricing and information.

**Brother MFC-L2730DW Mono Laser MFD \$279.00**  
Up to 34 copies per minute  
Touchscreen operation panel  
**High yield toner cartridge (up to 3,000 prints) \$139.00**

*\$ 418.00*

Pricing includes GST and quote is valid for 30 days. ETA of machine into stock is 1-2 working days at the time of this quote.  
Please do not hesitate to contact us with any queries.

Thank you and best regards,  
Michael.



**Michael Mills**  
FRONTLINE SERVICE OPERATOR  
E: michael@bestoffice.com.au  
W: www.bestoffice.com.au

**Albany:** 6/20 Campbell Rd  
P: 08 9842 1333  
F: 08 9842 1444

**Narrogin:** 51 Federal St  
P: 08 9881 4885  
F: 08 9881 2255

Best Office Systems is a registered company under the  
Business Names Act 1994. All rights reserved. All rights reserved.  
Please contact the relevant office for pricing and  
terms.  
This email and any attachments are confidential and intended  
only for the individual named. If you have received this email  
by mistake, please notify the sender immediately by email.  
You may not disseminate or use the information for  
any other purpose without the sender's consent.

25/06/2018

DUPLICATE

No. A. 71/67

Form 5

Western



Australia

**Certificate of Incorporation**

*Associations Incorporation Act, 1895-1962*  
*Section 3 (3)*

These are to Certify that

..

..

**THE NARROGIN ART GROUP (INC.)**

has this day been incorporated as an Association under the provisions of  
the Associations Incorporation Act, 1895-1962.

Dated this second day of *Sept* 19 68.

*J. H. Fokone*

REGISTRAR OF COMPANIES.

12047/1/68-200

Application Details

1. NAME OF ORGANISATION

NARROGIN JUNIOR BASKETBALL ASSOCIATION

Contact Person

CATHI TREFORT-BUDBY

Address

PO BOX 200 NARROGIN WA 6312

Position

PRESIDENT

Phone

0428526407

Mobile

N/A.

Email

narrogimbasketball@gmail.com / Cathi.t@westnet.com.au

Organisation's ABN

98477571643

Registered for GST? (please circle)

Yes

No

Is your organisation incorporated? *yes / attached*

(If yes, please provide a copy of Certificate of Incorporation)

Yes

No

2. HAS YOUR ORGANISATION PREVIOUSLY RECEIVED COMMUNITY CHEST FUNDING? (please circle)

Yes

No

If yes, please describe the project and the amount of Community Chest funds received

3. NAME OF PROPOSED PROJECT OR EVENT:

NJBA Academy

Estimated Start Date

13/10/18

Estimated Completion Date

14/10/18

Requested Community Chest Funds or in-kind support

\$2500

Do you require the Community Chest funds prior to your proposed event /activity

Yes

(No)

4. BRIEF DESCRIPTION OF PROJECT / EVENT (MAXIMUM OF 100 WORDS)

We are wanting to upskill our elite athletes for State Championships and Country Championships Competitions this season. By providing the children with exposure to elite/professional coaches ~~from~~ we will increase skill levels, boost their confidence and improve our overall Junior Competition. We propose to have 80 children involved in the academy along with 8-10 volunteer coaches so the skills they gain can be implemented throughout the association.

5. WHAT WILL THE COMMUNITY CHEST FUNDS PURCHASE?

Funding will cover the cost of the coaches travelling from Perth to facilitate the 2 day program.



6. HOW WILL YOUR PROJECT / EVENT BENEFIT THE NARROGIN COMMUNITY?

Ongoing benefit. By upskilling kids ranging in age from 8-18 the flow on effects will continue for years. The Volunteer Coaches will also use the drills and programs for greater benefit.

7. HOW WILL THE PROJECT/EVENT BE ADVERTISED AND PROMOTED?

Observer, flyers, School noticeboards and newsletters, Social media

8. ACKNOWLEDGEMENT OF SHIRE OF NARROGIN SPONSORSHIP

*It is a requirement of funding approval that the words "Sponsored by the Shire of Narrogin" and the Shire's logo be displayed at your project/event.*

Please circle below the ways you will be able to acknowledge Shire of Narrogin sponsorship:

- Display Shire of Narrogin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers.
- Display the Shire of Narrogin flag or banner at your event if possible. (Available upon request from Administration Support Officer)
- Verbal announcements at event.
- Other



Acknowledgement of the Shire's Contribution at Finals presentations

**BUDGET ESTIMATES**

**Name of Organisation**

NARROGIN JUNIOR BASKETBALL ASSOCIATION

**Name of Project**

NJBA Academy.

INCOME	\$	EXPENDITURE	\$
*Total of Community Chest Funds requested in cash	2500-00	Materials	
*Total of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).		Hire of equipment:	
Applicant's cash contribution	720-00	Venue hire 10 hr Court Hire	500-00
Sponsorship		Advertising	220-00
Donations in cash		Catering costs	
Other grants		Entertainment	
Catering sales		Office/administration	
Fees and charges e.g. stalls		Labour Perth/Professional Coaches	2500-00
Gate / door entry fees			
Other income (please list)		Other expenditure (please list)	
<b>TOTAL *INCOME</b>	<b>3220-00</b>	<b>TOTAL *EXPENDITURE</b>	<b>3220-00</b>

*\*Income and \*Expenditure amounts must be equal*

*\*The total cash and in-kind request cannot be greater than \$2,500.*

9. **IN-KIND CONTRIBUTIONS:**

Please calculate and list below the value of any in-kind contributions however do not include in the budget above; (e.g. volunteer or donated labour, materials etc.)

\*Volunteer and donated labour is calculated at \$25 per hour per person\*

Contributions	Estimated value \$
Organising the event - 7 Volunteer 10 hrs	250 - 00
10 Coaches Volunteering to Assist + Mentor (over the 10hrs, over the 2 days)	2500 - 00
Total In-kind	2750 - 00 \$

10. **FUNDING CONDITIONS**

1. The grant funds will be expended on the agreed project only.
2. The Shire of Narrogin's support of the project will be acknowledged in any advertising or promotional activities related to the project.
3. Two invitations will be sent to the Shire of Narrogin for your event or project.
4. The project will conform to all relevant Bylaws and Acts in force at the time.
5. Any unexpended grant funds will be returned to the Shire of Narrogin.
6. The funds must be expended and acquitted within the financial year of receiving the grant.
7. Invoices and receipts for the expenditure of the Community Chest funds must be provided to the Shire together with a brief report on your event or project which includes copies of any advertisements, posters, programs or newspaper coverage.

**Please ensure you have read the above Funding Conditions before signing below**

Our organisation (insert name below)

NARROGIN JUNIOR BASKETBALL ASSOCIATION

agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit this application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.

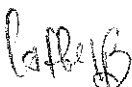
Print Name

CATHI TREFORT-BUDDY

Position

PRESIDENT

Signature



Date

30/8/18.



ASIC

Australian Securities & Investments Commission

Association

NARROGIN JUNIOR BASKETBALL ASSOCIATION INC

Extracted from ASIC's database at AEST 13:37:14 on 31/08/2018

**Association Summary**

Name: NARROGIN JUNIOR BASKETBALL ASSOCIATION INC

ABN:

Registration Number: A1016587X

Registered State: Western Australia

Registration Date: 28/11/2012

Status: Registered

Type: Associations

Regulator: Department of Commerce, Western Australia

Application Details

1. NAME OF ORGANISATION

NARROGIN CROQUET CLUB (INC)

Contact Person

ROBERT TOMBLESON

Address

50 HANSARD ST, NARROGIN

Position

PRESIDENT

Phone

Mobile

0429 140091

Email

ptombles@westnet.com.au

Organisation's ABN

19 015 955 074

Registered for GST? (please circle)

Yes

No

Is your organisation incorporated?

(If yes, please provide a copy of Certificate of Incorporation)

1004618

Yes

No

2. HAS YOUR ORGANISATION PREVIOUSLY RECEIVED COMMUNITY CHEST FUNDING? (please circle)

Yes

No

If yes, please describe the project and the amount of Community Chest funds received

FENCE TO PROVIDE SAFETY BETWEEN  
COURTS 1 & 2 - \$2,500 - (2017)

3. NAME OF PROPOSED PROJECT OR EVENT:

REMOVAL OF HAZARDOUS MATERIAL (ASBESTOS)  
FROM INTERNAL AND EXTERNAL WALL OF EXISTING  
CLUBHOUSE, TO INSTALL WIDER DOORWAY (1200mm)  
TO ENABLE WHEELCHAIR ACCESS BETWEEN EXISTING  
CLUBROOM AND NEW COVERED AREA.

Estimated Start Date

AS SOON AS POSSIBLE

Estimated Completion Date

END OF SEPTEMBER 2018 (30.9.18)

Requested Community Chest Funds or in-kind support

\$ 3,000.00

Do you require the Community Chest funds prior to your proposed event /activity

Yes

No

4 BRIEF DESCRIPTION OF PROJECT / EVENT (MAXIMUM OF 100 WORDS)

TO REPLACE ASBESTOS WALL AND TO FACILITATE  
ACCESS BETWEEN EXISTING CLUBROOM AND NEW  
COVERED AREA EXTENSION IN KEEPING WITH  
OHS REGULATIONS. THESE FUNDS ARE REQUESTED  
DUE TO OUR INCREASE IN MEMBERSHIP AS WELL  
AS IMPROVING OUR FACILITY

5. WHAT WILL THE COMMUNITY CHEST FUNDS PURCHASE?

SEE ITEM 3 ABOVE

QUOTE ATTACHED.

6. HOW WILL YOUR PROJECT / EVENT BENEFIT THE NARROGIN COMMUNITY?

THIS WORK WILL UPGRADE OUR FACILITY AND ACCOMMODATE OUR INCREASING NUMBERS. CROQUET IN NARROGIN IS PLAYED ALL YEAR ROUND, OUR PROPOSED IMPROVEMENTS WILL ALLOW PROTECTION FROM THE ELEMENTS BOTH SUMMER AND WINTER.

7. HOW WILL THE PROJECT/EVENT BE ADVERTISED AND PROMOTED?

N/A.

8. ACKNOWLEDGEMENT OF SHIRE OF NARROGIN SPONSORSHIP

*It is a requirement of funding approval that the words "Sponsored by the Shire of Narrogin" and the Shire's logo be displayed at your project/event.*

Please circle below the ways you will be able to acknowledge Shire of Narrogin sponsorship:

- Display Shire of Narrogin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers.
- Display the Shire of Narrogin flag or banner at your event if possible. (Available upon request from Administration Support Officer)
- Verbal announcements at event.
- Other

**BUDGET ESTIMATES**

Name of Organisation **NARROGIN GROUQUET CLUB INC.**

Name of Project *REMOVAL OF HAZARDOUS MATERIAL  
TO FACILITATE IMPROVEMENTS.*

INCOME	\$	EXPENDITURE	\$
*Total of Community Chest Funds requested in cash	3573.88	Materials & LABOUR AS PER QUOTE	3573.88
*Total of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).		Hire of equipment:	
Applicant's cash contribution	N/A	Venue hire	
Sponsorship	N/A	Advertising	
Donations in cash	N/A	Catering costs	
Other grants	N/A	Entertainment	
Catering sales	N/A	Office/administration	
Fees and charges e.g. stalls Gate / door entry fees	N/A	Labour	
Other income (please list)	N/A	Other expenditure (please list)	
<b>TOTAL *INCOME</b>	<b>\$ 3573.88</b>	<b>TOTAL *EXPENDITURE</b>	<b>\$ 3573.88</b>

*\*Income and \*Expenditure amounts must be equal*

*\*The total cash and in-kind request cannot be greater than \$2,500.*



9. **IN-KIND CONTRIBUTIONS:**

Please calculate and list below the value of any in-kind contributions however do not include in the budget above; (e.g. volunteer or donated labour, materials etc.)

*\*Volunteer and donated labour is calculated at \$25 per hour per person\**

Contributions

Estimated value \$

Total In-kind

\$

10. **FUNDING CONDITIONS**

1. The grant funds will be expended on the agreed project only.
2. The Shire of Narrogin's support of the project will be acknowledged in any advertising or promotional activities related to the project.
3. Two invitations will be sent to the Shire of Narrogin for your event or project.
4. The project will conform to all relevant Bylaws and Acts in force at the time.
5. Any unexpended grant funds will be returned to the Shire of Narrogin.
6. The funds must be expended and acquitted within the financial year of receiving the grant.
7. Invoices and receipts for the expenditure of the Community Chest funds must be provided to the Shire together with a brief report on your event or project which includes copies of any advertisements, posters, programs or newspaper coverage.

**Please ensure you have read the above Funding Conditions before signing below**

Our organisation (insert name below)

**NARROGIN CROQUET CLUB INC.**

agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit this application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.

Print Name

ROBERT TOMBLESON

Position

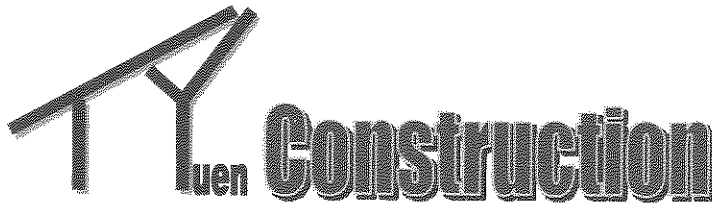
PRESIDENT

Signature



Date

28<sup>th</sup> AUGUST 2018



**Building the Future**

31 Argus Street  
 Narrogin WA 6312  
 ABN: 81 413 282 413  
 Builders Registration No: 13142  
 Asbestos Removal Lisc. WARA 10

PH: 0408 958 856  
 FAX: 08 9881 3140  
 email: tyuenconstruction@y7mail.com

**### Quote ###**

Date: 28/08/2018  
 ORDER No:

We have pleasure in submitting the following quotation for your consideration

To: Narrogin Croquet Club  
 Re: Sliding door installation

Supply of labour and materials to remove required wall cladding internally and externally to enable installation of beam and sliding aluminium door and recladding of affected area, including full wall to outside including asbestos.

Sub Total:	\$3,248.98
<u>GST 10%</u>	\$324.90
<u>Total:</u>	\$3,573.88

Note: If work is required to be done on weekends this quote will be invalid.

Quote is valid for 30 days

**Signed:** \_\_\_\_\_



ASIC

Australian Securities & Investments Commission

Association

NARROGIN CROQUET CLUB INCORPORATED

Extracted from ASIC's database at AEST 13:55:12 on 31/08/2018

**Association Summary**

Name: NARROGIN CROQUET CLUB INCORPORATED

ABN:

Registration Number: A1004618E

Registered State: Western Australia

Registration Date: 16/02/2005

Status: Registered

Type: Associations

Regulator: Department of Commerce, Western Australia

## Application Details

### 1. NAME OF ORGANISATION

PCYC - Narrogin Blue Light

#### Contact Person

Heidi Melia

#### Address

c/o Narrogin Police Station, 82 Earl Street, Narrogin, WA, 6312

#### Position

Co-ordinator

#### Phone

(08) 9882 2555

#### Mobile

0403 006 699

#### Email

heidi.melia@police.wa.gov.au

#### Organisation's ABN

18 727 953 078

#### Registered for GST? (please circle)

Yes

No

#### Is your organisation incorporated?

(If yes, please provide a copy of Certificate of Incorporation)

Yes

No

### 2. HAS YOUR ORGANISATION PREVIOUSLY RECEIVED COMMUNITY CHEST FUNDING? (please circle)

Yes

No

If yes, please describe the project and the amount of Community Chest funds received


**3. NAME OF PROPOSED PROJECT OR EVENT:**

Narrogin Blue Light Laser Tag & Youth Day

**Estimated Start Date**

02 February 2019

**Estimated Completion Date**

02 February 2019

**Requested Community Chest Funds or in-kind support**

\$2500

**Do you require the Community Chest funds prior to your proposed event /activity**

Yes	No
-----	----

**4 BRIEF DESCRIPTION OF PROJECT / EVENT (MAXIMUM OF 100 WORDS)**

Narrogin Blue Light branch propose hosting a free event during summer school holidays for all youth in Narrogin. Laser tag and other team building activites proposed are planned to facilitate positive engagement with Police and other important community role models and support workers.

The event is focused on providing young people with positive strategies to avoid becoming an offender, aiming to reduce the incidence of crime involving young people.

The event would foster opportunities to educate kids and positively promote other community issues including Healthy Eating, Mental Health awareness and safe relationships. This would be collaboratively achieved with appropriate community groups by inviting them to set up information stalls and staff to interact with the young people.

**5. WHAT WILL THE COMMUNITY CHEST FUNDS PURCHASE?**

The funds will purchase the hire of the Laser Tag for the day, advertising the event, food, and purchase of items such as First Aid kit and sunscreen.

**6. HOW WILL YOUR PROJECT / EVENT BENEFIT THE NARROGIN COMMUNITY?**

The Narrogin community will benefit from this event by the subsequent diversion of young people away from crime, unhealthy living and education about safe relationships. A reduction in youth crime means more young people can contribute positively to our community. The reduction of the perception of high youth related crimes also contributes to the safety and well being of all residents in the community, such as the vulnerable and seniors. It means they can carry out their daily activities without fear or concern. It means resources such as Police, Health and Education can concentrate on other important agendas such as improving and growing our community.

**7. HOW WILL THE PROJECT/EVENT BE ADVERTISED AND PROMOTED?**

The event will be advertised and promoted by posters, local radio, newspaper advertisements and social media.

**8. ACKNOWLEDGEMENT OF SHIRE OF NARROGIN SPONSORSHIP**

*It is a requirement of funding approval that the words "Sponsored by the Shire of Narrogin" and the Shire's logo be displayed at your project/event.*

Please circle below the ways you will be able to acknowledge Shire of Narrogin sponsorship:

- Display Shire of Narrogin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers.
- Display the Shire of Narrogin flag or banner at your event if possible. (Available upon request from Administration Support Officer)
- Verbal announcements at event.
- Other

Happy to acknowledge the Shire of Narrogin sponsorship on advertisements and displaying the banner at the event.

## BUDGET ESTIMATES

### Name of Organisation

PCYC - Narrogin Blue Light

### Name of Project

Blue Light Laser Tag day

INCOME	\$	EXPENDITURE	\$
*Total of Community Chest Funds requested in cash	2500	Materials	
*Total of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).		Hire of equipment: Laser tag Generator	1290 150
Applicant's cash contribution		Venue hire	
Sponsorship		Advertising	100
Donations in cash		Catering costs	600
Other grants		Entertainment	
Catering sales		Office/administration (Advertising)	260
Fees and charges e.g. stalls		Labour	
Gate / door entry fees			
Other income (please list)		Other expenditure (please list)	
		Sundry items (First Aid etc)	100
<b>TOTAL *INCOME</b>		<b>TOTAL *EXPENDITURE</b>	2500

*\*Income and \*Expenditure amounts must be equal*

*\*The total cash and in-kind request cannot be greater than \$2,500.*

**9. IN-KIND CONTRIBUTIONS:**

Please calculate and list below the value of any in-kind contributions however do not include in the budget above; (e.g. volunteer or donated labour, materials etc.)

*\*Volunteer and donated labour is calculated at \$25 per hour per person\**

Contributions	Estimated value \$
Donated labour - Narrogin Police (10 staff)	2000
Total In-kind	2000 \$

**10. FUNDING CONDITIONS**

1. The grant funds will be expended on the agreed project only.
2. The Shire of Narrogin's support of the project will be acknowledged in any advertising or promotional activities related to the project.
3. Two invitations will be sent to the Shire of Narrogin for your event or project.
4. The project will conform to all relevant Bylaws and Acts in force at the time.
5. Any unexpended grant funds will be returned to the Shire of Narrogin.
6. The funds must be expended and acquitted within the financial year of receiving the grant.
7. Invoices and receipts for the expenditure of the Community Chest funds must be provided to the Shire together with a brief report on your event or project which includes copies of any advertisements, posters, programs or newspaper coverage.

***Please ensure you have read the above Funding Conditions before signing below***

Our organisation (*insert name below*)

PCYC - Narrogin Blue Light

agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit this application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.

**Print Name**

Heidi Melia

**Position**

Coordinator (Sergeant)

**Signature**

Heidi Melia

**Date**

24th August 2018





**WESTERN AUSTRALIA**

*Associations Incorporation Act 1987*  
(Section 18(6))

Registered No: A0410007J

## Certificate of Incorporation on Change of Name

This is to certify that

**THE FEDERATION OF WESTERN AUSTRALIAN POLICE AND CITIZENS'  
YOUTH CLUBS (INC.)**

which was on the sixth day of June 1941  
incorporated under the *Associations Incorporation Act 1987*  
changed its name on the fifteenth day of September 2005 to:

**THE FEDERATION OF WESTERN AUSTRALIAN POLICE AND  
COMMUNITY YOUTH CENTRES (INC)**

Dated this fifteenth day of September 2005

Commissioner for Fair Trading

CERTIFICATE

**Application Details**

**1. NAME OF ORGANISATION**

NARROGIN SPEEDWAY CLUB

**Contact Person**

DARREN AYLMOORE

**Address**

PO BOX 344 NARROGIN WA 6312

**Position**

PRESIDENT

**Phone**

**Mobile**

0429 954 472

**Email**

speedwaynarrogin@gmail.com

**Organisation's ABN**

**Registered for GST? (please circle)**

Yes

No

**Is your organisation incorporated?**

(If yes, please provide a copy of Certificate of Incorporation)

Yes

No

**2. HAS YOUR ORGANISATION PREVIOUSLY RECEIVED COMMUNITY CHEST FUNDING? (please circle)**

Yes

No

**If yes, please describe the project and the amount of Community Chest funds received**

We received \$2500 in 2017 for Narrogin Speedway Clubs 60th Celebrations.

**3. NAME OF PROPOSED PROJECT OR EVENT:**

2018/19 Speedway Season

**Estimated Start Date**

Season Begins 8 Sept. 2018

**Estimated Completion Date**

Season Ends 27 April 2019

**Requested Community Chest Funds or in-kind support**

\$2500

**Do you require the Community Chest funds prior to your proposed event /activity**

Yes

No

**4 BRIEF DESCRIPTION OF PROJECT / EVENT (MAXIMUM OF 100 WORDS)**

Our season comprises of many competing divisions including drivers who live locally as well as drivers from all over the state and nation. This year we are holding 3 confirmed state titles (Super Sedans, AMCA's and Limited Sprint) as well as 2 state titles waiting confirmation (Junior and Senior 125 midgets). We have signed round 3 of the Pro Speedcar Week which will be run midweek on the 14<sup>th</sup> November. The Club is also holding feature nights for GWN Modified Sedans, 360 Sprintcar Power Series and wingless sprint cars.

**5. WHAT WILL THE COMMUNITY CHEST FUNDS PURCHASE?**

The funds will go toward purchasing a new printer to allow the club to contribute printing programs for each race event, as well as other printing required, especially to meet record keeping. The programs allow spectators to follow the race events and allows us to promote businesses within our community whom support our club.

**6. HOW WILL YOUR PROJECT / EVENT BENEFIT THE NARROGIN COMMUNITY?**

Our events allow both Junior and Senior members of our community to compete in speedway through a variety of divisions, as drivers crew, mechanics and volunteers. Our club greatly relies on volunteers to complete a large list of roles from assisting in canteens, to developing programs and to onfield safety work. Events like these allow people within the community opportunities to be part of clubs, to participate in their community, to socialise and in turn support positive mental health. Our events also draw competitors from around WA bringing business to town through accommodation and catering.

**7. HOW WILL THE PROJECT/EVENT BE ADVERTISED AND PROMOTED?**

Our events are advertised in the observer as well as on the local radio station (913). We also have signs in locations around town detailing our events. In some cases posters are developed and circulated within WA. to promote major racing divisions coming to Narrogin Speedway. The Speedway Sedans website promotes relevant events Narrogin Speedway are holding as well as displaying our calendar.

**8. ACKNOWLEDGEMENT OF SHIRE OF NARROGIN SPONSORSHIP**

*It is a requirement of funding approval that the words "Sponsored by the Shire of Narrogin" and the Shire's logo be displayed at your project/event.*

Please circle below the ways you will be able to acknowledge Shire of Narrogin sponsorship:

- Display Shire of Narrogin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers.
- Display the Shire of Narrogin flag or banner at your event if possible. (Available upon request from Administration Support Officer)
- Verbal announcements at event.
- Other

Our club is more than willing to display the shire of Narrogin Logo within our programs printed from the printer purchased.

## BUDGET ESTIMATES

**Name of Organisation**

Narrogin Speedway Club Inc.

**Name of Project**

2018 | 2019 Speedway Season

INCOME	\$	EXPENDITURE	\$
*Total of Community Chest Funds requested in cash	2500	Materials	
*Total of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).		Hire of equipment:	
Applicant's cash contribution	700	Venue hire	
Sponsorship		Advertising	
Donations in cash		Catering costs	
Other grants		Entertainment	
Catering sales		Office/administration	
Fees and charges e.g. stalls		Labour	
Gate / door entry fees			
Other income (please list)		Other expenditure (please list)	
		Purchase - Printer	3300
<b>TOTAL *INCOME</b>	<b>3300</b>	<b>TOTAL *EXPENDITURE</b>	<b>3300</b>

*\*Income and \*Expenditure amounts must be equal*

*\*The total cash and in-kind request cannot be greater than \$2,500.*

**9. IN-KIND CONTRIBUTIONS:**

Please calculate and list below the value of any in-kind contributions however do not include in the budget above; (e.g. volunteer or donated labour, materials etc.)

*\*Volunteer and donated labour is calculated at \$25 per hour per person\**

Contributions	Estimated value \$
---------------	--------------------

Total In-kind	\$
---------------	----

**10. FUNDING CONDITIONS**

1. The grant funds will be expended on the agreed project only.
2. The Shire of Narrogin's support of the project will be acknowledged in any advertising or promotional activities related to the project.
3. Two invitations will be sent to the Shire of Narrogin for your event or project.
4. The project will conform to all relevant Bylaws and Acts in force at the time.
5. Any unexpended grant funds will be returned to the Shire of Narrogin.
6. The funds must be expended and acquitted within the financial year of receiving the grant.
7. Invoices and receipts for the expenditure of the Community Chest funds must be provided to the Shire together with a brief report on your event or project which includes copies of any advertisements, posters, programs or newspaper coverage.

***Please ensure you have read the above Funding Conditions before signing below***

Our organisation (*insert name below*)

*Narrogin Speedway Club Inc.*

agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit this application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.

**Print Name**

*Sharon Kulker*

**Position**

*Secretary*

**Signature**

*[Handwritten Signature]*

**Date**

*29.08.2018*

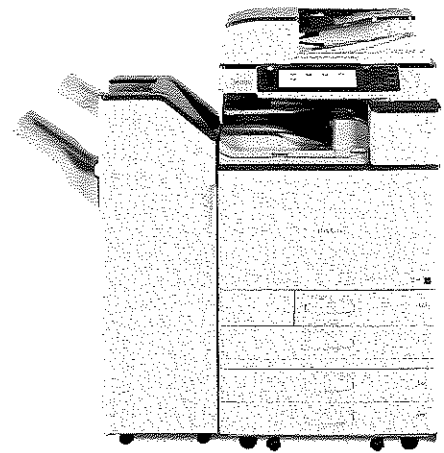
# A Best Office Systems Proposal for Narrogin Speedway Club



## **Refurbished Ricoh MPC3503SP Digital A3 COLOUR Copier/Printer/Scanner/Fax**

Including:

- ✦ 35 pages per minute colour
- ✦ 35 pages per minute black and white
- ✦ Customisable 9" colour touch screen
- ✦ 100 sheet auto reversing document feeder
- ✦ 1200 x 1200 dpi print resolution
- ✦ Automatic double siding
- ✦ 1.5 GB RAM
- ✦ 250 GB HDD
- ✦ Network print
- ✦ Network scan
- ✦ Fax unit
- ✦ Print from / scan to USB or SD card
- ✦ 1 x 550 sheet paper tray (A4 only)
- ✦ 3 x 550 sheet paper tray (A3/A4)
- ✦ 1 x 100 sheet bypass tray
- ✦ Up to 300gsm from all paper trays
- ✦ Document server
- ✦ **Done approx. 244,330 mono and 55,513 colour prints**



Outright purchase \$ 3,000 + GST

OR Rental option:  
36 month rental @ \$110 + GST

Plus Maintenance Agreement:

Full Service Agreement Black including toner @ \$0.015 cents per copy  
Full Service Agreement Colour including toner @ \$0.15 cents per copy

**Notes:**

Albany Office  
Shop6/20 Campbell Rd  
Albany WA 6330  
9842 1333

- All pricing **excludes** GST
- Pricing is valid for 30 days (unless sold prior)
- Includes FREE delivery, installation and full staff training.

Narrogin Office  
51 Federal Street  
Narrogin WA 6312  
9881 4685



WESTERN AUSTRALIA

*Associations Incorporation Act 1987*  
(Section 9(1))

Registered No: A0650004D

## Certificate of Incorporation

This is to certify that

**NARROGIN SPEEDWAY CLUB INC.**

has this day been incorporated  
under the *Associations Incorporation Act 1987*

Dated this fifteenth day of April 1965

Commissioner for Consumer Protection

This is a **REPLACEMENT CERTIFICATE** issued on 27 June 2016



**Application Details**

**1. NAME OF ORGANISATION**

Dryandra Archery Club Inc (DAC)

**Contact Person**

Nick Klaassen

**Address**

13 Felspar St, Narrogin WA 6312

**Position**

Club Treasurer

**Phone**

**Mobile**

0437 370 068

**Email**

dryandra.archery@gmail.com

**Organisation's ABN**

ABN 56 865 802 246

**Registered for GST? (please circle)**

Yes

No

**Is your organisation incorporated?**

**(If yes, please provide a copy of Certificate of Incorporation)**

Yes

No

**2. HAS YOUR ORGANISATION PREVIOUSLY RECEIVED COMMUNITY CHEST FUNDING? (please circle)**

Yes

No

**If yes, please describe the project and the amount of Community Chest funds received**

In 2016/17 DAC received Community Chest \$2500 funding for the purchase of a single axle box trailer to store training equipment

**3. NAME OF PROPOSED PROJECT OR EVENT:**

Renovating and fitting out of a new equipment trailer. The new trailer is a second hand furniture removal trailer. Its acquisition was necessitated by the clubs relocation to the YMCA oval where there was limited storage. This move has reversed a declining membership and has provided a higher level of engagement with the community.

**Estimated Start Date**

If funding is secured, work will start work by 01 October 2018

**Estimated Completion Date**

30 November 2018

**Requested Community Chest Funds or in-kind support**

\$2500

**Do you require the Community Chest funds prior to your proposed event /activity**

Yes

No

**4 BRIEF DESCRIPTION OF PROJECT / EVENT (MAXIMUM OF 100 WORDS)**

The new trailer was acquired because the club needed to relocate to the YMCA Oval, which did not have on-site storage, to raise the Club's profile and reverse falling membership. This change has been highly successful with Club membership effectively doubling in the last 6 months.

The work proposed is to reline the interior of the removal trailer with plywood and , install a new plywood floor, build storage cupboards and lockers, and to provide some basic tea and coffee making facilities. Some renovation of the steel frame of the trailer will also be undertaken.

**5. WHAT WILL THE COMMUNITY CHEST FUNDS PURCHASE?**

The grant will be used to purchase materials with which to renovate the trailer, including timber (ply, MDF and treated pine), cabinet fittings, hardware, and steel with which to repair part of the trailers steel frame.

Part of the funding will also be used to employ a carpenter to do some of the reclading and to build the storage cabinets and cupboards.

Please refer to attachment 1.

**6. HOW WILL YOUR PROJECT / EVENT BENEFIT THE NARROGIN COMMUNITY?**

The trailer provides a means for the DAC to conduct archery competitions at a variety of venues, both within the Narrogin and in surrounding townships. It also provides a means to support local tournaments involving visiting archery clubs.

This we expect will increase the opportunity for local people to participate in this sport.

**7. HOW WILL THE PROJECT/EVENT BE ADVERTISED AND PROMOTED?**

Once the external panelling of the trailer has been restored (this is a DAC funded project that will also be undertaken over the coming months) DAC will be able to display a variety of information posters on the side of the trailer.

Many of these will relate to archery training and activities, but it is envisaged that others will be used to promote archery and community events.

**8. ACKNOWLEDGEMENT OF SHIRE OF NARROGIN SPONSORSHIP**

*It is a requirement of funding approval that the words "Sponsored by the Shire of Narrogin" and the Shire's logo be displayed at your project/event.*

Please circle below the ways you will be able to acknowledge Shire of Narrogin sponsorship:

- Display Shire of Narrogin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers.
- Display the Shire of Narrogin flag or banner at your event if possible. (Available upon request from Administration Support Officer)
- Verbal announcements at event.
- Other

The trailer will also display the Shire Logo in recognition of the support the Club has received in terms of Community Chest grants.

The Club is also more than happy to fly the Shire Flag at archery events and Tournaments.

A Club spokesperson who provides regular radio interviews on a local FM radio channel will also provide acknowledgement of the Club's receipt of community grants.

## BUDGET ESTIMATES

**Name of Organisation**

Dryandra Archery Club

**Name of Project**

Trailer renovation and refitting

INCOME	\$	EXPENDITURE	\$
*Total of Community Chest Funds requested in cash	\$2500	Materials	\$1750
*Total of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).	\$0	Hire of equipment:	
Applicant's cash contribution		Venue hire	
Sponsorship		Advertising	
Donations in cash		Catering costs	
Other grants		Entertainment	
Catering sales		Office/administration	
Fees and charges e.g. stalls		Labour	\$750
Gate / door entry fees			
Other income (please list)		Other expenditure (please list)	
<b>TOTAL *INCOME</b>	<b>\$2500</b>	<b>TOTAL *EXPENDITURE</b>	<b>\$2500</b>

*\*Income and \*Expenditure amounts must be equal*

*\*The total cash and in-kind request cannot be greater than \$2,500.*

**9. IN-KIND CONTRIBUTIONS:**

Please calculate and list below the value of any in-kind contributions however do not include in the budget above; (e.g. volunteer or donated labour, materials etc.)

*\*Volunteer and donated labour is calculated at \$25 per hour per person\**

Contributions	Estimated value \$
Minor equipment outfitting - interior lights, wiring, etc	\$250
Materials for resheeting of exterior of trailer	\$1000
Materials to paint interior of trailer	\$200
Members labour	\$1600
<b>Total In-kind</b>	<b>\$3,050</b>

**10. FUNDING CONDITIONS**

1. The grant funds will be expended on the agreed project only.
2. The Shire of Narrogin's support of the project will be acknowledged in any advertising or promotional activities related to the project.
3. Two invitations will be sent to the Shire of Narrogin for your event or project.
4. The project will conform to all relevant Bylaws and Acts in force at the time.
5. Any unexpended grant funds will be returned to the Shire of Narrogin.
6. The funds must be expended and acquitted within the financial year of receiving the grant.
7. Invoices and receipts for the expenditure of the Community Chest funds must be provided to the Shire together with a brief report on your event or project which includes copies of any advertisements, posters, programs or newspaper coverage.

**Please ensure you have read the above Funding Conditions before signing below**

Our organisation (insert name below)

Dryandra Archery Club Inc

agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit this application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.

**Print Name**

Nick Klaassen

**Position**

Club Treasurer, Dryandra Archery Club Inc.

**Signature**

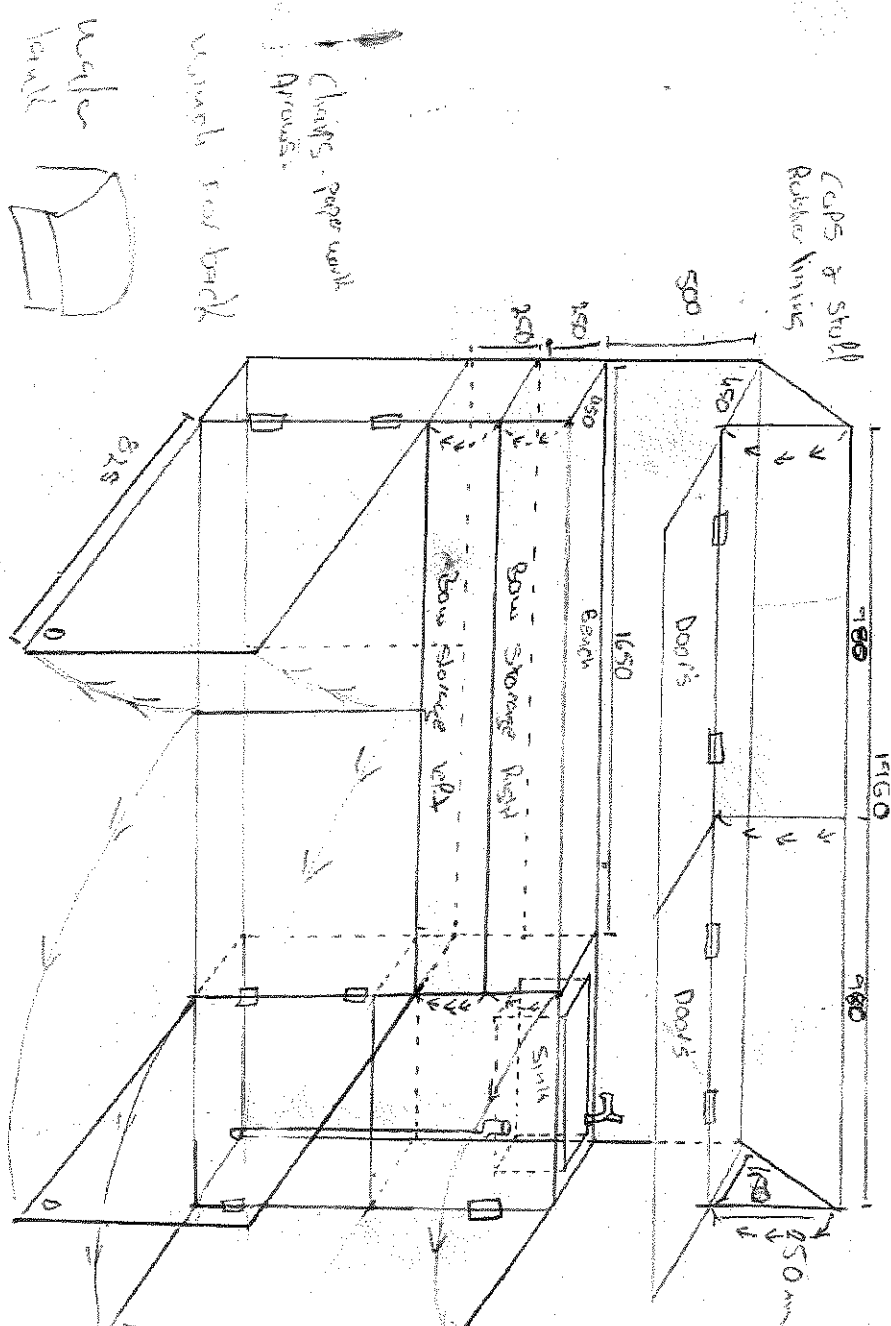


**Date**

29/8/2018

### Attachment 1 - Items to be funded by Community Chest Grant

Items	Unit	Required	Unit price	Cost
Plywood, construction, 18mm	Sheets (2.4x1.2m)	8	\$82.93	\$663.44
Treated pine, 90x65mm	Metres	26.4	\$5.08	\$134.11
Steel tubing, square, 50x50m	2.4m lenghts	2	\$36.50	\$73.00
Caravan sink + tap	ea	1	\$99.00	\$99.00
MDF, custom wood, 8mm	Sheets (2.4x1.2m)	8	\$22.92	\$183.36
Hinges, cabinet	ea	14	\$3.54	\$49.56
Handles, cabinet	ea	7	\$2.50	\$17.50
Gas struts, cabinet	ea	7	\$17.90	\$125.30
Screws, various	boxes	1	\$45.00	\$45.00
Cutting disks, steel	ea	12	\$13.20	\$158.40
Labour to relace section of steel frame	ea	1	\$250.00	\$250.00
Labour to reclad & build cabinet	ea	1	\$700.00	\$700.00
<b>Total:</b>				<b>\$2,498.67</b>





# Quote

Date: 8/20/2018  
Quote # DA001  
Valid Until: 9/20/2018

**COMPANY** Beau Siddons  
19 Havelock Street,  
Narrogin, WA 6312  
**0459 983 948**  
siddons.building@gmail.com

**TO** Dryandra Archery Club

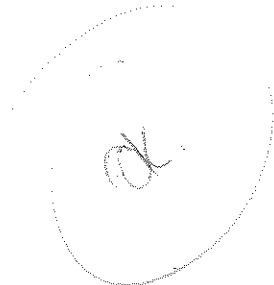
Dryanda Archery has proposed the re-fitting of an existing enclosed trailer to securely house and move: bows, arrows, kitchenette, target papers, target butts, frames and other equipment. The trailer currently has no internal storage to hold the necessary equipment. The trailer also requires general maintenance.

Description	Amount
To supply materials for the internal fit out of trailer. This will include all steel frame work and a new ply wood floor. This also includes material for a new storage cupboard 2m high, 2m wide and 0.5m deep	\$1568.45
To Supply all labour for a fit out to the internals of Dryandra Archery's enclosed trailer. This will include all welding to steel frame work and fit a ply wood floor. This also includes to construct a 2m high, 2m wide and 0.5m deep	\$1084.55
<b>Total</b>	<b>\$2653.00</b>

Signatures of Authorized Person: \_\_\_\_\_



*Thank you for your business!*







ASIC

Australian Securities & Investments Commission

Association

DRYANDRA ARCHERY CLUB (INC)

Extracted from ASIC's database at AEST 16:58:20 on 30/08/2018

**Association Summary**

Name: DRYANDRA ARCHERY CLUB (INC)

ABN:

Registration Number: A1015564B

Registered State: Western Australia

Registration Date: 17/10/2011

Status: Registered

Type: Associations

Regulator: Department of Commerce, Western Australia

Application Details

1. NAME OF ORGANISATION

Narrogin Districts Little Athletics Club Inc

Contact Person

Claire Levesque

Address

Thomas Hogg Oval Narrogin

Position

President

Phone

0448338640

Mobile

0448338640

Email

narrogindlac@gmail or ClaireLevesque@icloud.com

Organisation's ABN

33527097802

Registered for GST? (please circle)

Yes No

Is your organisation incorporated?

(If yes, please provide a copy of Certificate of Incorporation)

Yes No

2. HAS YOUR ORGANISATION PREVIOUSLY RECEIVED COMMUNITY CHEST FUNDING? (please circle)

Yes No

If yes, please describe the project and the amount of Community Chest funds received


3. NAME OF PROPOSED PROJECT OR EVENT:

Family, fun & fitness Athletics Clinic.

Estimated Start Date

either September school holidays. or Jan 2019

Estimated Completion Date

May 2019

Requested Community Chest Funds or in-kind support

Community chest funds

Do you require the Community Chest funds prior to your proposed event /activity

Yes	No
-----	----

4. BRIEF DESCRIPTION OF PROJECT / EVENT (MAXIMUM OF 100 WORDS)

to hold a 4hr clinic for children age from 8yrs - 17yrs. Showing/coach Athletics. Promoting fun & fitness. This will be held during the school holidays so its available to the wider community.

5. WHAT WILL THE COMMUNITY CHEST FUNDS PURCHASE?

Accommodation	- \$400	- 1 night @ \$200 x 2 people
Travel	- \$301.08	- 10 <del>km</del> eachway @ .78¢/perk
Coach Fees	- \$1080.00	- 4hr clinic - x 2 coaches
meal Allowance	- \$120.00	- x 2 people
Come-and-Try Day	- \$600.00	- Community Eng - snag 5iz
Total - \$2501.08		
Cost to bring Coaches & Top Athlete to narrogin		

6. HOW WILL YOUR PROJECT / EVENT BENEFIT THE NARROGIN COMMUNITY?

This event will allow the wider community to come together to learn a new sport, have fun & get a bit of fitness.

7. HOW WILL THE PROJECT/EVENT BE ADVERTISED AND PROMOTED?

Flyers will be sent to all schools.  
Advertised on FB page & site.  
Newspaper  
Advertised on WA Little Aths website.

8. ACKNOWLEDGEMENT OF SHIRE OF NARROGIN SPONSORSHIP

*It is a requirement of funding approval that the words "Sponsored by the Shire of Narrogin" and the Shire's logo be displayed at your project/event.*

Please circle below the ways you will be able to acknowledge Shire of Narrogin sponsorship:

- Display Shire of Narrogin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers.
- Display the Shire of Narrogin flag or banner at your event if possible. (Available upon request from Administration Support Officer)
- Verbal announcements at event.
- Other

Verbal announcement at event,  
website, posters, newspaper, signage,  
flyers & banner at the oval.

## BUDGET ESTIMATES

Name of Organisation

Narrogin Districts Little Athletics club

Name of Project

Family, fun & fitness clinic

INCOME	\$	EXPENDITURE	\$
*Total of Community Chest Funds requested in cash	2500	Materials	
*Total of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).		Hire of equipment:	
Applicant's cash contribution		Venue hire	
Sponsorship		Advertising	
Donations in cash		Catering costs	
Other grants		Entertainment	600.
Catering sales		Office/administration	
Fees and charges e.g. stalls		Labour- Coaches	1080.
Gate / door entry fees			
Other income (please list)		Other expenditure (please list)	
		Accommodation	400
		Travel	300.00
		meal	120
<b>TOTAL *INCOME</b>	<b>2500</b>	<b>TOTAL *EXPENDITURE</b>	<b>2500.00</b>

*\*Income and \*Expenditure amounts must be equal*

*\*The total cash and in-kind request cannot be greater than \$2,500.*

**9. IN-KIND CONTRIBUTIONS:**

Please calculate and list below the value of any in-kind contributions however do not include in the budget above; (e.g. *volunteer or donated labour, materials etc.*)

*\*Volunteer and donated labour is calculated at \$25 per hour per person\**

Contributions	Estimated value \$
Labour	400
Total In-kind	400 \$

**10. FUNDING CONDITIONS**

1. The grant funds will be expended on the agreed project only.
2. The Shire of Narrogin's support of the project will be acknowledged in any advertising or promotional activities related to the project.
3. Two invitations will be sent to the Shire of Narrogin for your event or project.
4. The project will conform to all relevant Bylaws and Acts in force at the time.
5. Any unexpended grant funds will be returned to the Shire of Narrogin.
6. The funds must be expended and acquitted within the financial year of receiving the grant.
7. Invoices and receipts for the expenditure of the Community Chest funds must be provided to the Shire together with a brief report on your event or project which includes copies of any advertisements, posters, programs or newspaper coverage.

**Please ensure you have read the above Funding Conditions before signing below**

Our organisation (*insert name below*)

Narrogin Districts Little Athletic Club

agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit this application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.

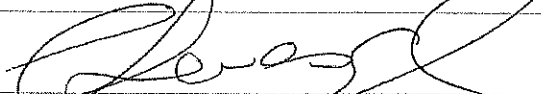
**Print Name**

Claire Levesque

**Position**

President

**Signature**



**Date**

30/8/2018



ASIC

Australian Securities & Investments Commission

Association

NARROGIN & DISTRICTS LITTLE ATHLETICS CENTRE INC.

Extracted from ASIC's database at AEST 17:53:40 on 30/08/2018

**Association Summary**

Name: NARROGIN & DISTRICTS LITTLE ATHLETICS CENTRE  
INC.

ABN:

Registration Number: A1015725B

Registered State: Western Australia

Registration Date: 21/12/2011

Status: Registered

Type: Associations

Regulator: Department of Commerce, Western Australia

## 10.2 TECHNICAL AND RURAL SERVICES

### 10.2.1 PROPOSED DOWNGRADING RESTRICTED ACCESS VEHICLES (RAV) STATUS – CLAYTON ROAD AND LEFROY STREET

<b>File Reference</b>	28.6.1
<b>Disclosure of Interest</b>	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
<b>Applicant</b>	Shire of Narrogin
<b>Previous Item Numbers</b>	Nil
<b>Date</b>	12 August 2018
<b>Author</b>	Torre Evans – Executive Manager Technical & Rural Services (EMTRS)
<b>Authorising Officer</b>	Dale Stewart – Chief Executive Officer (CEO)
<b>Attachments</b> <ol style="list-style-type: none"><li>1. Submission Summary Table</li><li>2. Maps of Narrogin RAV Network (RAV 4,5,6, and 7)</li><li>3. RAV Configuration Chart</li><li>4. Shire Web Site Advertising</li></ol>	

#### Summary

Council is asked to consider endorsing the proposed downgrading of the RAV status of Clayton Road and Lefroy Street as follows:

- Downgrade the RAV status of Clayton Road between Earl Street and Lefroy Street from conditional RAV 7 to conditional RAV 4, condition – Maximum speed 40 km/hr.
- Downgrade Lefroy Street RAV status from Clayton Road to Williams-Kondinin Road from conditional RAV 7 to conditional RAV 4, condition – Maximum speed 40 km/hr.
- Request Main Roads to downgrade the RAV status of Williams-Kondinin Road from Lefroy Street to McKenzie Road/Cooramining Road intersection from RAV 7 to RAV 4.

#### Background

Within the last few years, major heavy haulage transport roads have been completed in Narrogin. These roads include the Narrogin Link Road, north and south, and Wanerie Road. At the time, the former Town of Narrogin Council proposed downgrading the RAV status of Clayton Road between Earl Street and Narrakine Road as a result of these heavy haulage roads being constructed.

The purpose of these heavy haulage roads being constructed was to decrease the volume of heavy haulage traffic using the Narrogin town site, so as to reduce noise, the deterioration to local roads and to improve safety for pedestrians in the vicinity of the Narrogin Regional Leisure Centre and adjoining sporting complex.

As a result of community concerns, in September 2017, the Shire started the process of reviewing the RAV status of Clayton Road by presenting an agenda item to the Road Reference Group (RRG) to discuss the matter to enable Officers to make a recommendation to Council.



Main Roads provided the following historical information regarding Clayton Road RAV status:

*“A history search of Clayton Rd SLK 0.00 to SLK 1.75 records it being RAV Network 7 on 30/11/09. Prior to that Clayton Rd SLK 0.00 to SLK 2.670 is recorded as being RAV Network 5 from 2/01/2007”.*

## **Comment**

An agenda item was prepared for the RRG at its 3 November 2017 meeting to discuss a proposal of downgrading Clayton Road from Earl Street to Narrakine Road from conditional RAV 7 to RAV 1. In consultation with the RRG, it was decided to undertake full public and industry consultation with all submissions presented to the RRG for analysis, discussion and consideration of the feedback from the community. It is also a requirement of Main Roads WA to undertake public and industry consultation, prior to applying to Main Roads for a RAV adjustment.

The consultation process occurred between 1 March and 6 April 2018 and consisted of:

- Two (2) advertisements in the local Narrogin Observer newspaper on 8 March 2018 and 22 March 2018;
- A detailed posting on the Shire’s website giving explanation of the proposal (Attachment 4);
- A map of the RAV network involved (Attachment 2);
- Main Roads Heavy Vehicle Services documentation explaining the RAV downgrading process and a RAV configuration chart (Attachment 3); and
- Posted on the Shire’s Facebook page.
- 

There were 22 submissions received during the consultation period with some submissions having multiple persons of support and one (1) submission supporting the proposal to down grade the RAV status of Clayton Road from conditional RAV 7 to RAV 1, containing 148 signatures of support.

People in favour of the down grade (153) specifically identified the noise generated from trucks being their biggest problem. Those against any change (30 persons) to the RAV Status mostly identified the cost to their business regarding the additional time and kilometres needed to use the Link Roads, Wanerie Road and Cooramining Road.

It is worth mentioning that this is a sensitive issue as there are two strong opinion groups represented in the submissions – those for the down grade of Clayton Road RAV status and those against. It will be extremely difficult to please everyone; however, due to a well-advertised consultation process, it is thought that all interested persons have had an opportunity to register their opinion one way or another.

The Road Reference Group consists of four elected members who have spent many hours and several meetings considering carefully all submissions and supporting information from this process, to form a recommendation for the EMTRS to present to Council for consideration and resolution.

It is also worth mentioning that this topic is not a new one and has been in the community for many years as purpose built heavy haulage roads, as described earlier, have taken many years to construct and are now complete.

Some submissions offered some well thought out suggestions which are detailed in the Submissions Summary Table (Attachment 1).

There were some submissions that identified additional signage ie 40 km/hr speed limit signs for RAV using Clayton Road however, Main Roads advised they “do not support the proposed

installation of 40 km/hr signs, as the installation requested is not supported by State Acts, Regulations or policy when applied to the Clayton Road environments". RAV drivers should use/access the Main Roads RAV mapping tool (which shows the Local Government Authority conditions for Clayton Road, being 40 km/hr for RAV) to route assess their journeys when travelling around the State.

Additional symbolic woman and child caution signs, which are most commonly used for the purpose of warning drivers that there may be pedestrians near the road, could be installed.

At present there is only one (1) sign. The addition of a further five (5) signs located on approach to pedestrian refuse islands and near to the entry zone to the Narrogin Regional Leisure Centre would heighten driver awareness of potential pedestrians in the vicinity and would improve safety. The EMTRS will initiate the installation of these signs irrespective of the outcome of this report.

The EMTRS adopted a workshop approach with the RRG, for the analysis of the submissions and work towards a recommendation by presenting a list of possible recommendations for the RRG to consider. It is thought that this approach, rather than the author making a recommendation to the RRG, would present a more inclusive and holistic approach to a sensitive-divided community issue.

The following table contains a list of possible recommendation options that were presented to the RRG for consideration:

#### RECOMMENDATION TABLE

	Possible Recommendation	Officer's Comments
1	Retain the current RAV status of Clayton Road with no change (conditional RAV 7)	There was considerable financial investment and planning for the Link Roads and Wanerie Road for the purpose of decreasing the volume of RAV vehicles on Town site roads. There were 153 people supporting the proposal to downgrade.
2	Move forward with the proposal and downgrade Clayton Road from conditional RAV 7 to RAV 1	There were 30 people from farming and transport businesses not in favour of this due to a negative financial impact to their business.
3	Move forward with the proposal to downgrade the RAV status of Clayton Road from conditional RAV 7 to RAV 1, however issue a CA07 permit to the current transport business on this section of road (McKenzie's Transport) to operate up to a conditional RAV 4 with conditions ie non – operating time 7:00 pm to 7:00 am, 40 km/hr speed restriction	This would be a compromise and a fair result for McKenzie's Transport however other local businesses may think it unfair if they did not have the same advantage. Later clarification from Main Roads WA advised that a condition rather than a permit could be applied to a business located on Clayton Road.
4	Move forward with the proposal to downgrade the RAV status of Clayton Road from conditional RAV 7 to RAV 1, however issue CA07 permits to all those local businesses who submitted comment to operate up to conditional RAV 4 with conditions ie non - operating time 7:00 pm to 7:00 am, 40 km/hr speed restriction	The administration for CA07 permits, as these permits are the responsibility of the road owner not Main Roads, would be very time consuming for Shire staff to manage. It was thought that conditions enforceable by Main Roads would be a better option. This would be unfair for businesses who did not lodge a submission.
5	Move Forward with the proposal to downgrade the RAV status of Clayton Road from conditional RAV 7 to RAV 1 however issue Shire of Narrogin Local Businesses only with a CA07 permit to use Clayton Road up to conditional RAV 4, conditions ie non – operating time 7:00 pm to 7:00 am, 40 km/hr speed restriction	This would bring some change as non-local trucks would have to use the alternate purpose built roads. There may be some local businesses who use non-local transport companies which may consider this unfair. This may promote those businesses to use local transport companies. Administration for CA07 permits would put high additional demands on Shire staff to manage.

	Possible Recommendation	Officer's Comments
6	Downgrade the RAV status of Clayton Road from conditional RAV 7 to that of conditional RAV 4 with conditions being non - operating time ie 7:00 pm to 7:00 am and 40 km/hr speed restriction	This may be a compromise as it reduces the RAV status by 3 steps from RAV 7 to RAV 4, stops road trains from using Clayton Road. Local farm and transport businesses could still operate along this route during the day, with operating curfew times in place at night. This option was suggested from a few submissions.

Some conditions that were considered for the current or future RAV status on Clayton Road were:

- 40 km/hr speed restriction for RAV rated vehicles – (currently in place).
- Install RAV speed signage to alert drivers. This was asked of Main Roads WA, who advised that this did not meet their regulations.
- Non - operating curfew times – 7:00 pm to 7:00 am Monday to Saturday and 7:00 pm to 9:00 am Sundays and public holidays.
- CA07 Permit – this permit is solely administered and managed by the road owner, in this instance the Shire. This option was put forward to the RRG in the early stages of discussion as a possible option however it was recognised that the administration and management of multiple permit's would be very onerous and extremely time consuming on staff. Evidence of breaching a CA07 permits would be required for enforcement from staff which could come down to a he said she said situation, or photographic proof could be debated as to times at all hours etc. It was thought that if any conditions be imposed, that they be by Main Roads WA to administer and manage.

The author has only recently been made aware by Main Roads WA that they are reviewing their policy on CA07 permits *“Based on advice from the State Solicitor, Main Roads WA propose to remove this CA07 condition from all Notices and Permits”*.

Main Roads Heavy Vehicle Services current frame work for downgrading local roads on RAV networks states as follows:

*“Condition CA07 (All operators must carry written endorsement from the Local Government authority supporting use of the road) allows the road owner to manage vehicles on their network. If the road is intended as a “to” route for local access as opposed to a “through route” for general access, then applying condition CA07 to the network for specific roads will allow the road owner control of who operates on their road. The road owner is responsible for the administration obligations that come with applying the condition CA07”*.

Should the proposed downgrading of Clayton Road RAV status go ahead from conditional RAV 7 to e.g. conditional RAV 4, then this would cut the loop for RAV 7 vehicles using Clayton Road. RAV 7 vehicles could still access Narrogin via the alternate RAV 7 rated roads i.e. Cooramining Road, Wanerie Road, Great Southern Highway, Pioneer Drive and Clayton Road from Pioneer Drive to Earl Street. RAV 7 vehicles are still able to use the truck assembly areas on McKenzie Road, Wanerie Road and Pioneer Drive.

It is worth mentioning that there is only one road in and the same road out of Narrogin, that is classified RAV 7, which is the Williams/Kondinin Road between Williams and Narrogin. There are no other entries into Town that are classified RAV 7.

The Great Southern Highway leading to Cuballing, starting from approximately 2 kms outside of Town and leading to Wagin from Wanerie Road, is classified RAV 6. Kipling Street/Williams/Kondinin Road from Narrogin heading east, to Wickepin is RAV 4. Wandering Narrogin Road is classified RAV 4 and Herald Street/Yilliminning Road is classified RAV 4 (Attachment 2 RAV maps).

Main Roads WA traffic data for a week in 2014 on Clayton Road between Earl Street and Narrakine road showed a total count of 1,449 vehicles. Note that the RAV counts for 8, 9, 10 and 11 are all most likely to be miss counts, and are probably RAV 4, 5, 6 or 7. It would appear from these statistics that the vast majority, nearly 80% of traffic using Clayton Road, are RAV 1 vehicles ranging from cars to RAV 1 rated trucks (Attachment 3).

RAV Rating	Heavy Vehicle %
1	79.6
2	5.1
3	5.1
4	1.8
5	0.3
6	0.1
7	0.2
8	0.2
9	1.1
10	1
11	5

RAV truck assembly areas are currently located on McKenzie Road (west of Town) and Pioneer Drive (eastern side of railway tracks within the Town). There is also another area on the new section of Wanerie Road that could be used for RAV as a RAV truck assembly area ie to break down a RAV 7 configuration to a lower RAV combination.

The RRG considered the application of a RAV condition for a business located on Clayton Road between Earl Street and Narrakine Road to operate outside of possible operating curfew hours for the purpose of local delivery, pick up and/or garaging. This condition was verified as applicable by Main Roads WA so as to accommodate the transport business that had been located on Clayton Road between Earl Street and Narrakine Road for many decades. The RRG thought that, if this condition was applied, the transport company located on Clayton Road would have an unfair advantage over other local transport companies.

The RRG carefully considered operating curfew times and if a curfew should be imposed as a RAV condition. Although the RRG acknowledged a recommendation by the EMTRS that a curfew for non - operating times of 7:00 pm to 7:00 am Monday to Saturday and 7:00 pm to 9:00 am Sundays and public holidays on Clayton Road between Earl Street and Narrakine Road would be a compromise for the people living in the vicinity, the Group thought that a more balanced approach would be not to add an operating curfew condition as this would have an adverse financial impact for farming and transport companies within the Shire, which then could have a ripple on effect to other businesses and the community at large.

The RRG has considered this item in depth and thoroughly and requested additional information on numerous occasions. The Group was keen to arrive at a fair and balanced outcome.

## Consultation

The EMTRS, regarding the proposed downgrading of Clayton Road and Lefroy Street, consulted with:

- Local community and industry via the Narrogin Observer, Shire of Narrogin website and Facebook
- Shire of Narrogin Road Reference Group
- Shire of Narrogin Elected Members have been briefed on a number of occasions on the progress of this issue
- Executive Management Team inclusive of the CEO, former and present

- John Warburton – Manager Operations
- Personal meetings with Mr Kim McKenzie, Mrs Leonie Kirby and Mr Stewart Graham

### **Statutory Environment**

- There are a number of regulations which apply to Restricted Access Vehicles:
- Road Traffic (Vehicle) Regulations 2014
- Road Traffic (Administration) Regulations 2014
- Road Traffic (Authorisation to Drive) Regulations 2014
- Road Traffic (Repeals and Amendments) Regulations 2014
- Road Traffic Code 2000
- Road Traffic (Charges and Fees) Regulations 2006
- Road Traffic (Towed Agricultural Implements) 1995
- Australian Design Rules (ADRs)
- Road Traffic Vehicles Act 2012 Part 4 Division 3, regulation 33 and 40

### **Policy Implications**

Policy 16.1 Restricted Access Vehicles on Shire Roads relates.

### **Financial Implications**

If the Officers' Recommendation is accepted, additional advertising in the Narrogin Observer of the outcome of the process of approximately \$300 is expected, which can be contained within the current budget.

### **Strategic Implications**

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	1. Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.3 An effective well maintained transport network
Strategy:	1.3.1 Maintain and improve road network in line with resource capacity
Outcome:	1.4 Agriculture opportunities maintained and developed
Strategy:	1.4.1 Support development of agricultural services
Objective	2. Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.2 Build a healthier and safer community

## Voting Requirements

Simple Majority

### **OFFICERS' RECOMMENDATION**

That with respect to the proposed downgrading of the RAV status of Clayton Road and Lefroy Street, Council:

1. Endorse an application to Main Roads WA for the downgrading of Clayton Road and Lefroy Street as follows:
  - a) Downgrade the RAV status of Clayton Road between Earl Street and Lefroy Street from conditional RAV 7 to conditional RAV 4, condition – Maximum speed 40 km/hr.
  - b) Downgrade the RAV status of Lefroy Street from Clayton Road to Williams-Kondinin Road from conditional RAV 7 to conditional RAV 4, condition – Maximum speed 40 km/hr.
  - c) Request Main Roads downgrade the RAV status of Williams-Kondinin Road from Lefroy Street to McKenzie Road/Cooraminning Road intersection from RAV 7 to RAV 4.
2. Advise submitters of the Council decision.

## SUBMISSION SUMMARY TABLE

	<b>For/ Against</b>	<b>Summary/Suggestions</b>	<b>Author's Comments</b>
Submission 1	Against	<ul style="list-style-type: none"> <li>It will cause problems for farming businesses moving plant and machinery between farms.</li> <li>Noise is not only caused by trucks!</li> <li>Enforce the 40 km/hr limit</li> <li>A cross walk for pedestrians.</li> </ul>	The moving of farming machinery won't be effected by this proposal. Police and Heavy Vehicle Services (HVS) are responsible for speed compliance. A pedestrian crossing would need to be applied for through Main Roads WA.
Submission 2	Against	<ul style="list-style-type: none"> <li>This is just a knee jerk reaction which will not solve any of the issues of noise, road damage and pedestrian safety.</li> <li>The bypass road that will have to be used under your proposal is poorly engineered (with small roundabouts) and is a considerable distance further (18 kms). The extra distance takes time and money and the poorly designed roundabouts puts added stresses on the trucks that are forced over the curbs as they negotiate their way along this route.</li> <li>A reduced speed limit of 40 km/hr for all vehicles along Kipling St, Clayton Road and Lefroy St.</li> </ul>	The new heavy haulage roads are designed by Main Roads engineers to Main Roads standards. There is currently a 50 km/hr speed limit on Clayton Road with the exception of RAV vehicles than can only travel 40 km/hr. Kipling Street is under the control of Main Roads and not the Shire.
Submission 3	For	<ul style="list-style-type: none"> <li>Passing trucks cause her windows to rattle. The noise makes it difficult to have a conversation with friends.</li> <li>As a user of recreation facilities in the area, we often need to pause our conversation in a game of tennis, as the noisy trucks pass by.</li> <li>Enforce current speed limits.</li> </ul>	Speed compliance is the responsibility of the Police and HVS. The Shire has been proactive in consultation with the Narrogin Police on the issue of speed.
Submission 4	Against	<p>As a truck operator with RAV 4 permits, the closure would add over 20 km to each round trip requiring extra fuel, wages and increasing the wear and tear on the vehicles.</p> <ul style="list-style-type: none"> <li>More trucks would end up using Lefroy St.</li> <li>Reduce the speed limit to 40 km/hr for all vehicles or at least all vehicles over 22 tonne.</li> </ul>	There would be additional costs for RAV to use the new heavy haulage roads rather than Clayton Road. Lefroy Street is currently conditional RAV 7 and as part of this proposal it is to be considered to be downgraded to conditional RAV 4.
Submission 5	Against	As a livestock carrier (truck driver) I would have to travel an extra 15 km each way. I currently use the Caltex Service Station on Clayton to refuel and would probably purchase my fuel out of town. Narrogin already misses out on business due to the current bypass routes.	A prime mover or RAV 1 could still use the Caltex fuel station if the proposal was to go ahead.

	<b>For/ Against</b>	<b>Summary/Suggestions</b>	<b>Author's Comments</b>
Submission 6	For	<ul style="list-style-type: none"> <li>• A large increase in the number of heavy haulage vehicles in recent years and the noise from these vehicles is impacting on lifestyle.</li> <li>• The constant passage of trucks past the property is causing damage to the walls of my house, deterioration of the roads and public safety when entering and leaving the recreation facilities and Jessie House.</li> </ul>	The Link Roads and Wanerie Road were constructed, to decrease the volume of trucks using the Town site.
Submission 7	For	<p>Large increase in traffic in recent years, some days it is non-stop.</p> <ul style="list-style-type: none"> <li>• We cannot leave our front door open because of the noise and the dust.</li> <li>• We have to close windows to be able to speak on the phone.</li> <li>• We frequently have to pause the TV until a truck has passed.</li> <li>• Our windows rattle every time a truck passes.</li> <li>• If the RAV rating was reduced to at least RAV 4 it would help a bit.</li> </ul>	This submission puts forward a compromise of a downgrade from conditional RAV 7 to conditional RAV 4.
Submission 8	Against	<p>We use this road daily and it would increase our transportation costs.</p> <ul style="list-style-type: none"> <li>• The alternative route (Wanerie/Cooraminning Rd) is unsatisfactory.</li> <li>• There would be an increase in traffic on alternative roads – Wandering-Narrogin Rd; Cuballing Road West and Springhill Road.</li> <li>• The proposal would not remove all heavy haulage vehicles.</li> <li>• We support a reduction in the road to RAV 4 which would remove road trains.</li> <li>• Recommend providing extra parking on the eastern side of the town oval eliminating the need to cross Clayton Rd.</li> <li>• Remove parking on side streets (Daglish, Johnston and Glyde) reducing the number of people crossing Clayton Rd</li> </ul>	<p>Transportation cost would increase should the proposal go to RAV 1. This submission puts forward a compromise of RAV 4.</p> <p>The community already uses the eastern side of Clayton Oval for parking.</p> <p>People can legally park in the streets mentioned and I assume will continue to as it is closer to where they want to go rather than parking near Clayton Oval.</p>
Submission 9	For	<ul style="list-style-type: none"> <li>• The vibrations and noise caused by trucks is unacceptable.</li> <li>• Concerns for the welfare of the elderly and children accessing the recreation facilities and Jessie House.</li> <li>• Trucks are causing damage to the roads.</li> </ul>	<p>Same as submission six comment.</p> <p>There are no statistics on any accidents recorded for Clayton Road that the author was able to obtain. There are maintenance issues with Clayton Road same as some other roads within the Shire. The Shire will continue to maintain it's assets</p>

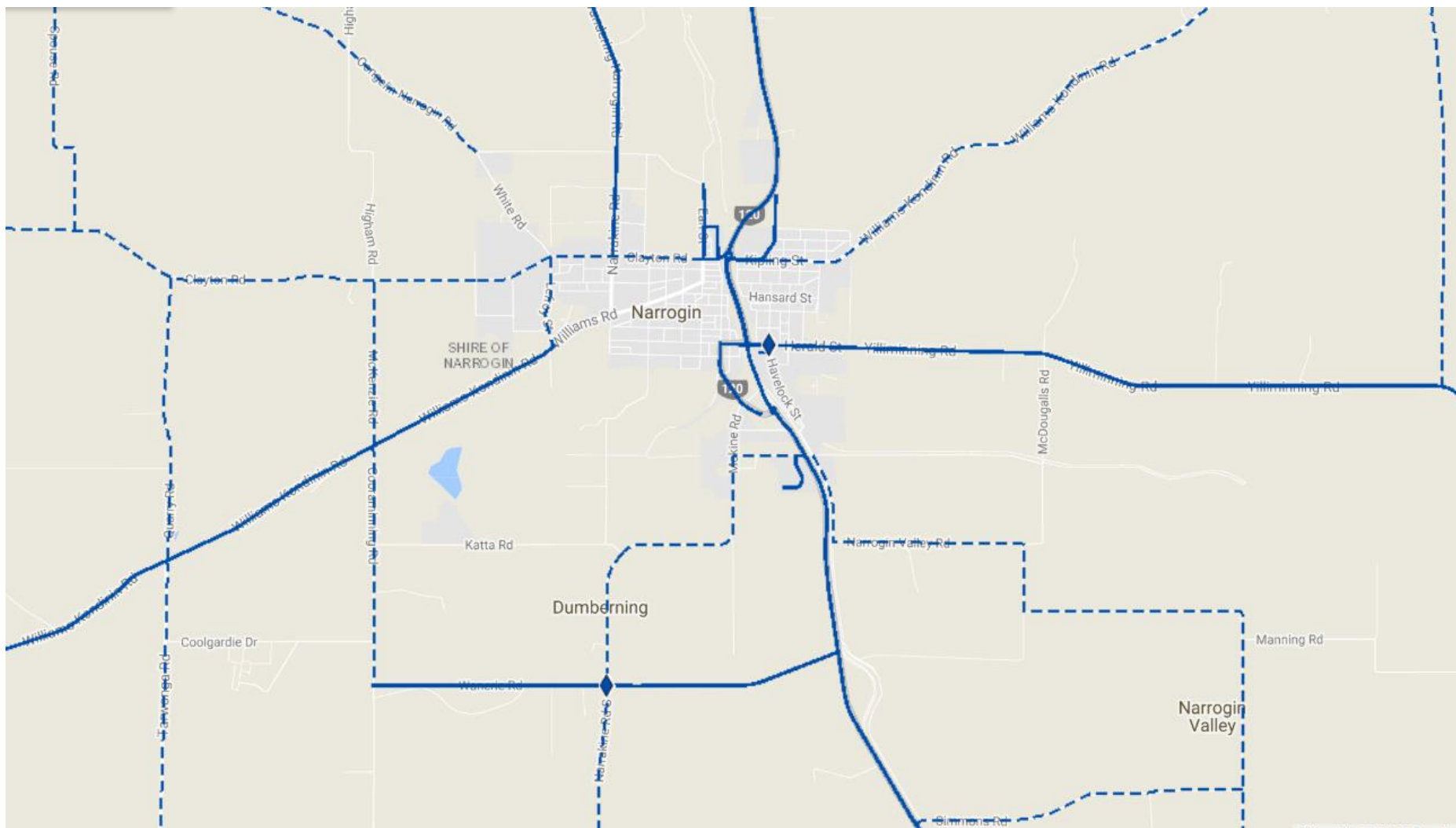


	<b>For/ Against</b>	<b>Summary/Suggestions</b>	<b>Author's Comments</b>
Submission 10	Against	<p>This would negatively affect our business as it would limit access from our location to Wandering Rd, Clayton Rd and Williams Rd increasing single trips by up to 30 minutes/day and affecting our ability to adhere to Heavy Vehicle Fatigue Management In busy times it could add up to 60 mins/day</p> <ul style="list-style-type: none"> <li>• It will also discourage patrons from visiting town for fuel, mechanical and rest stop services.</li> <li>• There are issues with using Pioneer Drive for oversized loads.</li> <li>• Down grade to RAV 4 with increased signage re the 40 km/hr limit for permitted vehicles on Clayton Rd.</li> <li>• Enforcement of conditions.</li> <li>• Flashing amber lights to alert traffic to 40 km/h limit in high pedestrian areas</li> </ul>	<p>This submission puts forward a compromise of downgrading to RAV 4.</p> <p>It would take longer to use the alternate roads rather than Clayton Road. Fatigue management would still need to be managed by the operator for the safety of drivers and the public. It is questionable that the proposal would stop patrons from visiting Narrogin. The issues with using Pioneer drive for oversized loads are not stated in this submission and would need to be referred to Main Roads. Enforcement of conditions is under Police and HVS control. Flashing speed signs would need to be applied for through Main Roads WA and meet their specifications if approved at all.</p>
Submission 11	Against	<p>Our premises is on Clayton Road and we will have a huge issue with travelling an extra 17 kms on the proposed detour as we still need to access our premises at the end of the detour anyway.</p> <p>The alternative suggestion of Wanerie and Cooraminning Roads in our opinion Cooraminning Road is not built to accommodate extra heavy vehicle traffic and is also in close proximity to the local Agricultural school with young students being very vulnerable to increased traffic hazards.</p>	<p>This transport company is the only transport company located on Clayton Road and has been there for many decades. Through this process, Main Roads advised that a condition could be administered whereby a business could pick up, drop off or garage with proof of proximity.</p> <p>Cooraminning Road is rated as RAV 7 by Main Roads WA. It is questionable that an argument can be put forward re a young student from the Ag. School being effected by RAV trucks using Cooraminning Road compared to Clayton Road.</p>
Submission 12	Against	<p>Increase our route to CBH by 10 km/trip adding cost to our business and time.</p> <p>The Wanerie Rd route is not a viable alternative for most people as it is more about access to industries on that road, not an efficient transport bypass route.</p> <p>Signage re 40 km/hr limit as slower vehicles will reduce the noise</p>	<p>There would be additional cost and time to use the alternate purpose built roads.</p>

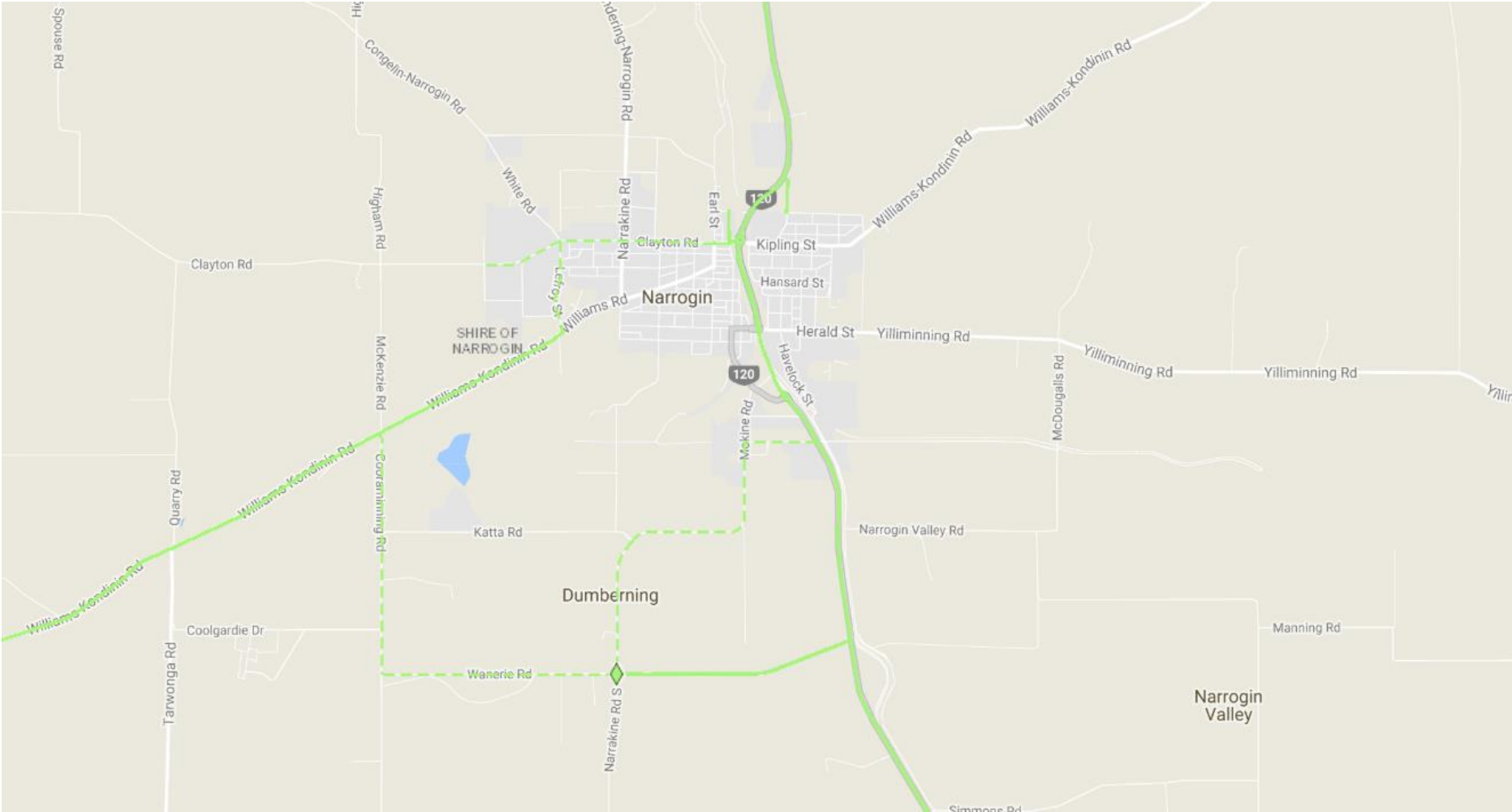
	<b>For/ Against</b>	<b>Summary/Suggestions</b>	<b>Author's Comments</b>
Submission 13	Against	<p>It will add 30 km to a round trip and increase freight charges to Macco Feeds, Welldon beef, and CBH.</p> <p>The alternative route (Cooraminning Rd) is dangerous, narrow and has a lot of "P" plate drivers from the Ag College using it.</p> <ul style="list-style-type: none"> <li>• Upgrade McKenzie road to Williams Rd.</li> <li>• Provide larger areas for HV and caravans to pull up and use Narrogin as a designated stop.</li> </ul>	<p>There will be additional cost and time to the operator to use alternate purpose built roads. Cooraminning Road is rated as RAV 7 and meets the criteria. Upgrading McKenzie Road is a good suggestion, this may enable Lefroy Street to be removed from the RAV network.</p>
Submission 14	Against	<p>We use local transport companies and the alternative route is unsatisfactory and will add 16 km to the trip and place an increased financial burden to our business.</p> <ul style="list-style-type: none"> <li>• Construct barriers on Clayton Rd where children cross.</li> </ul>	<p>There will be additional cost and time to the operator to use alternate purpose built roads.</p> <p>There are currently pedestrian islands in place on Clayton Road.</p>
Submission 15	Against	<p>I have spoken to a number of truck drivers who have carted their grain to Narrakine Bins via Narrogin. Using the bypass route adds a further 1 to 1.5 hours of travelling time to their day with 3 trips a day to the bin compared to using Clayton road.</p> <ul style="list-style-type: none"> <li>• Reduce the speed limit for all trucks (maybe all vehicles) to 30 or 40 km/hr.</li> <li>• Policing of the speed limits would also reduce noise and make the roads safer.</li> </ul>	<p>There will be additional cost and time to the operator to use alternate purpose built roads.</p> <p>There is currently a 50 km/hr speed limit for up to RAV 1 and 40 km/hr for RAV 2-7 rated vehicles. Police and Heavy Vehicle Services (HVS) are responsible for speed compliance.</p>
Submission 16	Against	<p>A detrimental effect on grain cleaning businesses on Clayton Road and also deliveries CBH.</p> <ul style="list-style-type: none"> <li>• Speed restriction and curfews with permits available for local farmers.</li> </ul>	<p>Speed restrictions are already in place for RAV on Clayton Road. Curfew conditions were seriously considered by the Road Reference Group as part of this process.</p>
Submission 17	Did not specify	<ul style="list-style-type: none"> <li>• Don't consider safety to be an issue but noise is definitely a problem,</li> <li>• Don't want to impose restrictions that would adversely affect local businesses</li> <li>• Cooraminning Road would need to be widened, McKenzie Rd would need to be bituminised to the truck bay and the truck bay would need to be upgraded.</li> <li>• Curfew from 7:00 pm to 6:00 am</li> </ul>	<p>Cooraminning Road is already of RAV 7 classification and criteria. Sealing McKenzie Road is a good idea and for future consideration. The truck assembly area is usable. Curfew conditions were seriously considered by the Road Reference Group as part of this process.</p>

	<b>For/ Against</b>	<b>Summary/Suggestions</b>	<b>Author's Comments</b>
Submission 18	Against	<p>Closing this section of road would be like building the Berlin wall through the town and will have a negative impact on every individual that lives here. This would add 20 km to already stretched schedules or lead to bypassing Narrogin altogether.</p> <p>Increase costs would be passed on to business increasing costs to residents in Narrogin.</p> <ul style="list-style-type: none"> <li>• Speed Limit</li> </ul>	There already is a 40 km/hr RAV speed limit on Clayton Road.
Submission 19	Against	<p>Has farms on 3 sides of Narrogin and this change would necessitate his driving an extra 15 km to his business premises. This will reduce his profit and most likely result in the reduction of his current staffing levels (currently up to 12 people).</p> <ul style="list-style-type: none"> <li>• Restrictions on speed limits and operating times would be acceptable</li> </ul>	The already is a 40 km/hr RAV speed limit on Clayton Road. Curfew conditions were seriously considered by the Road Reference Group as part of this process.
Submission 20	Against	Works for Mark Graham and is concerned for his job security.	
21	Against	<p>This proposal would require RAV vehicles to either:</p> <p>Stop and split their loads, there are no road train terminals on the north, east or south of town and the road train terminal west of town on McKenzie Rd is not adequate for the task; or</p> <ul style="list-style-type: none"> <li>• Add 7.4 km each way to their trip. If travelling from Wickepin it would increase the trip by 15.5 km each way.</li> <li>• Make a 40 km/hr limit for all vehicles and a curfew on truck usage at peak times.</li> <li>• Provide a much larger area for heavy vehicles to pull up so they can access public amenities and food and use Narrogin as a designated rest stop. The parking bays either side of Pioneer Drive can barely accommodate one long vehicle either side as they are now.</li> </ul>	There are only two road train terminals or break down bays – McKenzie Road (west) and Pioneer Drive (east). Wanerie Road near Great Southern Highway (south) has a pull off area that may be adequate for RAV break down.
22	Against	The change would increase his travel time by about 15 minutes and he would need to pass this increase on to his clients.	There will be additional cost and time to the operator to use alternate purpose built roads.

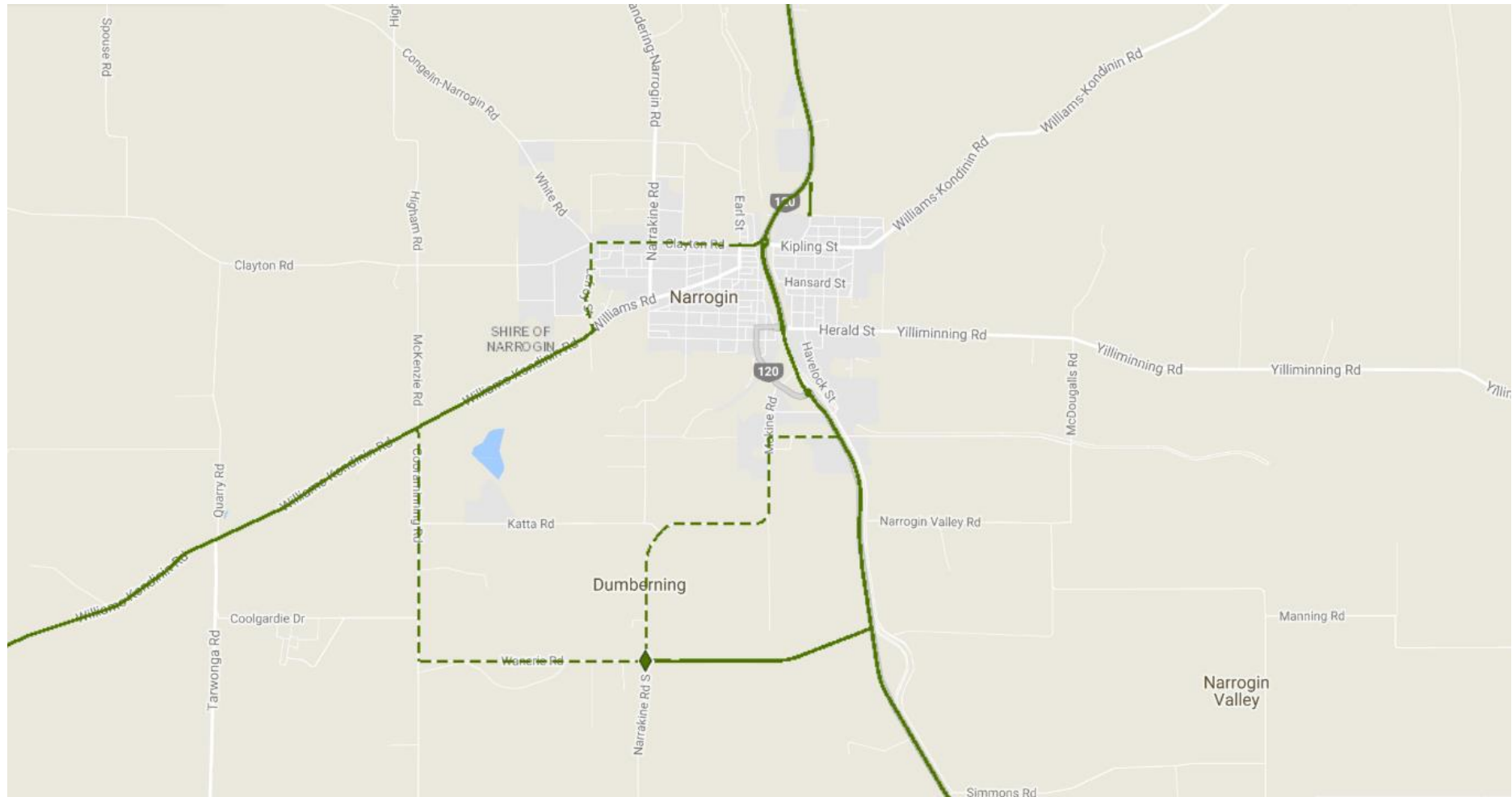
### RAV 4 ROAD NETWORK



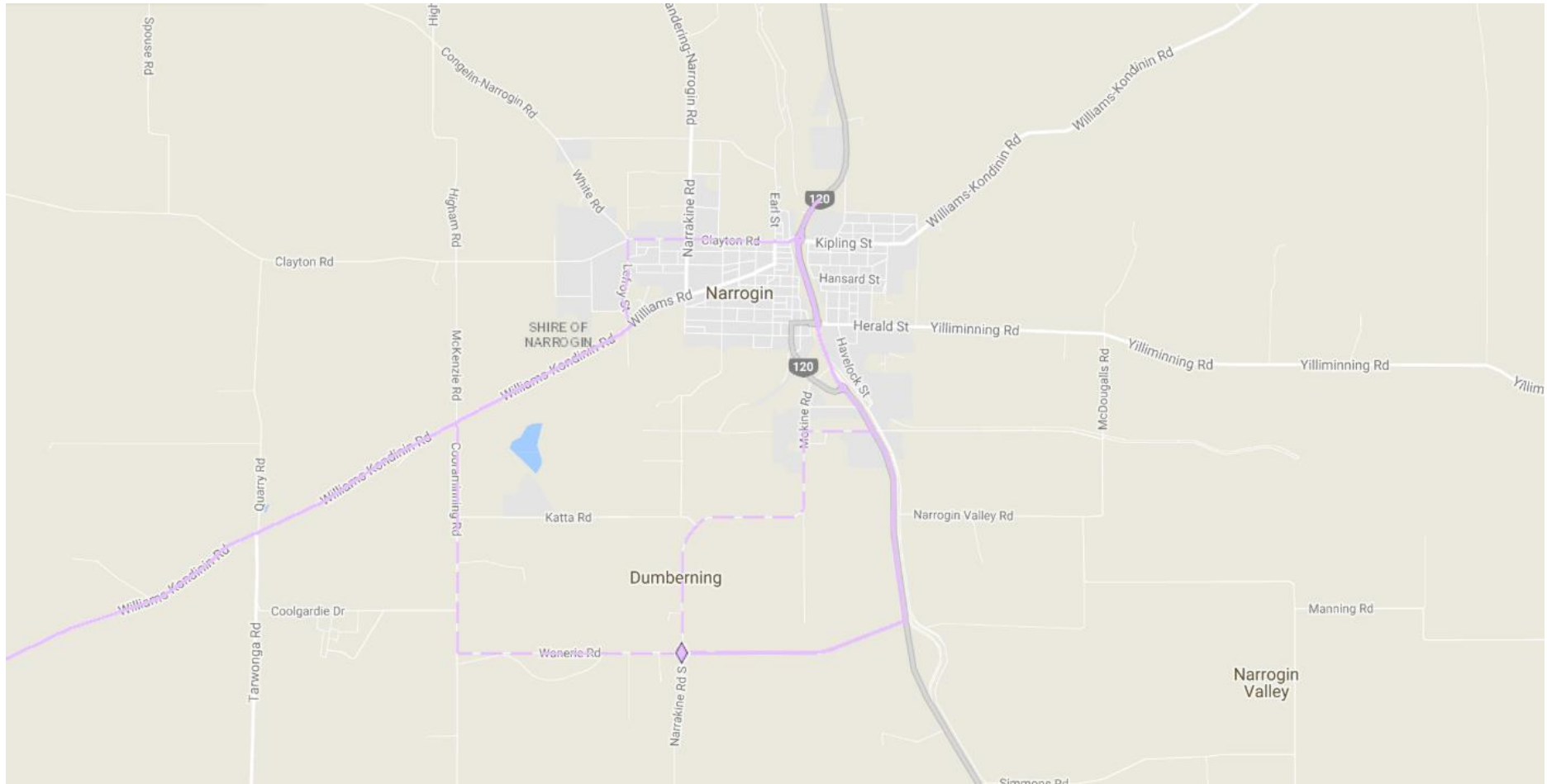
# RAV 5 ROAD NETWORK



## RAV 6 ROAD NETWORK



# RAV 7 ROAD NETWORK



# Prime Mover, Trailer Combinations

2016

Heavy Vehicle Services

VEHICLE DESCRIPTION AND CONFIGURATION CHART (RAV) – PRIME MOVER, TRAILER COMBINATIONS EXAMPLES				Axle Spacing Table	Length (m)	Mass (T) Maximum Permitted Mass	RAV Network		
Category 1	(A) PRIME MOVER, SEMI TRAILER TOWING A PIG TRAILER 	(B) PRIME MOVER TOWING AN OVERHEIGHT SEMI TRAILER 	(C) SHORT B-DOUBLE 	(D) TWINSTEER PRIME MOVER TOWING SEMI TRAILER 	(A) A (B) A (C) A (D) A	≤20 ≤19 ≤20 ≤19	50 42.5 50 47.5	Network 1	
Category 2	(A) PRIME MOVER, SEMI TRAILER TOWING A PIG TRAILER 	(B) PRIME MOVER TOWING SEMI TRAILER 	(C) B-DOUBLE 	(D) SHORT B TRIPLE 	(E) CAR CARRIER SEMI TRAILER 	(A) A (B) A (C) A (D) A (E) A	≤27.5 ≤20 ≤27.5 ≤27.5 ≤25	65.5 47.5 67.5 87.5 42.5	Network 2
Category 3	(A) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER 				(A) B	≤27.5	84	Network 3	
Category 4	(A) PRIME MOVER, SEMI TRAILER TOWING 6 AXLE DOG TRAILER 				(A) A	≤27.5	87.5	Network 4	
Category 5	(A) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER 	(C) B-DOUBLE TOWING A CONVERTER DOLLY 	(D) B-TRIPLE 	(A) B (B) B (C) A (D) A	>27.5, ≤36.5 >27.5, ≤36.5 >27.5, ≤36.5 >27.5, ≤36.5	84 84+d 67.5+d 84	Network 5		
Category 6	(A) PRIME MOVER, SEMI TRAILER TOWING 6 AXLE DOG TRAILER 	(B) B-TRIPLE 	(C) PRIME MOVER SEMI TRAILER TOWING A 6 AXLE TRAILER & CONVERTER DOLLY 	(A) A (B) A (C) A	>27.5, ≤36.5 >27.5, ≤36.5 >27.5, ≤36.5	87.5 87.5 87.5+d	Network 6		
Category 7	(A) PRIME MOVER, TOWING SEMI TRAILER AND B DOUBLE 	(B) B-DOUBLE TOWING A DOG TRAILER 	(A) A (B) A	>27.5, ≤36.5 >27.5, ≤36.5	107.5 107.5	Network 7			
Category 9	(A) PRIME MOVER, SEMI TRAILER TOWING 2 X DOG TRAILERS 	(B) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER AND CONVERTER DOLLY 	(D) PRIME MOVER, SEMI TRAILER TOWING A B-DOUBLE 	(A) B (B) B (C) A (D) A	>36.5, ≤53.5 >36.5, ≤53.5 >36.5, ≤45 >36.5, ≤45	120.5 84+d 107.5 107.5	Network 9		
Category 10	(A) PRIME MOVER, SEMI TRAILER TOWING 2 X DOG TRAILERS 	(B) B-DOUBLE TOWING A CONVERTER DOLLY CONNECTED TO 2 SEMI TRAILERS 	(C) PRIME MOVER, SEMI TRAILER TOWING B TRIPLE 	(D) B-DOUBLE TOWING 2 DOG TRAILERS 	(A) A (B) A (C) A (D) A (E) A (F) A	>36.5, ≤53.5 >36.5, ≤53.5 >36.5, ≤53.5 >36.5, ≤53.5 >36.5, ≤53.5 >36.5, ≤53.5	127.5 127.5 127.5 147.5 147.5 87.5+d	Network 10	
Category 10	(E) DOUBLE ROAD TRAIN TOWING B-DOUBLE TRAILERS 	(F) PRIME MOVER, SEMI TRAILER TOWING A 6 AXLE DOG TRAILER AND CONVERTER DOLLY 							

1. Operators using a category of RAV outlined in this document must operate that RAV in accordance with the OPERATING CONDITIONS and only on the network specified.  
 2. These diagrams are a visual indication of the vehicle only.  
 3. Operators must refer to the OPERATING CONDITIONS for the full vehicle description.

4. The height of the vehicle can exceed 4.3 m but MUST NOT exceed 4.6 m when it is:  
 (i) built to carry livestock or; (ii) carrying a crate to carry livestock or; (iii) carrying vehicles on more than one deck or;  
 (iv) carrying a multi modal container or; (v) carrying a large indivisible item or; (vi) When operating with an appropriately licenced height of Pig Trailer must not exceed 3.5m.  
 5. Maximum height of Pig Trailer must not exceed 3.5m.

Heavy Vehicle Services  
 Tel: 138 HVO (486)  
 Email: hvs@mainroads.wa.gov.au  
 Website: www.mainroads.wa.gov.au



# REQUEST FOR PUBLIC COMMENT – CLOSING DATE 6 APRIL 2018

## PROPOSED DOWNGRADING OF RESTRICTED ACCESS VEHICLE (RAV) STATUS – CLAYTON ROAD BETWEEN EARL STREET & NARRAKINE ROAD

The Shire of Narrogin is inviting community and industry comment on a proposal to down grade the RAV status of Clayton Road in the vicinity of the Recreational Precinct. Submissions should be addressed to Executive Manager Torre Evans and emailed to [enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au) or mailed to PO Box 1145 Narrogin 6312, to be received no later than 6 April 2018. Submissions should state if you agree or disagree with the proposal and include brief detail of why.

Within the last few years, purpose built heavy haulage link roads have been completed in Narrogin. These roads include the Narrogin Link Road north and south and Wanerie Road.

The former Town of Narrogin Council expressed interest in downgrading the RAV status of Clayton Road between Earl Street and Narrakine Road for the purpose of diverting heavy haulage traffic away from the Narrogin Town site and Recreation Centre so as to improve safety for residents, reduce noise within the Town site and to reduce deterioration to local roads.

Currently Clayton Road is classified as a conditional RAV 7 road with the condition being a 40kmph speed limit for RAV rated vehicles. It is proposed to reduce the RAV status of Clayton Road between Earl Street and Narrakine Road from conditional RAV 7 to a RAV 1 in line with other local roads.

The flow on effect relating to this RAV downgrade would be that Clayton Road between Narrakine Road and Lefroy Street and Lefroy Street from Clayton Road to Williams Road would be downgraded from conditional RAV 7 to RAV 4.

Williams Road is under Main Roads control however it is worth mentioning that if the proposal was to go ahead then Williams Road between Lefroy Street and Cooraminning Road would need to be considered by Main Roads to be downgraded from RAV 7 to RAV 4.

For this proposal to be considered in full by Council, a thorough public consultation process must be entered into inviting comment from the community and industry. The results from the consultation process will be firstly presented to the Shire's Road Reference Group for consideration and depending on the result of the consultation process be recommended to Council for resolution.

It is worth noting that should this proposal be successful in nature, it would still need to be presented to Main Roads Heavy Vehicle Services for determination. Main Roads may consider downgrading a road provided there is a suitable and practical alternate route.

For further information relating to the proposal, please contact Executive Manager Torre Evans by phoning 9890 0900 during business hours.

#### Additional documents

- [Main Roads Heavy Vehicle Services – Framework for Downgrading Local Roads on the Restricted Access Vehicle \(RAV\) Network](#)
- [RAV, Vehicle Description and Configuration Chart](#)
- [RAV Map Showing RAV Roads around Narrogin](#)

## 10.2.2 FUTURE MANAGEMENT OF STANDPIPES WITHIN THE SHIRE OF NARROGIN

<b>File Reference</b>	32.1.2
<b>Disclosure of Interest</b>	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
<b>Applicant</b>	Shire of Narrogin.
<b>Previous Item Numbers</b>	Nil
<b>Date</b>	14 September 2018
<b>Author</b>	John Warburton – Acting Executive Manager Technical and Rural Services
<b>Authorising Officer</b>	Dale Stewart – Chief Executive Officer
<b>Attachments</b>	
<ol style="list-style-type: none"><li>1. Shire of Narrogin Standpipe Data.</li><li>2. Standpipe Usage Summary from Water Corporation.</li><li>3. Shire of Narrogin Standpipe Locations and Meter Size with Future Commercial Rates</li></ol>	

### Summary

Council is requested to consider classifying eight (8) of the nine (9) standpipes within the Shire of Narrogin as 'Local Authority' (LA) standpipes, whilst classifying one standpipe as Commercial from 1 July 2019.

### Background

The Water Corporation has informed the Shire of Narrogin that as of 1 July 2019, LA standpipes will be charged to the Shire in accordance with how they are classified.

At present, Local Government Authorities are entitled to access concessional pricing for water that is used for their own purposes. This will remain the same, however after 1 July 2019, all LA standpipes that are publicly accessible, will be charged at a commercial rate, and will no longer attract the concession.

Currently there are nine (9) standpipes within the Shire of Narrogin that the proposed changes by Water Corporation will affect.

### Comment

The Water Corporation has provided the Shire with a number of options for the management of existing standpipe infrastructure and have requested that a response be received by 31 October 2018. Listed below are the classification, use and management requirements for the different category of standpipes that are available from 1 July 2019.

#### Option 1 Local Authority Standpipe (Preferred Option)

Local Authority (LA) standpipes will be classed as a standpipe that is only used by the Local Government for their own purposes. The standpipe can be supplied by a water meter of any size, but must remain locked at all times and not made available for public access. Local Governments will be charged a discounted commercial rate of \$2.534 per kilolitre, however there will no longer be a service charge associated with LA standpipes.

Currently there are six (6) standpipes within the Shire that have a 50mm water meter, and there are three (3) that have an 80mm meter. If a locking system was installed onto eight (8) of these standpipes, they would then qualify as LA standpipes as of 1 July 2019, and due to

Water Corporation no longer issuing a service charge, the Shire would save approximately \$2,000 per annum by taking this option.

LA standpipes would be fitted with a fire control padlock, so that Fire Control Officers (FCO's), can unlock them in the event of a fire. Any water that is taken from a standpipe for the purpose of firefighting does not attract a charge.

LA standpipes are also able to be unlocked by the LGA when a Water Deficiency Declaration is made by the State Government. During times of declared drought, farmers are able to access the water at a concessional rate in accordance with the declaration.

#### Option 2 Community Use Standpipe

Community use standpipes will be classed as a standpipe that is publicly accessible at all times. The standpipe can only be supplied by a water meter that is 20mm or 25mm in size. The Local Government would incur an annual service charge of approximately \$250.00 per annum on each water meter, and the water used would be charged at a concessional rate of \$2.534 per kilolitre.

The Water Corporation has specified a maximum water meter size of 25mm on community-use standpipes as a way of deterring commercial users. A water meter that is 25mm in size only has the ability to supply approximately 35 litres a minute, and is intended for use by households that are not connected to scheme water, and also farmers for topping up water tanks.

As part of the upcoming changes, Water Corporation have offered to remove any existing water meter that is larger than 25mm, and replace it with either a 20mm or 25mm water meter free of charge.

The option of having a 20mm or 25mm is not recommended. In the event of a fire, a low supply rate of 35 litres a minute would prove ineffective in all cases. The low flow rate would also make the stand pipe unviable for Shire use, as it would take over four hours to fill a standard 9,000 litre water truck.

#### Option 3 Fire Standpipe

Fire standpipes will be classed as a standpipe that is only used for firefighting, and it must remain locked at all times. A firefighting standpipe can also have a water meter of any size. Firefighting standpipes do not attract any service or water usage charges, as long as they are only used for firefighting. Any other use will attract a commercial charge, even if the LGA uses the standpipe for its own purposes.

This option is not recommended. LA standpipes provide the same protection in the event of a fire, and also allow the LGA access to water at a concessional rate.

#### Option 4 Commercial Standpipe

Commercial standpipes will be classed as a standpipe that can be used by anyone, and has a water meter greater than 25mm. The standpipes can remain unlocked, or be managed by the LGA by means of a lockout system. All water that is consumed from a Commercial standpipe (except for firefighting), will be charged to the LGA at the commercial rate by Water Corporation, even if the LGA is using it for its own purposes.

As of 1 July 2019, eight (8) of the Shire's standpipes would attract a charge of \$5.011 per kilolitre, with one standpipe attracting a charge of \$8.353 per kilolitre. All of the standpipes would also attract an annual commercial service charge. The five (5) standpipes that have a 50mm water meter would all attract an annual service charge of \$1,658.93 each, whilst the three (3) standpipes that have an 80mm water meter would attract an annual service charge

of \$4,264.85 each. These proposed changes in charges would see the price of water increase from \$2.534 per kilolitre, to an average cost of \$9.33 per kilolitre.

Water Corporation have supplied the year to date consumption for 2017/18, and the total volume of water utilised from standpipes in the Shire was 5,274 kilolitres. Based on consuming the same amount of water in 2019/20, the Shire could expect to pay \$49,180.39 per annum if all of our standpipes are classed as being commercial, compared to \$13,364.32 for LA class standpipes.

One option for a Commercial standpipe is to leave them unlocked, however this is not recommended as this may attract dishonest commercial users and the Shire would have to cover the cost of any water that may be stolen.

Another option is to install a standpipe management system. Quotations were sourced for a number of user pays standpipe management systems, whereby the Shire could issue a swipe card or key that would allow the user to access water from an individual standpipe. These units are valued between \$4,500 and \$18,000 ex GST and incur monthly running costs of approximately \$75 ex GST. There would also be administrative costs associated with issuing of invoices for water that has been supplied.

It has been discussed amongst officers, the need to have a standpipe that has the ability to provide water to all of the Shire rate payers. The standpipe that has been identified to possibly provide this service is located near the intersection of Chomley and Highbury West Road. This standpipe currently has a 50mm water meter, and could be classed in the future as a Commercial standpipe. The standpipe could still be locked via a standpipe management system, and those who needed to source water could gain access to the standpipe via a swipe card or key. By doing this, the Shire would incur the annual commercial service charge from the Water Corporation of \$1,659.95, the commercial water charge of \$5.011 per kilolitre and the associated costs of installing and maintaining the management system. These charges could then be passed on to the user of the standpipe.

Due to the high cost of installing and maintaining these systems, and the fact that the Shire would still incur a commercial rate for any water that is used for its own purposes from the standpipe, it is recommended that only one (1) of these systems be installed.

Due to the significant increase in the commercial service and water charge, it is recommended that the Shire of Narrogin class eight of the nine existing standpipes within the Shire as 'LA standpipes', and padlock them as of 1 July 2019. By doing so, the Shire will be able to conduct future road construction and maintenance programs without significant increases in costs associated with water and fire control still being maintained to the standard it is now.

As the Shire would no longer be receiving a service charge from Water Corporation for classifying eight of the standpipes as LA's, the cost of classifying the standpipe at Chomley Road as Commercial will be offset by that saving. There will, however, be a one-off-cost for the purchase of a standpipe management system, as well as the associated running costs of approximately \$100 per month. Currently, the Shire is charging \$2.50 ex GST per kilolitre for water taken from standpipes, however, as the Water Corporation will be charging a commercial rate of \$5.011 per kilolitre as of 1 July 2019, it is recommended that this charge be reviewed by the Shire prior to the adoption of the 2019/20 Annual Budget.

## Consultation

Consultation and discussion has been undertaken with:

- Dale Stewart – Chief Executive Officer
- Guy Maley – Senior Ranger
- Wendy Mathews – Water Corporation

## Statutory Environment

Nil

## Policy Implications

Nil

## Financial Implications

Taking into account that the Shire will no longer receive a service charge for LA standpipes, but will incur a charge for a Commercial standpipe, there will be an overall decrease in current operational cost to the Shire of \$344.19.

Depending on the standpipe management system that is installed, the Shire could expect to pay a minimum of \$4,500.00 ex GST for the supply and installation of a unit, then an ongoing minimum monthly cost of \$75.00 ex GST.

There will also be minor administrative costs associated with the invoicing of commercial water, however this cost, along with the monthly running cost of the management system, can be incorporated into the rate that the water is charged out at and is already a process undertaken at the moment, but which can be made more efficient, with the introduction of an electronic and remotely managed system.

## Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	1. Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.3 An effective well maintained transport network
Strategy:	1.3.1 Maintain and improve road network in line with resource capacity
Outcome:	3.3 Efficient use of resources
Strategy:	3.3.1 Increase resource usage efficiency

## Voting Requirements

Simple Majority

### OFFICERS' RECOMMENDATION

That with respect to future management of standpipes within the Shire of Narrogin, that Council:

1. Classify eight (8) of the standpipes within the Shire of Narrogin as 'Local Authority', standpipes, whilst classifying one (1) standpipe as Commercial.
2. The standpipe classed as Commercial be that which is located at the intersection of Chomley Road and Highbury West Road.

3. The eight (8) Local Authority standpipes, effective 1 July 2019, be locked with the Shire's standard fire padlock.
4. Request the Chief Executive Officer to investigate an effective remote standpipe management and locking system for the standpipe classed as Commercial, at an estimated capital cost of \$4,500, as part of the Annual Budget Review, scheduled for February 2019.
5. Request the Chief Executive Officer to review the rate per kilolitre of water to be sold from the Commercial standpipe, as part of the 2019/20 Fees and Charges Review.
6. Widely advertise the changes and reasons for those changes in Council's Narrogin Narrative, via direct mail to rural ratepayers and on other media as deemed appropriate by the Chief Executive Officer.

## Shire of Narrogin Standpipe Data

Standpipe Location and Size	Usage KI	Current Cost per KI	Current Water service Charge	Current Cost	Future Cost Per KI (LGA Only)	Future service Charge (LGA Only)	Future Cost (LGA Only)	Future Cost Per KI (Commercial)	Future service Charge (Commercial)	Future Cost (Commercial)
Campbells Rd 50mm	19	\$2.39	\$207.87	\$253.28	\$2.53	\$0.00	\$48.15	\$8.35	\$1,658.93	\$1,817.64
Wagin Wickepin Rd 50mm	520	\$2.39	\$207.87	\$1,450.67	\$2.53	\$0.00	\$1,317.68	\$5.01	\$1,658.93	\$4,264.13
Read Rd 50mm	51	\$2.39	\$207.87	\$329.76	\$2.53	\$0.00	\$129.23	\$5.01	\$1,658.93	\$1,914.44
Yilliminning Rd 50mm	33	\$2.39	\$207.87	\$286.74	\$2.53	\$0.00	\$83.62	\$5.01	\$1,658.93	\$1,824.26
Narrogin Valley Rd 50mm	36	\$2.39	\$207.87	\$293.91	\$2.53	\$0.00	\$91.22	\$5.01	\$1,658.93	\$1,839.29
Great Southern Hwy 80mm	1108	\$2.39	\$207.87	\$2,855.99	\$2.53	\$0.00	\$2,807.67	\$5.01	\$4,246.85	\$9,797.93
Highbury West Rd 50mm	2028	\$2.39	\$207.87	\$5,054.79	\$2.53	\$0.00	\$5,138.95	\$5.01	\$1,658.93	\$11,819.21
Williams Kondinin Rd 80mm	459	\$2.39	\$207.87	\$1,304.88	\$2.53	\$0.00	\$1,163.11	\$5.01	\$4,246.85	\$6,546.44
Geeralying Rd 80mm	1020	\$2.39	\$207.87	\$2,645.67	\$2.53	\$0.00	\$2,584.68	\$5.01	\$4,246.85	\$9,357.05
<b>Totals</b>	<b>5274</b>		<b>\$1,870.83</b>	<b>\$14,475.69</b>			<b>\$13,364.32</b>		<b>\$22,694.13</b>	<b>\$49,180.39</b>

## Notes:

Figures are based on 2017/18 YTD's provided by Water Corporation from meter reads.

Commercial water charge is based on the class step of the meter

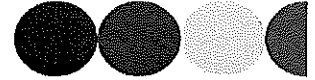
Commercial service charge is based on meter size (50 or 80mm)

All water meters are Class Step 9 with the exception of Campbells Rd which is Class Step 15.

Current Cost per KI	\$2.74	
Future cost Per KI (LGA Only)	\$2.53	re an average, based on total volume used 17/18.
Future cost Per KI Commercial	\$9.33	

Cost to Install Standpipe Management System	\$18,000.00	Card System
Monthly Running Costs	\$73.00	Card System

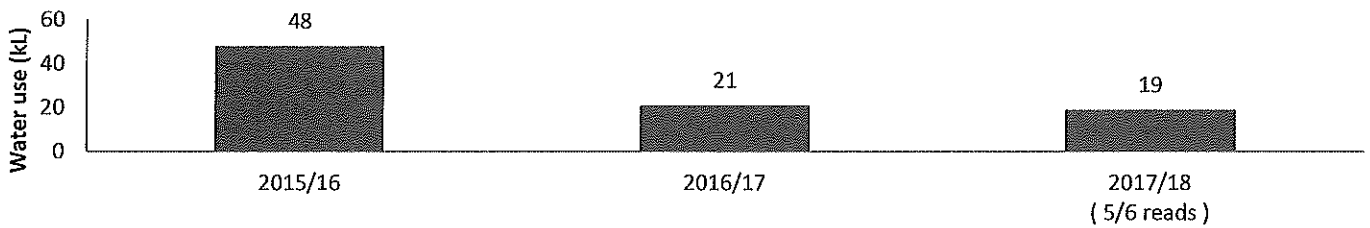




<b>Account number</b>	<b>9009684710</b>	<b>No. of Standpipes</b>	<b>1</b>
<b>Customer</b>	<b>SHIRE OF NARROGIN</b>	<b>Town class step</b>	<b>15</b>
<b>Site</b>	<b>CAMPBELLS RD NARROGIN LOT ADJ LOT 1792</b>		

Meter Number	Meter Size	2015/16 Water use (kL)	2016/17 Water use (kL)	2017/18 Water use (kL)
FK1550077	50	48	21	19

### Total water use history



### Historical Charges

Water use year	Water use charges	Water service charges	Other charges	Total charges
2015/16	\$ 115.77	\$ 226.07	\$ -	\$ 341.84
2016/17	\$ 80.69	\$ 236.23	\$ 0.68	\$ 317.60
2017/18 (YTD)	\$ 45.42	\$ 207.87	\$ -	\$ 253.29

### Future new estimated charges

#### Commercial standpipe

For use by commercial customers; may include major road building, mining, water carting for large projects, farming.

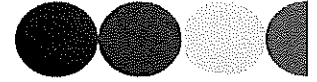
May be private owned or made available by Local Government.

	Water use charges	Water service charges	Other charges	Total charges
2018-19	\$ 158.71	\$ 1,658.93	\$ -	\$ 1,817.64

#### LA standpipe

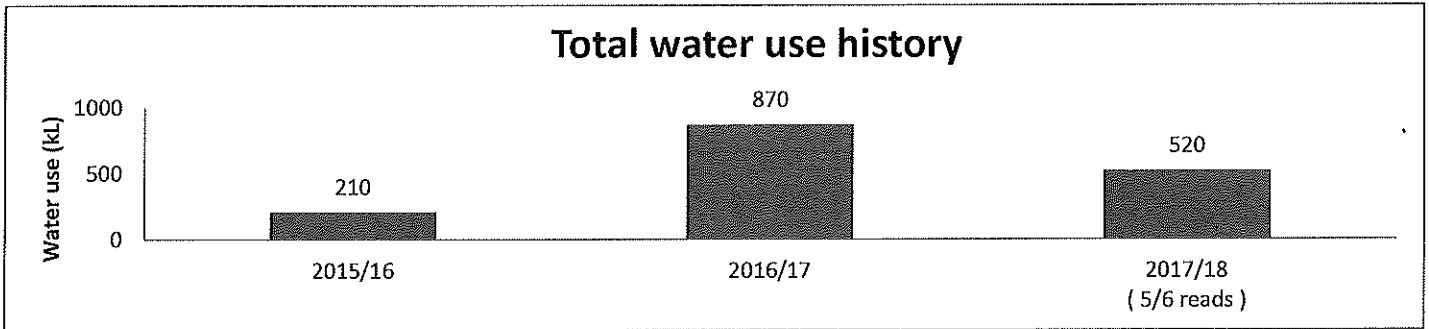
For use by Shire only – locked and no public access available.

	Water use charges	Water service charges	Other charges	Total charges
2018-19	\$ 48.15	\$ -	\$ -	\$ 48.15



<b>Account number</b>	<b>9007803122</b>	<b>No. of Standpipes</b>	<b>1</b>
<b>Customer</b>	<b>SHIRE OF NARROGIN</b>	<b>Town class step</b>	<b>9</b>
<b>Site</b>	<b>5201 WAGIN-WICKEPIN RD NARROGIN FL LOT PT 5201</b>		

Meter Number	Meter Size	2015/16 Water use (kL)	2016/17 Water use (kL)	2017/18 Water use (kL)
FK1650116	50	210	870	520



### Historical Charges

Water use year	Water use charges	Water service charges	Other charges	Total charges
2015/16	\$ 456.09	\$ 226.07	\$ -	\$ 682.16
2016/17	\$ 1,939.99	\$ 236.23	\$ 1.73	\$ 2,177.95
2017/18 (YTD)	\$ 1,243.32	\$ 207.87	\$ 2.11	\$ 1,453.30

### Future new estimated charges

#### Commercial standpipe

For use by commercial customers; may include major road building, mining, water carting for large projects, farming.

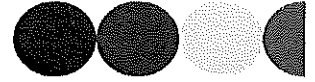
May be private owned or made available by Local Government.

Water use year	Water use charges	Water service charges	Other charges	Total charges
2018-19	\$ 2,605.72	\$ 1,658.93	\$ -	\$ 4,264.65

#### LA standpipe

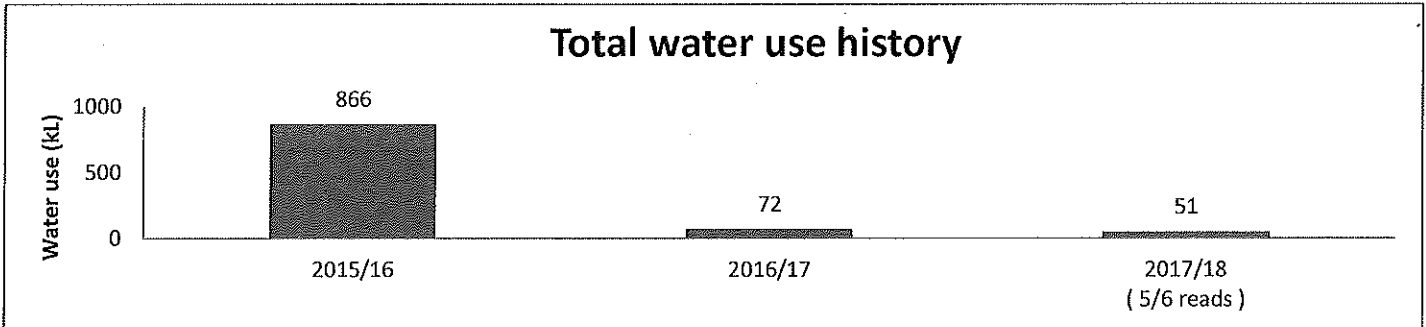
For use by Shire only – locked and no public access available.

Water use year	Water use charges	Water service charges	Other charges	Total charges
2018-19	\$ 1,317.68	\$ -	\$ -	\$ 1,317.68



<b>Account number</b>	<b>9007802883</b>	<b>No. of Standpipes</b>	<b>1</b>
<b>Customer</b>	<b>SHIRE OF NARROGIN</b>	<b>Town class step</b>	<b>9</b>
<b>Site</b>	<b>READ RD NARROGIN FL LOT OPP LOT 7230</b>		

Meter Number	Meter Size	2015/16 Water use (kL)	2016/17 Water use (kL)	2017/18 Water use (kL)
FK1150018	50	866	72	51



### Historical Charges

Water use year	Water use charges	Water service charges	Other charges	Total charges
2015/16	\$ 1,583.63	\$ 226.07	\$ -	\$ 1,809.70
2016/17	\$ 347.60	\$ 236.23	\$ 4.81	\$ 588.64
2017/18 (YTD)	\$ 121.94	\$ 207.87	\$ 1.76	\$ 331.57

### Future new estimated charges

#### Commercial standpipe

For use by commercial customers; may include major road building, mining, water carting for large projects, farming.

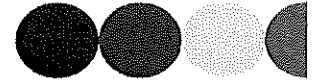
May be private owned or made available by Local Government.

Water use year	Water use charges	Water service charges	Other charges	Total charges
2018-19	\$ 255.56	\$ 1,658.93	\$ -	\$ 1,914.49

#### LA standpipe

For use by Shire only – locked and no public access available.

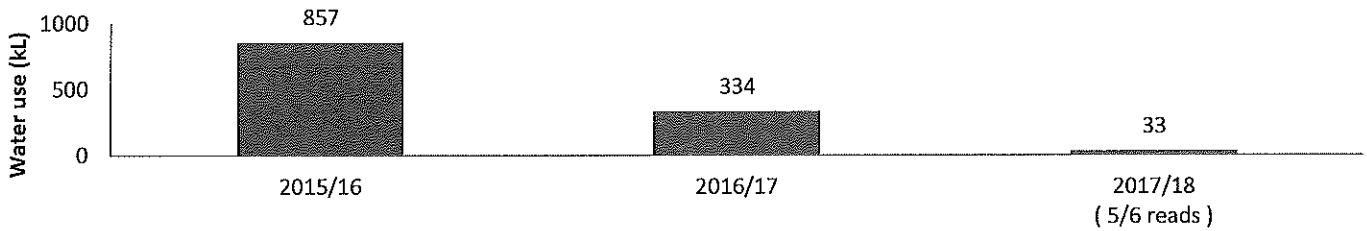
Water use year	Water use charges	Water service charges	Other charges	Total charges
2018-19	\$ 129.23	\$ -	\$ -	\$ 129.23



<b>Account number</b>	<b>9007801880</b>	<b>No. of Standpipes</b>	<b>1</b>
<b>Customer</b>	<b>SHIRE OF NARROGIN</b>		
<b>Site</b>	<b>YILLIMINNING RD NARROGIN FL LOT ROAD RES OPP LOT 10</b>	<b>Town class step</b>	<b>9</b>

Meter Number	Meter Size	2015/16 Water use (kL)	2016/17 Water use (kL)	2017/18 Water use (kL)
WFD0250312	50	857	334	33

### Total water use history



### Historical Charges

Water use year	Water use charges	Water service charges	Other charges	Total charges
2015/16	\$ 1,783.24	\$ 226.07	\$ -	\$ 2,009.31
2016/17	\$ 774.43	\$ 236.23	\$ 1.40	\$ 1,012.06
2017/18 (YTD)	\$ 78.91	\$ 207.87	\$ 0.87	\$ 287.65

### Future new estimated charges

#### Commercial standpipe

For use by commercial customers; may include major road building, mining, water carting for large projects, farming.

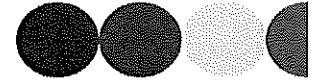
May be private owned or made available by Local Government.

	Water use charges	Water service charges	Other charges	Total charges
2018-19	\$ 165.36	\$ 1,658.93	\$ -	\$ 1,824.29

#### LA standpipe

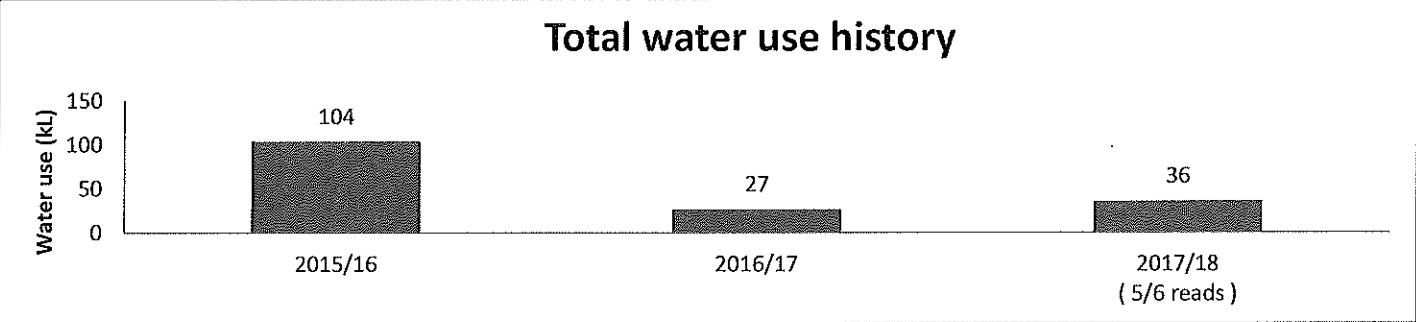
For use by Shire only - locked and no public access available.

	Water use charges	Water service charges	Other charges	Total charges
2018-19	\$ 83.62	\$ -	\$ -	\$ 83.62



<b>Account number</b>	<b>9007801290</b>	<b>No. of Standpipes</b>	<b>1</b>
<b>Customer</b>	<b>SHIRE OF NARROGIN</b>	<b>Town class step</b>	<b>9</b>
<b>Site</b>	<b>NARROGIN VALLEY RD NARROGIN FL LOT ROAD RES ADJ L1659</b>		

Meter Number	Meter Size	2015/16 Water use (kL)	2016/17 Water use (kL)	2017/18 Water use (kL)
FK1300199	50	104	27	36



### Historical Charges

Water use year	Water use charges	Water service charges	Other charges	Total charges
2015/16	\$ 239.99	\$ 226.07	\$ -	\$ 466.06
2016/17	\$ 56.23	\$ 236.23	\$ -	\$ 292.46
2017/18 (YTD)	\$ 86.07	\$ 207.87	\$ 0.51	\$ 294.45

### Future new estimated charges

#### Commercial standpipe

For use by commercial customers; may include major road building, mining, water carting for large projects, farming.

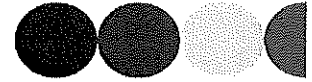
May be private owned or made available by Local Government.

	Water use charges	Water service charges	Other charges	Total charges
2018-19	\$ 180.40	\$ 1,658.93	\$ -	\$ 1,839.33

#### LA standpipe

For use by Shire only – locked and no public access available.

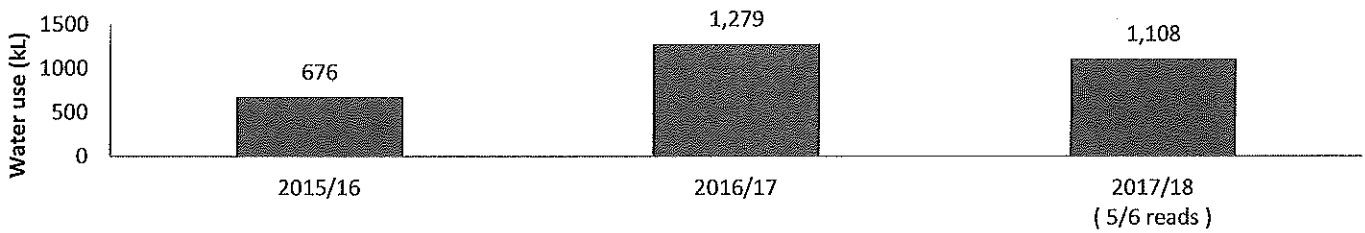
	Water use charges	Water service charges	Other charges	Total charges
2018-19	\$ 91.22	\$ -	\$ -	\$ 91.22



<b>Account number</b>	<b>9007800271</b>	<b>No. of Standpipes</b>	<b>1</b>
<b>Customer</b>	<b>SHIRE OF NARROGIN</b>	<b>Town class step</b>	<b>9</b>
<b>Site</b>	<b>GREAT SOUTHERN HWY NARROGIN FL LOT ROAD RES ADJ LN 2253</b>		

Meter Number	Meter Size	2015/16 Water use (kL)	2016/17 Water use (kL)	2017/18 Water use (kL)
HK1000077	80	676	1279	1108

### Total water use history



### Historical Charges

Water use year	Water use charges	Water service charges	Other charges	Total charges
2015/16	\$ 1,354.99	\$ 226.07	\$ -	\$ 1,581.06
2016/17	\$ 2,521.62	\$ 236.23	\$ 3.24	\$ 2,761.09
2017/18 (YTD)	\$ 2,649.23	\$ 207.87	\$ 8.40	\$ 2,865.50

### Future new estimated charges

#### Commercial standpipe

For use by commercial customers; may include major road building, mining, water carting for large projects, farming.

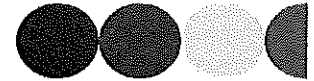
May be private owned or made available by Local Government.

	Water use charges	Water service charges	Other charges	Total charges
2018-19	\$ 5,552.19	\$ 4,246.85	\$ -	\$ 9,799.04

#### LA standpipe

For use by Shire only – locked and no public access available.

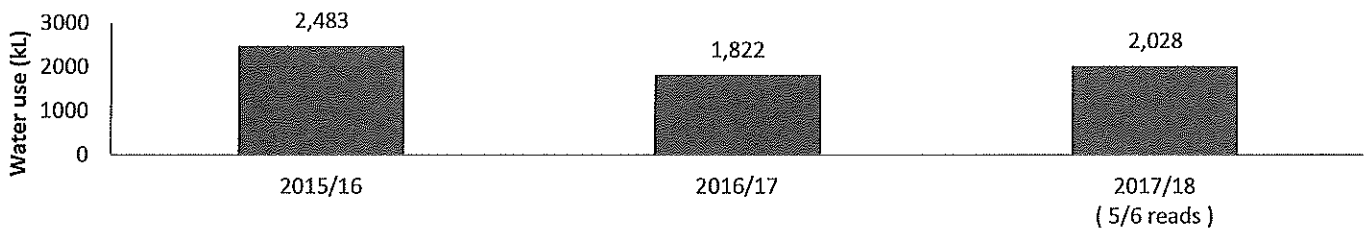
	Water use charges	Water service charges	Other charges	Total charges
2018-19	\$ 2,807.67	\$ -	\$ -	\$ 2,807.67



<b>Account number</b>	<b>9007800191</b>	<b>No. of Standpipes</b>	<b>1</b>
<b>Customer</b>	<b>SHIRE OF NARROGIN</b>	<b>Town class step</b>	<b>9</b>
<b>Site</b>	<b>3820L HIGHBURY RD WEST NARROGIN FL LOT ADJ LOT 3820</b>		

Meter Number	Meter Size	2015/16 Water use (kL)	2016/17 Water use (kL)	2017/18 Water use (kL)
FK0510071	50	2483	1822	2028

### Total water use history



### Historical Charges

Water use year	Water use charges	Water service charges	Other charges	Total charges
2015/16	\$ 5,481.76	\$ 226.07	\$ -	\$ 5,707.83
2016/17	\$ 4,189.19	\$ 236.23	\$ 4.87	\$ 4,430.29
2017/18 (YTD)	\$ 4,848.96	\$ 207.87	\$ 8.63	\$ 5,065.46

### Future new estimated charges

#### Commercial standpipe

For use by commercial customers; may include major road building, mining, water carting for large projects, farming.

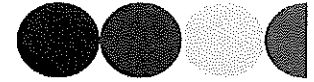
May be private owned or made available by Local Government.

	Water use charges	Water service charges	Other charges	Total charges
2018-19	\$ 10,162.31	\$ 1,658.93	\$ -	\$ 11,821.24

#### LA standpipe

For use by Shire only – locked and no public access available.

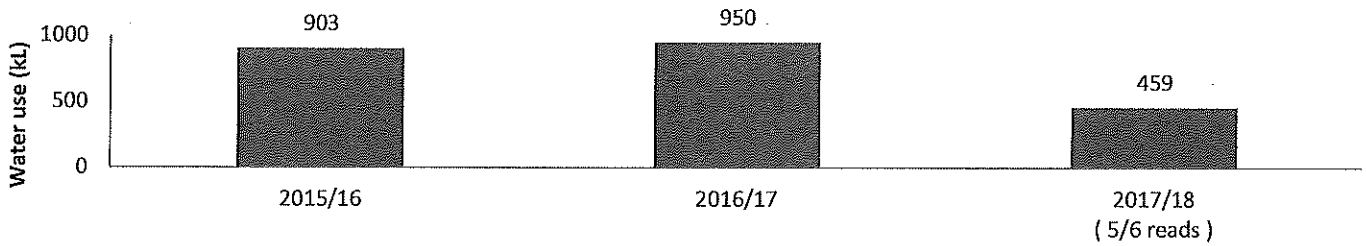
	Water use charges	Water service charges	Other charges	Total charges
2018-19	\$ 5,138.95	\$ -	\$ -	\$ 5,138.95



<b>Account number</b>	<b>9007798968</b>	<b>No. of Standpipes</b>	<b>1</b>
<b>Customer</b>	<b>SHIRE OF NARROGIN</b>	<b>Town class</b>	<b>step 9</b>
<b>Site</b>	<b>WILLIAMS-KONDININ RD NARROGIN FL LOT ADJ LOT 57</b>		

Meter Number	Meter Size	2015/16 Water use (kL)	2016/17 Water use (kL)	2017/18 Water use (kL)
MH6140	80	903	950	459

### Total water use history



### Historical Charges

Water use year	Water use charges	Water service charges	Other charges	Total charges
2015/16	\$ 1,889.14	\$ 226.07	\$ -	\$ 2,115.21
2016/17	\$ 2,149.28	\$ 236.23	\$ 2.99	\$ 2,388.50
2017/18 (YTD)	\$ 1,097.46	\$ 207.87	\$ -	\$ 1,305.33

### Future new estimated charges

#### Commercial standpipe

For use by commercial customers; may include major road building, mining, water carting for large projects, farming.

May be private owned or made available by Local Government.

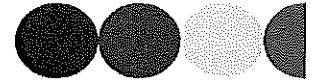
Water use year	Water use charges	Water service charges	Other charges	Total charges
2018-19	\$ 2,300.05	\$ 4,246.85	\$ -	\$ 6,546.90

#### LA standpipe

For use by Shire only – locked and no public access available.

Water use year	Water use charges	Water service charges	Other charges	Total charges
2018-19	\$ 1,163.11	\$ -	\$ -	\$ 1,163.11

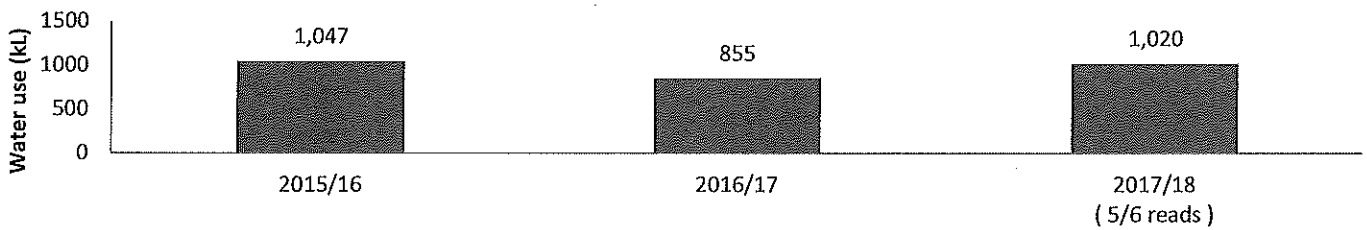




<b>Account number</b>	<b>9007798909</b>	<b>No. of Standpipes</b>	<b>1</b>
<b>Customer</b>	<b>SHIRE OF NARROGIN</b>	<b>Town class step</b>	<b>9</b>
<b>Site</b>	<b>WILLIAMS-KONDININ RD NARROGIN FL LOT GEERAYLING</b>		
	<b>SDG: RES</b>		

Meter Number	Meter Size	2015/16 Water use (kL)	2016/17 Water use (kL)	2017/18 Water use (kL)
HMO0400001	80	1047	855	1020

### Total water use history



### Historical Charges

Water use year	Water use charges	Water service charges	Other charges	Total charges
2015/16	\$ 2,164.82	\$ 226.07	\$ -	\$ 2,390.89
2016/17	\$ 2,354.53	\$ 236.23	\$ 4.88	\$ 2,595.64
2017/18 (YTD)	\$ 2,438.83	\$ 207.87	\$ 18.67	\$ 2,665.37

### Future new estimated charges

#### Commercial standpipe

For use by commercial customers; may include major road building, mining, water carting for large projects, farming.

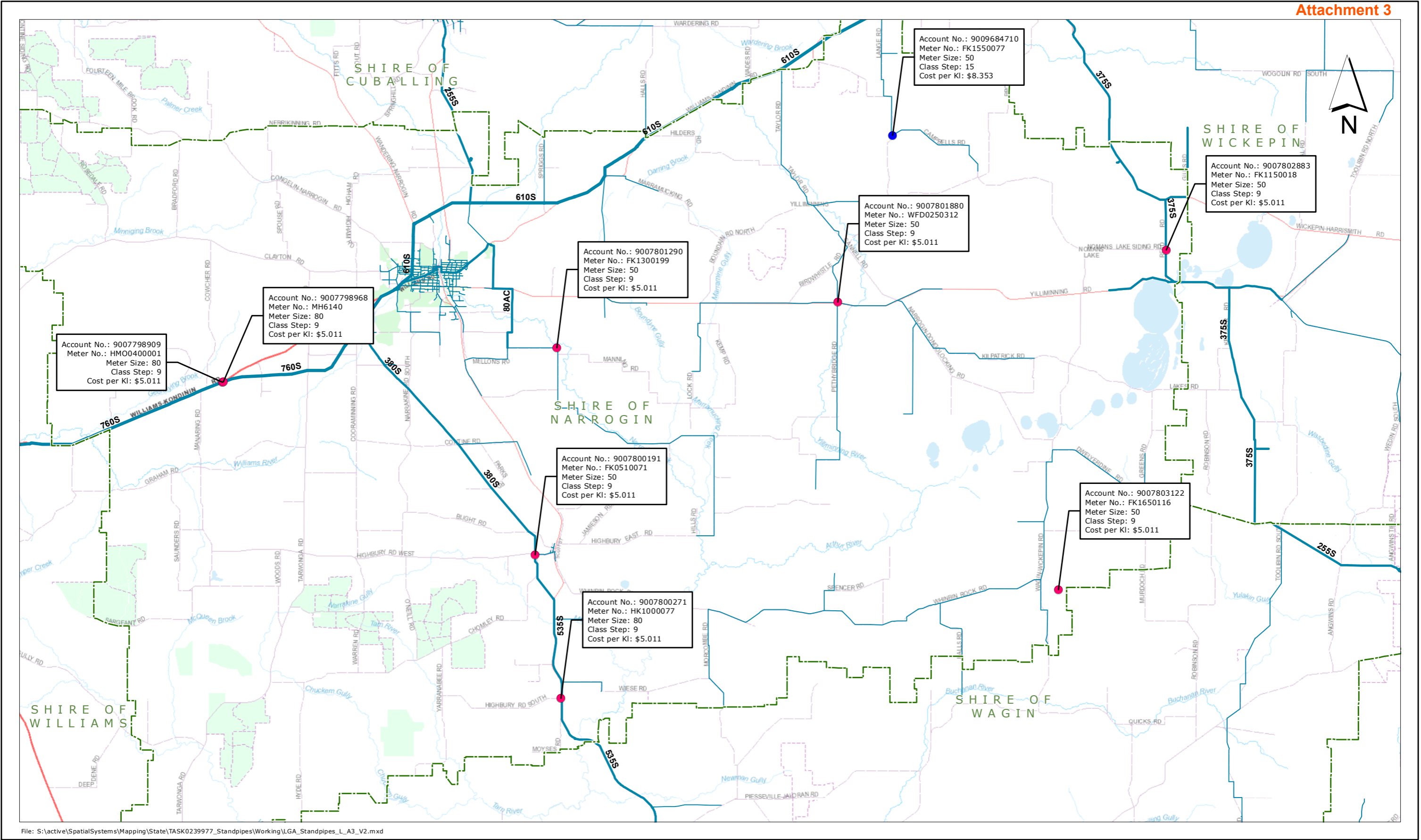
May be private owned or made available by Local Government.

	Water use charges	Water service charges	Other charges	Total charges
2018-19	\$ 5,111.22	\$ 4,246.85	\$ -	\$ 9,358.07

#### LA standpipe

For use by Shire only – locked and no public access available.

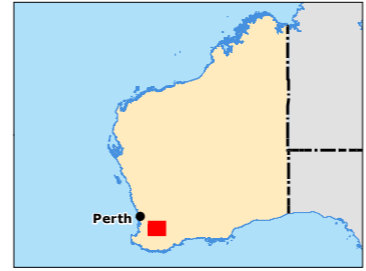
	Water use charges	Water service charges	Other charges	Total charges
2018-19	\$ 2,584.68	\$ -	\$ -	\$ 2,584.68



File: S:\active\spatialsystems\mapping\state\task0239977\_Standpipes\Working\LGA\_Standpipes\_L\_A3\_V2.mxd

**Water Standpipe Class**

0	4	9	14
1	5	10	15
2	6	11	
3	7	12	
	8	13	



1:175,000 at A3  
 0 1500 3000 4500 6000  
 Metres  
 Coordinate System: GDA 1994 MGA Zone 50  
 Vertical Datum: AHD  
 AUTHOR: CHONGV1 DATE: 6/07/2018  
 BRANCH: DTG - MAPPING & GEOSPATIAL  
 The information contained herein is the exclusive property of the Water Corporation and the respective copyright owners. It is subject to ongoing review and should be viewed in conjunction with the associated materials. No part of this production should be copied, modified, reproduced or published in any form other than that intended by the author.



**SHIRE OF NARROGIN  
Standpipe Locations**

### 10.2.3 PURCHASE OF NEW 6X4 TRUCK RFQ 18/19-07

<b>File Reference</b>	1.2.2
<b>Disclosure of Interest</b>	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
<b>Applicant</b>	Shire of Narrogin
<b>Previous Item Numbers</b>	Nil
<b>Date</b>	18 September 2018
<b>Author</b>	John Warburton – Acting Executive Manager Technical and Rural Services
<b>Authorising Officer</b>	Dale Stewart – Chief Executive Officer
<b>Attachments</b>	1. Purchase of new 6x4 Truck RFQ 18/19 – 07 Evaluation Matrix (Confidential - separate cover)

#### Summary

Council is requested to consider awarding the purchase of a 6x4 Truck RFQ 18/19 - 07, to Truck Centre WA, for one (1) new UD Quan 460 with tipper body, along with the trading of two (2) existing UD 6x4 trucks for the net acquisition sum of \$189,329 ex GST.

#### Background

The purchase of the new truck, along with the disposal of the two (2) existing trucks, were identified as part of the 2018/19 budget, as well as the 2017 to 2027 Ten-Year Plant Replacement Program.

As the purchase amount of the new truck was expected to be in excess of \$150,000, a Request for Quotation (RFQ) was prepared and advertised through the WALGA Preferred Supplier eQuotes Portal, consistent with the Council's Purchasing Policy.

#### Comment

The Purchase of New 6x4 Truck RFQ was advertised through the WALGA Preferred Supplier eQuotes Portal to five (5) suppliers, from 3 September 2018, to 17 September 2018. The companies that were invited to quote were:

- Trucks Centre WA
- Mack Trucks
- Scania Australia
- Freightliner Australia
- Volvo Trucks

From the five (5) suppliers that were asked to provide a quotation only two (2) responded, being Trucks Centre WA and Freightliner Trucks.

The RFQ was evaluated on 60% price, 25% specification and 15% warranty, with a total weighted score of 100 points being available for compliant submissions.

Truck Centre WA (for a UD Quan) scored 77.4, whilst Freightliner Australia (for a Mitsubishi Fuso) scored 75.5. Both companies supplied all of the relevant documentation that was required in the RFQ, and are reputable suppliers of trucks throughout Australia and the world. However, Truck Centre WA scored the highest through the evaluation process.

## Consultation

RFQs were considered and evaluated by:

- John Warburton – Acting Executive Manager Technical and Rural Services;
- Dale Stewart – Chief Executive Officer; and
- Frank Ludovico – Executive Manager Corporate and Community Services.

## Statutory Environment

- Local Government Act 1995 S3.57 – Tenders for providing goods or services
- Local Government (Functions and General) Regulations 1996 Part 4 – Provisions of Goods and Services, Division 2 – Tenders for Providing Goods and Services (s.3.57)

## Policy Implications

Policy 3 – Purchasing Framework, is applicable

## Financial Implications

The expenditure is wholly contained in the Budget. The Budget estimated a purchase price of \$226,000, with truck trades of \$13,000 and \$15,000. The net available funds allocated in the budget for the acquisition is \$198,000 ex GST.

The purchase price of the truck was \$229,329 ex GST. The trades resulted in net proceeds of \$40,000 ex GST.

The proposal therefore results in a net saving to Budget of \$8,671.

## Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	1. Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.3 An effective well maintained transport network
Strategy:	1.3.1 Maintain and improve road network in line with resource capacity

## Voting Requirements

Simple Majority

### OFFICERS' RECOMMENDATION

That with respect to RFQ 18/19 – 07, Purchase of New 6x4 Truck, Council award the purchase of a UD Quan 460, to the Truck Centre WA as per their quotation for the net amount of \$189,329 ex GST, inclusive of the two trades.

## 10.2.4 WHEATBELT SECONDARY FREIGHT ROUTE (WSFR) PROJECT

<b>File Reference</b>	28.8.1
<b>Disclosure of Interest</b>	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
<b>Applicant</b>	Shire of Narrogin
<b>Previous Item Numbers</b>	Nil
<b>Date</b>	24 August 2018
<b>Author</b>	Keenan Wenning – Technical Officer, Technical and Rural Services
<b>Authorising Officer</b>	Torre Evans – Executive Manager, Technical and Rural Services
<b>Attachments</b>  1. WSFR Briefing Note August 2018 2. WSFR July 2018 RRG Update	

### Summary

Council is requested to consider endorsing a co-contribution allocation of \$6,000 in the 2018/19 Annual Budget Review, to be put towards a Building Better Regions Funding (BBRF) application that the Secondary Freight Route Funding (SFRF) Team is currently developing.

### Background

Comprised of over 4,400km of Local Government managed roads in the Main Roads WA (MRWA) Wheatbelt Region, the Wheatbelt Secondary Freight Route (WSFR) enables large high productivity trucks access to businesses safely and efficiently.

Driven by 42 Local Government Authorities (LGA's) associated with the Regional Road Groups (RRG) of the Wheatbelt Region, the WSFR Team is developing a business case to have additional road improvements across the network included to the Infrastructure Australia Priority List.

The WSFR Team has been working on this project since mid-2016. The project stemmed from considerable work done by both Wheatbelt South (WBS) & Wheatbelt North (WBN) local governments, in looking at their road networks in an attempt to improve connectivity through our RRG funding and road projects. This mapping process started in 2014, once the RRG together with Main Roads identified that improving the connectivity was a major project that would bring significant economic benefit to the Agricultural Region. A working group was formed and Regional Development Australia (RDA) via Juliet Grist helped the Shire obtain initial funding to further progress the regional road project.

### Comment

The last 2.5 years have seen considerable work undertaken by all 42 LGA's and the WSFR Team get this project to a point where constructive and positive meetings with the State Government, Federal Government, Infrastructure Australia, Freight & Logistics Council WA, CBH and other key stakeholders taking place.

The co-contribution of the \$6,000 at the 2018/19 Annual Budget Review by Council will assist in securing BBRF, which, if supported by all 42 LGAs, will account for funds in excess of \$250,000.

The collective co-contributions will allow the business case to progress into Phase 3, when engineering and design works will take place. The data sources from these works, will form part of the BBRF application.

If the application is successful and additional funds are provided moving forward, the Shire of Narrogin could see a significant improvement to several of the heavy vehicle routes which will be beneficial to local businesses and in turn increase road safety within the region.

### Consultation

- Consultation and discussions have occurred with:
- Garrick Yandle – Executive Manager Infrastructure – Shire of Dandaragan;
- Torre Evans – Executive Manager Technical and Rural Services; and
- John Warburton – Manager Operations.

### Statutory Environment

Nil

### Policy Implications

Nil

### Financial Implications

Council is advised that the co-contribution of \$6,000 to support the WSFR Funding application is an unplanned expense, and will need to be considered at the 2018/19 Annual Budget Review.

### Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	1. Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.3 An effective well maintained transport network
Strategy:	1.3.1 Maintain and improve road network in line with resource capacity

### Voting Requirements

Simple Majority

#### **OFFICERS' RECOMMENDATION**

That with respect to the Secondary Freight Routes Project, Council:

1. Support the strategic intent of the Secondary Freight Routes project;
2. Authorise the Chief Executive Officer to prepare and sign a letter of support in favour of an application for Federal Government Funding under the Building Better Regions Program to develop the Secondary Freight project; and
3. Consider an allocation of \$6,000 in 2018/19 Annual Budget Review to co-fund the Secondary Freight Route Project team subject to the application for a Building Better Regions Program application proceeding.



**WHEATBELT NORTH REGIONAL ROAD GROUP**  
 Comprising Avon, Kellerberrin, North East and Moora Sub Groups

**WHEATBELT SOUTH REGIONAL ROAD GROUP**  
 Comprising Hotham-Dale, Lakes, Narrogin and Roe Sub Groups  
 correspondence to RRG Secretariat, Main Roads WA PO Box 333 NORTHAM WA 6401

Briefing Note:

# Wheatbelt Secondary Freight Route

August 2018

## OVERVIEW

The Wheatbelt Secondary Freight Route (WSFR) network in the Main Roads WA Wheatbelt region comprises some 4,400km of Local Government managed roads that connect with State and National highways to provide access for heavy vehicles into the region. These roads are intended to enable large, high productivity trucks safe and cost effective access to business. The WSFR project is developing a business case, with the supporting evidence and documentation required, to seek the addition of a program of road improvements across the network be added to the Infrastructure Australia Priority List.

## WSFR WORKING GROUP

The project is being driven by local government authorities associated with the Regional Road Groups of the Wheatbelt Region. The project is intended to support and contribute to other work being undertaken by Main Roads WA, the Department of Transport and the Department of Primary Industries and Regional Development that is considering strategic transport investments across the agricultural regions through the Revitalising Agricultural Regional Freight (RARF) project.

A project Working Group has been established consisting of representatives from the following organisations:

- Wheatbelt North Regional Road Group (WN RRG)
- Wheatbelt South Regional Road Group (WS RRG)
- WA Local Government Association (WALGA)
- Regional Development Australia - Wheatbelt (RDA-W)
- Main Roads WA-Wheatbelt Region (MRWA-WR)
- Wheatbelt Development Commission (WDC)



The project has been encouraged by indications from the Federal Government that they are keen to receive well developed business cases for investment in nationally significant supply chains, with the Working Group

developing the Wheatbelt Secondary Freight Routes project. Secondary Freight Routes connect with State and National highways, providing access for heavy vehicles into the region, allowing trucks safe, cost effective access to businesses.

## GOAL - INFRASTRUCTURE AUSTRALIA INFRASTRUCTURE PRIORITY LIST

---

The immediate goal is the inclusion of the WSFR project on the Infrastructure Australia Infrastructure Priority List (IPL), which is a prioritised list of nationally significant investments. It provides decision makers with advice and guidance on specific infrastructure investments that will underpin Australia's continued prosperity. Infrastructure Australia is seeking submissions for the next update of the Infrastructure Priority List, which will be published in February 2019.

The long term goal is to obtain funding support from the Federal Government for a broadly estimated, \$500 million capital works program over 10 - 20 year timeframe to bring the network up to a fit for purpose standard for current and anticipated future needs. In order to be considered for this list Infrastructure Australia require a Stage 4 Business Case submission.

Led by the Wheatbelt North and Wheatbelt South Regional Road Groups, work is underway to secure the funds needed to do the work required to formally submit the Wheatbelt Secondary Freight Routes proposal for consideration by Infrastructure Australia. RDA Wheatbelt (RDAW) have provided seed funding of approximately \$80k to support project scoping with the aim of securing the \$2 million to \$5 million (depending on the findings) needed to development an investment ready business case. The project development costs are likely to be of the order of 1% of the final investment.

To be confident that sufficient funds are available before starting the detailed planning, engineering and costing, preliminary data has been collected from Local Governments concerning roads that have been identified as part of the network. These works constitute components associated with the development of Stages 1 and 2 of Infrastructure Australia's IPL submission process.

The WSFR Working Group proponents are currently investigating funding options for funding the Stage 4 IPL submission of up to \$5M. This has primarily sought State Government support of \$1.25 million cash through the Leverage Fund, administered by the Department of Primary Industries and Regional Development, *conditional upon* Federal cash support of \$3.5 million through an application to the Building Better Regions Fund and Local Government cash and in-kind support of \$350,000. These funds will be utilised to prepare complete and compliant Stage 1 to Stage 4 submissions to Infrastructure Australia. If successful, this will result in the project being added to the Infrastructure Priority List, facilitating conversations with the Federal Government for capital funding contributions.

## AUSTRALIAN FEDERAL GOVERNMENT – INQUIRY INTO NATIONAL FREIGHT AND SUPPLY CHAIN PRIORITIES

---

The Federal Government has announced the Roads of Strategic Importance (ROSI) initiative. The aim of this initiative is to implement actions that address findings from the Inquiry into National Freight and Supply Chain Priorities.

The Federal Government has allocated \$3.5 billion over the next decade through the new Roads of Strategic Importance (ROSI) initiative, to ensure key freight roads efficiently connect agricultural and mining regions to ports, airports and other transport hubs.

The Major Project Business Case Fund will also provide an Australian Government contribution towards planning and business case development on projects with clear strategic merit. The Fund will facilitate earlier Australian Government engagement in the project planning stage to ensure broader Commonwealth objectives are considered as projects are developed. \$250M has been allocated towards planning and business cases development works on projects across the country, as priorities are identified through ongoing consultation with state and territory governments.

In July 2017 RDA Wheatbelt of behalf the Wheatbelt RRG submitted a full paper to the National Freight and Supply Chain Priorities Inquiry (*July 2017 RDA Wheatbelt Inc Submission to the **Inquiry into National***



**Freight and Supply Chain Priorities**), which discusses the various issues in relation to the need for the WSFR project to receive priority.

This paper outlined the fundamental issues that will be addressed by this project are the growing and changing freight task, consolidation of grain receival facilities, increasing use of larger vehicles, pressure to increase supply chain productivity, poor road safety outcomes and the lack of available capital to meet requirements.

The efficiency of supply chains serving industries in the Wheatbelt region is determined by the performance of the weakest link. Failure to maintain and improve productivity of the secondary freight network will reduce the international competitiveness of the Wheatbelt agricultural sector, which underpins employment and economic activity in the region. Transport links need to be addressed if the production of this sector is to be supported.

## WA STATE GOVERNMENT – DEPARTMENT OF TRANSPORT: REVITALISING AGRICULTURAL REGIONAL FREIGHT PROJECT

Separately Western Australian Department of Transport (DoT) in association with Department of Industry and Regional Development (DPIRD) and Main Roads WA are developing a strategy and investment proposals to support improvements to freight related infrastructure in the agricultural regions. The project team is working to ensure that the need for investment in Local Government roads (secondary freight routes) is reflected in the analysis to ensure these don't remain the weakest link in the supply chain.

The WSFR Working Group has submitted a draft submission to the RARF project which outlines the process undertaken so far as part of the WSFR project, route identification, data collection, project scoping and costing, business case development and initial route prioritisation. This submission is on behalf of all local governments associated with the Wheatbelt RRG. It focuses on the priorities of local government roads within the region.

WSFR Working group will continue to work with MRWA WR and WDC as part of the RARF project consultation, and see this consultation as ongoing throughout the course of 2018 and beyond. The WSFR is representative of the views of all Wheatbelt local governments through the RRG, will be the key local government consultation point for the RARF Project. The Committee through its membership is in regular consultation with both MRWA WR and WDC, as part of our project development.

## PROPOSED BUDGET AND FUNDING OPTIONS

The draft budget and potential funding options are summarised as follows:

Capital Cost	\$500M	Details
Planning Cost	\$5M	~1% of capital cost
Federal Govt	\$3.5M	BBRF - requires co-contribution; or Major Project Business Case Fund
WA State Govt	\$1.25M	DPIRD Leverage Fund DoT – RARF
Local Govt	\$250K	Approx. - \$6K each from 42 LGAs

Feedback from DPIRD regarding the Leverage Fund application of \$1.2M by RDA-Wheatbelt on behalf of WSFR, was that the application was considered better suited for MRWA consideration and to link into with the current RARF project work given the significant alignment between the two sets of work. It was recommended that the WSFR Working Group continue to pursue their relationship with DoT and MRWA to ensure the requirements of the WSFR are adequately included in the RARF activities. The WSFR Working Group has

continued on-going discussions and consultation with RARF via Main Roads WA-WR and WDC as directed by DPIRD.

## ADVOCACY AND CONSULTATION

The working group is continuing to use every opportunity to promote and seek support for the proposal with stakeholders, the community and political leaders at Federal and State level. It will be helpful if Local Governments can support this effort. The way in which this is done will depend on the audience and the key issues in your area. However, the common messages are:

1. Industry and jobs depend on an efficient supply chain in order to remain internationally competitive;
2. The supply chain is only as strong as the weakest link, which are typically the connections to the major highways;
3. The size, weight and productivity of trucks has increased and is expected to continue to do so;
4. The road freight task has increased and is expected to continue to do so;
5. Local Governments in the Wheatbelt Regions are spending more than \$100m per year maintaining roads. To make this expenditure more efficient, some roads need to be upgraded to a higher standard as they were not designed for the purposes for which they are now used;
6. This proposed project is a step change for a defined network. Once delivered it will contribute to lower freight costs, lower road network operating costs and a safer road network.

At the Federal level Ministers Corman and Porter as well as Members Melissa Price and Rick Wilson have received a briefing. At the State level, Ministerial advisers and senior department staff have been briefed and discussions held with local members Darren West and Mia Davies.

State support for an application to Infrastructure Australia will be critical. The project team is seeking to ensure that this work supports and is supported by other project work being undertaken by the Department of Transport in conjunction with Main Roads WA and the Department of Primary Industries and Regional Development analysing strategic freight issues. It also builds on work completed in 2017 looking specifically at the agricultural lime freight task.

A summary of consultation undertaken is as follows:

Organisation	Personnel	Details
Local Govt	42 LGAs RRG WN and WS	Project scoping Data collection Technical Representatives
Federal Govt	McCormack and McVeigh Ministers Corman and Porter Members Melissa Price and Rick Wilson RDA Wheatbelt	Advisor Briefing Teleconference Summary Documentation
State Govt	DPIRD - Minister MacTiernan DoT – Minister Saffioti RAFT MRWA WR WDC	State Leverage Fund – requested \$1.25M RARF Submission In-principle support Communication conduit
Industry	CBH Ag Lime WA	Match priority routes Lime Strategy
Infrastructure Australia	Nicole Lockwood (Director)	Advice on IA Stage 3 – 4 submission Assistance at each step
Freight and Logistics Council	Kellie Houlahan (Policy Adviser)	Conduit to State Govt

## AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION - NATIONAL LOCAL ROADS AND TRANSPORT CONGRESS

---

In November 2017 Cr Ricky Storer, President of the Shire of Koorda and Chair of the WN RRG, delivered a presentation outlining the proactive, collective approach of Wheatbelt Councils to the regional freight challenges and the outcomes that would result from investment in secondary freight routes in the Wheatbelt at the Australian Local Government Association National Local Roads and Transport Congress. The Hon Darren Chester, Minister for Infrastructure and Transport as well as Acting Minister for Regional Development and Local Government delivered a presentation during the same session which was attended by a number of senior Federal Government officers and more than 200 Local Government delegates from around Australia.

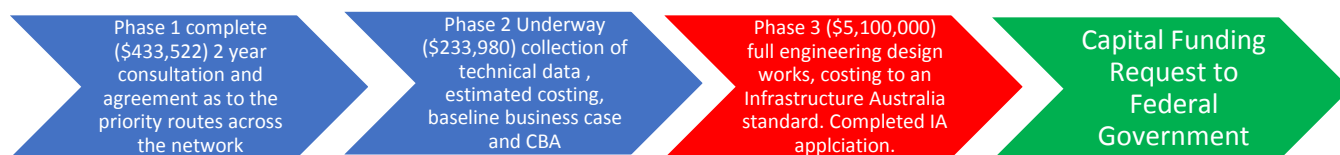
### PROJECT METHODOLOGY

---

Over the last 2 years 42 Local Government authorities across the Wheatbelt region have collaborated to identify priority routes across the Secondary Freight Network and have also participated in a technical data collection process led by the Shire of Dandaragan to estimate costs, preparation of a business case and a cost benefit analysis of the work to be undertaken. The in-kind investment by Local Government to date, facilitated through the RRG, is estimated to be well in excess of \$750,000.

The work flow is currently nearing the end of Phase 2 and seeking resources to support Phase 3. No capital funding request can occur without Phase 3 being completed (a requirement of the Federal funding processes for capital projects over \$100m).

Two workshops were undertaken in March 2018 that reviewed the road and traffic data available. The Technical Representatives from each of the Regional Road Group Sub-groups were invited to participate in these workshops, along with Main Roads WA staff and other stakeholders. The workshops provided direction to the consultants that have been commissioned by RDA Wheatbelt to prepare the funding submission for Building Better Regions Fund.



#### Phase 1: Scoping

1. Assessment of the condition of the existing road network (based on available data supplemented with consultation and field investigations) covering the identified secondary freight network.
2. Development of transport modelling to inform scope and design criteria.
3. Development and agreement as to the scope and standards required across the 80+ routes.
4. Development of concept design to facilitate a P50 cost estimate for the 80+ routes (including methodology to determine costings across a large road network with limited data).
5. Assessment and prioritisation of routes for a program of delivery including supporting justification for costs and benefits within a business case framework.

The cost estimating process for this phase will require input from a number of disciplines including the following consultants;

- geotechnical
- environmental
- consultation
- transport and traffic engineering
- civil engineering

## Phase 2: Preparation of Business Case and BBRF application

This phase is used to undertake the work required to compile the evidence and complete the business case to support the submission for the required funding amount (determined from Phase 1). Completion of this Phase is subject to finalisation of the required co-contributions based on the figure calculated in Phase 1.

RDA Wheatbelt is providing seed funding for this Phase to be completed subject to the agreement of RRG North and South in relation to meeting the required minimum co-contribution level. The required co-contributions are set by the Federal Government based on the physical location of the benefit of the project. For areas classified as Remote or Very Remote the required co-contribution is 25% of the project amount (i.e. \$1 for every \$3 of grant funding). For other classifications it is \$1 for \$1.

Tasks to complete Phase 2 include the following:

1. Undertake problem definition and needs assessment
2. Develop opportunity statement based on potential benefits of the project
3. Quantify benefits of undertaking the work against the following areas:
  - a. Criteria 1: Economic Benefit
  - b. Criteria 2: Social Benefit
4. Provide Input as necessary into the following areas:
  - a. Criteria 3: Value for Money
  - b. Criteria 4: Project Delivery
5. Collation of business case and supporting evidence for inclusion in BBRF application.

## PROJECT SCOPING

---

This process has been an excellent example of a large number of local governments (42) working together on a common strategic regional priority. To date, local government staff has provided a large amount of information and data in an in-kind capacity. The key undertakings of the project so far are:

1. Identification of nominated WSFR roads based upon a simple criteria developed by RRG with routes that:
  - i. Listed on Roads 2030.
  - ii. Regional Distributor that connects Regional Centres or major freight generating locations.
  - iii. Parallel routes not to be closer than 20km apart.
  - iv. Route not to duplicate or replace existing freight routes on State or National Highways.
  - v. Routes serving significant recent increases in regional freight that is anticipated to be sustained.
2. Determination of basic project framework and minimum design standards.
3. Road condition assessment of all identified roads across 42 local governments against minimum design standards.
4. High level scope of works and order of magnitude costs for upgrades required.
5. A summary of data collection and assessment across the 42 local of governments for both Wheatbelt north and south is:

	Route Length (km)	Proposed Works (km)	Proposed Length (%)	Indicative Costs (\$)
<b>Wheatbelt North</b>	1,608	1,134	71	\$ 197,000,000
<b>Wheatbelt South</b>	2,729	1,717	63	\$ 296,000,000
<b>TOTAL</b>	4,337	2,851	66	\$ 493,000,000

## BUSINESS CASE

---

The WSFR engaged economic consultant, Pracsys, to develop a BBRF business case for the planning and staging prioritisation of the secondary freight routes. This planning work will inform the strategic allocation of road capital works funding provided to LGAs in the region, identifying the economically optimal sequence for developing the network and ensuring that roads are designed and constructed to an optimal standard from a 'whole-of-life' asset management perspective. If successful, BBRF funding will allow for the development of a detailed scope of works that will form the basis for a subsequent submission for Infrastructure Australia funding. It will therefore be important to consider the benefits associated with both the initial planning stage, and broader project, within the BBRF Business Case.

The methodology was divided into two components:

1. Phase 1: Estimating Benefits High Level at an IA IPL submission level and for the BBRF proposal  
It is recommended that a Benefit Cost Ratio (BCR) of at least 1.2 be targeted as lower levels are unlikely to attract funding under the BBRF. In addition, a \$30 million impact threshold applies to IA funding applications. This phase will be used to understand and produce high level estimates of project benefits, informing a 'go/no go' decision for phase 2.
2. Phase 2: Developing a BBRF CBA and Business Case  
Based on the outcomes of Phase 1, document a concise Cost-Benefit Analysis and Business Case in support of the BBRF submission.

### Estimating Planning Benefits

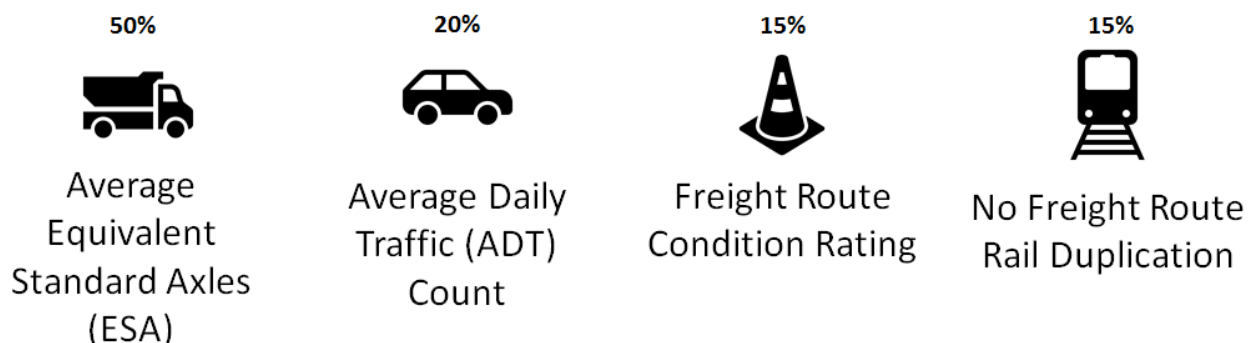
The benefits attributable to the Wheatbelt secondary freight routes prioritisation planning process were outlined and in turn used to provide a preliminary prioritisation of works for internal review. Benefits were calculated where possible, however some benefits are unquantifiable, and other benefits are best left for in-depth quantification in the detailed planning phase. The methodology included:

- Investigate plausible project benefits and compare to typical costs
- Apply assumed BCRs to hypothetical 100km works segments (over 5 to 10 years)
- Conduct comparison of net benefit using scenarios  
Scenario A: Conduct works without strategic planning – using randomised project sequence  
Scenario B: Conduct works based on strategic planning - using an optimised project sequence

The detailed planning exercise is expected to achieve a benefit in the order of \$20 million based solely on the benefits gained from freight route prioritisation.

### Initial Prioritisation System

The WSFR were evaluated on a route-by-route basis to give an early indication of their relative upgrade priorities. The evaluation conducted was a Multiple Criteria Analysis (MCA) assessing the following criteria weightings – this may be added to in future:



Attachment 1 shows a the initial first draft of the staging plan and prioritisation process. This will evolve as further planning is undertaken and additional data collected.

## PROPOSED DELIVERY METHODOLOGY

---

The Working Group is currently investigating a number of delivery methods for the development of the IA Stage 4 submission. These will largely be dependent upon the level of funding available. The options considered include complete outsourcing of the project, or a collaborative delivery method undertaken by the RRG and its associated LGA staff with various levels of support from consultants and/or Main Roads WA staff. The more collaborative model provides the opportunity to utilise the technical skills of staff within the region that have the greatest understanding and knowledge of the road network and its associated issues. It also allows for collaboration amongst all stakeholders and working party members, as well the opportunity for information sharing, capacity building and upskilling. The latter approach would entail local government and state government agency staff working together to deliver a project with regional benefits.

The proposed delivery options are:

### Option A - Fully Funded – Consultant Delivery

- \$5M
- Technical Consultant
  - Full project delivery
  - Target greater number of routes
  - Wider scale technical input
- Local Government
  - Project Management
  - Input from Technical Working Group
- MRWA
  - Technical Support
  - Review

### Option B - Partially Funded – RRG Delivery

- \$1M - \$5M depending upon funding levels
  - LGA project team could be funded or In-kind.
  - MRWA FTE
  - WDC FTE
- LGA – Project Delivery Team
  - LGA Driven
  - Technical Working Group
  - Project Delivery Team
  - Technical Consultant
- Technical Consultant
  - Funding used for specific technical purposes
  - Targeted technical input
  - Prioritised routes
  - Economic assessment and business case development

## IMPLICATIONS FOR LOCAL GOVERNMENT

---

The in-kind support from staff and Councillors at 42 Local Governments who have provided data so far is greatly appreciated.

1. Road Group Sub Groups have undertaken ongoing consultation via the Sub-groups and Technical Representative regarding outcomes being requested through this project to ensure they properly reflects the needs of LGAs in progressing the WSFR network. It would be of value if each Shire could ensure their representative receives these monthly updates (you can add them to the mailing list through [admin@rdawheatbelt.com.au](mailto:admin@rdawheatbelt.com.au) )
2. Cash Co-contributions are requested from LGA with a contribution of \$6,000 per local government being requested to provide an overall contribution of \$250,000 across the 42 LGA. It is requested that these funds come from 2018/19 budgets and request each LGA to draft an Agenda Item – August or September Council Meetings
3. Shire of Dandaragan will be undertaking the project management role for this application (should it proceed) on behalf of all 42 local governments (thankyou Dandaragan).
4. It is still the intention to seek other forms of co-contribution for this project as outlined.
5. The Working Group will continue to work towards the development of a Technical Working Group and Project Delivery Team. It will seek to identify potential resources for these roles through the RRG and nominations via Sub-groups and their respective LGAs. Positions within these groups may be either funded or in-kind depending upon funding available or the ultimate delivery methodology.



# Wheatbelt Secondary Freight Routes

July 2018 – RRG Update

# Steering Committee





# What are we aiming for?

## 1. Infrastructure Priority List

- Prioritised list of nationally significant investments
- May 2019
- Infrastructure Australia - Stage 4 submission

## 2. Detailed Design and Planning

- Scope and Cost Refinement
- Staging and Priorities
- Delivery Method
- Funding Administration
- Detailed Business Case

<b>Capital Cost</b>	<b>\$500M</b>	<b>Indicative costs</b>
Planning Cost	\$5M	~1% of capital cost

# Consultation

- Local Govt
  - 42 LGAs
  - RRG WN and WS
- Federal Govt
  - Nationally Significant Transport Infrastructure Projects.
- State Govt
  - DPIRD - Minister Mactiernan
  - State Leverage Fund – requested \$1.25M
  - DoT - RARF
  - MRWA WR and WDC
- CBH
  - Match priority routes
- Infrastructure Australia
  - Advice on IA Stage 3 – 4 submission
  - Assistance at each step
- Freight and Logistics Council
  - Conduit to State Govt
  - Infrastructure WA

# Potential Funding Sources

- Fed Govt
  - Building Better Regions Fund (BBRF)
  - Roads of Strategic Importance Initiative
  - Major Project Business Case Fund
- WA State Govt
  - Leverage Fund
  - Revitalising Agriculture Regional Freight (RARF) – DoT
  - MRWA
  - WDC
- Local Govt
  - Cash
  - In-kind

# BBRF - Infrastructure Australia Stage 3 – 4 submission

- Detailed Design and Planning
  - Scope and Cost Refinement
  - Technical Investigations and Design
  - Staging and Priorities
  - Delivery Method
  - Funding Administration
  - Detailed Business Case

Capital Cost	\$500M	Indicative costs
Planning Cost	\$5M	~1% of capital cost
BBRF	\$3.5M	
WA State Govt	\$1.25M	Knocked back by Minister Mactiernan
Local Govt	\$250K	Approx - \$6K each

# RARF - submission

- WA State Govt
  - Department of Transport
  - WDC and MRWA WR
    - primary communication conduit
- WSFR Project
  - Overview
  - Cost Estimate
  - Consultation process
- WR RRG - Priority projects
  - On behalf of associated LGAs
  - Staging and Planning
  - Local Government roads only
- RARF Project
  - State Roads
  - Intermodal assets
  - LGA infrastructure
  - DoT incorporate LGA priorities and develop
  - Direction from State Govt rather than cash funding



# Process So Far

1. Project Framework
  1. Design Criteria
  2. Working Group
2. Routes
  1. Condition Assessment – 41 out of 42 Shires
  2. Traffic Data - ADT / ESA
  3. Project Scoping and Costing
3. Business Case
  1. Cost Benefit Ratio
  2. Staging Plan
4. Consultation
  1. WA State Govt
  2. Federal Govt
  3. Freight and Logistics Council
  4. Infrastructure Australia
  5. CBH and industry
  6. Revitalising Agricultural Regional Freight (RARF) Project

# DESIGN CRITERIA

CRITERIA	PARAMETER
ROAD TYPE	Minimum 5 Preferable 6
Road Width	Minimum 7m Preferable 8m
Pavement Width	Minimum 10m
Pavement Depth	Minimum 250mm (see standard detail) 98% MMDD
Surface	2 coat bitumen Primerseal 10mm Final 14mm
RAV	Minimum RAV 4 Identified RAV 7 Routes
Other Technical Requirements	Survey / Detailed Design / Geotechnical Drainage / Signage / Line Marking Environmental / Clearing Permits RAV Network / HVS MRWA intersections / Railway Crossing

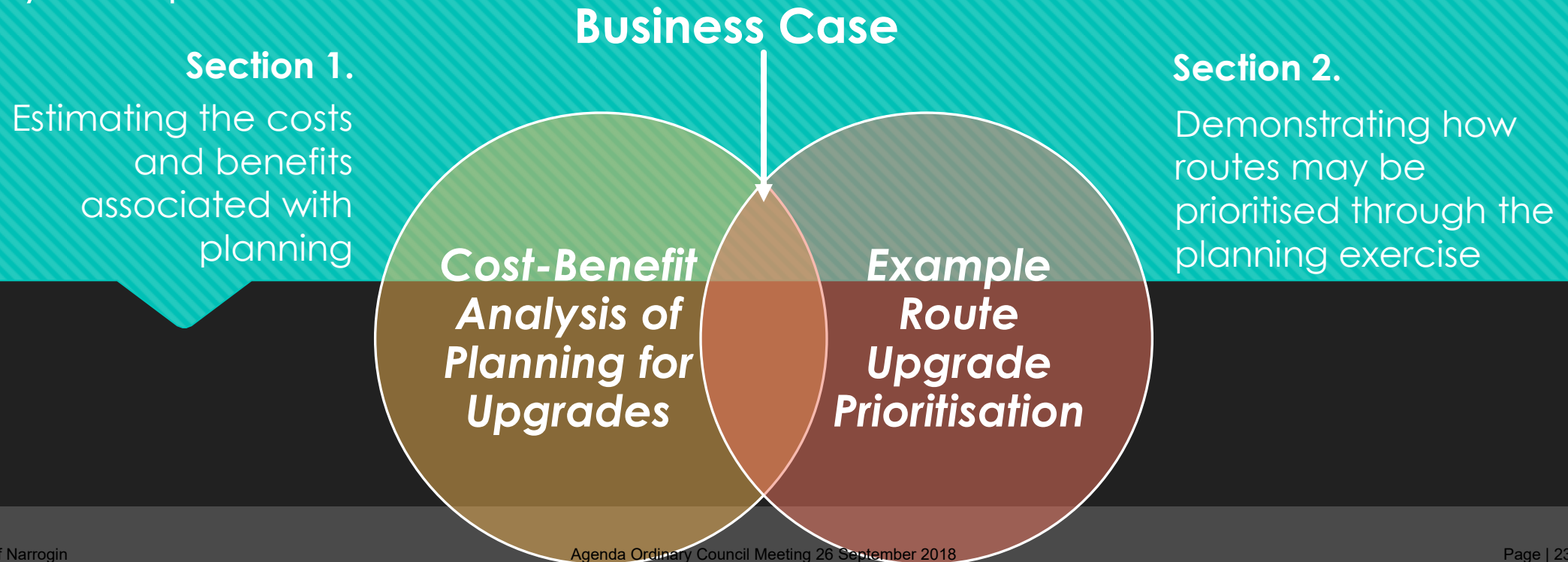
# SUMMARY DATA - JUNE 2018

	Route Length (km)	Proposed Works (km)	Length of Route (%)	Indicative Costs (\$)
<b>WN</b>	1,608	1,134	71	\$ 197,000,000
<b>WS</b>	2,729	1,717	63	\$ 296,000,000
<b>TOTAL</b>	4,337	2,851	66	\$ 493,000,000



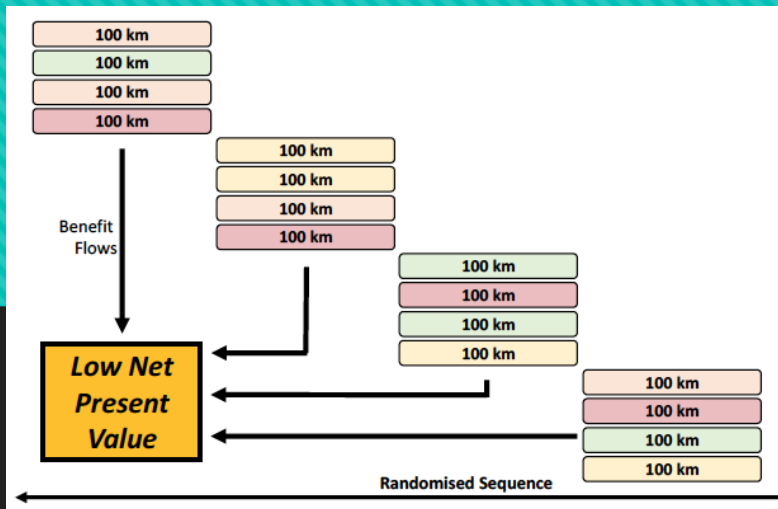
# Business Case – Planning

Pracsys was tasked by RDA Wheatbelt to develop a business case for the planning exercise required to upgrade the Secondary Freight Routes of the Wheatbelt. Development of the business case consists of two key components:

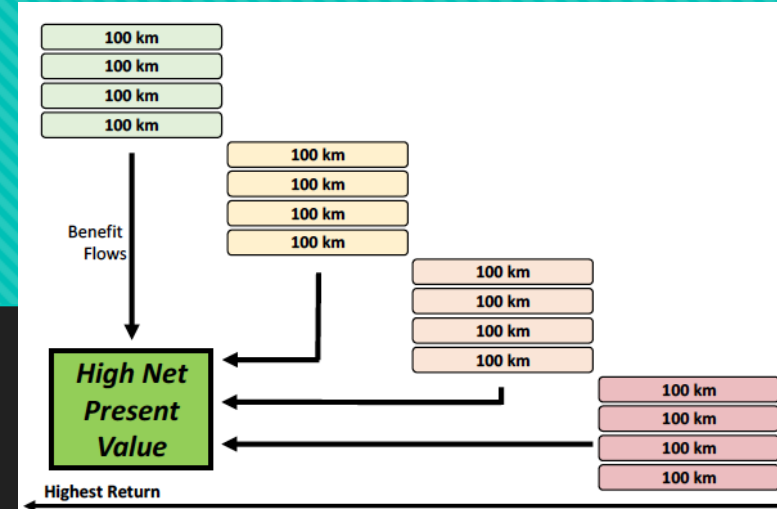


# Estimating Planning Benefits

- Investigate plausible project benefits and compare to typical costs
- Apply assumed BCRs to hypothetical 100km works segments (over 5 to 10 years)
- Conduct comparison of net benefit using scenarios
  - Scenario A: Conduct works without strategic planning – using randomised project sequence
  - Scenario B: Conduct works based on strategic planning - using an optimised project sequence



VS



Segment Key	
High Value	100 km
Medium Value	100 km
Low Value	100 km
Very Low Value	100 km

# Initial Prioritisation System



The Wheatbelt Secondary Freight Routes were evaluated on a route-by-route basis to give an early indication of their relative upgrade priorities. The evaluation conducted was a Multiple Criteria Analysis (MCA) assessing the following criteria weightings – this may be added to in future:

50%



Average Equivalent Standard Axles (ESA)

20%



Average Daily Traffic (ADT) Count

15%

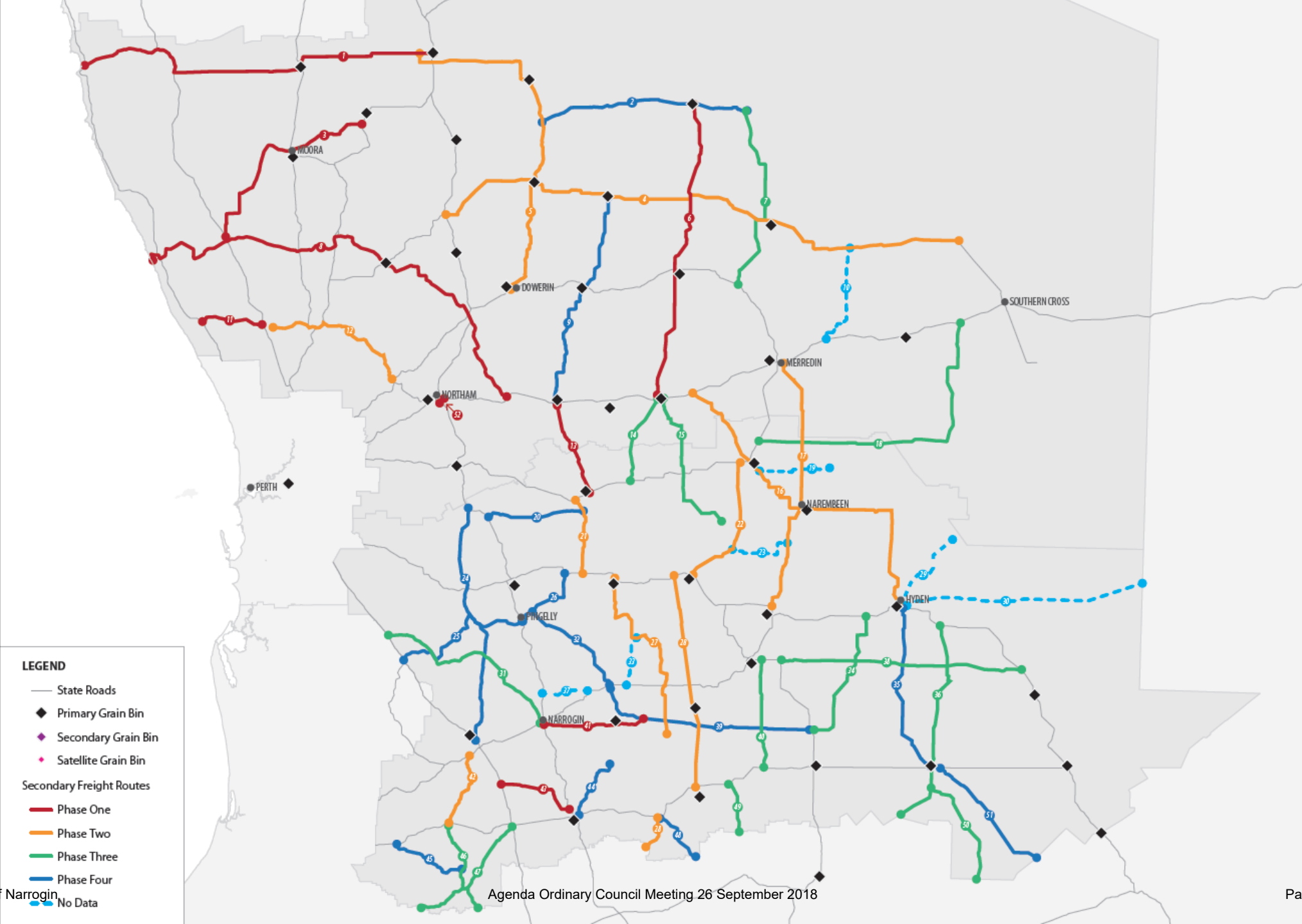


Freight Route Condition Rating

15%



No Freight Route Rail Duplication



- LEGEND**
- State Roads
  - ◆ Primary Grain Bin
  - ◆ Secondary Grain Bin
  - ◆ Satellite Grain Bin
- Secondary Freight Routes
- Phase One
  - Phase Two
  - Phase Three
  - Phase Four
  - - - No Data

# Option A Fully Funded

## Consultant Delivery

- \$5M
- Technical Consultant
  - Full project delivery
  - Target greater number of routes
  - Wider scale technical input
- Local Govt
  - Project Management
  - Input from Technical Working Group
- MRWA
  - Technical Support
  - Review

## Option B Partially Funded

### RRG Delivery

- \$1M
  - In-kind
    - MRWA FTE
    - WDC FTE
    - LGA – Project Delivery Team
- LGA Driven
  - Technical Working Group
  - Project Delivery Team
  - Technical Consultant
- Technical Consultant
  - Funding used for specific technical purposes
  - Targeted technical input
  - Prioritised routes

# Technical Working Group

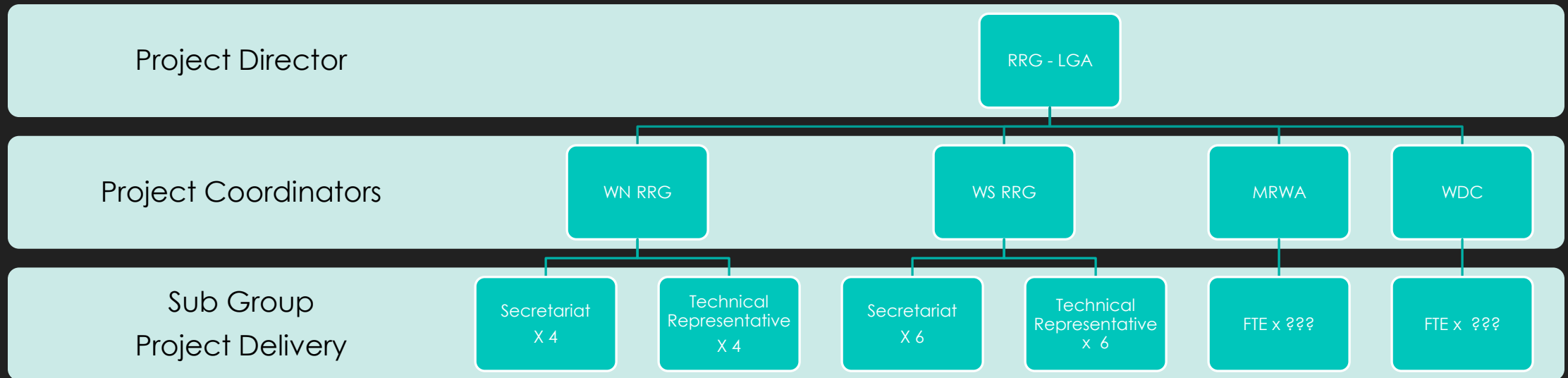


# Technical Working Group

- Project Director
- Project Coordinators
  - Coordination across sub groups.
  - Liaison with Technical consultants.
  - Coordination amongst Stakeholders
- Technical Consultant
  - Design
  - Survey
  - Geotechnical
  - Environmental



# Project Delivery Team



## Project Delivery Team

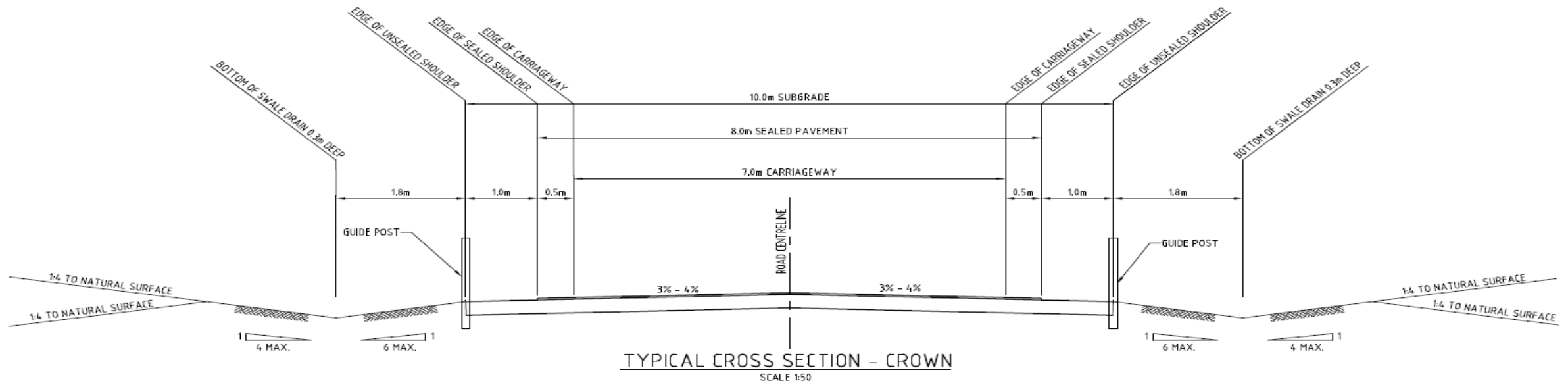
Multi-organisational  
Utilise Sub Groups  
Capacity Building

- Project Director
- Project Coordinators
- RRG – Sub Groups
  - Technical Representatives (WN x 4, WS x 6)
    - Scoping Projects
    - Coordination across sub-group LGAs
    - Identification of Technical Issues
    - Cost estimates
  - Secretariat (WN x 4, WS x 6)
    - Reporting back to sub group.
    - Executive input
    - Administrative support
- MRWA – WR (FTE x ???)
  - Technical support.
  - Administration of funds.
  - Design Review.
  - GIS and Mapping.
  - HVS.
- WDC – FTE x ???
  - Funding submissions.
  - Access to graduate resources.
  - Coordination and communications.

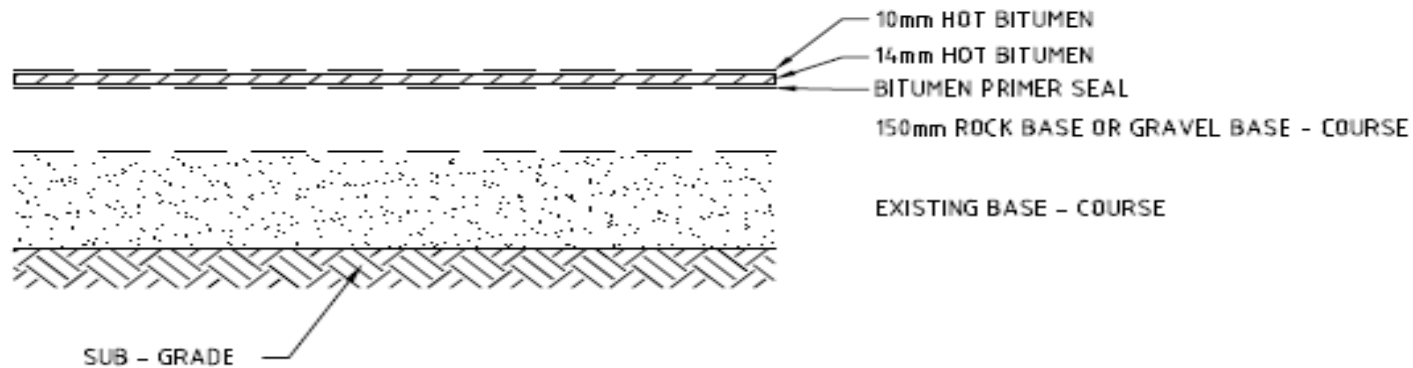
# Local Govt – Co-contribution

- Cash Contribution
- \$250K from 42 LGAs
- Approximately \$6,000 per local government
- Agenda Item – August or September Council Meetings
- In-kind technical and administrative input
- Identify / Nominate Resources

# Typical Cross Section



# Pavement Standard Detail



DOUBLE/DOUBLE TWO COAT SEAL PAVEMENT

1:100

MINIMUM 200mm PAVEMENT.  
FINAL DETERMINATION AFTER GEOTECHNICAL  
INVESTIGATION AND PAVEMENT DESIGN.

## 10.3 CORPORATE AND COMMUNITY SERVICES

### 10.3.1 SCHEDULE OF ACCOUNTS PAID – AUGUST 2018

<b>File Reference</b>	12.1.1
<b>Disclosure of Interest</b>	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
<b>Applicant</b>	Shire of Narrogin
<b>Previous Item Numbers</b>	Nil
<b>Date</b>	31 August 2018
<b>Author</b>	Brooke Conway – Finance Officer Accounts
<b>Authorising Officer</b>	Frank Ludovico – Executive Manager Corporate & Community Services
<b>Attachments</b>	
1. Schedule of Accounts Paid – August 2018 is provided separately.	

#### Summary

Council is requested to note the payments as presented in the Schedule of Accounts Paid – August 2018.

#### Background

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

#### Comment

The Schedule of Accounts Paid – August 2018 is presented to Council for notation. Below is a summary of activity.

August 2018 Payments		
Payment Type	\$	%
Cheque	969.95	0.12
EFT (incl Payroll)	718,400.60	91.68
Direct Debit	59,899.41	7.64
Credit Card	3,674.50	0.47
Trust	667.00	0.09
Total Payments	783,611.46	100

Local Spending Analysis of Total Payments		
Local Suppliers	172,791.79	22.05
Payroll	361,913.50	46.19
Total	534,705.29	68.24

The payment schedule has been provided to Elected Members separately and are not published on the Shire of Narrogin website owing to potential fraudulent activity that can arise from this practice.

Printed copies will be available on request at the Administration building and the Library.

### **Consultation**

Nicole Bryant – Manager Finance

### **Statutory Environment**

Local Government Act 1995 Section 6.8 (2)(b)

### **Policy Implications**

Nil

### **Financial Implications**

All expenditure has been approved via adoption of the 2018/2019 Annual Budget, or resulting from a Council resolution for a budget amendment.

### **Strategic Implications**

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	4. Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.1 An efficient and effective organisation

### **Voting Requirements**

Simple Majority

#### **OFFICERS' RECOMMENDATION**

That, with respect to the Schedule of Accounts Paid for August 2018, Council note the Report as presented.

### 10.3.2 MONTHLY FINANCIAL REPORTS – AUGUST 2018

<b>File Reference</b>	12.8.1
<b>Disclosure of Interest</b>	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
<b>Applicant</b>	Shire of Narrogin
<b>Previous Item Numbers</b>	Nil
<b>Date</b>	17 September 2018
<b>Author</b>	Nicole Bryant – Manager Finance
<b>Authorising Officer</b>	Frank Ludovico – Executive Manager Corporate & Community Services
<b>Attachments</b> 5. Monthly Financial Report for the period ended 31 August 2018.	

#### **Summary**

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

#### **Background**

Council is requested to review the August 2018 Monthly Financial Reports.

#### **Comment**

The August 2018 Monthly Financial Reports are presented for review.

#### **Consultation**

Frank Ludovico – Executive Manager Corporate and Community Services.

#### **Statutory Environment**

Local Government (Financial Management) Regulations 1996 Regulation 34 applies.

#### **Policy Implications**

Nil

#### **Financial Implications**

All expenditure has been approved via adoption of the 2018/19 Annual Budget, or resulting from a Council Motion for a budget amendment.



## Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	4. Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.1 An efficient and effective organisation

## Voting Requirements

Simple Majority

### **OFFICERS' RECOMMENDATION**

That, with respect to the Monthly Financial Reports for August 2018, Council note the Reports as presented.

**MONTHLY FINANCIAL REPORT**  
(Containing the Statement of Financial Activity)  
**FOR THE PERIOD ENDED 31 AUGUST 2018**

---



**TABLE OF CONTENTS**

Monthly Summary Information	1 - 2
Statement of Financial Activity	3
Significant Accounting Policies	4
Net Current Assets	5
Material Variances	6
Receivables	7
Capital Acquisitions	8 - 11
Cash Backed Reserves	12
Strategic Projects Tracker	TBC

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

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 AUGUST 2018**

**MONTHLY SUMMARY  
INFORMATION**

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 17 September 2018  
Prepared by: Manager of Finance  
Reviewed by: Executive Manager of Corporate & Community Svcs

**BASIS OF PREPARATION**

**REPORT PURPOSE**

This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996, Regulation 34. Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

**BASIS OF ACCOUNTING**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**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.

**SIGNIFICANT ACCOUNTING POLICIES**

**GOODS AND SERVICES TAX**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**CRITICAL ACCOUNTING ESTIMATES**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

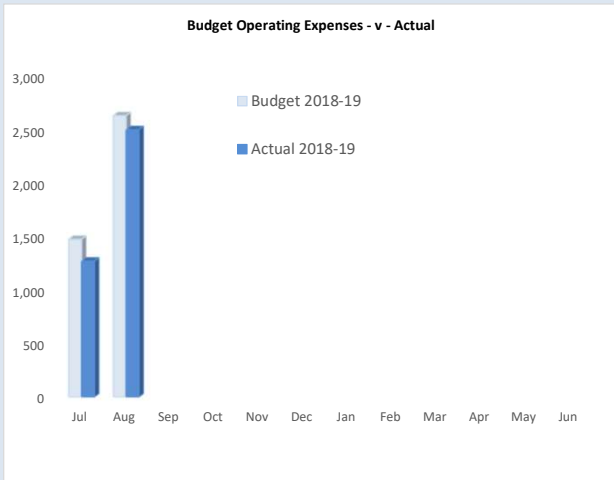
**ROUNDING OFF FIGURES**

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

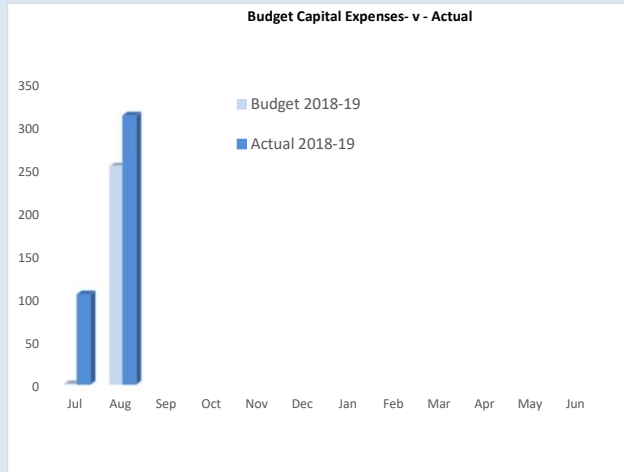
**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 AUGUST 2018**

**MONTHLY SUMMARY INFORMATION  
GRAPHS**

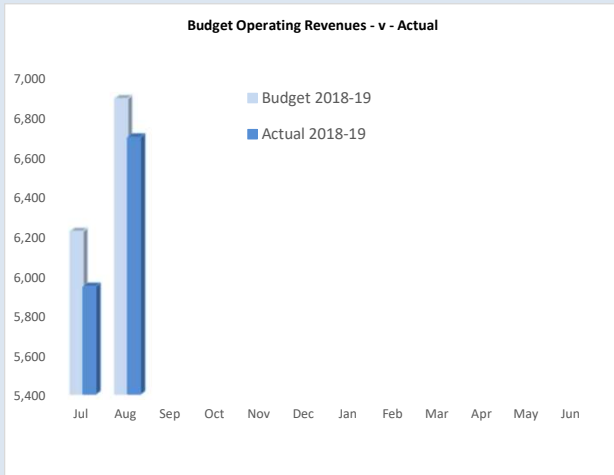
**OPERATING EXPENSES**



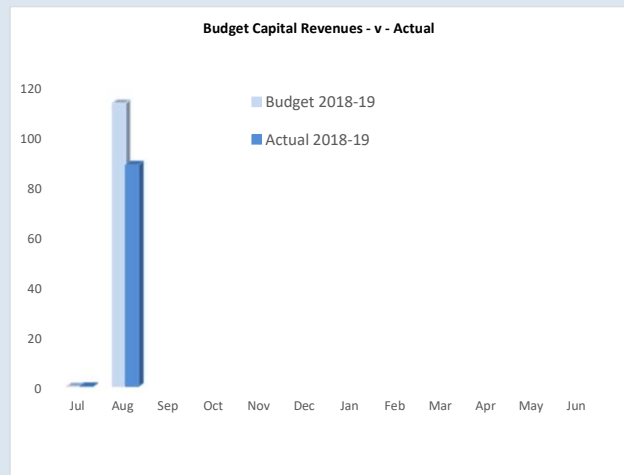
**CAPITAL EXPENSES**



**OPERATING REVENUE**

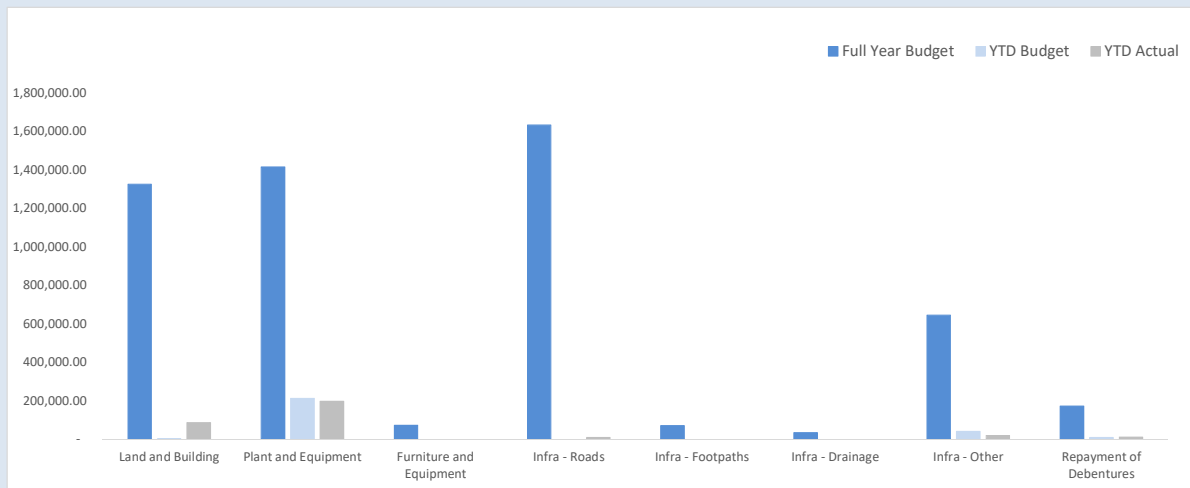


**CAPITAL REVENUE**



\* Budget profiles were not loaded by completion of this report. Budget totals are still to be finalised for Capital \*

**CAPITAL EXPENSES BY ACTIVITY**



## STATEMENT OF FINANCIAL ACTIVITY

## STATUTORY REPORTING PROGRAMS

FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 AUGUST 2018

	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	3,686,159	3,805,408	3,805,408	0	0%	
<b>Revenue from operating activities</b>						
Governance	5,100	16	317	301	95%	
General Purpose Funding - Rates	4,788,695	4,788,694	4,689,508	(99,186)	(2%)	
General Purpose Funding - Other	1,285,132	292,260	303,775	11,515	4%	
Law, Order and Public Safety	52,070	6,754	4,099	(2,655)	(65%)	
Health	11,500	4,414	1,988	(2,426)	(122%)	
Education and Welfare	1,505,434	344,560	320,963	(23,598)	(7%)	
Housing	11,700	1,948	1,378	(570)	(41%)	
Community Amenities	1,058,504	893,450	894,076	626	0%	
Recreation and Culture	98,854	16,468	40,307	23,839	59%	▲
Transport	924,093	464,809	155,116	(309,693)	(200%)	▼
Economic Services	258,407	43,060	43,776	716	2%	
Other Property and Services	95,024	15,834	23,690	7,856	33%	
	<b>10,094,513</b>	<b>6,872,268</b>	<b>6,478,992</b>	<b>(393,275)</b>	<b>(6%)</b>	
<b>Expenditure from operating activities</b>						
Governance	(673,307)	(164,350)	(97,774)	66,576	(68%)	
General Purpose Funding	(277,818)	(39,918)	(30,428)	9,490	(31%)	
Law, Order and Public Safety	(621,664)	(117,748)	(91,878)	25,870	(28%)	
Health	(266,696)	(50,537)	(24,718)	25,819	(104%)	
Education and Welfare	(1,808,377)	(315,073)	(233,397)	81,676	35%	▲
Housing	(34,294)	(6,986)	(3,690)	3,296	89%	
Community Amenities	(1,501,758)	(257,087)	(233,985)	23,102	10%	
Recreation and Culture	(2,893,082)	(535,187)	(594,226)	(59,039)	(10%)	
Transport	(4,440,065)	(981,266)	(1,138,256)	(156,990)	(14%)	▼
Economic Services	(664,439)	(122,337)	(117,845)	4,492	4%	
Other Property and Services	(47,778)	(36,156)	71,211	107,367	(151%)	
	<b>(13,229,277)</b>	<b>(2,626,645)</b>	<b>(2,494,987)</b>	<b>131,658</b>		
<b>Operating activities excluded from budget</b>						
Add back Depreciation	2,508,848	418,118	868,825	450,707	52%	▲
Adjust (Profit)/Loss on Asset Disposal	123,754	20,624	18,649	(1,975)	(11%)	
Adjust Employee Benefits Provision (Non-Current)	0	0	0	0		
Adjust Deferred Pensioner Rates (Non-Current)	0	0	0	0		
Movement in Leave Reserve (Added Back)	0	0	0	0		
Adjust Rounding	0	0	0	0		
<b>Amount attributable to operating activities</b>	<b>(502,163)</b>	<b>4,684,365</b>	<b>4,871,479</b>	<b>187,114</b>		
<b>Investing Activities</b>						
Non-Operating Grants, Subsidies and Contributions	846,982	9,998	210,000	200,002	(95%)	
Purchase of Investments	0	0	0	0		
Land Held for Resale	0	0	0	0		
Land and Buildings	(1,325,038)	(1,817)	(85,759)	(83,942)	(98%)	▼
Plant and Equipment	(1,413,335)	(211,646)	(195,549)	16,097	8%	
Furniture and Equipment	(71,210)	0	0	0		
Infrastructure Assets - Roads	(1,632,644)	0	(6,859)	(6,859)	(100%)	
Infrastructure Assets - Footpaths	(69,000)	0	0	0		
Infrastructure Assets - Road Drainage	(33,589)	0	0	0		
Infrastructure Assets - Other	(644,114)	(38,847)	(18,852)	19,995	106%	▲
Proceeds from Disposal of Assets	742,570	112,893	88,368	(24,525)	(28%)	▼
Proceeds from Sale of Investments	0	0	0	0		
<b>Amount attributable to investing activities</b>	<b>(3,599,378)</b>	<b>(129,419)</b>	<b>(8,652)</b>	<b>120,767</b>		
<b>Financing Activities</b>						
Proceeds from New Debentures	350,000	0	0	0		
Proceeds from Advances	0	0	0	0		
Repayment of Debentures	(129,977)	0	(3,954)	(3,954)	(100%)	
Self-Supporting Loan Principal	0	0	0	0		
Transfer from Reserves	1,033,367	0	0	0		
Advances to Community Groups	0	0	0	0		
Transfer to Reserves	(838,009)	0	0	0		
<b>Amount attributable to financing activities</b>	<b>415,382</b>	<b>0</b>	<b>(3,954)</b>	<b>(3,954)</b>		
<b>Net Capital</b>	<b>(3,183,996)</b>	<b>(129,419)</b>	<b>(12,605)</b>	<b>116,814</b>		
<b>Total Net Operating + Capital</b>	<b>(3,686,159)</b>	<b>4,554,946</b>	<b>4,858,874</b>	<b>303,928</b>		
<b>Closing Funding Surplus(Deficit)</b>	<b>0</b>	<b>8,360,353</b>	<b>8,664,281</b>	<b>303,928</b>		

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY****NET CURRENT ASSETS****FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 AUGUST 2018****SIGNIFICANT ACCOUNTING POLICIES****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.

**EMPLOYEE BENEFITS**

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

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

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the City 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 City 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 present value of expected future payments to be made in respect of services provided by employees up to 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 City does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

**PROVISIONS**

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. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement 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.

**INVENTORIES**

Inventories are measured 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 necessary to make the sale.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 AUGUST 2018

OPERATING ACTIVITIES  
ADJUSTED NET CURRENT ASSETS

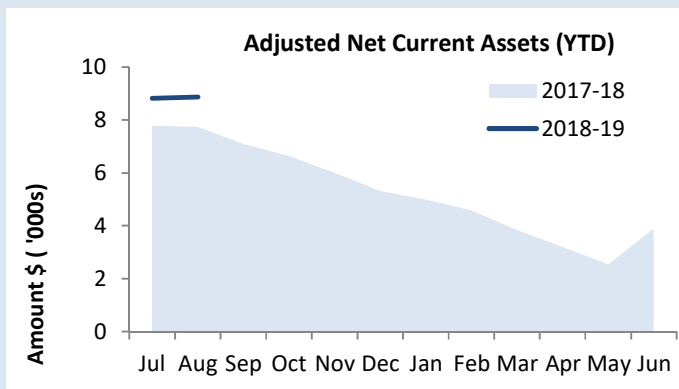
Adjusted Net Current Assets	Previous Period Actual	Year to Date Actual
	31 Jul 2018	31 Aug 2018
	\$	\$
<b>Current Assets</b>		
Cash Unrestricted	2,751,396	4,115,021
Cash Restricted (Reserves)	3,954,799	3,954,799
Receivables - Rates and Rubbish, ESL, Excess Rates	6,098,375	4,362,340
Receivables -Other	561,589	963,152
Inventories	39,656	39,656
	13,405,815	13,434,967
<b>Less: Current Liabilities</b>		
Payables	(434,697)	(605,958)
Loan Liability	(216,340)	(216,340)
Provisions	(596,311)	(596,311)
	(1,247,348)	(1,418,608)
<b>Net Current Asset Position</b>	12,158,467	12,016,359
Less: Cash Restricted	(3,954,799)	(3,954,799)
Add Back: Component of Leave Liability not Required to be funded	387,576	387,576
Add Back: Current Loan Liability	216,340	216,340
Adjustment for Trust Transactions Within Muni	(616)	(1,195)
<b>Net Current Funding Position</b>	8,806,968	8,664,281

**SIGNIFICANT ACCOUNTING POLICIES**

Please see page 4 for information on significant accounting policies relating to Net Current Assets.

**KEY INFORMATION**

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



**Year YTD Actual**

**Surplus(Deficit)**

**\$8.66 M**

**Last Period Actual**

**Surplus(Deficit)**

**\$8.81 M**

**NOTE: For the Cash Assets above the following investments have been made as at reporting date:**

Cash Unrestricted

Municipal Fund

NIL

Cash Restricted (Reserves)

Reserve Fund

NIL



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 AUGUST 2018**

**EXPLANATION OF  
MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2018/19 year is an Actual Variance exceeding 10% and a value greater than \$15,000.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
<b>Revenue from operating activities</b>					
Recreation and Culture	23,839	59%	▲	Permanent	Insurance claim income received for Town Hall
Transport	(309,693)	(200%)	▼	Timing	Income not received (WANDRRA)
<b>Expenditure from operating activities</b>					
Education and Welfare	81,676	35%	▲	Timing	HACC, CHSP, HCP & Aged Other - Expenditure estimated evenly over 12 months
Transport	(156,990)	(14%)	▼	Permanent	Depreciation expenses higher than budget due to revaluation in June 2018
<b>Investing Activities</b>					
Capital Acquisitions	(54,710)	(84%)	▼	Timing	Budget Profiles have not been loaded at report date
<b>Financing Activities</b>					

**KEY INFORMATION**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 AUGUST 2018**

**OPERATING ACTIVITIES  
RECEIVABLES**

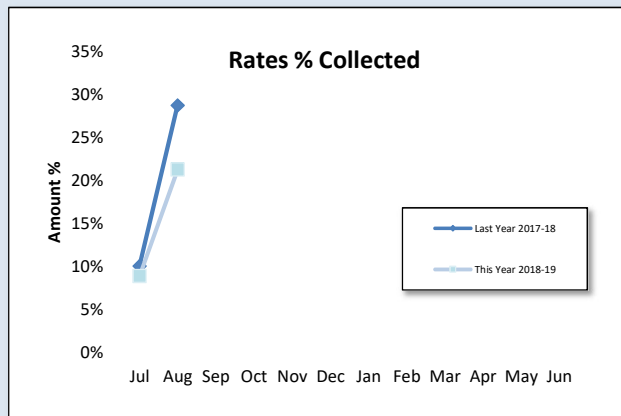
Rates Receivable	30 Jun 18	31 Aug 18
	\$	\$
Opening Arrears Previous Years	492,340	492,340
Levied this year		4,780,240
Movement in Excess Rates		(90,732)
Domestic Refuse Collection Charges		470,984
Domestic Services (Additional)		3,390
Commercial Collection Charge		44,583
Commercial Collection Charge (Additional)		45,287
Total Rates and Rubbish (YTD)	5,153,240	5,253,752
Less Collections to date	(5,153,240)	(1,223,435)
<b>Net Rates Collectable</b>	<b>492,340</b>	<b>4,522,657</b>
% Collected	91.28%	21.29%
Pensioner Deferred Rates		(153,532)
Pensioner Deferred ESL		(6,786)
<b>Total Rates and Rubbish, ESL, Excess Rates</b>		<b>4,362,340</b>

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	958,561	840	12,315	5,027	976,743
Percentage	98%	0%	1%	1%	
<b>Balance per Trial Balance</b>					
Rates Pensioner Rebate Claims					45,988
GST Input					0
Provision For Doubtful Debts					(60,388)
<b>Total Receivables General Outstanding</b>					<b>962,344</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

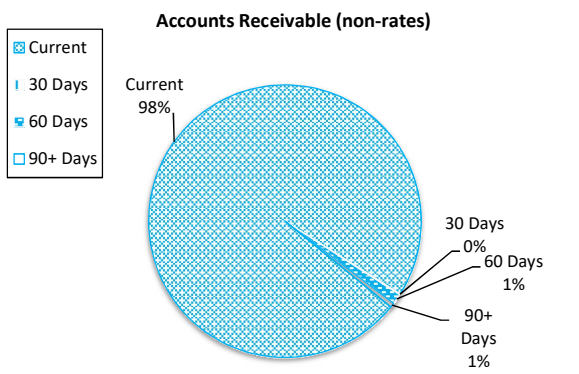
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.



<b>Collected</b>	<b>Rates Due</b>
<b>21%</b>	<b>\$4,362,340</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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



<b>Debtors Due</b>
<b>\$962,344</b>
<b>Over 30 Days</b>
<b>2%</b>
<b>Over 90 Days</b>
<b>1%</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 AUGUST 2018**

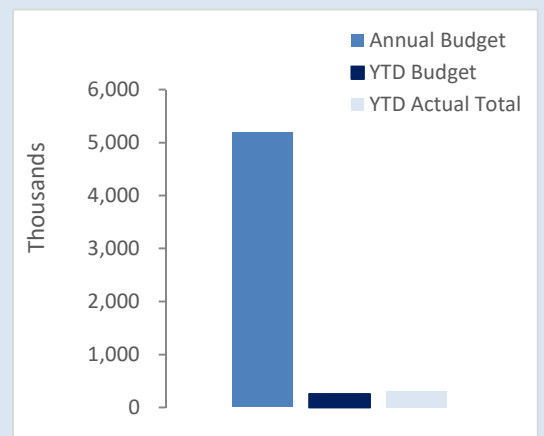
**INVESTING ACTIVITIES  
CAPITAL ACQUISITIONS**

<b>Capital Acquisitions</b>	<b>Annual Budget</b>	<b>Revised Budget</b>	<b>YTD Budget</b>	<b>YTD Actual Total</b>	<b>YTD Budget Variance</b>
	\$	\$	\$	\$	\$
Land and Buildings	1,325,038	1,325,038	1,817	85,759	(83,942)
Plant & Equipment	1,413,335	1,413,335	211,646	195,549	16,097
Furniture & Equipment	71,210	71,210	0	0	0
Roads	1,632,644	1,632,644	0	6,859	(6,859)
Footpaths	69,000	69,000	0	0	0
Road Drainage	33,589	33,589	0	0	0
Other Infrastructure	644,114	644,114	38,847	18,852	19,995
<b>Capital Expenditure Totals</b>	<b>5,188,930</b>	<b>5,188,930</b>	<b>252,310</b>	<b>307,020</b>	<b>(54,710)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**



<b>Acquisitions</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Spent</b>
	<b>\$5.19 M</b>	<b>\$0.31 M</b>	<b>6%</b>

To be read in conjunction with Strategic Projects Tracker

\* Budget profiles were not loaded by completion of this report. YTD Budget totals are still to be finalised for Capital \*

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 AUGUST 2018**

**INVESTING ACTIVITIES  
CAPITAL ACQUISITIONS (CONTINUED)**

% of Completion

Level of completion indicator, please see table at the end of this note for further detail.











































	JOB	Original Budget \$	YTD Budget \$	YTD Actual \$	Variance (Under)Over \$	
<b>Capital Expenditure</b>						
<b>Land and Buildings</b>						
	Building Renovation Administration	LB011	190,060	0	2,000	(2,000)
	Animal Pound Building (Capital)	BC030	7,781	0	0	0
	Other Law & Order Building (Capital)	BC035	455	454	455	(1)
	HACC - Building (Capital)	BC050	50,500	0	0	0
	Mackie Park Public Toilets and Office - Capital	BC130	15,000	0	0	0
	Memorial Park Public Toilets Capital	BC263	100,000	0	0	0
	Highbury Public Toilets (Capital)	BC138	10,000	0	0	0
	Town Hall (Federal St) Building Capital	BC150	75,760	0	17,336	(17,336)
	Railway Institute Hall & Office Building Capital	BC151	3,096	0	0	0
	Highbury Hall Building Capital	BC153	15,000	0	0	0
	NRRC Building (Capital)	BC160	123,600	0	0	0
	NRRC Building Capital 2018-19	BC161	64,259	0	273	(273)
	Library Landscape - Stage 1	IO080	100,000	0	0	0
	Railway Station Building (Capital)	BC200	6,641	0	0	0
	Museum Building (Capital)	BC201	5,000	0	0	0
	Accommodation Units (NCP)	BC236	351,364	1,363	1,800	(437)
	Caravan Park Renovations	LB235	183,896	0	63,896	(63,896)
	Visitor Information Bay Upgrade (Williams Road)	IO094	20,000	0	0	0
	Sale Yard (Showmen's) Toilets Building Capital	BC240	2,627	0	0	0
		<b>1,325,038</b>	<b>1,817</b>	<b>85,759</b>	<b>(83,942)</b>	
<b>Plant and Equipment</b>						
	Fire Truck (Highbury)	PA961	50,000	0	0	0
	NO05 Ranger Vehicle 2018	PA8163A	42,606	42,606	35,316	7,290
	EHO Vehicle 2018	PA065	21,000	21,000	18,602	2,398
	NGN10179 Toyota Hiace 2018	PA011	58,000	0	0	0
	Lawn Mower 2018	PE058	2,000	0	0	0
	Brush Cutter 2018	PE059	1,000	0	0	0
	NGN839 CHCP Vehicle	PA044B	27,000	0	0	0
	NGN219 CATS Vehicle 2019	PA014F	26,500	0	0	0
	CCTV Installation Refuse Site	PE054	10,000	0	0	0
	NGN00 EMDRS Vehicle 2018(2)	PA002F	35,755	0	0	0
	NGN00 EMDRS Vehicle 2019	PA002G	35,755	0	0	0
	NGN00 EMDRS Vehicle 2019(2)	PA002H	35,755	0	0	0
	CCTV Installation Old Courthouse Museum	PE060	7,500	0	0	0
	ONO EMTRS Vehicle 2018 (3)	PA700E	36,508	0	0	0
	ONO EMTRS Vehicle 2019	PA700F	36,508	0	0	0
	ONO EMTRS Vehicle 2019 (2)	PA700G	36,508	0	0	0
	ONO EMTRS Vehicle 2019 (3)	PA700H	36,508	0	0	0
	N001 MO Vehicle 2018(2)	PA967B	36,870	0	0	0
	N001 MO Vehicle 2019	PA967C	36,870	0	0	0
	N001 MO Vehicle 2019(2)	PA967D	36,870	0	0	0
	Works Supervisor Vehicle 2018	PA026B	43,000	0	0	0
	1N0 CF Vehicle 2018	PA8164A	43,000	0	0	0
	NGN802 Gardener Vehicle 2018	PA017A	28,000	0	0	0
	NO1 2018 UD 6 Wheeler Nissan Diesel Tip Truck	PA8212A	226,000	0	0	0
	NO592 PG LH Vehicle PG 2018	PA021A	32,000	0	0	0

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 AUGUST 2018**

**INVESTING ACTIVITIES  
CAPITAL ACQUISITIONS (CONTINUED)**

% of Completion

Level of completion indicator, please see table at the end of this note for further detail.






























	JOB	Original Budget	YTD Budget	YTD Actual	Variance (Under)Over
 NGN677 Toro Mower 2018 (WORKS) (PE041)	PA059A	35,000	35,000	33,000	2,000
 NO2731 Four Axle Side Tipping Trailer - Additions	PA968A	25,000	0	0	0
 NO2706 Four Axle Side Tipping Trailer - Additions	PA969A	25,000	0	0	0
 Workshop Tool Purchase (Mechanic)	PE055	15,000	0	1,070	(1,070)
 New VHF Radios x 15	PE056	15,000	0	0	0
 NGN6121 1982 Twin Drum Turf Roller (WORKS)	PA016A	35,000	35,000	34,850	150
 CCTV Installation NCP	PE049	10,000	0	0	0
 1NGN CEO Vehicle 2018(2)	PA001F	53,040	53,040	51,593	1,447
 1NGN CEO Vehicle 2019	PA001G	49,440	0	0	0
 1NGN CEO Vehicle 2019(2)	PA001H	49,440	0	0	0
 ONGN EMCCS Vehicle 2018(2)	PA005F	35,251	0	0	0
 ONGN EMCCS Vehicle 2019	PA005G	34,651	0	0	0
 002 NGN MF Vehicle 2018	PA047D	25,000	25,000	21,118	3,882
 NGN O MLC Vehicle 2018	PA004D	25,000	0	0	0
		<b>1,413,335</b>	<b>211,646</b>	<b>195,549</b>	<b>16,097</b>
<b>Furniture and Equipment</b>					
 Airconditioner Upgrade - DRS	FE026	20,000	0	0	0
 Replace Pelments and Drapes, Jessie House	FE027	4,000	0	0	0
 Mobile Works Solution (HACC)	FE023	20,000	0	0	0
 Town Hall Airconditioner	FE029	15,000	0	0	0
 Library Software Upgrade	FE025	12,210	0	0	0
		<b>71,210</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Infrastructure - Roads</b>					
 Earl Street - Renewal (Local)	IR002	49,813	0	0	0
 Egerton Street - Upgrade (Local)	IR125	171,494	0	5,044	(5,044)
 Whinbin Rock Road - Renewal (Rural)	IR205	70,618	0	0	0
 Wagin-Wickepin Road - Renewal (Local)	IR207	99,625	0	0	0
 Wangeling Gully Road - Renewal (Rural)	IR292	90,792	0	0	0
 Quarry Road - Renewal (Rural)	IR311	85,627	0	0	0
 Gordon Street - Renewal (Local) (R2R)	R2R005	9,300	0	0	0
 Earl Street North - Renewal (Local) (R2R)	R2R124	25,800	0	0	0
 Floreat Street - Renewal (Local) (R2R)	R2R048	14,640	0	0	0
 Hough Street - Renewal (Local) (R2R)	R2R090	16,815	0	0	0
 Park Street - Renewal (Local) (R2R)	R2R052	11,655	0	0	0
 Northwood Street - Renewal (Local) (R2R)	R2R014	12,240	0	0	0
 Palmer Street - Renewal (Local) (R2R)	R2R061	7,875	0	0	0
 Watt Street - Renewal (Local) (R2R)	R2R050	6,900	0	0	0
 Short Street - Renewal (Local) (R2R)	R2R089	2,850	0	0	0
 Horace Street - Renewal (Local) (R2R)	R2R062	8,910	0	0	0
 Harper Street - Renewal (Local) (R2R)	R2R057	10,260	0	0	0
 Falcon Street - Renewal (Local) (R2R)	R2R011	12,000	0	0	0
 Argus Street - Renewal (Local) (R2R)	R2R038	4,050	0	0	0
 Quigley Street Short Street - Renewal (Local) (R2R)	R2R088	8,880	0	0	0
 Narrakine Road South - Renewal (Rural) (R2R)	R2R221	123,027	0	0	0
 Herald Street - Upgrade (Local) (RRG)	RRG126	637,565	0	0	0
 Congelin - Narrogin Road - Renewal (Local) (RRG)	RRG202	151,908	0	1,816	(1,816)
		<b>1,632,644</b>	<b>0</b>	<b>6,859</b>	<b>(6,859)</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 AUGUST 2018**

**INVESTING ACTIVITIES  
CAPITAL ACQUISITIONS (CONTINUED)**

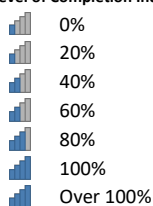
% of Completion

Level of completion indicator, please see table at the end of this note for further detail.

	JOB	Original Budget	YTD Budget	YTD Actual	Variance (Under)Over
<b>Infrastructure - Footpaths</b>					
	Mackie Park - Footpath Construction	IF130	10,000	0	0
	Earl St Footpath Construction	IF001	9,000	0	0
	Doney Street Footpath Construction	IF004	50,000	0	0
		<b>69,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Infrastructure - Drainage</b>					
	Drainage - Butler Street	ID060	33,589	0	0
		<b>33,589</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Infrastructure - Other</b>					
	Refuse Site Transfer Station	IO034	10,000	0	0
	Bin Surrounds	IO085	21,600	15,600	(3,312)
	Cemetery Upgrade	IO026	57,440	0	0
	Gnarojin Park Master Plan	IO086	23,248	23,247	23,247
	CBD Design - Colour Palette and signage	IO100	10,000	0	0
	Townscape - Highbury	IO103	5,000	0	0
	Townscape - Narrogin	IO104	10,000	0	0
	NRRRC Infrastructure Other (Capital)	IO160	10,000	0	(60)
	Foxes Lair	IO011	17,000	0	0
	Heritage Trail	IO028	28,015	0	0
	McKenzie Park - Playground Equipment	IO068	10,000	0	0
	Pine Park - Playground Equipment	IO074	12,000	0	0
	Ashworth Park - Playground Equipment	IO076	20,000	0	0
	Highbury Tennis Court	IO093	75,000	0	0
	Narrogin Walk Trails Master Plan	IO096	16,000	0	0
	Mountain Bike & Pump Track Feasibility Study	IO099	9,000	0	0
	Skate Park Improvements	IO021	69,811	0	0
	Gnarojin Community Garden Carpark & Driveway Upgrade	IO101	10,000	0	0
	Museum Carpark	IO083	60,000	0	0
	Pioneer Drive Carpark	IO095	50,000	0	0
	Aerodrome Infrastructure Other (Capital)	IO092	30,000	0	0
	Caravan Park Resealing, Line Marking	IO081	20,000	0	0
	Local Tourism Planning Strategy	IO098	20,000	0	0
	Site Inspection Report - Felspar St Depot	IO253	20,000	0	0
	Economic Development Strategy	IO105	30,000	0	0
		<b>644,114</b>	<b>38,847</b>	<b>18,852</b>	<b>19,995</b>

**Capital Expenditure Total**

**Level of Completion Indicators**



Percentage YTD Actual to Annual Budget  
Expenditure over budget highlighted in red.

Variance is calculated on:  
YTD Budget vs YTD Actual

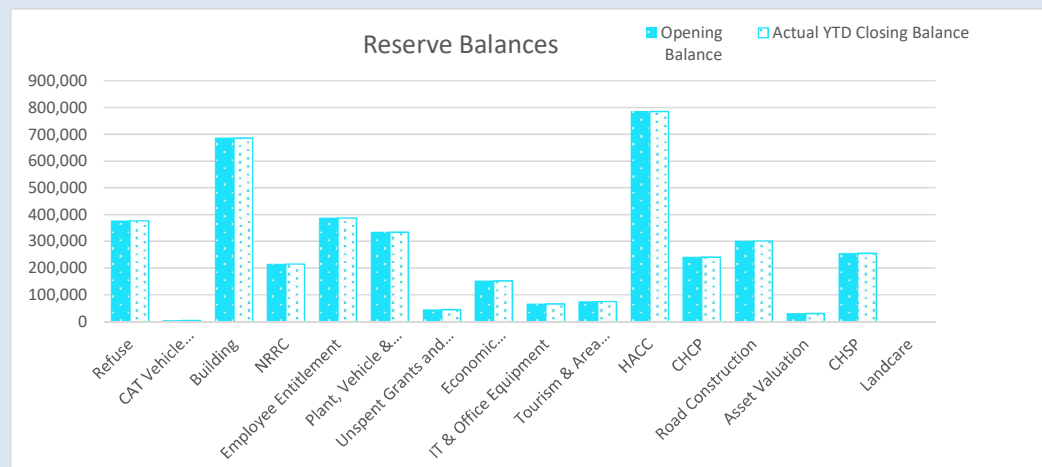
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 AUGUST 2018**

**OPERATING ACTIVITIES  
CASH AND INVESTMENTS**

**Cash Backed Reserve**

Reserve Name	Opening Balance	Current Budget Interest Earned	Actual Interest Earned	Current Budget Transfers In (+)	Actual Transfers In (+)	Current Budget Transfers Out (-)	Actual Transfers Out (-)	Current Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Refuse	376,475	6,827	0	50,000	0	0	0	433,302	376,475
CAT Vehicle Replacement	4,297	78	0	7,125	0	11,500	0	0	4,297
Building	686,182	12,444	0	80,000	0	280,000	0	498,626	686,182
NRRC	214,761	3,895	0	140,000	0	90,000	0	268,656	214,761
Employee Entitlement	387,576	7,029	0	0	0	0	0	394,605	387,576
Plant, Vehicle & Equipment	333,984	6,057	0	425,000	0	442,500	0	322,541	333,984
Unspent Grants and Contributions	44,816	811	0	0	0	4,724	0	40,903	44,816
Economic Development	152,014	2,757	0	18,552	0	0	0	173,323	152,014
IT & Office Equipment	66,049	1,198	0	5,000	0	0	0	72,247	66,049
Tourism & Area Promotion	75,469	1,369	0	0	0	0	0	76,838	75,469
HACC	784,351	14,224	0	0	0	139,916	0	658,659	784,351
CHCP	241,070	4,372	0	0	0	53,213	0	192,229	241,070
Road Construction	301,328	5,465	0	42,332	0	0	0	349,125	301,328
Asset Valuation	30,610	555	0	0	0	0	0	31,165	30,610
CHSP	255,816	2,919	0	0	0	11,514	0	247,221	255,816
Landcare	0	0	0	0	0	0	0	0	0
	<b>3,954,799</b>	<b>70,000</b>	<b>0</b>	<b>768,009</b>	<b>0</b>	<b>1,033,367</b>	<b>0</b>	<b>3,759,441</b>	<b>3,954,799</b>

**KEY INFORMATION**



### 10.3.3 ADOPTION OF POLICIES - INVESTMENTS AND TRANSACTION CARDS

<b>File Reference</b>	A105237
<b>Disclosure of Interest</b>	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
<b>Applicant</b>	Shire of Narrogin
<b>Previous Item Numbers</b>	Nil
<b>Date</b>	18 September 2018
<b>Author</b>	Niel Mitchell – Governance Officer
<b>Authorising Officer</b>	Frank Ludovico – Executive Manager Corporate and Community Services
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Investments Policy</li><li>2. Transaction Cards Policy</li></ol>

#### Summary

Council is requested to consider adoption of new policies for Investments and Transaction Cards.

#### Background

During the Interim Audit by Anderson Munro Wylie, it was noted that the Shire did not have a Policy relating to investments, relying on the provisions of the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996 general provisions.

Further, in recent times, the Office of the Auditor General (OAG) investigated the credit card procedures of eight local governments, and made a range of observations for improvement across the local government sector.

#### Comment

##### Investment Policy

The Investment Policy presented is primarily based on that used by Shire of Ashburton and Shire of Denmark, incorporating some provisions from other local governments following review others in the sector.

Delegation 3.10 Investments, contains the authority to make investments and authorised signatories, while the proposed policy addresses issues of prudence, process, reporting and reconciliation.

##### Transaction Card Policy

The proposed Transaction Card Policy is heavily based on the WA Local Government Association (WALGA) template, and also incorporates additional matters covered by the Office of Auditor General. Shire of Carnarvon's Policy was also reviewed, as theirs was the only policy to have met all the criteria investigated by the OAG.

Transaction cards are defined as being credit, debit, store and fuel cards which have the effect of replacing the use of purchase orders for those items, for a range of approved purposes and reasons.

Delegation 3.8 Municipal Fund – Incurring Expenditure, authorises the Chief Executive Officer to arrange for various transaction cards. The delegation enables the Chief Executive Officer



to approve transaction cards and limits, and imposes purchasing principles, threshold and compliance requirements on all employees using transaction cards

Policy 3.1 Purchasing Framework also applies, stipulating the principles for purchasing, thresholds for purchasing and compliance matters.

The Policy is in turn, supported by an Executive Instruction of the Chief Executive Officer concerning procures, reconciliation prior to reporting to Council in the Accounts for Endorsement each month.

### **Consultation**

- Dale Stewart – Chief Executive Officer
- Frank Ludovico – Executive Manager Corporate & Community Service
- Nicole Bryant – Finance Manager

### **Statutory Environment**

Local Government Act 1995 –

- Section .6.5(a) – Chief Executive Officer duty to ensure that proper accounts and records of the transactions and affairs are kept in accordance with regulations
- Section 6.14 – Power to invest
- 

Local Government (Financial Management) Regulations –

- Regulation 5, the Chief Executive Officer's duties to ensure efficient systems and procedures are established for the proper authorisation of incurring of liabilities and the making of payments.
- Regulation 11(1)(a) and (2) – requirement to develop procedures that ensure effective security for the authorisation and payment of accounts and for the authorised use of payment methods, including transaction cards.
- Regulation 19 – Investments, control procedure for
- Regulation 19C – Investments of money, restrictions on

### **Policy Implications**

#### Council Delegation

3.8 - Municipal Fund – Incurring Expenditure

3.10 - Investments

#### Council Policy

3.1 - Purchasing – Framework

### **Financial Implications**

Investment – maximisation of return on cash investments, and management of risk and exposure, in accordance with legislative requirements.

Transaction cards – management of payments using credit, debit, store and fuel cards for appropriate purposes.

## Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	4. Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.1 An efficient and effective organisation
Strategy:	4.1.1 Continually improve operational efficiencies and provide effective services
Strategy:	4.1.2 Continue to enhance communication and transparency

## Voting Requirements

Simple Majority

### **OFFICERS' RECOMMENDATION**

That with respect to the adoption of policies – Investments and Transaction Cards, Council:

1. Adopt the proposed policy for Investments; and
2. Adopt the proposed policy for Transaction Cards.

## No. Investments

---

### Statutory context

#### *Local Government Act 1995 –*

- s.6.5(a) – Chief Executive Officer duty to ensure that proper accounts and records of the transactions and affairs are kept in accordance with regulations.
- s.6.9(2) – interest on monies held in Trust is to be applied to the purpose of the monies held
- s.6.14 – money held in trust may be invested under *Trustees Act 1962* Part III

#### *Local Government (Financial Management) Regulations 1996 –*

- r.8 – money from different accounts may be placed in a common investment
- r.19 – control procedures for investments required
- r.19C – restrictions on investments prohibited –
  - o deposits with institutions not authorised
  - o fixed term of more than 12 months
  - o bonds not guaranteed by Commonwealth State or Territory
  - o bonds with maturity term more than 3 years
  - o foreign currency

#### *Banking Act 1959 (Commonwealth)*

- s.5 – definition of *authorised deposit taking institution*
- s.9(3) – authority to carry on a banking business

#### *Trustees Act 1962 –*

- Part III - Investments

#### *Western Australian Treasury Corporation Act 1986*

### Corporate context

Delegation 3.10 – Investments

### History

Adopted \_\_\_\_\_

### Policy Statement

1. Approval to invest  
Surplus funds to immediate requirements may be deposited into an authorised institution, in accordance with *Local Government (Financial Management) Regulations 1996* r.8, 19 and 19C.
2. Prudent Person Standard  
The investment will be managed with the care, diligence and skill that a prudent person would exercise. Employees are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Policy, and not for speculative purposes.
3. Ethics and Conflicts of Interests  
Officers shall refrain from personal activities that would conflict with the proper execution and management of the local government's investment portfolio. The Department of Local Government Sporting and Cultural Industries Guidelines No.1 "*Disclosure of Interests Affecting Impartiality*" and No.21 "*Disclosure of Financial Interests in Returns*" provide guidance for recognising and disclosing any conflict of interest. Any independent advisors are required to disclose any actual or perceived conflicts of interest.
4. Approved Investments  
Investments may only be made with authorised institutions as follows –

- a) an authorised deposit-taking institution as defined in the *Banking Act 1959* (Commonwealth) section 5 with a Standard & Poor's (or its equivalent) credit rating of BBB or higher; or
- b) the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*.
- c) bonds that are guaranteed by the Commonwealth or a State or Territory and which have a term not exceeding three years.

5. Prohibited Investments

Investments which are not allowed are as follows –

- deposits with an institution except an authorised deposit-taking institution in accordance with the *Banking Act 1959*;
- deposits for a fixed term of more than 12 months;
- stand-alone securities issued that have underlying futures, options, forward contracts and swaps of any kind; or
- are in a foreign currency.

6. Professional Advice

The Shire may from time to time retain the services of suitably qualified investment professionals to provide assistance in investment strategy formulation, portfolio implementation and monitoring.

Any such independent advisor must be approved by Council and licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended and is free to choose the most appropriate product within the terms and conditions of this investment policy.

Any independent advisor engaged by the Shire is required to provide written confirmation that they do not have any actual or potential conflicts of interest in relation to the investment they are recommending or reviewing, including that they are not receiving any commissions or other benefits in relation to the investments being recommended or reviewed.

7. Investment Funds

All cash and investment held by the Shire are placed in common investments in accordance with *Local Government (Financial Management) Regulation 1996* Regulation 8.

8. Risk Management Guidelines

Investments are restricted to bank investments only. The term of the investment will be based on forward cash flow requirements to ensure investment return on available surplus funds.

All investments obtained must comply with three key criteria relating to –

- Portfolio Credit Framework limit overall credit exposure of the portfolio
- Counterparty Credit Framework: limit exposure to individual counterparties/institution; and
- Term to Maturity Framework: limits based upon maturity of securities.

Portfolio Credit Framework

To control the credit quality on the investment portfolio, the following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum
AAA	A-1+	100%
AA	A-1+	100%
A	A-1	60%
BBB	A-2	20%

If any of the investments within the portfolio are subject to a credit rating downgrade such that the portfolio credit percentage are no longer compliant with the Investment Policy, the investment will be diverted as soon as practicable.

Counterparty Credit Framework

Exposure to an individual counterparty/institution will be restricted by its credit rating so that single entity exposure is limited, as detailed in the table below –

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum
AAA	A-1+	50%
AA	A-1+	50%
A	A-1	20%
BBB	A-2	10%

If any of the investments within the portfolio are subject to a credit rating downgrade such that the portfolio credit percentage are no longer compliant with the Investment Policy, the investment will be diverted as soon as practicable

Term to Maturity Framework

The investment portfolio is to be invested within the following maturity constraints –

Investment type	Term to Maturity
Authorised Deposit-taking Institution Deposits	< 12 months
State/Commonwealth Government Bonds	< 3 years

9. Reporting and Review

A monthly report on the investment portfolio is to be made to the Council, listing for each investment the institution, amount, term to maturity, maturity date, amount interest rate, and % of total portfolio represented by the individual investment. A summary of the composition of the investment portfolio by credit rating and institution will also be included.

– End of Policy -

Notes

The Local Government Act requires that money invested under the Trustees Act comply with the Regulations.

### 3.7 Transaction Cards

---

#### Statutory context

*Local Government Act 1995* –

- s.6.5(a) – Chief Executive Officer duty to ensure that proper accounts and records of the transactions and affairs are kept in accordance with regulations.

*Local Government (Financial Management) Regulations 1996* –

- r.5, the Chief Executive Officer's duties to ensure efficient systems and procedures are established for the proper authorisation of incurring of liabilities and the making of payments.
- r.11(1)(a) and (2) – requirement to develop procedures that ensure effective security for the authorisation and payment of accounts and for the authorised use of payment methods, including transaction cards.

#### Corporate context

Delegation 3.8 – Municipal Fund – Incurring Expenditure

Policy 3.1 – Purchasing Framework

Executive Instruction 3.3 – Transaction Card Procedures

#### History

Adopted \_\_\_\_\_

#### Policy Statement

All cardholders must have either the authority of the Chief Executive Officer to commit Council to expenditure.

#### 1. Definitions

**Cardholder** means an employee who has been authorised by the Chief Executive Officer to incur expenditure by means of a transaction card.

**Transaction Card** means a card facility (which may include; credit, debit, store, parking, cab-charge and fuel cards) approved for use in lieu of cash transactions, to incur expenditure for goods and services for the purposes of the Shire of Narrogin business activities only in accordance with relevant Shire policies.

#### 2. Determining When Transaction Card Facilities are Appropriate

- a) Transaction Card facilities may be implemented and maintained where the card facility provides benefit to the Shire of Narrogin operations by ensuring –
  - i) goods and services can be obtained in a timely and efficient manner to meet the business needs of the Shire;
  - ii) financial management and accounting standards are met; and
  - iii) purchasing and payment functions are secure, efficient and effective.
- b) Transaction card facility providers will only be acceptable where, in the opinion of the Chief Executive Officer, they –
  - i) provide appropriate and sufficient statement, administration and acquittal controls that enable the Shire to sufficiently administer the facility; and
  - ii) provide the Shire with protection and indemnification from fraudulent unauthorised transactions.

#### 3. Management Oversight

The Chief Executive Officer shall determine and implement systems and procedures that are adequate to ensure –

- a) assessment and selection of transaction card facilities suitable to the efficient and effective operations of the Shire;
- b) authorisation and appointment of suitably eligible cardholders;
- c) cardholder duties and responsibilities are documented; and
- d) cardholders provided with training; and

- e) monitoring and auditing of transactional card activities is planned and reported.
4. Reporting  
The Chief Executive Officer will ensure that acquitted transaction statements for each transaction card facility are provided to Council as part of the monthly financial reporting regime.
5. Misuse, Misconduct and Fraudulent Use
- a) Any alleged misuse of transaction cards will be investigated, and may be subject to disciplinary procedures.
  - b) Where there is reasonable suspicion of misconduct or fraudulent activity arising from transaction card facilities the matter will be reported to the appropriate regulatory agency, subject to the requirements of the *Public Sector Management Act 1994* and the *Corruption, Crime and Misconduct Act 2003*.
6. Principles for usage – Allowable transactions
- a) Transaction card facilities may only be used where –
    - i) the expenditure is directly arising from a Shire operational business activity for which there is an Annual Budget provision;
    - ii) the expenditure is in accordance with legislation, the Shire Purchasing Policy, Code of Conduct and any conditions or limitations applicable to the individual Cardholder.
    - iii) the procurement of the required goods or services is impractical or inefficient if undertaken via a purchase order or is not able to be obtained other than by a transaction card;
    - iv) supplier surcharges (fees) on transactions are minimised and only allowable where the alternative method of obtaining the supply (i.e. by purchase order) is more onerous, not cost effective or there is no alternative mode of supply.
    - v) hospitality expenditure may only occur when it is in accordance with any Shire Hospitality Policy or is undertaken with the express permission of the Chief Executive Officer.
    - vi) official travel, accommodation and related expenses may only occur in accordance with Shire policies and procedures;
    - vii) a sufficient record of each transaction is obtained and retained in the local government record.
  - b) Allowable transaction modes include –
    - i) in-person and over the counter retail purchases;
    - ii) telephone or facsimile purchasing;
    - iii) mail order purchasing and subscriptions;
    - iv) internet purchasing.
7. Principles for usage – Prohibited transactions
- a) The Shire prohibits the use of transaction card facilities for –
    - i) cash advances;
    - ii) incurring expenses which are personal or private (i.e. any expenditure which is not an approved local government activity);
    - iii) making deposits onto the card, whether to offset misuse or otherwise;
    - iv) incurring capital expenditure;
    - v) incurring expenditure for goods or services which are subject to a current supplier contract;
    - vi) incurring expenses which are not in accordance with legislation, the Shire's Purchasing Policy, the Annual Budget and / or the conditions or limitations relevant to the individual cardholder;
    - vii) expenses for which another transaction card is the approved facility – eg.: a corporate credit card is not to be used for purchasing fuel or oil, as the fuel card is the approved facility for that purpose;
    - viii) splitting expenditure to avoid compliance with the Purchasing Policy or to negate limits or conditions applicable to the Cardholder; and
    - ix) incurring expenses for the primary purpose of obtaining personal advantage through the transaction (i.e. membership or loyalty rewards).
  - b) For clarity, elected members are prohibited from using Shire transaction cards as the *Local Government Act 1995* does not provide authority for an elected member to incur liabilities on behalf of the local government. The Act limits local governments to only paying elected member allowances and reimbursing elected member expenses.

8. Cardholder duty of care and responsible use obligations

- a) A cardholder is required to –
  - i) keep the transaction card and access information in a safe manner; protected from improper use or loss.
  - ii) only use the transaction card for allowable purposes and not for prohibited purposes.
  - iii) obtain, create and retain local government records that evidence transactions.
  - iv) acquit the reconciliation of transaction card usage in the required format and within required timeframes. The onus is on the cardholder to provide sufficient detail for each transaction to avoid any potential perception that a transaction may be of a personal nature.
  - v) return the transaction card to the Shire before termination of employment, inclusive of reconciliation records.
  - vi) reimburse the Shire the full value of any unauthorised, prohibited or insufficiently reconciled expenditure.
  - vii) Comply with all cardholder responsibilities as outlined by the card provider.
- b) Benefits obtained through use of a transaction card (i.e. membership or loyalty rewards) are the property of the Shire and may only be used for Shire business purposes. Such benefits must be relinquished by the cardholder to the Shire. Under no circumstances may such benefits be retained as a personal benefit.

9. Transaction evidence

- a) A sufficient transaction record must include the following minimum information – p
  - i) invoice and / or receipt that includes; the date, company name, address, ABN, amount and any GST amount included;
  - ii) where an invoice and / or receipt cannot be obtained, the cardholder must provide a signed statement, detailing the nature of the expense and sufficient information to satisfy the requirements of subclause (i) above.
  - iii) approval of the expense in (ii) above is to be referred to the Chief Executive Officer for a decision.
- b) Where a transaction card is used to incur an expense for hospitality, the transaction record must include for the purposes of Fringe Benefits Tax calculations and probity –
  - i) the number of persons entertained;
  - ii) the names of any employees in that number; and
  - iii) the purpose of providing the entertainment or hospitality.

10. Card Reconciliation Procedures

- a) Card statement accounts will be issued to the relevant cardholder who will, within 7 days, acquit the transactions on the account.
- b) Transactions will be supported by a GST invoice stating the type of goods purchased, amount of goods purchased and the price paid for the goods. The receipt shall meet the requirements of the *Goods and Services Tax Act 1999* to enable a GST rebate to be applied.
- c) Transactions shall be accompanied by a job number for costing purposes.
- d) Should approval of expenses be refused by the Chief Executive Officer recovery of the expense shall be met by the cardholder.
- e) The cardholder shall sign and date the card statement with supporting documentation attached stating all expenditure is of a business nature.

11. Disputed Transactions

- a) The Shire is responsible for paying all accounts on the monthly card statement and the bank processes a direct debit from Council's operating bank account for such.
- b) When a Cardholder believes that charges are incorrect they should first contact the supplier to determine the causes of the discrepancy and if necessary the Creditors Officer will notify the bank in writing.
- c) Any amounts in dispute must be highlighted on the copy of the Cardholders statement and a copy of the written notification to the bank attached.

12. Cancelled Cards

Cancellation of a Card may be necessary where the –



- a) cardholder changes job function within the local government;
- b) cardholder terminates employment with local government;
- c) the employment of the Cardholder is terminated;
- d) card is no longer required;
- e) cardholder has not adhered to set procedures;
- f) misuse of the Card; or
- g) other sufficient reason in the opinion of the CEO.

13. Review of Card Use

All receipts and documentation will be reviewed and any expenses that do not appear to represent fair and reasonable business expenses shall be referred to the Chief Executive Officer for a decision.

14. Procedures for Lost, Stolen and Damaged Cards

- a) The cardholder must formally advise the Executive Manager Corporate & Community Services of the loss or theft without delay.
- b) The loss or theft of a transaction card must be reported to the card provider as a matter of priority.
- c) Advice of a damaged card is to be provided to the Executive Manager Corporate & Community Services who will arrange a replacement.

15. Additional Cardholders

- a) The Chief Executive Officer is the primary cardholder for the Shire and may authorise additional cardholders within the Shire's approved total credit limit.
- b) Individual transaction card limits are as approved by Council or the CEO.

16. Cardholder Agreement

- a) The Cardholder Agreement is as determined by the CEO.
- b) Failure to comply with any of these requirements could result in the card being withdrawn from the employee.
- c) In the event of loss or theft through negligence or failure to comply with the Shire of Narrogin Card Policy any liability arising may be passed on to the cardholder.

17. Consequences of Non-Compliance

Failure to comply with the Delegations, Policy or Executive Instructions may result in disciplinary action up to and including termination of employment.

– End of Policy

Notes

## 10.4 CHIEF EXECUTIVE OFFICER

### 10.4.1 THE RURAL CLINICAL (MEDICAL STUDENTS) SCHOOL IRELAND EXCHANGE PROGRAM

<b>File Reference</b>	24.6.12
<b>Disclosure of Interest</b>	The Author has no Impartiality, Financial or Proximity Interest that requires disclosure.
<b>Applicant</b>	The Rural Clinical School of Western Australia
<b>Previous Item Numbers</b>	Nil
<b>Date</b>	18 September 2018
<b>Author</b>	Dale Stewart – Chief Executive Officer
<b>Authorising Officer</b>	Dale Stewart – Chief Executive Officer
<b>Attachments</b>	
1. Email from The Rural Clinical School of WA dated 12 September 2018	

#### Summary

The Shire has received a request from The Rural Clinical School of Western Australia (RCSWA), representing the Universities of WA and Notre Dame (Australia), seeking a contribution towards their Narrogin based students completing one of their electives in Ireland, as part of their Narrogin 'experience' with the School.

#### Background

The Shire of Narrogin previously contributed towards the activities in 2013, 2014 and 2015, to the following extent (all dollars expressed as being inclusive of GST):

- August 2015      \$3,300 (2015)
- August 2014      \$3,300 (2014)
- July 2014        \$3,300 (2013 in arrears).

#### Comment

The reasons for the cessation of request for contribution to the annual Ireland activity is unknown.

The benefits of the contribution are that Narrogin and its community would be seen as a more attractive location in which to participate for their 12-months study.

The disadvantage is that the activity takes them away to another country and the relative 'spend' whilst they are outside of Narrogin is not benefiting the local economy.

Given the relative minor net economic impact of that, compared to the perceived benefits of 'goodwill' and the students viewing Narrogin and its community more favourably as a destination to not just undertake their study in their first place, but to potentially speak more highly of their time here and the contribution to their enriched experience, this is seen as a net positive, rather than negative. On balance therefore, Officers have the view that the contribution is beneficial and more likely to enable a return by one or more of the students, in following years, post becoming a General Practitioner (GP) or Registrar.

## Consultation

The Shire President and the Chief Executive Officer met with the Medical Advisory Committee of the Narrogin Hospital recently and discussed the issues associated with attracting and retaining General Practitioners (GPs) to regional WA, including Narrogin.

The Shire President, Councillors and the Executive of the Shire also recently attended a “thank you” reception and presentation at the RCSWA premise on Felspar Street, Narrogin to view what the students had thought of their preceding 12 months in the Narrogin community.

## Statutory Environment

There are no relevant statutory provisions, other than allocating the desired contribution, if any, within an appropriate Budget provision, or approving the contribution by an ‘Absolute Majority’ decision, should there be no relevant or applicable budget provision.

## Policy Implications

There are no relevant nor proposed Council Policies that relate to the request.

## Financial Implications

The request is for a possible contribution towards students undertaking one of their electives in Ireland, which would be over a period of one month.

The Shire (as the Town of Narrogin at that time) has last contributed to the exercise in 2015 to the extent of \$3,000, plus GST.

Discussion with the RCSWA indicated that approximately four (4) students would benefit and a reasonable contribution might be \$4,000, plus GST.

Officers have recommended that this contribution be offered, with the allocation being funded from General Ledger (GL) line 2110821 Event/Festival/Matching Funding Budget, which has a budget of \$40,700, of which \$Nil has been expended as at the date of the report, and can accommodate the expenditure.

The Council can either reduce this Budget line by \$4,000 and reallocate the sum to GL 204120 Donations to Community Groups or authorise a new GL in the ‘Other Health’ Program. If the contribution is seen as ongoing, an appropriate allocation under the Health Program is recommended, for Australian Bureau of Statistics and Commonwealth Grants Commission reporting requirements.

Local Governments receive a ‘disability factor’ if they report expenditure in the ‘Other Health’ section of their Annual Financial Reports.

## Strategic Implications

The proposed contribution is supported by the following components of the Shire of Narrogin Strategic Community Plan:

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective:	1. Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.1 Growth in revenue opportunities
Strategy:	1.1.2 Promote Narrogin and the Region
Strategy:	1.1.3 Promote Narrogin’s health and aged services including aged housing
Objective:	2. Social Objective (To provide community facilities and promote social interaction)

Outcome:	2.2 Build a healthier and safer community
Strategy:	None applicable

## Voting Requirements

Absolute Majority

### OFFICER'S RECOMMENDATION

That with respect to the request from The Rural Clinical School of Western Australia (RCSWA), seeking a contribution towards their Narrogin based students completing one of their electives in Ireland, as part of their "Narrogin experience" with the School, Council:

1. Amend the Budget to:
  - a. Create a new General Ledger line under the Program entitled 'Other Health' with a Budget allocation of \$4,000; and
  - b. Reduce General Ledger line 2110821 Event/Festival/Matching Funding by \$4,000 from \$40,700.
2. Authorise the Chief Executive Officer to make a contribution to the School, to a maximum of \$4,000 plus GST, towards travel costs of Narrogin based students that chose to perform one of their electives in Ireland, based on the principle of \$1,000 per student, or averaged between the students, if more than four (4) participate.

**From:** [Carolyn Thompson](#)  
**To:** [Joshua Pomykala](#)  
**Cc:** [Dale Stewart](#)  
**Subject:** ICR1815259 - FW: For your consideration please - Meeting to Discuss Narrogin Medical Student exchange to Ireland  
**Date:** Wednesday, 12 September 2018 11:27:49 AM  
**Attachments:** [image001.gif](#)  
[image002.gif](#)  
[image003.gif](#)  
[image004.gif](#)

---

Hi Josh

Could you please Synergise and assign to Dale. Seemingly no address in Synergy for the Rural clinical school.

Thanks

Carolyn

---

**From:** Joanne Potts [mailto:joanne.potts@rcswa.edu.au]  
**Sent:** Wednesday, 12 September 2018 10:40 AM  
**To:** Carolyn Thompson <ea@narrogin.wa.gov.au>  
**Cc:** Peter Smith <peter\_asplin@bigpond.com>  
**Subject:** For your consideration please - Meeting to Discuss Narrogin Medical Student exchange to Ireland

Dear Carolyn

I hope you are well today.

Dr Peter Smith and I were wondering whether it would be possible to please meet with Dale and Leigh to discuss the possibility of support for our medical students to complete an elective (one month) in Ireland. In previous years (probably going back 4 years or so ago now) the Shire of Narrogin very kindly assisted our students with a financial contribution to make this fantastic travel and educational opportunity possible. We are wishing to revisit this option with the view of offering the 2019 students this same incredible experience to complete their elective in Ireland at the end of their studies next December.

Peter and I would be sincerely grateful for your consideration regarding this please.

Thank you in advance for your assistance and I look forward to your reply.

Best wishes

Jo

**Joanne Potts**

**Academic Services Officer – Narrogin**

**Office hours: Monday to Thursday 9.00am - 4.00pm**

The Rural Clinical School of Western Australia • PO Box 489, Narrogin WA 6312

**Office** +61 8 9853 9700 • **Mobile** 0404 555 250 • **Fax** +61 8 9853 9777

**Email** [joanne.potts@rcswa.edu.au](mailto:joanne.potts@rcswa.edu.au)

**Website** [www.rcs.uwa.edu.au](http://www.rcs.uwa.edu.au)

**11. ELECTED MEMBERS' 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**

**13. CLOSURE OF MEETING**

There being no further business to discuss, the Presiding Member declared the meeting closed at \_\_\_ pm and pursuant to Resolution 10.3.135 of 20 December 2017, reminded Councillors of the next ordinary meeting of the Council, scheduled for 7.00 pm on \_\_\_\_day dd mmmm yyyy, at this same venue.